

# **COLUMBIA BASIN GIRLS SOFTBALL ASSOCIATION**

By-Laws – Policies – Rules

Revised November 1, 2017

## ARTICLE I NAME OF ORGANIZATION AND STRUCTURE INFORMATION

The name of this organization shall be "COLUMBIA BASIN GIRLS SOFTBALL ASSOCIATION (CBGSA)". The term CBGSA when used in these by-laws, policy and rules shall refer to the softball league that has been formed from within this organization.

CBGSA is registered with the Internal Revenue Service as a 501(c)3 non-profit organization, exempt from Federal Income Tax, but is required to file a Form 990 by May 15<sup>th</sup> of each year.

## ARTICLE II MISSION

The mission of this organization is to provide all girls ages 5 to 14, a recreational opportunity and learning environment to develop skills in teamwork, sportsmanship, discipline, and responsibility with social interaction.

## ARTICLE III REGISTRATION OF PLAYERS

### Section 1

Any girl residing in and/or attending school in the Columbia Basin area, and whose age is at least five (5) years of age but not more than fourteen (14) years of age, by January 1<sup>st</sup> of the current membership year is eligible to play.

### Section 2

A player shall become registered and a member of the CBGSA when the membership fee, which is established by the Board, has been paid, a registration form has been completed, and proof of age has been provided to the CBGSA, as per Section 5. The membership fee may be waived by a vote of the Board. All players affiliated with CBGSA shall be USA registered and all player registrations shall expire the last day of the calendar year.

### Section 3

The CBGSA may require each parent to sign a statement releasing the CBGSA from liability for any injuries in conjunction with CBGSA activities. The CBGSA will require the player and the parents to sign a Code of Conduct Form. All required forms must be completed for the player to be eligible to participate or play in any CBGSA league games or functions.

### Section 4

Proof of age by birth certificate or other legal document (passport) must be presented at the time of registration unless the player was previously with the CBGSA. Those parents registering online will need to mail in a copy of the document or provide to the coach at the first practice.

## Section 5

Requests for membership fee refunds shall be made in writing. There shall be NO REFUNDS of membership fee after the start of league play unless otherwise determined by the Board.

# ARTICLE IV OFFICERS/BOARD OF DIRECTORS

## Section 1

Voting Officers of the Board shall be: President, Vice President, Secretary, Treasurer, Data Base Coordinator, Moses Lake Coordinator, Out of Town Coordinator, Equipment Manager and Fundraiser Coordinator.

All positions are on a volunteer basis. One person may not hold more than one voting position.

### PRESIDENT:

- Will preside at all meetings and enforce all laws and regulations relating to this organization.
- Shall call all meetings of the Board of Directors when he/she deems it necessary, in addition to regular and annual meetings.
- Set dates for the meetings.
- Shall appoint all committees. The numbers of committees may vary, but each shall be chaired by a board member.
- Oversee and assist all board members.
- Actively resolve any board issues.
- Act as a contact person for parents, coaches, and umpires in resolving issues that may arise.
- Will be the contact for age rule interpretation.
- Advertise meetings and registrations through Facebook Page and Bonzi.

### VICE PRESIDENT:

- In the absence of the President, the Vice President shall have all the powers and prerogatives of the President.
- Shall be responsible for making recommendations aimed at improving physical and mental skill development, i.e. motivating coaches.
- Set date and coordinate player skills clinic.
- Set date and coordinate coaches meeting.
- Set date and coordinate coach clinic.
- Assist Data Base Coordinator and Fundraiser
- Act as a contact person for parents, coaches, and umpires in resolving issues that may arise.
- Will be the contact for age rule interpretation.

#### SECRETARY:

- All proceedings of meetings, whether regular or special meetings, shall be entered in to proper books by the Secretary.
- Shall conduct all correspondence relating to this organization, shall issue all notices of meetings and perform all duties pertaining to the office of Secretary.
- Send out emails to coaches/city and age representatives and board members as needed.
- Make the agenda for the meetings with President's approval.
- Maintain a yearly calendar.
- Maintain a copy of all association records.
- Create and maintain Sponsor Request Form
- Will be responsible for creating and maintaining updated forms (registration, medical waiver, accident form, etc.) for approval by the Board.
- Print and distribute registration flyer to schools.
- Print registration form, distribute copies to Out of Town Coordinator and bring to Moses Lake Registration night.
- Maintain and update as needed CBGSA Website and Facebook Page.
- Point of Contact for Parks and Recreation Brochure.

#### TREASURER:

- All receivables to the organization shall be submitted to the Treasurer.
- Will be responsible for contacting sponsors and registrants for collection of fees.
- All invoices will be sent to the Treasurer for payment by the company wanting to collect payment. Invoices can be sent to PO Box 597, Moses Lake WA 98837 or through email.
- All checks will be approved by the Board members before being issued.
- Shall be charged with the proper recordkeeping showing all receipts and disbursements of the organization.
- Shall obtain audit of Treasurer's books by an outside CPA every other year prior to the September annual meeting of the Board.
- Shall report at each meeting of the organization the condition of the treasury.
- Register association for insurance.

#### DATA BASE COORDINATOR:

- Shall receive player registration and divide players into teams.
- Shall keep a list of registered players from the previous year.
- Register the league with required affiliates.
- Maintain Bonzi – player registration, background checks of coaches and parent volunteers.
- Verify playing age of girl with use of birth certificate.
- Prepare USA Reports and submit to the USA Jr Olympic Commissioner.
- Distribute USA Cards
- Point of Contact and management of Youth Day Parade and Opening Ceremonies with assistance from the Board. Move to Data Coordinator

#### MOSES LAKE COORDINATOR AND OUT OF TOWN COORDINATOR:

- Act as point of contact for all teams in their respective division as well as serve as liaison between the board, coaches, parents and players.

- Be responsible for ordering shirts for the teams and distribute to city representatives.
- Act as a point of contact for game cancellations within your respective areas.
- Collect fundraising monies and cards from city representatives.
- Distribute fundraising prizes to city representatives.
- Assist cities within your respective areas in finding coaches or sponsors as needed.

#### EQUIPMENT MANAGER:

- Responsible for buying equipment – bags, t’s, balls, bats, helmets, chin straps, etc. Request assistance from treasurer for payment.
- Distribute equipment bags at the coach meeting or through scheduled appointments with Equipment Manager.
- Maintain equipment, replace as necessary. Ensure all equipment is in good working order.
- Collect equipment bags at the end of the season.
- All purchases over budget (or specific amount) require board approval.
- Order and distribute team sponsor plaques.
- Order and distribute tournament trophies.
- Order and distribute end of season trophies and/or medals.

#### FUNDRAISER:

- Present fundraising ideas to the board.
- Order and distribute fundraising packets to teams with assistance from the Board.
- Organize turn-in night to collect monies, unsold cards and prize sheets.
- Purchase and distribute prizes.
- Arrange for date, submit form and organize end of season league party with assistance from Secretary.

## Section 2

Cities that wish to host games must have a city representative who will report to the Out of Town Coordinator.

#### CITY REPRESENTATIVE:

- Assist Data Coordinator in finding coaches
- Communicate with Out of Town Coordinator on game cancellations/rescheduling.
- Help distribute shirts to teams within your respective area.
- Collect fundraising monies/cards from teams and turn-in to Out of Town Coordinator.
- Responsible for arranging/scheduling field maintenance. Ensure fields are ready 90 minutes prior to game time and restrooms are unlocked and stocked with supplies.

## Section 3

#### ELECTION OF BOARD MEMBERS

- Board Members shall be elected at the last regular meeting in September of each year. Board Members shall serve for a period of one (1) year, or until the last regular meeting in September of the next year.

- If not present, nominees must send an acceptance of desire of the position at the annual meeting.
- In the event of a vacancy of office, the Board shall have the power to fill the vacant position.
- Any member of the Board may make nominations from the floor. Elections shall be declared the nominee receiving the majority of votes cast, providing a quorum of the Board is present.
- In case of a tie vote, the President shall cast the deciding vote.

## Section 4

### POLICIES AND PROCEDURES

- It shall be the duty of the Board to take the initiative in determining the policies of the organization. It is the primary function of the board to make necessary decisions to operate the league fairly and efficiently within the boundaries of the by-laws, policies, and rules of the CBGSA. The Board shall enforce all by-laws, policies, and rules. CBGSA observes USA rules and regulations, except where modified and approved by its Board. It shall be their duty to hear and rule on all grievances or formal protests of league and tournament games where such protests have been properly filed and presented in the manner by which is outlined by USA .
- It shall be within their power to suspend any player, coach, adult volunteer, representative, or board member, upon quorum vote, for cause as stated in Standing Rules.

## Section 5

### MEETINGS, QUORUM, AND VOTING

- Special meetings may be called at any time with the approval of the President.
- A representation of a majority of the members of the Board shall constitute a quorum authorized to transact any business duly presented at any meeting of the Board. A quorum is anything over 50 percent.
- Each CBGSA Board Member shall have one (1) vote on all issues presented to the Board.
- Representatives do not have a vote.

## Section 6

### BUDGET

- A budget committee meeting shall be scheduled by the Board within the months of September-November.
- The budget committee shall consist of the Treasurer and any other Board members who wish to participate. The budget committee shall review the previous year's budgeted versus actual expenditures and revenue, and set an operating budget for the upcoming year.
- Budget will be approved by the Board.

## ARTICLE V PARLIMENTARY PRACTICES

The proceedings of the CBGSA shall be conducted in accordance with Robert's Rules of Order, Newly Revised edition. Majority Vote of the board present at the time of the motion being made will rule. The Robert's Rules of Order shall prevail whenever an issue occurs that is not covered by these by-laws.

## ARTICLE VI INTERPRETATION

The Board shall interpret the by-laws and provide final judgment on questionable issues.

## ARTICLE VII BY-LAW AMENDMENT PROCEDURE

All proposed amendments must be in writing and may be proposed by the following method:

1. The Board may present a written amendment for addition at a general meeting.
2. Once a By-Law amendment has been proposed at a general meeting and discussed, it must then be held until the next CBGSA meeting. The motion for the By-Law's amendments must be brought back up at the next meeting, discussed and then voted upon. A quorum must be present in order for the amendment(s) to pass and become a by-law.

## ARTICLE VIII ASSIGMENT OF PLAYERS

1. Players shall be assigned to the following divisions within the CBGSA based upon the USA method of determining player age.
  - a. Beginner Division – Must not have turned 7 prior to January 1<sup>st</sup> of the current year.
  - b. 8U Division – Must not have turned 9 prior to January 1<sup>st</sup> of the current year.
  - c. 10U Division – Must not have turned 11 prior to January 1<sup>st</sup> of the current year.
  - d. 12U Division – Must not have turned 13 prior to January 1<sup>st</sup> of the current year.
  - e. 14U Division – Must not have turned 15 prior to January 1<sup>st</sup> of the current year.
2. The CBGSA will provide t-shirts for all players. These t-shirts will be worn as uniforms. Any t-shirt purchased by the CBGSA must be worn at all league games as uniforms.
3. Player's will be assigned to teams in the Beginner, 8U, 10U, 12U, and 14U based upon the following criteria:
  - a. Playing age will determine which division the player is in, based upon the USA method of determining playing age.
  - b. A returning player will be assigned to a team which may not be the same team as the year before. The only players that will be allowed to play on the same team are those of

the coaches. The only others would be the ones that happened by chance from selecting players as described in section d below.

- c. Players in the Beginner, 8U, 10U, 12U, and 14U Divisions will be assigned by the Data Coordinator by geographic locations using the school that the player attends as a guide. If there is more than one team from the same school attendance area, new players will be randomly distributed to existing teams.
  - d. Deviations from this may be made by the Data Coordinator for the purpose of balancing the number of the players on the team rosters. A parent of a player may request in writing at the time of registration that the player be placed on a team in a specific geographic location for specific reasons (child care, transportation, etc.). Attempts will be made by the Data Coordinator to honor these requests without guarantee that the requests will be honored.
  - e. A coach's daughter(s) will automatically be placed on their team, unless they choose otherwise.
  - f. Sisters playing in the same age division will automatically be placed on the same team unless a parent requests they be placed on different teams.
  - g. A younger sister registered to play in another age division may be placed on the older sister's team upon written request to the Board. A waiver must be signed.
  - h. Waivers will not be accepted for any girl younger than five (5) years of age on January 1<sup>st</sup> of the current year.
4. Change of Team Request – Parents of a player may request a change of team by contacting the Data Coordinator. Player or parent will not be allowed to choose the team they are to be changed to. The Data Coordinator will notify the Board of the request and a decision will be reached by the Board.
  5. Once a team has been officially formed and one team practice has taken place, a parent has two (2) weeks to request a change of team if the parent is unhappy with the player's placement on the team. Once this is requested, the Data Coordinator will investigate the matter and make an appropriate recommendation to the Board in regard to her placement. After the two (2) week period, the parent must directly petition in writing to the Board for a change in her team placement.
    - a. When a parent's request has been received by the Board, the President shall investigate the reasons for the team change. The President shall interview the player, her parents and the coach of the team she is asking to leave. The President shall obtain a written report from the coach and submit it along with a written report of his/her findings to the Board.
    - b. The Board shall use the following criteria to determine what action should be taken:
      - i. Was there a conflict between the player and coach?
      - ii. Was there a serious conflict between the player and other player's?
      - iii. Are there personal or family scheduling conflicts causing the player to not meet the team commitments?
      - iv. Is the skill level of the player (from coach's report) sufficient for the team which she is assigned to?
      - v. The Presidents report.
      - vi. Is there an opening for the player on another team or is the request going to cause a shortage of players on an existing team?
    - c. If the reasons for the change of team request fall within the above criteria, the Board will attempt to resolve the situation satisfactorily for all parties involved.



- d. If the reasons do not meet the above criteria, the change of team request shall be reviewed by the Board with no commitment to granting the request.
6. It is the recommendation of the board that teams have 12 registered players on their roster.
7. A team is considered a viable team if it has at least one coach and no less than nine (9) registered players as of a date 2 weeks prior to the date of the coaches meeting.

## ARTICLE IX SELECT/TRAVELING/TOURNAMENT TEAMS

1. Select teams will play up an age level from the level the team is required to play based on USA regulations
2. Select teams are teams that have picked players through tryouts or special selection process not consistent with the CBGSA player selection and placement process.
3. Select teams will adhere to ALL RULES of the age group they are playing in, including specifically pitching distance and ball size.
4. Select teams shall not register players individually with CBGSA. Select teams shall register as a team by paying a flat team registration fee as set by the Board.
5. Select teams shall be responsible for providing their own equipment, as none will be issued by CBGSA.
6. Select teams shall be responsible for providing proof of USA registration for all players at the time the team is registered with the league.

## ARTICLE X COACHES

1. All Board members, coaches and any other adult (18 years or older) members involved directly with minor children in the CBGSA must undergo a criminal background check.
2. Qualifications – The qualifications of the coach shall be as follows: A coach shall be at least 18 years of age or older, and should have prior experience playing or coaching softball or baseball.
3. Responsibilities – The responsibilities of the coach shall be as follows:
  - a. Each coach shall be responsible for the selection of the coaching staff to assist in operating the team. All staff shall be a minimum of 18 years of age. Care should be given, by each coach, to obtain coaching staff that have prior familiarization or experience with softball or baseball.
  - b. Each coach shall be responsible to familiarize or instruct his/her staff and players in the rules and operation of the CBGSA.
  - c. The coach of the team is responsible for directing the team during practices, games and all other functions in which the team is involved. The coach shall be responsible for appropriate behavior of the team in public places, while the team is in uniform or at any time the team represents the CBGSA.
  - d. The coach shall model appropriate behavior, be courteous and display a positive attitude towards his or her team, opposing team, officials and spectators.
  - e. Shall attend coach's meetings.

- f. Shall prepare the line-up for all games. The coach has the final say in whether a player plays and the position(s) the player will play.
  - g. Shall be responsible for team discipline and safety.
  - h. Shall be responsible for all team equipment and uniforms.
  - i. Shall develop and promote good sportsmanship and team unity.
  - j. Shall be responsible for filling out and signing an equipment sign-out sheet and verifying the equipment.
  - k. Shall review and sign Coaches Rules of Conduct. Injuries – Anytime a player is pulled from a game due to injury, the coach will complete a Player Injury Report and submit it to a Board member within 48 hours. The Board member will turn this report in to the CBGSA President.
  - l. It is the responsibility of each coach to read and understand the CBGSA By-Laws.
4. Coaches shall be assigned to teams under the following guidelines:
- a. All requests to coach a team in the CBGSA must be approved by the Board before the beginning of each season.
  - b. Coaches or Assistant Coaches will not be allowed to coach or assistant coach more than one team in the league at the same time.
5. Coach penalties:
- a. Verbal Warning
  - b. Written Warning
  - c. Suspension

## ARTICLE XI EQUIPMENT

To protect the investment of the CBGSA and insure that all equipment shall be returned at the end of the season, the following rules shall apply to all players and coaches.

1. Every piece of equipment that has been issued to a player shall be returned to the team coach following the conclusion of the season play.
2. Coaches shall be responsible for the return of such equipment when it is requested by the CBGSA.
3. Coaches must sign out equipment on a form listing all equipment items.
4. Coaches will be charged a fee noted on the equipment sign out form if equipment is not returned to the Equipment Manager within two weeks following the conclusion of the season play.
5. Player or coach who fails to return any equipment or make satisfactory adjustments with the CBGSA may be sent to collections.
6. Persons requesting to coach teams will not be approved by the Board if they have failed to return team equipment assigned to them.
7. NO alterations or markings will be made to any equipment without approval of the Equipment Manager.

## ARTICLE XII SCHEDULES

1. Games may be canceled and rescheduled when one or both teams involved are unable to field a team. When a coach knows at least one (1) week ahead of time that his/her team will not be able to compete in a game due to lack of players, the coaches may attempt to reschedule the game. The game will not be rescheduled through the Parks and Recreation Department. Due to problems of rescheduling the umpires, coaches wishing to reschedule games upon short notice (less than one week) shall be referred to Rule #2.
2. If a coach is unable to field a full team at any regularly scheduled game, his/her team shall automatically forfeit the game.
3. When games are canceled with less than one week's notice or forfeited for reasons other than lack of players, the cost of the umpire may be assessed against one or both of the teams involved. Failure to reimburse the CBGSA for the umpire costs may result in game forfeiture(s).
4. A game will be called a forfeit if a team fails to appear for a game or arrives more than fifteen (15) minutes after the starting time.
5. RAIN OUT POLICY – It is the coaches' responsibility of the two teams to decide if the game is to be canceled.
6. Umpires for the authorized league games of the CBGSA shall be scheduled through the CBGSA.

## ARTICLE XIII PRACTICES

1. All teams may start practicing the day following the coaches meeting
2. There should be two adults (age 18 or older) present at all practices and games.
3. No one, other than players, coaches, and parent volunteers, will be allowed on the playing field during practices and games.
4. Coaches are responsible for all players until players are picked up by a parent or guardian.

## ARTICLE XIV REGULATIONS FOR ASSOCIATION PLAY

1. The assignment of umpires to all CBGSA games shall be done by a person designated by the Board.
2. The Board shall determine the season play schedule for each age division.
3. The game shall be played according to the rules of the Official USA Softball rule book.
4. The Board shall adopt general rules of play, applicable to all age divisions, and Special Age Division Rules to modify USA Rules as it sees fit.

## ARTICLE XV PROTEST

1. Appeals/protests shall be done before the next pitch.
2. If a game is being protested it must be so stated at the time of the dispute and noted in the official scorebook, by the official scorekeeper, before play is resumed. All protests are to be given to the President in writing within twenty-four (24) hours. The protest will then be presented to the Board and the decision of the Board will be final.
3. Appeals on any matter must be made in writing and given to a member of the Board. The Board will review the appeal and come to a decision.

## ARTICLE XVI GRIEVANCES

Grievances – A parent or guardian may grieve matters involving Player-Coach relations as indicated below:

- a. The matters that cannot be grieved are the position the player is assigned to play, the number of innings played unless the player is not playing two innings per game, and the specific innings being played.
- b. The grievances shall be made in writing explaining the problem and persons involved.
- c. The grievance shall be given to the appropriate coordinator (Out of Town or Moses Lake) who in turn shall notify the President and the Board. The written statement shall be given to the President.
- d. The Coordinator shall investigate the matter with all persons involved and mediate the situation.
- e. The Coordinator shall make a written statement for the Board detailing the situation, the findings from the investigation, and the results of the mediation efforts.
- f. If mediation efforts are unsuccessful, the persons involved shall be invited to the next Board meeting, where the Board will review the situation and take appropriate action.
- g. If any of the persons involved are not satisfied with the Board's decision, they may proceed with an appeal.
- h. Once a grievance has reached a conclusion, all written materials shall be turned over to the Secretary to be held in the permanent record.

## ARTICLE XVII DISCIPLINE

To the purpose that discipline is recognized and creates responsible behavior in and of a player toward teammates, team management, other teams, and the CBGSA, the following guidelines and rules have been established.

1. Player Responsibilities
  - a. A player shall be expected to respect the rights and feelings of all CBGSA members.
  - b. A player shall be expected to participate in all practices, games, and activities of the team which she is assigned to play.

- c. A player shall be expected to be positive and supportive of her team as a whole and the individual members, parent volunteers and coaches.
  - d. A player shall be expected to display good sportsmanship.
  - e. A player shall be expected to participate at a level of desire and commitment that coincides with the division of play in which she has chosen to participate.
  - f. A player shall be expected to maintain in good, clean condition all uniform pieces and equipment belonging to the CBGSA which has been loaned to her.
2. Players can be benched for a game(s) or removed from the team or league for disciplinary reasons. The following behavior shall be considered unacceptable:
    - a. Any violation of the above rules or Player Code of Conduct.
    - b. Fighting or assault actions at or with another player.
    - c. Unruly disruptive criticism or arguments.
    - d. Disrespectful words or actions toward a teammate, coach, umpire, parent, or a member of another team.
  3. When a player is benched for disciplinary reasons, the coach shall complete a written statement about the incident and give it to his/her Coordinator within three (3) days. The written statement shall contain the benched player's name, address and phone number. The Coordinator shall give the statement to the President.
  4. A player may be disciplined by a coach or the CBGSA for playing as a member of another team without prior approval from her coach. The disciplinary action shall not be for more than one game. The disciplinary action, if taken, shall occur immediately after the discovery of the offense.
  5. Smoking, alcoholic beverages, narcotics, and profane language by players, coaches, or other members and/or parents of the CBGSA are strictly prohibited on the fields during practices and games. Any violation is subject to disciplinary action by the Board.
  6. The President shall have the authority to call before the Board any league Representative, player or other personnel, including Board members, whose conduct is considered detrimental to the best interest of the CBGSA. The purpose shall be for correcting, reprimanding, or excluding said person or persons from participation in the CBGSA activities. If such action, after investigation by the Board, becomes necessary, said person shall have the right to review and appeal any action taken by the Board.

## ARTICLE XVIII

### SPONSORS

Sponsors are an important part of the operation of the CBGSA by providing monetary and community support for the CBGSA. The CBGSA encourages its members to show their support to the sponsors. Sponsors shall be obtained by the coaches with assistance from the CBGSA if necessary using the criteria listed below.

1. They shall be responsible members of the community engaged in legal activities.
2. The sponsor's name, logo, or emblem shall not contain any references, directly or indirectly, to alcoholic beverages, cigarettes, drugs, lewd, obscene or profane words, acronyms or pictures.
3. Groups or individuals that wish to sponsor a team as a self-sponsorship or as a parent sponsoring a team shall follow the above guidelines.
4. All sponsorships shall be reviewed and approved by the Board. The Board shall have the authority to accept, assign, change, cancel or deny the sponsorship at any time.

Sponsorships that are canceled or denied before season play shall have the sponsor donation returned, if it has been paid to the CBGSA.

These By-Laws shall become effective upon approval by a two-thirds majority vote of the Board of the CBGSA. Revisions submitted by the CBGSA on November 16, 2017.

Date of Board Approval January 11, 2018

|                         |                  |
|-------------------------|------------------|
| President               | Tara Swanson     |
| Vice President          | Tiffany Vehrs    |
| Secretary               | Amber Patterson  |
| Treasurer               | Sandra Estudillo |
| Database Coordinator    | Vacant           |
| Equipment Coordinator   | Tony Vehrs       |
| Fundraising Coordinator | Vacant           |
| Moses Lake Coordinator  | Willie Holmes    |
| Out of Town Coordinator | Terrah Bicondova |