

MANUAL: **GREATER LOS ANGELES SOFTBALL ASSOICATION**
SECTION: **PLAYER AND TEAM CLASSIFICATION**
SUBJECT: **RATINGS REVIEW COMMITTEE PROCEDURES**

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The Ratings Review Committee (RRC) will establish benchmarks and guidelines for rating of players across all division levels.

The RRC will review and confirm all ratings for player rating reductions and increases, review and decide on any player reviews requested by the GLASA Commissioner or Assistant Commissioner as long as the requested review is from within the requesting Assistant Commissioner's division of responsibility and approved by the GLASA Commissioner and any protests filed by any team against a player from an opposing team. The committee shall serve from year to year as a "permanent standing committee".



[Committee Membership](#)

The committee will comprise of an appointed RRC chairperson and 6 representatives from any division, based on a vote by the commission.

One Executive Board Members may participate on the RRC.

The Commissioner will appoint a member from within the RRC to serve as the "Chairperson" and "Vice Chairperson." In the event the Chairperson cannot attend a meeting, a Vice Chairperson shall act as Chairperson for that meeting. If no alternate is available, another RRC member shall be designated to act as Chairperson for that meeting.

Any member of the RRC may be removed by a majority vote of an RRC quorum as deemed necessary by the Chairperson for reasons such as excessive absences, not performing the reviews necessary to make decisions on player reviews or any actions deemed detrimental to the RRC.



Vacancies

In the event a vacancy is created on the RRC, nominations will be accepted and voted upon by the commission.

The commission will vote at the next regularly scheduled meeting to fill the vacant RRC position.



Meetings

As deemed necessary, monthly meetings of the RRC shall be established by the RRC Chairperson. The RRC meetings are open to attendance by any member of GLASA. The Executive Board and all coaches and managers shall be notified at least 5 days in advance of all RRC meetings to take place. The notification will list the date, time, location and purpose of the meeting.

The RRC Chairperson will call a Voting Meeting as deemed necessary when a quorum of the RRC members has reviewed the player in question. In the case where multiple reviews are required, the RRC Chairperson will schedule a voting meeting no less than once a month until all pending reviews are complete.

The Chairperson will preside and keep professional order during RRC meetings. The Chairperson will be responsible for maintaining official minutes of each RRC meeting and its subsequent decisions. The minutes will be submitted to the GLASA secretary to be distributed to the Executive Board, coaches and managers.



Voting

Each representative will have one vote during RRC meetings, creating ~~ten~~ seven potential votes.

Executive Board members who vote in any RRC decision must excuse themselves from any eventual appeals regarding the player in question.

The RRC Chairperson will call a Voting Meeting as deemed necessary when a quorum of the RRC members has reviewed the player in question. Each player under review will be reviewed a minimum of two different games before a vote on their rating will take place. In the case where multiple reviews are required, the RRC Chairperson will schedule a voting meeting no less than once a month until all pending reviews are complete.

Four voting members are required for a quorum.



Conflict of Interest

Any RRC member must abstain from a vote if there's a conflict of interest. The vote shall still take place without the RRC member with the conflict of interest voting as long as there is a quorum of the RRC present and able to vote.

A conflict of interest is defined as, but not limited to, the following:

- The affected player is on the same team
- Romantic partner
- Roommate
- Co-worker
- In a dating relationship
- Family member
- Financial connection
- Any other conflict of interest deemed relevant by the RRC Chairperson or GLASA Commissioner

During the review process RRC members will not accept gifts, cash, discounts or entertainment from other players, coaches and/or manager that could be interpreted as given to influence an RRC member's decision.



Voting Meeting

During a voting meeting the following steps will take place:

1. The RRC shall review any documentation submitted in support of a change in a player's rating by the coach or manager submitting the request for review.
2. The RRC shall discuss and share their observations and review notes for the specific player in question for ONLY the question(s) currently under review. The RRC Committee will then vote to:
 - a. Deny the request for a rating reduction or increase request or
 - b. Approve the request for a rating reduction or increase majority vote of RRC quorum required) or
 - c. Postpone a decision to allow for further observation of the affected player (RRC quorum majority vote required).
 - i. If the RRC majority votes for additional time to observe the player under review, the date, time and location (if known) for the next vote on the player will be communicated to the coach or manager of the affected player under review
 - ii. Second Review Hearing - The RRC will proceed to vote to
 1. Deny the request or
 2. Approve the request majority of vote by RRC Committee quorum)



Request for Change in Rating

The Assistance Commissioner or Commissioner of the GLASA Executive Board with knowledge that a request has been made to change a player's rating shall immediately forward all pertinent information received to the RRC chairperson within five calendar days from the date they receive the team roster and/or request.

A player's last approved NAGAAA rating on-file with NAGAAA will remain their current and official NAGAAA rating in GLASA at the start of each season unless otherwise adjusted through the approved procedures by the GLASA Commission.

All current player ratings remain the same as previously approved until at least a quorum of the RRC has been able to review the player and render a decision on the request at a voting meeting scheduled by the RRC Chairperson. Any change in the player's rating resulting from the RRC voting meeting will become that player's new rating on record in GLASA.

Any request for a reduction in a player's rating that will result in the player being able to play in a lower division of play if approved, requires the player under review to play and be reviewed in the higher division of play based on their current player rating total until at least a quorum of the RRC has been able to review the player and render a decision at the next scheduled RRC voting meeting as scheduled by the RRC Chairperson. The player can only proceed to play in the lower division if the RRC vote results in a lower rating that is approved to be in the range acceptable to play in that division of play.

The following steps below outline the steps required by both the Board and the RCC.

1. The Assistant Commissioner or Commissioner will forward a copy of the roster and/or notify the RRC Chairperson in writing of the request within five days of receipt of any information pertinent to any knowledge of a request to change a player's rating.
2. The RRC Chairperson will notify the RRC of the request in writing and ensure a quorum of the RRC reviews the player under review prior to a voting meeting being scheduled.
3. The RRC Chairperson will notify the Executive Board, RRC and the GLASA coaches and managers at least five days prior to the voting meeting including the date, time, location and reason for the meeting.



Player Rating Protests

Any member of the GLASA Executive Board with knowledge that a player rating protest has been filed in writing shall immediately forward all pertinent information received to the RRC Chairperson within five calendar days of receipt of the protest in writing.

The RRC Chairperson will call a meeting of the RRC within ten days of the receipt of a ratings protest and notify the RRC representatives and the entire commission at least five days before the meeting as to the date, time, location, and reason for the meeting, including allegations.

If more than one protest is lodged in a seven day period and it is unreasonable to schedule multiple meetings of the RRC, the RRC may approve to delay the hearing of the subsequent protest(s) for a period not to exceed twenty-one days from the date of receipt.

In the case of a protested player rating, a representative of the team filing the protest will present the case for the protest in writing. The affected player and/or team representative will then be given the opportunity to respond. There will be a maximum of ten minutes allowed for questions from the RRC, and then an additional maximum of ten minutes to allow for discussion by the RRC.

A protest will be upheld if the majority of the RRC quorum votes to uphold the protest. If a majority of the RRC quorum votes to postpone a decision to allow for further observation of the affected player, the RRC shall immediately make notice to all those present of the date, time, and location (if known) where another vote on the matter will take place – which is to occur no later than twenty-one calendar days from the date of the decision.

Any second vote on the same matter must be either to deny or uphold the protest

Refer to “Voting Meetings” for complete details.

The following steps below outline the steps required by both the Board and the RCC.

1. Protest is received by the Executive Board in writing.
2. The Executive Board provides the details of the protest to the RRC Chairperson within five calendar days of receipt of the protest in writing.
3. The RRC Chairperson will schedule a meeting with the entire RRC within ten days of receipt of a player rating protest from the Executive Board. Note: If multiple back-to-back protests are received within a seven day timeframe, the RRC Committee may approve to delay the subsequent protest hearings for a period not to exceed twenty-one days from the date of the protest receipt from the Executive Board to the RRC Chairperson
4. The RRC Chairperson will notify the entire Executive Board, RRC Committee and GLASA coaches and managers at least five days prior to the RRC protest review meeting; including the date, time, location, reason for the meeting and any allegations being reviewed

Refer to “Protest Hearing” for additional details.

Note: If a player is protested by a team from another NAGAAA affiliated league (can't be a GLASA team) in an out of town NAGAAA affiliated tournament, the Manager of the GLASA team will notify the GLASA Commissioner and RRC Chairperson with the specifics regarding the protest. The Manager shall provide the name of the player, the rating point(s) protested and the results of the protest.

Regardless of the protest outcome, the player that was protested will automatically be placed on the RRC Player Review List. The RRC will proceed to review the player and make a recommendation on the player rating points under review after a quorum of the RRC membership has reviewed the player.



[Protest Hearing](#)

During the protest hearing the following steps will take place:

1. The team filing the protest will have a maximum of 10 minutes to present the case for the protest.
2. The team being protested will have a maximum of 10 minutes to respond to the protest allegations.
3. The RRC will be given a maximum of ten minutes to ask questions.
4. The RRC will be allowed an additional maximum of ten minutes for discussion within the RRC Committee.
5. The RRC will proceed to vote to
 - a. Deny the protest
 - b. Uphold the protest (Majority of the RRC quorum vote) or
 - c. Postpone a decision to allow for further observation of the affected player (requires majority of RRC vote)
 - i. If the RRC majority votes for additional time to observe the protested player, the date, time and location (if known) for the next vote on the matter to take place which must occur no later than twenty-one calendar days from the protest hearing date
 - ii. The RRC will proceed to vote to
 1. Deny the protest or
 2. Uphold the protest (majority of the RRC quorum vote)



[Appeals](#)

An appeal of the RRC decision can be made to the GLASA Executive Board by submitting significant new evidence in writing within five calendar days of the RRC ruling once the ruling has been notified in writing to the coach or manager of the player under review.

Any ruling of the RRC shall remain in effect until a successful appeal is made to the full GLASA Executive Board.

Any decision by the Executive Board to overturn a ruling made by the RRC shall be justified in writing at the next commission meeting and entered into the minutes.

The following steps below outline the steps required by both the Board and the RCC.

1. The Team Representative must notify the Executive Board in writing that they wish to appeal the RRC ruling and submit significant new evidence within five calendar day of the RRC ruling.
2. The GLASA Commissioner will schedule an appeal hearing meeting as soon as it is possible to gather all of the Executive Board or at least a quorum.

3. The GLASA Commissioner will notify the team representatives for the team filing the appeal and the RRC Chairperson of the date, time and location for the appeal hearing.
4. The RRC Chairperson will notify the RRC and gather the necessary back-up documentation in support of the RRC's decision on the affected player.



Appeal Hearing

During the appeal hearing the following steps will take place:

1. The RRC Chairperson will be given a maximum of 10 minutes to submit the summary of the RRC decision including any back-up information available to the Executive Board.
2. The team representative will be given a maximum of 10 minutes to submit any supporting documentation to the Executive Board they have in support of their appeal to the RRC ruling
3. The Executive Board will vote to uphold or overturn the RRC ruling based on the information presented by the RRC Chairperson, the team representative and the knowledge they also have regarding the player in question. The Executive Board may also vote to request additional time to review the player in question. If the Executive Board requires more time, they must notify the team representative and the RRC Chairperson of the date, time and location for the subsequent vote on the appeal decision.
4. Any decision to overturn the RRC ruling by the Executive Board must be justified in writing at the next commission meeting and entered into the minutes.



Dropped Players

The RRC will be notified within five calendar days from the date the Executive Board were notified of any player(s) being dropped from a team's roster.

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Comments:
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