

# Columbus Softball Association

## Policies & Procedures / Rules of Play

### Section III - Ratings Review Committee

#### 1. Objectives:

- a. Create a ratings process which places the burden of proof on the individual desiring to change a rating (that individual must present the evidence to make a change).
- b. Provide clear steps for an appeal process with an independent group from those making the original determination.
- c. Protect CLGSA's financial interest and reputation in national tournaments by practicing risk avoidance to limit fines/ratings protests.
- d. Define appeal path to CLGSA Executive Board.

#### 2. What is it?

- a. The Ratings Review Committee (RRC) is a committee that evaluates ratings information submitted to them by managers, opposing managers, or players. The committee's sole purpose is to evaluate evidence to change a player rating based on the evidence presented to them, not their own personal perspectives. They are not responsible for watching games and should be able to set their personal opinions aside and review the evidence presented to them.
- b. The committee year runs from immediately following the Annual Spring Managers Meeting to the following year's Annual Spring Managers Meeting.
- c. The committee consists of (3) elected Conference Chiefs, Assistant Commissioner, NAGAAA Representative, and 2 additional members selected by the CLGSA Executive Board, with nominations accepted from the CLGSA membership. All members of the committee must have a complete understanding of the NAGAAA ratings questions.
- d. Members of the RRC will be required to participate in a training exercise to ensure everyone understands the process, procedures, and definitions of rating activities.
- e. The Assistant Commissioner shall serve as the chairman of the committee. In the absence of the Assistant Commissioner, the NAGAAA Representative shall serve as chairman.
- f. If a member resigns from the RRC, the CLGSA Executive Board will replace that member for the remaining term.

#### 3. How does the RRC work?

- a. The Chairman presides over the meeting and keeps professional order, but he/she does not vote unless there is a tie.
- b. Once a request for a rating inquiry is received, the Chairman will forward the information electronically to the RRC. The RRC then has two (2) days to determine if the request should be heard. Voting on this aspect can be done electronically at the Chairman's discretion. A simple majority vote of the RRC is required for a ratings inquiry to be granted.
- c. The RRC may deny a rating inquiry if any of the following applies:
  - i. No data to support the protest – personal perspective and opinions are not data.
  - ii. Data presented does not align with the skills in the question being protested.
- d. If a request for a rating inquiry is denied by the RRC, the team manager may attempt to re-submit the rating review one additional time during the current season with new evidence.
- e. Once a rating inquiry is granted, the Chairman will call a meeting of the RRC and notify the RRC representatives, the representatives of the team(s) involved in the ratings inquiry at least five (5) days before the meeting as to the date, time, place, reason for the meeting, and content of the ratings inquiry.
- f. In order for an RRC meeting to take place, there must be a quorum, which includes at least 4 voting members, not including the Chairman).
- g. In the event that a ratings inquiry occurs and must be settled before the 5 day notification can be issued or a quorum of committee members can be established, the Chairman can call an emergency hearing if the RRC chairman and Commissioner agree to waive the five day rule. The CLGSA Executive Board may also appoint temporary members from the CLGSA membership in good standing to complete the emergency RRC hearing.

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- h. If there is a conflict of interest where a committee member, including the chairman, is involved in the hearing, they must remove themselves as an RRC member from that hearing. They may participate in the appeal itself as a team representative. Conflicts of interest include but are not limited to: being on the same team, being a roommate/co-worker/partner/spouse.
- i. The team filing the inquiry will present its evidence with appropriate time for a response and any counter evidence. The RRC members will then ask pertinent questions. The RRC will vote by secret ballot as to the outcome of the ratings inquiry.
- j. The Chairman is responsible for maintaining official minutes of each RRC meeting and its subsequent decisions. The minutes will be submitted to the Secretary and stored in the Softball League's records. The minutes will also be provided to all team managers.
- k. After the vote, the Chairman will assemble all relevant parties and present the RRC's decision.
- l. Any person or team who becomes ineligible for play within a division as a result of a RRC's decision will remain so until they successfully appeal the RRC decision to the CLGSA Executive Board.

#### **4. Who is responsible for rating a player?**

- a. Managers are responsible for creating and maintaining a rating for each player on his/her own team as set forth by the NAGAAA Player and Team Ratings Guidelines.
- b. A player is deemed to have an existing rating if a rating from the current year or prior two years is available on file with CLGSA or NAGAAA.
- c. All new players are reviewed at a ratings clinic before playing on a team. It is then the manager's responsibility to review the player and suggest any adjustments needed. The player rating will be finalized by June 15th.
- d. All new players will have their ratings reviewed in the off season by the Rating Review Committee.
- e. In the event that ratings questions are changed or updated by NAGAAA, the Assistant Commissioner can require a complete review of all players in the league either through manager submission of ratings or review of players at beginning of season ratings session or during league play.

#### **5. What do I do if I feel a player's rating on my team should be changed?**

- a. A manager may request a change to a rating question for a player with an existing rating from a "No" to a "Yes" or a "Yes" to a "No" by submitting a revised rating form to the Assistant Commissioner and Secretary.
- b. It is the manager's responsibility to notify his/her player when a ratings change has been submitted.
- c. There are a few types of ratings changes:
  - i. A move from a "No" to a "Yes" on a specific question where the player being moved does not oppose the move.
    - 1. This is the simplest of moves. The manager does not need to submit evidence and there does not need to be a RRC hearing.
  - ii. A move from a "No" to a "Yes" on a specific question where the player is not in agreement to the move:
    - 1. The manager requesting the change must submit any evidence supporting his/her recommendation and be as specific as possible. There would be a RRC hearing and they player would have an opportunity to defend his/her current rating
  - iii. A move from a "Yes" to a "No" on a specific question:
    - 1. In all cases, the manager requesting the change must submit any evidence supporting his/her recommendation and be as specific as possible. There would be a RRC hearing and the player would have an opportunity to defend his/her current rating.
- d. Note: if a question change moves a player from one division to another, the CLGSA Executive Board will notify the player directly so ensure he/she is aware of the proposed change.

#### **6. What do I do if I feel a player's rating (on my team or another team) should be changed?**

- a. A coach may request a change to a rating question for a player with an existing rating from a "No" to a "Yes" or a "Yes" to a "No" by submitting a revised rating form to the Secretary.
- b. The form will then be forwarded to the Ratings Review Committee (RRC) to determine whether the request is upheld or not.
- c. In either case, the manager requesting the change must submit any evidence supporting his/her recommendation and be as specific as possible.

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- d. \*Exception: If the ratings change request involves serious private health issues, the request may be heard by the CLGSA Executive Board instead of the RRC. The Chairman of the RRC will determine which situations qualify as serious private health issues.
  - e. \*Exception: If the safety of players is at risk due to an incorrect rating, any member of the CLGSA Executive Board has the ability to initiate an emergency hearing with the RRC.
- 7. Is there a fee to challenge a rating of a player on my team?**
- a. No
- 8. Is there a fee to challenge a rating of a player on another team?**
- a. Yes. There is a \$25 ratings protest fee + \$10 per question if you wish to challenge a rating of a player on another team.
  - b. If the entire challenge is successful (all questions), the fees will be promptly refunded
  - c. If the challenge is not successful, the fees will not be refunded.
  - d. If a portion of the challenge is upheld, the amount refunded will be the total protest fee divided by the number of questions protested. The amount will be divided equally per question (example: 4 Questions - \$65, 1 upheld, \$16.25 refunded.
  - e. \*Exception: The CLGSA Executive Board, as custodians of the league, are not required to pay the fee but must meet the same burden of proof and follow the same process as any other challenger.
- 9. When can I make a ratings inquiry?**
- a. A ratings inquiry may be made at any time, provided proper evidence is assembled.
  - b. The deadline to submit a ratings inquiry to ensure the process will be completed in time to be a part of the next NAGAAA Ratings Submission is the Monday after the third week of play or June 10<sup>th</sup>, whichever occurs later.
  - c. Ratings are finalized and submitted to NAGAAA on July 1st. Once a rating is entered into the database, it is final for that season and will determine divisional eligibility.
- 10. What if I don't agree with the RRC's decision?**
- a. Any player or manager has the right to appeal a ratings decision by the RRC.
  - b. An appeal must be made within three (3) days of the RRC ruling by submitting, in writing, the reason for the appeal and any convincing evidence to the CLGSA Executive Board.
  - c. The Commissioner will call of a meeting of the CLGSA Executive Board with at least five (5) days' notice with date, time, place, and reason for the meeting, notifying all persons involved in the original filing before the RRC.
  - d. The Commissioner will preside over the meeting. The person requesting the appeal will read his/her appeal. There will be no more than 30 minutes allocated for questions from the CLGSA Executive Board. The parties will then leave the room and the CLGSA Executive Board will have no more than 30 minutes for debate, culminating in a secret ballot.
  - e. The Commissioner only votes in the case of a tie.
  - f. The decision of the CLGSA Executive Board is final and there are no further appeals.
- 11. Can a player have a different rating for our league, for NAGAAA tournaments, and for the World Series?**
- a. No. Every player in CLGSA will have exactly one (1) official NAGAAA rating which will be used in determining division eligibility and NAGAAA tournament participation including the World Series.