

## **Midwest Athletic Association of the Deaf Organizational Documents**

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# MIDWEST ATHLETIC ASSOCIATION OF THE DEAF

## ARTICLES OF INCORPORATION

**Article 1: Name** - The organization shall be known as the MIDWEST ATHLETIC ASSOCIATION OF THE DEAF, INC., abbreviated and referred to as MAAD. MAAD was organized in 1946 and incorporated in the State of Missouri in 1977.

**Article 2: Organization** - MAAD is registered as a non-profit amateur sports organization engaged in charitable, benevolent, civic, cultural, educational, social, recreational and athletic activities pursuant to Section 501(c)(3) of the Internal Revenue Code.

**Article 3: Duration** – The life of the corporation will be perpetual, unless otherwise stated.

**Article 4: Membership** – MAAD shall have members as prescribed in bylaws.

**Article 5: Dissolution** - In the event of the dissolution of the Corporation, the Board of Directors, after paying or making provision for the payment of all of the liabilities of the Corporation, shall distribute, in any proportions considered prudent, all of the assets of the Corporation in equal parts to all Club Members that are organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization under 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

**Article 6: Purpose** – The MAAD mission is to provide competitive-recreational sport programs that promote development of sportsmanship, leadership, social, and well-being.

**Article 7: Public Benefit Corporation** -This Corporation is a Public Benefit Corporation.

**Article 8: Registered Agent:** The name and street address of the Registered Agent and Registered Office in Missouri is Greg Petersen, 5500 Johnson Crossing Dr, St. Louis, MO 63129.

## REVISIONS

These bylaws can be revised only by the Board of Delegates at the Annual Meeting.

# MIDWEST ATHLETIC ASSOCIATION OF THE DEAF

## BYLAWS

### ARTICLE 1 – NAME AND PURPOSE

Section 1 – Name: The organization shall be known as the Midwest Athletic Association of the Deaf, Incorporated (MAAD). It shall be a nonprofit organization incorporated under the laws of the State of Missouri.

Section 2 – Mission: The MAAD mission is to provide competitive-recreational sport programs that promote development of sportsmanship, leadership, social, and wellbeing.

Section 3 – Purpose: The purpose of this organization is to:

- Organize sport competitions;
- Provide recreational opportunities; and
- Perform community outreach.

Section 4 - LOGO – The MAAD logo, which was designed by the late Joe Myklebust of Council Bluffs, Iowa, is represented by a basketball at rest followed by a trail signaling its prior bouncing in an ‘M’ fashion, followed by the underlined words ‘Midwest Athletic Association of the Deaf.’ The logo also contains a softball at the end of the line on which the ‘M’, the basketball, and the MAAD wording appear.

### ARTICLE 2 – MEMBERSHIP

Section 1 – Eligibility for membership: Club membership shall be open to any clubs in the MAAD region. Club membership is granted after completion and receipt of annual dues. The clubs of the deaf shall comply with the bylaws and organizational policies of MAAD, and each club shall assume full responsibility for the represented athletic teams in any competition.

Section 2 – Region States: The MAAD region includes the states of Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Eight (8) counties of Southern Illinois consisting of Bond, Calhoun, Clinton, Jersey, Macoupin, Madison, Monroe and St. Clair, and subjected to change as determined by the applicable national athletic association of the Deaf (naaD).

Section 3 – Annual Dues: Club Members shall pay annual dues outlined in Fiscal Policies.

Section 4 – Representation: Each club shall be eligible to appoint two (2) delegates to attend the annual meeting.

Section 5 – Suspension and Reinstatement: A club can have their membership suspended by a majority vote of the Board of Delegates. Any club whose membership has been suspended under MAAD Bylaws may be reinstated to good standing by a majority vote of the Board of Delegates present at the Annual Meeting.

Section 6 – Independent Teams: Independent teams located in the region shall be able to send a representative to Players' Council meetings. The independent teams shall participate in any MAAD tournaments and pay any applied fees outlined in Fiscal Policies.

### **ARTICLE 3 – EXECUTIVE BOARD**

Section 1 – Board role, composition, and compensation: The Executive Board is responsible for carrying out the duties of the association given by the Board of Delegates. There shall be six officers of the Executive Board, consisting of a President, Vice President, Secretary, Treasurer, Delegate-at-Large, and Tournament Director. The Executive Board receives no compensation other than reasonable expenses approved by the Board of Delegates.

Section 2 – Duties: The duties of Executive Board shall include the following:

- A. Transact the business and administer the affairs of the MAAD in accordance with MAAD Bylaws and Rules and Regulations;
- B. Select and send six (6) board members to represent and oversee tournaments,
- C. Report its proceedings at the meetings of the Board of Delegates and the Players Council
- D. Determine who shall serve as the representative(s) of the MAAD in the national basketball, softball, and volleyball competitions; and
- E. Appoint ad-hoc committees for matters as it deems necessary; and shall appoint a chairperson of the ad-hoc committees who shall report on committee activities to the President.
- F. Shall have the authority to search and appoint Hall of Fame Director.

Section 3 – Terms: All Executive Board members shall serve two-year terms beginning May 1<sup>st</sup> on even-numbered years; but are eligible for re-election.

Section 4 –The Executive Board shall meet at least once every quarter including the quarterly meeting prior to the Annual Meeting.

Section 5 - ELECTRONIC MEETINGS – The Executive Board may utilize the most appropriate electronic technology to conduct its quarterly and special meetings and to address urgent issues. Results of motions that were made in such matter shall be announced by Secretary at the next Annual Meeting.

Section 6 – Board elections and qualifications: New officers and current officers shall be elected or re-elected by the voting delegates at the Annual Board of Delegates meeting. Officers will be elected by a simple majority of Delegates present at the annual meeting.

Section 7– Quorum: A quorum must be attended by at least three (3) of the officers of the Executive Board, one of whom must be either the President or the Vice President.

Section 8 – Officers’ duties: Officers’ duties are defined as follows in Executive Board Manual.

Section 9 – Vacancies: When a vacancy on the Executive Board exists mid-term, the Executive Board shall notify the MAAD Club Members of the vacancy and shall set a deadline date for nominations from the Club Members to fill the vacancy. After the deadline has passed, the Executive Board shall review all nominations received from the Club Members, and shall appoint a new Officer from one of the nominated individuals. In case of no nominations from Club Members, the Executive Board shall recruit and appoint the best candidate to fill the vacancy. These vacancies will be filled only to the end of the current officer’s term.

Section 10 – Resignation, termination, and absences: Resignation from the board must be in writing and received by the Secretary. An officer may be removed due to deficient duties as an officer of MAAD by a two-third (2/3) vote of the remaining Executive Board officers.

Section 11 – Special Meetings: Special meetings of the Executive Board shall be called upon the request of the President or by the majority of the Executive Board to address any issue/situation as stated for the purpose of this special meeting. Notices of special meetings shall be sent out by the secretary to each officer at least two weeks in advance.

#### **ARTICLE 4 – COMMITTEES**

Section 1 – Committee formation: The Board of Delegates may create standing or special committees as needed. The President appoints all committee chairs otherwise designated by the Executive Board.

Section 2 – Audit Committee: The Audit Committee shall be composed of three (3) members of three (3) different bona fide club members appointed by the President, with one of these three individuals appointed as the chair, and shall have the following duties:

- a. Review all accounts, books, vouchers, records, bank statements and books, and other financial documents of the MAAD Treasurer; and
- b. Verify all receipts and expenditures, and all accounts, moneys, and assets of the MAAD; and
- c. Audit and examine all accounts of the MAAD prior to submission of the annual MAAD Financial Report to MAAD Board of Delegates.

Section 3 – Hall of Fame Committee: MAAD will establish a Hall of Fame Committee. See Hall of Fame Guidelines.

Section 4 – Budget Committee: The Budget Committee shall be composed of three (3) to five (5) persons living in the same locality as the Chair, appointed and chaired by the MAAD Treasurer, and have the following duties:

1. Review and ensure the appropriateness of the MAAD budget and all financial aspects of MAAD pursuant to the Finances requirement of these Bylaws;
2. Present recommendations for action at the Annual Meeting of the MAAD Board of Delegates;
3. Approve any appropriate requested charges before those charges are published.

Section 5 – Law Committee: The Law Committee shall be composed of an individual representative from each of two (2) to five (5) MAAD Club Members or Past Presidents appointed and chaired by the Vice President, and have the following duties:

1. Maintain the organizational policies;
2. Review and consider proposed amendments; and
3. Present any proposed amendments for action at the Annual Meeting of the Board of Delegates.

Section 6 – Tournament Committee: The Tournament Committee shall be composed of chairs of the next three (3) MAAD regional tournaments, and chaired by the Tournament Director, and have the following duties:

1. Plan future regional tournaments; and
2. Submit reports to Executive Board and Board of Delegates.

Section 7 – Special Committees: Special committees, existing for a specified time and ceasing upon completion of assigned task(s), may be appointed from time to time by the President, the Executive Board, or the Board of Delegates. When such special committees are formed, the following instructions shall be specified:

- A. What the name of the special committee will be;
- B. Who the members of this committee will be, including how they are chosen;
- C. Who will chair the committee;
- D. What the purpose of this committee will be; and E. When the committee will expire.

## **ARTICLE 5 – BOARD OF DELEGATES**

Section 1 – Club Delegates: Each Club Member is entitled to send up to two (2) voting delegates to the Annual Board of Delegates meeting. Such Club Delegate shall be certified in writing by the Secretary of the Club Member to the MAAD Secretary at least thirty (30) days prior to Annual meeting. Scanned copies of the original signed forms will be accepted.

Section 2 – Composition: The Board of Delegates is composed of club delegates, elected officers of the Executive Board, and Past President(s). The President shall only vote to break a tie.

Section 3 – Duties and responsibilities: The MAAD Board of Delegates shall:

- a. Elect officers to serve on the MAAD Executive Board;
- b. Amend, maintain, and follow the MAAD Bylaws, Rules and Regulations, and Policies;
- c. Establish MAAD committees, standing or special;

- d. Approve the establishment of new MAAD Players Councils;
- e. Revise and approve the budget and changes to Fiscal Policies proposed by the Budget Committee for the following fiscal year;
- f. Authorize the taking of any legal action necessary in the best interests of the MAAD; and
- g. Remove, for due cause, any elected Executive Board member.

Section 4 – Date of Meetings: Annual meetings of the Board of Delegates shall take place annually during MAAD basketball and softball tournament.

Section 5 – Notice of Meetings: A thirty (30) day notice of all annual meetings shall be sent by the MAAD Secretary to:

- A. The Secretary of each MAAD Club Member;
- B. All members of the MAAD Executive Board; and
- C. All past Presidents of MAAD.

Section 6 – Quorum: The quorum for all Board of Delegates meetings shall consist of majority of the affiliated clubs.

Section 7 – Parliamentarian: The President shall appoint a neutral person who has knowledge on the parliamentary procedures to serve as the Parliamentarian.

Section 8 – Order of business: The following shall be the general order of business where applicable:

- a. Roll call, to determine quorum;
- b. Minutes of all meetings to date;
- c. Reports of all Officers, Committees, Players Councils, and others;
- d. Appeals/Grievances (at Executive Board meetings);
- e. Any unfinished business;
- f. New business;
- g. Selection of Tournament Host(s);
- h. Even-Year Annual Meetings: Election of Officers and Installation Ceremony;
- i. Announcements;
- j. Adjournment.

## **ARTICLE 6 – PLAYERS COUNCIL**

Section 1 – Players Council: Each sport shall have its own Players Council which will be charged with the responsibility for its own Rules and Regulations for its respective sport in accordance with MAAD Bylaws and Policies.

Section 2 – Qualifications: Each team shall send one player representative to each Players Council.

Section 3 – Quorum: Quorum for each sport’s Players Council shall be majority of the teams participating in the respective sport tournament.

Section 4 – Composition: Each Players Council shall consist of:

- A. The Tournament Director serving as chair;
- B. A recorder who is appointed by the Tournament Director; and
- C. One representative (any coach, manager, team statistician, or player) from each registered team.

Section 5 – Meetings: The Players Council meeting shall be held at the Tournament headquarters.

## **ARTICLE 7 – CONDUCTS OF MEMBERS**

Section 1 – Non-Discrimination Policy: MAAD and its members shall not discriminate against any individual on the basis of race, creed, religion, sexual orientation, national origin, sex, age, disability, marital status, political affiliation, or any other class protected by Federal, state, or local laws.

Section 2 – Harassment Policy: MAAD and its members shall not tolerate harassment – sexual, verbal, physical, or any other kind – toward any officer, team member, club members, players, and/or fans of any sort during any MAAD tournament or event.

Section 3 – Conduct Policy: MAAD and its members shall engage in appropriate conduct in conformance with the traditions of MAAD tournament and events at all times and in all places. Coaches and managers shall be responsible for the conduct of their teams and players.

Section 4 – Illegal Conduct and Jurisdiction: Any persons found to violate the rules of behavior or regulations governing the use of properties, facilities in the state, county or city where the tournament is held shall be subject to the jurisdiction of the host city.

Section 5 – Zero Tolerance Policy: Any player/fan is subject to any misconduct with chemical-based drugs or illegal substances during any MAAD event shall be automatically banned from the premises and further suspended from MAAD for one year or more and will report to all national organization’s suspension lists.

## **ARTICLE 8 – AMENDMENTS**

Section 1 – Procedures: Amendment to the MAAD Bylaws and organizational documents except for Rules and Regulations of its Players Councils may be made in writing by:

- A. Any Club Member through its Secretary;
- B. Any MAAD elected officer;
- C. Any of Past Presidents; or
- D. The Law Committee.

Section 2 – Process: Proposed amendment to the MAAD Bylaws and organizational documents except for the Rules and Regulations shall be made in writing to the Vice President at least seventy-five (75) days before the next annual Board of Delegates meeting. The Vice President shall submit all proposed amendments, at least sixty (60) days prior to the Annual meeting, to the Law Committee, which shall consider the proposed amendments and shall issue recommendations in the form of a final draft at the Annual Meeting. The Vice President shall also send a copy of the final draft of the proposed amendments forty-five (45) days in advance of the Annual Meeting to: the certified delegates, Secretary of each Club Member; and all members of the MAAD Executive Board.

Section 3 – Any new business related to Article 8 – Section 1, brought up by Executive Board, Law Committee, and/or Delegates shall be allowed to proceed at the Executive Board meeting and/or Delegates’ meeting.



Section 4 – Final Approval and Implementation: All amendments that are proposed shall be submitted to the Board of Delegates at the annual meeting. Amendments shall only be approved by at least a two-third (2/3) vote by the Board of Delegates. Amendments that are approved at the Annual Meeting shall become effective on the following May 1st.

Section 5 – No suspension of the Bylaws: There shall be no suspension of any MAAD Bylaws at any time.

Section 6 – In cases of conflict between the bylaws or rules of any Member Club and those of the MAAD, the MAAD Bylaws shall supersede and be final.

**ARTICLE 9 - DISSOLUTION**

In the event of the dissolution of the Corporation, the Board of Directors, after paying or making provision for the payment of all of the liabilities of the Corporation, shall distribute, in any proportions considered prudent, all of the assets of the Corporation in equal parts to all Club Members that are organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization under 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

**REVISIONS**

These bylaws can be revised only by the Board of Delegates at the Annual Meeting.

## AUTHORITY AND DUE PROCESS

### AUTHORITIES

SECTION 1: AUTHORITY – MAAD shall exercise the following powers:

- A. Represent MAAD in all international, national, and regional athletic competitions;
- B. Serve as the coordinating body for amateur athletic activities in the Midwest region;
- C. Exercise jurisdiction over amateur athletic activities and competitions held in the Midwest region;
- D. Establish procedures for the determination of player eligibilities for participation in regional competitions;
- E. Designate the championship and/or invited teams to represent MAAD in national athletic competitions; and
- F. Recommend the names of qualified MAAD individuals and/or teams to USADSF and/or USADB to represent United States in any sport that are held for the Deaflympics, Deaf Pan American Games, or any other relevant international or national athletic competition.

SECTION 2: FINAL AUTHORITY – Except when it may conflict with applicable naaD or national sports associations rulings, or when overruled on appeal, the MAAD Board of Delegates shall be the final authority on all decisions concerning the actions of its elected Officers, Executive Board, Committees, and Councils.

SECTION 3: PARLIAMENTARY AUTHORITY AND PROCEDURE – Except where the Bylaws or the Rules and Regulations provide direction, the current ROBERTS' RULES OF ORDER shall govern.

### RULE INTERPRETATION AND CONFLICT RESOLUTION

SECTION 1: INTERPRETATION – The procedure for interpretation of the MAAD Bylaws and the organizational documents except for Rules and Regulations of its Players Councils shall be as follows:

- A. Any MAAD Member Club in doubt about the applicability of any bylaw, or rule or regulation, shall request an interpretation.
- B. The request shall be in writing by the Member Club Secretary (-Treasurer) to the MAAD Vice President.
- C. A copy of the MAAD Vice President's response to a Member Club request shall also be sent to each member of the MAAD Executive Board.

SECTION 2: CONFLICTS – In cases of conflict between the bylaws or rules of any Club Member and those of the MAAD, the MAAD Bylaws shall supersede and be final.

SECTION 3: APPEALS – The ruling of the MAAD Vice President shall be binding; however, appeals may be made in writing by any MAAD Member Club through its Secretary. Appeals shall go through the following process as necessary:

- 1. to the applicable Players Council,
- 2. to the Executive Board, and
- 3. to the MAAD Board of Delegates;

SECTION 4: ARBITRATION – In the event of a dispute that is brought to arbitration, MAAD shall submit to binding arbitration, conducted in accordance with the commercial rules of the American Arbitration Association, in any controversy involving the opportunity of any amateur athlete, coach, trainer, manager, administrator, or official to participate in amateur athlete competition, as provided for by the USOC’s Constitution and Bylaws.

#### PROTESTS, GRIEVANCE PROCEDURE AND RIGHT TO APPEAL

SECTION 1: GRIEVANCE COMMITTEE – The Grievance Committee shall consist of the three (3) elected officers. One of whom must be either the President or the Vice President and one will be Delegate-at-Large, are required to form a quorum. The Grievance Committee shall have the following duties:

- A. Receive and review any conflict and dispute among any registered teams or players, and make a report thereon, if applicable, with recommendations and procedures for prompt and equitable resolution of grievances of its members, to all parties involved;
- B. Investigate, hear, and rule upon all matters concerning the status of any amateur athletes, i.e. eligibility to compete;
- C. Suspend or terminate any Club Member, Independent Team Member, or any individual by a 2/3 majority of the members voting on the Grievance Committee. All rights and privileges of a member or individual player, except the right to appeal, shall cease upon suspension or termination of membership. All rights and privileges of an individual player, except the right to appeal, shall cease upon suspension or termination of that individual’s status as a player;
- D. Process all grievances pursuant to the Grievance Procedures provided in this document; and
- E. Exercise such other powers and perform such other duties as may be granted or imposed by the Executive Board or the Board of Delegates pursuant to the MAAD Bylaws. The powers enumerated in this Section are not intended to limit or restrict the power or authority of the Grievance Committee otherwise established or granted by applicable law or the MAAD Bylaws.

SECTION 2: PROTESTS – These procedures will be followed when any registered team or player is protesting against any opposing team or player, any official or Tournament Director’s rule interpretation: (\$100 mandatory deposit to Tournament Director to file a protest. This deposit will be refunded for a successful protest. If unsuccessful, MAAD keeps the deposit.)

- A. Player Eligibility – A protest may be made regarding any player’s eligibility at any time during a game. Any registered team or player protesting the eligibility of a player of the opposing team must furnish proof that the player is ineligible. In case of an obvious violation of eligibility rules, the request underlying the protest may be granted immediately by the Tournament Director and/or MAAD Executive Board.
- B. Rule Interpretation – A coach or manager may lodge a protest regarding an official’s or the MAAD Tournament Director’s interpretation of Rules and Regulations but must do so at the time of the incident. For such a protest to be officially recognized, the protesting coach or manager must use the words, “I protest” and complete the necessary paperwork. The game may continue to be played while the protest is pending.

SECTION 3: PROCEDURES FOR PROTESTS –

- A. A protest concerning player eligibility or rule interpretation must be lodged with the referee or umpire, or the MAAD Tournament Director at the time of the incident. The referee or umpire will stop the game and gather with the team coaches or managers

and the MAAD Tournament Director for a ruling on the protest. The time of the game and the names of the players on the court/field must be recorded by the umpires or referees when the game is stopped.

- B. Any person or team that seeks to protest must notify the MAAD Tournament Director that a protest is being registered and must complete and submit the protest form in writing to the recorder of the Grievance Committee no later than 3 hours after the conclusion of the tournament in which the incident occurred.

#### SECTION 4: PENALTIES FOR ELIGIBILITY VIOLATIONS –

- A. Any team found to have ineligible player(s) during a competition will forfeit the contest. All points won in games in which an ineligible player was used will be forfeited.
- B. Violation of this rule makes a player ineligible. The player is barred from participation in MAAD competition for the remainder of the tournament or until the final decision/ruling of Executive Board.

SECTION 5: GRIEVANCE PROCEDURES – The procedures will be followed when any Club Member or Independent Team Member of MAAD files a grievance against any other Club Member or Independent Team Member of MAAD, or an individual player based on any portion of MAAD's Bylaws and Rules & Regulations:

- A. COMPLAINT – Any club, team, or individual member of MAAD dissatisfied with or aggrieved by any interpretation, action, or decision of MAAD may submit a written complaint to the MAAD Secretary.
  - 1. Deadline – The complaint must be submitted to the MAAD Secretary not more than 3 months after the effective date of the said interpretation, action, or decision to review.
  - 2. What the Complaint must include – This complaint must contain a statement of the relevant facts, explain the relief requested and be accompanied by the record. This complaint must include any documents to be considered on review and a copy of the adverse decision, if it is in writing.
  - 3. Who the Complaint is against – The complaint must identify whether it is against a Club Member, an Independent Team Member, or a player or manager or coach or scorekeeper of either a Club or Independent Team.
  - 4. Who the Complaint is from – The complaint must identify whether the complaining party is MAAD, an officer of MAAD, a Club Member, an Independent Team Member, or a player or manager or coach or scorekeeper of either a Club or Independent Team.
  - 5. Grounds for Complaint – The complaint may assert any of the following grounds:
    - a. Any violation of the Bylaws or Rules and Regulations of the MAAD;
    - b. Any inappropriate or unauthorized expenditure or taking of MAAD funds;
    - c. Any refusal to cooperate with the Officers of MAAD;
    - d. Any attacks on the Officers of MAAD outside of the authorized procedures pursuant to the Bylaws and Rules and Regulations of the MAAD.
  - 6. Respondents Must Get Copy of Complaint – If any respondents are named in the complaint, the MAAD Secretary shall provide a copy of the petition, together with any accompanying documents, to each respondent within 10 days after receiving the complaint. Each respondent may file a written response to the complaint with the MAAD Secretary, and shall provide a copy of any such response to the complaint, at any time prior to the hearing.

B. GRIEVANCE COMMITTEE –

1. Receipt of Complaint – The MAAD Secretary must provide a copy of the complaint to the Grievance Committee within 5 days after receipt of the complaint.
2. Setting the Date of Hearing – Within 15 days after a complaint has been received by the MAAD Secretary, the Grievance Committee shall set a date, time and place for hearing to consider the complaint at the next tournament and shall inform all parties concerning such date, time and place. The hearing shall take place no more than ninety (90) days from the date that the complaint was received by the Grievance Committee.
3. Authority to Resolve Dispute – The Grievance Committee may attempt to resolve the dispute informally to the satisfaction of all parties prior to the date set for the hearing and may implement any resolution agreed upon by all parties.

C. HEARINGS –

1. Record of the Hearing – The Grievance Committee may make a record of the hearing, which may be in the form of a video documentation and/or a summary record of the proceedings. The record shall be made available to each interested party upon request and payment therefore.
2. Evidence and Process – At all hearings, all parties shall be given a reasonable opportunity to present oral or written evidence, to cross-examine witnesses, and to present such factual claims as desired. The rules of evidence shall not be strictly enforced, but rules of evidence generally accepted in administrative proceedings shall be applicable.
3. Burden of Proof – The burden of proof shall be upon the complainant. Upon completion of the presentation of the complainant's evidence, the respondent, if there is one, may move to dismiss. If such motion to dismiss is denied, the respondent shall then have the burden of proof to counter any evidence presented by the complainant.

D. DECISION:

1. Vote of the Grievance Committee – A majority of the members of the Grievance Committee that attended the hearing shall render a final decision in any hearing.
2. Deadline for Decision of the Grievance Committee – The Grievance Committee shall render a final decision within sixty (60) days after the date that the hearing concludes.
3. Communication of the Decision – The decision shall be communicated to all by certified mail.
4. Reconsideration of the Decision – Petitions previously considered and decided upon by the Grievance Committee shall not be reopened for consideration except by direction of the Board of Delegates upon a showing of sufficient cause.

E. APPEAL –

1. Method of Appeal – Any party to a hearing may appeal a decision to the Board of Delegates by filing a written statement of appeal with the MAAD Secretary.
2. Deadline to Appeal – Any party that wishes to appeal must do so within thirty (30) days after the date of the Grievance Committee's decision.
3. Appeal Subject to Acceptance by Board of Delegates – Only when there is a vote to accept the appeal by two-thirds (2/3) of all the members of the Board of Delegates, will the appeal be allowed to proceed. Such a vote must occur within one year of the date of the decision
4. Review of Appeal – Upon review of the appeal, the Board of Delegates may choose to review the evidence, and then uphold or overturn the decision of the Grievance Committee. Alternatively, the Board of Delegates may choose to remand the matter to the Grievance Committee for further consideration.

5. Reinstatement – A complaint for reinstatement to eligible status can be acted upon at any time by the Executive Board, subject to ratification by the Board of Delegates at an Annual Meeting immediately. A two-third (2/3) vote of those members of the Board of Delegates present and voting is necessary to ratify reinstatement.

## SUSPENSION AND EXPULSION

SECTION 1: AUTHORITY FOR SUSPENSION AND EXPULSION – The Grievance Committee shall have the right to suspend for a period of time or to expel anyone, when such person, team, or club member has engaged in conduct that is detrimental to the objectives, programs, or ideals of the MAAD.

SECTION 2: NOTICE OF CHARGES WARRANTING SUSPENSION/EXPULSION – The person, team, or club member charged with any conduct that may warrant suspension or expulsion shall be notified of the charge in writing. This notice shall be sent to the last known address by certified or registered mail, return receipt requested. The notice shall include information regarding the charges against the person, team, or club member in detail. The notice shall include a written statement of charges and the penalties which may ensue if such charges are proved. The statement shall contain a date at which time a hearing will be held, with the request that the person, team coach/manager, or club member representative(s) (limit to 2 reps per club) charged shall appear before the Grievance Committee. The statement will demand that the charged person, team coach/manager, or club member representative(s) charged shall answer the charges, in writing, to the MAAD Secretary by certified or registered mail, return receipt requested, at least 10 days prior to the date of hearing. A copy of said letter will be sent to Member's Club by certified mail.

SECTION 3: SETTING THE HEARING DATE – The Grievance Committee shall hear the charges, and shall set a date of hearing not less than 30 days before an upcoming tournament.

SECTION 4: REFUSAL TO TESTIFY – Any person, team, or club member who, after having been properly requested to do so, fails, without adequate reason, or refuses to appear and testify at any hearing, or to answer any questions pertaining to the hearing, may be suspended from competition or be subject to other penalties or discipline as may be deemed proper. The suspension or other penalties shall continue until such time as the person, team, or club has complied with the investigation or hearing.

SECTION 5: REFUSAL TO SATISFY A PENALTY – Any person, team, or club member who, after having been penalized after a hearing, fails or refuses to pay the penalties which has been assessed, may be suspended from competition or subject to other penalties or discipline as may be proper. The suspension or other penalties shall continue until such time as the person, team, or club has complied with the investigation or hearing.

SECTION 6: HEARING – The hearing provisions under the Grievance Committee provided in these Bylaws shall apply to all hearings held pursuant to this Article on Suspension or Expulsion. Any decision made by the Board of Delegates following a hearing shall be final, and any controversy so decided shall not be reconsidered by Grievance Committee.

## REVISIONS

This document can be revised only by the Board of Delegates at the Annual Meeting.

# EXECUTIVE BOARD MANUAL

## REQUIREMENTS FOR OFFICERS

SECTION 1: REQUIREMENTS FOR OFFICERS – Only Deaf individuals can be officers of MAAD. All officers shall be members of bona fide Club Members in good standing during their term.

## OFFICERS AND DUTIES

SECTION 1: DUTIES OF THE EXECUTIVE BOARD – The duties of Executive Board shall include the following:

- A. Transact the business and administer the affairs of the MAAD in accordance with MAAD Bylaws, Rules and Regulations, manuals and policies;
- B. Report its proceedings at the meetings of the Board of Delegates and the Players Council;
- C. Maintain and monitor all organizational documents including bylaws, guidelines and manuals;
- D. Determine who shall serve as the representative(s) of the MAAD in the national basketball, softball, and volleyball competitions;
- E. Appoint committees for matters as it deems necessary; and shall appoint a Chairperson of the Committees who shall report on committee activities to the MAAD President; and
- F. Maintain communication with Hall of Fame Director.

SECTION 2: PRESIDENT – The President shall have the following duties:

- A. Serving as the chief executive and spokesperson of the MAAD;
- B. Presiding at all regular and special meetings of the MAAD Board of Delegates and the MAAD Executive Board;
- C. Supervising the business of the MAAD Executive Board;
- D. Signing checks as needed;
- E. Serving as an ex-officio member on all MAAD committees and players councils;
- F. Representing MAAD at applicable naaD meetings;
- G. Appointing a neutral person to serve as Parliamentarian at Board of Delegate meetings; and
- H. Performing other duties of the office, and as assigned by the Board of Delegates, including serving as Past President, after the elected term expires.

SECTION 3: VICE PRESIDENT – The Vice President shall have the following duties:

- A. Fulfilling all the duties of the President in the absence of the President;
- B. Assume the duties of the President in event of vacancy;
- C. Chairing the Law Committee;
- D. Presiding at any meeting regarding the Bylaws.
- E. Publicizing the activities of the MAAD, including all MAAD Tournaments, to other leading publications of the Deaf;
- F. MAAD organizational documents will be posted on MAAD's website by May 1st.
- G. Performing other duties of the office, as assigned by the Board of Delegates, including but not limited to ruling on all bylaws questions arising between meetings of the Board of Delegates;

SECTION 4: SECRETARY – The Secretary shall have the following duties:

- A. Conducting all official correspondences;
- B. Keeping accurate records of the meetings of the Board of Delegates, the Players Councils, and the Executive Board;
- C. Sending the following documents:
  - a. Delegate forms and notification of meetings of the Executive Board, Board of Delegates, and Players Councils,
  - b. Minutes of all meetings to each secretary and delegate of Club Members, to all Executive Board members, and to all Past Presidents within sixty (60) days of the meetings;
  - c. Membership renewals to all Club Members on or before August 1st of each year; and
  - d. Notify all Club Members about the Official MAAD/naaD athletic registration forms and the appropriate deadline for each sport, specifically before November 1st or whenever available for Basketball and before May 1st or whenever available for Softball;
- D. Providing a summary of the activities of the Board of Delegate to the appropriate naaD at least fifteen (15) days before each national tournament;
- E. Providing the names and addresses of the newly elected Officers, within ten (10) days of their election, to the appropriate naaD;
- F. Serving as Chair of the Law Committee in absence of the Vice President; and
- G. Performing other duties of the office, as assigned by the Board of Delegates.

SECTION 5: TREASURER – The Treasurer shall have the following duties:

- A. Depositing all MAAD funds in federally insured checking and saving accounts pursuant to any specific instructions in the Bylaws or Rules and Regulations;
- B. Holding receipts, deposit slips, and other evidence of revenue;
- C. Issuing check(s) for all payments for legitimate MAAD expenses accounted for by receipts and vouchers;
- D. Collecting funds as specified under the contract requirements for Tournaments from the Current Host Club;
- E. Submitting all accounts, books, vouchers, records, bank books, and other relevant documents, to the Auditing Committee at the Annual Meeting of the Board of Delegates; F. Submitting the annual financial statement to each Club Member and to each Executive Board member on or before May 1st, following review by the Audit Committee, and if necessary, a Certified Public Accountant;
- G. Filing out and mailing the appropriate Internal Revenue Service reporting form (whether it is Form 990 or Form 990EZ or any other form) no later than May 15th;
- H. Serving as chair of the Budget Committee;
- I. Maintaining at all times the appropriate level of bond.
- J. Furnishing official fans registration forms to the Tournament Host Chair, and collecting the unused forms immediately at the end of the Tournament; and
- K. Performing other duties of the office, as assigned by the Board of Delegates.

SECTION 6: DELEGATE AT LARGE – The Delegate at Large shall have the following duties:

- A. Supporting the Executive Board in implementation of plans approved by the Board of Delegates;
- B. Holding the Executive Board accountable to the Board of Delegates;
- C. Conducting special projects assigned by the Executive Board;
- D. Serve on the Grievance Committee; and
- E. Performing other duties of the office, as assigned by the Board of Delegates.



SECTION 7: TOURNAMENT DIRECTOR – The Tournament Director shall have the following duties:

- A. Chair the Players Council meetings;
- B. Visit the tournament locations at least one year prior to Tournament date for the purpose of inspecting and approving plans, prices, and other arrangements;
- C. Provide official MAAD scorebooks;
- D. Serve as the liaison between MAAD Member Clubs and the appropriate naad for player registration forms after receiving forms from the MAAD Treasurer;
- E. Appoint and supervise;
  - a. Qualified scorekeepers and spotters to complete the record of the games, and
  - b. Up to two (2) statisticians for tabulation of Tournament statistics; and
  - c. three (3) people to serve on the Tournament grievance committee before the tournament begins
- F. Report all records and statistics to the secretary of each Club Member and to all members of the Executive Board no later than ninety (90) days after each MAAD tournament;
- G. Maintain regular communications between MAAD and Tournament Committee from the time of initial tournament planning until the completion of the assigned tournament;
- H. Ensure all rules and regulations, policies and bylaws are followed at each tournament; and
- I. Perform other duties of the office, as assigned by the MAAD Executive Board.

SECTION 8: HALL OF FAME SELECTION

The executive board shall search and choose a hall of fame director. The hall of fame director should be chosen through an interview process after the availability of the position has been well advertised. Sufficient time should be allowed for applications to be received.

A suggestion is to send a mailing that advertises the position throughout the region. This method can unearth potential qualified volunteers who would not have initially been identified and opens the selection process to all interested individuals. Applicants for the position should submit a resume of all qualifications.

The hall of fame director should be selected primarily on qualifications. The following qualities should be considered:

- Time availability
- Level of commitment and dedication
- Level of motivation
- Organizational skills
- Experience in museum, heritage or visitor attraction work, paid or voluntary
- Logical and thorough approach to historical research
- Good written communication and public speaking skills
- Experience as an MAAD volunteer
- Efficient delegation of tasks and authority

## MEETINGS

SECTION 1 - Meetings and notice: The Executive Board shall meet at least quarterly, at an agreed upon time and place or through video-conferencing or Internet chat room or any methods of conferencing. An official Executive Board meeting requires that each board member have written and/or electronic notice at least two weeks in advance.

## INSTALLMENT AND THE OATH OF OFFICE

SECTION 1 - INSTALLMENT AND THE OATH OF OFFICE – The Installation Ceremony shall take place immediately before adjournment of the Annual Meeting. During this Installation Ceremony, newly-elected and re-elected officers of the MAAD shall be sworn in by this oath at the Installation Ceremony by the Past President:

“Do you solemnly swear: (1) to support the Bylaws of the MAAD and the Rules and Regulations of its Players Councils, (2) to perform the duties of your office to the best of your ability, (3) to be firm and fair to all, and (4) to work toward the betterment of the MAAD?”

and

Each shall respond: “I, {name}, do.”

## REVISIONS

The duties of officers may be revised by the Executive Board at any time and must be submitted to the Board of Delegates for ratification at the Annual Meeting. Remainders of this document can be revised only by the Board of Delegates at the Annual Meeting.

## PLAYERS COUNCIL

### MANUAL

SECTION 1: MEETING – The Players Council meeting shall be held prior to each regional tournament. This meeting shall be presided by the Tournament Director and have the following Order of Business:

- A. Review and discussion of questionable player eligibilities;
- B. Final acceptance of all team rosters for the entire tournament;
- C. Review and discussion of latest changes in the current rules and regulations;
- D. To make revisions to the tournament Rules and Regulations if necessary;
- E. To conduct a Question and Answer session with the Head Referee/Umpire if available;
- F. Proposed amendments to the Bylaws, Rules and Regulations, and Policies;
- G. Status of team/player registrations, and report of any missing items on these registrations.
- H. Financial issues that may affect the championship teams' trip to the upcoming national tournament;
- I. Information regarding the general activities of naaD that may affect teams and/or players;
- J. Make recommendation of which naaD shall MAAD shall be affiliated;
- K. Announcement of tournament planning including seeding bracket and/or game schedule; and
- L. Team drawing for the rest of teams to be placed in the bracket after up to top four (4) seeding teams from last year's tournament may be placed in the bracket.
- M. Any six (6) teams or less in tournament shall play two (2) games each in balanced pool set up to determine final round match ups. Each team would be guaranteed three (3) games.

SECTION 2: ESTABLISHMENT OF NEW PLAYERS COUNCIL – New Players Councils may be sanctioned or authorized by the MAAD Board of Delegates after having met the following requirements:

- A. MAAD Executive Board's endorsement of a new sport program; and
- B. Two-year trial of hosting unofficial regional tournaments.

Securing the endorsement requires the following information:

- A. Purpose
- B. National affiliation, if any
- C. Tournament planning
- D. Deadline for team and player registration
- E. Rule and Regulations including national authority
- F. Maintenance of tournament records
- G. Recognitions

### REVISIONS

This document may be revised by the Board of Delegates at the Annual Meeting.

## **MEMBERSHIP POLICIES**

### **SECTION 1: APPLICATIONS FOR MEMBERSHIP –**

A. CLUBS – A new Club Member seeking to become a bona-fide MAAD Club Member shall send club membership application in a formal letter and a copy of Club's bylaws, along with the club's check or money order to the MAAD Secretary by October 1st.

### **SECTION 2: MEMBERSHIP DUES –**

- A. The amount of annual membership dues for Club Members shall be determined by the Board of Delegates at the Annual Meeting;
- B. Each MAAD Club Member shall pay its annual membership dues to the MAAD Secretary on or before October 1st of each year. MAAD Club Members shall have ninety (90) days after the deadline of October 1st to pay the annual membership dues with late fees. If any MAAD Club Member has not paid its annual membership dues within ninety-one (91) days of October 1st, that Club Member shall lose its membership and all attendant privileges.

### **SECTION 3: TERMINATION OF MEMBERSHIP –** A membership, whether it is for a Club Member shall terminate on any of the following events:

- A. Expiration of the membership;
- B. The member's failure to pay dues, fees, or assessments set by MAAD;
- C. Any event that renders the member ineligible for membership, or failure to satisfy membership qualifications; and
- D. By a good faith determination of the Executive Board that the member has failed in a material and serious degree to observe the rules of conduct of MAAD, or its own rules; or has engaged in conduct materially and seriously prejudicial to the purposes and interests of MAAD.

**SECTION 4 – SUSPENSION AND REINSTATEMENT –** A Club Member can have their membership suspended by a majority of the Board of Delegates. Any club whose membership has been suspended under MAAD Bylaws may be reinstated to good standing by a majority vote of the Board of Delegates at the Annual Meeting.

## **REVISIONS**

This document may be revised only by the Board of Delegates at the Annual Meeting.

## **FISCAL POLICIES**

**SECTION 1: FISCAL YEAR** – The fiscal year of the MAAD shall be January 1st through December 31st.

**SECTION 2: BANK ACCOUNTS** – The MAAD Treasurer shall maintain bank accounts on behalf of the MAAD in the following manner:

- A. **CHECKING** – All income, except where otherwise instructed by the Board of Delegates, shall be deposited into the MAAD checking account.
- B. **SAVINGS** – When instructed by the Board of Delegates to deposit funds in a savings account, the Treasurer shall deposit such funds in a federally insured saving account(s) and shall not withdraw any funds from such savings account without at least a two-third (2/3) vote of approval of delegates at the annual meeting of the MAAD Board of Delegates.

**SECTION 3: BUDGET** – Prior to the Annual Meeting, the MAAD Finance Committee shall determine an appropriate budget for the upcoming fiscal year of MAAD, and shall recommend this budget for approval by the Board of Delegates at the Annual Meeting. The budget shall include the following line items:

- A. **INCOME AND RECEIPTS** – MAAD shall derive income from:
  - 1. Annual Dues from Club Members;
  - 2. Application Fees from Club Members
  - 3. Tournament Fees from the Tournament Host Club;
  - 4. Team Tournament Entry Fees from each participating team;
  - 5. Registration Fees from fans attending the tournaments;
  - 6. Bid Deposits from Club Members seeking to become a Tournament Host;
  - 7. Fines or Penalties incurred on clubs, teams, or individuals;
  - 8. Contributions or Donations from entities or individuals;
  - 9. Other Registration and Membership Fees; and
  - 10. Any other legal and appropriate sources of revenue.
  
- B. **EXPENSES** – Subject to the Fiscal Policies, MAAD funds shall be expended for all allowable MAAD expenses such as specified below:
  - 1. Dues for MAAD membership to applicable naaDs;
  - 2. Bond at an amount to be recommended by the Finance Committee and determined by the Board of Delegates, to cover the financial obligation of the MAAD Treasurer;
  - 3. Office supplies for MAAD elected officers;
  - 4. Lodging in a one-room, two (2) double bed for the following individuals:
    - a. The MAAD Tournament Director inspecting local Tournament sites;
    - b. The MAAD President, or designee, attending naaD meetings; and
    - c. The fourth (4th) day of the cost of lodging for MAAD elected officers during the tournament, if necessary.
  - 5. 50% of the transportation costs of elected MAAD Officers to travel to and from the Tournament cities in the MAAD region, the least cost of either mileage reimbursement or airfare. Mileage cost is 31 cents.
  - 6. Assistance to championship team(s) and runner-up(s) from the MAAD Tournament to help defray costs for attending the National Tournament.

7. In situations where there is a tie for an award, purchase of awards for individual or team awards.
8. Hall of Fame Inductee(s) Lodging: the inductee shall have his/her choice of lodging and be reimbursed the hotel cost as host tournament hotel.
9. Expenses for Hall of Fame Directors based on their performances shall be determined by MAAD Board with Delegates' approval.

A. PRIZE -

1. CHAMPIONSHIP TEAM – Any team that wins the championship of a MAAD Tournament, in each division, shall receive a money prize of no less than five hundred dollars (\$500.00). If the Tournament has more than five (5) teams participating in any division, the champion of that division shall receive a money prize in excess of five hundred dollars (\$500.00), with an additional one hundred dollars (\$100) awarded for each team in excess of the five teams, up to a maximum of one thousand dollars (\$1,000.00). MAAD shall provide the funding for this expense from its Champion Fund.
2. RUNNER-UP TEAM – The runner-up team shall receive a money prize equal to half of the amount that is awarded to the championship team in the same division. MAAD shall provide the funding for this expense from its Champion Fund.

## BUDGETARY GUIDELINE FOR THE FISCAL YEAR

### B-1 ADJUSTMENT OF THE BUDGETARY GUIDELINE –

1. The fiscal year for the budget shall be as provided by the Bylaws.
2. The Budgetary Guideline, specifically the amounts for each category, shall be updated each fiscal year no later than the first day of the fiscal year.

### B-2 MAAD GENERAL INCOME –

<ol style="list-style-type: none"> <li>1. CLUB MEMBER GENERAL FEES AND DUES               <ol style="list-style-type: none"> <li>a. Club Membership Fees and Dues</li> <li>b. Late Club Membership Fine</li> </ol> </li> </ol>	\$100.00 \$50.00
<ol style="list-style-type: none"> <li>2. BASKETBALL FEES AND DUES FOR INDIVIDUALS               <ol style="list-style-type: none"> <li>a. MAAD Required Fees</li> <li>b. Player’s Registration (MAAD \$10, Host \$15)</li> <li>c. Fan’s Registration</li> <li>d. Student’s Registration</li> </ol> </li> </ol>	\$10.00 \$25.00 \$10.00 \$5.00
<ol style="list-style-type: none"> <li>3. BASKETBALL FEES FOR CLUBS AND INDEPENDENT TEAMS               <ol style="list-style-type: none"> <li>a. Club Team Entry Fees (to MAAD)</li> <li>b. Independent Team Entry Fee (to MAAD)</li> <li>c. Independent Team – Refundable Security Deposit</li> <li>d. MAAD Host Bid Deposit</li> <li>e. Liability Insurance/Sanction Fee (to USADB for Regional Tournament)</li> <li>f. MAAD Tournament Fee (\$50 per team up to 10 teams)</li> </ol> </li> </ol>	\$75.00 \$275.00 \$100.00 \$500.00 \$300.00 \$500.00
<ol style="list-style-type: none"> <li>4. BASKETBALL FINES               <ol style="list-style-type: none"> <li>a. Improper Uniforms</li> <li>b. Improper Numbers/Names</li> <li>c. After 90 days, host’s financial report until bid deposit runs out</li> <li>d. Host’s per missed monthly report</li> <li>e. Late/additional signees (per players)</li> </ol> </li> </ol>	\$100.00 \$100.00 \$100.00 \$25.00 \$30.00
<ol style="list-style-type: none"> <li>5. SOFTBALL FEES AND DUES FOR INDIVIDUALS               <ol style="list-style-type: none"> <li>a. MAAD Required Fees</li> <li>b. Player’s Registration (MAAD \$10, Host \$15)</li> <li>c. Fan’s Registration</li> <li>d. Student’s Registration</li> <li>e. Delegates</li> </ol> </li> </ol>	\$10.00 \$25.00 \$10.00 \$5.00 \$15.00
<ol style="list-style-type: none"> <li>6. SOFTBALL FEES FOR CLUBS AND INDEPENDENT TEAMS               <ol style="list-style-type: none"> <li>a. Club Team Entry Fees (to MAAD)</li> <li>b. Independent Team Entry Fee (to MAAD)</li> <li>c. Independent Team – Refundable to Security Deposit</li> <li>d. MAAD Host Bid Deposit</li> <li>e. Liability Insurance/Sanction Fee (to Naad for Regional Tournament)</li> <li>f. MAAD Tournament Fee (\$50 per team up to 10 teams)</li> </ol> </li> </ol>	\$300.00 \$475.00 \$100.00 \$500.00 \$300.00 \$500.00
<ol style="list-style-type: none"> <li>7. SOFTBALL FINES               <ol style="list-style-type: none"> <li>a. Improper Uniforms</li> <li>b. Improper Numbers/Names</li> <li>c. After 90 days, host’s financial report until bid deposit runs out</li> <li>d. Host’s per missed monthly report</li> <li>e. Late/additional signees (per players)</li> </ol> </li> </ol>	\$100.00 \$100.00 \$100.00 \$25.00 \$25.00

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<ol style="list-style-type: none"> <li>8. OTHER SPORTS FEES AND DUES FOR INDIVIDUALS               <ol style="list-style-type: none"> <li>a. Player’s Registration</li> <li>b. Fan’s Registration</li> </ol> </li> </ol>	\$5.00 \$5.00
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c. Student's Registration	\$2.50
9. OTHER SPORTS FEES FOR CLUBS	
a. Club Membership (application NSO)	\$25.00
b. Club Team Entry Fee	\$75.00
c. MAAD Tournament Fee for each team	\$100.00
10. OTHER SPORTS FINES:	
a. Improper Uniforms	\$100.00
b. Improper Numbers/Names	\$100.00
11. OTHER INCOME FOR MAAD	
a. Transportation	\$600.00
i. Elected Officers' 50% (Basketball)	
ii. Elected Officers' 50% (Softball)	
iii. Elected Officers' 50% (Other Sports)	
b. Interests	
i. NOW Checking Account	100.00
ii. Merrill Lynch	900.00

### B-3 MAAD GENERAL EXPENSES

1. MAAD CLUB MEMBER/REGION FEES	
a. NSO – Region Membership (applicable to each NSO)	\$100.00
2. MAAD BASKETBALL EXPENSES	
a. Liability Insurance/Sanction Fee (USADB for Regional Tournament)	\$350.00
b. MAAD Champion Fund for each division	\$1,000.00
c. MAAD Runner-Up Fund for each division	\$500.00
d. Head Statistician (each)	\$75.00
e. MAAD Elected Officers' expenses (each)	
1. Copy/Print	\$50.00
2. Postages	\$50.00
3. Supplies	\$10.00
4. Transportation	\$1,500.00
5. Lodging	\$1,500.00
f. Host Tournament Bid Deposit Refunded (each)	\$500.00
g. Independent Team – Security Deposit Refunded (each)	\$100.00
3. MAAD SOFTBALL EXPENSES	
a. Liability Insurance/Sanction Fee	\$275.00
b. MAAD Champion Fund for each division	\$1,000.00
c. MAAD Runner-Up Fund for each division	\$500.00
d. Head Statistician (each)	\$75.00
e. MAAD Elected Officers' expenses (each)	
1. Copy/Print	\$150.00
2. Postages	\$150.00
3. Supplies	\$100.00
4. Transportation	\$1,000.00
5. Lodging	\$1,000.00
6. Host Tournament Bid Deposit Refunded (each)	\$500.00
7. Independent Team – Security Deposit Refunded (each)	\$100.00
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4. MAAD OTHER EXPENSES	
a. Representative to naaD meetings	
1. Lodgings	\$900.00
2. Transportation	\$1,000.00
3. Registration	\$140.00
4. Miscellaneous	\$100.00



<ul style="list-style-type: none"> <li>b. Site Inspection (both regional sports) <ul style="list-style-type: none"> <li>1. Lodgings</li> <li>2. Transportation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>\$100.00</li> <li>\$500.00</li> </ul>
<ul style="list-style-type: none"> <li>c. Public Relations (annual) <ul style="list-style-type: none"> <li>1. Advertisements</li> <li>2. Awards</li> <li>3. Donations</li> <li>4. Webmaster (per year)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>\$150.00</li> <li>\$350.00</li> <li>\$100.00</li> <li>\$75.00</li> </ul>
<ul style="list-style-type: none"> <li>d. Miscellaneous <ul style="list-style-type: none"> <li>1. Special Program</li> <li>2. Secretary of State</li> <li>3. Bond Insurance</li> <li>4. Office Equipment</li> <li>5. Web Domain</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>\$500.00</li> <li>\$15.00</li> <li>\$100.00</li> <li>\$200.00</li> <li>\$80.00</li> </ul>

REVISIONS

This document can be revised only by the Board of Delegates at the Annual Meeting.

## GENERAL TOURNAMENT RULES AND REGULATIONS

### PLAYER AND TEAM ELIGIBILITY

SECTION 1: QUALIFICATIONS OF PLAYERS – Any player who wishes to play in a competition or tournament of the MAAD must satisfy the following requirements:

- A. Proof of being Deaf, or in specific sports, proof of being a CODA (Child of Deaf Adults), be submitted to the Tournament Director before or during the Players Council Meeting, in one of the following forms:
  - 1. An audiogram (official hearing test report, performed and signed by a state-certified or state-licensed audiologist) showing a hearing loss of 55 decibels (db) or greater in both ears; A softball player shall have a hearing loss of 55 db or greater in the worse ear to be eligible according to National Softball Association of the Deaf Rules & Regulations.
  - 2. transcripts (which may be in the form of report cards, diplomas or other state recognized documents) from a recognized residential;
  - 3. proof of participation, including year and sport played, as a player in any World Championship for the Deaf or Deaflympics, or
  - 4. Obtain proof of CODA only a birth certificate showing the name of a deaf parent and proof of the parent's deafness through any of the other proof listed in this section.
- B. At least eighteen (18) years of age at the time of registering;
- C. Proof of high school graduation or GED completion;
- D. Not currently playing in a collegiate and/or professional sport at the time of the MAAD tournament;
- E. Play for only one (1) team in each respective tournament (allow to play men's/coed's or women/co-ed's);
- F. Proof of membership in a bona-fide MAAD Club Member or an Independent Team Member.

Failure to do so shall be ineligible to participate in the tournament.

SECTION 2: QUALIFICATIONS OF COACHES, MANAGERS, and TEAM STATISTICANS – There shall not be any requirement that coaches, managers, or team statisticians to be deaf or not deaf.

SECTION 3: TEAMS PER CLUB – Each Club Member may submit more than one team to participate in any tournament, provided that each team meets the requirements imposed by the Player Council for that Tournament. No player on any Club Member Team or Independent Team Member may switch from one team to another even if the two teams are representative of the same Club Member or the same Independent Team Member.

SECTION 4: INDEPENDENT TEAMS – An independent team seeking to participate in any sport competition shall send a team registration form with a list of the eligible players and coaches/managers, along with a money order or cashier's check, to be received by the MAAD Treasurer by the registration deadline. Independent Teams shall be subject to higher fees to participate in MAAD tournaments.

## RULES AND REGULATIONS

SECTION 1: GENERAL RULES OF TOURNAMENT – The conditions of competition, and the rules governing any and all athletic Tournaments sponsored by the MAAD, shall be as prescribed in the Rules and Regulation of the applicable naaD.

- A. TEAMS – Any team seeking to participate in a MAAD Tournament submits its official MAAD/naaD Players' Registration forms to the MAAD shall be considered as having declared its intention of entering the Tournament.
- B. ELIGIBILITY FOR NATIONAL TOURNAMENTS -- Each team that is within the MAAD region is required to play in the MAAD Tournament before any such team can enter the National Tournament. Failure to play in the MAAD Tournament prior to the National Tournament shall result in an automatic suspension and ineligibility to play in the National Tournament.
- C. TEAM WITHDRAWAL AND PENALTY –
  - 1. A team that has already submitted a roster with the names of its players but seeks to withdraw from participating in any MAAD tournament shall be fined
  - 2. The team shall pay such a fine to MAAD or the Host Club no later than sixty (60) days after the end of the Tournament.
  - 3. Failure to pay the fine shall result in an indefinite suspension until such fine is paid in full.
- D. TOURNAMENT BRACKET – The MAAD Tournament Director shall have copies of the designed tournament brackets, based on the number of the registered teams.
- E. SEEDING AND PAIRING – The seeding and pairing of teams shall be done according to applicable national sports association rules and regulations (such as the NCAA), and shall be based on the results of the previous year's Tournament. Once the pairings are set, they may not be altered.
  - 1. The MAAD Tournament Director shall have live-draw teams for both basketball and Softball two weeks prior to the tournament.
- F. PRIZE – Championship and runner-up teams shall receive money prize established in the Fiscal Policies.
- G. Any player/fan is subject to any misconduct with chemical-based drugs or illegal substances during any MAAD event shall be automatically banned from the premises and further suspended from MAAD for one year or more and will report to all national organization's suspension lists.

## REVISIONS

This document may be revised only by the Board of Delegates at the Annual Meeting.

## BASKETBALL RULES AND REGULATIONS

- A. DATES OF TOURNAMENT –MAAD Basketball tournaments shall be held annually at the end of March, although another date may be permitted;
- B. NAME OF TOURNAMENT – MAAD Basketball tournaments shall be promoted as the “MAAD William N Fraser Memorial Regional Basketball Tournament.”
- C. NATIONAL AFFILIATION – The current basketball naaD is the United States of America Deaf Basketball (USADB).
- D. MEETING DATE – The MAAD Basketball Player Council meeting shall coincide with the MAAD Basketball Tournament.
- E. DEADLINE DATE – TEAM ENTRY AND PLAYERS’ REGISTRATION – Team entries and player registration shall be mailed by priority mail with delivery confirmation and postmarked no later than February first of each year. No team or player shall be permitted to register after the deadline date.
- F. ARENA REQUIREMENTS/RECOMMEDANTIONS –  
For the basketball tournament, there shall be at least two (2) regulation sized basketball courts.
  - 1. Requirements:
    - a. hardwood floor and/or rubber floor, not less than 94’ x 50’ in size;
    - b. good lighting;
    - c. scoreboard; and
    - d. three-point arc;
    - e. table for head statistician and scorekeepers.
  - 2. Recommendation:
    - a. 35-second shot clock; and
    - b. Locker(s) and/or dressing rooms for teams.
- G. SCHEDULE OF GAMES – The MAAD Tournament Director and the Tournament Host Committee shall be responsible for the scheduling of games. Games shall be scheduled to begin no earlier than 4:00 p.m. Friday, and proceed through all of Saturday, with the final game to take place on Saturday before the Awards Ceremony.
- H. NUMBERS OF TEAMS IN EACH DIVISION –
  - 1. Balanced Pool - Seven (7) teams or less in a tournament shall play 2 games each in the balanced pool set up to determine the final round match-ups.
  - 2. Bracket Play - Eight (8) teams or more in a tournament shall play 3 guaranteed games each in the bracket play.
  - 3. No new team can be seeded in a basketball tournament.
- I. TOURNAMENT HALF-TIME – Half Time (with the clock stopped on all game functions, fouls, free throws, and dead balls) shall be as follows:
  - 1. Championship flight games: twenty (20) minutes; women are ten (10) minutes per quarter.
  - 2. Consolation flight games: sixteen (16) minutes; women are eight (8) minutes per quarter.
  - 3. Overtime games: five (5) minutes.
- J. REFEREES – Each game shall be officiated by at least two (2) registered official referees. The Tournament Host Committee must make an agreement/contract with referees after receiving notification from Tournament Director on number of teams and games for the Tournament that they shall adhere to all MAAD Basketball Players Council rules and regulations with no exceptions.
- K. SCOREKEEPERS – The Tournament Director shall be the supervisor to oversee the appointed, qualified scorekeepers and spotters.
  - 1. Each scorekeeper and spotters shall be paid ten dollars (\$10) per game.
  - 2. This cost shall be the responsibility of the Tournament Host Committee, and

3. The Scorekeepers' responsibility shall be to compute all statistics for all of the game.
- L. TOURNAMENT EQUIPMENT –
1. BASKETBALLS – The Tournament Host Committee shall furnish sufficient official NCAA basketballs. Brand new basketballs shall be “broken-in” if possible, by using them a few times before the MAAD Tournament.
- M. ELIGIBLE TEAMS/REGISTERED PLAYERS –
1. To enter the MAAD Basketball Tournament, a team roster must have at least eight (8) with a maximum of fifteen (15) registered members including the players and coaching staff (coaches, managers, and statisticians) on official MAAD/naaD registration form.
  2. A minimum of five (5) players shall be allowed on the floor at the beginning of the game.
  3. At the MAAD Basketball Tournament, a team shall not have more than twelve (12) players on its line-up.
  4. Free Agent (FA): Maximum of two (2) FAs will be allowed from outside of MAAD to sign with a team.
  5. During the progress of any games, only those listed on the team roster may occupy their bench.
  6. Allow one (1) CODA female player from within MAAD region to play on a women's team.
  7. Any late signers/additional players will be assessed \$30.00 fee with proof of audiograms/diplomas prior to the Players Council Meeting.
- N. UNIFORMS – Uniform and jersey numbers shall be according to applicable naaD regulations.
1. number no less than six (6) inches in size on the back of jersey,
  2. number no less than four (4) inches in size on the front of jersey,
  3. numbered jersey of the same colors and shorts of the same colors,
  4. lists the players and their correct jersey numbers, and such information should be the same as what is recorded on the program books and/or the MAAD/naaD registration form(s),
  5. As mandated by the NCAA Guide, only these jersey/uniform numbers may be used: 00, 0, 1, 2, 3, 4, 5, 10 through 15, 20 through 25, 30 through 35, 40 through 45 and 50 through 55, and
  6. Should any team fail to meet any requirement for an MAAD tournament, the team shall be required to pay any relevant fine.
- O. GAME REGULATIONS – The games, other than specified in these rules and regulations, shall be played according to the national authority such as is provided in the Official NCAA Guide of Basketball Rules and Regulations.
- P. RECORDS OF BASKETBALL TOURNAMENT – Copies of all game records shall be turned over to the MAAD Hall of Fame Committee after the Tournament.
- Q. HALL OF FAME CEREMONY – The Hall of Fame Committee Chair shall serve as the Chief Officiator during the annual MAAD Hall of Fame Ceremony, which takes place during Award ceremony.
- R. AWARDS – A system/formula shall be used to determine award winners:
1. Performance in two (2) or more games.
  2. An individual's statistic includes:
    - a. scoring;
    - b. defense; plus
    - c. Attitude and sportsmanship.
  3. Individual awards for each gender include:
    - a. One (1) Most Valuable Player (MVP);
    - b. Ten (10) All-Stars for 5 or more teams participating; (or) five (5) All-Stars for 4 or less teams participating.
    - c. One (1) Individual Sportsmanship;

- d. One (1) Top Scoring Average;
  - e. One (1) Top Rebound Average;
  - f. One (1) Top Assist Average;
  - g. Coach of Tournament
4. Team awards for each gender include:
- a. Championship (1st);
  - b. Runner-up (2nd);
  - c. Third (3rd); and
  - d. Team Sportsmanship.

#### REVISIONS

This document may be revised by the Basketball Players Council at any time which shall be submitted to the Board of Delegates for ratification at the next Annual Meeting.

## **SOFTBALL RULES AND REGULATIONS**

- A. DATES OF TOURNAMENT – Softball tournaments shall be held annually at any time between the first (1st) weekend of June and fourth (4th) weekend of July, although another date may be permitted.
- B. TOURNAMENT NAME – the softball tournament shall be promoted as the “MAAD John L. Buckmaster Memorial Softball Tournament.”
- C. NATIONAL AFFILIATION – The current softball naaD is the National Softball Association of the Deaf (NSAD).
- D. OFFICIAL AUTHORITY – The official authority for the rules of softball and coed softball at the tournaments shall be chosen by the Tournament Host Committee from the following:
  - 1. American Softball Association (ASA); or
  - 2. National Softball Association (NSA); or
  - 3. United States Slo-Pitch Softball Association (USSSA); or
  - 4. International Softball Association (ISA).
- E. MEETING AND TOURNAMENT DATE – The MAAD Softball Player Council meeting shall coincide with the MAAD Softball Tournament.
- F. DEADLINE DATE – TEAM ENTRY AND PLAYERS’ REGISTRATION – Team entries and player registration for the Softball Tournament and Coed Softball Tournament shall be mailed to MAAD by priority mail with delivery confirmation and postmarked no later than 30 days prior to MAAD’s Softball Tournament. The same information must be mailed in like manner to NSAD by the deadline imposed by NSAD. No team or player shall be permitted to register after the deadline date except under certain circumstances to be determined by the Softball Player Council.
- G. FIELD REQUIREMENTS –

The field to be used for the softball tournament shall have four (4) or more softball diamonds. MAAD will follow the park’s official authority field specifications.

  - 1. Requirements of each field shall have:
    - a. a permanent backstop;
    - b. b e t w e e n 65 and 70 feet base;
    - c. between 50 and 55 feet pitching;
    - d. an outfield fence with a minimum radius of 275 feet;
    - e. a maximum radius of 325 feet of home plate fence;
    - f. and tables for scorekeepers
  - 2. Table for head statistician.
- H. SCHEDULE OF GAMES – The MAAD Tournament Director and the Tournament Host Committee shall be responsible for the scheduling of games, subject to the following:
  - 1. Round Robin games shall be played on Friday,
  - 2. The tournament shall be based on round robin and double elimination (guaranteed 4 games).
  - 3. All games shall go to the 7th inning, unless a team is leading by fifteen (15) runs in the 5th inning within one (1) hour and fifteen (15) minutes.
  - 4. Championship games – a team leading by fifteen 15 runs after the 5th inning.
  - 5. “Forced” championship games (each team has one loss) shall go to 7th inning.
  - 6. In case of game canceled due to inclement weather after 4th inning, the leading team shall be declared the winner.
  - 7. In case of game(s) canceled due to inclement weather, the highest seeded team in the winning flight shall be declared the champions.
  - 8. A courtesy foul will be allowed.
- I. UMPIRES – Games shall be officiated by registered official umpires.

1. The round robin and bracket games shall have at least one (1) umpire for the softball tournament.
  2. The Championship game shall have two (2) umpires for the softball tournament.
  3. The Tournament Host Committee must make an agreement/contract with umpires after receiving notification from Tournament Director on number of teams and games for the Tournament that they shall adhere to all MAAD Softball Council rules and regulations with no exceptions.
- J. SCOREKEEPERS – Tournament Director shall be the supervisor to oversee the appointed, qualified scorekeepers.
1. Each scorekeeper shall be paid equivalent to the umpire rate per game.
  2. The cost shall be the responsibility of the Tournament Host Committee, and
  3. Scorekeepers' responsibility shall be to complete the statistic of the game.
- K. TOURNAMENT EQUIPMENT –
1. SOFTBALLS – The Tournament Host Committee shall furnish sufficient official restricted flight softballs. Based on the number of teams registered, MAAD Tournament Director informs to the Tournament Host Committee on numbers of balls needed for the tournament.
  2. FACE MASK – The teams are required to bring and wear face mask for pitchers.
- L. ELIGIBLE TEAMS/REGISTERED PLAYERS FOR SOFTBALL TOURNAMENT:
1. To enter the MAAD Softball Tournament, a team shall have at least twelve (12) registered players with a maximum of twenty (20) registered players including the coaching staff, on official MAAD/naaD registration form.
  2. A minimum of nine (9) players is required to be allowed on the field.
  3. At the MAAD Softball Tournament, a team shall not have more than sixteen (16) players on its line-up.
  4. During the progress of any game, only the team's player line-up, manager(s), coach(s) and team statistician(s) may occupy its dugout.
  5. A player who is not deaf but a "CODA" shall be permitted to play, according to NSAD's regulations subject to the following:
    - a. Men's Team: one (1) allowed
    - b. Women's Team: two (2) allowed
  6. Any late signers/additional players will be assessed \$25.00 fee prior to the Players Council Meeting.
- M. ELIGIBLE TEAMS/REGISTERED PLAYERS FOR COED SOFTBALL TOURNAMENT:
1. To enter the MAAD Softball Tournament, a team shall have at least six (6) males and six (6) female registered players with a maximum of twenty (20) registered players including the coaching staff, on official MAAD/naaD registration form
  2. Minimum of ten (10) players shall be allowed on the field.
  3. A team shall not have more than sixteen (16) players on its lineup.
  4. At least four (4) male and five (5) female players must be in the lineup at all time (six and six if additional hitter is used),
  5. Male and female players must be in the alternate batting order,
  6. When a male batter receives a base on balls or intentional walk, he shall be awarded second base with the next female batter choosing the option to walk or bat on two (2) outs only,
  7. In the event of less than ten (10) players, there shall have a few options to be determined at Players' Council and/or Softball Council meeting(s):
    - a. If four (4) males and five (5) females on the line-up, the 10th batter in the line-up is automatically out.
    - b. The five (5) males and four (4) females are not allowed.
    - c. If team ends up with five (5) males and four (4) women due to injury(ies), with automatic one out instead of forfeiting the game.



- d. CODA shall be permitted to play, according to NSAD's regulations, provided that one (1) male CODA and two (2) female CODA are allowed.
8. Any late signers/additional players will be assessed \$25.00 fee prior to the Players Council Meeting.
- N. UNIFORMS – Uniform and jersey number requirements shall be according to applicable naaD regulations.
  1. number no less than six (6) inches in size on the back of jersey,
  2. numbered jersey of the same colors,
  3. Men, Women and Coed shall have the option to wear headwear or not.
  4. lists the players and their corrected jersey numbers, the same as on program book and/or MAAD/naaD registration form(s)
  5. Should any team fail to meet the requirements of a MAAD Tournament, the team shall be required to pay a fine in the amount determined by the Fiscal Policies.
- O. GAME REGULATIONS – Game regulations, other than specified in these rules and regulations, shall be as by the national authority.
- P. RECORDS OF SOFTBALL TOURNAMENT – Copies of all game records shall be turned over to the MAAD Hall of Fame Committee after the Tournament.
- Q. HALL OF FAME CEREMONY – The Hall of Fame Committee Chair shall serve as the Chief Officiator during the annual MAAD Hall of Fame Ceremony, which takes place during Award ceremony.
- R. AWARDS – A system/formula shall be used to determine award winners:
  1. Performance in three (3) or more games and ten (10) or more at plate appearances.
  2. An individual's statistics will include:
    - a. runs batted in;
    - b. fielding;
    - c. runs;
    - d. and errors; plus
    - e. Attitude and sportsmanship.
  3. Individual awards for each gender shall include:
    - a. One (1) Most Valuable Player (MVP) [one of each gender for Coed teams];
    - b. Ten (10) All-Stars [five of each gender for Coed teams];
    - c. One (1) Individual Sportsmanship [one of each gender for Coed teams];
    - d. One (1) Runs Batted In (RBI) Champion [one of each gender for Coed teams];
    - e. One (1) Batting Average (BA) Champion [one of each gender for Coed teams].
  4. Team awards based for each gender [one team award for Coed teams]:
    - a. Championship (1st);
    - b. Runner-Up (2nd); and
    - c. Third (3rd);
    - d. Team Sportsmanship; and
    - e. Manager of Tournament.

## REVISIONS

This document may be revised by the Softball Players Council at any time which shall be submitted to the Board of Delegates for ratification at the next Annual Meeting.

## **VOLLEYBALL RULES AND REGULATIONS**

### **SECTION 1 VOLLEYBALL PLAYER COUNCIL –**

#### **A. PURPOSE – To:**

1. Adopt MAAD Volleyball Tournament Rules and Regulation, and
2. Hold a MAAD-sponsored Volleyball Tournament annually.
3. The Host Club may set other dates subject to MAAD Board of Delegates' approval.

#### **B. NATIONAL AFFILIATION**

#### **C. NATIONAL AUTHORITY**

#### **D. TOURNAMENT DATE**

#### **E. DEADLINE FOR TEAM ENTERS AND PLAYERS' REGISTRATION**

#### **F. HOST CLUB TOURNAMENT CHAIR**

#### **G. RULES AND REGULATIONS**

#### **H. GAME REGULATIONS (NATIONAL AUTHORITY)**

#### **I. RECORDS OF THE TOURNAMENT**

#### **J. RECOGNITION**

#### **K. AMENDMENTS**

### **REVISIONS**

This document may be revised by the Volleyball Players Council at any time which shall be submitted to the Board of Delegates for ratification at the next Annual Meeting.

## **TOURNAMENT DIRECTOR GUIDELINES**

The Tournament Director shall have the following duties:

- A. Chair the Players Council meetings;
- B. Visit the tournament locations at least one year prior to Tournament date for the purpose of inspecting and approving plans, prices, and other arrangements;
- C. Provide official MAAD scorebooks;
- D. Serve as the liaison between MAAD Member Clubs and the appropriate naaD for player registration forms after receiving forms from the MAAD Treasurer;
- E. Appoint and supervise;
  - a. Qualified scorekeepers and spotters to complete the record of the games, and
  - b. Up to two (2) statisticians for tabulation of Tournament statistics; and
  - c. three (3) people to serve on the Tournament grievance committee before the tournament begins
- F. Report all records and statistics to the secretary of each Club Member and to all members of the Executive Board no later than ninety (90) days after each MAAD tournament;
- G. Maintain regular communications between MAAD and Tournament Committee from the time of initial tournament planning until the completion of the assigned tournament;
- H. Ensure all rules and regulations, policies and bylaws are followed at each tournament; and
- I. Perform other duties of the office, as assigned by the MAAD Executive Board.

## **REVISIONS**

This document may be revised only by the Board of Delegates at the Annual Meeting.

## TOURNAMENT HOST GUIDELINES

SECTION 1: TOURNAMENT HOST – MAAD reserves the right to host all official regional tournaments. At the Annual Meeting the Board of Delegates may choose to invoke the host club bidding process outlined in this document.

### SECTION 2: HOST CLUB BIDDING PROCESS –

- A. BID PROCESS DATE – Any Club Member may bid to host a Tournament up to four (4) years in advance of the anticipated date of the Tournament. Each such bid shall be by letter from the Secretary of the Club Member and addressed to the MAAD Secretary. The bid shall include a deposit in the amount as specified in the Fiscal Policies.
- B. SELECTION – Selection of the Tournament Host Club shall be by a majority vote at the Annual Meeting of the MAAD Board of Delegates. The selected MAAD Tournament Host Club shall, through its Officers, sign a CONTRACT AND SECURITY AGREEMENT with the MAAD Executive Board.
- C. HOST CLUB TOURNAMENT CHAIR – The duties of the Host Club Tournament Chair shall begin at the MAAD Board of Delegates Annual Meeting the year prior to the Tournament and end at the conclusion of the MAAD Board of Delegates Annual Meeting in the year of the Tournament.
- D. REFUND OF DEPOSIT FOR UNSUCCESSFUL BIDS – The bid deposit will be refunded in entirety to any unsuccessful bidders.
- E. REFUND OF DEPOSIT FOR SUCCESSFUL BIDS AFTER COMPLETION – The bid deposit made by a successful bidder to be the Tournament Host Club shall be refunded to that Tournament Host Club only when:
  - 1. the Host Club has executed all requirements of the Tournament CONTRACT AND SECURITY AGREEMENT to the satisfaction of the MAAD Executive Board; and
  - 2. the Host Club has sent a team to participate in tournaments of the sport being hosted as follows:
    - a. the tournament hosted by the Host Club.
- F. WITHDRAWAL OF TOURNAMENT HOST CLUB – A Tournament Host Club that seeks to withdraw from hosting the Tournament may do so without penalty if the withdrawal is properly made within one hundred and twenty (120) days after being selected. Withdrawal is properly made when the Secretary of the Host Club submits a formal letter of withdrawal to the MAAD Secretary and the MAAD Tournament Director. If a Host Club makes its withdrawal request after the one hundred and twenty (120) day deadline, the Club shall:
  - a. forfeit the bid deposit, and
  - b. be barred from bidding at any MAAD Tournament for five (5) years from the date of withdrawal.
- G. VACANCY – Should any Tournament Host Club withdraw, the MAAD Secretary shall immediately notify all MAAD Club Members of the vacancy and solicit bids. If no bids have been received within thirty (30) days, MAAD shall host the tournament.

### CONTRACT AND SECURITY AGREEMENT

This Contract and Security Agreement is between the Midwest Athletic Association of the Deaf (hereinafter referred to as “MAAD”) and Tournament Host.

MAAD and the Tournament Host are entering into this Contract and Security Agreement to ensure that the MAAD Tournament is a successful event for both parties. In consideration of MAAD providing the opportunity to host the MAAD Tournament, the Tournament Host agrees to the following conditions:

- A. APPOINTMENT, REQUIREMENTS, AND RESPONSIBILITIES OF TOURNAMENT HOST-
1. Within thirty (30) days of executing this Contract and Security Agreement, the Tournament Host will appoint or elect a Tournament Host Chair.
  2. Immediately upon appointing or electing the Tournament Host Chair, the Tournament Host shall notify the MAAD Secretary with the Tournament Host Chair's name, mailing address, e-mail address, and all other contact information (including but not limited to videophone number(s), phone number(s), fax number(s)).
  3. The Tournament Host Chair must be a member in good standing of the Club Member that is the Tournament Host.
  4. The MAAD Tournament Director shall serve as the chair of Tournament Host Committee beginning in the year preceding the Tournament and ending with the conclusion of the Tournament.
  5. The Tournament Host Chair shall work closely with the MAAD Tournament Director at all times.
  6. Beginning six (6) months before the Tournament for which he/she serves as the Host Chair, the Tournament Host Chair shall submit to the MAAD Executive Board at least four (4) monthly reports before the tournament with the host's discretion that shall outline the progress towards hosting the Tournament, all plans for the Tournament, and all information regarding the facilities for the Tournament, and shall submit a flyer to Executive board for the final review before distribution.
- B. TOURNAMENT REQUIREMENTS –
1. The Tournament Host agrees to select a suitable facility as the Tournament Headquarters, and the facility shall include:
    - a. A reception area, meeting rooms, and conference rooms for all necessary MAAD activities;
    - b. A large meeting room arranged classroom style to be used for MAAD Board of Delegate and Players Council meetings;
    - c. Appropriate space for the Awards Ceremony as determined by the Players Council;
    - d. Provision in all meeting rooms of all appropriate equipment and supplies (such as but not limited to: overhead and/or LCD projectors, overhead markers, screen, blackboard, chalk, paper); and
    - e. All necessary and appropriate telecommunications equipment to be provided at Tournament Headquarters as well as at the Tournament site.
    - f. Schedule the meeting rooms for Basketball Tournament as listed:
      - i. Thursday
        - 1:00 p.m. – 5:00 p.m. Executive Board Meeting
        - 7:00 p.m. – 9:00 p.m. Players' Council Meeting
        - 9:00 p.m. – 11:00 p.m. Delegates' Roundtable
      - ii. Friday
        - 8:00 a.m. – 3:00 p.m. Board of Delegates Meeting
    - g. Schedule the meeting room for Softball Tournament as listed:
      - i. Executive Board Meeting – flexible according to tournament schedule
      - ii. Player's Council Meeting – flexible according to tournament schedule
      - iii. Board of Delegates Meeting – flexible according to tournament schedule
  2. The Basketball and Softball Tournament Host agrees to provide lodging for all MAAD Elected Officers during the Tournament in which it is serving as host, with lodging to be provided in the form of rooms with two (2) double beds and each bed being provided for a MAAD officer at the Tournament Headquarters hotel. Lodging shall be provided for the duration of the Tournament and shall also include any stay needed to be present for meetings of the Board of Delegates, the applicable Players Council, and the Executive Board. The Tournament Host agrees to pay for 50% of

the cost of transportation (which may be either the air fare or the mileage cost) for all MAAD Elected Officers to travel from their respective home cities to the site of the Tournament. All of the expenses of Tournament Director and Hall of Fame Director will be covered by MAAD with the approval of MAAD Executive Board.

3. The Tournament Host agrees to pay the MAAD tournament fee which is \$500.00 providing that there are 10 or more teams registering in the tournament. If the number of teams participating is less than 10, the fee would be \$50.00 per team.
4. The Tournament Host agrees to obtain the appropriate Officials, Umpires, or Referees for the Tournament as needed pursuant to the Tournament Rules and Regulations.
5. The Tournament Host agrees to prepare, produce, and distribute a Tournament Program Book at the time of the Tournament:
  - a. Program Book shall include the following:
    - i. Names of all players participating at the Tournament; and
    - ii. The correct jersey numbers of each player.
    - iii. OPTIONAL: the MAAD All-Time Tournament Records and Resumes;
    - iv. OPTIONAL: a historical listing of all MAAD Elected Officers; and
    - v. OPTIONAL: the previous year's Tournament results.
  - b. Distribute Program Book to the following:
    - i. Two (2) copies to Hall of Fame Director, and
    - ii. Fifteen (15) copies to President
6. The Tournament Host agrees to provide at its own cost all awards, with the exception of the MVP (Kenneth L. Meyer) awards through Omaha Association of the Deaf, the Team Sportsmanship (Arthur G. Nelson, Jr.) awards through Arthur Nelson's family member, and the Individual Sportsmanship (Michael Layton) awards through MAAD, and specified by the Tournament Rules and Regulations for the applicable sport. MAAD agrees to assume the cost for additional awards given in the event of ties. The Tournament Host agrees to put all awards on display during the Tournament.
7. The Tournament Host agrees that MAAD is not responsible for any bills incurred by the Tournament Host in the course of preparing for undertaking the Tournament.
8. The Tournament Host agrees to ensure that the accommodations (lodging and food needs) are suitable for all Club Members and Independent Team Members, and their teams. The Tournament Host agrees to obtain an optimal location and rates for such accommodations to be attractive to all Members, teams, players, fans and visitors.
9. The Tournament Host agrees to submit a full Financial Report of the Tournament within ninety (90) days after the conclusion of the Tournament to: all Club Members, the MAAD Executive Board, and all Past Presidents and Past Commissioners.

#### C. REGISTRATION REQUIREMENTS –

1. MAAD agrees to handle the registration of teams including the players and coaches/managers for the Tournament.
2. The Tournament Host agrees to handle the registration of all other persons attending any part or the entire Tournament, including all meetings, and games during the Tournament.
3. The Tournament Host agrees to use, for registration and tracking purposes, registration tags that are numbered consecutively in the order of tickets sold in each of the different registration fee categories with each category having its own color code.
4. The Tournament Host agrees to use official numbered MAAD Registration forms during the Tournament, and to maintain the forms for inspection by the MAAD Executive Board at any time during the tournament. At the completion of the

Tournament, the Tournament Host agrees to turn over all registration forms, whether used or not, to the MAAD Treasurer.

D. RATE & PASS REQUIREMENTS –

1. The Tournament Host agrees to register all persons at rates/fees set forth in the Fiscal Policies, and not charge any more or less, as follows:
  - a. Any person under the age of eleven (11) years old shall be registered without any registration fee;
  - b. Any person between the age twelve (12) years old and seventeen (17) years old shall register at the Student's Registration Fee;
  - c. Any person between the age eighteen (18) years old and fifty-four (54) years old shall register at the Fan's Registration Fee;
  - d. Any person age fifty-five (55) years old or older shall register at the Senior Citizen's Registration Fee.
2. The Tournament Host agrees to charge other non-refundable rates and costs, with the approval of the MAAD Executive Board (with recommendations from the MAAD Budget Committee) as follows:
  - a. Special Combo rates, including the full Registration fee, for the players and coaches/managers/team statisticians;
  - b. Special Combo rates for all delegates;
  - c. Combo rates for fans to all events consisting of:
    - i. Registration fee;
    - ii. Program book;
    - iii. Access to meetings; and
    - iv. Tournament games
3. The Tournament Host agrees collect MAAD required registration fee to the following –
  - a. Each MAAD Elected Officer;
  - b. Each MAAD Past President(s) or Past Commissioner(s);
  - c. Appointed Director(s); and
  - c. Current and Incoming Tournament Host Chairs.

E. TOURNAMENT HOST BID DEPOSIT –

1. The Tournament Host agrees that it has submitted a bid deposit of the amount established in the Fiscal Policies to be held by MAAD until all requirements of this Contract and Security Agreement are completed to the satisfaction of the MAAD Executive Board.
2. MAAD agrees to refund the bid deposit to the Tournament Host within thirty (30) days of the Tournament Host completing the following:
  - a. the Host Club has executed all requirements of this Contract and Security Agreement to the satisfaction of the MAAD Executive Board;
  - b. Submits four (4) monthly reports within six (6) months prior to tournament date to MAAD Executive Board, and Club Members via email, fax, or letter by the first Sunday of each month.
  - c. Submits financial report within ninety (90) days after the tournament. If financial report turns in late after 90 days, do monthly fine of \$100.00 until bid deposit is zero.
3. Fines, established in the Fiscal Policies, will be imposed for:
  - a. missed monthly report

In witness whereof, MAAD and the Tournament Host execute this Contract and Security Agreement, and in doing so, agree to be bound to all the terms and conditions included in this Contract and Security Agreement.

The contract shall be signed and dated with the following, original contracts two (2) to MAAD secretary and Member Host with copies to MAAD Commissioner.

- A. MAAD
  - 1. President
  - 2. Secretary
  - 3. Tournament Director
- B. Tournament Host Club
  - 1. President
  - 2. Vice-President
  - 3. Secretary

## TOURNAMENT HOST BUDGETARY GUIDELINES

### HOST GENERAL INCOME –

- 1. MAAD HOST BID DEPOSIT REFUND
- 2. TEAM FINE(S):
  - a. Withdraw from participating in MAAD Tournament for circumstance reasons
- 3. COMBO TICKETS:
  - a. Player's Combo
  - b. Fans' Combo
  - c. Delegates' Combo/Alternate Delegate's Combo
  - d. Senior Citizen's Combo (age 55 and up – effective in 2005)

### HOST GENERAL EXPENSES –

- 1. BASKETBALL FEES:
  - a. MAAD Host Bid Deposit
  - b. Liability Insurance/Sanction Fee
  - c. MAAD Tournament Fee
  - d. Registration Fee: Fans and Students
- 2. BASKETBALL EXPENSES:
  - a. Elected Officers' transportation
  - b. Elected Officers' lodging
  - c. Scorekeepers and Spotters
  - d. Referees' Fees
- 3. SOFTBALL FEES:
  - a. MAAD Host Bid Deposit
  - b. Liability Insurance/Sanction Fee
  - c. MAAD Tournament Fee
  - d. Registration Fee: Fans and Students
- 4. SOFTBALL EXPENSES:
  - a. Elected Officers' transportation
  - b. Elected Officers' lodging
  - c. Scorekeepers and Spotters
  - d. Umpires' Fees

## REVISIONS

This document may be revised only by Board of Delegates at the next Annual Meeting.



## HALL OF FAME GUIDELINES

SECTION 1: HALL OF FAME COMMITTEE – The Hall of Fame Committee shall have the following duties:

- A. Screen and prepare all nominations, handle all ballots, announce the results, and plan the annual Hall of Fame ceremony during the award ceremony at regional tournaments;
- B. Organize and maintain a complete and accurate file on all inductees, photographs of these inductees, and all other related materials;
- C. Keep in a safe place the records of all MAAD individual player statistics; and all official scorebooks, records, and result of all MAAD tournaments;
- D. Update history on the MAAD website;
- E. Gather and keep in a safe place all team pictures for MAAD albums/records; and
- F. Perform other duties of the office, as assigned by the MAAD Executive Board.

### GUIDELINES FOR HALL OF FAME AWARDS

SECTION 1: PURPOSE - To honor deaf individuals who have made outstanding, exceptional, worthwhile contributions to MAAD.

SECTION 2: COMPOSITION OF AND APPOINTMENT TO THE HALL OF FAME COMMITTEE

- A. The committee shall consist of the MAAD Hall of Fame Director as chair and up to five (5) persons who are themselves already members of Hall of Fame. MAAD Hall of Fame Director shall select these five (5) persons, with approval of MAAD Executive Board, based on the balanced geographical selection of MAAD regions. These five (5) committee members shall serve for a period of two (2) years, from May 1 to April 30.
- B. The Hall of Fame Committee members may not hold any office in MAAD.

SECTION 3: CRITERIA FOR SELECTIONS

- A. Candidates shall be elected for outstanding performance, integrity, sportsmanship, character, and leadership.
- B. There shall be no discrimination against candidates based on race, creed, religion, sex or geographical residence.
- C. Candidates must be inactive (retired) at least five (5) years and served MAAD for ten (10) years or more for Men and six (6) years for Women.
- D. There shall be a limit of six (6) inductees per year with at least one gender per year.
- E. Hall of Fame Director shall give a list of nominations leftover from previous years and any new possible nominations to the Hall of Fame Committee before September 1st.
- F. Hall of Fame Committee shall screen all nomination on the basis of the criteria; select not less than three (3) or more than ten (10) individuals who meet the highest standards.
- G. Hall of Fame Director shall prepare a summary of each nominee's qualifications and send to electors with the ballot before September 10th.
- H. There shall be at least one (1) nominee in each category: Athletics and Leadership.

SECTION 4: ELECTORS

- A. The Electors shall be the MAAD Executive Board and the Hall of Fame Committee for the total of eleven (11) ballots.

- B. The Hall of Fame Director shall receive all ballots from Electors by September 25th.
- C. Verification of Ballots: Ballots shall be counted and the tabulated results shall be sent to the five (5) members of Hall of the Fame Committee for verification. The Hall of Fame Director shall send copies of the ballots to any committee members when they request for it. The Hall of Fame committee must respond to the Hall of Fame Director regarding the verification of tabulations within five (5) days. The Hall of Fame Director then may announce results of the ballots by October 1st. After a period of six (6) months, the Hall of Fame Director shall destroy all the ballots received.

#### SECTION 5: POINTS

- A. Electors may vote up to four (4) candidates in each category on a scale of eight (8) points for first (1st) choice, five (5) points for second (2nd) choice, three (3) points for third (3rd) choice, and one (1) point for fourth (4th) choice. B. No minimum number of points is required for the election.
- C. The candidate(s) must receive the highest number of points to be elected to the Hall of Fame.

#### SECTION 6: HALL OF FAME CEREMONY

- A. It shall be the Hall of Fame Director's responsibility to ask an inductee who is eligible based on more than one sport to choose which event at which he/she will receive the award in the year of the induction. If the inductee cannot attend any event to receive the award, the Hall of Fame Director shall mail the plaque to the inductee at the address provided by the inductee.
- B. Inductee(s) shall be honored during the Basketball or Softball Tournament's Award Ceremony. Each inductee shall:
  - 1. receive an individual MAAD Hall of Fame plaque with their name engraved on them
  - 2. have his/her name engraved on appropriate MAAD permanent plaques and this shall be on display during the Award Ceremony.
  - 3. be given a complimentary combination ticket to the Basketball or Softball Tournament by the MAAD, and
  - 4. be given one night lodging by the MAAD, subject to the following rules:
    - a. each inductee needs to make his/her own reservation for the lodging to be reimbursed afterwards:
    - b. the inductee shall have his/her choice of lodgings but may only be reimbursed up to the amount established in the Fiscal Policies.
    - c. the inductee must submit, for reimbursement, the receipt for the lodging to the MAAD Treasurer by mail postmarked no later than fifteen (15) days after the tournament but may submit the receipt to the MAAD Treasurer in person by the end of the Tournament; and
    - d. no inductee may get any reimbursement without a hotel receipt that includes the inductee's name.

#### REVISIONS

This document may be revised by the Hall of Fame Committee with endorsement from the MAAD Executive Board which must be submitted to the Board of Delegates for ratification at the Annual Meeting.

**MAAD ORGANIZATIONAL DOCUMENTS CERTIFICATION**

Interim Vice President Amy Thompson (March 2019 – March 2020)

Date: May 1, 2019

Meeting Location: Faribault, Minnesota