



SOFTBALL ASIA

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MINUTES OF THE SOFTBALL ASIA EXTRAORDINARY CONGRESS

Date: 21 December 2021
Time: 02.30pm (Malaysia time)
Venue: ONLINE via Zoom

EXECUTIVE COUNCIL MEMBERS

- | | | |
|----|-------------------------|--------------------------------|
| 1. | Dato' LOW Beng Choo | President |
| 2. | Ms. Taeko UTSUGI | 1 st Vice President |
| 3. | Ms. Susan ZHANG Xuan | Vice President & CSA Delegate |
| 4. | Ms. KIM Eun Young | Vice President & KBSA Delegate |
| 5. | Ms. Sally LIM Swee Gaik | Secretary-General |

SA AFFILIATE MEMBERS DELEGATES

- 1. Brunei Baseball Softball Association (BRU – BBSA)**
 - 1.1 Mr. Wan MD. TAMBRIN (BBSA Vice President)
 - 1.2 Mr. Zulkifli BUJANG (BBSA Secretary General)
- 2. CHINESE Softball Association (CHN – CSA)**
 - 2.1 Dr. YANG Xu (CSA President)
 - 2.2 Ms. Susan ZHANG Xuan (CSA Secretary General)
- 3. HONG KONG Softball Association (HKG – HKSA)**
 - 3.1 Mr. NG Ka Him, Patrick (HKSA President)
 - 3.2 Mr. MAU Chun Hong, Ray (HKSA Secretary General)
- 4. JAPAN Softball Association (JPN – JSA)**
 - 4.1 Mr. Yutaka MIYAKE (JSA President)
 - 4.2 Mr. Tomoaki OKAMOTO (JSA Executive Director)
- 5. KOREA Baseball Softball Association**
 - 5.1 Ms. KIM Eun Young (KBSA Vice President)
 - 5.2 Mr. HWANG Jungju (KBSA Team Manager)
- 6. Softball Association of MALAYSIA (MAS – SAM)**
 - 6.1 Mr. SEE Kok Wooi (SAM President)
 - 6.2 Mr. WOON Chien Yang, Anthony (SAM Vice President)
- 7. Softball Federation of Pakistan (PAK – SFP)**
 - 7.1 Ms. Tehmina ASIF (SFP Chairman)
 - 7.2 Mr. Haider Khan LEHRI (SFP President)
- 8. Amateur Softball Association of PHILIPPINES (PHI – ASA-PHIL)**
 - 8.1 Ms. Francesca ALTOMONTE (ASA-PHIL Secretary General)
 - 8.2 Mr. Venerando (Randy) DIZER (ASA-PHIL Commissioner)

9. SINGAPORE Baseball Softball Association (SGP – SBSA)

- 9.1 Ms. FOO Pei (SBSA President)
9.2 Ms. SHENG Thong Yin (SBSA Secretary General)

10. CHINESE TAIPEI Softball Association (TPE – CTSA)

- 10.1 Ms. Justine TSAI (CTSA Deputy Secretary General)

11. Softball Association of THAILAND (THA – SAT)

- 11.1 Mr. Yotsakrai PHAINPANITPORN (SBAT President)
11.2 Mr. Puwanai CHAICHOMPU (SBAT Secretary General)

SA COMMITTEE CHAIRS

1. Mr. Yutaka MIYAKE SA Coaching Committee Chair & JSA Delegate
2. Mr. SEE Kok Wooi SA Technical Committee Chair & SAM Delegate
3. Mr. Paulo TABIRARA SA Umpire Committee Co-Chair
4. Ms. TAN Chia Mien SA Scoring Committee Chair

BY SPECIAL INVITATION

1. Mr. Riccardo FRACCARI WBSC President
2. Mr. Michael SCHMIDT WBSC Executive Director
3. Mr. Sam Bich KIM WBSC Executive

ALSO IN ATTENDANCE

1. Ms. Zaitunah SALLEH BBSA Assistant Secretary
2. Ms. TANG Ya CSA Interpreter
3. Mr. Hiroyuki YOKOTA JSA Secretary General
4. Mr. Tomohiro HISAKA JSA Secretariat Staff
5. Ms. Taeko ONO JSA Secretariat Staff
6. Ms. Akiko ITO JSA Interpreter
7. Ms. KIM Hyemin KOR – KBSA Staff/Interpreter
8. Mr. Willeam MAH Choon How MAS – SAM Secretary General
9. Ms. Nor Azlin MAS – SAM Assistant Secretary
10. Mr. Asif AZEEM PAK – SFP Secretary General
11. Mr. Muhammad ZEESHAN MERCHANT PAK – SFP Joint Secretary
12. Mr. Tony MARIADASS SA Media Officer

ABSENT WITH APOLOGIES

1. Mr. PAN Yi Chuan SA Chairman
2. Mr. Jean Henri LHUILLIER SA Vice President
3. Mr. Jimmy Fong SA Vice President
4. Mr. Kosol YIMPAIBOON Vice President
5. Mr. CHANG Chia Hsing Secretary to Chairman
6. Ms. Heidi IP Ching Kit SA Technical Committee Co-Chair
7. Softball Association of India Delegates
8. Indonesia Baseball Softball Federation Delegates

1. ROLL CALL

- 1.1 Softball Asia (SA) Secretary-General Ms. Lim completed the Roll-call and confirmed

that a quorum was present for this SA Extraordinary Congress to proceed

2. IN MEMORIUM

2.1 Before the Meeting proceeded, SA President Dato' (Ms.) Low informed the attendees of the passing of the late Mr. Hiromi Tokuda on 09 October 2021. She stated that the late Mr. Tokuda had served with unflinching commitment and deep dedication in the various capacities, including the following, and will be deeply missed by the World Baseball Softball Confederation (WBSC) and especially by the Softball Asia Family and her personally:

- Vice President for Asia in the World Baseball Softball Confederation (WBSC) Softball Division Board.
- Advisor for Softball Asia.
- President of Japan Softball Association.

2.2 All attendees observed a minute of silence as a mark of respect to the late Mr. Tokuda and conveyed their condolences to his family and loved ones.

3. SOFTBALL ASIA PRESIDENT WELCOME ADDRESS AND WBSC PRESIDENT OPENING REMARKS

SA President Welcome Remarks

3.1 In her welcome address, SA President Ms. Low thanked all the Executive Council (EXCO) Members and delegates present for taking the time to attend this important Extraordinary Congress (ExOC) to discuss and approve some very important documents which were approved by the SA EXCO at its online Meeting held on 16 November 2021. She said it was unfortunate that due to the ongoing Covid-19 pandemic, this Congress could not be held in person.

3.2 She welcomed the WBSC President, Mr. Riccardo Fraccari, WBSC Executive Director Mr. Michael Schmidt, and WBSC officer, Mr. Bich Sam Kim, and thanked them for their attendance despite it being early in the morning in Italy/Lausanne.

3.3 She said that SA was honoured that WBSC President Mr. Fraccari had accepted the special invitation to attend this online ExOC and invited him to give his welcome remarks.

WBSC President Opening Remarks

3.4 WBSC President Mr. Fraccari thanked SA for the invitation to attend this ExOC. He conveyed WBSC and his condolences on the passing of the late Hiromi Tokuda who served WBSC and global softball well.

3.5 He said it was a pleasure for him to address the attendees as Asia Softball and Asia Baseball have always been very supportive and cooperative, playing an active important role in WBSC, and its events and activities.

3.6 He was happy to report that WBSC had just concluded its online Extraordinary Congress on 18 December 2021 and the amendments to the WBSC Statutes as well as the Codes of the Divisions were approved by a very large majority (about 92 – 93% votes). He said that initially, there were concerns about the response but the WBSC Members really showed their desire to participate and make changes to move forward, with more than 180 Member-National Federations (NFs) (with about 241 votes) responding. This, he

said, indicated the strength of the WBSC as an International Federation (IF).

- 3.7 He also reported that WBSC had just sent the Notice to Call for the WBSC Congress on 12 – 13 April 2022, requesting WBSC Members to “save the dates”. He said that WBSC Congress was important as elections for the WBSC Board for the next term would be held. He said that WBSC intended to hold that Congress with physical presence but was also cautiously realistic about the possibility that it may have to be held on a “hybrid” mode (both physical attendance and online) in view of strict quarantine and movement restrictions still being in force as a result of the ongoing global Covid-19 pandemic.
- 3.8 Upon the request of the SA President Ms. Low, WBSC President Mr. Fraccari proceeded to give a brief report on the WBSC LA2028 (Los Angeles Olympic Games 2028) campaign for the inclusion of Baseball-Softball in LA2028.
- 3.9 He reported that the International Olympic Committee (IOC) had decided on the initial list of sports for LA2028, leaving out 3 sports, namely, Boxing, Modern Pentathlon and Weightlifting, and including 3 sports, namely, Skateboarding, Sport Climbing and Surfing. He said that 2 of the new sports are urban-based which may be competed in an urban-park cluster venue. With that, and on a positive note, it also means that WBSC would not have to compete with the 3 included sports and that WBSC’s LA2028 campaign for inclusion was ongoing.
- 3.10 He said that WBSC was in constant contact and continuing discussions continuing with Major League Baseball (MLB) and LA2028 Organisers, and that WBSC had proposed playing some of the games outside LA, with the final round in LA, to reduce the number of athletes in the final round.
- 3.11 He also said that a good sign was that the LA2028 Organisers were also in communication with MLB on venue operations for LA2028. He invited Mr. Schmidt to give a brief report on the discussions between LA2028 and MLB.
- 3.12 Mr. Schmidt confirmed WBSC’s proposal to play some of the preliminary games in different cities since there were many good baseball-softball venues in the USA (such as in Oklahoma where the USA Softball have very good facilities) as this would reduce the athletes’ quota for the final round in LA. He also informed that the LA2028 Organisers and MLB were in discussions regarding venue operations, which was a positive indication, and there was very positive feedback from MLB. He said that the franchise clubs were also very supportive of WBSC’s LA2028 campaign for inclusion. He added that WBSC would be having more discussions with LA2028 and MLB starting from the early part of the new year, and that we were moving in the right direction.
- 3.13 President Fraccari said that it is hoped that by late 2022/early 2023, the IOC would decide on Baseball-Softball’s inclusion in LA2028, and that would make available Olympic Solidarity funding to WBSC Members.
- 3.14 He said that it was still challenging times for many due to the global Covid-19 pandemic, and many sports events and activities were postponed. He hoped that in 2022, WBSC would be able to resume its events and activities.
- 3.15 He congratulated SA for remaining active, and for its support and cooperation, which is even more important in the current situation, to move forward. He thanked SA President and SA EXCO, and all SA Members and others in Asia, for continuing to work in unity with WBSC.
- 3.16 SA President Ms. Low thanked WBSC President for his encouraging words and Mr.

Schmidt for his brief. She thanked WBSA for its support to SA and SA Members during these very challenging times.

4. TO CONSIDER AND APPROVE THE AMENDMENTS TO THE SOFTBALL ASIA CONSTITUTION

4.1 SA President Ms. Low briefed the delegates on the WBSA Survey Report on Softball Asia in the WBSA Continental Survey. She said that based on that Report, several important areas and steps that needed to be taken by SA for improvement were noted by the SA EXCO.

4.2 She said that SA took the opportunity to review its structure and governance documents, including the WBSA recommendation to amend the SA Constitution to address matters raised, most importantly, for the election/appointment of Athletes' Representatives onto Executive Committee and to attend Congress.

4.3 She said that the most important step to be taken by SA was a review for amendments to the SA Constitution, as per **Attachment 1**, which was already approved by the SA EXCO at its online Meeting held on 16 November 2021. She reported that the proposed amendments was sent out to all SA Affiliate-Members, and there was no request for further changes received by the SA Secretariat. She highlighted the following important amendments:

4.3.1 Article 1 & Interpretation – “**Sport**” – To clarify SA’s governance over all disciplines and events of Softball and Baseball5, and including eSports versions and para-Sports versions. This is in line with the amendments to the WBSA Statutes to include all disciplines, events and versions of Baseball, Softball, eSports and Baseball5 (*Note: Baseball in Asia is under the authority and governance of Baseball Federation Asia – BFA*).

4.3.2 Article 1 & Interpretation, Article 3 – “Members” – To provide for and expand to 2 different categories of membership, namely **Ordinary Membership** with nominating and voting rights (Full and Provisional Membership) and **Associate Membership** (with no nominating nor voting rights). This is in line with WBSA’s 2 categories of membership, where the associate membership is for others which are not the national governing federations (for example, professional leagues).

4.3.3 Article 3.5 – The Executive Board would be empowered to approve Provisional Membership pending approval of Full Membership at a Congress.

4.3.4 Articles 3.6 to 3.10 – To clarify the provisions for termination and resignation of Membership.

4.3.5 Article 4 – To clarify provisions for recognition of Members’ authority over the Sport, which includes Softball and Baseball5. This clarifies that National Softball Federations-Associations also have authority to develop and play Baseball5.

4.3.6 Article 5 – To clarify the authority of Congress to vary (increase or decrease) the amount payable for the one-time affiliation fee as well as the annual membership subscription fee.

4.3.7 Articles 7.1, 7.8, 9.1, 9.4 – To provide for the election of Athletes’ Representatives (1 male and 1 female) onto the SA EXCO and to attend SA

Congress, with the right to vote, with elections to be held at SA Asia Cups. The athletes' representation (with voting right) on the SA EXCO is in line with the WBSC Statutes provisions. The Athletes' Representatives would be elected by the athletes at Asia Cup tournaments, which is also in line with the practice of the WBSC where the Athletes' Representatives are elected by the athletes at WBSC World Cups.

- 4.3.8 Articles 7.4, 7.9 – To define what constitutes an Ordinary (Full) Member in good standing to be eligible to nominate and vote, and an EXCO Member in good standing to be eligible to vote. This would also include the existing provision that only SA Members that were active (participate in at least 1 event in the 4 years) to be eligible to vote – this is to encourage SA Members to remain active, and not be dormant.
- 4.3.9 Articles 7.6, 7.7, 7.9, 7.10., 7.11 – To clarify the rules, process and procedure relating to nominations for election to positions on the EXCO, with clarification of “member in good standing” having the right to nominate and vote. This includes fair representation of posts on the SA EXCO amongst the various National Federation-Member so that the SA EXCO is represented by as many NFs as possible.
- 4.3.10 Meetings and Voting – This also includes provisions for meetings and voting in person and/or by electronic form. There is also clarification on SA Extraordinary Congress.
- 4.3.11 Article 9.4 – To clarify the term of office of the SA EXCO officers, including the Athletes' Representatives (1 Male and 1 Female) with voting rights. Although the Athletes' Representatives are elected by the athletes, their appointment is to be ratified by SA Congress.
- (SA President informed that the SA EXCO would be looking into the criteria, rules, regulations, processes and procedures for the Athletes' Representatives elections).
- 4.3.12 Article 9.6 – To clarify the powers of the SA EXCO, including for the establishment of a new Athletes Committee.
- 4.3.13 Article 9.7 – To shorten the notice for SA EXCO Meetings from 45 days to 14 days.
- 4.3.14 Article 10 – To change the quorum:
- For SA Congress to 1/2 of Ordinary Members in good standing.
 - For SA Extraordinary Congress to 2/3s of Ordinary Members in good standing.
- If there is a lack of a quorum, the Congress/Extraordinary Congress may be postponed for 24 hours and the revised quorum would be as follows:
- For SA Congress – 40% of Ordinary Members in good standing.
 - For SA Extraordinary Congress – 1/2 of Ordinary Members in good standing.
- 4.3.15 Articles 11, 12, 13 – To clarify the role, duties and responsibilities of the EXCO officers.
- 4.3.16 Article 14 – To clarify the authority for SA to open bank accounts, and the mandate of signatories of bank accounts. To include provisions for SA to own

and hold assets and properties.

- 4.3.17 Article 15 – To clarify the appointment of honorary positions and advisor for SA. To also include the authority for SA EXCO to appoint patrons for SA.
- 4.3.18 Article 16 – To clarify the authority to organise events and activities of Softball, Baseball5, eSports and para-Sports.
- 4.3.19 Article 17 – To clarify the voting on amendments to the SA Constitution by 2/3s of Ordinary Members of good standing voting.
- 4.3.20 Article 18 – To clarify the entrusting of SA funds to the WBSC if there is a dissolution of SA.
- 4.4 As regards the election of the SA Athletes’ Representatives (1 Male and 1 Female), she informed that it should be by the athletes themselves, and the best possible time would be at the Asia Cups senior Men and Women tournaments. She informed that SA Secretariat was looking into the draft eligibility, rules, regulations, processes and procedures for the Athletes Representatives elections and keep Members updated.
- 4.5 There was no request for any amendment or change.

Proposal:

To consider and approve the Proposed Amendments to the Softball Asia Constitution, as per Attachment 1, to take immediate effect (21 December 2021), as recommended by the Softball Asia Executive Council, and proposed by BRU-BBSA (Mr. Tambrin) and seconded by HKG-HKSA (Mr. Ng).

DECISION

The SA Extraordinary Congress unanimously approved the Proposed Amendments to the Softball Asia Constitution, as per Attachment 1, to take immediate effect (21 December 2021).

5. TO TAKE NOTE AND RATIFY THE FOLLOWING AS APPROVED BY THE SA EXCO:

5.1 Softball Asia Strategy Plan 2022 – 2026

5.2 Softball Asia Elections By-Laws

5.3 Softball Asia Rules Relating to Duties and Functions of Committees, Commissions, Working Groups and Task Forces

5.4 Softball Asia Conflict of Interest Policy

5.1 To Take Note and Ratify the Softball Asia Strategy Plan 2022 – 2026

5.1.1 SA President Ms. Low reported that based on the WBSC Survey Report as stated in paragraph 6.1 above, SA also took the opportunity to develop the SA Strategy Plan for the period 2022 – 2026, as per **Attachment 2**, with defined strategic goals, vision, mission and values, defined rules and regulations (such as Elections By-Laws and Rules for Commissions), and policies (such as Conflict of Interest Policy, Policy for Allocation of development resources, Anti-discrimination Policy, etc.).

5.1.2 She informed that the SA Strategy Plan 2022 – 2026 was approved by the SA EXCO at its online Meeting held on 16 November 2021, and had been sent out

to all SA Affiliate-Members, and there was no request for further changes. She informed that the Strategy Plan was a “living” document subject to periodic review and update, and highlighted the following:

- (i) SA Vision: “Unity through Softball and Baseball5”
- (ii) SA Mission: “To Grow and Strengthen Softball and Baseball5 in Asia at all levels”
- (iii) SA Values: SA shared the same values as the WBSC Values:
 - Team Spirit and Community
 - Integrity and Fair Play
 - Authenticity and Tradition
 - Equality and Honour
 - Ambition and Innovation
- (iv) 5 Strategic Goals:
 1. To be permanent sports/events on all Continental-Asian/Regional multi-sports Games programmes.
 2. To strengthen Softball Asia’s governance and leadership.
 3. To enhance Softball Asia’s capacity and consolidate the Softball Asia Family.
 4. To grow and strengthen all events of Softball and Baseball5 at all levels in Asia.
 5. To increase Softball Asia’s audience and media engagement.
- (v) Each strategic goal had a specific action plan and key performance index as outlined in the document presented.

5.1.3 She also pointed out the Action Plans and the Key Performance Index for each Strategic Goal.

5.1.4 There was no request for any amendment or change.

Proposal:

To take note and ratify the Softball Asia Strategy Plan 2022 – 2026 approved by the SA EXCO on 16 November 2021, as per Attachment 2, as proposed by MAS-SAM (Mr. See) and seconded by HKG-HKSA (Mr. Ng).

DECISION

The SA Extraordinary Congress unanimously took note and ratified the Softball Asia Strategy Plan 2022 – 2026, as per Attachment 2, which took effect from 16 November 2021.

5.2 To Take Note and Ratify the Softball Asia Elections By-Laws

5.2.1 SA President Ms. Low reported that based on the WBSC Survey Report as stated in paragraph 6.1 above, SA took the opportunity to draft the SA Elections By-Laws, as per **Attachment 3**, which incorporated the rules, regulations and practices that had been carried out during the previous SA Elections, and now put in writing for clarity.

5.2.2 She informed that the SA Elections By-Laws were approved by the SA EXCO

at its online Meeting held on 16 November 2021, and had been sent out to all SA Affiliate-Members, and there was no request for further changes. She highlighted the following from the Elections By-Laws, which she informed incorporated the good practice provisions of the WBSC Elections By-Laws.:

- (i) By-Law 1 – General provisions, including the right to nominate and vote by Ordinary Members of good standing, and the appointment of an independent Election Commission.
- (ii) By-Law 2 – The positions in SA EXCO concerned by elections at a SA Congress and ratification of Athletes Representatives at a SA Congress.
- (iii) By-Law 3 – The nomination process and procedure, and provisions regarding vacancy after nominations close. This includes provisions for fair representation from the various National Federation-Members so that the SA EXCO is represented by as many NFs as possible.
- (iv) By-Law 4 – The preliminary process prior to the elections and conduct of elections by Election Commission.
- (v) By-Law 5 – The eligibility to vote by Ordinary Members of good standing present through accredited delegates.
- (vi) By-Law 6 – The voting procedure for the election.
- (vii) By-Law 7 – The counting of votes and its procedure, and includes provisions for a tie in votes count.
- (viii) By-law 8 – The taking of an oath of office by elected officers.
- (ix) By-Law 9 – The term of office of elected officers, and suspension from office.
- (x) By-Law 10 – Attendance at Meetings and consequence of absence from Meetings.
- (xi) By-Law 11 – Grounds for suspension and removal from office of elected officers.
- (xii) By-Law 12 – Vacancy of an elected position on the SA EXCO (except for the President).
- (xiii) By-Law 13 – Vacancy of the position of President.

5.2.3 There was no request for amendment or change.

Proposal:

To take note and ratify the Softball Asia Elections By-Laws approved by the SA EXCO on 16 November 2021, as per Attachment 3, as proposed by MAS-SAM (Mr. See) and seconded by HKG-HKSA (Mr. Ng).

DECISION

The SA Extraordinary Congress unanimously took note and ratified the Softball Asia Elections By-Laws, as per Attachment 3, which took effect from 16 November 2021.

5.3 To Take Note and Ratify the Softball Asia Rules Relating to Duties and Responsibilities of Committees, Commissions, Working Groups and Task Forces

5.3.1 SA President Ms. Low reported that based on the WBSC Survey Report as stated in paragraph 6.1 above, SA took the opportunity to review the existing SA Rules Relating to Duties and Functions of Softball Asia Committees, Commissions, Task Forces and Working Groups, as per **Attachment 4**, and made amendments to update the existing Rules already in force:

- (i) Rule 1.0 and sub-sections: Committees and Commissions.
- (ii) Rule 2.0 and sub-sections: Working Groups and Task Forces.
- (iii) Rule 3.0 and sub-sections: Coaching Committee.
- (iv) Rule 4.0 and sub-sections: Development Committee.
- (v) Rule 5.0 and sub-sections: Finance Committee.
- (vi) Rule 6.0 and sub-sections: Law Committee.
- (vii) Rule 7.0 and sub-sections: Scorers Committee.
- (viii) Rule 8.0 and sub-sections: Technical and Competitions Committee.
- (ix) Rule 9.0 and sub-sections: Umpires Committee.
- (x) Rule 10.0 and sub-sections: Athletes Committee (which was a new Rule for the new SA Athletes Committee)

5.3.2 She informed that the SA Rules relating to the Committees, Commissions, Task Forces and Working Groups were approved by the SA EXCO at its online Meeting held on 16 November 2021, and had been sent out to all SA Affiliate-Members, and there was no request for further changes.

5.3.3 There was no request for any amendment or change.

Proposal:

To take note and ratify the Softball Asia Rules Relating to Duties and Functions of Softball Asia Committees, Commissions, Task Forces and Working Groups approved by the SA EXCO on 16 November 2021, as per Attachment 4, as proposed by MAS-SAM (Mr. See) and seconded by HKG-HKSA (Mr. Ng).

DECISION

The SA Extraordinary Congress unanimously took note and ratified the Softball Asia Rules Relating to Duties and Functions of Softball Asia Committees, Commissions, Task Forces and Working Groups, as per Attachment 4, which took effect from 16 November 2021.

5.4 To Consider and Approve the Softball Asia Conflict of Interest Policy

5.4.1 SA President Ms. Low reported that based on the WBSC Survey Report as stated in paragraph 6.1 above, SA took the opportunity to draft the SA Conflict of Interest Policy, as per **Attachment 5**, which was based on the WBSC Conflict of Interest Policy.

5.4.2 She informed that the SA Conflict of Interest Policy, was approved by the SA EXCO at its online Meeting held on 16 November 2021, and had been sent out to all SA Affiliate-Members, and there was no request for further changes. She highlighted the following:

- (i) Policy 1 – Introduction on the setting out of the Policy affecting all persons involved with SA, and the importance of management of a conflict.
- (ii) Policy 2 – Identifying the 2 types of conflict, namely, a conflict of interest, and, a conflict of duty.
- (iii) Policy 3 – Defining who a connected person is.
- (iv) Policy 4 – Parties under duty to avoid a conflict.
- (v) Policy 5 – Parties duty to make declaration of interests in the prescribed form.
- (vi) Policy 6 – How to manage a conflict of interest, and who has the authority.
- (vii) Appendix 1 – Prescribed Declaration of Interest Form.
- (viii) Appendix 2 – Prescribed Declaration Form – SA

5.4.3 There was no request for any amendment or change.

Proposal:

To take note and ratify the Softball Asia Conflict of Interest Policy, as per Attachment 5, as proposed by MAS-SAM (Mr. See) and seconded by HKG-HKSA (Mr. Ng).

DECISION

The SA Extraordinary Congress unanimously took note and ratified the Softball Asia Conflict of Interest Policy, as per Attachment 5, which took effect from 16 November 2021.

5.5 SA President informed that there were further documents to be drafted in line with the recommendations from the WBSC Continental Survey and that the SA Members would be updated accordingly.

6. TO RATIFY THE APPOINTMENT OF DR. YANG XU AS THE CONTINENTAL VICE PRESIDENT FOR ASIA ON THE WBSC SOFTBALL DIVISION BOARD

6.1 SA President Ms. Low informed that with the demise of the late Mr. Tokuda, the position of the Continental Vice President for Asia on the WBSC Softball Division Board was vacant until the next election for that position by Softball Asia at the coming WBSC Congress in 2022.

6.2 She stated that it was only a short period to the next WBSC Congress, which was scheduled for March/April 2022, and there was no necessity to fill that position. However, she recommended and the SA EXCO unanimously approved for that vacancy for the rest of the term until the 2022 elections to be filled by Dr. Yang Xu, the President of the Chinese Softball Association so that more SA officials could participate at the

WBSC level. She explained that under the WBSC Statutes, that position was to be decided by Softball Asia.

- 6.3 She informed Dr. Yang Xu and the Chinese Softball Association (CSA) has been supportive in hosting SA events and activities, such as the Asia Cups, and that China was host of the coming Beijing Winter Olympics 2022, Hangzhou Asian Games 2022, as well as the Asian Youth Games 2022 and Asian Beach Games 2022, and that Dr. Yang would be a good SA representative.

Proposal:

To ratify the appointment of Dr. Yang Xu, who is the current President of Chinese Softball Association (CSA), to fill the vacant position of Continental Vice President for Asia on the WBSC Softball Division Board for the rest of the term until the 2022 elections, as proposed by PHI-ASA-Phil (Mr. Dizer) and seconded by HKG-HKSA (Mr. Ng).

DECISION

The SA Extraordinary Congress unanimously ratified the appointment of Dr. Yang Xu, who is the current President of Chinese Softball Association (CSA), to fill the vacant position of Continental Vice President for Asia on the WBSC Softball Division Board for the remaining term until the next election for that post in 2022.

- 6.4 SA President Ms. Low, congratulated Dr. Yang and CSA, and said that the development of Softball in China was very important and the role of CSA in Asia and worldwide was very important. He invited CSA President Dr. Yang to address the delegates.
- 6.5 Dr Yang thanked the SA Members for their trust and support in ratifying his appointment as the Continental Vice President for Asia on the WBSC Softball Division Board for the remaining term until the next election for that post in 2022.
- 6.6 He stated that since his involvement with Chinese Softball, China has been and will continue to host many international events, up to the Olympic Games and Asian Games, and also World Softball events and activities, such as World Senior and Junior Championships. He also stated that CHN-CSA has also been and will continue to host Asian Softball events and activities, and was committed to building more softball fields. He stated that he and CSA would work harder to help develop Softball not only in Asia but also globally. He hoped that the Covid-19 pandemic would be over soon so that sports events and activities may re-start in the coming new year.
- 6.7 WBSC President Mr. Fraccari also congratulated Dr. Yang and CSA on the appointment. He also congratulated SA and in particular, the TPE team for winning runner-up in the just concluded WBSC U18 Women Softball World Cup 2021 that was held in Lima, Peru. He said that the achievement of the TPE team demonstrated the high-level quality of Softball in Asia.
- 6.8 SA President Ms. Low also congratulated the TPE-CTSA and TPE team on their first-time runner-up achievement of their U18 Women Softball team. She informed that the TPE team had to undergo a 21-days quarantine upon their return to TPE from Peru.
- 7. TO CONSIDER AND DISCUSS THE SA CALENDAR FOR 2022**
- 7.1 SA President Ms. Low stated that due to the uncertainties caused by the global Covid-

19 pandemic and the many restrictions and countermeasures imposed by the health and other governmental authorities, many sports events and activities, including those planned by SA for 2020 and 2021, had to be either cancelled or postponed indefinitely.

- 7.2 She said that she hoped that the situation would get better as many countries were moving to treat the infection as endemic and more events and activities were being permitted. She then tabled the proposed SA Calendar for 2022, as per **Attachment 6**, and hoped that SA would be able to resume its events and activities in 2022, with the following highlighted:

	<u>Proposed Dates</u>	<u>Event</u>	<u>Host/Place (TBC)</u>	<u>Remarks</u>
(i)	Feb/Mar 2022	SA EXCO Meeting	Kuala Lumpur	TBC
(ii)	12 – 13 Apr 2022	WBSC Congress & Elections	Taipei TPE	TBC (Postponed from 2021)
(iii)	May/Jun 2022	WBSC-SA Baseball5 Joint Technical-Umpires-Scorers Seminars	Kuala Lumpur	TBC (Postponed from 2020)
(iv)	May/Jun 2022	Asia Cup Baseball5 (Mixed Gender) <ul style="list-style-type: none"> • Open category • Youth category 	Kuala Lumpur	Qualifier for WBSC World Cups – TBC (2022 – TBC) (2023 – TBC)
(v)	10 – 14 Aug 2022 (TBC)	WBSC World Cup U12 Mixed Gender SB	Taichung	Asia Cup qualifier NOT necessary (Note: TPE (as host) and HKG (as Asia allocated team) teams' participation in WBSC World Cup confirmed)
(vi)	TBC	Asia Cup U23 Men SB	TBC	Qualifier for WBSC World Cup U23 Men SB in Parana, Argentina (Oct-Nov 2022)
(vii)	TBC	Asia Cup Men SB	TBC	Qualifier for WBSC World Cup Men SB in Auckland, New Zealand (Nov-Dec 2022)
(viii)	TBC	Asia Cup U15 Girls SB	TBC	Qualifier for WBSC World Cup U15 Girls SB (2023)
(ix)	09 – 12 Jul 2022	World Games Women SB	Birmingham USA	CHN, JPN, TPE invited to participate
(x)	12 – 18 Sep 2022	Asian Games Women SB	Hangzhou China	AG Opening – 10 Sep AG Closing – 25 Sep

(Note: SA EXCO approved the participation of CHN, HKG, JPN, KOR, PHI, THA, TPE, subject to Entry by Sport & Entry by Name confirmations by the respective National Olympic Committee)

- | | | | | |
|--------|-----------------|--|---------------------|-----|
| (xi) | Dec 2022
TBC | Asia Cup Asian
Universities Women SB | Pattaya
Thailand | TBC |
| (xii) | Dec 2022
TBC | SA Congress &
Elections | Kuala Lumpur | |
| (xiii) | TBC | Technical – Umpires –
Scorers SB Seminars | TBC | |

7.3 She requested any NF interested to host any of the above events and activities to contact the SA Secretariat for follow-up discussion. She said that SA were in discussions regarding the following:

7.3.1 CHN-CSA as potential host for the U15 Women Softball Asia Cup 2022-2023.

7.3.2 JPN-JSA as potential host for the Men Softball Asia Cup 2022.

7.3.3 SGP-SBSA and JPN-JSA as to possibility of hosting the U23 Men Softball Asia Cup in 2022. It was noted that SA was waiting for SGP-SBSA to get back to SA regarding the possible completion date of the new Softball field, which was still under construction but halted and delayed due to restrictions caused by the Covid-19 pandemic; and costs factors were also being looked into.

7.3.4 Depending on the number of participating teams, there was a possibility of the Asia Cups for Men Softball and U23 Men Softball to be held back-to-back or even simultaneously.

8. TO CONSIDER THE APPLICATIONS OF THE FOLLOWING AS SOFTBALL ASIA MEMBERS

8.1 Palestine Federation of Baseball and Softball

8.2 Bhutan Baseball Softball Association

8.3 Saudi Arabia Baseball Softball Federation

8.1 Palestine Federation of Baseball and Softball

SA President Ms. Low reported that SA received the application from the Palestine Federation of Baseball and Softball (PFBS), for SA ordinary membership. She informed that from the documents submitted, it was noted that the PFBS has the recognition of its Palestine National Olympic Committee (NOC) and was already approved as WBSC Ordinary Member. She said that she had reviewed the documents submitted and would like to propose the approval of its SA membership.

Proposal:

To consider and approve the Palestine Federation of Baseball and Softball as a Full Ordinary Member of Softball Asia with effect 01 January 2022, subject to payment of the necessary fees, as proposed by PHI-ASA-Phil (Mr. Dizer) and seconded by MAS-SAM (Mr. See).

DECISION

The SA Extraordinary Congress unanimously approved the Palestine Federation of Baseball and Softball as a Full Ordinary Membership of Softball Asia, with effect 01 January 2022, subject to payment of the necessary fees.

8.2 Bhutan Baseball & Softball Association

SA President Ms. Low reported that SA received the application from the Bhutan Baseball & Softball Association (BBSA), for SA ordinary membership. She informed that from the documents submitted, it was noted that the BBSA has the recognition of its Bhutan NOC and was already approved as WBSA Ordinary Member. She said that she had reviewed the documents submitted and that there were several matters to be clarified, but that nevertheless, pending those clarifications, she would like to propose the approval of its SA membership.

Proposal:

To consider and approve the Bhutan Baseball & Softball Association as a Full Ordinary Member of Softball Asia with effect 01 January 2022, subject to payment of the necessary fees, as proposed by PHI-ASA-Phil (Mr. Dizer) and seconded by MAS-SAM (Mr. See).

DECISION

The SA Extraordinary Congress unanimously approved the Bhutan Baseball & Softball Association as a Full Ordinary Membership of Softball Asia, with effect 01 January 2022, subject to payment of the necessary fees.

8.3 Saudi Arabia Baseball Softball Federation

She informed that SA received the application from the Saudi Arabia Baseball Softball Federation for SA ordinary membership and that she was still waiting for its response to several queries and clarifications which SA had asked. As such, she informed that the application was still under review by the SA Secretariat, and SA-Members would be updated in due course.

- 8.4 WBSA President Mr. Fraccari informed that WBSA had assigned a specific person to be in charge of WBSA's project to increase the number of National Baseball Softball Federations (NFs) from the Middle East countries-territories in 2022-2023, and to engage in Baseball-Softball development events and activities there, and requested SA support and cooperation. SA President Ms. Low thanked the WBSA President and WBSA for the initiative. She stated that SA was aware of the importance of the Middle East NFs as the hosts for the Asian Games 2030 and 2034 were Doha-Qatar and Riyadh-Saudi Arabia respectively, and SA was fully committed to the WBSA initiative.

9. ANY OTHER BUSINESS

- 9.1 There was no notice of any other business received by the SA Secretariat.
- 9.2 WBSA President congratulated SA again for their efforts to review and update its documents to strengthen the organisation, and their continuing efforts for Asia Softball. He hoped to be able to be present in person at the next SA EXCO Meeting in 2022. He conveyed Season's Greetings to everyone and best wishes for the coming New Year.
- 9.2 Mr. Schmidt conveyed his thanks to SA for the invitation to attend this Extraordinary Congress and congratulated SA on the success of this Extraordinary Congress. He also conveyed his best wishes for the coming New Year to everyone, and hoped to meet in person soon.
- 9.3 All the attendees exchanged Season's Greetings and best wishes for a better New Year

ahead, and looked forward to the next meeting in person.

10. ADJOURNMENT OF MEETING

- 10.1 SA President Ms. Low thanked everyone for attending the meeting, and also the respective interpreters for their support. She also thanked WBSC's Mr. Kim for assisting with the technical and logistics set-up and support.
- 10.2 There being no other matters, the Extraordinary Congress adjourned at 03.45 pm, with a vote of thanks to the Chair.

MINUTES CONFIRMED AS CORRECT

Beng Choo
/

.....
(Beng Choo LOW)
President, Softball Asia

(Minutes prepared by Ms. Sally Lim, SA Secretary General)



CONSTITUTION OF SOFTBALL ASIA

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(As at 21 December 2021)



FORMATION OF SOFTBALL ASIA
[formerly known as SOFTBALL CONFEDERATION ASIA / AMATEUR SOFTBALL
ASSOCIATION OF ASIA
(SA / SCA / ASA-ASIA)]

DECLARATION

AMATEUR SOFTBALL ASSOCIATION OF ASIA (ASA-ASIA) was formally re-constituted at the 9th ASA-ASIA Congress attended by eleven (11) members in Manila, Philippines on May 3, 1990 and the Constitution OF ASA-ASIA was approved at the 10th ASA-Asia Congress attended by thirteen (13) members in Jakarta, Indonesia on August 5, 1991.

Amendments to the Constitution were approved at the 14th ASA-Asia Congress in Bangkok, Thailand on 15th December, 1998.

The name of ASA-Asia was formally changed to “**SOFTBALL CONFEDERATION ASIA**” (**SCA**) and further amendments to the Constitution adopted at the 16th ASA-Asia Congress in Shenzhen, China on 22nd December, 2002.

The name of SCA was formally changed to “**SOFTBALL ASIA**” and further amendments made to the Constitution approved at the 24th Softball Asia Congress in Kuala Lumpur on 5th December 2018.

Further amendments to this Constitution were approved at the 25th Softball Asia Extraordinary Congress (online) on 21 December 2021.

SOFTBALL ASIA
[formerly known as – SOFTBALL CONFEDERATION ASIA / AMATEUR SOFTBALL
ASSOCIATION – ASIA]

CONSTITUTION
(as at 21 December 2021)

NAME

The title and name of this organisation shall be "**SOFTBALL ASIA**" (which may hereinafter be sometimes referred to as “**SA**” or “**SCA**”) and it shall be the sole recognised governing and controlling body in Asia for the Sport, which includes all disciplines, events and activities of the sport of Softball, Baseball5, and including but not limited to Para-Sports and eSports as herein defined.

INTERPRETATION

The interpretation of the Constitution, Rules and Regulations, By-Laws and Standing Orders, shall, unless the context otherwise requires, be as follows:

1. **Softball Asia** means this recognised governing & controlling body for the Sport in Asia.
2. **WBSC** means "**World Baseball Softball Confederation**", the international governing body/federation for Baseball-Softball recognised by the International Olympic Committee".
3. **Affiliate or Member** means the national association or the governing controlling body for the Sport within a country, territory or region affiliated to Softball Asia.
4. **Associate Affiliate or Member** means an Affiliate or Member that has all the rights, privileges, duties, rights and responsibilities as a member, except it has no right to vote, nor to nominate for, nor for its nominee to be elected to, any office in the Executive Council.
5. **Congress** means the supreme governing body of Softball Asia.
6. **Constitution** means the Constitution of Softball Asia.
7. **Esports** means all virtual and or electronic versions and or formats of the Sport.
8. **Executive Council** means the Executive Council of Softball Asia constituted in accordance with the Constitution.
9. **Ordinary Affiliate or Member** means an Affiliate or Member that has all the rights, privileges, duties, rights and responsibilities of an affiliate or member, and with the right to vote, to nominate for, and for its nominee to be elected to, any office in the Executive Council.
10. **Para Sports** means all adapted versions and or formats of all disciplines, events and activities of the Sport for people with physical and or mental impairments.
11. **Sport or Softball** means and is inclusive of all disciplines and events of the sport of softball and baseball⁵, and including but not limited to all versions and or formats of Esports and Para Sports.

ARTICLE 1: HEADQUARTERS & OFFICIAL LANGUAGE

- 1.1 The headquarters and secretariat of Softball Asia shall both be situated in the country, territory or region where the president resides or such other country, territory or region as the Executive Council shall decide.

1.2 The official language of Softball Asia shall be English.

ARTICLE 2: OBJECTS OF SOFTBALL ASIA

The objects of Softball Asia are:

- 2.1 to promote, develop, improve and propagate the Sport in Asia and elsewhere;
- 2.2 to encourage the affiliation of national associations and any controlling or governing body for the Sport within Asia;
- 2.3 to establish and foster friendly relationship, goodwill and understanding amongst Affiliates through the Sport and by encouraging participation in tournaments, competitions, matches, events and activities at all levels;
- 2.4 to enforce amongst Affiliates due compliance with the Constitution and the laws whatsoever of the Sport as approved and laid down by WBSC and to prevent the introduction of improper methods in the game and protect it from abuses;
- 2.5 to govern, control, regulate and conduct tournaments, competitions, matches and events of the Sport within and for Asia in accordance with the rules and regulations of WBSC and to ensure that the spirit and values of the Olympiad advocated by the International Olympic Committee (IOC) and WBSC are followed strictly by Affiliates;
- 2.6 to cooperate and coordinate with WBSC in the matter of the participation of Affiliates in the Olympics Games, World Championships, World Cups, World Games, Asian Games and other international, continental, regional or sub-regional games and events;
- 2.7 to provide rules and regulations and by-laws, and the method of deciding and settling all differences and disputes that may arise between Affiliates, between members, players/athletes and or officials of Affiliates, between Softball Asia and Affiliates and or members and or officials of Affiliates;
- 2.8 to raise funds in any manner proper as decided by the Congress and or the Executive Council for the benefit and promotion of the Sport in Asia;
- 2.9 to purchase or hold any real or other property, equipment and or asset or any interest in the same to further the objectives of Softball Asia;
- 2.10 to maintain contact and cooperate with WBSC and other associations and organisations.

ARTICLE 3: MEMBERSHIP

- 3.1 Affiliation to and membership of Softball Asia shall be open to all national associations or the controlling or governing bodies for softball within a country, territory or region which is duly and properly constituted and recognised by the respective national, territorial or regional Olympic Committee/Council or the Olympic Council of Asia or is affiliated with WBSC and which accept and agree to abide by the Constitution, rules, regulations, by-laws and directives of Softball Asia.

- 3.1.1 The constitution, statutes, rules, regulations, by-laws and or articles of association of an Affiliate must not be in conflict with those of Softball Asia. Where there is a conflict, the Softball Asia Constitution, statutes, rules, regulations, by-laws and or articles of association shall prevail.
- 3.1.2 Each Affiliate, by accepting membership of Softball Asia, recognises and acknowledges that Softball Asia is the only recognised continental body in the world that governs Softball in Asia.
- 3.1.3 The jurisdiction of an Affiliate is limited by and to the geographical boundaries of the country, territory or region it represents.
- 3.2 Softball Asia shall have the following categories of membership:
 - 3.2.1 Ordinary Affiliate or Member, which may be either Full Ordinary Affiliate or Member, OR Provisional Affiliate or Member which shall have all the rights, privileges, duties and responsibilities as an Affiliate or Member of Softball Asia, and with the right to vote, to nominate for, and for its nominee to be elected to, any office in the Executive Council; and
 - 3.2.2 Associate Affiliate or Member which shall have all the rights, privileges, duties and responsibilities as an Affiliate or Member of Softball Asia, except it has no right to vote, nor to nominate for, nor for its nominee to be elected to, any office in the Executive Council.
- 3.3 Eligible associations, organisations or federations shall signify their intent for admission to membership by written application with its respective constitution or statutes, list of its members, list of its executive board, council or committee officers/members, and the relevant registration and recognition, and other necessary documents, to the Executive Council for consideration.
 - 3.3.1 Where the application is for Associate Affiliation or Membership, the Executive Council may, after investigation and receipt of payment of prescribed membership dues, and if it deems fit and appropriate, approve such Associate Affiliation or Membership.
 - 3.3.2 Where the application is for Ordinary Affiliation or Membership, the Executive Council may, after investigation and receipt of payment of prescribed membership dues, and if it deems fit and appropriate, submit such application and documents, with its recommendation, to the Congress for consideration, and if the Congress deems fit and appropriate, for approval by the Congress of Full Ordinary Affiliation or Membership.
- 3.4 Any new Ordinary Affiliate or Member may be admitted by a majority vote of the Ordinary Affiliates or Members in good standing (as stated in Article 7.4.1) present and voting, each such Affiliate having one (1) vote only.
- 3.5 During the interim between sessions of the Congress, the Executive Council is empowered to elect and approve Provisional Affiliation or Membership as the Executive Council may

deem fit and appropriate. Provisional Affiliates or Members shall be entitled to all the rights, privileges, duties and responsibilities as an Affiliate or Member of Softball Asia except that it has no right to vote, nor to nominate for, nor for its nominee to be elected to, any office in the Executive Council.

3.6 Membership in Softball Asia may be terminated:

3.6.1 for an Associate Affiliate or Member, or a/an Provisional or Ordinary Affiliate or Member, by resignation duly accepted by the Congress or the Executive Council; or

3.6.2 for an Associate Affiliate or Member, by termination, de-registration, expulsion or cancellation of its affiliation or membership by the Executive Council; or

3.6.3 for a/an Provisional or Ordinary Affiliate or Member, by de-registration, expulsion or cancellation of its membership by the Congress, by a simple majority of votes of the Ordinary Affiliates or Members in good standing (as stated in Article 7.4.1) present and voting, each such Affiliate having one (1) vote only.

3.7 To resign from Softball Asia, an Affiliate shall notify its intention by written notice sent either by post or electronic mail to the Softball Asia Secretary General.

3.8 Notwithstanding any notice to resign, an Affiliate or Member must fulfill all its financial and other obligations towards Softball Asia and its Affiliates or Members.

3.9 Upon a notice to resign being accepted under Article 3.6.1, the Affiliate or Member shall, ipso facto, lose its privileges and status as an Affiliate but it must still fulfill all its financial and other obligations towards Softball Asia and its Affiliates.

3.10 If an Affiliate:

3.10.1 fails to comply with or infringes the Constitution, rules, regulations, by-laws or directives of Softball Asia whereupon notice, after sanction of the Congress, shall be served upon the defaulting Affiliate;

3.10.2 defaults in payment of dues and or debts to Softball Asia;

3.10.3 loses its status as the controlling body for the Sport in its country, territory or region; and or

3.10.4 hinder the progress of the Sport within Asia or elsewhere, or within Softball Asia and or at any other level; and or

3.10.5 be in misconduct or conduct any act or omission which brings the Sport and or Softball Asia into disrepute;

then in any such event, such Affiliate shall be subject to a penalty which may be a warning, censure, fine, suspension for a definite period and or expulsion from Softball Asia as decided upon by Congress by a two-thirds (2/3) majority of the Ordinary Affiliates in good standing (as stated in Article 7.4.1) present and voting, each such Affiliate having one (1) vote only.

ARTICLE 4: RECOGNITION AND OBLIGATIONS OF AFFILIATES

- 4.1 All Affiliates shall acknowledge each other as the only legislative authority for the Sport in the respective country, territory or region, and as the only association or organisation authorised to regulate international, continental, regional and national/local agreement in the Sport. No discrimination is allowed against any country, territory, region, organisation or person on the grounds of race, religion, gender, creed, sexual orientation, national origin or ancestry, disability, and or political affiliation. Political interference by any government into the internal operation or function of a national, territorial or regional governing body or any Affiliate does not meet the spirit and objectives of Softball Asia.
- 4.2 All correspondence regarding international, territorial, continental or regional affairs relating to the Sport shall pass through the respective relevant Affiliates.
- 4.3 The Affiliates shall:
- 4.3.1 comply with the Constitution, rules, regulations, by-laws and directives of Softball Asia and WBSC at all times;
 - 4.3.2 notify Softball Asia of all amendments and or alterations to their constitutions;
 - 4.3.3 respect and recognise the expulsion and suspension of other Affiliates and or any player/athlete, official, officer and or office bearer;
 - 4.3.4 recognise each other as the sole controlling body for the Sport in their respective country, territory and region;
 - 4.3.5 not form themselves into regional and or other group of associations or federations without the consent of Softball Asia.

ARTICLE 5: SUBSCRIPTION

- 5.1 Each Affiliate shall pay a one-time only affiliation/membership fee of Two Hundred Dollars U.S. (US\$200.00) only (or such other sum and or fee(s) as may be decided by the Congress) upon approval of affiliation, and an annual affiliation/membership subscription fee of Two Hundred Dollars U.S. (US\$200.00) (or such other sum and or fee(s) as may be decided by the Congress). The annual subscription fees shall be payable to the Secretary-General on the 31st day of January of each year.
- 5.2 The Secretary-General of Softball Asia shall notify the Affiliates by written notice sent by post or electronic-mail, of the non-compliance of Article 5.1.
- 5.3 An Affiliate shall have no representation at any meeting, tournament, competition, match, event or activity and shall automatically cease to be a/an affiliate or member if Article 5.1 is not complied with by the 1st day of June of the same year. Upon payment of their dues, the association or federation may, if it were an Associate Affiliate or Member, subject to the prior approval of the Executive Council, or if it were a/an Provisional or Ordinary Affiliate or Member, subject to the approval of the Congress, regain its status as an Affiliate.

ARTICLE 6: THE LEGISLATIVE, EXECUTIVE AND ADMINISTRATIVE BODIES

- 6.1 The Congress shall be the legislative body of Softball Asia.
- 6.2 The Executive Council shall be the executive body of Softball Asia.
- 6.3 The Secretariat shall be the administrative body of Softball Asia.

ARTICLE 7: CONGRESS

- 7.1 Softball Asia shall be governed by the Congress which shall comprise:
 - 7.1.1 a chairman;
 - 7.1.2 a president;
 - 7.1.3 a first vice-president;
 - 7.1.4 five (5) vice-presidents;
 - 7.1.5 a secretary-general;
 - 7.1.6 not more than two (2) representative-delegates from each Affiliate or Member;
 - 7.1.7 one (1) male athletes' representative;
 - 7.1.8 one (1) female athletes' representative; and
 - 7.1.9 at large Executive Council Members.
- 7.2 Notice of the appointment of delegates must be furnished to the Secretary-General not later than fourteen (14) days prior to the scheduled opening date of the Congress and such notification must be signed by the president and secretary of the Affiliate.
- 7.3 The Executive Council members, other than the President, may represent their respective associations as delegates.
- 7.4 Only the accredited delegates of an Ordinary Affiliate in good standing present at the Congress and each of the office bearers of the Executive Council present at the Congress, shall be entitled to vote, each with one (1) vote. In cases where an Ordinary Affiliate in good standing sends only one (1) delegate, he or she shall be entitled to two (2) votes.
 - 7.4.1 An Ordinary Affiliate shall be deemed to be in good standing if:
 - 7.4.1.1 It is a current Ordinary Affiliate;
 - 7.4.1.2 There are no fees or any other monies or payments due and owing to Softball Asia;
 - 7.4.1.3 It must not be under suspension or disqualification; and

- 7.4.1.4 It must have participated in at least one (1) of the tournaments, competitions, matches or events organised, recognised or sanctioned by or under Softball Asia within a period of four (4) consecutive years immediately preceding the opening date of the Congress.
- 7.4.2 For an office bearer of the Executive Council to be eligible to vote, he or she
 - 7.4.2.1 Must be a current office bearer of the Executive Council;
 - 7.4.2.2 Must not have any fees or any other monies or payments due and owing to Softball Asia; and
 - 7.4.2.3 Must not be under suspension or disqualification.
- 7.5 A meeting of the Congress shall be held at least once in every two (2) years.
- 7.6 The Secretary-General shall send written notice of the meeting of the Congress by post or electronic mail not later than ninety (90) days before the scheduled opening date of the Congress unless decided otherwise by the Executive Council.
- 7.7 The agenda of the Congress, the report of the President and Secretary-General, and the receipt and expenditure accounts are to be sent by post or electronic mail not later than thirty (30) days prior to the scheduled opening date of the Congress.
 - 7.7.1 Where elections are to be held at the Congress, the notice of nomination for the positions in the Executive Council that are due for elections are to be also sent and the closing date for such nomination(s) shall be stated in such notice.
- 7.8 The agenda of the Congress meetings shall include:
 - 7.8.1 Roll Call.
 - 7.8.2 The address by the President.
 - 7.8.3 To consider and approve of Minutes of the previous Congress.
 - 7.8.4 To consider Matters arising from those Minutes.
 - 7.8.5 To consider and approve the Report(s) of the President and Secretary-General.
 - 7.8.6 To consider and approve the Softball Asia receipts and expenditure accounts.
 - 7.8.7 To consider and approve the Reports, if any, of the Vice-Presidents and Committees.
 - 7.8.8 Unfinished business.
 - 7.8.9 To elect the following office bearers of the Executive Council, where applicable:
 - 7.8.9.1 One (1) Chairman.

7.8.9.2 One (1) President.

7.8.9.3 One (1) First Vice President.

7.8.9.4 Five (5) Vice Presidents.

7.8.9.5 One (1) Secretary General

7.8.10 To ratify the following:

7.8.10.1 The male athletes' representative elected by the athletes at a Softball Asia Cup Men Softball (senior) tournament; and

7.8.10.2 The female athletes' representative elected by the athletes at a Softball Asia Cup Women Softball (senior) tournament.

7.8.10.3 The at large Executive Council office bearers under Article 9.1.8.

7.8.11 Appointment of one (1) internal auditor, where applicable.

7.8.12 To consider and approve, and or ratify new affiliate-membership.

7.8.13 To consider and approve bids for the hosting of Softball Asia tournaments, competitions, tournaments, matches and events.

7.8.14 Any Other Business.

7.8.15 Adjournment.

7.9 Affiliates must submit written notice of nominations for election to the Executive Council by sending such written notice of nomination, by post or electronic mail, to the Secretary-General, not later than forty-five (45) days prior to the scheduled opening date of the Congress.

7.9.1 For the positions of the Chairman, President, First Vice-President and Secretary-General, each Affiliate can nominate only one (1) candidate from any association body for each such function.

7.9.2 For the positions of Vice-Presidents, the Affiliate may nominate only one (1) candidate from its own national association or body and also any candidate(s) from any other Affiliate(s) (but the total number nominated for Vice Presidents must not exceed five (5)).

7.9.3 All nomination(s) must be signed by the president and the secretary of the Affiliate that gave notice of the nomination.

7.9.4 To be eligible to make any nomination(s), the Affiliate must be an Ordinary Affiliate in good standing as stated in Article 7.4.1.

PROVIDED ALWAYS that where an elected position on the Executive Council is vacated

after nominations close and before the Congress closes, the presiding election officer at the Congress may call for and accept nominations for such office from the floor of the Congress.

- 7.10 The Secretary-General shall circulate the list of candidates for election to the Executive Council to all the Affiliates not later than thirty (30) days prior to the scheduled opening date of the Congress.
- 7.11 Affiliates may give written notice of motions to form part of the agenda of the Congress by sending such notice of motion(s) by post or electronic mail, to the Secretary-General not later than forty-five (45) days prior to the scheduled opening date of the Congress; and the Secretary-General shall circulate such notice of motion(s) to the Executive Council and all Affiliates not later than thirty (30) days prior to the scheduled opening date of the Congress. Other business of which notice is submitted after the closing date or of which notice has not been given shall only be dealt with by the Congress **PROVIDED** it is agreed upon by three-fourths (3/4) of the number of eligible votes recorded in the Congress. To be eligible to vote on such matter, the Affiliate must be an Ordinary Affiliate in good standing as stated in Article 7.4.1, and each such Affiliate shall have one (1) vote only, regardless of the number of accredited delegates it has at the Congress.
- 7.12 Unless otherwise stated, all matters put to a vote at the Congress shall be decided by a simple majority of the votes cast.
- 7.13 The elections of elected office bearers (except the athletes' representatives under Articles 9.1.6 and 9.1.7, and the At Large Executive Council Members under Article 9.1.8) to the Executive Council shall be by secret ballot unless otherwise agreed to by the Congress, and in accordance with the Softball Asia Elections By-Laws.
- 7.14 Voting by letter or by proxy shall not be allowed in all meetings of the Congress.
- 7.15 The Executive Council may, at its absolute discretion, invite any person or persons to the Congress, but such attendee(s) shall have no right to vote.
- 7.16 Members of the Softball Asia Committees may attend and participate in the Congress, but shall have no right to vote.

ARTICLE 8: EXTRAORDINARY CONGRESS

- 8.1 An Extraordinary Congress may be convened by the Executive Council whenever deemed necessary.
- 8.2 An Extraordinary Congress may be convened upon a written request sent by post or electronic mail to the Secretary General, by at least one-third (1/3) of the Ordinary Affiliates (under Article 7.4.1) in good standing, within sixty (60) days of the receipt by the Secretary-General, of such written notice.
- 8.3 The date and venue for an Extraordinary Congress shall be determined by the Executive Council and notified to the Affiliates at least thirty (30) days before the scheduled date for the Extraordinary Congress.
- 8.4 An Extraordinary Congress shall discuss only items on the agenda.

- 8.5 An Extraordinary Congress shall be conducted in the same manner as an ordinary Congress subject always to Article 8.4.

ARTICLE 9: THE EXECUTIVE COUNCIL

- 9.1 The Executive Council shall comprise of the following office bearers:

9.1.1 a chairman;

9.1.2 a president;

9.1.3 a first vice-president;

9.1.4 five (5) vice-presidents;

9.1.5 a secretary-general;

9.1.6 a male athletes' representative elected by the athletes at a Softball Asia Cup Men Softball (senior) tournament and ratified by the Congress;

9.1.7 a female athletes' representative elected by the athletes at a Softball Asia Cup Women Softball (senior) tournament and ratified by the Congress; and

9.1.8 any elected member(s) of the WBSC Executive Board and the WBSC Softball Division Board, and any WBSC Regional Vice-President(s) for the region/continent of ASIA, who shall become at large member(s) of the Executive Council.

- 9.2 The Chairman, President and any of the Vice-Presidents (including the First Vice-President) shall not be from the same Affiliate.

- 9.3 All elected members of the Executive Council shall be eligible for re-election.

- 9.4 The term of office of the office bearers of the Executive Council shall be as follows:

9.4.1 The elected members of the Executive Council shall assume their office immediately after the Congress wherein they are elected until the next Congress where elections are held. Elections take place every four (4) years or when one of the elected office bearers is no longer able to fulfill his or her duty.

9.4.2 The athletes' representatives shall assume their office immediately after the Congress where he or she is ratified until the next Congress where ratification of the athletes' representatives is held.

9.4.3 The at large Executive Council member(s) shall serve the Executive Council for the same term as his/her/their term in WBSC.

- 9.5 The elected office bearers of the Executive Council shall be elected at the Congress from individuals who need not necessarily be representative-delegates of the Affiliates.

- 9.6 The Executive Council shall meet at least once every year and its powers and duties shall include (but is not limited to the following):
- 9.6.1 to carry out the objects of Softball Asia;
 - 9.6.2 to submit to the Congress the report of activities, and the statement of receipts and expenditure, of the preceding term and the budget, if any, for the following term;
 - 9.6.3 to examine all proposals to be placed before the Congress;
 - 9.6.4 to consider any matter deferred by the Congress;
 - 9.6.5 to organise and carry out all matters relating to the Asian Games, any regional, continental and sub-regional games, tournaments, competitions, matches and events of and for the Sport, and or as delegated to Softball Asia by WBSC or any other organisation or body;
 - 9.6.6 to give a ruling on any matter pertaining to the Constitution, rules, regulations, by-laws and directives of Softball Asia that may be referred to it by any Affiliate such ruling to be confirmed at the next meeting of the Congress;
 - 9.6.7 to summon, whenever it deems necessary under Article 8.1, or upon which notice has been received under Article 8.2, an Extraordinary Congress under Article 8 herein;
 - 9.6.8 to mediate, arbitrate or resolve disputes between and amongst Affiliates, between members, athletes and or officials of Affiliates, between Softball Asia and Affiliates and or members and or officials of Affiliates;
 - 9.6.9 to convene an Extraordinary Congress to elect the successor in the event of a vacancy in the office of the President unless it is within one (1) year from the scheduled opening date of the Congress with elections, in which event, the First Vice-President shall be the Acting President until such election of the President;
 - 9.6.10 to appoint (when the Executive Council deems necessary), the following Committees, Commissions, Working Groups or Task Force;
 - 9.6.10.1 Coaching Committee;
 - 9.6.10.2 Development Committee;
 - 9.6.10.3 Finance Committee;
 - 9.6.10.4 Laws Committee;
 - 9.6.10.5 Scorers Committee
 - 9.6.10.6 Technical & Competitions Committee;
 - 9.6.10.7 Umpires Committee;

9.6.10.8 Athletes Committee; and or

9.6.10.9 Any other Committee(s), Commission(s), Working Group(s) or Task Force(s) deemed necessary by the Congress or the Executive Council or as requested by WBSC;

The Chairman of each of the above Committees, Commissions, Working Groups or Task Forces, where possible, shall be a member of the Executive Council and all recommendations by Affiliates of individuals for chair(s) and or membership to Committees shall be submitted one (1) month before the scheduled opening date of the Congress with details of qualification for membership;

9.6.11 to select, organise and group Affiliates for various tournaments and competitions for and on behalf of Softball Asia and or WBSC, and to decide on the competition and or tournament formats and schedules;

9.6.12 to fix the date, venue and agenda of the Congress or, where necessary, an Extraordinary Congress;

9.6.13 to delegate all or any of its powers to any Committee(s), Commission(s), Working Group(s), Task Force(s) and or Affiliate(s);

9.6.14 to co-opt and or engage the services of any person(s), company(ies), organisation(s) and or body(ies) for the purpose of conducting any business and or matter of or for Softball Asia, with or without payment(s) as it deems appropriate;

9.6.15 to replace any Committee, Commission, Working Group or Task Force member who, in the sole opinion of the Executive Council, ceases to carry out his or her duties satisfactorily; or upon representation by an Ordinary Affiliate of good standing (as stated in Article 7.4.1) unless decided otherwise by the Executive Council;

9.6.16 to appoint such number of assistant secretaries and for such term as the Executive Council may deem appropriate, and such appointee(s) shall have no voting rights;

9.6.17 to appoint any employee staff and or contract workers/contractor(s), with or without remuneration or payment, and to terminate or dismiss such person(s) of and for Softball Asia as the Executive Council may deem appropriate;

9.6.18 to consider and decide on any proposals and recommendations made by the Committees, Commissions, Working Groups and Task Forces;

9.6.19 to carry out such other duties and or responsibilities as may be decided by the Congress and or as the Executive Council may deem appropriate.

9.7 Executive Council meetings shall be subject to the following consideration:

9.7.1 except in emergencies, office bearers of the Executive Council shall be notified at least fourteen (14) days in advance of any scheduled date of an Executive Council Meeting;

- 9.7.2 an emergency meeting shall not be an official meeting unless attended by the president or first vice-president and at least three (3) vice-presidents;
- 9.7.3 office bearers of the Executive Council shall have the right to vote by postal or electronic mail.
- 9.8 If funds are available, all expenses related to travel, meals and accommodations of the office bearers of the Executive Council related to Softball Asia Congresses, Executive Council meetings and required attendances at World Championships, World Cups, Asian Championships, Asia Cups and all other multi-sports events, tournaments, competitions, matches and events shall be paid by Softball Asia.
- 9.9 All matters put to a vote at the Executive Council shall be decided by a simple majority of the votes cast.
- 9.10 No observers shall be allowed in any meeting of the Executive Council except for the purpose of acting as interpreters unless otherwise approved by the Softball Asia President or the Chairman of the Executive Council Meeting.

ARTICLE 10: QUORUM OF MEETINGS

- 10.1 The quorum for a Congress shall be not less than one – half (1/2) of the number of Ordinary Affiliates in good standing (as stated in Article 7.4.1) unless otherwise decided by the Congress. The quorum for an Extraordinary Congress shall be not less than two-thirds (2/3) of the Ordinary Affiliates in good standing (as stated in Article 7.4.1).
- 10.2 The quorum for meetings of a/an Executive Council, Committees, Commissions, Working Groups and Task Forces shall be not less than one-half (1/2) the number that constitutes the Council, Committee, Commission, Working Group or Task Force.
- 10.3 In the event of a lack of quorum, a Congress may be postponed for twenty-four (24) hours and the quorum shall then be not less than forty per cent (40%) of the number of Ordinary Affiliates in good standing (as stated in Article 7.4.1). In the event of a lack of quorum, an Extraordinary Congress may be postponed for twenty-four (24) hours and the quorum shall then be not less than one-half (1/2) of the Ordinary Affiliates in good standing (as stated in Article 7.4.1).

ARTICLE 11: THE CHAIRMAN & PRESIDENT

- 11.1 The Chairman shall carry out such duties and responsibilities as may be decided by the Executive Council.
- 11.2 The President shall represent Softball Asia in all matters.
- 11.3 The President shall preside at all meetings of the Congress, Extraordinary Congress and Executive Council unless otherwise decided by the Congress, Extraordinary Congress or Executive Council.
- 11.4 The President shall be an ex-officio member in all Committee, Commission, Working Group

and Task Force meetings.

ARTICLE 12: THE FIRST VICE-PRESIDENT

12.1 The First Vice-President shall perform the duties of the president in the absence or during the disability of the President.

ARTICLE 13: SECRETARY-GENERAL

13.1 The Secretary-General shall be the head of the Secretariat and shall work under the direction of the President and or the Executive Council.

13.2 The Secretary-General shall:

13.2.1 be responsible for the proper management and administration of the affairs of Softball Asia as delegated and authorised by the President and or the Executive Council;

13.2.2 assist and participate in the Congress, Executive Council, Committee, Commission, Working Group and Task Force meetings;

13.2.3 be responsible for the minutes of all meetings, documents and records of Softball Asia;

13.2.4 be responsible for keeping proper books for all accounts of Softball Asia;

13.2.5 receive and deposit all funds in a bank approved by the Executive Council;

13.2.6 prepare and make payments for all Softball Asia and other related expenditure;

13.2.7 prepare a receipt and expenditure account and or financial report for presentation to the Executive Council and or the Congress, or at any time requested by the President or the Executive Council;

13.2.8 carry out such duties and responsibilities as may be assigned by the Executive Council and or Congress.

13.3 All official correspondence shall be addressed to the Secretary-General.

13.4 In the absence of the Secretary-General, any of the assistant secretaries, if so appointed by the Executive Council, should deputise.

13.5 The Secretary-General shall be an ex-officio member in all meetings of the Committees, Commissions, Working Groups and Task Forces of Softball Asia.

ARTICLE 14: AUDITORS, ACCOUNTS, ASSETS AND FINANCIAL MATTERS

14.1 The account books of Softball Asia shall, where necessary, be audited annually by an internal auditor appointed by the Congress or the Executive Council.

- 14.2 The report of the auditor shall, where applicable, be submitted to the Congress.
- 14.3 Softball Asia may open such number of accounts with such bank and or financial institutions as may be authorised by the Executive Council.
- 14.4 The President shall be the sole the authorised signatory of all accounts, cheques, and other banking and financial documents for and on behalf of Softball Asia. In the absence of the President, the First Vice President OR the Secretary General shall be the authorised signatory of all accounts, cheques, and other banking and financial documents for and on behalf of Softball Asia. The Executive Council may also authorise such other person(s) to be the authorised signatory(ies) of all accounts, cheques, and other banking and financial documents for and on behalf of Softball Asia.
- 14.5 All immovable and other property shall be vested in such trustees as may be appointed by the Executive Council by a simple majority vote. Such trustee(s) shall execute the relevant trust deeds as may be required for such trust purpose. The Executive Council shall also be authorised to remove any trustee by a simple majority vote.
- 14.6 Softball Asia owns all rights to all assets, properties, competitions, tournaments, matches, events, activities, names, brands, logos, publications, emblems, symbols relating to the Sport and Softball Asia and shall be the only entity entitled to use the same for any advertising, merchandising, commercial, marketing and any other purpose.

ARTICLE 15: HONORARY APPOINTMENTS

- 15.1 The Congress may confer the following Honorary appointments on individuals for meritorious services rendered to Softball Asia.
- 15.1.1 Honorary President;
- 15.1.2 Honorary Vice-Presidents;
- 15.1.3 Honorary Member.
- 15.2 The Executive Council may from time to time recommend individuals for such appointments for approval by a Congress.
- 15.3 Honorary officials may attend and participate in a Congress but shall have no right to vote.
- 15.4 The Executive Council shall be authorised to invite and appoint such person(s) whom in its sole opinion, is eligible and beneficial to Softball Asia, to be patron(s) and or advisor(s).

ARTICLE 16: COMPETITIONS AND OTHER EVENTS

- 16.1 Softball Asia shall organise the tournaments, competitions, matches, events and activities for the Sport in Asia, and in the Asian Games, and South East Asian Games and any other continental, regional, sub-regional event, and or any other tournament, competition, match, event or any other activity in or related to Asia approved by Softball Asia and or WBSC.

- 16.2 Any one or more Affiliate(s) who intends or wishes to organise any international tournaments, competitions, matches, events and or activity of the Sport involving any number of other national federations, shall obtain the prior approval of Softball Asia and shall be subject to the Constitution, rules, regulations and directives of Softball Asia.
- 16.3 An Affiliate shall not organize any international tournament, competition, match, event or activity of the Sport unless it has the prior written sanction of Softball Asia and/or WBSC.
- 16.4 The Affiliate shall be responsible for all obligations and consequences from any such international tournament, competition, match, event and or activity.

ARTICLE 17: AMENDMENTS AND OR ALTERATIONS TO THE CONSTITUTION

- 17.1 The Congress or the Extraordinary Congress shall be the only body to approve any amendments and or alterations to the Constitution of Softball Asia.
- 17.2 All proposals for amendments and or alterations to the Constitution shall be put to vote if submitted by one (1) Affiliate and supported by two (2) others or if submitted by the Executive Council.
- 17.3 The Constitution may be amended during the meeting of the Congress or Extraordinary Congress, a quorum being present, by two-thirds (2/3) of the number of the Ordinary Affiliates in good standing (as stated in Article 17.4.1) present and voting, each such Affiliate having one (1) vote only.
- 17.4 Decisions of the Congress relating to amendments and alterations to the Constitution shall be legally binding on Softball Asia and the Affiliates thirty (30) days from the date of the Congress unless decided otherwise by such Congress.

ARTICLE 18: DISSOLUTION

- 18.1 In the event of dissolution of Softball Asia, its funds shall be entrusted to WBSC until such time that Softball Asia is re-established or unless otherwise decided by WBSC.

ARTICLE 19: MATTERS NOT PROVIDED FOR

- 19.1 All matters not provided for in the Constitution shall be resolved by the Executive Council unless decided otherwise by the Congress.



SOFTBALL ASIA

Attachment 2

STRATEGY PLAN 2022 – 2025

VISION

“Unity through Softball & Baseball5”

To foster unity and harmony through the power of Softball and Baseball5 as sports, and facilitate the attainment of sporting excellence in Softball and Baseball5 at all levels, with focus on youth.

MISSION

“To Grow and Strength Softball and Baseball5 in Asia at all levels”

To promote, develop and protect the sport of Softball and Baseball5, and create and provide opportunities for the participation in Softball and Baseball5, in Asia, and elsewhere in accordance with the rules and regulations of the World Baseball and Softball Confederation (WBSC) and Softball Asia.

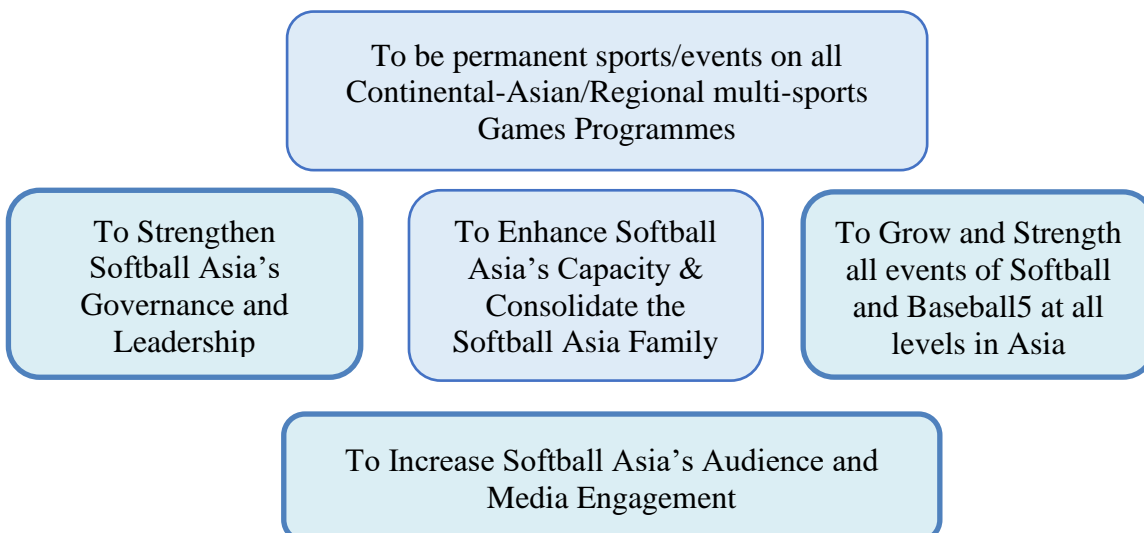
SOFTBALL ASIA VALUES

Softball Asia adopts the same values as the WBSC. What Softball Asia stands for and what we believe in is defined by these Values:

- Team Spirit & Community
- Integrity & Fair Play
- Authenticity & Tradition
- Equality & Honour
- Ambition & Innovation

These are WBSC Values

STRATEGIC GOALS (5)



Attachment 3



SOFTBALL ASIA

SOFTBALL ASIA ELECTIONS BY-LAWS

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SOFTBALL ASIA ELECTIONS BY-LAWS

BY-LAW 1: GENERAL

- 1.1 Pursuant to Articles 7.8.10 and 9.4 of the Softball Asia (SA) Constitution, and **Subject Always** to By-Law 12 (Vacancy) of these Election By-Laws, the election of the office-bearers of the SA Executive Council (EXCO) shall be held every four (4) years.
 - 1.1.1 In the past, such elections have been held every four (4) years, on the year the main Asian Games were held, on a date after the completion of the Asian Games in that year. For example, the election of the officers of the SA EXCO for the term 2018 – 2022 was held in 05 December 2018, after the completion of the Asian Games Jakarta-Palembang 2018 (19 – 24 August 2018).
 - 1.1.2 An election may take place at any other Congress should a vacancy arise.
- 1.2 In furtherance of the Articles of the SA Constitution, these Elections By-laws outline the process and procedures for the elections of the SA EXCO and shall be under the control of the Election Commission to be appointed at the start of the Elective Congress concerned as follows, and such Election Commission shall apply the SA Constitution and these Elections By-Laws strictly.
 - 1.2.1 The Election Commission, shall comprise of the following three (3) persons:
 - 1.2.1.1 One person as the Chair of such Election Commission; and
 - 1.2.1.2 Two (2) persons as Election Commission Members.
 - 1.2.2 The Election Commission Members shall be elected by the Accredited Delegates of that Congress by a simple majority vote of the Accredited Delegates eligible to vote. The Election Commission Members need not be Accredited Delegates but must be persons in compliance with By-Law 1.2.3 of these Election By-Laws.
 - 1.2.3 Any SA Ordinary Affiliate-Member in good standing may nominate not more than one (1) nominee, and the nominee does not have to be from its own Affiliate-Member-Federation to the Election Commission.
 - 1.2.3.1 The nominees shall not be any of the candidates standing for election for any position on the SA EXCO, and shall be from a country/territory that does not have any candidate standing for such election.
 - 1.2.3.2 There shall not be more than one (1) elected Election Commission Member from any one country/territory.
 - 1.2.4 In the event of a tie in the voting process for any of the Election Commission Members, By-Law 7.1.1 of these Election By-Laws shall apply.
- 1.3 Any dispute in regard to the interpretation of these Elections By-Laws, as it affects the “specific moment of the elections” (that is, from the moment of the actual distribution of ballot papers to immediately after the announcement of the vote count), shall be determined by the Election Commission.
 - 1.3.1 An SA Affiliate-Member eligible to vote may appeal a decision of the Election Commission in regard to the interpretation of matters during the “specific moment of

the elections” to the SA Congress or SA Extraordinary Congress at the particular time.

- 1.3.2 No other appeal shall be permitted at that particular moment concerning the election process and procedure.
- 1.4 Subject to By-Law 1.3 of these Elections By-laws, an SA Affiliate -Member eligible to vote may appeal the decision of the Election Commission in regard to the interpretation of these Election By-laws by appealing to the World Baseball Softball Confederation (“WBSC”). By the mere fact of participating in the election process, the SA Affiliate-Member shall be deemed to have accepted the competence of the WBSC, excluding all recourse to ordinary courts or any other organisation or body.

BY-LAW 2: POSITIONS CONCERNED BY ELECTIONS

- 2.1 Pursuant to Articles 7.9 and 9.1 of the SA Constitution, the positions of the SA EXCO that are subject to election in accordance with the SA Constitution and these Elections By-laws are as follows:
 - 2.1.1 One (1) Chairman.
 - 2.1.2 One (1) President.
 - 2.1.3 One (1) First (1st) Vice President.
 - 2.1.4 Five (5) Vice Presidents.
 - 2.1.5 One (1) Secretary General.
- 2.2 In the SA EXCO, the following are the positions that are subject to be ratified in accordance with these Elections By-laws:
 - 2.2.1 One (1) Male Athletes Representative, elected by the athletes at any SA Asia Cup Men Softball (senior) tournament; and
 - 2.2.2 One (1) Female Athletes Representative, elected by the athletes at any SA Asia Cup Women Softball (senior) tournament.

BY-LAW 3: NOMINATIONS

- 3.1 Pursuant to Articles 7.6 and 7.9 of the SA Constitution, the SA Secretary General shall send out the notice of the Congress and notice to inform all the SA Affiliate-Members of the positions that are due for election not later than ninety (90) days (unless otherwise decided by the EXCO) prior to the scheduled opening date of the Congress and shall invite nominations for those positions. The notice shall clearly specify the closing date and time for nominations, which shall be no later than forty-five (45) prior to the scheduled opening date of the Congress.
- 3.2 In regard to the calling of nominations, the following shall be the nomination process and procedure:
 - 3.2.1 An SA Ordinary Affiliate-Member must be in good standing to have the right to nominate candidates for any elected position. To be in good standing, an Affiliate-Member must be a current Ordinary Affiliate-Member with no fees or dues outstanding prior to, and for, the year of the elections, or have a prior written agreement with the SA concerning the payment of outstanding fees or dues. Further, such Affiliate-

Member must not be under suspension or disqualification.

- 3.2.2 An SA Ordinary Affiliate-Member in good standing may make nominations for more than one position, and all nominees must be from an SA Ordinary Affiliate-Member in good standing.
- 3.2.3 **Subject Always** to By-Law 3.3 of these Election By-Laws, all nominations must be in writing. Each nomination must comply with the following:
 - 3.2.3.1 Clearly state the position or positions for which a person or persons is/are being nominated.
 - 3.2.3.2 State the name of the nominating SA Affiliate-Member.
 - 3.2.3.3 Be signed by the president and secretary of the nominating SA Affiliate-Member, and its official stamp or seal must be affixed on the nomination form.
- 3.2.4 Each nomination assumes that the person being nominated is willing to be elected and will abide by the SA Constitution, Rules and Regulations, and By-Laws, both during the election process, and in the event of that person being elected.
- 3.2.5 Pursuant to Article 7.9 of the SA Constitution, an SA Ordinary Affiliate-Member shall give notice of nomination(s) for candidacy to the SA EXCO for election, by mailing the same to the Secretary-General, not later than forty-five (45) days prior to the scheduled opening date of the Congress.
 - 3.2.5.1 For the respective positions of the Chairman, President, First Vice President and Secretary General, an SA Ordinary Affiliate-Member may nominate only one (1) candidate from any SA Ordinary Affiliate-Member for each of the positions.
 - 3.2.5.2 For the five posts for the position of Vice President, an SA Ordinary Affiliate-Member may nominate only one (1) candidate from its own country or territory. It may also, if it so wishes, nominate any additional candidate(s) from any other country or territory from any other SA Ordinary Affiliate-Member(s) but the maximum number of candidates nominated by any one SA Ordinary Affiliate-Member shall be five (5).
- 3.2.6 Pursuant to Article 9.2 of the SA Constitution, the elected Chairman, President and any of the ~~elected~~ Vice-Presidents, including the First Vice President, must not be from the same country or territory of any SA Affiliate-Member.

3.3 In any of the following case:

- 3.3.1 Where an elected office of the SA EXCO is vacated after nominations close and before the start of the elections for that position at the Congress; and/or
- 3.3.2 No nomination is received for any of the positions in accordance with the SA Constitution and these Election By-laws; or
- 3.3.3 Where a nominee withdraws his or her nomination;

thereby resulting in no nomination existing for a particular position, the Chair of the Election shall call for and accept nomination(s) for such position from the floor of the Congress. An individual may be nominated for a position only by an SA Ordinary Affiliate-Member in good standing and only an Accredited Delegate can make such nomination. More than one (1) nomination may be made and accepted for a position. Once nomination(s) for that position

has/have been received from the Congress and such nomination closes, the election procedure outlined in these Election By-laws shall continue.

- 3.4 If no individual receives the required majority of votes cast after exhaustion of the process set out in By-Law 6 (The Voting Procedure) of these Elections By-Laws, and there is no additional nomination from the floor, then the Election Commission shall declare that position vacant and that position shall be filled as provided for in By-Law 12 (Vacancy) of these Elections By-Laws.

BY-LAW 4: PRELIMINARY PROCESS PRIOR TO THE ELECTIONS

- 4.1 The SA Elective Congress shall elect the positions for the SA EXCO as stated in By-Law 2.1 of these Elections By-Laws in accordance with the following election process:
- 4.1.1 The presiding Chair of the Elective Congress shall declare “vacant”, all positions on the SA EXCO and its members shall vacate the official table/dais.
 - 4.1.2 Thereafter, the Chair of the Election Commission shall take control of such Elective Congress for the period of the election process.
 - 4.1.3 The Chair of the Election Commission shall confirm the number of SA Ordinary Affiliate-Members that are present and eligible to vote in accordance with the SA Constitution and these Elections By-Laws, and shall explain the election procedure to the delegates of such Elective Congress.
 - 4.1.4 All positions to be elected shall be elected by secret ballot in the order of precedence as outlined in By-Law 2.1.
- 4.2 The Election Commission shall conduct the elections in the following manner:
- 4.2.1 Where the election is for a single position, such as for each of the respective positions of Chairman, President, First (1st) Vice President and Secretary General, the election for each position shall be conducted one at a time, and each election process for each position must be completed prior to proceeding with the election for the next position.
 - 4.2.2 Where there are more than one (1) post in any position, such as for the five (5) posts for the position of Vice President, the election for such position for all the available posts shall be conducted simultaneously, with the persons securing the most number of votes in sequence being deemed elected to fill the number of available posts, such as the first five (5) persons with the most number of votes secured being elected to fill the five (5) posts for the position of Vice President.
 - 4.2.3 The Election Commission shall ensure that there is a location in the meeting room where there is at least one (1) private voting position where the Accredited Delegates may complete their respective ballot paper in total privacy prior to submitting their ballot paper in the appropriate ballot box under the control of the Election Commission.

BY-LAW 5: ELIGIBILITY TO VOTE

- 5.1 In order to be eligible to vote, an SA Ordinary Affiliate-Member must be present (through the representation by an Accredited Delegate) and in good financial standing in accordance with By-Law 3.2.1 of these Elections By-Laws.

- 5.2 Each SA Ordinary Affiliate-Member present and eligible to vote shall designate only one (1) Voting Accredited Delegate prior to the start of the Congress. Each SA Ordinary Affiliate-Member shall be entitled to only one (1) vote for each post. For the avoidance of doubt, where there is more than one (1) post in any position, such as for the five (5) posts for the position of Vice President, the SA Affiliate-Member may vote up to but not more than five (5) candidates to such fill such posts in such position.

BY-LAW 6: THE VOTING PROCEDURE

- 6.1 The following voting procedure shall apply in each and every position to be elected on the SA EXCO at the Congress:
- 6.1.1 The Chair of the Elections Commission shall announce the election of each position, for example, "*Election of the President*".
 - 6.1.2 The Election Commission shall ensure that the meeting room is secure, with no person or delegate being allowed entry or exit during the entire voting procedure and process for that particular position.
 - 6.1.3 He/she shall read aloud the list of candidates nominated for that particular position and shall display the list in writing on a large display board in alphabetical order of surname.
 - 6.1.4 He/she shall permit each of the candidates not more than five (5) minutes to address the delegates of the Congress. The content of the candidate's speech/address must not contain any political statement or remark, or any statement or remark that is defamatory or derogatory of any person or organisation.
 - 6.1.5 In the case where there is more than one (1) nomination made for a position, the following voting procedure shall take place:
 - 6.1.5.1 He/she shall ensure that the ballot paper to be distributed shall have the surname of each candidate listed in alphabetical order as it appears on the display board.
 - 6.1.5.2 He/she shall read aloud, in alphabetical order, each of the SA Affiliate-Member that is present and eligible to cast a vote and the Voting Delegate for that SA Affiliate-Member shall collect the ballot paper from the Chair of the Election Commission.
 - 6.1.5.3 The Voting Delegate shall then proceed to the voting post and complete the ballot paper by placing a cross ("X") or tick ("√") in the box corresponding to the person for whom the SA Affiliate-Member wishes to vote.
 - 6.1.5.4 The Voting Delegate shall then return and submit the ballot paper into the ballot box. The ballot box shall be under the complete control and supervision of the Election Commission.
- 6.2 A ballot paper shall be declared invalid by the Election Commission in any one or more of the following cases:
- 6.2.1 In the case where there is only one (1) post for the position, more than one (1) cross ("X") or tick ("√") appears on the ballot paper, indicating more than one (1) person to be elected, or if it does not clearly indicate the single candidate for who the delegate

wishes to vote for.

- 6.2.2 In the case that there is more than one (1) post for the position, such as for the five (5) posts for the position of Vice President, more than the available number of crosses (“X”) or ticks (“√”) appears on the ballot paper indicating more than available number of person(s) to be elected, such as more than five (5) for the Vice President position, or if it does not clearly indicate the number of candidates for whom the delegate wishes to vote for. For the avoidance of doubt, a delegate may vote for less than the maximum number of posts available for that position, such as, he/she may vote for less than five (5) candidates for the position of Vice President.
- 6.2.3 The ballot paper bears marks or erasures or deletions of such nature as to prevent the Election Commission from clearly determining the person (in the case of a single position) or persons (in the case of more than one (1) post for a position, such as for the five (5) posts for the position of Vice President) for whom the delegate intended to vote.
- 6.2.4 The ballot paper bears marks or words identifying any person or any SA Affiliate-Member casting or deemed casting the vote.
- 6.3 At the conclusion of the process stated above for a particular position, the Election Commission shall declare the voting procedure for that particular position closed, and shall proceed to the counting of all votes cast, and thereafter, the announcement of the result of that election in accordance with By-Law 7 of these Elections By-Laws.
- 6.4 Under no circumstances shall the meeting room of the Congress be opened to allow entry or exit of any person or delegate until the entire election process and procedure, including the counting of all votes cast and the announcement of the result of the elected candidate(s), has been completed.
- 6.5 In the case where there is no nomination for a position or where the person nominated has withdrawn his/her nomination at any time prior to the start of the voting process stated in By-Law 6.1.3 of these Elections By-Laws, thereby resulting in no nomination existing for a particular position, then By-Law 3.3 of these Elections By-Laws shall apply.

BY-LAW 7: COUNTING OF THE VOTES

- 7.1 After the voting procedure for each position has been completed, the Election Commission shall proceed to count the votes cast for that position before proceeding with the voting procedure for the next position. The following shall apply to the votes counted:
 - 7.1.1 If the voting is for a single position:
 - 7.1.1.1 If a candidate obtains an absolute majority of valid votes cast, that is, more than 50% of the votes cast, that person is elected.
 - 7.1.1.2 If no candidate wins an absolute majority at the first vote, the candidate with the least number of votes shall be deleted from the list of candidates, and the voting procedure under By-Law 6 of these Elections By-Laws shall be repeated until such time as only one (1) candidate receives an absolute majority.
 - 7.1.1.3 In the case where there are four (4) or more candidates, and two (2) of them

receive an equal number of votes in the last position, then those two (2) candidates shall be deleted from the list of candidates, and the voting procedure shall be repeated until such time as only one (1) candidate receives an absolute majority.

- 7.1.1.4 In the case where there are three (3) candidates, or only three (3) candidates are remaining, and two (2) of them receive an equal number of votes in the last position, then a further vote under the voting procedure shall be held between these two (2) candidates that finished equally last, to determine which one (1) of these candidates shall be deleted.
 - 7.1.1.5 If, after the second vote, the vote remains tied, the Election Commission shall call for a recess of the Congress for not less than fifteen (15) minutes, after which a third vote and the voting procedure shall be repeated until one (1) candidate receives an absolute majority.
 - 7.1.1.6 If after a third vote, the number of votes remains tied, the Election Commission shall determine the matter by the toss of a coin conducted by the Chairman of the Election Commission. **HOWEVER**, for the election of the President only, if after the third vote, the number of votes remains tied, the voting procedure shall be repeated until one (1) candidate receives an absolute majority; and for such subsequent processes, the Election Commission may, in its absolute discretion, call for any one or more recess(es) of the Congress for such duration(s), as it shall deem appropriate.
- 7.1.2 If the voting is for a position with more than one (1) post, such as for the five (5) posts for the position of Vice President:
- 7.1.2.1 The number of candidates equal to the number of posts available, such as five (5) posts for the position of Vice President, each obtains an absolute majority of valid votes cast, that is, more than 50% of the votes cast, all those persons are elected for each such post of the position.
 - 7.1.2.2 If the number of candidates each obtaining an absolute majority does not equal to the number of posts available, such as five (5) posts for the position of Vice President, then:
 - (i) The candidate(s) with the absolute majority shall be elected for each such post of the position;
 - (ii) For the remaining candidates who have not received the absolute majority, those candidates with the least number of votes shall be deleted from the list of candidates, and the voting procedure shall be repeated for that number of posts which did not meet the absolute majority at the first vote, until such time as such number of candidates equal to such number of available posts, each receives an absolute majority.
 - (iii) In the case where there are six (6) remaining candidates, and two (2) of them receive an equal number of votes in the last position, then a further vote under the voting procedure shall be held between these two (2) candidates that finished equally last, to determine which one (1) of these candidates shall be deleted.

- 7.1.2.3 If, after the second vote, the vote remains tied, the Chair of the Election Commission shall call for a recess of the Congress for not less than fifteen (15) minutes, after which a third vote under the voting procedure shall be repeated until such number of candidates equal to the number of posts available, each receives an absolute majority.
 - 7.1.2.4 If after a third vote, the number of votes remains tied, the Election Commission shall determine the matter by the toss of a coin conducted by the Chair of the Election Commission.
- 7.2 When a candidate or candidates has/have received the absolute majority of votes, the results shall be publicly announced by the Chair of the Election Commission, who shall record the number of votes cast and received, and certify each result accordingly.
- 7.3 It is only after the announcement of the results of the person or persons properly and duly elected for each of the positions, that the meeting room may be opened for the entry or exit of any person or delegate.
- 7.4 For a single position, where there is only one (1) candidate, or where the number of posts available for a position, such as for the five (5) posts for the position of Vice President, equal to the number of candidates nominated, such single candidate (for a single position) or candidates (where there is more than one (1) post for that position, such as for the five (5) posts for the position of Vice President), that/those candidates is/are elected. In such a case(s), the Chair of the Election Commission shall request an open vote by acclamation of the Congress for the record and shall declare the candidate(s) elected.

BY-LAW 8: OATH OF OFFICE

- 8.1 At the conclusion of the election process for all the positions to be elected, the elected SA EXCO members shall swear the Oath of Office and take his/her respective position immediately on the table/dais. No person elected may take his/her position on the SA EXCO unless that person has taken the Oath of Office.
- 8.2 If a person elected to a position on the SA EXCO is not present at the Congress, he/she must take the Oath of Office at the SA Secretariat Office or prior to the start of the next EXCO Meeting, in the presence of the SA President and one (1) other SA EXCO Member as witnesses.
- 8.3 If the Oath of Office is not taken within a period of one (1) year of the election taking place, the position shall be declared vacant and another election for that position shall be held in accordance with these Election By-Laws.
- 8.4 The Oath of Office shall be as follows:

“I, (name of person), having been duly elected by this Congress, accept the duties and responsibilities of that position and swear to carry out the letter and spirit of the Softball Asia Constitution, its By-Laws, rules and regulations with integrity and loyalty.”

BY-LAW 9: TERM OF OFFICE

- 9.1 All the elected positions on the SA EXCO, including the Athletes' Representatives, shall be for a period of four (4) years, commencing immediately after the elections have been concluded and ceasing immediately prior to the next elections being held, unless such term of office is extended for such period as may be approved by a subsequent SA Congress.
- 9.2 The term of office shall only be reduced by the resignation of the elected individual SA EXCO member or through the removal of such elected EXCO member in accordance with the SA Constitution and By-Laws.

BY-LAW 10: ATTENDANCE AT MEETINGS

- 10.1 In the event any SA EXCO member fails to attend two (2) consecutive SA EXCO meetings without such absence being excused by the SA EXCO, such absent SA EXCO member shall be deemed to have resigned from his/her position on the EXCO with immediate effect from the date of the second meeting.

BY-LAW 11: SUSPENSION FROM OFFICE

- 11.1 Any SA EXCO member may be suspended from his/her position on a vote of not less than two-thirds (2/3) of the SA EXCO members present at a duly constituted SA EXCO meeting. The affected SA EXCO member is not eligible to vote of such suspension.
- 11.2 Prior to the SA EXCO considering the suspension of any SA EXCO member, the procedures set out in the WBSC Disciplinary By-Laws regarding Disciplinary Matters affecting an individual person shall be instigated.
- 11.3 An SA EXCO member may be removed on any one or more of the following grounds:
- 11.3.1 Failure to properly discharge his /her duties under the SA Constitution, By-Laws, rules and/or regulations.
- 11.3.2 The conviction of any criminal offence in any country or territory that would result in the imposition of a monetary fine or a term of imprisonment,
- 11.3.3 He /She is adjudicated a bankrupt or insolvent in any country or territory, or is disqualified as a director of any company in any country or territory.
- 11.3.4 The commission or omission of any act or thing that brings Softball Asia, the WBSC and/or Softball into disrepute.
- 11.3.5 The physical or mental incapacity of the individual concerned.
- 11.4 The person subject to removal from the SA EXCO shall be timely notified, but in any event not less than seven (7) days of receipt by the SA Secretariat, of the receipt of any such motion for removal.
- 11.5 In the case of a removal, the provisions for the election of individuals in the event of vacancy under these Elections By-Laws shall apply.

11.6 In the case of suspension, the individual shall be suspended from all activities and events as regards his/her position, and may not take part in any activities, events, deliberations or discussions of or related to Softball Asia, of the SA EXCO, SA Committee, SA Commission, SA Sub-Committee, SA Sub-Commission or SA Working Group, in accordance with the terms of the suspension.

BY-LAW 12: VACANCY

12.1 In the event that a member of the SA EXCO, including the Athletes' Representatives, resigns, dies, or is deemed to have resigned, or is removed from office, the SA EXCO may, in its absolute discretion, and except in the case of the vacancy of the position of the President as provided in By-Law 13 in these Elections By-Laws, decide to appoint another person from within or outside the SA EXCO itself, to fill the position vacant if it is important that such a position is filled.

12.2 Should a person from within the SA EXCO be appointed to fill another vacancy within the SA EXCO, such a person shall only have one (1) vote, even if that person occupies two (2) positions. Should a person from outside of the SA EXCO be appointed to fill a vacancy, such appointed person shall have no vote.

12.3 If the SA EXCO determines that the position need not be filled, the position can remain vacant, and an election for that position shall be held in accordance with these Elections By-Laws at the next SA Congress.

12.4 If, in the course of his/her term of office, a particular Athletes' Representative loses his/her position in the SA EXCO, the SA EXCO may decide on a mechanism, if possible and necessary, for the eligible athletes to elect a replacement(s). In such a case, the replacement Athletes Representative elected shall serve until the end of the term of office for which the replaced person has been elected and shall have a vote.

BY-LAW 13: VACANCY OF THE POSITION OF THE SA PRESIDENT

13.1 In the case the position of the SA President becomes vacant, then the SA First Vice President shall become the Acting President.

13.2 In this situation, the Acting President shall act as follows:

13.2.1 In the case where there is nine (9) months or less to the end of the term of the then EXCO, the Acting President shall so serve until the end of the term of that EXCO.

13.2.2 In the case where there is more than nine (9) months to the end of the term of the then EXCO, the Acting President shall take all the necessary steps to call for an Extraordinary Congress to be held within one hundred and fifty (150) days of the position becoming vacant, to elect the SA President in accordance with these Elections By-Laws.

13.3 The Acting President shall retain his/her original position, and shall have only one (1) vote with the EXCO. In the case of a tied vote, the Acting President shall have the casting vote.

Attachment 4



SOFTBALL ASIA

**RULES RELATING TO DUTIES AND FUNCTIONS OF SOFTBALL ASIA
COMMITTEES, COMMISSIONS, WORKING GROUPS AND TASK FORCES**

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(As at 16 November 2021)



SOFTBALL ASIA

RULES RELATING TO DUTIES AND FUNCTIONS OF SOFTBALL ASIA COMMITTEES, COMMISSIONS, WORKING GROUPS AND TASK FORCES

Under Article 9.6.10 of the Softball Asia Constitution, the Executive Council of Softball Asia has the power and duty to establish and appoint Committees, Commissions, Working Groups and Task Forces to carry out such duties and functions as the Executive Council deems fit and appropriate. The Rules herein shall apply to the Committees, Commissions, Working Groups and Task Forces established. The Executive Council is authorised to review, and to make amendments and changes as it deems fit and appropriate.

1.0 COMMITTEES AND COMMISSIONS

- 1.1 The Committees or Commissions will each comprise not less than three (3) members, one of whom shall be appointed the Chair, and they shall each serve for such period as may be decided by the Executive Council.
- 1.2 Members of the respective Committee or Commission shall be determined and appointed by the Executive Council.
- 1.3 Each Committee or Commission must hold its respective meeting at least once (1) a year unless otherwise exempted by the Executive Council. The duties and functions of Committee and Commissions not stated in these Rules shall be determined by the Executive Council.
- 1.4 All matters put to a vote at the Committees and Commissions shall be decided by a simple majority of the number of members in such Committee or Commission who shall have the right to vote by in person by being present, or by mail, or by electronic-mail. Ex-officio members of Committees and Commissions shall have no right to vote.
- 1.5 All recommendations and proposals of the Committees and Commissions must be tabled to the Executive Council for consideration and approval.

2.0 WORKING GROUPS AND TASK FORCES

- 2.1 The Executive Council may establish such working group(s) and task force(s) for such purposes and to carry out such duties and functions, and to serve for such period, as the Executive Council may, in its sole discretion, deem fit and appropriate. The members, including the Chairperson, of such working group or task force shall be determined and appointed by the Executive Council.
- 2.2 All recommendations and proposals of the Working Groups and Task Forces must be tabled to the Executive Council for consideration and approval.

3.0 COACHING COMMITTEE

The main duties and functions of the Coaching Committee shall be:

- 3.1 to undertake studies, researches, surveys and discussions, and to draw up, coordinate, organise and carry-out, plans, programmes, courses, seminars, conferences, clinics, and other events and activities, for the development, improvement and advancement of softball coaches, instructors and trainers, and such other similar officials in Asia, and to improve the level of play in softball, and to submit the same to the Executive Council for consideration and decision;
- 3.2 to advance the knowledge and methods of training and coaching, and such other similar instruction of softball in Asia; including to prepare and publish for dissemination to Affiliates, papers, reports, information, and teaching and other materials relating to training and coaching of softball;
- 3.3 to coordinate and cooperate, in consultation with the Executive Council, and or the WBSC, with any international, continental, regional and or sub-regional bodies and organisations with the purpose of coordinating and participating in sports-programmes, courses, seminars, conferences, clinics, and other events and activities to raise and improve the standard of softball coaches, instructors and trainers in Asia and to submit its reports and recommendations to the Executive Council for consideration and decision;
- 3.4 to advise and assist Affiliates in the setting up of National Coaching or other Schemes or programmes upon request;
- 3.5 to establish a system of registering coaches and a code of conduct for coaches and to register, cancel, remove and or maintain the names of Softball Asia and or the WBSC qualified coaches on the Roll of Coaches;
- 3.6 to convene a meeting of the Coaching Committee at such time and place as the Chairperson may decide; and
- 3.7 such other duties and functions as the Executive Committee may decide.

4.0 DEVELOPMENT COMMITTEE

The main duties and functions of the Development Committee shall be:

- 4.1 to undertake studies, surveys, researches and discussions, and to draw up plans and programmes to promote and raise the standard of softball in Asia and to prepare programmes, courses, seminars, conferences, clinics and other events and activities for the development of softball in Asia for submission to the Executive Council for consideration and decision;
- 4.2 to coordinate and cooperate, in consultation with the Executive Council, and or the WBSC with any national, international, continental, regional and or sub-regional bodies and organisations with the purpose of coordination and participation in programmes, courses, seminars, conferences, clinics, and other events and activities for the development and raising the standard of softball in Asia, and to submit its reports and recommendations to the Executive Council for consideration and decision;

- 4.3 to prepare and publish for dissemination to Affiliates, papers, reports, information, and teaching and other materials relating to the development of softball in Asia;
- 4.4 to advise and coordinate development activities for Affiliates upon request;
- 4.5 to convene a meeting of the Development Committee at such time and place as the Chairperson may decide; and
- 4.6 such other duties and functions as the Executive Council may decide.

5.0 FINANCE COMMITTEE

The main duties and functions of the Finance Committee shall be:

- 5.1 to consider the financial planning, and projection and budget estimates, and statements of accounts of all Softball Asia activities for submission to the Executive Council for consideration and decision;
- 5.2 to be responsible for raising of funds as may be required by Softball Asia;
- 5.3 to deliberate on all financial matters relating to Softball Asia and its financial assets and liabilities, and receipts and expenditure, and to submit its recommendations to the Executive Council for consideration and decision;
- 5.4 to convene a meeting of the Finance Committee at such time and place as the Chairperson may decide; and
- 5.5 such other duties and functions as the Executive Council may decide.

6.0 LAW COMMITTEE

The main duties and functions of the Law Committee shall be:

- 6.1 to carry out the directions of the Executive Council in so far as the amendments of the Constitution, the Rules & Regulations and Bye-laws of Softball Asia as approved by Congress are concerned;
- 6.2 to review and examine the constitution, rules, regulations and by-laws of Softball Asia from time to time and to submit its recommendations for amendments through the Executive Council for consideration and decision, and thereafter to the Congress for consideration and approval;
- 6.3 to receive and consider proposals on matters relating to the amendments of the constitution, rules, regulations and by-laws of Softball Asia and submit its recommendations to the Executive Council for consideration and decision, and thereafter to the Congress for consideration and decision;
- 6.4 to convene a meeting of the Law Committee at such time and place as the Chairperson may

decide; and

6.5 such other duties and functions as the Executive Council may decide.

7.0 SCORERS COMMITTEE

The main duties and functions of the Scorers Committee shall be:

7.1 to undertake studies, researches, surveys and discussions, and to draw up, coordinate, organise and carry-out plans, programmes, courses, seminars, conferences, clinics, and other events and activities for the development, improvement and advancement of softball scorers in Asia for submission to the Executive Council for consideration and decision;

7.2 to advance the knowledge and methods of scoring for softball in Asia, including to prepare and publish for dissemination to Affiliates, papers, reports, information, and teaching and other materials relating to the scoring for softball;

7.3 to coordinate and cooperate, in consultation with the Executive Council and or the WBSC, with any national, international, continental, regional and or sub-regional bodies and organisations with the purpose of coordinating and participating in programmes, courses, seminars, conferences, clinics and other events and activities to raise and improve the standard of softball scorers in Asia and to submit its report and recommendations to the Executive Council for consideration and decision.

7.4 to advise and assist Affiliates in the setting up of National Scoring or other Schemes or programmes upon request;

7.5 to establish a system of registering scorers and a code of conduct for scorers and to register, cancel, remove and or maintain the name of Softball Asia and or WBSC qualified scorers on the Roll of Scorers;

7.6 to convene a meeting of the Scorers Committee at such time and place as the Chairperson-may decide; and

7.7 such other duties and functions as the Executive Council may decide.

8.0 TECHNICAL AND COMPETITION COMMITTEE

The main duties and functions of the Technical and Competitions Committee shall be:

8.1 to undertake studies, surveys, researches and discussions, and to draw up, coordinate and carry-out plans, programmes, courses, seminars, conferences, clinics, and other events and activities, for the development and improvement of technical and competition aspects in, and of the technical and competition officials for softball in Asia for submission to the Executive Committee for consideration and decision;

8.2 to advance the knowledge and methods of the technical and competition aspects of softball, including to prepare and publish for dissemination to Affiliates, papers, reports, information, and teaching and other materials relating to the technical and competition aspects for softball;

- 8.3 to coordinate and cooperate, in consultation with the Executive Council and or the WBSC, with any national, international, continental, regional and or sub-regional bodies and organisations with the purpose of coordinating and participating programmes, courses, seminars, conferences, clinics and other events and activities to raise and improve the standard of technical officials in Asia and to submit its report and recommendations to the Executive Council for consideration and decision;
- 8.4 to review and examine all rules and regulations and any other provisions relating to technical aspects and tournaments, competitions and events relating to softball and to submit its recommendations for amendments and/or improvement to the Executive Council for consideration and decision;
- 8.5 to establish a system of registering technical commissioners and a code of conduct for technical commissioners, and to register, cancel, remove and or maintain the name of Softball Asia and or WBSC qualified technical commissioners on the Roll of Technical Commissioners;
- 8.6 to convene a meeting of the Technical and Competitions Committee at such time and place as the Chairperson may decide; and
- 8.7 such other duties and functions as the Executive Council may decide.

9.0 UMPIRES COMMITTEE

The main duties and functions of the Umpires Committee shall be:

- 9.1 to undertake studies and researches, and to draw up, coordinate and carry-out plans, programmes, courses, seminars, conferences, clinics and other events and activities, for the development and improvement of softball umpires in Asia for submission to the Executive Council for consideration and decision;
- 9.2 to advance the knowledge and methods of umpiring in softball; including to prepare and publish for dissemination to Affiliates, papers, reports, information, and teaching and other materials relating to umpiring of softball;
- 9.3 to coordinate and cooperate, in consultation with the Executive Council and or the WBSC, with any national, international, continental, regional and or sub-regional bodies and organisations with the purpose of coordinating and participating in umpiring programmes, courses, seminars, conferences, clinics and other events and activities to raise and improve the standard of softball umpires in Asia and to submit its report and recommendations to the Executive Council for consideration and decision;
- 9.4 to establish and maintain uniformity in umpiring and the interpretation and application of the rules and regulations relating to softball and to submit its recommendations for amendments and or improvements to the Executive Council for consideration and decision;
- 9.5 to establish a formal system of registering umpires and a code of conduct for umpires and to register, cancel, remove and or maintain the name of Softball Asia and or the WBSC qualified umpires on the Roll of Umpires;

- 9.6 to convene a meeting of the Umpires Committee at such time and place as the Chairperson may decide; and
- 9.7 such other duties and functions as the Executive Council may decide.

10.0 ATHLETES COMMITTEE

The main duties and functions of the Athletes Committee are as follows:

- 10.1 to act as and represent the athletes on all matters in the Executive Council and Congress;
- 10.2 to undertake studies and researches, and to draw up, coordinate and carry-out plans, programmes, courses, seminars, conferences, clinics and other events and activities, for the advancement of athletes' rights, responsibilities, welfare and well-being for submission to the Executive Council for consideration and decision;
- 10.3 to prepare and publish for dissemination to Affiliates, papers, reports, information, and teaching and other materials relating to athletes' rights, responsibilities, welfare and well-being, and the representation of athletes;
- 10.4 to convene a meeting of the Athletes' Committee at such time and place as the Chairperson may decide; and
- 10.5 such other duties and functions as the Executive Council may decide.



SOFTBALL ASIA

Attachment 5

**SOFTBALL ASIA
CONFLICT OF INTEREST POLICY**

INDEX

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SOFTBALL ASIA

CONFLICT OF INTEREST POLICY

1 Introduction

- 1.1 This Policy sets out the procedures for identifying and managing conflicts and potential conflicts of interests or duty (called “**Conflicts**” in this Policy) affecting all persons involved in the governance, management, administration and operations of SOFTBALL ASIA (hereinafter referred to as “**SA**”) and its business (which persons are hereinafter referred to as “**Parties**”).
- 1.2 Parties have an obligation to act impartially and objectively and in the best interests of SA, and in accordance with the SA Constitution, and its Rules, Regulations and By-Laws. In deliberations and decision-making, parties are also expected to actively take steps to avoid Conflicts, which would affect discussions and decision-making, and may result in decisions being reached that are not in the best interests of SA. Conflicts can give the impression – both internally and to the wider public – that improper conduct has occurred even when it may not have.
- 1.3 As such, it is primarily the responsibility of each Party to identify, and then declare, if there is a Conflict or potential Conflict that may affect them, or someone connected to them.
- 1.4 This Conflict of Interest Policy is not intended to adversely affect normal decision making within SA. It is intended to make it more transparent, and to allow SA to manage Conflicts that may arise. It is important that the management of a Conflict is proportionate to the risk that it poses to the best interests of SA.
- 1.5 This Conflict of Interest Policy was approved by the SA Executive Council and comes into effect on 16 November 2021.

2. Identifying what a Conflict is

There are two (2) types of Conflict:

2.1 A conflict of interest

This is where a Party has an interest personal to him/her (which may be financial or non-financial) which conflicts, or may conflict, with the best interests of SA.

2.2 A conflict of duty

This is where a Party owes a duty to another organisation/body (for example, the Party is an employee, elected official, shareholder, trustee and or the like of another organisation/body) that conflicts, or may conflict, with their duty to act in the best interests of SA.

3. Connected persons

- 3.1 A Conflict can still rise if it involves a payment and or a benefit being given to a third

party connected to the Party in question. A “**Connected Person**” is any one or more of the following:

- 3.1.1 Any parent, grandparent, child, stepchild, grandchild, brother, sister or spouse, or other family member of a Party, or any person living with the Party as his or her partner.
- 3.1.2 A firm, company or association/organisation/body in which the Party is a partner, officer, employee, consultant, director, member or shareholder, or in which the Party has a direct or an indirect but beneficial interest (unless the Party owns no more than one per cent (1%) of the issued shares of an entity listed on a recognised stock exchange).
- 3.1.3 A firm or company in which an individual listed in para 3.1.1 above is connected in the ways set out in para 3.1.2.
- 3.1.4 Any official on duty that holds the same nationality as the competing teams during SA international tournaments or competitions, or any of the officials/officers whom are put forward for any election, appointment or other decision.

4. Duty to avoid conflict

- 4.1 All Parties are under a duty to avoid a Conflict, where possible.
- 4.2 If a Conflict or potential Conflict exists, it must be declared by the Party and managed as set out in this Conflict of Interest Policy.
- 4.3 Any doubt as to whether certain facts or circumstances may give rise to a Conflict should be resolved in favour of declaring those facts or circumstances.

5. Declaration of interest(s)

- 5.1 Upon election and or appointment, all Parties must declare his/her respective interest(s), on the declaration of interests’ form attached as **Appendix 1**, In particular, this declaration must include any one or more of the following:
 - 5.1.1 Directorships, partnerships, engagement and or employments with Member Federations and or Continental Associations, or business(es) or service(s) that are engaged in the sport of Baseball, Softball and Baseball5 (including all disciplines and events thereof) (hereinafter referred to collectively as “**the Sports**”, or derive any substantial portion of his/her income and or revenue from any one or more of the Sports.
 - 5.1.2 Trusteeships or board or similar positions with Member Federations and or Continental Associations, or business(es) and or service(s) that are engaged in any one or more of the Sports, or derive any substantial portion of his/her income and or revenue from any one or more of the Sports.
 - 5.1.3 Any material interest(s) arising from any close family or personal

relationships with another Party in SA.

- 5.2 SA will use the information in the declarations to maintain a register of interests. The information provided in any declarations will be processed in accordance with the data protection principles. The information provided will not be used for any other purpose by SA.
- 5.3 All Parties must submit his/her declaration to the SA secretariat, within thirty (30) days of election and or appointment, and within thirty (30) days of each occasion where a Conflict or potential Conflict arises and or any change in circumstances.
- 5.4 If a Party has an interest listed in the Register of Interests that should be disclosed as a Conflict, the chairman of the meeting shall disclose it to the meeting if the Party does not do so at the relevant point on the agenda of that meeting.
- 5.5 Any Party who has a concern or is unsure of the proper procedure to follow should contact the SA secretariat for advice.

6. Managing conflicts of interest

- 6.1 If a Party has a Conflict, then a decision must be made as to how to manage it. This decision will be made by:
 - 6.1.1 The SA President for Conflicts relevant to the SA Executive Council office-bearers; and
 - 6.1.2 The chairman of the meeting at which the Conflict becomes relevant.and in each case after consultation with the SA Integrity Committee or Commission, if any.
- 6.2 If the SA President has a relevant Conflict, then the SA Secretary General will make the decision. If the chairman of the meeting has a relevant Conflict, a new chairman will be appointed by the SA Executive Council for that matter.
- 6.3 A Party is required to give the decision-maker any additional information requested of the Party in order to determine how the conflict is to be managed.
- 6.4 The decision-maker may decide that the Party:
 - 6.4.1 can continue to participate in the normal way with the interest being minuted; or
 - 6.4.2 shall not participate in the proceedings and is to abstain in any vote (but the body may ask the Party to provide any relevant information concerning the matter); or
 - 6.4.3 is to withdraw for the whole or part of the affected proceedings.

APPENDIX 1 – Declaration of interest(s)

Name:	
Nationality:	
Position:	
Profession:	
Date:	

Category	Please state details of any interests, including full background, any other parties involved and the duration.
<u>Offices or positions held with:</u> 1) a Member Federation 2) Associate Members 3) Continental Association 4) Any other organisation/body	
Involvement with the training or selection of competitors	
Contractual or commercial relationships with the SA	
<u>Partnership or employment with:</u> 1) a Member Federation 2) Associate Members 3) Continental Association 4) Business(es)/Service(s) that are engaged in the sports of Baseball, Softball or Baseball5, or derive any substantial portion of his/her income/revenue from any of the Sports	
<u>Board positions with:</u> 1) a Member Federation 2) Associate Members 3) Continental Association 4) Business(es)/Service(s) that are engaged in the sports of Baseball, Softball or Baseball5, or derive any substantial portion of his/her income/revenue from any of the Sports	
Close family relationships, commercial/business or personal relationships with another Board, Council, Committee or Commission Member	
<u>For Board Members:</u> In respect of business(es)/Service(s) that are engaged in the sports of Baseball, Softball, Baseball5, or derive any substantial portion of his/her income/revenue from any of the Sports: 1) Investments in unlisted companies, partnerships and other forms of business, 2) Major shareholdings of more than 5% of the issued capital	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis or more frequently if requested by the SA or if I have something to declare.

I give my consent for it to be used for the purposes described in the SA Conflict of Interest policy and for no other purpose.

Signature:	
Date:	

Note: This Declaration Form may be changed from time to time by Softball Asia

