

**Bylaws
of the
SOUTHEAST ATHLETIC ASSOCIATION OF THE DEAF,
INC. (SEAAD)**

**Established in 1947 at Spartanburg, South Carolina
Incorporated in 1987 at Nashville, Tennessee
2025**

Updated as February 20, 2025
Revised by SEAAD Vice-President Andrea Alston

PREAMBLE

We, the members of the SouthEast Athletic Association of the Deaf, Incorporated (SEAAD), a non-profit organization, do hereby adopt this Constitution in order to protect and promote the interest of its members included in this organization.

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CONSTITUTION

ARTICLE I – NAME

Section I.I This organization shall be known as the SouthEast Athletic Association of the Deaf, Inc. (hereafter referred to as this Association of the SEAAD)

Section I.II The association is incorporated under the Tennessee Nonprofit Corporation Act (TNCA).

Section I.III This organization is affiliated with the National Deaf Basketball Organization, Incorporated (NDBO).

Section I.IV Domain name of The SouthEast Athletic Association of the Deaf, Inc. shall be known as www.SEAAD.us for internet information.

ARTICLE II – OBJECTIVES

Section II.I To foster and improve athletics throughout its territory in accordance with the standards and under the rules prescribed by the National Deaf Basketball Organization (NDBO).

Section II.II. To protect and promote the mutual interests of its members.

Section II.III To institute, regulate, and reward athletic championships of this Association.

Section II.IV To select teams to represent this Association at the National tournaments.

ARTICLE III – AMENDMENTS

Section III.I Amendments to the bylaws shall be submitted in writing to the Chairperson of the Law Committee by members no later than January 1st. The passage of an amendment shall require two-thirds (2/3) of the vote or delegates to be present and voting. The Law Committee may also propose amendments. **(Charlotte, NC) (March 7, 2024)**

Section III.II The chairperson of the Law Committee will send copies of the proposed amendments to all SEAAD clubs at least thirty (30) days prior to any meeting of the Board of Directors.

Section III.III Amendment(s) proposed at the tournament meeting of the Board of Directors shall be referred to the Law Committee for action at the next tournament meeting of the Board of Directors.

Section III.IV Within 30 days of enactment, the chairperson of the Law Committee shall send to each member club a listing of all approved amendments.

Section III.V Law Committee shall recommend an effective date.

Section III.VI Effective Dates of Rules and Revisions

Section III.VI.I Effective Date.

Amendments or revisions to the Constitution, Bylaws, and Guidelines of the Association shall go into effect, after ratification by the Board of Directors Meeting, beginning May 1, unless otherwise ordained by the Board of Directors Meeting.

Section III.VII Updating and Printing of Revisions

Section III.VII.I Procedures

(A) Date and location of new amendments or revisions under articles or sections shall be required to print every year. Example: (city, state)(month/day/year)

(B) The revisions to the Constitution, Bylaws, and Guidelines of the Association shall be printed every year.

(C) The printed materials shall be sent or e-mailed to the Delegate at large, the Executive Board members, the members of the Law Committee, and the member clubs within 15 days of ratification.

(D) The Constitution, Bylaws, and Guidelines of the Association shall be placed on the Association's web page and updated within 15 days of any revisions. A printed copy shall be e-mailed to any full member including Delegate at large upon written or electronic mail request.

ARTICLE IV – PARLIAMENTARY PROCEDURE

Section IV.I Robert's Rule of Order, Newly Revised, and The Standard Code shall be referred to as the Parliamentary Authority of all meetings of the SEAAD.

Article V- TERRITORY

Section V.I The territory under the jurisdiction of this Association shall be composed of the states of Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee (except for the city of Memphis), Virginia (except for counties of Arlington, Fairfax, Prince Williams, and Loudoun), West Virginia and Puerto Rico.

ARTICLE VI – DISSOLUTION

Section VI.I In the event of the dissolution of this Association, all assets and monies shall be distributed to the State Association of the Deaf in the region of the SEAAD. The State Association of the Deaf shall be consisted of Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee, Virginia (except for counties of Arlington, Fairfax, Prince Williams, and Loudoun) and Puerto Rico.

End of Constitution

BYLAWS

ARTICLE 1 – MEMBERSHIP

Section 1.1 The membership of this Association shall be limited to bona fide clubs of the deaf affiliated with the NDBO.

Section 1.2 No school shall play in the SEAAD tournament unless it represents and is backed by a bona fide club of adult deaf members affiliated with the NDBO.

Section 1.3 A bona fide club shall have at least 15 members, a set of by-laws, hold regular meetings and elect a minimum of 3 officers to conduct the business of the club.

ARTICLE 2 – DELEGATES

Section 2.1 Every member club of this Association shall appoint one delegate and one alternate delegate to represent their member club at the meeting of the Board of Directors. The delegates and alternate delegates must be members in good standing of the member club. A representative shall not represent more than one club and another member club's team during the current SEAAD tournament.

Section 2.1.1 A team delegate representative must resident in the Southeast Region.

Section 2.2 The past President officers are entitled to be a delegate at large at the meeting of the Board of Directors.

Section 2.3 Delegates shall be fined for being late at a meeting of the Board of Directors. (Refer to Article 22 - Fines Section 22.7)

Section 2.4 The delegate's form must be handed to the Secretary at a meeting of the Board of Directors.

Section 2.5 Participating member clubs not represented by a delegate at the meeting of the Board of Directors shall be fined. (Refer to Article 22 - Fines Section 22.6)

ARTICLE 3 – MANAGEMENT

Section 3.1 The management of the affairs of this Association shall be vested in a Board of Directors composed of the club delegates, alternate club delegates, delegates at large, and the elected officers who shall have power to make such decisions as it deems necessary for the betterment of this Association.

Section 3.2 The Election of the Executive Board (Lithonia, GA 3/9/2023)

A) The odd-numbered year of the Election - The Board of Directors shall elect a President and a Treasurer to serve a two (2) year term starting as of July 1st of the odd-numbered year of the election and terminate on July 1st two years later. (Lithonia, GA 3/9/2023)

B) The even-numbered year of the Election - The Board of Directors shall elect a Vice-President and a Secretary to serve a two (2) year term starting as of July 1st of the even-numbered year of the election and terminate on July 1st, two years later. (Lithonia, GA 3/9/2023)

C) The four (4) year term of the Election for the Tournament Director - The Board of Directors shall elect a Tournament Director to serve a four (4) year term starting as of July 1st of the even-numbered year of the election and terminate on July 1st two years later. (Lithonia, GA 3/9/2023)

Section 3.3 The Executive committees shall be composed of the President, Vice- President, Secretary, Treasurer, and Tournament Director.

Section 3.4 Officer's Oath "I do solemnly swear that I will faithfully execute the office of SouthEast Athletic Association of the Deaf, and will do the best of my ability preserve, protect and defend the Constitution and By-Laws of the SouthEast Athletic Association of the Deaf, I do."

Section 3.5 No hearing person shall be permitted to run for any office of this Association.

Section 3.6 No alcohol beverages allowed in all meetings.

Section 3.7 The qualification of the candidates for the offices in this Association:

Each qualified candidate for President and Vice President shall be:

- (1)** natural-born citizen of the United States
- (2)** a resident in SEAAD region at least 2 continuous years
- (3)** At least two terms (4 years) of experience based on any officer positions of the SEAAD organization prior to the acceptance of the nomination
- (4)** a member of the SEAAD organization in good standing

Each qualified candidate for the remaining officer positions shall be:

- (1)** a resident in SEAAD region at least 2 continuous years
- (2)** at least 2 years of experience based on any officer positions or club delegate of the SEAAD organization prior to the acceptance of the nomination
- (3)** a member of the SEAAD organization in good standing

ARTICLE 4 - DUTIES AND POWER OF THE EXECUTIVE COMMITTEE

The Executive Committee shall in addition to the duties and powers elsewhere in these rules and regulations prescribed, have power and it shall be their duties.

Section 4.1 To admit to membership any club eligible under these rules and regulations applying thereof, they deem it proper.

Section 4.2 To return any regulation forms, delegate authorization forms, and/or membership applications that are found to be lacking information, to the member clubs for correction.

Section 4.3 To remove from office by a two-third (2/3) vote, any member of the Executive Committee who, by neglect of duty, or by conduct tending to impair usefulness as a member of such committee, shall be deemed to have forfeited his/her position on the committee.

Section 4.4 The office of any officer who moves or lives out of the SEAAD region for thirty (30) or more days shall be declared vacated and the vacancy shall be filled by the Executive Board.

Section 4.5 To fill any vacancies in the Executive Board occurring from any cause.

Section 4.6 To collect the dues and funds of this Association and to expand the same.

Section 4.7 To explain, define and interpret provisions of the Rules and Regulations of this Association upon request of a member club.

Section 4.8 Copies of all correspondence of official nature shall be sent to each member of the SEAAD Executive Board at all times. When the correspondence deals directly with the NDBO as well, the Administrative Board of that body shall also be included.

ARTICLE 5 - MEETINGS OF THE BOARD OF DIRECTORS

Section 5.1 The meeting of the Board of Directors shall be held on the eve of the tournament.

Section 5.2 The SEAAD Secretary shall send a notice and time for the meeting; the minutes of the previous meeting; an unaudited Treasurer's report; the officers' reports and brackets for the tournament to the officers of this Association and to all the member clubs fifteen (15) days prior to any meeting of the Board of Directors.

Section 5.3 The SEAAD Secretary shall send within 15 days including prior the annual national (NDBO) tournaments within approval of the SEAAD Executive Board for reviewing the Executive Board meeting minutes, the Coaches meeting minutes, the Board of Directors meeting minutes and the result of the tournament report to the delegates who were present.

Section 5.4 At the meeting of the Board of Directors, the order of business shall pertain only to subject of basketball depending on the type of the tournament held at the time of the meeting. The following shall be the order of business:

1. Call to Order
2. Roll call of Officers and Delegates
3. Report of the tournament host club chairperson
4. Report of the upcoming SEAAD tournament host club chairperson(s)
5. Report of the following year's tournament host club chairperson
6. Reading of minutes
7. Reports of the Executive Committee
8. Reports of committees
9. Unfinished business
10. New business
11. Selection of the future annual SEAAD tournament host
12. Election of the officers (during basketball season)
13. Announcements
14. Adjournment

Section 5.5 This Association (SEAAD) shall provide refreshment during recess of the meeting of the Board of Directors on the eve of the tournament.

ARTICLE 6 - OFFICERS AND THEIR DUTIES

Section 6.1 Any person who is in good standing of a member club shall be eligible to run any office of the SEAAD.

Section 6.2 The SEAAD President shall:

Section 6.2.1 Presides at the meetings of the Board of Directors and the Executive Committee. He/she performs such other duties pertaining to the office of President. The office of the President shall be served a term of 2 years and is eligible for reelection.

Section 6.3 The SEAAD Vice-President shall:

Section 6.3.1 Have power to perform the duties of the SEAAD President in the absence or inability of the latter to act; serve as the Chairperson of the Law Committee. He/she shall select a committee of three (3) persons to serve on Auditing Committee.

Section 6.3.2 Select 3 auditors for SEAAD financial report at the meeting of Board of Directors during Basketball event.

Section 6.4 The SEAAD Secretary shall:

Section 6.4.1 keep the record of the Board of Directors and Executive Committee, conduct all official correspondence, issue notice and time of the meetings of the Board of Directors, keep a complete copy of records of all meetings and athletic events held under the auspices of this Association.

Section 6.4.2 supply the Secretary of the USADB and the NDBO the names and addresses of the newly elected officers of the SEAAD within 10 days of the election.

Section 6.4.3 receive an annual expense account of \$150.00 dollars for services rendered.

Section 6.4.4 hand over the registration form for the national tournaments to coaches for the women's representing team and the men's representing team going to the national tournament prior the Coach's Meeting.

Section 6.4.5 be responsible for publicity related to matters concerning the SEAAD once every three (3) months (printing the newsletter). He/she shall write a pre-release news or write-ups immediately after the tournaments and distribute copies to all member clubs and officers of the SEAAD (All member clubs of the SEAAD are to be reminded to inform the Secretary of any ADDRESS CHANGE or CORRECTIONS.)

Section 6.4.6 bring a camera to take a picture of the championship teams and send them to the NDBO. Print the Individual and Team pictures in the SEAAD website and include the highlights of games.

Section 6.5 The SEAAD Treasurer shall:

Section 6.5.1 receive all the monies of this Association and shall pay all bills approved by the SEAAD President with the knowledge of the Executive Committee.

Section 6.5.2 deposit all the monies to the credit of the SEAAD in an interest-bearing savings account and/or checking account in a bank of his/her residence city.

Section 6.5.3 submit and turn over to the Auditing Committee all monies, accounts, books, papers, vouchers, records, receipts, bank books, and statements pertaining to his office and shall turn them over to his/her successor after the election within 45 days.

Section 6.5.4 receive an annual expense account of \$150.00 dollars for services rendered.

Section 6.6 The SEAAD Tournament Director shall:

Section 6.6.1 be in charge and preside at the coaches meeting whenever he/she deems a necessary.

Section 6.6.2 select Head Statistician to help him/her maintain vital statistics relating to the SEAAD tournament. The statistician shall receive expense accounts as agreed by the SEAAD Boards for service rendered.

Section 6.6.3 enforce the rules of competition of the tournaments.

Section 6.6.4 be responsible for printing up bracket pairings for the host club to use during the drawing before tournament dates.

Section 6.6.5 be responsible for printing of score sheets and statistic paperwork regarding said tournament and hand over the same, within 60 days following the end of the tournament, and will be responsible for updating and maintaining all records of the tournaments.

Section 6.6.6 shall not be a member of any team for the sports he/she serves.

Section 6.6.7 send the member clubs sponsoring a team; copies of completed roster forms fifteen (15) days before the tournament date.

Section 6.6.8 be a chairman of all-stars Selecting Committee and be responsible for updating and maintaining all the records of the tournaments. These records will be published in the program book and the SEAAD Website and the Social Media.

Section 6.6.9 in conjunction with the statistician shall have the names and uniform numbers of all players to give to the all-stars Committee and other responsible for all-stars selections.

Section 6.6.10 Copies of the signed registration forms will be sent only to those member clubs participating in the annual tournaments.

Article 7- COMMITTEES

Section 7.1 The Law Committee shall be composed of 3 members. The Vice President shall appoint the other 2 members to the committee.

Section 7.2 The Hall of Fame Committee shall be composed of 4 members. The Basketball Commissioners shall be Co-chairpersons of the committee and shall appoint the other two persons to the committee. Both appointed persons must reside in the territory of the SEAAD.

Section 7.3 Other Committees as deemed necessary shall be appointed by the SEAAD President.

Section 7.4 The three Auditing Committees shall audit and examine the accounts of the SEAAD Treasurer and require signing their signatures and dating on it. A Head Auditors of the Auditing Committees shall report its finding to the Board of Directors during the SEAAD Tournament.

END OF BYLAWS

GUIDELINES

GUIDELINE: RULES & REGULATIONS

ARTICLE 1 - CONDITIONS OF COMPETITION

Section 1.1 The conditions of competition in and the rules governing any athletic tournament given by this Association shall be those prescribed in the Rules and Regulations of the NDBO.

Section 1.2 Copies of all inter-club communication pertaining to the SEAAD matters concerning competition shall be made for all members of the Executive Committee.

ARTICLE 2 - COMPLAINTS

Section 2.1 Any club or member making a complaint against another club or an individual must submit the complaint to type email message and to email the Secretary and must email a copy of complaints to the Executive Committee and to the club or individual against whom the complaints is made.

Section 2.2 The SEAAD Secretary shall investigate the alleged complaints. The expenses of such investigation shall be paid from this Association treasury; and accused member club or individual is to reimburse this Association of the amount spent. In the event that the accused member club or individual is cleared of such complaints, the member club which requested the investigation shall be required to reimburse this Association for the full amount spent within 30 days.

Section 2.3 Any complaint related to a tournament made by a club team during the tournament shall be investigated and resolved by the SEAAD Tournament Director immediately.

Section 2.4 Any Officers, Chairpersons, Scorekeepers, Referees and Committees receive verbal abuse, Physical abuse, threat battery, temper tantrums, bullying and outbursts of rage from individual shall be suspended immediately for one year to disallow to participate in SEAAD Tournament. The decision shall be made by the SEAAD Executive Officers.

ARTICLE 3 - BASKETBALL TOURNAMENT RULES

Section 3.1 All games in losing bracket in the annual SEAAD basketball tournament shall have 20 minutes per half and time running. All games in winning bracket and the final championship game shall be 20 minutes per half. All games in both losing and winning brackets of the game times shall be stopped.

Section 3.1.1 (Women only) Women game clock shall compose four quarters and 10 minutes each quarter. (Follow NCAA rules)

Section 3.2 There shall be 3 minutes overtimes in the case of ties in any basketball game in the losing bracket. There shall be 5 minutes overtimes in the cases of ties in any basketball game in the winning bracket and the final championship game.

Section 3.3 The three (3) points shot shall be used. The shot circle shall measure 19'9". The clock shot shall be used for men only. (Optional) The clock shot shall be 45 seconds.

Section 3.4 All team's players shall have a full uniform of the same color and design with the numbers on the back and front of the jerseys.

Section 3.5 All games in the annual SEAAD basketball tournament shall have (2) two basketball certified officials per game and (3) three basketball certified officials per Championship game and shall be paid by the host club.

Section 3.6 Any participating team that does not have its players on the court ready on time for their scheduled game times shall forfeit their game.

Section 3.6.1 Any team that forfeit the game after first round of SEAAD Regional Tournament will be addressed to a \$25.00 fine except for women's team. (Ft. Pierce, Florida 03/12/2020)

Section 3.7 If a participating team has less than 5 players in uniform on the court at the start of a game, that team shall forfeit their game.

Section 3.8 In event that the Championship Team is unable to send 8 or more players to the National Tournament in compliance with the NDBO Rules and Regulation the regional runner up shall be sent instead.

Section 3.9 All games in the annual SEAAD basketball tournament shall have electronic scoreboards.

Section 3.10 Additional rules and regarding games of the annual meeting of the Board of Directors.

Section 3.11 During the annual SEAAD basketball tournament shall have the three-point shootout contest and the slam dunk contest.

Section 3.12 For individual contests as men slam dunk contest, men three-point contest, women three-point contest, and women free contest: Between the first game and the last game of the tournament, the host shall be responsible for using available court in gym for rental gym cost. Before the first game or after the last game of the tournament, SEAAD shall be responsible for using available courts in the gym for rental gym cost.

ARTICLE 4 - ATHLETIC ELIGIBILITY RULES

Section 4.1 All Athletic Eligibility shall not conflict with the NDBO's rules and regulations.

Section 4.2 Any student attending post-secondary educational institution (undergraduate, college or university, Junior or Community College, Vocational and trade) is eligible to participate in Club or tournament games. Each Club team is limited to have three (3) student players in basketball.

Section 4.3 The players who are students must include a letterhead or email from his/her institution; if no letter, he/she cannot participate.

Section 4.4 A player shall have a hearing loss of 55 db or greater in the better ear to be eligible to participate in the SEAAD Tournament.

Section 4.5 Each new player shall sent a copy of his/her most recent hearing test performed by a certified Audiologist to the SEAAD Secretary prior postmarked on February 5th.

Section 4.6 A player has residence in two locations, they must pick their primary location. They also must provide IRS Tax to proof of residency of their primary address. IRS code to be followed according to primary residence. If they don't have tax information, they need to provide proof of income with their primary address.

END OF GUIDELINE: RULES & REGULATION

GUIDELINE: TOURNAMENT POLICIES

ARTICLE 1 - DUES AND EXPENSES

Section 1.1 Refer to the SEAAD Budgetary Guideline 1. CLUB MEMBERS FOR FEES AND DUES

Section 1.1.1 Refer to the SEAAD Budgetary Guideline 4. Liability Insurance/ Sanction Fee for Regional Tournament

Section 1.2 The host club shall provide transportation and hotel lodging (3 nights) expenses for the officers of this Association. This Association and the member host club sponsoring the regional tournament will limit the fare to the annual federal standard mileage rate by for officers residing within the SEAAD territory miles of the tournament city including midrange number of mileage and the lowest air-fare for others. The SEAAD officers shall hand in their airfare or travel expenses receipts (duplicate or copy) to the Host Chairperson upon arriving at the Tournament site.

Section 1.3 This Association shall reimburse the President of this Association or his/her alternate, an officer in the next order of rank, for one hundred (100%) percent of the transportation costs he incurs up to the cost of the lowest round trip fare upon of receipt(s) reflecting the mode of transportation to attend the Board of Directors meeting for the National Tournament. This Association shall reimburse the SEAAD representative for a limit of hotel lodging for five (5) nights and a limit of one hundred dollars (\$100.00) for meals for five days, and a limit of fifty (50%) percent of rental car transportation expense for five days in the National tournament city.

Section 1.4 This Association shall provide transportation and hotel lodging (3 nights) expenses for the Webmaster of this Association.

Section 1.5 The SEAAD Executive Committee shall develop the contract between SEAAD and Webmaster. The Webmaster must be a SEAAD Member.

Section 1.6 LIFETIME PASS CARD – Members of the SEAAD championship team who have participated in the SEAAD tournament and are no longer playing basketball in both SEAAD and national tournament permanently as fan only shall receive a lifetime pass card and shall pay \$25 dollars for registration fees. These passes including all tourney games, a program book, and ballroom shall be good all function except the banquet if one held.

Section 1.7 SEAAD TOURNAMENT ACCOUNT – The SEAAD secondary account shall be named as SEAAD Tournament Account to stay open for SEAAD to host future annual regional tournament. The SEAAD primary account shall transfer \$50 to the SEAAD Tournament account annually. (Lithonia, GA 03/4/2023)

Section 1.8 This Association of Hall of Fame account shall reimburse hotel lodging (3 nights) expenses for the Hall of Fame Director of this Association to attend the annual Board of Directors meeting. (Lithonia, GA 03/4/2023)

ARTICLE 2 - REGIONAL TOURNAMENTS

Section 2.1 BID FOR FUTURE TOURNAMENTS

Section 2.1.1 Host Clubs shall be determined by a bidding system according to the two (2) divisions established for the SEAAD territory.

Section 2.1.1.1 North Division consists of the following: North Carolina, South Carolina, Tennessee (except the city of Memphis), Virginia (except for counties of Arlington, Fairfax, Prince Williams, and Loudoun) and West Virginia.

Section 2.1.1.2 South Division consists of the following: Alabama, Georgia, Florida and Puerto Rico

Section 2.1.2 A member club bidding for the future SEAAD tournament shall have been a member of the SEAAD at least 3 years and have Incorporation (Inc.) on the file with state.

Section 2.1.2.1 The SEAAD clubs shall submit their bid at the annual meeting 3 years prior to the tournament date of their territory. The SEAAD clubs shall not submit their bid at the annual meeting 2 years or less prior to the date of their territory. The SEAAD Organization shall automatically host the tournament 2 years or less prior to the tournament date of the SEAAD territory.

Section 2.1.3 A member club bidding for the future SEAAD tournament shall have been a member of the SEAAD at least 3 years.

Section 2.1.4 The member club must have a team at least 2 years to be a qualified bidder. If no qualified club bids for the hostship, any member club may bid.

Section 2.1.5 The 2 divisions will alternate hosting the annual SEAAD and basketball tournaments. The SEAAD club bidding from the hosting division with the highest ballot vote shall be awarded the said tournament. Voting will be done by the Board of Directors at the annual meeting by secret ballot.

Section 2.1.6 The member club granted the tourney bid shall pay a fee of \$200 dollars payable to the SEAAD Treasurer immediately.

Section 2.1.7 To retain hostship rights the member club hosting a future SEAAD tournament, hereafter known as their assigned tournament, shall send their team(s) to participate in the SEAAD tournament for 2 consecutive years to host their assigned tournament. An automatic

fine of \$200 dollars shall be assessed to the assigned club if their team fails to appear and participate in the SEAAD tournament for 3 consecutive years prior to their assigned tournament. The fine shall be awarded to the host club of the current tournament. Should the assigned club not pay the fines within 60 days after the current tournament has been completed, they shall forfeit all rights to host their assigned tournament. Should the assigned club fail to send a team for a 2nd time during their 3 consecutive years period, they forfeit all rights to host their assigned tournament and the host fee shall not be returned.

Section 2.1.8 President or Vice President inspects the host city's Facilities in two (2) years advance. Transportation, a limit of fifty dollars (\$50.00) for meals and hotel expenses shall be paid on an equal 50-50 basis by the host club and the SEAAD.

Section 2.1.9 GYMNASIUM/COMPLEX REQUIREMENTS/RECOMMENDATIONS – For the basketball tournament, there shall be at least two (2) regulation sized basketball courts of a gymnasium/complex.

1. Requirements:

- a. hardwood floor and/or rubber floor, not less than 94' x 50' length court
- b. good lightings
- c. scoreboards
- d. three-point arc (The shot circle shall measure 19'9")
- e. size of Lane 12' x 19'
- f. tables and three chairs each court for head statistician and scorekeepers.
- g. good condition of basketball rims
- h. four new nets
- i. parking lots/property lots
- j. two tables and five chairs for registration
- k. at least 500 and up Capacity
- l. two restrooms for ladies and men

2. Recommendation:

- a. Locker(s) and/or dressing rooms for teams.
- b. Hospitality room for referees, committees and officers
- c. First aid kit
- d. concession
- e. (Optional) The clock shot shall be 45 seconds
- f. more spaces for tables and chairs of booths

Section 2.2 REGISTRATION

Section 2.2.1 The annual SEAAD tournament shall be open to all the active SEAAD member clubs desiring to participate. The SEAAD Secretary shall send 2 players' registration forms to each club. (1 MEN'S and 1 WOMEN'S)

Section 2.2.2 The registration forms including all financial requirements must be postmarked on or before **January 15th** (basketball) and be sent to the SEAAD Secretary by a CERTIFIED OR REGISTERED MAIL. Money order or cashier's check shall be accepted and checks shall no longer be accepted. **(Charlotte, NC) (March 7, 2024)**

- A) The registration forms must be either faxed or scanned to email to the SEAAD Secretary on or before **January 15th. (Charlotte, NC) (March 7, 2024)**
- B) The SEAAD Webmaster shall insert online registration form with password setup only. The password will be given to the authorized active SEAAD member club by the SEAAD Secretary. The password shall be changed annually.
- C) Any current player may sign her/his signature on the registration form at the tournament within approval of SEAAD Executive Board. New player including new free agent must sign her/his signature on the registration form on or before February 5th. (Ft. Pierce, Florida 03/12/2020)
- D) Age shall be removed from published roster form for women and men. (Spartanburg, SC 3/10/2022)

Section 2.2.2.1 Team Roster form with team prize \$200 (varies) and team deposit is due by January 15th. If the form is turned in late after January 15th, the fine is \$25.00.

- A) The rest of the team fees are due by February 5th. If after February 5th, the team will be disqualified from the regional tournament.
- B) The team can add player(s) between January 15th and February 5th. **(Charlotte, NC) (March 7, 2024)**

Section 2.2.3 A current rate of twenty-five (\$25) dollars per team shall be paid to the SEAAD Secretary for SEAAD Insurance. The rate may be subject to change periodically to follow the Insurance rate.

Section 2.2.4 Part of the team of \$200 goes directly to men and women cash prize.

Section 2.2.5 The fee for each member of the team for Basketball team shall be **thirty (\$30.00)** dollars. **(Zoom Meeting) (July 2023)**

A. Men Division \$30.00 twenty-five dollars – each member of the team for basketball team (registration fee) breakdown:

- \$10.00** five dollars - SEAAD Fund
- \$10.00 ten dollars - Referee Fund
- \$10.00 ten dollar - Events

B. Women Division \$30.00 twenty-five dollars – each member of the team for basketball team (registration fee) breakdown:

- \$10.00** five dollars - SEAAD Fund
- \$10.00 ten dollars - Referee Fund
- \$10.00 ten dollar - Events

See the table below for team traveling cash prize

1st Place and 2nd Place teams are required to attend the next national basketball tournament.

Section 2.2.6 A SEAAD club shall be included a guarantee of **one hundred fifty (\$100)** dollars as bond. This bond shall be returned if the team participates. If the team fails to participate, the bond **one hundred fifty (\$100)** dollars shall go to the SEAAD if any fines will deduct to SEAAD. **(Charlotte, NC) (March 7, 2024)**

Section 2.2.7 Distribution of Fans registration of fifteen (\$20.00) dollars - Each fan of registration fee breakdown:

- \$10.00 ten dollars- SEAAD Fund
- \$2.00 two dollar - SEAAD Website Fund
- \$4.00 four dollars - Hall of Fame Fund
- \$2.00 two dollars for men division – team traveling cash prize
- \$2.00 two dollars for women division – team traveling cash prize

For men division shall be splitted into each men’s possible 1st place, 2nd place, 3rd place, 4th place, 5th place, 6th place teams depending on the number of the entry teams in the men division.

For the women division shall be splitted into each women’s possible 1st place, 2nd place, 3rd place, 4th place, 5th place, 6th place teams depending on the number of the entry teams in the women division.

The following table provides the percentages used in determining the breakdown formula.

See the table below for the team traveling cash prize.

1st Place and 2nd Place teams are required to attend the next national basketball tournament.

<u>Team Traveling Cash Prize</u>					
Men Division- \$200- Section 2.2.4			Women Division		
Women Divison- \$200- Section 2.2.4			Men Divison		
Teams	1-5	6-10	11-15	16-20	21-30
1st	65%-\$130	50%-\$100	50%-\$100	45%-\$90	40%-\$80
2nd	35%-\$70	30%-\$60	25%-\$50	25%-\$50	25%-\$50
3rd		20%-\$40	15%-\$30	15%-\$30	13%-\$26

4th			10%-\$20	10%-\$20	10%-\$20
5th				5%-\$10	7%-\$14
6th					5%-\$10

<p><u>Team Traveling Cash Prize</u> Disribution of Fans (Men-\$2.00) (Women-\$2.00) Section 2.2.7 Distribution of Fans</p>

Teams	1-5	6-10	11-15	16-20	21-30
1st	65%-\$1.30	50%-\$1.00	50%-\$1.00	45%-\$0.90	40%-\$0.80
2nd	35%-\$0.70	30%-\$0.60	25%-\$0.50	25%-\$0.50	25%-\$0.50
3rd		20%-\$0.40	15%-\$0.30	15%-\$0.30	13%-\$0.26
4th			10%-\$0.20	10%-\$0.20	10%-\$0.20
5th				5%-\$0.10	7%-\$0.14
6th					5%-\$0.10

Section 2.2.8 No player may register with more than one member club team. If a player signs a second registration form, this play automatically be suspended from all SEAAD and NDBO competition for a period of two (2) years from the date of the second signature.

Section 2.2.9 The Individual and Team Pictures for program book and website shall be sent to the SEAAD Secretary on or before February 1st. Failure to abide by this rule shall result in a fine.

Section 2.3 REGIONAL TOURNAMENTS

Section 2.3.1 The annual SEAAD basketball tournament shall be held annually on the first, second, and third weekend of March. By weekend shall be meant either Thursday, Friday and Saturday or Friday and Saturday.

Section 2.3.2 Such approved date shall be announced one (1) year in advance.

Section 2.3.3 Such tournaments shall be in the complete charge of a committee appointed by the host club.

Section 2.3.4 The chairperson of the tournament shall reside within 35 miles of the host tournament site.

Section 2.4 METHOD OF DRAWING

Section 2.4.1 Seeding for the basketball tournaments shall be limited to top 6 teams from the previous year tournament. All other pairings shall be drawn from a hat in pairings the teams in the hat are matched with the seeded teams starting from the top to bottom of the diagram. (Ft. Pierce, Florida 03/12/2020)

Section 2.4.2 The bracket diagrams shall be designed and made by the SEAAD.

Section 2.4.3 Double Elimination system shall be entered for 4 or more teams. For 3 teams or less, Round Robin and/or single elimination system shall be used and the Executive Board and chairperson shall, before the start of the tournament, determine the method for deciding the championship team. For 12 teams bracket system shall be established for top seeded four (4) teams from the previous year tournament positioning on bye rounds.(Ft. Pierce, Florida 03/12/2020)

Section 2.4.4 Parings shall be drawn by two (2) person appointed by the SEAAD Tournament Director during the Annual SEAAD Coaches Meeting and/or the SEAAD social media (digital technology). The SEAAD Tournament Director shall host the SEAAD social media (digital Technology) for the drawing 48 hours before the annual Board of Directors meeting. The drawing to fill tournament brackets shall be a blind draw. The SEAAD Tournament Director will be provided with brackets, schedules, instructions and procedures for conducting SEAAD Basketball tournament. (Lithonia, GA 3/9/2023)

Section 2.4.5 The host club shall amount a timetable of the tournament to the SEAAD related Tournament Director.

Section 2.4.6 The Tournament Director shall notify the participating team coaches of the results of the drawings and time of the games immediately during the Annual SEAAD Coaches Meeting prior to the annual SEAAD tournament.

Section 2.4.7 Once such annual SEAAD tournament pairings have been made, approved, and announced, no changes whatsoever may be made in the diagram.

Section 2.5 TOURNAMENT HOST CLUB

Section 2.5.1 The Executive Committee shall review itemized ticket information including registration fees and individual ticket prices set by the host club at least ninety (90) days prior to the annual SEAAD Basketball tournament. Flyers with itemized prices, may not be distributed by the host club to any SEAAD club without at first getting approval from the Executive Committee. Once approved, the amounts shall not be changed.

Section 2.5.2 The host club shall remit to the SEAAD of registration fee of fifteen (\$20.00) dollars for each fan combination ticket sold. The fee shall be included in the price of such fan tickets.

Section 2.5.3 The SEAAD officers shall pay only registration fees and they shall receive passes for all functions.

Section 2.5.3.1 The SEAAD officers shall pay only registration fees for \$20.00 dollars and they shall receive passes including all tourney games, ballroom, and a program book for all functions.

Section 2.5.4 The Delegates and Delegates at large shall receive passes including all tourney games, ballroom, and a program book, and shall pay registration fees for \$35.00 dollars. Twenty (\$20.00) dollars shall go to the SEAAD. These passes including all tourney games and ballroom shall be good all functions except the banquet if one is held.

Section 2.5.5 15 passes to any Basketball tournament (at the special rate of \$10.00 dollars each) shall be given to the roster each team. Team passes shall be available only to rosters of the team listed on the SEAAD Player Registration form. These passes including all tourney games and ballroom shall be good for all functions except the program book and the banquet if one is held.

Section 2.5.5.1 The fee for each member of the team for Basketball team shall be ten (\$10.00) dollars. Ten (\$10.00) will go to the SEAAD treasury.

Section 2.5.5.2 The SEAAD shall remit to the host club for host fee of ten (\$10.00) dollars from each member of the women & men team listed on the SEAAD Player Registration form.

Section 2.5.6 The host club shall present awards to the following:

A) The Trophies or plaques for team winners such as 1st place, 2nd place, third place is based on the cash prizes places

For MEN:

1-5 teams get trophy or plaque for top two (2) team winners
6-10 teams gets trophy or plaque for top three (3) team winners
11-15 teams get trophy or plaque for top four (4) team winners
16-20 teams get trophy or plaques for top five (5) team winners
21-30 teams get trophy or plaques for top six (6) team winners

For Women:

1-5 teams get trophy or plaque for top two (2) team winners
6-10 teams get trophy or plaque for top three (3) team winners
11-15 teams get trophy or plaque for top four (4) team winners
16-30 teams get trophy or plaque for top five (five) team winners
21-30 teams get trophy or plaque for top six (6) team winners

- B)** Consolation winner - (if a consolation bracket is used)
- C)** Thirty (30) individual Championship team players
- CI)** 15 individuals medal for men
- CII)** 15 individual medals for women
- D)** Ten or fifteen (10 or 15) All-Stars awards
- DI)** (five (5) first team and five (5) second team) for 15 teams or less
- DI)** (five (5) first team, five (5) second team and five (5) third team) for 16 or more teams
- E)** Two (2) Coach of the Tournament award - (one for men and one for women)
- F)** Two (2) Most Valuable Player award - (one for men and one for women)
- G)** Two (2) Most Outstanding Player award - (one for men and one for women)
- H)** Two (2) Team Sportsmanship award - (one for men and one for women)
- I)** Two (2) Christopher Johnson awards (individual Sportsmanship for one male and one female)
- J)** Other awards are optional, such as, Free Throw contest champion award, Three-point Shootout contest champion award, most rebounds award, most steals award, most blocks award, and most assist award, and most three points
- K)** If there are fewer teams than 8 teams the second team all-star trophies shall be omitted.

Section 2.5.7 The host club shall properly engrave the awards as follows:

1. Number of annual tournament and name of the sports tournament
2. The year
3. The name of the host club
4. Place of standing or the name of awards
5. Name of donor (optional)

Section 2.5.8 The host club shall provide the official scorekeepers and timers, to keep score and time during the annual SEAAD basketball tournament. The host shall be responsible for compensating the scorekeepers and timers for their time. The official scorekeepers and timers shall be approved by the SEAAD Tournament Director on the eve of the tournament.

Section 2.5.9 Should the host club fail to appoint the scorekeepers and timers (basketball), the SEAAD Tournament Director shall present a list of names to the Executive Committee for approval. The host club shall then remit to each official scorekeeper and timer (basketball) \$10.00 dollars per game.

Section 2.5.10 The host club shall provide at least (3) new official basketballs (Indoor ball) for all the games at the annual SEAAD basketball tournament. Note: (2) two balls Men's 7 standard size and (1) one ball Women's 6 standard size.

Section 2.5.11 All SEAAD member clubs shall be responsible for the physical condition of the members of their teams during the tournament games. Any unforeseen accidents or mishaps to players during the tournament games will be the liability of such member club sponsoring the team. The SEAAD, NDBO and the host club shall not be held liable for any injury whatsoever to.

Section 2.5.12 All participating team members shall sign a waiver and release form before participating in the annual SEAAD tournaments. In case of failure to sign, no team member shall be eligible to participate in any SEAAD tournament games.

Section 2.5.13 Should any club whose name appears on a delegate form or on the registration form of a participating team in an annual SEAAD tournament, fail to pay a hotel bill or write a bad check that club shall be suspended for a period of 1 year. Upon proof of payment of the delinquent bill to the hotel, or the bad check(s) made good, all suspensions shall be lifted. SEAAD shall not be responsible for fan bills.

Section 2.5.14 All participating players, coaches, and managers are recommended to be covered by their club team's or their personal insurance for any and all injuries or claims suffered by them.

ARTICLE 3 - INVITATIONAL TOURNAMENTS

Section 3.1 During the fourteen (14) days before the SEAAD tournament, SEAAD club shall not host any deaf tournaments. Hearing league, playoff games or another region's club tournament are expected.

Section 3.2 Any non-membership club and/or independent team of SEAAD are not allowed to host invitational tournament. (Ft. Pierce, Florida 03/12/2020)

ARTICLE 4 - HALL OF FAME

Section 4.1 INTRODUCTION - The purpose of the SEAAD Hall of Fame is to honor deaf persons who have performed exceptionally in the territory under the jurisdiction of the SEAAD as players, coaches, managers, leaders and/or writers.

Section 4.2 RESPONSIBILITIES - The Hall of Fame Committee shall screen and prepare all nominations, handle all ballots, announce the results, and control and oversee the annual Hall of Fame Ceremony. The Hall of Fame Committee shall also keep all nominations, photographs and other related materials permanently in files. These files shall be passed on to their successors.

Section 4.3 TIMETABLE - The Hall of Fame chairpersons shall mail sketches of nomination leftovers from previous years and 1 blank nomination form of each category to the electors and the member clubs before the SEAAD basketball tournament. The electors and the member clubs may send in new nominations or update the existing information on the sketches before September 30th. The biographies and the blank ballots shall be mailed to the electors before November 20th. The marked ballots shall be returned to the chairperson before December 20th. The chairperson shall notify any newly elected Hall of Fame members on or before January 1st.

Section 4.4 CRITERIA FOR SELECTION - Candidates for the Hall of Fame may be nominated by the member clubs of the SEAAD and by a Hall of Fame electors with exceptions of the Hall of Fame committee members. It shall be the responsibility of the nominator to supply all supporting material. However, if the chairperson has additional facts available, it shall be his/her responsibility to enclose the information with the nomination. The nominator's name shall not be disclosed. Candidates will be nominated on the basis of outstanding leadership, outstanding performance, and/or exceptional contribution to sports, and sportsmanship. No consideration will be given to race, religion, creed, sex or geographical residence. No candidate shall be nominated to or be electors in more than 2 categories. Categories and criteria for each are as follow:

- a) Players must have played at least 7 years with the SEAAD
- b) Coaches must have been coaches at club(s) within the SEAAD territory for at least 5 years.
- c) Leaders and writers must have contributed at least 10 years of service to SEAAD organization.
- d) Female Leaders and writers must have contributed at least 5 years of service to SEAAD organization. (Spartanburg, SC 03/10/2022)
- e) Female Players must have played at least 5 years with the SEAAD. (Spartanburg, SC 03/10/2022)

Section 4.5 PROCEDURE - The Hall of Fame Committee shall screen all nominations and on the basis of the criteria, select not less than 3 or more than 5 nominees who meet the highest standards. In category, that shall be left off the ballot. A summary of each nominee's qualifications, not to exceed 300 words, shall be prepared and these shall be mailed with ballot. If a nominee is not elected in 5 consecutive years, his/her name shall be deleted from the leftover list.

Section 4.6 ELECTORS - The electors shall be as follows: the Executive Committee, all past SEAAD presidents, and Hall of Fame members.

Section 4.7 VERIFICATION OF BALLOTS - The ballots shall be counted and the results tabulated and they shall be sent to the 4 members of the Hall of Fame Committee for verification. Ballots and a copy of the tabulations shall be sent to the SEAAD Secretary-Treasurer before any announcements of the winners are made by the chairperson. After a period of 6 months, the SEAAD Secretary-Treasurer shall destroy the ballots.

Section 4.8 POINTS - Electors may vote for up to 3 candidates in each category on a scale of 5 points for 1st choice, 3 points for 2nd choice, and 1 point for 3rd choice.

Section 4.9 MINIMUM POINTS - To be elected to the Hall of Fame, a candidate shall receive 70% of the total points of electors put in no case may this be less than 70% in the event, no candidate receives the minimum 70% of the ballots, there shall be no selections in that category.

Section 4.10 AWARDS - All newly elected Hall of Fame members shall receive a standardized plaque as memento of their induction. Such mementos shall be paid for from the Hall of Fame Fund.

Section 4.11 CEREMONY - The ceremony shall be held at every annual SEAAD basketball tournament at either the banquet, the ballroom or before the championship game.

Section 4.12 HALL OF FAME FUND - Newly elected Hall of Fame shall receive 2 nights (Friday and Saturday) of hotel/motel and the registration fees. The Hall of Fame fund shall be used to pay these expenses.

Section 4.13 HALL OF FAME LIFETIME PASS CARD - All Hall of Fame members shall receive a Hall of Fame lifetime pass card and shall pay \$30 dollars for registration fees. These passes including all tourney games, a program book, and ballroom shall be good all function except the banquet if one held.

ARTICLE 5 - ATHLETE OF THE YEAR

Section 5.1 Although the award of Athlete of the Year does not enshrine the person in the Hall of Fame Committee shall assume responsibility for the nominations and balloting of this annual award. The same electors shall serve.

Section 5.2 INTRODUCTION - There shall be an annual Athlete of the Year award given to the deaf person who has brought the most national or international acclaim to deaf athletics. No consideration shall be given to race, religion, creed, sex or geographical residence. A person may win this award more than once. He/she must reside in the territory of the SEAAD.

Section 5.3 TIMETABLE - Request for nominations shall be mailed before 4th weekend of August. Nominations are to be returned by the screening committee before September 30. Ballots and biographies are to be mailed before November 20th. Deadline for returning ballots is December 20th. Winner shall be notified by January 1st.

Section 5.4 PROCEDURES - The same procedures as for the Hall of Fame shall be followed. No minimum number of points is required for an election.

Section 5.5 CEREMONY - The Athlete shall receive a different plaque. The ceremony shall be held immediately after the Hall of Fame induction ceremony.

Section 5.6 HALL OF FAME FUND - Athlete shall receive two (2) nights of hotel/motel and the registration fee. The Hall of Fame shall be used to pay these expenses.

ARTICLE 6 – FINES

Section 6.1 Club Membership applications form mailed to the Secretary-Treasurer after mailing August 1st deadline. \$ 50.00

Section 6.2 Signed player roster forms mailed back to the SEAAD Secretary- Treasurer Not Certified or Registered. \$ 25.00

Section 6.3 Scratch off or white out names on the roster form. \$25.00 each name

Section 6.4 No club's secretary signature on the roster form. \$10.00

Section 6.5 Bad checks (bounced) from member club. \$25.00

Section 6.6 No delegate to represent team at the Board of Directors meeting \$5.00

Section 6.7 Delegates arriving late at the annual Board of Directors meeting \$5.00

Section 6.8 Unsportsmanlike conduct by any club, player or delegate during tournament, (Clubs are to be held responsible for the conduct of their players and delegates) Up to \$50.00

Section 6.8.1 Any players who are involved in physical confrontations during the tournament weekend shall be suspended for one (1) year.

Section 6.9 In violation of uniform code rules by any players, coaches, and managers. 1st offense = \$10.00; 2nd offense = \$25.00; 3rd offense = \$50.00 and suspended from the tournament

Section 6.10 Any other violations. From \$5.00 up to \$200.00

Section 6.11 Forged or proxy signature and false signatures on his or her signature and date of the registration forms are not allowed and shall result in disqualification of the coach, manager, player, and scorekeeper from the annual SEAAD Basketball Regional tournament and suspended from the tournament for two years. No proxy signature shall be accepted on these forms. \$100.00 per person

END OF GUIDELINE: TOURNAMENT POLICIES

SEAAD BUDGETARY GUIDELINE

SEAAD GENERAL INCOME	
<p>1. CLUB MEMBERS FOR FEES AND DUES</p> <p>a. Club membership fee toward to SEAAD (Due by August 1st) ----- \$25</p> <p>b. Late fee for Club membership fine----- \$50</p> <p>Note: Money order or cashier's check shall be accepted and personal checks shall no longer be accepted (Pay to SEAAD Secretary)</p>	
<p>2. REGISTRATION FEES AND DUES FOR INDIVIDUALS</p> <p>a. Participant's registration on form (SEAAD - \$15) (Host - \$10)----- \$25</p> <p>b. Fan's registration----- \$20</p>	
<p>3. FEES FOR CLUBS AND INDEPENDENT TEAMS:</p> <p>a. club & independent Team security deposit</p>	\$50
<p>4. Liability Insurance/ Sanction Fee to USSSA for Regional Tournament</p> <p>a. Sanction fee per tournament----- \$150</p> <p>b. Participant on form - USSSA Liability-\$25 Medical Secondary Insurance -\$14 per team----- varies</p> <p>c. Dues – before August 1st (pay to SEAAD Secretary)</p> <p>Note: The rate may be subject to change periodically to follow the USSSA Insurance rate. Money order or cashier's check accepted. No personal checks</p>	
<p>5. Host Bid Fee</p> <p>The member club granted the tourney bid shall pay a fee of \$200 dollars payable to the SEAAD Treasurer immediately.</p>	\$200
<p>6. Fines</p> <p>a. Club Membership applications form mailed to the Secretary-Treasurer after mailing deadline ----- \$50</p> <p>b. Signed player roster forms mailed back to the SEAAD Secretary- Treasurer not Certified or Registered.----- \$25</p> <p>c. Scratch off or white out names on the roster form. (each name) ----- \$25</p> <p>d. No clubs secretary signature on the roster form.----- \$10</p> <p>e. Bad checks (bounced from member club----- \$25</p> <p>f. No delegate to represent team at the Board of Directors meeting ----- \$5</p> <p>g. Delegates arriving late at the annual Board of Directors meeting----- \$5</p> <p>h. Unsportsmanship conduct by any club, player or delegate during tournament, (Clubs are to be held responsible for the conduct of their players and delegates)----- up to \$50</p> <p>i. Any players who are involved in physical confrontations during the tournament weekend shall be suspended for one (1) year.</p> <p>j. In violation of uniform code rules by any players, coaches, and managers.</p> <p style="padding-left: 40px;">1st offense----- \$10</p> <p style="padding-left: 40px;">2nd offense ----- \$25</p> <p style="padding-left: 40px;">3rd offense - suspended from the tournament----- \$50</p> <p>k. Any other violations.----- \$5-\$200</p> <p>l. Forged or proxy signature and false signatures on his or her signature and date of the registration forms are not allowed and shall result in disqualification of the coach, manager, player, and scorekeeper from the annual SEAAD Basketball Regional tournament and suspended from the tournament for two years. No proxy signature shall be accepted on these forms. \$100.00 per person</p> <p>m. Club Rosters – Deadline Date: postmarked by February 1</p> <p>1. postmarked after February 1st ----- \$50</p> <p>----- \$100</p> <p>2. postmarked after February 5th -----</p> <p>-----</p>	

**Adjustment of this budgetary guideline (SEAAD General Income) -
This guideline may be revised only by the annual SEAAD Board of Directors Meeting.**

SEAAD GENERAL EXPENSES	
1. Liability Insurance/ Sanction Fee to USSSA for Regional Tournament	
a. sanction fee per tournament-----	\$150
b. Participant on form - USSSA Liability (\$25) Medical Secondary Insurance (\$14)-----	varies
2. REGISTRATION FEES AND DUES FOR INDIVIDUALS (HOST)	
a. Participant's registration on form (Host - \$10)-----	\$10
3. BREAKDOWN OF REGISTRATION FEE (PARTICIPANT per \$25) (Men Division)	
a. Referee-----	\$10
b. Events-----	\$10
c. SEAAD-----	\$5
TEAM FEE- \$200 -----	Full cash prize
4. BREAKDOWN - REGISTRATION FEE (PARTICIPANT per \$25) (Women Division)	
a. Referee-----	\$10
b. Events-----	\$10
c. SEAAD-----	\$5
TEAM FEE- \$200 -----	Full cash prize
5. BREAKDOWN - DISTRIBUTION OF FANS REGISTRATION FEE (FAN PER \$20)	
a. SEAAD -----	\$10
b. Website Fund -----	\$2
c. Hall of fame Fund-----	\$4
d. Cash Prize for Women-----	\$2
e. Cash Prize for Men -----	\$2
6. SEAAD Officers' expenses:	
1. Lodging	
a. SEAAD 100% (Wednesday (check-in) -Tourney) / Executive Board Meeting- other date -----	Varies
b. Host 100% (Thursday to Saturday) (3 nights)-----	Varies
2. Transportation 50% Federal standard mileage rate-round trip-inside SEAAD territory and airline lowest fare	
a. SEAAD 50% Host 50% -Tournament-----	Varies
b. SEAAD 100% - Executive board Meeting -other date -----	Varies
3. Supplies – 100% -----	Varies
7. SEAAD Hall of Fame Inductee's expense:	
1. Lodging (Friday and Saturday) 2 nights (SEAAD – 100%) -----	Varies
2. Registration fee (SEAAD – 100%) -----	\$20
8. SEAAD Officers Services rendered	
a. Secretary -----	\$150
b. Treasurer -----	\$150

9. SEAAD Staffs Services rendered	
a. Statistician-----	\$150
b. Trainer -----	\$150
c. Scorekeeper (\$10 per game if necessary) -----	Varies
10. Club & Independent teams – Security Deposit Refund per team	\$50
11. SEAAD President or next rank – travel expense for national tournament	
1. Lodging (100%) (five days limit) -----	Varies
2. Transportation (100%) (rental car, and airline) (5 days limit)-----	Varies
3. Meal (five days limit)-----	\$100
12. Secretary of State - Tennessee	Varies
13. Site Inspection – President or Vice President (Expenses: SEAAD 50% - Host 50%)	
a. Lodging-----	Varies
b. Transportation -----	Varies
c. Meal -----	\$50
14. Tournament Director (during Tourney)	
a. supplies -----	Varies
15. Miscellaneous (approved by 2/3 of the SEAAD Executive Board)	Varies
Adjustment of this budgetary guideline (SEAAD General Expenses) - This guideline may be revised only by the annual SEAAD Board of Directors Meeting.	

END OF GUIDELINE: SEAAD BUDGETARY GUIDELINE

**SEAAD APPENDIX GUIDELINE
(FOR SEAAD Executive Board only)**

APPENDIX A SEAAD INSPECTION- CONTRACTS (HOTEL, GYM, AND HOST CONTRACTS)

APPENDIX B OFFICIAL BASKETBALL BRACKET DIAGRAMS

APPENDIX C REGISTRATION FORM

APPENDIX D BY LAWS PROPOSAL FORM

APPENDIX E OFFICIAL SEAAD BASKETBALL CLUB DELEGATE FORM

APPENDIX F TOURNAMENT SANCTION REQUEST FORM

END OF GUIDELINE: SEAAD APPENDIX GUIDELINE

END OF GUIDELINES