





PAPUA NEW GUINEA SOFTBALL FEDERATION

CONSTITUTION





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PAPUA NEW GUINEA SOFTBALL FEDERATION

CONSTITUTION

Adopted by:

Revised by: Venue:

Date:

PNG SOFTBALL FEDERATION EXECUTIVES

PNG SOFTBALL FEDERATION EXECUTIVES & LOCAL ASSOCIATIONS

MADANG COAST WATCHERS HOTEL

APRIL 2007





PAPUA NEW GUINEA SOFTBALL FEDERATION

CONSTITUTION

PART I - PRELIMINARY

1. REPEAL OF PREVISOUS CONSTITUTION

This Constitution repeals the former constitution of the Papua New Guinea Softball Federation.

2. INTERPRETATION

For the purpose of this Constitution unless the contrary intention appears:

- "notice" includes notice of motion;
- "general meeting" means an Annual General Meeting or a Special General Meeting (not including PART V – 15)
- Any case not provided for in this constitution, or any question arising as to its interpretation, shall be decided by the Papua New Guinea Softball Federation Council Meeting or General Meeting.

PART II - NAME, OBJECT POWERS & MEMBERSHIP

3. NAME

The Name of this organization shall be the PAPUA NEW GUINEA SOFTBALL FEDERATION (hereafter referred to as PNGSF).





4. OBJECT

The object of the PNGSF is the promotion and improvement of Softball in Papua New Guinea and the proper regulation of these activities in accordance with the Constitution and By-Laws of the "International Softball Federation (hereafter called ISF) and doing all such other things as are incidental to the attainment of these objectives, providing such things are within the concept of true sportsmanship.

5. POWERS

The PNGSF shall have the power:

- a. To act along with other bodies or individuals in the control and management of Softball in Papua New Guinea and in the general interest of Sports.
- b. To affiliate with the ISF and any Regional Federation of National Softball Bodies which the Federation might approve from time to time providing that all such bodies are approved by the ISF.
- c. To establish and maintain cordial relations with other sporting bodies within Papua New Guinea and Overseas.
- d. To make By-Laws and Rules for the furtherance of the objects of this Constitution provided such By-Laws and Rules are consistent with this Constitution and the Constitution and By-Laws of the ISF.
- e. To consider and settle disputes between member associations; in accordance with this Constitution.
- f. To authorize an audit of an affiliated Softball Association where it is satisfied that good cause exists to examine its financial affairs, such investigation may be authorized by a decision of at least four (4) office-bearers.
- g. To suspend, disqualify, fine or otherwise deal with any affiliate body or any member or officer thereof which or who has committed any breach of this Constitution AND By-Laws or Rules made hereunder or practiced or sanctioned any conduct arising out of or in connection with softball which conduct is in the opinion of the PNGSF provided that all such dealings are the furtherance of the main object of this Constitution.





- h. To deal with money, land, buildings and equipment in such a manner as may be from time to time determined by the PNGSF provided that all such dealings are the furtherance of the main object of the Constitution.
- To see that all games are played according to the rules as set out by the ISF so that games
 can be properly controlled and to approve ground rules and competition guides for its
 competitions.
- j. To assist the Papua New Guinea Softball Umpires Association in drawing up proper accreditation tests for umpires.
- k. To assist in promoting Regional, National and Junior Championships.
- To select coach and send teams to represent Papua New Guinea overseas whenever necessary and to sanction and control competition between national teams, affiliated organization and/or overseas teams.
- m. To do all such other things as are conducive to the achievement of the main object of the PNGSF.

6. MEMBERSHIP

- Membership in the PNGSF shall be open to such softball Associations and Umpire and other Officials Association and such other sporting bodies in PNG as may be admitted to the PNGSF by consent of an Annual General Meeting or Special General Meeting under such conditions as are laid down by the PNGSF from time to time in accordance with this Constitution.
- 2. Only one Provincial softball Association can be affiliated with the PNGSF unless the Federation permits otherwise.
- 3. All Patrons, Life-members and Office-Bearers of the PNGSF are members of the PNGSF.





4. The PNGSF may award the distinction of Life Membership for services rendered in connection with the Sport. The distinction shall be conferred only by resolution at Annual General Meeting provided each affiliated association shall be given one months' notice in writing of the intention to move such a resolution. Life Membership shall carry with it the right to attend all meetings of the PNGS without the right to conduct a championship organized by the PNGSF.

7. TERMINATION OF MEMBERSHIP

- 1. Membership in the PNGSF may be terminated by:
 - (a) Written resignation duly accepted by the PNGSF.
 - (b) Failure to comply with the Constitution and By-Laws of the PNGSF.
 - (c) Failure to pay membership fees, any fine or levy.
- The membership of a Life-Member or Office-Bearer may be terminated by the PNGSF in a General Meeting of the PNGSF.

8. MEMBERSHIP FEES

- 1. Annual membership fees shall be paid to the PNGSF by Affiliated Associations at the rates which shall be determined from time to time by the PNGSF at its Annual General Meetings.
- 2. Annual membership fees (Affiliation fees) shall be paid to the PNGSF by the First of December in each year.

9. OFFICE BEARERS

- 1. The Office-Bearers of the PNGSF shall be the:
 - (a) Patron
 - (b) President
 - (c) Senior Vice President
 - (d) General Secretary
 - (e) Treasurer
 - (f) Vice Junior President
- 2. A number of officer-holders sufficient to form a quorum under Section 19 shall be permanent residents of one particular location, i.e.: Town or City. Such offices shall include the office of President, General Secretary and Treasurer.





- Each Office Bearer except the Patrol shall be a member of a club affiliated to a member association of the PNGSF and they shall be elected at General meeting of PNGSF and hold office until a successor is elected.
- 4. The Offices of Secretary and Treasurer may be held by one person but in this case the person holding such a combined post shall have only one vote.
- 5. The term of office of an Office Bearer shall be three (3) years from the date of election and he/she is eligible for re-election.
- 6. The office on an Office Bearer becomes vacant if the person holding that office:
 - (a) Dies or
 - (b) Becomes bankrupt or
 - (c) Resigns office in writing addressed to the PNGSF Council Executive Committee or
 - (d) Is removed from office under any other provisions of this Constitution or
 - (e) Is absent from two consecutive Executive Committee Meetings without the permission of the President.
- 7. Nomination for Office shall be in writing, submitted by member associations and signed by the proposer, seconder and nominee and lodged with the Secretary at least thirty (30) days prior to a proper General Meeting or such other times as may be approved at a General Meeting.
- 8. A vacancy among the officers shall be filled by the Council at its next meeting.
- The selection of Officers shall take place by Ballot at the Annual General Meeting or Special Meeting as required, in such a manner as the Chairman of the Meeting shall decide and in accordance with the Constitutional Rules on voting at General Meeting provided in this Constitution.





10. DUTIES OF THE OFFICERS

1. President

The President shall preside at all meetings of the PNGSF or the PNGSF Council and shall serve as Chairman of all committees and in general perform the duties which pertain to such office.

2. Senior Vice President

The Senior Vice President or in his/her absence, the Junior Vice President shall perform the duties of the President in the absence of, or during the disability of, the President.

3. General Secretary

The General Secretary shall:

- (a) Keep a true and proper record of the affairs for the PNGSF and attend all meetings and shall keep minutes of all meetings of the PNGSF.
- (b) Receive all general correspondence and keep copies of such correspondence.
- (c) Maintain a roll of all member associations of the PNGSF together with the names and address of all officials of such member association.
- (d) Give notice of all meetings and send out to all affiliated associations copies of the minutes thereof.

4. Assistant Secretary

The Assistant Secretary shall assist the Secretary in his/her duties and perform the duties of the Secretary in the absence of or during the disability of the Secretary.

5. Treasurer

The Treasurer shall:

- (a) Keep the books of account of the PNGSF
- (b) Collect and account for all fees, fines, levies and funds
- (c) Pay all accounts of the PNGSF by cheque under the written authority of the PNGSF Council
- (d) Supply a statement of receipts and expenditure to the General Meeting and PNGSF Council Meetings
- (e) Present Bank reconciliation statements showing the current bank financial position to meetings of the PNGSF Council and the General Meeting





(f) Present the Accounts of the PNGSF to the auditor at least thirty days before the date appointed for the Annual General Meeting.

6. Vice Junior President

Regional Vice Presidents shall be responsible for the overall coordination of softball activities within their respective regions.

11. POWERS IN RELATION TO DISPUTE RESOLUTION ETC **

- 1. In relation to the resolution of disputes within the Executive Bodies of Affiliated Softball Associations and to ensure the orderly conducted competitions with the maximum representation, the President together with the Senior Vice President and/or the Secretary may:
 - (a) Interpret any provision of this Constitution, a Constitution of an Affiliated Association or the By-Laws and make a decision in relation to same, such decision being final;
 - (b) Permit a temporary variation of this Constitution, a Constitution of an Affiliated Association or the By-Laws as they deem appropriate;
 - (c) Permit a side or move than one side to represent an Affiliated Association at a championship
 - (d) Suspend the members of the Executive Bod of an Affiliated Association where an audit of an Affiliated Association is ordered under section 5 (f)
- 2. Where an audit of an Affiliated Association confirms the existence of financial irregularities, the Executive Body of that Association shall be suspended.
- 3. Where a decision is made to suspend the members of an Executive Body under this Section, alternative persons shall be appointed to ensure the proper administration of the Affiliated Association.





PART IV - GENERAL MEETING

12. ANNUAL GENERAL MEETING

- 1. The Annual General Meeting of the PNGSF shall be held each year. It shall be held in October, but a failure to hold the meeting in that month shall not invalidate proceedings of an Annual General Meeting. The place and date shall have been decided at the previous Annual General Meeting.
- 2. Annual General Meetings are held for the purpose of:
 - (a) Confirmation of minutes of the previous Annual General Meeting and matters arising
 - (b) Receiving, in respect of the Federation year, the President's Annual Report, the statement of Receipt and Expenditure for the year and the Auditor's annual Balance Sheet as in the end of the year
 - (c) Notification of any proposed rule charges
 - (d) Appointment of an auditor
 - (e) Election of Office Bearers as required every three years and Manager, Coaches, Selectors, Umpire-in-Chief and Chief Scorer etc.
 - (f) Considering other business in the interest of the Federation
- 3. The Federation year shall be from April to October of the next year.
- 4. Forty five (45) days' notice of the Annual General meeting and of the business to be brought forward thereat shall be given by the Secretary to each affiliated Association, Officers, Life members of the PNGSF and other people as required.

13. SPECIAL GENERAL MEETINGS

- 1. The Secretary shall at any time call a Special General Meeting of the PNGSF on:
 - (a) The authority of the President
 - (b) Direction of the PNGSF Council
 - (c) The written request of at least 2 member associations of the PNGSF
 - (d) 14 days' notice of such Special Meetings and of the business to be brought forward thereat shall be given by the Secretary to each member Association, Officers of the PNGSF and Life Members.





2. Only the specific business laid down in writing lodged with the Secretary and sent out under notice of the Special Meeting may be dealt with at that meeting.

14. PROCEDURES FOR GENERAL MEETINGS

- 1. Each member association shall be allowed three votes and each officer of the PNGSF shall be allowed one vote at the General meeting. Each Life-Member shall be allowed one vote.
- 2. Each Association must notify the PNGSF, the names of its official delegates to attend meetings; only persons so nominated shall be entitled to vote (see also sub-clause 4).
- 3. Quorum

6 members present and eligible to vote shall form a quorum.

4. Proxies

Proxies must be in written form and presented to the meeting chairman prior to voting and shall be signed by the President and Secretary of the nominating association.

- 5. If there is no quorum the General Meeting shall be adjourned for not less than 24 hours and the persons then present shall constitute a quorum.
- 6. Any Meeting may be adjourned from time to time.

7. Notice

- (a) Notice shall be deemed to be given if posted to the address last advised to the PNGSF for the respective member entitled of notice of the General Meeting.
- (b) Accidental omission to give notice of a General Meeting to any member entitled to notice, shall not invalidated the proceedings of such meeting.





PART V - MANAGEMENT (PNGSF COUNCIL)

15. PNGSF COUNCIL (MANAGEMENT)

Management of the PNGSF shall be carried out by the PNGSF Council which shall consist of the following persons:

- (a) The Officers of the PNGSF
- (b) Regional Vice Presidents elected in accordance with the provisions of this constitution

16. GENERAL MEETING (PNGSF COUNCIL)

The PNGSF Council shall meet as required during the year but not less than once during each year.

17. DUTIES OF THE PNGSF COUNCIL

- 1. To carry out such business as directed by the PNGSF at the Annual General Meeting
- 2. To do all such things as necessary for the proper conduct of Softball during the year
- 3. To appoint the executive committee

18. VOTING

Each Officer of the PNGSF shall have one vote on the PNGSF Council. Each Member Association of the PNGSF shall nominate its representative in writing to the Secretary and such representative shall exercise votes on behalf of the Association as pertable hereunder. The Chairman shall have a deliberative and a casting vote. Voting shall be by voice or by show of hands but any member present may request a vote by mail or to appoint a proxy to represent them at the Council meeting in accordance with the rules for proxies laid down under annual General Meeting requirements.

Associations with 4 to 10 registered teams 1 VOTE
Associations with 11 to 30 registered teams 2 VOTES
Associations with 31 to more registered teams 3 VOTES





19. QUROUM

A quorum for meetings of the PNGSF Council shall be not less than 4 persons physically present and eligible to vote. Should the quorum not be present, the Council meeting shall be adjourned for not less than 24 hours and those members being physically present shall constitute a quorum.

20. PNGSF COUNCIL EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Secretary and more than one other member of the PNGSF Council and shall meet as required during the year to carry out the day to day affairs of the PNGSF. The Executive Committee shall also have right to vote by mail on any matter and any deliberation of the Executive Committee can be concluded by telephone conversation or exchange of facsimile transmissions.

PART VI - FINANCE

21. FUNDS OF THE PNGSF

Funds of the PNGSF shall be derived from:

- 1. Subscriptions
- 2. Fees
- 3. Levies (if any) imposed
- 4. Fund Raising Efforts
- 5. Sponsorship





22. BANK ACCOUNT

- 1. The PNGSF has the power to open and operate Bank Accounts
- 2. The Bank Account of the PNGSF shall be kept as such Bank as the PNGSF Council shall from time to time determine.

23. INCOME, PROPERTY & ASSETS

- 1. The income, property and assets of or under the control of the PNGSF, from whatsoever source derived, shall be applied solely towards the promotion of the objects of the PNGSF
- 2. No portion of the funds shall be paid directly or indirectly by way of dividend or bonus, to any member of the PNGSF, provided that nothing contained herein shall prevent payment or any dividend upon any debentures issued, or the repayment thereof.
- 3. A member shall not derive any pecuniary gain from any property of operations of PNGSF.

24. BORROWING POWERS

The PNGSF may borrow money on such terms and in such manner and as such security (if any) as the PNGSF Council thinks proper, for the purpose of carrying out its objects and purposes.

25. TOURING EXPENSES

The PNGSF Council may make rules, not inconsistent with this Constitution, and may add to, amend or rescind such rules for the purpose of providing financial assistance to meet "out of pocket expenses" of players selected from the PNGSF to represent PAPUA NEW GUINEA





26. AUDITIOR

- 1. The Annual General Meeting shall appoint a competent person to audit the financial affairs of the PNGSF once in each year.
- 2. Such Auditor shall not be the public officer or a member of the PNGSF.
- 3. Duties of the Auditor
 - a) The Auditor elected at the Annual General Meeting shall make a report to the Federation on the Balance Sheet. Statement of Receipts and Expenditure and Accounts submitted to him by the Treasurer.
 - b) The Auditor shall state in such report whether he has so obtain all the information and explanation that he has required and whether in his opinion, the Balance Sheet of the finances and assets of the PNGSF are according to the best of the information and explanation given to him and as shown by the books of the PNGSF.

PART VII - ASSOCIATIONS, NOMINATIONS, REGISTRATION ETC

27. AFFILIATION & RESPONSIBILITIES OF ASSOCIATIONS

- 1. An Association becomes affiliated with the PNGSF on the acceptance of the Association's affiliation form and prescribed fee.
- 2. An Association, upon becoming affiliated with the Federation shall:
 - a) Be liable to be fined by, to be suspended by, or to be expelled from the PNGSF for any wilful infringement of this Constitution, By-Laws or ground rules of the provisions of and approved championship guide.
 - b) Adopt the Constitution approved by the Federation and agree to be bound by the provisions of approved ground rules and championship guides.
 - c) Keep the PNGSF informed of changes of address and changes of officers.
 - d) Ensure that its delegates, or proxy delegates, attend meetings of the PNGSF and PNGSF Council.
 - e) Ensure that all disputes are first referred to their Association for resolution and then referred to the Federation for resolution in accordance with this Constitution in the event that the Association is unable to resolve the dispute (On no account is legal action to be commenced).





28. NOMINATION & REGISTRATION

- 1. Nominations to participate in competitions organized by the PNGSF shall be signed by the Secretary of the nominating association and such nomination shall include the name of the association, the names of team members participating for the Association and details of colors and style of uniform to be worn.
- 2. Nomination fees shall be as decided from time to time at the PNGSF Council Meeting or the Annual General Meeting for the PNGSF and shall become due and payable by the date as decided at the same time.
- 3. All non-playing coaches shall be registered in the same way as players are registered according to this Section.
- 4. To be eligible to play in competitions organized by the PNGSF, a player must be a registered player with an association which is affiliated with the PNGSF.

29. TRANSFERS

- 1. A registered player shall transfer from an association to another association within the PNGSF in accordance with this section.
- 2. The transfer shall be made on the prescribed official transfer form and shall be signed by the president of secretary of each Association and the player transferring.
- 3. The player has to satisfy the following situations before he/she can start playing in another association:
 - a) He/she must pay his/her membership fee to his/her new club and association in accordance with their Constitution and By-Laws.
 - b) His/her name and address together with a copy of the transfer document must be submitted to the PNGSF by another association.
- 4. Transfer is effected with the transfer document is permitted by another Association.





30. BY-LAWS

The Federation may make BY-LAWS consistent with the Constitution and designed to meet the correct functioning of Softball in PAPUA NEW GUINEA. Such BY-LAWS shall be passed and or amended at a meeting of the PNGSF Council or at a General Meeting of the PNGSF and according with those rules as are laid down in this Constitution covering such meetings.

31. ALTERATIONS TO THE CONSTITUTION

This Constitution may only be altered by a vote of 2/3 majority at an annual General Meeting of the Total votes cast. 30 days' notice of motion of any such proposed change in the Constitution shall be given.

32. DISSOLUTION

In the event of the Federation being wound up and dissolved, the Net Assets of the PNGSF and the proceeds thereof, after discharging all liabilities, shall be divided between the affiliated associations on a Pro Rata basis according to the number of teams fielded by the respective associations during the last playing season of those associations.

33. TIME REQUIREMENTS

Failure to comply with a time limit set by this Constitution does not render invalid any subsequent decision of the PNGSF





PAPUA NEW GUINEA SOFTBALL FEDERATION

BY-LAWS

Adopted by:

Revised by:

Venue:

Date:

PNG SOFTBALL FEDERATION EXECUTIVES

PNG SOFTBALL FEDERATION EXECUTIVES & LOCAL ASSOCIATIONS

MADANG COAST WATCHERS HOTEL

APRIL 2007





PAPUA NEW GUINEA SOFTBALL FEDERATION

BY-LAWS

I. AFFILIATION

- 1. For the admission of Association to the Papua New Guinea Softball Federation (hereafter referred to as the PNGSF) the following conditions shall apply:
 - a) An Association applying for admission shall be properly constituted body being the sole recognized authority within its respective area (Province) for the control of either or both men's and women's softball. At any one province there may be a Women's association and a Men's Association, a junior Association or there may be one association controlling all aspects of Softball at the Province. A copy of the applicants association's Constitution and By-Laws are to be forwarded to the PNGSF with its application for membership.
 - b) Before an application can be considered by the PNGSF, a statement signed by the President and Secretary of the applicant's association certifying that they have a minimum of four teams playing in annual competition at their province, must be included in their application.
 - c) A further statement certifying that the applicant's association is willing to abide by the PNGSF Constitution and By-Laws must accompany the application for affiliation. Copies of the PNGSF Constitution and By-Laws shall be distributed to all affiliated Associations with the PNGSF every December.





II. COMPETITION

- 1. All contact in relation to the arrangement and conduct of matches, competitions and other Softball matters affecting Affiliated Association and/or International Games shall be vested in the PNGSF.
- 2. Competition between Affiliated Associations must receive the official sanction of the PNGSF. Any proposed inter-association competition is to be notified to the PNGSF at least fourteen (14) days prior to the proposed date of the competition.
- 3. Papua New Guinea National Championships:
 - a) Changes of the venue may be made, subject to the approval of the affiliated associations concerned and of half the remaining affiliated associations at the General meeting or by mail or telegraphic vote.

b) PLAYERS

Teams will be limited to seventeen (17) maximum players excluding manger or coach who do not play. Delegates will be limited to twenty (20) including 3 officials. It is understood that only seventeen (17) players will be eligible to participate during the Championships organized by the PNGSF.

c) TEAM UNIFORM

All players must be uniformed alike on the given team. The players must have the name of their association on the front of the uniform. Numbers must be on the back of uniforms, be six inches in height, this will serve to identify each eligible player. If possible, two teams should not wear same color uniform. One team shall wear light color while the other teams wears dark color. Preference to uniform will be given to team previously participating in competitions organized by the PNGSF.





d) QUALIFICATIONS

- 1. The Qualifications for selection to the representative team of an affiliated association shall be:
 - 1.1 Resident or full-time employee in the Province of the Affiliated Association concerned or player who satisfies regulations under Article V of this By-Laws.
 - 1.2 Members of that Affiliated Association.
 - 1.3 Under nineteen (19) years of age on 31st December prior to the year of PNG Under Nineteen Championship, for that Championship.
 - 1.4 Each affiliated Association shall submit to the PNGSF a letter of verification of a players age, certified by a justice of Peace, or similar officer, in the case of the Under Nineteen (19) championship.

e) ARRANGEMENT AND CONTROL

- 1. Affiliated Association shall submit their entry or non-entry to the PNGSF of each championship by the dates as decided by the PNGSF Executive.
- 2. All affiliated Association shall be financial members with the PNGSF.
- 3. Accommodation shall be organized by the host affiliated Association and details of location, amenities and tariff shall be advised to each affiliated Association.
- 4. Should any affiliated association wish to make their own accommodation arrangements, they may do so providing the host affiliated association is advised at least four (4) weeks prior to the commencement of the championship.
- 5. At the Opening Ceremonies at all PNG Championships, the Affiliated Association representative teams shall wear their playing/bench uniforms.
- 6. The PNGSF shall draw up a schedule of games, and shall submit same together with an itinerary to the Secretary of each Affiliated Association one (1) month prior to the commencement of the respective championship.





- 7. Matters of complaints or dispute arising out of the management of the Championship shall be referred to the Council, which shall make such decisions it deems necessary, subject to the provisions of the Constitution and By-Laws. The decisions of the Council shall be final.
- 8. The cost of transportation and accommodation of participating teams at any of the Championship shall be the responsibility of their affiliated Association or team unless any assistance is decided at the Annual General Meeting or the Council Meeting.
- 9. Expenses of conducting the championship shall be met by the host affiliated Association and the PNGSF.

All gate takings shall be the property of the PNGSF; however, it may, from time to time, wish to share the gate takings with the host Association.

- 10. At all Championships all players, team officials and Candidate PNG Official Umpire shall pay the individual cost of the Presentation Night Dinner to the Host Affiliated Association.
- 11. The PNG Scorers Association shall appoint official scorers for the championships organized by the PNGSF, who shall record, in addition to the normal scoring duties, the games scores and wins and losses, in the official Record Books of the PNGSF. Such books shall be provided to the official scorers prior to the Championships. The Score books with analyzed statistics shall be forwarded to the PNGSF Office within thirty (30) days of the conclusion of the championship.
- 12. Ground Rules of any PNG National Championships shall be prepared by the host affiliated association and submitted to the Umpire-in-Chief for approval prior to the commencement of the Championship concerned. Approved copies shall be made available to the Executive of the PNGSF, Coaches and Managers for information and to umpires.
- 13. The Manager of each affiliated Associations representative team shall attend a meeting held prior to the commencement of the Championship. The meeting will inform and advise the managers of their responsibilities, ground rules and other necessary information in regard to the championships.





- 14. After commencement of the Championships, any queries leading to the alteration of the ground rules, shall be resolved by the Umpire-in-Chief and rectified to all concerned.
- 15. All entry fees for championships shall be paid to the PNGSF by the date decided by the PNGSF Executive.
- 16. Any representative teams whose association has not paid the appropriate fee by the required date shall be automatically excluded.
- 17. A Championship report shall be furnished by the Secretary of the PNSF in co-operation with the Secretary of the Host affiliated Association within forty (40) days of the completion of the championship. Such report shall be in two parts:
 - 17.1 A written statement dealing with the administration, liaison, billeting, publicity, grounds, social activities and conditions of play.
 - 17.2 A financial statement showing all Receipts and Expenditure connected with the Championships.
 - 17.3 Report shall also include results of all games, statistics and written protests etc.
 - 17.4 The Chief-Umpire or his/her deputy shall submit a written report to the PNGSF on the Umpires attending the Championships.

f) METHOD OF COMPETITION

- 1. In the event there being eight (8) or less effective entries, a sing round-robin will be played culminating in a Page System play-off involving the top four teams.
- 2. In the event there being nine (9) or more effective entries the Executive will form two (2) sections. In the event of section play the top two (2) teams from each section shall play off in a page system.





g) PAGE SYSTEM

- > At the conclusion of the round robin matches the first four places shall play off at the Championship.
- The team standing in 3rd place to ply the 4th place (which is the first semi-final).
- ➤ The team standing in 1st place to play 2nd place (which is the second semi-final).
- ➤ In the case of sectional play, teams standing in 2nd place in each section will play each other (which is the first semi-final)
- > Teams standing in 1st place in their respective sections will play each other (which is the second semi-final)
- The winners of the 1st semi-final will then play the loser of the 2nd semi-final in a final match.
- The grand final will be played between the winners of the 2nd semi-final and the winner for the final match to determine the championship.
- 4. When it is determined that the play-offs cannot be completed due to circumstances beyond the control of the organizing committee the determination of a champion will revert to the round robin competition. The winner of the round robin competition will be declared the champion. If tied, the percentage system below will apply to determine the champion, if necessary.

In the event the round robin is not completed the standings at that pint will determine the champion.

The organizing committee will consider and determine whether the championship can be continued.





PERCENTAGES

All runs scored FOR in the completed round robin is totaled.

All runs scored AGAINST in the completed round robin is totaled.

Total runs FOR Multiplied by 100...divided by total runs AGAINST = %

- 5. No smoking will be allowed by team members of by participating officials during the game, on the field or in the benches.
- 6. The home team (fielding team) shall be decided by the flip of a coin before each game.
- 7. All games shall start on time according to the schedule.
- 8. Dugouts will be determined by a flip of a coin prior to start of game.
- 9. Any team that leads the other by 10 or more runs after the completion of the fifth innings shall be declared the winner (excluding final and Grand final). Games shall be played 1 hour 20 minutes.
- 10. When it is determined that Grand final cannot be completed due to circumstances beyond the control of the Executive, the determination of championship will revert to the standings at the point.

11. TIE BREAKER SYSTEM

If after the completion of nine (9) innings of play, score is tied, the following system will be played to determine a winning team.

Starting with the top of the tenth inning, and each half inning thereafter the offensive team shall begin its turn at the bat with the player who is scheduled to bat ninth in the respective half inning being placed on second base.

- 12. If a game has to be abandoned due to rain, darkness etc. the game will not have to be re-played if five (5) or more innings have been played.
- 13. Protests must be in wiring clearly and properly and handed to the Secretary of the PNGSF within the day the game was played.





- 14. A game shall be started at the scheduled time. A team has to turn up on the ground at latest twenty (20) minutes before that time. Before game is commenced, coach must forward his/her teams list of players to Plate Umpire or Scorer.
- 15. Teams scheduled to play will be given five (5) minute practice on the diamond on which they are scheduled to play.
- g) Perpetual Trophies presented by the PNSF shall be hold by the winning Association until the next succeeding play-off. The holding Association shall be responsible for the custody and maintenance in good order of such trophies and shall be responsible for their replacement or repair should they become lost or damaged.
- h) Results of games at all PNG Championships shall be determined in accordance with Article and the Official Rules of Softball except as provided for in ground rules.

III. NATIONAL TEAM

National team managers, coaches, players and other officials shall be selected or appointed in the following manner:

1. GENERAL TEAM MANAGER (ESS), HEAD COACHES, ASSISTANT COACHES

The Secretary of the PNGSF shall call upon affiliated associations to lodge applications to fill the following positions:

a) General Team Manager (ess)

This position is an administrative one and the duties include the general organization of a team or teams travel, accommodation, financial arrangements and the control of the teams while together, in particular, the disciplinary aspects of control. She/he controls all aspects except training and playing.





b) Head Coaches and Assistant Coaches

For each men's team selected and for each women's team selected to represent the PNGSF there shall be one Head Coach and one Assistant Coach appointed. The duties of the Head coach shall be the overall control of the selected teams training program, the control of the respective team while in actual competition. To liaise with the General team manager times of training and travel requirements. He/she will have sole control of which team members actually take the field and in any substitutions made to the team during play. The duties of the Assistant Coaches Training programme and to assist the Head Coach during game play.

2. APPLICATION FOR THE POSITIONS

Application for the positions of General Team Manager (ess), Head Coach and Assistant Coach may be received from individuals as long as they are initially lodged through that individual local association. The local association shall forward such applications onto the PNGSF with any endorsements they may feel inclined to add. The PNGSF will decide on the appointments from the applications by a majority vote of those present at the Annual General Meeting. The closing date for applications shall be fourteen (14) days before the date of the Annual General Meeting.

3. NATIONAL SELECTORS

Each affiliated association may nominate two persons from their association to stand for election as national selectors. There shall be a total requirement for six selectors; three for women's and three for men's competition. Persons nominated by Associations must be available to attend the National Championships wherever held. There shall be nothing to stop anyone Association form nominating one or two persons to stand for election to both the men's and women's positions if they feel this is desirable. The final decision on the positions shall be made by a majority vote of those present at the Annual General Meeting.

4. NATIONAL TEAM MEMBERS





- a) A representative team shall consist of not less than twelve (12) but not more that seventeen (17) members, excluding manager or coach who do not play, the selection of whom shall be vested on the National Selectors.
- b) Selected trials for representative teams shall be held at such times, dates and places as decided by the Executive Committee of the PNGSF. Notice of such trials to be given to each affiliated association sixty (60) days before hand (normally, these trials shall be held at National Championships).
- c) Once a team is selected, changes to that team may only occur as a result of the following circumstances;
- ✓ A team member withdraws for personal reasons
- ✓ A team member's lack of attendance at official training sessions
- ✓ A team member fails a physical and/or medical test required by the PNGSF
- ✓ If the Head Coach submits that a team members playing standard has dropped below an acceptable standard in relation to the other team members. For a dismissal under this situation, the Head Coach must submit a written statement in reference to the team member concerned, such member having the right of appeal to the PNGSF.
- ✓ The final decision in all cases of dismissal shall rest with the PNGSF Executive.

IV. JUDICIARY COMMITTEE

- 1. The Judiciary Committee shall consist of any five persons appointed at an Annual General Meeting to members. A person outside the Association who is appointed a member shall present his/her written acceptance to the meeting.
- 2. VACANCY

The Executive of PNGSF may appoint a person to fill any vacancy on the Judiciary Committee.





3. PROCEDURES

- 1. A charge for investigation or determination by the Committee may be made by:
 - a) The Executive of PNGSF in respect of a breach of the Constitution of By-Laws or in respect of the misconduct of any member of the Federation.
 - b) The Secretary of an Association authorized by that Association in respect of:
 - ✓ A dispute with another Association
 - ✓ A protest as to the result of a match
 - ✓ A charge by his/her Association against another Association, Club or team member.
 - c) An umpire appointed by the PNGSF to control a match in respect of misconduct of any playing member or team. An umpire permanently suspend a player form the field of play in any match, shall report the matter to the Secretary, and each such report shall be referred to the Judiciary Committee.
- 2. The Quorum of the Judiciary is three (3) members. The decision of the Judiciary shall be by a majority vote and every decision shall be final.
- 3. A suspended player or two delegates of an Association shall have the right to appear before the Judiciary Committee, to call others to give evidence or to question any person giving evidence.
- 4. Whenever possible, the reporting umpire should endeavour to be in attendance at the meeting of the Committee.
- 5. The Committee may request a reporting umpire, or any other person to appear before the Committee to give evidence and to answer any question put by a member of the Committee.
- 6. The Committee shall report in writing to the Executive of the PNGSF its decision, the reasons for that decision and the penalty if any imposed. At the same time, a copy shall be given to the person or parties to the appeal.
- 7. A member of the Committee shall not set on any matter in which she/he is an interested party.





4. SUSPENDED PLAYERS

- 1. A player permanently suspended from the field of play in any match by an Umpire shall be automatically suspended until the matter has been heard and determined by the Judiciary Committee.
- 2. Any team playing a suspended player shall be deemed to have forfeited any competition match in which such player participates.
- 3. The words, "Player Permanently Suspended" includes a player who is not a registered player.

V. ELIGIBILITY

1) General Rule

1. A player must be a bondafide resident or a full-time employee within the boundaries of the local association area which he/she competes in the year. A local Association Representative must be a player who took part in at least three games in his/her local association or club during the current year.

NOTE: A player may play in any one local association once he/she plays and/or is registered with one local association in accordance with this General Rule unless transfer is made. It means he/she may not play in any other local association during the current season unless transfer is made.

2. Foreign Player

In order to compete in any PNGSF Play, a foreign player must reside in Papua New Guinea continuously for a minimum period of three (3) months prior to such play.





3. Dual Eligibility

If a player under Section V-1 is eligible to participate in two local associations, that player may play in either area, but no player may compete in both during one season.

4. Students

Resident primary, high school or college students may play in the local association area in which their school is located or in the local association area in which their bondafide permanent residence is located. A student is not permitted to compete in more than one local association area at a time during the year.

5. Clearances

Any member shall obtain a written clearance from their affiliated association within one month of becoming a member of another affiliated association. In cases where the member requiring the clearance has sought such clearance and a written reply has not been received within one month of such request, a clearance shall be deemed to have obtained.