

Adopted 9/97

REVIEWED AND REVISED: August 2007

## **IRVINE GIRLS SOFTBALL ASSOCIATION**

### **LEAGUE BY-LAWS**

#### **Section 1. Name and Philosophy**

- A. The name of the organization shall be Irvine Girls Softball Association ASA hereinafter known as IGSA.
- B. The primary purpose of the IGSA is to foster, promote and advance the sport of youth amateur fast-pitch softball within the jurisdiction of the league and ASA (Amateur Softball Association). IGSA will:
- Emphasize the spirit of good sportsmanship and team participation above all else.
  - Provide a means of development and education for players, coaches, and managers.
  - Provide qualified coaching.
  - Emphasize and follow rules and regulations as set forth by IGSA and ASA.
- C. IGSA shall be a non-profit, educational, recreational organization and shall have no salaries paid to its officers, committee members, Board of Directors, coaches or managers for the performance of their duties.
- D. No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
- E. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private persons.
- F. Upon the dissolution or winding up of the organization, all assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

#### **Section 2. Administration**

- A. The Board of Directors, hereinafter known as the BOD, and the standing committees shall administer the affairs of IGSA.
- B. Members of the BOD shall resolve all league matters.
- C. Each Board member shall have one vote per office for all BOD decisions.
- D. The BOD shall have the power to enforce the By-Laws, and rules and regulations subject to the approval of the general membership.

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E. The BOD shall appoint, suspend, or remove any officer, coach, manager, or player in the league by prescribed methods.

F. The BOD will amend ASA rules as necessary to provide rules appropriate to league play.

G. The BOD will act on instances that may occur during league play that are not covered by specific rules and regulations or ASA amendments or deviations.

1. The BOD will establish rule deviations by a vote of the BOD. All rule deviations must be submitted to the Secretary in writing, prior to the compilation of the agenda so that all BOD members can review the proposed changes.

2. Each Board member shall have one vote on rule deviations. The Office of the President may cast one vote in the case of a tie only.

3. A quorum of no less than 7 Board members is needed to approve or pass changes or additions to league rules or regulations.

H. Meetings of the BOD shall be held on a specific day of each month, which shall be made known to the membership beforehand. All such meetings shall be open to attendance by the general membership. In addition, a general meeting will be held once a year. Meetings scheduled to conduct the general business of the league shall be opened to the public. Public comments are invited during "new business." General comments will be heard, however, specific items must be properly agendised prior to that meeting.

I. BOD members unable to attend three (3) consecutive meetings without cause shall have their office declared vacant at the discretion of the BOD. The vacant office shall be filled by appointment and approval of the BOD.

J. Special meetings may be called by any member of the BOD when necessary.

K. The President, Vice President and Treasurer may expend league funds as necessary. All committee chairpersons responsible for league expenditures may only expend their budgeted amount. The BOD must approve any additional expenditures by committee chairpersons. The Treasurer may sign checks up to \$250.00. Above and beyond \$250.00, either the President or Vice President must approve and co-sign the check.

### **Section 3. Officers**

A. The Executive Officers of the Board of Directors shall be selected yearly by a vote of the General Membership. The vote is held at the end of the league season.

B. Officers will be elected to a term of one (1) year commencing on September 1st through August 31st of the following year.

C. The Executive Officers of the BOD shall consist of the following members:

1. President (or Co-Presidents)
2. Vice President
3. Secretary
4. Treasurer

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5. Player Agent
6. Umpire in Chief

D. The Executive Officers shall appoint the following Appointed Officers of the BOD:

1. Director of Equipment
2. Director of Safety/Insurance
3. Director of Publicity/Marketing
4. Director of Fundraising
5. Director of Scorekeeping
6. Director of Scheduling
7. Director of Uniforms
8. Director of Coach Development
9. Director of Player Development
10. Director of Registration
11. Division Commissioners

E. The Appointed Officers shall serve a term of one (1) year commencing on September 1st through August 31st of the following year.

F. In the event an elected officer is unable to complete his/her term of office, the position vacated shall be filled by appointment and approval of the BOD.

G. The full Board of Directors must ratify any decisions made by the Executive Board.

### **Section 4. Duties of Officers**

#### **General**

- A. All officers will have a player registered in the IGSA. Exceptions can be discussed and voted upon by the BOD at the beginning of each season.
- B. All officers with check signing authority must be bonded.

#### **President (Office of)**

- A. The President shall act as Chairperson for all BOD, membership, special, and annual general meetings.
- B. The President shall be responsible for coordinating activities of IGSA, promoting youth fast-pitch softball as a whole, and performing general administrative duties concerning IGSA.
- C. The President shall not have a vote, however can cast a deciding vote at BOD, membership, and special and annual general meetings in case of a tie vote.
- D. The President shall not initiate motions before the BOD or membership.
- E. The President shall represent the IGSA in all extra-league activities pertaining to IGSA and relate such activities to the BOD and membership. The President may appoint delegates to represent his/her office.
- F. The President is responsible for all league assets, including equipment.

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G. The President shall countersign checks for expenditures of funds from the league treasury, which must also be signed by either the Vice President or Treasurer.

### **Vice President**

A. The Vice President shall assist the President in league matters and assume the duties of the office in the absence of the President. In case of resignation or inability of the President to conduct the duties of the office, the Vice President shall assume chairmanship, subject to the approval of the BOD.

B. The Vice President shall countersign checks for the expenditure of funds, which must be signed by either the President or Treasurer.

C. Perform a financial audit at the beginning and end of the season.

### **Treasurer**

A. The Treasurer shall have custody of funds, financial statements, receipts, and expenditures within the league.

B. The Treasurer shall prepare detailed financial statements to be presented at all regular BOD meetings.

C. The Treasurer shall deposit all funds in the name of the league in an accepted bank or depository.

D. The Treasurer shall sign or countersign checks for expenditure of funds for the league.

E. The Treasurer shall pay all debts of the league when in possession of bills or receipts, ensuring that the President or Vice President countersigns checks.

F. Any expenditure(s) other than those required for the normal operation of the league must be discussed and approved by the majority of the Board members.

G. The Treasurer shall complete a Request for Funds or Verification of Funds for all deposits and disbursements.

H. The Treasurer shall make sure that all tax documents are prepared by a designated outside firm and submitted as necessary to maintain a non-profit, tax-free status. Copies of these documents will remain on file with the Treasurer.

I. The Treasurer will submit a complete financial statement, including an inventory of all league assets and equipment at the beginning and end of each league season.

J. The Treasurer, with the Vice-President, shall recommend a budget for the upcoming year based on results of the audit.

### **Secretary**

A. The Secretary shall compile and distribute to all Board members minutes of all meetings within the league. A copy of all minutes will remain on file with the Secretary for future reference. Minutes of board meetings shall be kept on file for a period of no less than three (3) years.

B. The Secretary shall notify members of the time and place of meetings.

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- C. The Secretary shall conduct correspondence for the league as needed.
- D. The Secretary shall keep current the IGSA membership listing.
- E. The Secretary/ Player Agent shall keep all Volunteer Profiles.

### **Player Agent**

- A. The Player Agent is responsible for the organization and execution of registration for league players.
- B. The Player Agent maintains league player files.
- C. The Player Agent directs player drafts for each division. Other officers, upon request, can assist him or her.
- D. The Player Agent is a representative of all players.
- E. The Player Agent, in conjunction with the division commissioners, will assign players to teams, if necessary, after division drafts have been completed. Other officers, upon request, can assist him or her.
- F. The Player Agent acts as the league representative to ASA for personnel issues, in conjunction with the President.
- G. The Player Agent acts as the authority on rules governing player issues.
- H. The Player Agent/ Secretary distributes and maintains Volunteer Profiles.
- I. All teams for the 6U and 8U divisions will be formed by the Player Agent and their respective commissioner. Other officers, upon request, can assist him or her.

### **Umpire in Chief**

- A. The Umpire in Chief, hereinafter known as the UIC, shall schedule umpires for all league and playoff games as needed.
- B. The UIC shall mediate all rule protests for all IGSA teams except in the following situations. If the protest involves the division in which the UIC's daughter is a participant, then the UIC must consult with the President and the Player Agent. If the protest involves the team in which the UIC's daughter is a participant, then the President and the Player Agent shall mediate said protest.
- C. The UIC shall notify officials (umpires and umpire organizations) of ASA rule amendments and deviations that are specific to IGSA.
- D. The UIC shall act as the authority on league playing rules and deviations and is the only interpreter of league playing rules.
- E. The UIC shall act as the league liaison between ASA and IGSA for all ASA umpire instructional meetings.

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F. The UIC shall institute, recruit and train all youth and volunteer umpires.

### **Director of Scheduling**

A. The Director of Scheduling, hereinafter known as the DOS, shall develop the regular league and play-off schedules for all divisions.

B. The Director of Scheduling shall assign playing fields and any other accommodations necessary at the field level.

C. The Director Scheduling shall act as the league liaison between IGSA and outside agencies with regards to all field-scheduling matters.

D. The Director of Scheduling shall reschedule games when necessary.

E. The Director of Scheduling shall attend the annual field allocation meeting held by the City of Irvine.

F. The Director of Scheduling shall be responsible for coordinating all field maintenance throughout the season.

### **Director of Equipment**

A. The Director of Equipment shall acquire (with approval of the BOD), maintain, store, and provide general care and safety inspection of all league equipment.

B. The Director of Equipment shall provide the BOD with an inventory of all league equipment prior to league play and at the conclusion of post-season play.

C. The Director of Equipment is responsible for dispersion and collection of all league equipment within two (2) weeks after the teams' final game.

D. The Director of Equipment is responsible for maintaining locks (security) at each field.

### **Director of Safety/Insurance**

A. The Director of Safety is responsible for the entire safety program for the league including distribution of first aid supplies to all teams.

B. The Director of Safety shall ensure no games or practices are held prior to obtaining the required insurance.

C. The Director of Safety shall secure insurance for all league players and personnel.

D. The Director of Safety shall secure a Certificate of Sports Liability with the City of Irvine and the Irvine Unified School District.

E. The Directory of Safety shall receive all injury reports, advise BOD at the next regular meeting, and begin insurance claims process.

F. The Directory of Safety shall communicate to all league personnel the IGSA Safety Rules.

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### **Director of Publicity/Marketing**

- A. The Director of Publicity shall serve as the league liaison between IGSA and the local community, including local media.
- B. The Director of Publicity shall keep the community informed of league activities and league standings.
- C. The Director of Publicity shall promote league awareness.

### **Director of Fundraising**

- A. The Director of Fundraising shall serve as the league liaison between IGSA and local business for the purpose of raising league funds.
- B. The Director of Fundraising shall propose various fundraising events for BOD approval.
- C. The Director of Fundraising shall make regular reports on all fundraising events at all Board meetings.
- D. The Director of Fundraising shall promptly turn over to the Treasurer any funds received, completing a Verification of Funds.
- E. The Director of Fundraising shall be bonded.

### **Director of Scorekeeping**

- A. The Director of Scorekeeping shall compile league records to include, but not limited to, innings pitched, final scores and league standings for all divisions except the 6U and 8U divisions.
- B. The Director of Scorekeeping shall oversee the entering of player statistics into the web site.
- C. The Director of Scorekeeping shall provide a scorekeeping training clinic to all team representatives prior to the start of season.
- D. The Director of Scorekeeping shall report weekly scores/standings to the Director of Publicity and ensure that standings, scores and highlights are submitted to the local paper(s).

### **Director of Uniforms**

- A. The Director of Uniforms shall serve as the league liaison between IGSA and uniform vendors.
- B. The Director of Uniforms shall receive uniforms from the vendor and deliver them to all teams.

### **Director of Coach Development**

- A. The Director of Coach Development shall direct the training of volunteer coaches for each age group.

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### **Director of Player Development**

A. The Director of Player Development shall direct the training of the players appropriate to each age group.

### **Director of Snack Bar**

A. The Director of Snack Bar shall administer the procurement, pricing, coordination of volunteers for the snack bar.

### **Director of Website**

A. The Director of Website shall maintain the IGSA website.

### **Division Commissioners**

- A. The Division Commissioners are appointed by the Player Agent and are subject to BOD approval.
- B. The Division Commissioners act as the liaison between the teams within the division, and between the division and the Player Agent.
- C. The Division Commissioners assist coaches and managers on issues of league policies, rules, parental concerns, player concerns and general functioning of the division.
- D. The Division Commissioners act as the liaison with outside leagues to establish inter-league play, if needed.
- E. The Division Commissioners maintain records of standing for teams within the division. For Divisions 10U, 12U, and 14U, Commissioners will collect all scores and highlights and report to the Director of Scorekeeping.
- F. The Division Commissioners assist with the disbursement and collection of equipment for teams at the beginning and end of the league season.

### **Section 5. Committees**

- A. The BOD shall establish Committees as necessary.
- B. The BOD shall appoint Committee Chairpersons as necessary.

### **Section 6. Team and Player Dues**

- A. Player registration fees shall be determined by the BOD, at the beginning of each season, and shall be paid upon registration of each player in the league. The BOD will establish refund policies and procedures.
- B. Players shall not be allowed to participate in IGSA functions until all fees are paid.
- C. In case of financial hardship, a player may apply to the EBOD for financial assistance from the league. Applications must be made in writing, to the EBOD through the player agent or other BOD member. Assistance will be given as deemed suitable by a vote of the EBOD.

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D. No refunds will be given, except under special circumstances. Any exceptions will require BOD approval.

### **Section 7. Age Groups**

A. The following age groups may constitute the IGSA divisions (based on registration):

1. 18U 18 and under
2. 16U 16 and under
3. 14U 14 and under
4. 12U 12 and under
5. 10U 10 and under
6. 8U 8 and under
7. 6U 6 and under

B. Any player may play "up" (that is, register, be evaluated, and drafted to play in an older division) with parental permission; however, parents shall assume all responsibility for the player's safety. A player may not register in a level in which the player's age is older than the oldest acceptable age for that level. Exceptions may be made due to medical reasons, in which case a written request must be received and a vote of the BOD taken.

C. At registration, a player's league age shall be determined based upon her age as of January 1 of that league season.

D. Travel Ball players will be allowed to play in IGSA. The April 1 All-Star eligibility guidelines as outlined by ASA shall prevail.

### **Section 8. Fields and Etiquette**

A. All teams will be assigned practice fields and times by the DOS.

B. Allocation of fields for practice shall be based upon availability as allocated by the City of Irvine.

C. Teams may only practice on fields that have been specifically allocated by the DOS.

D. One team shall be the Home team and one shall be the Visitor. Home teams shall occupy the third base dugout and the Visitor shall occupy the first base dugout. Home teams shall be the official scorekeepers, shall provide the game ball, and are responsible for completing the safety check of the field.

E. Priority for field use, scheduling, and officiating shall be determined by the DOS and approved by the BOD.

**Section 9. Formation of Teams**

A. In Divisions 10U, 12U and 14U, teams shall be formed in IGSA by open draft. Draft rules shall be those listed in the IGSA Standing Rules. The exception will be for the 6U and 8U divisions which will be determined by the Player Agent and respective Division Commissioner(s) (with team formation based upon buddy requests, school, and neighborhood).

B. The coach's daughter(s) may be protected during selection of teams by draft. Protected draft rounds shall be those listed in the IGSA Standing Rules.

**Section 10. Adult Team Member Duties**

**A. Duties of All Adult Volunteers**

1. Work with players to encourage them to build and improve their playing skills and enjoy the game of fast-pitch softball,
2. Instill sportsmanship,
2. Stress safety rules and administer first aid,
3. Foster a fun experience for all players,
4. Complete a Volunteer Profile,
5. Understand and adhere to the Code of Conduct.

**B. Duties of Manager (Head Coach):**

1. Teach basic softball fundamentals,
2. Attend player evaluation,
3. Select team players through open draft (Div 10U, 12U and 14U),
4. Work with and support Assistant Coach,
5. Know ASA and IGSA rules,
6. Attend Coaches meetings—ACE Certification is REQUIRED to coach,
7. Develop a game plan and lineup with Assistant Coach,
8. Maintain league equipment,
9. Notify UIC of "No Show" umpires,
10. Notify BOD, in writing, of conduct unbecoming a league representative within 48 hours,
11. Turn in all equipment to Director of Equipment at end of season within two (2) weeks after team's last game,
12. Maintain Emergency cards,
13. Make sure a woman 18 years old or older is present in dugout at all team functions,
14. Understand and adhere to the Code of Conduct,
15. Must hold a team parent meeting to discuss Code of Conduct,
16. Maintain a team notebook containing team rosters, medical release forms, and signed Code of Conduct forms.

**C. Duties of Assistant Coach:**

1. Assist manager with team organization,
2. Support the manager, coaches and team members,
3. Know ASA and IGSA rules,
4. Maintain dugout organization,
5. Enlist parental volunteers, when needed,
6. Attend managers' meetings when manager is unavailable,
7. Communicate league information to team/parents,
8. Notify BOD, in writing, of conduct unbecoming a league representative,
9. Assist Manager with issues relating to the Code of Conduct.

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### **D. Duties of Field Coach:**

1. Teach basic softball fundamentals,
2. Work with and support Manager and Assistant Coach,
3. Know ASA and IGSA rules,
4. Notify BOD, in writing, of conduct unbecoming a league representative.

### **E. Duties of Team Parent:**

1. Assist Manager and Coaches as needed,
2. Organize and maintain snack schedule,
3. Organize team volunteers,
4. Keep parents informed of activities,
5. Organize and attend team functions,
6. Coordinate team banner,
7. Assist manager and coaches with issues relating to the Code of Conduct.

### **F. Duties of Scorekeepers:**

1. Responsible for Official Team Scorebook,
2. Record lineups and changes,
3. Record innings and outs pitched,
4. Attend Director of Scorekeeper's Clinic,
5. Record official game time and verify,
6. Record protests,
7. Inform umpires as requested,
8. Record players numbers and positions,
9. Exchange lineups with opposing team,
10. Obtain Umpire's and both coaches' signature or managers' signature after game (home team).

### **G. Coaches and Manager's Procedural Guidelines**

All teams will practice on their assigned league fields on their assigned days and time. Other practice sessions are permitted only if an assigned field is not being used and the DOS grants permission. All practices must be held on IGSA Softball assigned fields, for insurance purposes.

Coaches, managers and assistant coaches are responsible for the thorough knowledge of all ASA and IGSA Softball league administrative, standing and ground rules.

### **Section 11. Game Procedure and Conduct**

A. All games shall be played as scheduled by the DOS.

B. Rescheduling of games shall be made at the discretion of the DOS. Rescheduling must be with the agreement of both coaches.

C. Games must be played as scheduled if both teams have a minimum of 8 players.

D. Coaches, managers, players and spectators are expected to observe the rules of common courtesy and good sportsmanship, both on and off the field, as outlined in the ASA rulebook. Coaches and managers are responsible for the behavior of their team members. Coaches, managers, players and spectators who show poor sportsmanship and/or discourteous behavior toward other coaches, managers, players, spectators or umpires are subject to expulsion from games. In addition, offending league members will be excluded from their next league game. If this behavior persists, offending league members are subject

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to expulsion from the league, based on a vote by the BOD. All complaints about inappropriate behavior shall be presented to the Player Agent and Commissioner within 48 hours after the incident. Written rules of conduct will be distributed to all coaches, parents and anyone having business with the league.

E. Alcoholic Beverages and Tobacco Products shall not be permitted at games being played by IGSA Softball teams, on reserved fields, at team practices, or any IGSA endorsed event.

### **Section 12. Protests**

A. Protests shall be regulated by ASA rulebook regulations. All protests shall be made in writing. Protests must be brought to the attention of the Umpire and must be so noted in the official score book, prior to the next pitch.

B. An administrative fee of \$25.00 shall accompany a "Protest". The administrative fee is non-refundable. Final ruling on the protest shall be made by the UIC.

C. Protests will not be received or considered if they are based solely on a decision involving the accuracy of judgment on the part of an Umpire.

D. The UIC will notify the BOD of any protests that are officially lodged, and the final decision regarding re-play or re-scoring of the game.

### **Section 13. Grievances**

A. In the event a dispute arises as to the conduct, action, or procedures of a coach, adult member, BOD member, committee chairperson or player of this league, there shall be a prescribed means of disciplinary action.

B. The grievance committee will hold a hearing in which both sides of a dispute shall present their case. This committee shall be comprised of the Vice President of the league, the Player Agent, the Umpire in Chief and the Commissioner of the division in which the dispute occurred, or another available divisional commissioner, if needed. In the event any of the named positions is directly involved in said dispute, then the President will appoint an alternate.

C. Hearing Procedure:

1. The complainant must notify the Player Agent (PA) and division commissioner, in writing, within 48 hours of his/her complaint. The PA shall notify the grievance committee and the accused of the complaint within 48 hours. The Vice President may fulfill this responsibility in the absence of the PA. The appropriate Board representative will acknowledge the complaint.

2. Both the complainant and the accused shall prepare written statements as to the events that occurred. Date, time and events leading to the dispute, witnesses and any supporting data shall be included in the statements. Hearsay shall not be accepted.

3. After receiving such statements, the grievance committee shall meet and determine if the dispute has merit to proceed to a hearing.

4. The PA, or his/her alternative, will schedule a hearing and notify the complainant and the accused of the time and place of this hearing. It is the complainant and the accused parties' responsibilities to notify all of their witnesses of the hearing and its time and place.

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5. At the hearing, all parties, including witnesses, (a notarized statement from a witness is acceptable) will present their case. After the presentation, the committee shall decide whether there has been an infraction of the Code of Conduct and action will be taken according to the rules set forth in the disciplinary guidelines. Each member of the grievance committee shall have one vote.
6. The committee will determine the disciplinary action and report to the general BOD the results of such disputes. Disciplinary action may include a written warning, suspension from the league for a stated period of time, or possible expulsion. Disciplinary action may also include monetary restitution if said dispute involved use of funds and/or expenditures not authorized by the league.
7. A summary of the dispute and its resolution shall be submitted to the league secretary and kept in the official league records for a period of two (2) years.

### **Section 14. Amend the By-Laws**

Any amendment to the By-Laws must be voted on by a majority (greater than 50%) of the BOD for its adoption.

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ADOPTED 9/97, REVIEWED AND REVISED: August 2007