

# PROTESTING A TEAM REGISTERED IN A PROVINCIAL CHAMPIONSHIP



All teams are expected to enter a playoff category which corresponds to their demonstrated team capability. It is Softball Alberta's responsibility to seek to achieve this result and have meaningful competition.

Teams that wish to challenge a team they believe has registered in a wrong division will contact the Softball Alberta Executive Director to lodge their protest by June 10.

## **The protest must include the following information:**

1. Protest Form
2. Documents to support your claim (*information on team's league play, tournament play, roster information for Provincials as compared to league/tournament play, previous year provincial category & results, etc*)
3. \$300 cheque or e-transfer for Protest Fee.

Upon receipt of a 'complete' Protest, the Executive Director will notify the team of the protest lodged against them by phone, followed up by an email that shall include a timeline as to when their supporting documentation must be filed within - *3 business days from official notification by Softball Alberta office.*

## **The response must include the following information:**

1. Response form
2. Justification Form - copy of justification form that was filed with team's Provincial entry
3. Documents to support your response (*information on league play, tournament play, roster information for Provincial as compared to league/tournament play, previous year provincial category & results, etc*)

Once all of this information is received:

1. The Executive Director will then notify the President, Director in charge of Discipline, and District Organizers from the zones in question of the upcoming Protest.
2. The District Organizer or an appointed designate for the Zone in question, will be responsible to observe the performance of the team in question as well as the other teams entered in that category and interview coaches and other stakeholders.
3. The Executive Director will contact 5 individuals from the Softball Alberta membership to sit on the Protest Committee. These individuals can be Softball Alberta Board members or members of the General Membership. No one that is involved with either team and/or the Association that either team is registered through shall be a member of the Protest Committee.

4. The District Organizer and/or appointed designate will then forward their written evaluation report to the Executive Director.
5. Upon receipt of the complete documentation, the Executive Director shall forward the complete file to the following people:
  - a) President
  - b) Director in Charge of Discipline
  - c) District Organizer(s)
  - d) Protest Committee members
6. A date shall be set for the Protest Committee members to attend a zoom meeting. This meeting shall be chaired by the President. The decision in regards to the protest will be made by the five (5) Protest Committee members only.
7. The Protest Committee in consultation with the Director in Charge of the Discipline and District Organizer and/or an appointed designate will then have the responsibility to determine whether or not the team in question has been entered into the appropriate category of play.
8. Decision made by the Protest Committee will be made at least 10 days prior to the playoff dates of the suggested appropriate category and prior to July 1<sup>st</sup> of the current year.
9. Timeline for the zoom meeting:
  - a. Meet with the coach and one other representative from the team lodging the protest.
  - b. Meet with the coach and one other representative from the protested team.
  - c. Both coaches are to be available so that the committee members can ask any clarification questions. (Utilize break out rooms in Zoom)
  - d. Protest Committee members shall discuss the information presented and shall render their decision.  
The decision of the Protest Committee is **final**.
10. The Executive Director will notify both teams of the decision as well as the District Organizer(s) & Provincial Supervisor, if necessary, of the decision.

# PROVINCIAL CATEGORY PROTEST



All teams are expected to enter a playoff category which corresponds to their demonstrated team capability. It is Softball Alberta's responsibility to seek to achieve this result and have meaningful competition.

Teams that wish to challenge a team they believe has registered in a wrong division must contact the Softball Alberta Executive Director to lodge their protest at 780.461.7735. In addition to calling the office this form must be completed and email the Protest form along with all supporting documents to [michele@softballalberta.ca](mailto:michele@softballalberta.ca). These documents must be received by the Executive Director within 24 hours of the initial phone call. *Please note that we will let the 'protested against' team know who has filed the protest.*

DATE:

Your name:

Your team:

From what Town / City:

What provincial category has your team entered:

Daytime Phone:

Evening Phone:

Email:

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## 1. What team are you filing your protest against?

Team:

From what Town / City:

What provincial category has this team entered:

What provincial category do you feel this team should be entered in:

2. Please provide the rationale as to why you are protesting this team & the provincial category they entered?  
Attach as a separate document providing all this information.

3. Please provide the following documents / information to support your claim. (✓)

	Information on the team's league play results to date including the league name, league contact information and names of opposing teams in league
	Tournament results to date including scoresheets and teams played
	Game scores for this team vs. any of other teams entered in the same provincial category.
	Roster information for Provincials as compared to league/tournament play
	Previous year provincial category & results.

4. **Submit:** \$300.00 Protest Fee to [info@softballalberta.ca](mailto:info@softballalberta.ca)

Softball Alberta reserves the right to decline the Category protest request where incomplete or insufficient documentation has not been received or received past the deadline. Protest Fee will be refunded, if the application is incomplete or not accepted.

# PROVINCIAL CATEGORY RESPONSE



All teams are expected to enter a playoff category which corresponds to their demonstrated team capability. It is Softball Alberta's responsibility to seek to achieve this result and have meaningful competition.

Softball Alberta has received a protest against your team indicating that your team has entered a category that "does not correspond to the demonstrated team capability".

Please complete the following information along with all supporting documents required and email in to Softball Alberta - [michele@softballalberta.ca](mailto:michele@softballalberta.ca).

These documents must be received by the Executive Director within 3 business days from official notification by Softball Alberta office of the initial phone call from Softball Alberta.

DATE:

Your name:

Your team:

Daytime Phone:

Evening Phone:

Email:

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## 5. Please provide the following documents / information for your response: (✓)

	Justification Form - copy of justification form that was filed with your Provincial entry
	Information on your team's league play results to date including the league name, league contact information and names of opposing teams in league
	Tournament results to date including scoresheets and teams played
	Game scores for your team vs. any of other teams entered in the same provincial category.
	Roster information for Provincials as compared to league/tournament play
	Previous year provincial category & results.