

Buena Park Girls Fastpitch Softball

Bylaws

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Buena Park Girls Fastpitch Softball Bylaws

LEAGUE ORGANIZATION

LEAGUE NAME:

The official name of the league shall be Buena Park Girls Fastpitch Softball.

PURPOSE OF THE LEAGUE:

The purpose of the Buena Park Girls Fastpitch Softball League is to provide a recreational - competitive softball league for girls. Emphasis of the program shall be the development of qualities of sportsmanship, new friendships, responsible citizens, leadership abilities, and recognition through a directed recreational - competitive softball program.

LEAGUE AFFILIATION:

The league is a community wide volunteer program. The league shall be affiliated with the Amateur Softball Association (ASA) for the benefit of insurance and youth playing rules.

PLAYING AGE:

Playing age is determined by ASA Rules. The league shall consist the following divisions: 6U, 8U, 10U, 12U, 14U and 16-18U (aka High School) when available. See BPGFS rules and regulations regarding player age and participation.

LEAGUE BOUNDARIES

DESCRIPTION OF LEAGUE BOUNDARIES:

There will be one Buena Park Girls Fastpitch Softball league with no defining metropolitan boundary.

BOARD OF DIRECTORS

ORGANIZATION OF BOARD OF DIRECTORS:

Buena Park Girls Fastpitch Softball shall establish officers by election to the Board of Directors to administer league business and organization. The elected-appointed members of the Board shall determine the voting status of the coaches and managers.

BOARD OF DIRECTORS RESPONSIBILITIES:

The Board of Directors shall be the governing body in handling all league affairs. They will be responsible to promote, organize, train, direct and implement all functions of the Buena Park Girls Fast Pitch Softball program through the utilization of volunteer efforts.

EXECUTIVE OFFICERS

The executive officers of the league shall include President, Vice President, Secretary, Treasurer, Player of Agent.

OFFICERS

6U Commissioner, 8U Commissioner, 10U Commissioner, 12U Commissioner, 14U Commissioner, HS Commissioner, Umpire In Chief, Communications Director and Equipment Manager.

ELECTION

The officers of the league shall be replaced at a meeting to be attended by a quorum of league members each of who shall have a vote for the express purpose of electing officers. Nominations for officers may be made up to 30 days prior to the annual meeting. All parents should be notified via email and website as to the upcoming election. No more than two members of the same family (by blood or marriage) are able to serve on the board during the same season. Commissioners may not have a daughter or relative in the division for which they are nominated or elected to. If the election results in a tie a revote will be taken during the same meeting

TERM OF OFFICE

Officers shall serve for the period of time specified below:

- **President:** The President shall serve for a two-year term commencing on the annual meeting in August. Election will be held in an odd year.
- **Vice President:** The Vice President shall serve for a two-year term. Election will be held in an even year.
- **Secretary, Treasurer, Player Agent:** Shall serve for a two-year term.
- **All other officers:** All remaining officers shall serve a one-year term.

REMOVAL AND RESIGNATION

Any officer may be removed by a majority vote of the member league Board of Directors. Prior to a vote being taken, the officer will be given a written notice of intent and the opportunity to respond. Resignations will be written notice to the Board of Directors.

VACANCIES

The Board of Directors through election will fill vacancies. Parents will be notified by email and website one (1) week prior to election meeting.

DUTIES OF OFFICERS:

President: The President shall be the chief executive officer of the league and shall, subject to the control of the board, have general supervision, direction and control of the business and affairs of league operations, training sessions for managers, coaches, scorekeepers, and umpires, securing practice and playing fields, maintaining fields, player registration, league promotion, player selection draft, game schedule, protest and disciplinary committees as needed.

Vice President: In the absence of the President, the Vice President will perform all the duties of the President, with the same power and subject to the same controls as the President. The Vice President will oversee all fund raising /snack bar for the league, oversee all uniform purchases and shall perform such other duties as prescribed by the Board.

Secretary: The Secretary shall keep or be responsible for the keeping of the minutes at all regular and special meetings. The Secretary shall be responsible for all communications from the Board. The secretary is responsible for submitting rosters to ASA for the purpose of insurance. The total number of registrations shall be reported to the Treasurer for payment of fees.

Treasurer: The Treasurer shall keep an adequate and correct account of the assets, liabilities and disbursements and receipts of the league. The Treasurer shall deposit all monies in the name and to the account of the league as prescribed by the Board. The Treasurer shall present a detailed Quantitative Financial Report to the Board at every Board Meeting. This Quantitative report explains how BPGFS uses or distributes its funds. It will consist of four documents.

1. Bank Reconciliation showing all deposits, fees, checks cashed and checks still outstanding
2. Balance Sheet – Statement of financial balances of all Liabilities
3. Income and Expense Statement- listing as line items all income, all-recurring fixed expenses and incidentals must be listed as debits and credits with the final balance
4. Cash Flow Statement – Report of all operating activities, receipts on BPGFS payments of loans, and promissory notes paid to BPGFS, Payments to suppliers for goods and services, etc

The Treasurer will submit all records to the President at the conclusion of each playing season. The books of the league shall be open at all time for inspection.

Player Agent: The Player Agent shall determine the eligibility of all players as established in the Buena Park By Laws. He/She shall provide information to the President as requested. The Player Agent must submit a copy of all team rosters to the Board prior to the beginning of league play. The Player Agent shall be in charge of player registration as well as direct evaluations. He/she shall be responsible for fair and impersonal placement of all players. He/she shall present, at each board meeting, a report on any disciplinary decisions made involving any player or manager. The Player Agent shall maintain a master registration log indicating player's names, division, birthdates.

Umpire In Chief: The UIC will schedule umpires for games during the season. The UIC will be allowed to umpire games; other Board members are not allowed except when no regular umpire is available. In games where the assigned umpire fails to appear, the managers shall agree upon a volunteer official until the assigned official appears or until the game is completed. The UIC will not step in and umpire a game if he/she is a coach in the division that requires a replacement umpire. All games shall be considered official. Minimum age of umpires shall be 16 years of age.

Division Commissioners: Shall be responsible for all general supervision, and communications to and from the managers / coaches for their designated division. He/She shall also assist the Player Agent as needed. A division commissioner may not have a child / relative in their division nor may they manage / coach a team in their division

Communication Director: Shall be responsible for all league communications to the media. His/Her duties include calling in all scores to the local newspaper and providing news releases for events of the league. All scores will be called into the Communications Director who will in turn track the standings. He/She will also maintain online communications with the league, parents and community.

Equipment Manager: Shall be responsible for the purchase and distribution of all equipment. He/She shall keep an inventory of the equipment as well as an inventory of all released equipment to each team. The Equipment manager shall maintain the storage locker. The board must approve all purchases.

Snack Bar Manager -The Snack Bar Manager will be responsible for the operation of the snack bar. He/she will provide a schedule to the Team Parent Coordinator that will organize adequate staffing. He/she will be responsible for the purchase of supplies. He/she shall maintain master operations log indicating date of operation, daily sales, cash expenditures and monies submitted for deposit.

Auxiliary Board Positions shall include: Team mom coordinator, uniform coordinator, fundraising coordinator and any other positions as needed.

ACCOUNTS PAYABLE/RECEIVABLE

The League Checking Account will maintain four possible signers, the *President, Vice-President, Secretary and Treasurer*. The Secretary will be in charge of the Post Office Box and must present all bills due at the monthly Board Meeting to be held the first Wednesday of each month or as needed by the board. Any league-sponsored function involving the receipt of money must have two people to total all monies received and placed in a deposit bag. The two people responsible for the first count must sign the deposit bag. The bag is then given to the Treasurer, reopened in the presence of the person presenting the deposit and recounted for final verification of funds. Members of the same family cannot verify funds without the presence of an outside Board Member.

Receipt Book - If a receipt is voided, the top copy must remain attached in the receipt book.

Purchases - Purchases of supplies and/or equipment equaling \$25.00 or less does not need prior authorization from the Board. Receipts must be presented at the monthly Board Meeting for reimbursement.

FEES

Player Registration Fees

The Player Registration Fee will be set each year by the Board of Directors. Consideration of a reduced fee should be given to those families who sign up two or more children (full fee for first child, reduced fee for second child). The Board will also consider scholarships to children in need of financial help.

Sponsorship Fees

Sponsorship Fees will be set each year by the Board of Directors.

Fund Raising

The League, under the direction and control of the Board, can organize fund-raising projects that will help to offset league expenses.

INSURANCE

INSURANCE

Insurance is available through the ASA.

MANAGERS AND COACHES

ROLE AND RESPONSIBILITIES

Every year millions of parents throughout America find themselves involved in coaching their sons and daughters on community youth league teams, and countless other individuals offer many hours of their time to teach sport skills to youngsters. These volunteers provide youngsters with a healthy outlet for their energy and the opportunity to experience the social interactions and physical challenge of sports competition.

In general, volunteer coaches strive to do a good job. There may be situations, however, where volunteer coaches take on the job with little knowledge of their role and responsibilities in working with youngsters as athletes and people. Consequently, they may become frustrated in dealing with behavioral problems in their players, and irritated at unwarranted abuse by parents during a game. The most important aspect to remember is to exhibit proper adult behavior at all times. It is necessary to keep the lines of communication open with the Board of Directors and the Commissioner of the division in which you coach. If there is a continued problem with a player and/or parent the Board must be notified so that the situation can be handled.

MANAGER/ COACH SELECTIONS

As required by the ASA, all managers and coaches must submit to a background check. Manager and coaching positions are not guaranteed each season. Each season an application must be submitted and the Board of Directors will review all applicants and advise prior to the draft if a person has been selected. When making a decision, the Board will take into consideration the applicants prior history in the league, behavior towards players and parents, coaching experience and overall knowledge of the game. If a Manager advises that they do not wish to return to a team and the end of the season, the position is not automatically given to the existing Coach or Assistant Coach. As previously stated, positions are not guaranteed. The team manager is responsible for all functions of the team and held accountable for team actions (including parents and fans). The manager will select the team coaches who must also submit to a background check.

MANAGERS AND COACHES

A. Management of teams will be by a male or female at least 21 years of age who may have an assisting staff of two coaches. Team functions will not be permitted unless an adult woman is in attendance. Managers may not coach in any other recreational softball league during the softball season.

B. Coaches / Assistant Coaches may be either male or female and not less than 18 years of age.

E. Method of selection of team managers and coaches shall be left to the discretion of the Board. Managers and coaches will be evaluated from one playing season to the next on their conduct, techniques and general leadership.

G. Misconduct - Protest and Disciplinary - See CODE OF CONDUCT REGARDING PLAYERS, MANAGERS OR COACHES.

H. Managers and coaches are not only responsible for their own actions, but also for the actions of the parents of their players, spectators and any individual affiliated with their team. Failure to keep control of said actions could lead to suspension of game and even forfeiture of game if necessary.

PLAYING RULES

Rules governing league play in Buena Park Girls Fastpitch Softball shall be approved rules of softball as adopted by the ASA with individual division modifications as adopted by the Board of Directors. SEE ATTACHED MODIFICATIONS FOR ALL DIVISIONS.

DISCIPLINARY PROCEDURES

An official may remove any player, parents of their players, spectators and any individual affiliated with their team from a game for unsportsmanlike conduct or for any flagrant violation of the rules.

Procedure

A written report will be submitted to the League President. The reported person shall remain suspended until the Board has considered the case. Minimum Penalty: Warning or Suspension from game. Maximum Penalty: Suspension for life from participation in Buena Park Girls Fastpitch Softball.

The action of this committee shall be recorded in the minutes of the Board of Directors.

No player, coach, manager, parent or spectator shall:

1. Refuse to abide by an official's decision.
2. Be guilty of gambling upon any play or outcome of the game with any spectator, player or opponent.
3. Smoke while going on, or coming off of the field of play, or while in the game.

4. Be guilty of discussing publicly with spectators in a derogatory or abusive manner, any play, decision, or her personal opinion of other players during the game.
5. Permit anyone to remain in the dugout or on the player's bench during the game that is not a playing member of the team and in identifying uniform, managers and scorekeepers excepted.

Failure to abide by any of the above will result in disciplinary action.

Any penalty levied by the Board that is not covered by a minimum or maximum penalty covered in the above offenses will be considered as an individual case. In case of very unusual incidents that arise that are not covered in the above items will be considered individually.

Amended 7/2013