



*Administrative Bylaws*  
*Approved by CFS Board*  
*August 2009*

## *Campbell Girls Fastpitch Softball* Administrative Rules (Bylaws)

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\*\* [Anything not covered by the Bylaws will refer to the ASA J.O. Handbook](#)

# 1, LEAGUE ORGANIZATION AND CHARTER

The name of this organization shall be: Campbell Girls Fastpitch Softball (CGFS or League), located in: Santa Clara County, Campbell, California. Campbell Girls Fastpitch (CGFS) is an independently operated 501(c)(3) Non-profit California Corporation. The League address is: Campbell Girls Fastpitch Softball, PO BOX 1288, Campbell, CA 95009. "Crush" and "Campbell Crush" are names established by the League for use by its affiliated traveling teams.

***CGFS will work diligently to ensure opportunities to all girls in the Campbell area who wish to participate in a recreational softball program. CGFS will provide a fun, safe and educational environment in which to learn the fundamentals of softball, as well as the life skills of teamwork, communication, and fair play.***

## 1.1 THE BOARD OF DIRECTORS

### **1.1.1 The Board of Directors Election**

League's voting membership will elect the League President, Vice President, Secretary, Treasurer, and Player Agent(s) by written ballot or voice vote. The Umpire in Chief, Division Commissioners (if required), Safety Coordinator, Equipment Coordinator, Field Director, Uniform Coordinator, Snack Shack Coordinator and Publicity Chairperson will be appointed by the elected board. The League is directed to hold an official election every year at Closing Day Ceremonies to elect new Board members.

### **1.1.2 League President Standing Positions**

Persons elected League President by the general membership of the League for one or more of the preceding three years ("Past Presidents") may serve as League officers at the sole discretion of the elected board. The individual(s) filling these three positions will be voting members of the League's Board of Directors. Should any qualifying Past President decline to or be otherwise unable to serve the League in this capacity, the position shall be left vacant.

### **1.1.3 Voting Members of the Board of Directors**

The voting members of the Board of Directors shall consist of: The President, Vice President, Secretary, Treasurer, Player Agent(s), and Past President(s). Other positions and committees established by this Board to help in the operation of the League will be subordinate to the Board and will have no Board voting privileges.

### **1.1.4 Board Member / Player Participation/Family**

Members of the Board of Directors need not have a daughter registered in the League at the start of the Spring playing season each year.

Two or more members related by blood or marriage may not hold a voting board position.

### **1.1.5 Board of Directors Tenure**

The tenure of office for the Board of Directors is one year from June 1 to May 31. Failure to attend two consecutive Board meetings is cause for dismissal.

### **1.1.6 Non-voting advisory positions**

The Board of Directors has established three non-voting advisory positions, namely the Financial Advisor, Travel Team Advisor and the Training Advisor.

### **1.1.7 Screening**

Prior to anyone being appointed, the Board of Directors shall screen and approve all volunteer personnel. The League Board of Directors shall evaluate every adult twenty-one years of age or older who has applied for a team management, or coaching position and assign those found acceptable to teams.

### **1.1.8 Directors' & Officers' Liability Insurance**

The League Constitution requires a fidelity bond to protect the people who are required to handle League funds and to protect the League from possible misuse or loss of its assets. The League requires \$1,000,000 minimum coverage for Directors' and Officers' Liability Insurance. The League Board of Directors is responsible for securing such coverage.

### **1.1.9 Volunteer Application Requirement**

The League Board of Directors shall require every adult volunteer involved in the League, whether elected, or appointed, and every committee member, all managing personnel, all umpires, and all field personnel to complete a confidential Personal Information Form and a CGFS Volunteer Application and said forms shall be kept on file with the League Secretary, Umpire-in-Chief or affiliated organization before being allowed to be an active part of the League. All League personnel shall supply any other information, including finger printing, which may be requested from time to time by affiliated organizations before participating in any League function.

### **1.1.10 Nominating Committee**

On or before the last three weeks of the Spring playing season, the current Board of Directors will appoint a Nominating Committee of at least three persons, other than Board Members, who will actively seek qualified candidates for the elected Board Positions. The Nominating Committee will post the Nominees names at Snack one week prior to closing ceremonies. The names of these candidates will be placed on the Official Ballot for the General Election Meeting at Closing Day ceremonies. Members of the Nominating Committee will be known to the League's voting membership and may, themselves, be candidates for a Board position.

### **1.1.11 Audit Committee**

After all League play has concluded for the Spring program, the Board of Directors will appoint an audit committee of at least two non-Board members who will examine and check the financial records of the League. After examining the League account, this committee will make its final report to the newly elected Board of Directors. The audit committee may contain one or more Board Trustees, but shall include at least one person who is not a Trustee.

## **1.2 Duties of Board Members**

See Attachment 1 Board Member Duties

## **1.3 Code of Conduct**

See Attachment 2 – Volunteer code of Conduct

## 2.0 LEAGUE OPERATION

### **2.1 Decisions based on majority vote**

All League business and League decisions shall be determined by a majority of Board members present at any meeting where all Board members have been given prior notice of the meeting time and place. No vote shall be taken unless a quorum - consisting of at least 2/3 of the board members - is present.

### **2.2 Meetings**

#### **2.2.1 Public Forum**

League meetings shall be held in a public place with any adults involved in the League allowed to attend. Other than the Board of Directors, no one shall have a vote at meetings. Members that desire to place a topic on a meeting's agenda must give the League President one week's prior notice of the agenda topic and estimated amount of time desired to discuss the topic at the meeting. Failure to properly submit a matter for placement on the agenda may result in an inability to discuss the topic at a meeting, although the Board reserves the right to consider matters that were not timely raised.

#### **2.2.2 Email, Telephone, fax or other electronic means Decisions/Meetings**

Meetings may be called to manage and conduct league business outside of the public sessions. These meetings may be conducted via email, or other electronic means. Expenditures approved at such meetings shall not exceed \$500. The quorum and voting requirements applicable to regular meetings shall also apply to email/electronic meetings.

### **2.3 Board Decisions are Final**

The action of the Board of Directors on any matter concerning League business shall be considered final, provided such actions and decisions are not in conflict with these Administrative Rules or the League Articles of Organization.

### **2.4 Board Member Removal**

With proper cause and after the majority action of the League Board of Directors, any person elected or appointed may be relieved of his or her duties. "Proper Cause" to remove an elected or appointed person shall include violations of the CGFS Volunteers' Code of Conduct, which document is appended to these Administrative Rules and incorporated fully by this reference.

#### **2.4.1 Conduct**

The conduct of every League individual is to be maintained at a level that is consistently in the best interest of the participants in the program. The complete protection of all the players is the responsibility of every League member.

#### **2.4.2 Misconduct Actions**

Any charge of misconduct will be presented to the League President (or to the Vice-president, if the charge relates to the President), who shall act upon said charges as quickly as possible. If the League President, after a thorough investigation, decides a charge is serious, (s)he shall contact and temporarily relieve such person or persons of their duties pending the outcome of a special closed Board meeting concerning the matter.

#### **2.4.4 Adults expelled are deemed ineligible**

Any adult expelled from any League or any youth program shall be ineligible to serve CGFS in any capacity.

### **2.5 Use of assets**

Under penalty of the law, no individual or group other than the League Board of Directors may use, unless authorized by the Board to do so: League emblems; the name of Campbell Girls Fastpitch Softball; or any League assets.

#### **2.5.1 Use of logos**

When any of the program logos are used, reproduced or used in any manner, including League letterhead, or used in any other fashion including being applied to apparel, the League Board of Directors shall be required to approve such use.

#### **2.5.2 Color Scheme**

Navy blue, red and white are the established colors for CGFS traveling teams.

### **2.6 Assets shall remain property of CGFS**

All assets of the League, raised under the name of Campbell Girls Fastpitch Softball shall remain in the local community under the direction the Board of Directors.

Assets raised by CGFS shall be used solely in furtherance of the objectives of CGFS. Such assets will not be dissipated or converted to private use. All assets raised on behalf of, or using the name, logo, or identity of CGFS, shall be the sole and exclusive property of CGFS.

### **2.7 Ages of the playing divisions**

A player's age as of December 31 of the calendar year preceding the start of the spring season determines the recreational division in which the player is eligible to participate.

Recreational Division Classification	Age as of December 31, 2009	For 2010 Recreational Season, Born after
Mini Classification	6 or under	December 31, 1997
8-Under Age Classification " <u>A</u> " Division	8 or under	December 31, 1995
10-Under Age Classification " <u>AA</u> " Division	10 or under	December 31, 1993
12-Under Age Classification " <u>AAA</u> " Division	12 or under	December 31, 1991
14-Under Age Classification " <u>Majors</u> "	14 or under	December 31, 1989
16-Under Age Classification	16 or under	December 31, 1987

Players may play up of their age classification only with prior written approval of the board. Such approval will be granted in exceptional circumstances.

### 3 Recreational Program

The League, with the cooperation and assistance of all League parents, will provide its players with organized practice sessions, an approximately 20-game playing season, all necessary field equipment, safe fields, approved managing personnel, proper parental supervision of all activities, social activities and parties, individual participation and appropriate team awards.

#### ***3.1 Parent Involvement.***

Parents will support their team efforts through their volunteer efforts at fund raising events, Field Maintenance Days, work in the Snack Shack, pre-game field set-up, etc.

#### ***3.2 Program Evaluation***

The League will make available a program evaluation for players and their parents. The evaluations will be available at each Snack Shack during the month of May. Completed evaluations are dropped off at the Snack Shack and will be distributed to Division commissioners for review and presentation of results to the Board of Directors.

#### ***3.3 League Independence***

The League will annually review its affiliation with local, regional or national sponsoring organizations for the purpose of supplying the program with needed insurance and organizational support. League affiliation with such groups will be left to the total discretion of the elected Board of Directors. By choosing its affiliation, the Board will ensure that no local, regional or national sponsoring organization will receive, through implication or consent, any interest in the assets of CGFS, as such assets have been accumulated by the efforts of local members for the perpetuation of the neighborhood program. CGFS will not use the name or logo of any such organization in its publicity or solicitation of funds where such use may be construed to grant such organization an interest in any assets of CGFS.

#### ***3.4 Sponsor Fee***

The recommended sponsor fee is \$300.00 - \$500.00, more or less may be charged; however, all sponsors will pay the same fee and no sponsor will be advertised, as such, unless the sponsor fee has been deposited into the League treasury. Sponsors' identification will be placed with high visibility on the team banner. Sponsor advertisement will be included in all League publications at no additional cost to the sponsor. Sponsors can be used for all Division teams or traveling teams. Although the League will assist obtaining sponsors, each team is responsible for obtaining a sponsor.

The recommended sponsor fee is \$300, more or less may be charged; however, all sponsors will pay the same fee and no sponsor will be advertised as such unless the fee has been deposited into the League treasury. Sponsor identification will be placed with high visibility on the team banner.

The Board may prevent any player from participating in the League for failure or failure of her parents to:

- . • pay properly assessed registration fees.
- . • return League property.
- . • supply an acceptable copy of her birth record.
- . • pay amounts due the League as a result of League fund raising
- . • conduct deemed to be unacceptable

### **3.5 PRACTICE AND THE SPRING RECREATIONAL PLAYING SEASON**

3.5.1 The League may conduct a special spring clinic prior to March 1st.

3.5.2 No teams may practice with or without their managing staffs, prior to the League established "First Day of Practice."

3.5.3 The Spring playing season shall not begin before the first Saturday in March, and all games including make-up and play off games will conclude before June 15<sup>th</sup>.

3.5.4 During the regular season the League will schedule no more than two (2) games a week for any one team. Re-scheduled games that are placed in a week (Sunday - Saturday) are not considered in this two game limit.

3.5.5 Scheduled games should start no earlier than 4:00 p.m., Monday through Friday and, when school is in session, end no later than 8:00 p.m. The lateness of games, or League activities, should never interfere with a player's responsibility to her family, church or school.

3.5.6 The League Board of Directors should carefully consider whether to schedule games on Sunday. For many, this one day of the week is intended as a "family day." However the League Board of Directors may vote to allow games on Sunday, after 12:00 noon. For the same reason, managers should refrain from scheduling practices on Sunday. If considered necessary to schedule Sunday practices, absence from such practice shall not be held against a player.

3.5.7 Admission fees are never allowed at regular Recreational League games.

3.5.8 Divisional Tournaments may be held at the end of the Spring playing season. If held, teams shall be seeded into the tournament at the end of season using the Standard Seeding Bracket System.

### **3.6 THE LEAGUE UMPIRE - QUALIFICATIONS AND REQUIREMENTS**

3.6.1 A League umpire will have a complete knowledge of the current Amateur Softball Association and CGFS Field Playing rules and shall defer all rule questions and rule interpretations to the League Umpire in Chief.

3.6.2 A League umpire will be responsible to, and under the direction, of the League Umpire in Chief.

3.6.3 For Accident/Medical insurance protection for the individual umpire and liability insurance protection for the League, each League umpire shall be registered with the Amateur Softball Association, or other suitable organization by the Umpire in Chief before being allowed to officiate.

3.6.4 A League umpire shall have a Personal Information Form completed and in the possession of the League Umpire in Chief before officiating any game. An umpire shall supply any other information, including finger printing, which may be requested from time to time by affiliated organizations before officiating any game.

3.6.5 When officiating, the League umpire will wear the required League Umpire uniform consisting of; a powder blue shirt, dark pants or shorts, athletic shoes (steel cleats are not allowed), and sports socks that cover the entire foot and ankle.

3.6.6 League umpires shall wear any and all additional umpire protective equipment as required by the League Umpire in Chief.

3.6.7 Each League umpire should have their own umpire uniform, watch, count indicator, broom, and ball bag. League umpires should also consider owning their own face mask with throat guard and a chest

protector. At the option of the individual plate umpire, shoulder pads, upper arm guards, shin guards, and foot guards may also be utilized. The League should furnish proper Umpiring equipment for young and/or inexperienced umpires in training.

3.6.8 The League may obtain an umpire program sponsor in order to cover umpire expenses and umpiring equipment.

3.6.9 Coaches and players should never umpire in the same division in which they coach or play. This requirement can be waived by mutual consent of the opposing managers.

3.6.10 Contracts with professional or amateur umpiring associations are permitted.

### **3.7 TEAM MANAGING PERSONNEL**

3.7.1 At the time of Board appointment, all managing personnel, except for a minor assistant coach, shall be at least twenty-one years of age.

3.7.2 All managing personnel shall complete a Personal Information Form and a CGFS Volunteer Application which shall be kept on file with the League Secretary and approved by the Board. All managing personnel shall supply any other information, including finger printing, which may be requested from time to time by affiliated organizations before participating in any League function. All managers and head coaches shall achieve the Bronze Coach level in the ACE (Achieve, Certify and Educate) Coaching Certification Program of the American Softball Association.

3.7.3 All managing personnel shall be approved by the League Board of Directors.

3.7.4 All Division teams shall be under the direct authority of a female manager. All managing staffs will consist of at least one female member. The chaperone shall be a female.

3.7.5 The Umpire in Chief and the Player Agent will never be managing personnel. The Board can waive this requirement in certain circumstances.

3.7.6 All managing personnel will have read and studied the Official Rules of Softball as published by The Amateur Softball Association of America and any modifications to those rules contained in these Administrative Rules.

3.7.7 All managing personnel will have read and studied the Manager's Information Package and will follow its guidance. The League may require certification that each member of the managing staff has read the Package.

### **3.8 RESPONSIBILITIES OF THE TEAM MANAGER**

3.8.1 It is the manager's responsibility to make certain that there is always a rostered female representative of the managing staff at all team activities, including practices, all games, and any other team events. No activities shall take place if a rostered female is not present.

3.8.2 To enable each player on the team to contribute to the team effort, each manager shall schedule game participation by all players in a fair and equitable manner. All roster players should play a minimum of two innings per game. Upon recommendation of the Player Agent, the Board may place a manager on probation for failure to comply with this rule. If the misuse of any player continues after probation, the manager and potentially other members of the managing staff will be suspended.

3.8.3 In conjunction with the other managing personnel, the manager will be responsible for the team's equipment and uniforms. When the League is involved in a fund-raising event, the manager will be responsible for the team's fund-raising product, involvement, and general sales effort.

3.8.4 Managers shall bring all player problems to the attention of the Player Agent. Managers will never dismiss a player from the team. That authority is limited to the board of directors.

3.8.5 With the approval of the League Board of Directors, a manager may dismiss a member of her staff.

3.8.6 If a player misses a practice or a game because the player was participating with another team or activity (other than school or church), the manager has the right to discipline this player but must first bring this situation to the attention of the Player Agent. At the Board's Discretion, any player participating in another softball league and/or team will be evaluated to determine skill level and placed in appropriate Division based on evaluation.

3.8.7 Managers are responsible for the accurate and timely filing of accident forms with the Safety Coordinator within 24 hours of an injury.

3.8.8 Managers are responsible for a complete understanding of these Administrative Rules, the Manager's Package, the Official Rules of Softball as published by the Amateur Softball Association and the League's Field Playing Rules.

3.8.9 During the preseason, it is the responsibility of each manager and coach to carefully train each player in the techniques of sliding. During the spring season, it is the responsibility of each manager and coach to continually practice under safe, supervised conditions the techniques of sliding to increase the players' individual confidence and proficiency at sliding.

3.8.10 During the preseason, it is the responsibility of each manager and coach to carefully train each interested player in the techniques of pitching and catcher. During the spring season, it is the responsibility of each manager and coach to continually encourage and provide practice, and if appropriate, game experience for all players interested in pitching or catcher.

3.8.11 Managers are responsible for the accurate and timely reporting (in writing) of any of the following to the Player Agent within 24 hours of the incident:

- . • The misuse of a player by anyone.
- . • Any player that misses three consecutive practices - unexcused.
- . • Any player that misses two consecutive games - unexcused.
- . • The benching of a player.

### 3.9 SAMPLE LEAGUE CALENDAR

May/June Board nominations completed. Traveling teams assembled for Summer season. End of Spring season's second-half. First and second-half playoffs, if necessary Closing Day Ceremonies. Election of Board members. Secure fields for next spring/rec season through the City of Campbell. Complete Taxes for board approval and send them to the State and Federal Government. Review that all state filings are complete and up to date. Pay any outstanding tax liabilities. Prepare estimated budget for next year. Send Thank You letter to the school board and principal of Forest Hill for supporting CGFS and use of fields.

June - August Combined meeting of incoming and outgoing Boards. Establish new bank account signatories. Presentation of final financial statement to Board. Present League Policy

Statement, Duties of Board of Directors, Administrative Rules and Field Playing Rules to new Board for ratification at Septemeber meeting.

	Summer season for traveling B/ C teams.
August	Equipment Coordinator reports on results of inventory and makes recommendations to the Board for the coming year. Review and complete player registration packet/forms. Insure Website is ready for the upcoming season with correct board contact list, search engines find correct location and plan for school flyers/notices.
September - October	Fall season for traveling teams.
September	<del>Combined meeting of incoming and outgoing Boards. Establish new bank account signatories. Presentation of final financial statement to Board. Present League Policy Statement, Duties of Board of Directors, Administrative Rules and Field Playing Rules to new Board for ratification at October meeting.</del> Uniform and Equipment Coordinators perform an inventory for the purposes of reporting recommendations to the Board at the October meeting. President (and other interested board members) meet with the principal of Forest Hill (school where fields are located). Place banners at local community sites. Appoint sponsor chair and begin securing sponsors.
October	Treasurer presents Annual Budget for the current year. Summer Traveling Teams submit final roster and financial report to the Board on October 1 <sup>st</sup> . Uniform Coordinator reports on results of inventory and makes recommendations to the Board for the coming year. Distribute flyers and place up banners. Team sponsor drive begins. Establish registration dates and begin planning publicity. Initial order for uniforms and additional equipment. Commissioners begin to contact prospective coaches and managers. Order fund raising materials (candy). Hold school information sessions and schedule registration sessions. Email notices to past players on registration schedule.
November	Identify critical sub-committees needed to help run the recreation league. Identify the snack shack lead. Elect Umpire chief. Ensure umpire and coaching clinics are scheduled. Continue registration planning
December	Snack shack and school cleaning. Apply for League liability insurance. Order team equipment.
January	League registration and fund raiser kick-off. Fall/Winter Traveling Teams submit final roster and financial report to the Board on January 1 <sup>st</sup> . Player agents identify needed number of coaches and managers. Prepare for coaches clinics and establish guidelines for background checks/finger printing. Setup photographer for picture day. Snack shack inventory and purchasing processes completed. Fill appointed positions.
February	Team draw for all Divisions. Submit required information to secure team insurance coverage Identify and secure sufficient numbers of qualified umpires for the season. Prepare and board approves Spring season playing schedule. Team formation meetings. Turn in of fund raiser money. First league-wide field maintenance day. Manager and coaches' clinic. Coach, manager and umpire meeting  Distribute team equipment. Final order for uniforms and additional equipment.
March	Spring practice season begins. Field maintenance days. Manager and coaches meeting. Rules clinic. Distribute uniforms. Opening Day Ceremonies. Spring playing season begins. Picture day.
May/June	Board nominating committee selected and begins to contact candidates Closing Day Ceremonies. Election of Board members. Traveling team managing staff outline their

plans to the league. Travel teams assembled for summer season. Practice for traveling season begins (June).

#### **4.0 PLAYER REGISTRATION**

When registering, a copy of each player's Certificate of Live Birth, bearing the city, or the county, or the state, or the federal seal will either be on file with the League or will be submitted to the Player Agent or other designated Board member. Hospital or Baptismal Certificates of birth may be rejected by the Player Agent as proof of age.

No one may discourage or disqualify any player from participating in the League. Player registration is never closed, however, wait-lists may be utilized.

Players who have physical or medical limitations may be eligible to participate if: 1) Written permission is given by a medical doctor and this information is in the possession of the League's Player Agent and 2) the Board of Directors by a majority vote agree that a medical, mental, or physical limitation would not risk the safety of such player or the safety of her teammates.

At the time of player registration, each player's address will be verified to be sure the player resides in the League's boundaries, if any, and is in fact eligible to register in the League. In addition, the Player Agent shall verify that the player's age and status as a pitcher/catcher or travel team player comports to available League records and/or other available information.

Every eligible player who registers prior to the team apportionment (Section 3.2) shall be placed on a team for the current Spring season unless all teams have reached the maximum of thirteen. Players will then be placed on a waiting list until they can be assigned to a team.

Every eligible player who registers after the team apportionment (Section 3.2) shall be placed on a team unless all teams have reached the maximum of thirteen. Players will then be placed on a waiting list until they can be assigned to a team.

The League should have registration information available throughout the entire community, i.e., public and private schools, churches, recreation departments, youth clubs, libraries, etc.

League players may not play for the CGFS and another softball team (other than elementary or middle school teams) concurrently.

#### **4.1 PLAYER REGISTRATION FEE**

Prior to the registration dates, civic organizations within the community should be contacted to provide the funds for players whose family circumstances make it impossible for them to meet their financial obligation to the League. In these cases of confirmed need, it may also be necessary to help supply equipment for these players.

4.1.1 Other than the established player registration and late fees, additional League charges will be listed and explained to the parent or guardian as optional fees and shall only be paid at the discretion of the parents.

4.1.2 Parents or guardians who register their children are responsible for the established player registration fee and the supplying of all necessary equipment, such as safety cleats, a glove, and protective sliding apparel for their children.

4.1.3 The Spring season player registration fee includes team and individual pictures, and participant

trophy. The player registration fees are outlined in the fees appendix and may be modified at the discretion of the board.

4.1.4 Authorized discounts include \$10 for the second child in the family or household registered. After the second child in a family or household, the fees are reduced to \$55 per each additional registration in the household.

4.1.5 No player shall be refused the right to participate due to lack of funds. Scholarships are available for players whose families cannot afford registration fees. The League may require parents to sign a contract for a minimum number of hours of work (8) to support the league in return for the waiver of registration fees. All necessary paperwork must be completed before any related participant may be placed on a team.

4.1.6 Summer and Fall/Winter season player registration fees are established by the team managing personnel and approved by the Board of Directors. Such fees typically do not include pictures or scholarship fund portions paid for by the recreational league.

4.1.7 The Board of Directors is authorized to require up to eight hours volunteer work per participant family as a condition of registering a player with the League. If adopted by the Board, a failure to provide the required number of volunteer hours would increase the family's total registration fees by no more than \$48.00, or \$6.00 per hour. In addition, the League is authorized to implement a snack shack buyout plan. Particulars for any annual plan will be explained during registration.

4.1.8 As a condition of registering and participating with the League, each participant will satisfy one of two fund-raising options. Option I: An additional contribution that is to be determined on annual basis based on actual cost. will be paid with the player registration fees in lieu of selling any fund raising product. Option II: A participant will sell a minimum dollar amount to be determined annually. of fund raising product (maximum of two participants per family). Those selecting Option II will pre-pay for any fundraising material received from the League.

## ***4.2 TEAM APPORTIONMENT***

4.2.1 After the final public registration, the Player Agent will report to the Board of Directors, the number of registered players in each program Division. The Board will determine to either continue registration by establishing new registration dates and locations, or establish the number of teams in each division to be formed. The Board should always take into consideration late registering players and set the individual team size to allow for this occurrence.

4.2.2 After the Spring season has started the Board of Directors, through the Player Agent, should attempt to maintain each team with a minimum of twelve players. Before the season starts, the rostered number of players per team should be ten to eleven players to allow for late registrants.

4.2.3 Participants with Freshman, Junior Varsity or Varsity high school softball teams can not register with the League. Players cut, or otherwise released, from such teams prior to Opening Day may register with the League. The late registration fees will be waived in such cases. High school players cannot be registered after Opening Day. Players may not be registered with the League (whether placed on a team or not) while at the same time playing with a high school team.

## ***4.3 SPECIAL PLAYER PRIVILEGES***

4.3.1 Provided they are in the same Division, sisters will be placed on the same team, unless at least twenty-four hours prior to the Team Draw the Player Agent receives a written request from their parents or guardians that the sisters be placed on different teams.

4.3.2 A manager or head-coach who has a child in the same division shall, at least twenty-four hours prior to the team formation meeting, inform the Player Agent, in writing: The full name of the child who is in the same division as the manager; the birth date; and whether: 1) The manager or coach wants to select the child to his/her team, or 2) whether to have the child placed in the open draw.

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#### ***4.4 TEAM FORMATION***

Team formation will be managed by the player agent(s) with oversight from the board of directors and board of trustees. A draw process will be used. The draw is described in the appendix labeled "draw". Player agents will develop a "Draw List" organized by skill level (first year, second year, Crush) for all players and one specifically for pitchers and catchers. The goal is evenly distribute the skill level to all teams. The draw policies are intended to promote fair competition between all teams.

### **5.0 INSURANCE REQUIREMENTS OF ALL TEAM MEMBERS**

The League will supply accident insurance for team participants. The Safety Coordinator is responsible for administering the team insurance program.

Any player warming-up any pitcher shall always wear a face mask.

It is required that all team members, including managing personnel, wear socks that cover the entire foot and ankle during all practice sessions, practice games, and all games.

It is required that shoes that cover the entire foot shall be worn by all team members. This includes all managing personnel. Safety cleats must be worn and shall have rubber or synthetic cleats no longer than 5/8 of an inch, without coming to a sharp point and shall have no sharp edges.

Metal cleats are forbidden. If discovered, the person wearing these metal cleats will be immediately removed from participation until the correct footwear is worn.

All players should provide their own protective safety sliding gear ("sliders and pads").

A NOCSAE (National Operating Committee on Standards for Athletic Equipment or similar organization) approved catcher's helmet which covers both ears, face mask with a throat guard, chest protector, and shin guards will be supplied by the League and worn by all catchers for their protection at all practices and games.

Full NOCSAE or similar organization approved batting helmets that cover the entire head, both ears, and the temples, must be worn by the batter, the on-deck batter, and all runners. All batting helmets shall have protective face masks.

### **6.0 TRAVEL TEAMS**

Traveling teams will be self-funded. Travel teams should expect no additional financial support from the league.

Each Traveling teams' managing personnel will be solely responsible for the management of the teams' financial affairs and will plan special fund raising, tournament travel, accommodations, meals and special entertainment afforded the Traveling Team. No team bank accounts may use the name of Campbell Girls Fastpitch Softball.

At the completion of the Traveling Team's season, the managing personnel will return League equipment to the League Equipment Coordinator and present an accounting of the team's revenue from all sources and expenses to the League Treasurer. Income sources and expense payees are to be clearly identified on the statement of activity and expenses are to be supported by receipts, where practicable.

A Traveling Team will not end its season with a surplus (i.e., excess of revenue over expenses). A Traveling Team ending its season with such a surplus and after satisfying all its outstanding debts, will eliminate such surplus by distributing the surplus to its players on a pro-rata basis. A copy of the Traveling team financial report is to be given to the parents of each team member and the CGFS Board of Directors.

Traveling team equipment and financial reports are due to the League on or before October 1st for the Summer season and January 1st for the Fall/Winter season.

Travel team players and parents will be given the opportunity to complete an evaluation of their experience. Completion of the evaluation is entirely voluntary and is coordinated by the Player Agent.

The removal or dropping of a player or adult from a team will be handled by the League President, the Player Agent, and the team manager.

Traveling Team members are expected to attend Closing Day Ceremonies. Closing Day should be scheduled with tournament play in mind. Traveling teams are not to enter any tournaments before Closing Day unless specific prior approval has been received from the Board of Directors.

### 6.1 TRAVELING TEAM MANAGING STAFF SELECTION

6.1.1 The League may authorize one or more Traveling Teams in each playing Division. Individuals interested in participating on the managing staff of a Traveling team must complete a CGFS Volunteer/Travel Team Application. Applications must be received in the League's post office box on or before April 15th. (Campbell Girls Fastpitch Softball, P.O. Box 1288 [Campbell, CA 95009](#). Applications received after that date may not be considered. At the May Board Meeting, the Board shall select the Managing Staff of the Traveling Team(s) in each Division such notification shall be in writing.

6.1.2 Applicants may be required to attend the Board meeting following the receipt of their application to discuss their application. The Board will consider information in the application, prior experience with applicant, compliance with these and other League rules (including return of equipment and filing team financial statements) and any other information it deems pertinent in evaluating applications for approval.

### 6.2 THE TRAVELING TEAM PLAYER SELECTION PROCESS

6.2.1 Traveling Teams are organized for the benefit of all League participants who are qualified and who desire to participate in a competitive environment of tournament and traveling team play. In order to qualify for Traveling Team selection a team member must have been rostered in the League during the Spring season. JV High School players will be allowed to play if they were registered with CGFS in the prior spring season if there are not enough rec players. All current season rec players that tried out must be selected prior to selecting JV High School players.

6.2.2 Tryouts shall be scheduled by the selected managing staff of each traveling team. Said tryouts shall not be scheduled until after the first weekend in May. Only those girls participating in the scheduled tryouts shall be eligible for selection onto the traveling team. Additional Tryouts may be scheduled if necessary. The managing staff is responsible to record the name of every player that attends the tryout. A

copy of this list must be given to the Player Agent within 48 hours after the try-out.

6.2.3 The managing staff of each travel team shall have total discretion over the method of selection. The Board will observe the tryout process to ensure the methods used adhere to CGFS goals and standards. After making their final selection the managing staff shall submit their final selection list to the Player Agent(s) which may contain up to 20 players in order to allow for alternates. The Player Agent(s) shall inspect the Selection Roster in order to determine that the selection roster conforms to the requirements of these Administrative Rules

### **6.3 THE SELECTED TRAVELING TEAM PLAYERS AND INITIAL ROSTER**

6.3.1 After the Selection Roster has been approved by the Player Agent and Board of Directors, the Traveling Team Manager will contact the players and their parents to determine their availability for Traveling Team participation.

6.3.2 If the selected player chooses not to participate with the Traveling Team, the Manager will replace the player with a selected alternate..

6.3.3 Selected alternates that are not contacted by a Traveling Team Manager are never included on any team roster reported to the League Player Agent, including the initial roster.

6.3.3 After the Traveling Team Manager has established his/her players, the initial team roster is prepared to list all participating players, alphabetically, and will identify their player numbers. Separately, on the roster, the Manager will list all players contacted that could not or otherwise declined to play with the team. Traveling Team initial rosters are due to the Player Agent within 48 hours after approval of their Selection Roster

### **6.4 THE TRAVELING TEAM FINAL ROSTER**

6.4.1 After the Traveling Team season (Summer and Fall/Winter are considered separately), the Manager prepares the team roster which lists all participating players, alphabetically, and identifies their player numbers. For these players, the Manager will indicate which players did not participate in at least 50% of the team's games or 15 games, whichever is smaller. Separately, on the roster, the Manager will list all players contacted that could not or otherwise declined to play with the team. Attached to the final roster should be any comments regarding specific players that the teams' managing staff believes to be important relative to placing the player into the next season's team apportionment draw.

6.4.2 The Traveling Team final rosters are due to the Player Agent on or before October 1st for the Summer season and January 1st for the Fall/Winter season.

### **6.5 TRAVELING TEAM PRACTICE**

Until the Spring playing season has ended and all play-off games are completed, Traveling Teams may not practice in a manner which will conflict with any player's Spring team activities. This specifically prohibits the scheduling of practices that conflict with League games or scheduled practices of League teams.

Use of League fields and equipment during the summer or fall seasons is a privilege. Managing staffs are expected to drag their field after use and water the field once a week. The equipment shed and toilet

facilities are to be kept neat and clean. Equipment damaged beyond normal wear and tear will be replaced by the managing staff from the team's budget. League equipment is checked out from the equipment chairman and then checked in on a timely basis at the completion of the season.

## 7.0 SAFETY PROGRAM OUTLINE

It can be traumatic for newly registered players to learn how to; catch a fly ball, bat the ball, short hop a ball, play various positions, properly use their glove, etc. To minimize the potential for injury, it is important that the managing personnel become aware of sports training tools available to help with the training of players. Special bats, safety balls, as well as other safety equipment are available to assist in the teaching of basic softball skills. It is necessary that all managing personnel, every umpire, the Board of Directors, and all parents do everything within their power to ensure the safety and well-being of every player in the League.

### 7.1 AT THE FIRST PRACTICE

7.1.1 No teams may practice with or without their managing staffs, prior to the League established "First Day of Practice."

7.1.2 This could possibly be the first time many of the players have ever attempted to throw, catch, or hit a ball. Be safety wise - take it easy!

7.1.3 Never allow a player to practice unless the managing staff has in their possession a signed medical release card for each and every player.

7.1.4 Coaches should read the supplied coaches manual.

## 8. ANNUAL RATIFICATION BY BOARD OF DIRECTORS

By action of the Board of Directors of Campbell Girls Fastpitch Softball, these Administrative Rules (Bylaws) have been legally adopted at a regular Board meeting.

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*President's Signature*

*Date*

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*Secretary's Signature*

*Date*