

# **WVGS GIRLS SOFTBALL**

## **LEAGUE OPERATING RULES**

These Softball Playing Rules were approved by the West Valley Girls, Inc, hereinafter referred to as "WVGS", Voting Membership on August 29, 2006 and will remain in effect, ad infinitum.

*Failure to comply with League Operating Rules will result in disciplinary action, up to and including expulsion from the League.*

### **ARTICLE I. SOFTBALL ORGANIZATION**

#### **A. SOFTBALL BYLAWS**

In addition to Articles I through IX of the WVGS Bylaws, the WVGS Softball Program shall be governed by Articles I through VIII, of these League Operating Rules.

#### **B. LEAGUE ORGANIZATION**

The softball program shall consist of the following age levels and is determined by the player's age on January 1st of the current season. The divisions are grouped into the following age groups provided enough players register to fill each division. At the discretion of the Board, some age groups may be combined:

1. T-Ball Division 5 & 6 year olds
2. Micro Division 7 & 8 year olds
3. Mini Division 9 & 10 year olds
4. Minor Division 11 & 12 year olds
5. Major Division 13 & 14 years old
6. HS Division 15 to 18 years old

#### **C. LEAGUE SIZE**

The number of teams in each age level will be determined each year by the Board of Directors based on the number of players registered in each level.

If more girls register than can be carried by the number of available teams, they will be placed on a waiting list and will be assigned to a team when a vacancy occurs, each in order of sign-up. Fees will not be collected if an application is submitted for waiting list purposes until the player is placed on a team. If a player is added to any team the Board shall use its best efforts to place the player on a team to ensure parity between all of the teams. A player may not be added after the mid-point of the season.

#### **D. TRYOUT PROCEDURE - See Appendix A**

(See Article IV, Section A for "Playing out of age class")

#### **E. DRAFT PROCEDURE - See Appendix B**

**F. ROSTER SIZE**

The number of players on each drafted team may vary from no less than nine (9) players up to a maximum of twelve (12) players.

**ARTICLE II. LEAGUE REGISTRATION****A. SCHEDULE**

Registration will begin at least two (2) months prior to opening day.

**B. APPLICATION**

Every Parent or Guardian must completely fill out all information on the standard league registration form (application) at league registration. The Parent will fill out the medical aid consent portion. It must include:

- Emergency and/or home phone numbers.
- Drugs or treatment to which the player is allergic.
- Any known physical limitations.
- Permission to administer medical treatment in case of emergency.
- Insurance Information.
- Parent's signature.

Birth certificates are not required at registration, but are required for All-Star tournament play.

**C. PARENT'S "CODE OF CONDUCT" - See Appendix C**

Every Parent or Guardian must completely fill out the Parent's "Code of Conduct" form at league registration.

**D. WAIVER RELEASE FORM – See Appendix C1**

The WVGS “Waiver Release and Assumption of Risk” form must be completed for each player in the League and signed by the applicable Parent or Guardian. No participation in the League activities will be allowed without this form completed and turned in the appropriate league official(s).

**E. SPECIAL REQUESTS – See Appendix D**

Any special requests (i.e.: carpool, coach conflict, etc) must be submitted in writing to the league on the "Special Request" form at registration.

**F. FINANCIAL COMMITMENT**

1. League fees are due at the time of registration. Special financial arrangements may be made with written request on a “Special Request form (Appendix D).
2. Financial aid may be available for any family requesting it in writing on the appropriate "Special Request" form, (Appendix D) subject to Board approval.
3. Player’s registration fees must be paid in full prior to the draft.

4. Late sign-ups must be paid for at the time of registration, subject to space available in the respective age division.

**G. REFUND POLICY - See Appendix C (Parent Code of Conduct).**

**ARTICLE III. TEAM MANAGEMENT**

**A. TEAM LEADERSHIP**

The Division Coordinator for each respective age division will solicit candidates who are interested in managing or coaching.

The Board must approve all managers.

**B. Manager Selection Process - See Appendix D.**

In the event that a manager resigns or is removed, the Division Coordinator shall solicit and select a replacement, subject to Board approval.

In the event that a coach is not available at game time to help coach the bases, a substitute coach may be used in the game. A substitute coach under the age of eighteen (18) years of age must wear a batting helmet while on the field.

A responsible female adult chaperone is strongly encouraged to accompany the team anytime it is assembled.

Team leadership within the dugout/playing field must be limited to four (4) responsible persons.

**C. Manager's Agreement - See Appendix E.**

**D. Field Maintenance Responsibilities - See Appendix F.**

**E. MANAGER EDUCATION - Managers will attend the district endorsed coaching ASA clinic at least every year.**

**F. RAINY DAY PRACTICE POLICY - On rainy days or on the days after a big rain, no play will be allowed on the infield without the approval of the Field Maintenance Coordinator.**

**G. DO NOT USE THE BATTING CAGES IN THE RAIN OR IF THEY ARE WET!!!** Pitching machines run on electricity and should not be use when wet.  
When the balls and the wheels of the machines get wet, the balls will shoot out. We don't want anyone getting hurt.

**H. ACCIDENT REPORT – See appendix G**

This form should be completed for any and all injuries incurred by any individuals while on WVGS property or participating in a WVGS authorized event or activity.

**I. BACKGROUND / FINGERPRINT POLICY - See Appendix H.**

All Managers, Coaches and Board Members must submit to a background check and or be fingerprinted.

**ARTICLE IV. ELIGIBILITY CRITERIA OF SOFTBALL PLAYERS****A. LEGAL PLAYER**

1. All players will be registered with WVGS and officially assigned to a team roster as recorded by the League. A player may not be drafted and/placed on a team without first being evaluated by the Division Coordinator and a score attributed.
2. Players will be assigned to the division corresponding to their age level.
3. If parent's request (or evaluators recommend) their daughter be held back from advancing to the next division because of ability, the request will be taken up by each Division Coordinator that would be affected. The tryout evaluations will be reviewed to verify the child's ability justifies being held back. A child can only be held back once per division. The player held back is ineligible for All Star or tournament play.
4. If parents request (or evaluators recommend) their daughter advance to the next upper division the following guideline must be met:
  - i. Players wishing to play in a division above their own age appropriate division must try out at the specified divisional tryout times, allowing Managers from both divisions to evaluate the players ability. In order to play in an upper division, the player must be evaluated within the top 20% based on the total score of the upper division. If a player falls within the top 20%, she will be allowed to play in the upper division. The player shall only be eligible for Tournament team play in her age appropriate division.

**B. ILLEGAL PLAYER**

1. An illegal player is one who has not been officially assigned to a team, has falsified her application or has not completed required league registration materials.
2. Teams are not allowed to use an illegal player.
3. See Article VI, Section E, number 1 for penalty of illegal player use.

## **ARTICLE V. SOFTBALL RULES OF PLAY**

### **A. ASA RULES**

All teams playing in WVGS will be governed by the fast pitch rules of the Amateur Softball Association (ASA). WVGS Softball Playing Rules and Supplemental Rules will take precedence, and may be specific to each age division.

### **B. DISSEMINATION OF RULES**

A current copy of the ASA Rules will be made available to each WVGS Board Member and all Managers. Current ASA Rule books and Division Supplemental rules will be distributed to each division Manager and Division Coordinator. A copy of each division Supplemental Rules shall be posted on each backstop be available in the Snack Shack and posted on the WVGS website.

### **C. EQUIPMENT REGULATIONS**

1. Players in the on-deck batting area, base-runners, and players coaching in the baseline coaching boxes are required to wear approved headgear which protects the top of the head, temples, ears, and base of the skull. Protective headgear must meet NOCSAE standards.
2. Any player serving as a catcher to warm up a pitcher shall wear a mask.
3. When on the field defensively, all players except the catcher are strongly encouraged to wear their team's headgear (hats and/or visors) issued by WVGS.
4. Safety bases will be used at 2<sup>nd</sup> and 3<sup>rd</sup>.

### **D. TEAM UNIFORMS / NAMES**

1. All players are required to wear full conventional uniforms. A full uniform consists of the following:
  - a. Visors
    - Uniform headgear is recommended of all players on a team. WVGS will provide visors as part of the uniforms during spring seasons.
  - b. Jerseys:
    - WVGS will provide jerseys consistent with team colors during spring and fall seasons. A number must be placed on the back of the uniform. Duplicate numbers (i.e. 0, 00) are acceptable but not encouraged.
    - Undershirts (sweatshirts, turtlenecks, tee shirts) may be worn underneath the jersey. Pitchers may wear sleeves as long as they don't deceive the batter. It is not necessary for the entire team to have the same color sleeves.
  - c. Socks:
    - Socks will be provided by WVGS during spring and fall seasons.

- d. Shorts:
    - Shorts will be provided by WVGS in spring seasons only.
  - e. Shoes:
    - It is highly recommended that all players wear shoes with rubber formed cleats for safety purposes.
  - f. Miscellaneous:
    - All other equipment purchases (i.e. sliding shorts, sliding pads, etc.) are the responsibility of the parents.
2. Deviations from these guidelines must be approved by the Board of Directors.
  3. **TEAM COLORS**  
The Uniform Coordinator will determine team colors. Each manager at the end of the draft meeting will select team colors. The managers will select a team color according to the order of the draft. First pick of player will pick last for uniform color
  4. **TEAM NAMES**
    - a. Team names shall be non-offensive and shall be subject to the approval of the Board.

## E. GAME CONDUCT AND REGULATIONS

1. **Pre-game warm-up policy for the Cages** - Prior to each respective game, the batting cages will follow this pre-game warm-up policy. These areas shall be used for warm-up by the teams participating in the next upcoming game. The hour prior to game time, the "Home" team shall have use of the batting cages for the first 20 minutes and the "Visiting" team the next 20 minute period. The last 20 minutes of the hour should be used getting the teams to the field and warmed up so the game can start on time. Example: game time is 12:00 noon, Home team will use the batting cage from 11:00 - 11:20, and the Visiting team shall have the use from 11:20 - 11:40. If the a team shows up late to use the cage, they do not have the cage for 20 minutes from that point on, they have use until the reserved time has expired. The team(s) using the pitching machine shall be responsible for it safe and secure return to the storage bin. A coach shall be with the players at all times while using the batting cages and at no time shall a player under the age of 18 operate the batting pitching machine.
2. There will be one adult manager or coach in charge of the team on the playing field throughout the game.
3. The use of tobacco, alcohol, or any other controlled substance, in any form in or around the playing and practice facilities is strictly prohibited.
4. It shall be the responsibility of the manager and coaches to enforce the following policies:
  - a. Player, coaches or managers shall not handle equipment in a destructive manner. The umpire shall have sole discretion to enforce this policy and has the authority to eject any manger, coach or player who does not comply.
  - b. All team cheers must be of a positive nature.
  - c. Yelling of the word "Swing" by the defensive team is not allowed.

5. Complaint or problem solving during the season shall be handled in the following manner:
  - a. First - The issue should be brought directly to the applicable manager. If not resolved, then...
  - b. Second – The issue should be brought directly to the applicable division coordinator or player representative. If not resolved, then...
  - c. Third – The issue should be brought to the Executive Committee of the WVGS board.
6. Managers Ejection Rule - A manager or coach ejected from a game must immediately leave the complex, and is automatically suspended for the next scheduled game. A harsher penalty may be invoked by majority vote of the Board, dependent upon the severity of the incident. Under game(s) suspension, that manager or coach may not be present on the complex during their team's game(s) for purposes of viewing or assisting their team.

#### **F. GAME AND INNING LENGTH REGULATION**

1. No new inning shall start after 1 hour and 40 minutes of the game and each inning starting shall be finished. A complete game shall go 7 innings or until the time limit has expired and the inning is finished. See division supplemental rules for time deviation.
2. A new inning begins as soon as the final out of the previous inning has been recorded.
3. If a game is called for any reason (other than the time limit) before four (4) complete innings have been played (assuming time is still available), or three and one-half (3 1/2) innings if the home team is ahead, it shall be considered a suspended game and is to be resumed from the point of suspension. All information regarding the situation of the games shall be noted and recorded with the division coordinator.
4. A complete game, according to the criteria in paragraphs 1 or 3 above, that ends in a tie will be officially recorded as a tie game.
5. Standing Point System - This system will give 2 points for a win, 1 for a tie, 0 points for a loss, and minus 1 for forfeit. Tie breaker standings shall be as follows:

- |    |               |
|----|---------------|
| #1 | Most Wins     |
| #2 | Fewest Losses |
| #3 | Head to Head  |
| #4 | Coin Flip     |

#### **G. PITCHING LIMITATIONS (Regular Season Only)**

1. All Divisions (See division supplemental rules for time and inning restrictions)
  - a. In the case of an incomplete, suspended, postponed game or the resumption thereof, the limitations that were in effect at the time of suspension shall apply.

- b. If a pitcher shows a severe lack of control that presents a hazard to other players, which the pitcher's manager is unable to correct, it is the responsibility of both managers to replace the pitcher.

## **H. UMPIRES**

1. During game play, should a setting sun or weather conditions presents a hazard to the players, the umpire in charge shall have the authority to stop play until the condition no longer present a hazard. The time the game is suspended shall be added to the games scheduled ending time.
2. If an umpire has not arrived within 15 minutes after the game's scheduled starting time, the team's managers must elect one of the three options listed below.
  - a. Contact the WVGS Chief of Umpires to contact the contracted umpiring association to send out a replacement umpire.
  - b. Contact the WVGS Chief of Umpires to contact a substitute umpire from the WVGS volunteer list. WVGS volunteer umpires will call an official game.
  - c. Contact a WVGS Board Member to substitute umpire.
  - d. Find a volunteer to umpire the game that both managers can agree on.

## **I. END OF SPRING SEASON TOURNAMENT**

At the conclusion of the spring season a tournament (excluding T-Ball) will be held as follows:

1. Division pitching restrictions (as defined in the supplemental rules) are lifted.
2. Double elimination.

## **ARTICLE VI. SOFTBALL PLAYING REQUIREMENTS**

### **A. TEAM SIZE**

1. All Divisions

A team shall consist of the number of players shown in Article I, Section G, however a game may be played without forfeit if:

- a. **PULL-UP RULE** - When a team does not have the minimum number of regular roster players required to field a "full team" (with regular roster players), the manager may "pull up" players from the age division immediately below their division only to field a full team.

The following guidelines must all be followed:

- i. The manager of the upper division team must get approval from that player's parents and notify the team manager.
- ii. The upper division team can fill their playing roster for that game, to a maximum of:

8 and Under	Rule does not apply
10 and under	10 players
12 and under	10 players
14 and under	9 players

- iii. If a regular roster player shows up to the game late, bringing the total number of players above the allowed minimum player level, the "pull-up" player shall be removed from the game and line-up without penalty. The Late player is entered at the bottom of the line-up.
- iv. The player(s) playing up will fill an outfield position with the exception of catcher (for safety issues with the approval of both managers) unless there are so many players missing that an infield position is vacant. Pull-up players are not allowed to pitch.
- v. The player(s) playing up must bat at the bottom position(s) of the batting order.

## **B. ROUND ROBIN BATTING**

1. Round Robin Batting will apply and all players in attendance will be in the batting order. Absent players must be listed at the bottom of the roster and labeled as absent and also turned in to scorekeeper for the scorebook.
  - a. A player who will miss her turn at bat due to injury or illness will not be recorded as an out. She may re-enter the game into her batting position with the opposing manager's approval.
  - b. If a regular roster player shows up to the game late, she may enter the game without penalty. Late player is entered at the bottom of the line-up.

## **C. SUBSTITUTION**

Free substitutions are allowed defensively except for the pitcher.

## **D. INNINGS PLAYED REQUIREMENT**

1. 10 & under division - Every player must play 1 full inning of the infield by the end of the 5th inning (unless excused by parental waiver which must be presented prior to the start of the game).

Penalty for noncompliance with the above is forfeiture of the game (if game is won) OR one (1) game suspension for the Manager (if the game was lost) in which the offense occurred.

2. 12U and 14U division - No player shall defensively sit out more than one (1) consecutive inning at a time (per game). This rule applies to the 12& under and 14 & under divisions only.

Penalty for noncompliance with the above is forfeiture of the game (if game is won) or one (1) game suspension for the Manager (if the game was lost) in which the offense occurred.

**E. PENALTY FOR NON-COMPLIANCE WITH THE WVGS PLAYING RULES**

1. If at any time it is discovered that a manager has failed to comply with the publicized WVGS By Laws and League Operating Rules, that manager will receive a mandatory 2 game suspension which may be reduced to zero through a Board appearance to appeal. Further disciplinary action may include forfeiture of the game(s), further game(s) suspension, and/or dismissal of the Manager.
2. Penalty for the use of an ineligible player shall be immediate removal of the player from the lineup or position upon appeal by the opposing manager, notification by the official scorekeeper or division coordinator, provided the official score-book or other league records verify the ineligibility of the player concerned.
  - a. An ineligible player is one who is legally a member of the league, but who is ineligible to play or to pitch in a particular game or games because of the limitations set forth in Article V "Playing Rules" or as a result of a previous rule violation or disciplinary action.
  - b. For the purpose of interpreting this rule, a player shall not be considered in violation of the playing rules until at least one pitch has been thrown.
  - c. In the event the manager of an ineligible player refuses to remove the player from the lineup when the appeal is made and verified, the game is forfeited.
3. Illegal equipment shall be removed from the game.
  - a. Penalty for the use of illegal shoes shall be removal of the shoes from the game, and if no other legal footwear is available, removal of the affected player or players from the lineup.
  - b. Players who refuse to wear protective headgear and catching equipment as required by these rules, shall be removed from the lineup.
4. PROTEST FORM - See Appendix I.

**ARTICLE VII. AWARDS**

Participation awards will be handed out to team players at the conclusion of the spring & fall seasons as follows.

## Spring

- a. End-of-year tournament finalists will receive trophies prior to closing ceremonies.
- b. Individual player trophies will be handed out to all teams at the conclusion of closing day ceremonies.

## Fall

- a. Individual player awards will be presented to each player at the end of closing ceremonies.

**ARTICLE VIII. ALL-STARS** - See Appendix I

# WEST VALLEY GIRLS SOFTBALL

## By-Laws

Adopted August 29, 2006

### ARTICLE I. NAME

1.1 The name of this organization shall be WEST VALLEY GIRLS SOFTBALL, INC. hereinafter referred to as "WVGS".

### ARTICLE II. OBJECTIVE

2.1 WVGS is a non-profit organization dedicated to the development of good sportsmanship achieved through healthful and positive softball recreation for girls. The building of character, encouragement of good sportsmanship and learning the fundamental skills of the game of softball will take precedence over the winning of games. The primary concern of WVGS is to provide good recreation and leadership for the girls in its care. This goal will be attained by recruitment and training of qualified adults at the community level. Any girl meeting the age requirements as set forth in the Operating Rules will be eligible for participation. WVGS is organized and operated exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

### ARTICLE III. MEMBERSHIP

1. General Membership ("General Membership") shall be comprised of those parents or guardians over the age of 18 years having an eligible participant registered in the WVGS program; or, any individual who is participating in an administrative or technical capacity within the program (i.e. Board members, committee members, managers, and approved coaches).

### ARTICLE IV. GOVERNMENT AND MEETINGS

4.1 WVGS Board of Directors "Board" shall be constituted from the General Membership. The administration of WVGS will be under the supervision of the Board.

- a. The annual organization meeting will be held on the second Wednesday in April of each calander year. The General Membership will be notified of the annual organization meeting a minimum of ten days prior to the meeting.
- b. Elections for members of the Board will be held at the first scheduled weekend game in May of each year. At this election, the General Membership will elect the following officers to the Board by written secret ballot:

<b>Director</b>	<b>Year Elected</b>
President	Even Number Years
Vice-President	Even Number Years
Treasurer	Odd Number Years
Secretary	Odd Number Years
Chief Umpire	Even Number Years
Registrar	Odd Number Years
Snack Shack Coordinator	Even Number Years
Field Maintenance	Even Number Years

Ways and Means	Even Number Years
Micro Division Coordinator	Odd Number Years
T-Ball Division Coordinator	Even Number Years
Mini Division Coordinator	Even Number Years
Major Division Coordinator	Even Number Years
Minor Division Coordinator	Odd Number Years
Women's Division Coordinator	Even Number Years
High School Coordinator	Odd Number Years
Player Representative	Odd Number Years
Director of Communication	Odd Number Years
Equipment and Safety Coordinator	Odd Number Years
Uniform Coordinator	Odd Number Years

Note: Board positions may be combined as necessary, however only one vote per member will be recorded.

Note: The transition of newly elected members will begin on August 1 and the new Board will take over on September 1 of each calendar year.

- c. Officers of the Board shall be elected by a Majority Vote of the General Membership. The transition of the newly elected Board Members will begin on August 1st and take office on September 1st. Candidates shall be elected to a specific office for a term of two years. In case no candidate gets a majority of votes cast, a runoff shall be held between the two candidates receiving the highest number of votes. All members of the Board must be in good standing (financially) with WVGS.
- d. Election of Board positions will be staggered as defined in Article 4.3. All Board members will be eligible for re-election.
- e. In the event that an elected Board Member vacates his/her position before the scheduled end of his/her term, the President may appoint an interim replacement that will serve in the position until a permanent replacement is elected. The vacancy must be publicized to the General Membership and the Board (by Majority Vote) must elect a permanent replacement from the interested candidate(s) within 30 days of the vacancy.
- f. Standing Committee Chairmanships
 

As necessary, the Board with a 50% plus 1 vote ("Majority Vote") shall appoint Standing Committee Chairmanships by example as follows:

  1. Tournament Director
  2. Activities Director (i.e. Opening / Closing Day, Picture Day, etc.)
  3. Scheduling Director

- 4.5 WVGS Executive Committee will be composed of the elected Officers (President, Vice-President, Treasurer and Secretary). This committee will interpret the By-Laws and provide Administrative guidance to the Board of Directors.
- 4.6 All matters concerning WVGS policy and "Operating Rules" will be decided by a Majority Vote of the Board.

4.6.1 To be eligible to vote at a Board Meeting, you must be a current Board Member who has attended 50% of the prior 6 board meetings. New members shall be required to attend at least 50% of the eligible meetings since their election to office to be eligible to vote.

In that regular attendance of all Board members is desirable and necessary for the efficient conduct of business, the following rules pertaining to absences shall apply:

- a. A single absence is considered automatically excused.
  - b. The second consecutive absence may be excused by the President, preferably ahead of time.
- F.** Only the Board of Directors may excuse the third consecutive absence.
- G.** After three consecutive absences, the Board of Directors shall take whatever action it deems advisable as empowered in Article 4.6.
- H.** Pattern of inconsistent attendance shall be made a matter for Board action, whether or not absences are consecutive.

4.6.2 Managers shall be governed by the Operating Rules and Manager Handbook.

4.7 The Board of Directors will have the authority at any regular or special meeting to suspend, discharge, expel or otherwise discipline any individual, whose conduct is considered detrimental to WVGS's best interest. Those to be affected by such action must be notified, a minimum of one week, prior to the scheduled meeting date when such action will be discussed.

4.7.1 Board members may be voted out of office by a super majority vote (2/3) of all eligible Board Members, at a meeting held specifically for such action, and for, but not limited to, the following reasons:

- Repeated violation of the By-Laws
- Criminal behavior
- Behavior detrimental to WVGS
- Board meeting attendance

4.8 The total number of the Board of Directors will be confirmed each year at the August meeting of the existing and newly elected Board. The minutes as recorded by WVGS Secretary will reflect the current Board of Directors count. The deletion of Board Directors with no replacement will reduce the total number by one until only 5 Board members remain. At this point the remaining Board of Directors must recruit additional members, dissolve WVGS, or suspend all formal expenditures of WVGS.

4.9 Regular meetings of the Board of Directors are open to the General Membership and shall be held not less than monthly, at such time, date and location to be determined by the Board of Directors. The home meeting location for WVGS will be at WVGS's facility located at 5607 Capistrano Ave., Woodland Hills, CA 91367.

4.10 A quorum is 50% plus one of the eligible members including 1/2 of the Executive Committee in order to conduct business of WVGS.

- 4.11 A written agenda will be provided to all board members via email and/or facsimile a minimum of 48 hours prior to each scheduled regular meeting. Non-agenda items cannot be voted on until the next meeting.
- 4.12 Robert's Rules of Order shall govern the proceedings of all meetings, except where in conflict with the By-Laws of WVGS.

#### **ARTICLE V. FINANCIAL POLICY**

- 5.1 WVGS fiscal year shall be defined as January 1st through the following December 31<sup>st</sup> of each calendar year.
- 5.2 The Board of Directors will decide all matters relating to finance. WVGS monies will be expended in a manner that will give all individuals and teams' equal benefits and privileges. The Board of Directors through a Majority Vote may expend funds for Tournament Teams.
- 5.3 Dues for membership shall be for a period of one season (Spring or Fall), and shall be in such sums as determined by the Board of Directors.
- 5.4 The league shall maintain a minimum reserve balance of \$20,000 or 25% of the annual operating budget, whichever is less in a separate league bank account of the leagues Treasurer's choosing. Should the reserves go below this amount, all purchases of non-essential items shall cease immediately.
- 5.5 All members of teams will deposit league fund-raising monies collected into WVGS treasury, within 3 calendar days for proper accountability.
- 5.6 Tournament teams may raise money for a specific purpose and will receive credit to themselves to use or expend the money as required. All tournament team sponsored monies shall be deposited in the league's treasury per Article 8.3.1.
- 5.7 The Board will take immediate and appropriate action in the event of an irregularity in the fund-raising activities of WVGS.
- 5.8 The Board of Directors shall strictly observe and regulate all fund-raising activities. These activities must conform to the fundraising policies of non-profit organizations set forth by the State of California.
- 5.9 Any member of the General Membership will have the privilege of reviewing the books and records maintained by the Treasurer at any time (with sufficient notice). The Treasurer will, within 30 days of the fiscal year end, provide to the Board of Directors an accounting of all revenues and expenditures for that year.
- 5.10 One authorizing signature for WVGS bank account will be required from the following positions:
- President  
Treasurer  
Vice-President

5.11 WVGS is governed by California for non-profit organizations.

## **ARTICLE VI. DISSOLUTION**

- I. In the event of the dissolution of WVGS, all funds along with all personal and real property will be transferred to an account prescribed by California law to be distributed and used for the benefit of the local area.

## **ARTICLE VII. AMENDMENT**

- g. These By-Laws or any section thereof may be amended or repealed by 2/3 of the eligible members of the Board at a meeting scheduled for the purpose of amending these By-Laws. A notice must be posted at the fields and distributed via US Mail, or fax mail or email and also shall be posted on the league website to all members of the General Membership in the current fiscal year, a minimum of fourteen (14) calendar days prior to the meeting.

## **ARTICLE VIII. OFFICERS AND DUTIES**

### **8.1 President**

- 8.1.1 Will preside at all meetings of the General Membership, the Board of Directors and Executive Committee; will also be an ex-officio member of all committees, except any committee involving a Division in which he/she manages or coaches.
- 8.1.2 Subject to the control of the Board, the President shall be responsible for the general supervision, direction and control of the business and affairs of WVGS. Will coordinate and administer the rules, policies and principles of the Amateur Softball Association "ASA" and WVGS.
4. Will appoint all chairpersons of various committees from interested volunteers.
5. Will act as the liaison officer for WVGS and be responsible for awards presentation and recognition.
6. Shall be a non-voting member at any Board meeting except to break a tie vote.
7. If the President is also a Manager, he/she shall relinquish all Presidential authority if an issue arises which effects his/her respective division, and he/she wishes to vote. The authority shall go to the next Executive Board Member (Reference section 4.4) who does not have such a conflict.

### **8.2 Vice-President**

5. Will assist the President, and in his/her absence will perform the duties of the President.
6. Will Chair the Protest Committee (comprised of the President, Vice-President and Chief of Umpires).

7. Will act as Parliamentarian for all meetings and give recommendations and guidance pertaining to rules of order.
8. Will be responsible for supervision, guidance, and training of team scorekeepers.
9. Assist in the assembling and distribution of a Manager's Handbook each season.
10. Coordinates Opening Day and Closing Day activities and agenda.
11. Shall be responsible for oversight of a scheduling coordinator or in the absence of a scheduling coordinator shall prepare game schedules for the divisions of WVGS.
12. Shall be responsible to coordinate the game schedules with the Umpire-in-Chief.
13. Shall be responsible for oversight of a picture day and yearbook coordinator or in the absence of a picture day and yearbook coordinator for the divisions of WVGS.

### 8.3 **Treasurer**

- 8.3.1 Will receive all moneys for WVGS and deposit it in the name West Valley Girls Softball, Inc. in a financial institution, insured by the FDIC, approved by the Board of Directors.
5. Will keep an itemized account of receipts and disbursements and maintain books and records in an orderly fashion.
- 8.3.3 Will provide at a minimum the following reports at least 15 days subsequent to month-end:
  - ?? Bank Reconciliations for all bank accounts
  - ?? Copies of all bank statements
  - ?? Balance Sheet
  - ?? Income Statement
  - ?? List of all disbursements for the prior month
- 8.3.4 Will provide a fiscal year end report at the annual organization meeting. The fiscal year end report shall include but in not necessarily limited to a balance sheet, profit & loss statement and a budget verses actual report.
- 8.3.5 Provide an annual budget for the league by December 1 for the subsequent fiscal year.

### 8.4 **Secretary**

- 8.4.1 Will keep an accurate record of the proceedings and activities of all meetings of the General Membership, the Board of Directors, and the Executive Committee, and will maintain minutes of all meetings.
- 8.4.2 Shall be responsible for the collection of and disbursement of all correspondence to the league, including but not limited to maintenance of the hot line, post office box, emails and faxes.

- 8.4.3 Will maintain a supply of league stationary and pre-printed documents as required.
- 8.4.4 Will conduct all necessary correspondence of WVGS.
- 8.4.5 Will send out notices of meetings and obtain places to meet.
- 8.4.6 Will keep the attendance at the meetings to record the eligibility of voting for the voting members.
- 8.4.7 Will provide a copy of the prior Board meeting minutes to the President within five (5) days after prior meeting, to the Board two (2) two days prior to the next scheduled Board meeting.
- 8.4.8 Shall coordinate and implement WVGS background check policies.

## 8.5 **Chief of Umpires**

- 8.5.1 Will schedule umpires with the contracted umpiring association for all regular season, playoff and make-up division games.
- 8.5.2 Will coordinate an umpire, from the contracted umpiring association, to review the rules at a Board meeting prior to the start of every season (spring and fall).
- 8.5.3 Will serve on the Protest Committee, unless there is a conflict of interest.
- 8.5.4 Will assemble a list of volunteer umpires for T-Ball, Micro and emergency use for games.
- 8.5.5 Will coordinate an Umpires Clinic to see that all umpires are trained and qualified (as applicable).

## 8.6 **Equipment & Safety Coordinator**

- 8.6.1 Shall have complete responsibility of all of the equipment owned by WVGS, shall inventory the equipment in the off season to determine the equipment requirements, and obtain bids for submission to the Board for approval for purchases.
- 8.6.2 Will provide the teams with the proper equipment, which will consist of practice balls, bats, helmets, catching equipment and a first aid kit.
- 8.6.3 Will make emergency umpire equipment and first aid kits available for use at the facility.
- 8.6.4 Will see that all League equipment and issued keys are turned in after the season and change the combinations and or key locks on League padlocks at least once a year.
- 8.6.5 Will inventory all League equipment at the beginning of the season as well as at the end of the season (spring and winter), and will provide a written report to his/her successor no later than the September meeting of the new Board.

## 8.7 Registrar

- d. Coordinate all matters pertaining to recruiting of players (flyers, registration, rating sheets, etc.), including Spring & Winter all registration forms.
- e. Set dates for (pre-registration if applicable) registration, try outs, and team drafts.
- f. Responsible for the prompt collection and timely forwarding of all registration fees to the Treasurer.
- g. Assist in all division drafts and maintain a wait list (if necessary).
- h. Coordinate Tournament team's registration.
- i. Ordering trophies and awards, i.e. medals, etc.
- j. Keep a current file of all the registration cards of the division.
- k. Provide team information to each Division Coordinator for disbursement to team representative prior to the start of each season.

## 8.8 Field Maintenance

- 8.8.1 Coordinate all work in connection with maintenance on League facilities.
- 8.8.2 Form work crews from WVGS members to prepare the fields for League play.
- 8.8.3 Procure equipment and services as necessary for maintenance at the field when authorized by the Board of Directors.
- 8.8.4 Obtain Board of Directors approval for all projects, within the limitations of the facility permits.
- 8.8.5 Coordinate the field, batting cage and pitching bullpen practice times for the teams in WVGS.

## 8.9 Director of Communication

- e. Publish (electronically or otherwise) and coordinate the "In the Circle" newsletter during the spring and fall seasons.

- f. Notify Media of special events (i.e. Opening Day, Closing Day, Sign-up periods, Tournament Information).
- g. Maintain and post current weekly League standings.
- h. Coordinate WVGS webpage and keep current all of the information.
- i. Distribute mass communications to the General Membership.

#### 8.10 **Ways & Means**

- 8.10.1 Coordinate all fundraising activities for WVGS.
- 8.10.2 Shall be responsible for and accounting of all funds raised to the Treasurer.
- 8.10.3 Coordinate closing day carnival, if applicable.
- 8.10.4 Organize team sponsorships.
- 8.10.5 Organize league sponsorships.

#### 8.11 **Snack Shack Coordinator**

- 5. Prepare a menu for the season.
- 6. Procure the food for the snack shack, maintaining and rotating inventory.
- 7. Monitor and recommend snack shack equipment purchases to the Board.
- 8. Schedule volunteers for snack shack or concession stand duty and monitor attendance for snack shack deposit refunds.
- 9. Train snack shack volunteers.
- 10. Maintain a log of daily sales.
- 11. Coordinate and deliver to the Treasurer monies earned from the sale of goods on a timely basis.

#### 8.12 **Division Coordinator**

- 8.12.1 Cannot manage in the division they are representing.
- 8.12.2 Must defer to the Executive Committee of the Board of Directors if a conflict occurs involving his/her daughter/team.
- 8.12.3 Supervise all respective division activities.

- 8.12.4 Receive and coordinate information received from the teams of the division.
- 8.12.5 Be present at all managers' meetings, supervise tryouts, team draft and be present for tournament team selection as specified in the Operating Rules.
- 8.12.6 Refer all matters requiring Board action to the Board.
- 8.12.7 Receive official protests from the division managers for presentation to the Vice President.
- 8.12.8 Acquire a temporary manager to coach until the regular team manager returns or until the season ends in the event a team manager is unable to continue as a manager.
- 8.12.9 Notify all Managers of division roster changes.
- 8.12.10 Coordinate the drafting of teams in their respective division.
- 8.12.11 Scheduling of games due to weather or other circumstances as approved by the Vice President.
- 8.12.12 Shall be responsible for the oversight of an experienced, neutral rater or in the absence of a neutral rater shall be responsible for rating all girl's in the respective division as a neutral factor.

#### 8.14 **Player Representative**

- 8.14.1 Be the agent of all the players in the league throughout spring, winter and tournament seasons.
- 8.14.2 Investigate and resolve all grievances between players and team management. Player Representative shall report to the Board as deemed necessary.
- 8.14.3 Assist Registrar in matters regarding the registration of players in the league

#### 8.15 **Uniform Coordinator**

- 8.15.1 Prepare a budget for submission to the Board.
- 8.15.2 Assist manager's at draft for ease in procuring uniforms based on registration information.
- 8.15.3 Procure uniforms based on registration information.
- 8.15.4 Distribute uniforms to team mangers.
- 8.15.5 Prepare a Tournament Team budget.
- 8.15.6 Procure Tournament team uniforms.
- 8.15.7 Distribute Tournament team uniforms.

## **ARTICLE IX. STANDING COMMITTEES**

### **League Scheduler**

The board shall discuss if there are any special scheduling circumstances for the specific season upcoming. The Chairperson shall coordinate the game schedules for WVGS after final team count is made available. Copies of the schedule will be handed out at least 2 weeks prior to the opening game of the season for respective division Managers and Player Reps to review together and choose team schedules. The schedules will not be handed out any closer to Opening Day unless excused by the board due to unavoidable circumstance.

### **Tournament Director**

Develop, plan and coordinate through committee meetings a written proposal for each annual tournament. This proposal will be presented to the Board of Directors of WVGS for final approval and endorsement.

Plan the advertisement through the "bluebook", and fliers to be distributed to neighboring leagues.

Keep an accurate log of all income and expenditures through the treasurer of WVGS.

### **Tournament Team Chairperson**

Oversee the rules and regulations in accordance to the WVGS tournament team Guidelines.

Disburse and collect the nomination letters from all those girls wishing to be eligible for tournament team consideration. Compile an accurate list of the eligible players to be selected from for the purposes of forming tournament teams at the respective age division levels.

Keep the Treasurer apprised of the generic tournament team fundraising activities.

### **Special Activities Director**

Coordinate and delegate duties for all league special events (i.e. Opening Day, Closing Day, etc.) designed to promote WVGS to the General Membership and provide goodwill to the community.

### **Year Book**

Collect WVGS League pictures and assist with the formation of the organization's annual Yearbook.

## **ARTICLE X. TEAM MANAGEMENT AND GAME ADMINISTRATION**

All rules, policies and procedures relating to the team management, player personnel and game guidelines shall be contained in the WVGS League Operating Rules.

# WVGS GIRL'S SOFTBALL

## Tryout Procedure Appendix 'A'

### Check in table

- Handle player check-ins (if already signed up), and new registration sign-ups. Assign to groups.
- Record their name on a Master list.
- Have all players in each respective division get warmed up prior to trying out.
- Tryouts will be run on a reservation basis. Out of order or Draft Day registrations will try out on a first come, first served basis and inserted into the try outs by the WVGS try out coordinator of their respective division.
- Tryouts will be scheduled at registration sign-ups.

### The TRYOUT process is as follows:

- 5 or so players will be grouped together to be run through the cycle.
- 3-5 fly ball to the outfield – throw in to 2<sup>nd</sup> base.
- 3-5 ground balls at shortstop – throw across to 1<sup>st</sup> base.
- Move next to second base to take the throw from the next outfielder (optional)
- 3-5 catches at 1<sup>st</sup> base of a throw from shortstop.
- 3 throws from Home to second (optional)
- Bat & Bunt 5-7 pitches from the pitching machine and on the last pitch run through second base.
- Pitch 4 -7 pitches (this is mandatory up through the Minor division)

### **Volunteers:**

1. Field check in table by division.
  - Check in and organize tryout groups
  - Ensure next group is warmed up and ready to tryout.
  - Read the add-on's to the evaluators to ensure everyone goes through the tryout process.
2. Tryout Assistant(s)
  - Hit fly balls to the outfield (or use pitching machine)
  - Hit ground balls to shortstop.
  - Catch balls at 2<sup>nd</sup> base thrown (optional).
  - Feed balls into machine for batters.
  - Catch pitchers (optional)
  - Shags ball in field (optional)
3. Evaluators (All the Managers in a division and the division coordinator)
  - Must be there to evaluate ALL girls trying out, or scores won't be used.
  - All evaluators will rate each player on a scale 1-10 in each category as follows (decimals and/or fractions may be used if necessary):
    - Throwing
    - Catching
    - Infielding
    - Outfielding
    - Running
    - Pitching

Note: Pitching & running shall not be used for the players overall score.

- The totals must be logged on the master sheet or a copy of tryout sheet must be provided prior to leaving the field on the day of the tryout. Tryout sheet shall be signed by each evaluator. Your personal evaluations are yours to keep the league only need the totals.

# *West Valley Girls Softball*

## **Drafting Procedures**

### **Appendix 'B'**

1. Manager Requests will not be honored.
2. Manager rejections will be honored. If a player rejects more than one manager, the Player Representative is responsible to meet with the parents & player to obtain clarification on the specific manger issue(s) and present this information to Division Coordinator and Executive Board and for approval).
3. Sisters must play on the same team unless specified otherwise in writing by the parents. If the sister plays for the same team, the highest ranked sister must be drafted first and the lower ranked sister must be drafted in her assigned round.
4. With the exception of sisters, the League will not honor family member requests e.g. cousins. However, the mangers will be advised of any family member special requests.
5. Mangers alone must draft their own team. In the event a Manager cannot make a draft, the Division Coordinator or an Advisor, approved by the President, Vice President and the applicable divisional managers, will draft the applicable team.
6. All Managers' daughters' point totals will be re-evaluated by the Division Coordinator prior to the start of the draft.
7. Only players who have been registered by the last registration date may be drafted. Any registered player who does not try out will be assigned a score to equal the average of the round she is drafted.
8. Using the rating averages compiled from the tryouts, each girl will be assigned a point total. A list will be generated in descending order. Based on the number of teams in the division, count down the list to determine the cutoff for each drafting round.
9. Rank the first level pitchers through the number of teams there are in the division.
10. Draw numbers out of a hat to establish picking order for the 1<sup>st</sup> round.
11. Managers daughters must be drafted in the round they are assigned.
12. The team with the lowest cumulative point total after each round will be given the 1<sup>st</sup> choice of the next round. This will continue until all players have been chosen, unless there are not enough players to complete a round. If there are not enough players to complete a round, the teams with the highest point totals shall draft the remaining players.
13. Managers may not trade drafted players after leaving the draft room (upon completion of the draft). To trade after the draft, the President, Vice President, Division Coordinator and all Managers from that respective division must be in agreement.

# West Valley Girl's Softball

## PARENTS "CODE OF CONDUCT"

### Appendix 'C'

It is the objective of West Valley Girls Softball to provide your children with a wholesome atmosphere in which to engage in healthy athletic competition. Our primary goal is to build character in our children. Because of the excitement and high emotion of some of our games, we thought it important to express some guidelines regarding what we expect from you, our parents and your children. Please know that the league encourages cheering, excitement and exuberance, but please always express this in a positive manner.

- We will not tolerate any behavior on the playing field or in the stands which would hinder the spirit of sportsmanship and co-operation that we are trying to encourage.

- **DO NOT COACH YOUR CHILD FROM THE STANDS.** Please do not interfere with your Coach's Instructions. The Coach and Player on the field may have specific signs, or prearranged scenarios for Player action. If you would like to help coach, talk to the Manager of your Daughter's team to volunteer your time.

- At NO time will we permit abusive language or profanity.

- **NO ALCOHOLIC BEVERAGES, DRUGS OR CONTROLLED SUBSTANCES** are permitted in the vicinity of the WVGS facility.

- **NO ANIMALS** are permitted on the Hughes school grounds

- **NO SMOKING** is permitted on the Hughes school grounds.

**NO BIKES, MOTORIZED CYCLES, SCOOTERS SKATEBOARDS,** etc are permitted on the Hughes School Grounds.

- **Speed limit in the parking lot is 5 MPH.** Please always use extreme caution. Please do not drive through parking lot barriers or screens.

- Conduct of any guests is the responsibility of the parent/guardian whose child participates in the league.

There shall be no arguing with the coaching staff and or umpires at any time. Only the manger shall have the authority to discuss any call or rule interpretation with the umpire. Violation of this shall be cause for your immediate removal from the Hughes School facility.

- West Valley Girls Softball is a not for profit organization and is run by community volunteers. We expect that you will do your part to keep our facility clean.

Failure to comply with these rules may result in a Player(s), Parent(s) & Guest(s) being asked to leave the Hughes School Grounds. Serious or repeated offenses could result in expulsion from the league.

**Fund Raising** - Registration covers only a portion of the cost of the league operations. Parents are required to participate in fund raising drives during the season. Fund raising events ensure the league can maintain and improve the quality of our facility while at the same time holding down the cost of registration.

**Payment of Registration Fee** – Full payment of registration fees are required before a Player is drafted to a team. The only exception is financial aid (talk to a board member to apply) approved by the Board of Directors.

**Refunds** - Our goal with refunds is to be flexible and fair. Any refund request must be made to allow the league a reasonable time to respond. Once teams have been formed, barring any unusual or unforeseeable circumstances, refunds will not be issued.

Final Registration Date <b>Prior</b> to Draft.....	100% Refund
After Team Draft.....	No Refund

**Special Requests** – Special requests e.g. same team, car pool, etc should only be made if absolutely necessary via the appropriate form. The league reserves the right to honor or disallow these requests.

**I certify that by signing this Parents Code of Conduct, I agree to abide by and adhere to all West Valley Girls Softball rules, policies and procedures for my daughters play during the appropriate season.**

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

West Valley Girl's Softball  
**AGREEMENT, WAIVER, RELEASE AND ASSUMPTION OF RISK**  
Appendix 'C-1'

PARTICIPANT NAME \_\_\_\_\_ PHONE \_\_\_\_\_ (DAY)  
PARTICIPANT AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ PHONE \_\_\_\_\_ (EVE)  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PARENT/GUARDIAN NAMES \_\_\_\_\_  
EMERGENCY CONTACT (NAME AND PHONE) \_\_\_\_\_  
NUMBER OF YEARS PARTICIPANT HAS PLAYED \_\_\_\_\_ LAST YEAR PLAYED \_\_\_\_\_

The Participant will be playing in a girls' softball program. In connection therewith, the Participant will be subject to catching and hitting balls thrown at a high rate of speed, catching balls in the air and on the ground that are hit at a high rate of speed, running at a high rate of speed, sliding into bases, possible collisions with other participants, possibly being hit by a thrown or hit ball, and other elements common in the sport of softball.

In consideration for being permitted by the West Valley Girl's Softball League (WVGS) to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, property damage or death, which I may have, or which may hereafter accrue to me, as a result of participation in the above-described activity. This release is intended to discharge in advance the WVGS League, its officers, employees, agents and affiliates, from any and all liability arising out of or in connection with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents, and knowing those risks, I hereby assume those risks. It is further agreed that this Agreement, Waiver, Release and Assumption of Risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost or expense which they may incur as the result of my injury, property damage or death, that I may sustain while participating in said activity.

PARENTAL CONSENT: (to be completed and signed by parent/guardian if Participant is under 18 years of age)

I hereby consent that my daughter, \_\_\_\_\_, may participate in the above activity and I hereby execute the above Agreement, Waiver, Release and Assumption of Risk on her behalf. I state that said minor is physically and mentally able to participate in said activity. I hereby agree to indemnify and hold the persons and entities referenced above harmless and free from any loss, cost, liability, damage or expense which they may incur as a result of the injury, property damage or death that said minor may sustain while participating in said activity.

*Authorization for Medical Treatment: I understand that I am required to maintain and carry medical insurance coverage for the child listed on this application and I verify that the coverage information noted is accurate and true. In the case of an emergency and if I cannot be reached, I authorize the staff of WVGS to obtain whatever medical treatment deemed necessary for the welfare of my child listed above, and I agree to hold WVGS harmless in connection with said emergency medical treatment. I further understand that I will be financially responsible for all charges and fees incurred in the rendering of said emergency treatment, regardless of whether or not my medical insurance would cover such charges and fees.*

Insurance Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Private Doctor (name/phone): \_\_\_\_\_ / \_\_\_\_\_

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, RELEASE AND ASSUMPTION OF RISK AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS FORM IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME AND THE WEST VALLEY GIRL'S SOFTBALL LEAGUE AND I SIGN IT OF MY OWN FREE WILL.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT PARENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

*WEST VALLEY GIRL'S SOFTBALL*  
*Special Request Form*  
Appendix 'D'

Please fill in all the applicable information below. Please be as complete with your information as possible. The league tries to honor all legitimate special requests; however, there is no Guarantee.

Player's Name: \_\_\_\_\_

Please circle the appropriate division:

T-Ball 6&U Micro 8&U Mini 10&U Minor 12& U Major 14&U H/S Women's

Special request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date (xx/xx/xxxx)

\_\_\_\_\_  
Print Parent / Guardian Name

In the event we need to discuss this request, please provide the following information.

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Best Phone #: \_\_\_\_\_

Best time to call: \_\_\_\_\_

This information on this form will remain **CONFIDENTIAL**

# *West Valley Girls Softball*

## **Manager / Coach Selection Process**

### Appendix 'E'

1. All persons desiring to manage or coach a team must fill out a WVGS Volunteer Security Check Form.
2. All managers and coaches will be subject to a background check.
3. All potential managers and coaches names will be submitted to the Board of Directors.
4. In the event that a prospective Manager has a current association with a Travel Ball Team as a manager or coach, they will be dropped from consideration as a prospective manager for WVGS unless a majority of the Board agrees to allow that prospective person to manage.
5. Prospective managers shall be selected by the criteria set forth below and must be approved by the WVGS Board of Directors.
  - a. Ability to work with and relate to children.
  - b. Softball knowledge and teaching ability.
  - c. Any past experience with prospective manager, including past success, problems, parental complaints, following the rules, disciplinary action taken, etc.
  - d. The prospective manager's past support of the league.
  - e. The prospective manager's display of sportsmanship and competitiveness, or lack thereof.
  - f. If the WVGS Board of Directors determines that more than one candidate is equally qualified to manage under the above criteria, the following order will be used as a "tiebreaker":
    - i. Returning manager.
    - ii. Returning listed coach.
    - iii. Has a participating daughter in the division/league wishing to manage.
    - iv. Recommendation of the Board of Directors.
6. General Information and Manager/Coach Responsibilities
  - a. Managers are required to attend a WVGS authorized "manager/coach clinic" or be ASA certified. Note all tournament team managers must be ASA certified.
  - b. Coaches will be selected by each team manager after the draft and will be subject to league approval. It is recommended that each team have at least two assigned coaches in addition to the manager.
    - i. Managers are required to ensure that all of their coaches complete a required Background Check and sign and abide by the Manager / Coach's Agreement.
  - c. Managers will attend player tryouts and will evaluate all players based on ability, hustle, fielding, arm range and accuracy, batting and speed. Managers will then participate in a draft to select their team. This information is to remain confidential and the draft order is not to be disclosed to players and or parents.
  - d. Upon selecting their team, managers must contact their players within 48 hours of the draft and set up the parents' meeting and a first practice.
  - e. Managers will sign and abide by the Manager / Coach's Agreement.

# WEST VALLEY GIRL'S SOFTBALL

## Manager / Coach's Agreement

### Appendix 'F'

WVGS is a non-profit organization dedicated to the development of good sportsmanship achieved through healthful and positive softball recreation for girls. The building of character, encouragement of good sportsmanship and learning the fundamental skills of the game of softball will take precedence over the winning of games. The primary concern of WVGS is to provide good recreation and leadership for the girls in its care. This goal will be attained by recruitment and training of qualified adults at the community level.

With the preceding in mind, Managers and Coaches shall abide by the Rules and Regulations of the West Valley Girl's Softball (WVGS), Southern California ASA, ASA National Code and the ASA Official Guide & Rule book. Managers and Coaches must understand they are responsible for the actions and obligations of their team and as a Manager or Coach you hereby agree to abide by the following:

1. I will make every effort to assist the league in creating fair and balanced teams and will not participate in acts contrary to the objectives of WVGS and ASA.
2. Players on the team must have adequate playing time without regard to talent and ability with the one exception of player safety.
3. Supplemental Rules shall be adhered to at all time.
4. I will maintain control of all team personnel and fans while participating in WVGS events and will not allow abusive or unsportsmanlike conduct toward anyone within the WVGS organization.
5. I will encourage positive behavior by team personnel, players, parents and fans.
6. If I am ejected during a game by an umpire, I will immediately leave the field and complex and will have a minimum one (1) game suspension. A harsher penalty may be invoked by majority vote of the WVGS Board dependent upon the severity of the incident.
7. I am required to be in attendance at all team functions (practices, games, etc.) or I must ensure that these functions are being properly supervised and conducted by an official member of my team's coaching staff.
8. I will submit to a League Security Check with will include a background check and or fingerprinting.
9. The coaching staff is responsible for all team members at team events until they are under the actual supervision of their parent, legal guardian or a designated individual approved by the parent or legal guardian.
10. The coaching staff is responsible for properly coaching the players on the team through organized practices and positive coaching to be ready to play safely and competitively in the League.
11. It is the Manger's responsibility with assistance of the coaching staff to see that all league obligations of the team are met within prescribed deadlines. If assistance is required to fulfill any of the obligations of the team I will immediately contact the Division Coordinator.
12. I will lock or cause to have locked all storage containers if my team is the last to leave the field, or it is my responsibility to do so.
13. I will not intentionally destroy or damage any WVGS league equipment or property.
14. I will return all equipment and keys issued to me on the date(s) announced by the league.
15. My failure to meet the obligations and responsibilities of a Manager or Coach could result in my being removed from that position.
16. I will not recruit players to leave the WVGS league to play on any team not endorsed by the WVGS Board.

Manger / Coach Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Division: \_\_\_\_\_

# West Valley Girls Softball

## Softball Field Maintenance Procedure

Appendix 'G'

### Pre-game (HOME TEAM):

1. Home Team is responsible for:
  - a. Dragging the infield and raking the base lines (away from the grass, in toward the center of the field) prior to setting up (if necessary).
  - b. Home Team is responsible for setting bases (when applicable), chalking batters boxes, foul lines and the pitchers circle.
  - c. If the dirt is very dry, the infield should be watered lightly.

### Post Game (VISITING TEAM):

1. Visiting Team is responsible for:
  - a. Dragging the infield at the completion of the game. Care should be taken ***NOT TO DRAG THE DIRT ONTO THE GRASS.***
  - b. Baselines are to be raked (in toward the center of the field).
  - c. The pitchers area is to be raked (in toward the center), and made level.
  - d. The batters box area should be raked (away from the grass, in toward Home Plate), and made level.
  - e. If the dirt is very dry, the infield should be watered lightly.
  - f. If you are the last or only game of the day, please lock up the score shack and turn off the scoreboard.

### PARENTS, MANAGERS, COACHES:

**It is everyone's responsibility to leave your side of the field clean.**

This includes:

- a. Picking up **ALL** trash in the stands and in the dugout. Sweeping stands, dugouts and especially sunflower seed shells.
- b. Try to leave the field cleaner than you found it.
- c. Do not allow anyone to climb, stand or sit on the Dugout roof

Thank you for your assistance. With everyone's help, we can maintain a beautiful complex that everyone can be proud of, and enjoy playing on.

# West Valley Girls Softball

## Accident Report

Appendix 'H'

<b>Injured Person</b>	Name: _____ Age: _____ Sex: _____ Address: _____ Telephone: _____ Name of Parent/Guardian (if minor): _____ • Was parent/guardian notified? Yes No Time of call or attempted call: _____	
<b>Exact Location</b>	Name of Field: _____ Where on Field: _____	Draw map on reverse side if needed.
<b>Description of Accident</b>	Describe how accident occurred. Include any unsafe conditions, use of tools or other similar items and any statements made by injured party (use the back of this form if more room is needed). _____ _____	
<b>Possible Injury &amp; Location</b>	___ Fracture ___ Sprain ___ Dislocation ___ Other (explain): _____ ___ Right ___ Left ___ Thigh ___ Calf ___ Knee ___ Ankle ___ Foot ___ Hand ___ Wrist ___ Forearm ___ Upper Arm ___ Shoulder ___ Head ___ Back ___ Other (indicate): _____	
<b>Treatment (rescue)</b>	Treated by: _____ Describe treatment and injured person's status: _____ 911 called? Yes No By Whom? _____ Time of Call: _____	
<b>Destination or Transport</b>	___ Home ___ Hospital ___ Returned to Activities ___ Other (state): _____ Departure Via: ___ Ambulance ___ Other Vehicle Time: _____ By Whom: _____	
<b>Conditions</b>	Provide weather conditions or other factors which would help explain the environment in which the accident happened: _____ _____	
<b>Mgr./Coach Comments</b>	_____ _____	
<b>Pictures Taken</b>	___ Yes ___ No By Whom? _____ Date/Time: _____	

Person Preparing Report (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

This report is to be submitted to the Division Coordinator or any WVGS Board Member within 48 hours of the accident. Use the back of this form if additional space is required. Complete all sections of this report and enter N/A for any sections that are not applicable.

**WEST VALLEY GIRLS SOFTBALL**  
**VOLUNTEER SECURITY CHECK**  
Appendix 'I'

POSITION: ( ) Manager ( ) Coach ( ) Team Parent ( ) other: \_\_\_\_\_

TEAM NAME: \_\_\_\_\_ DIVISION: \_\_\_\_\_

NAME LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

SSN#: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ CDL#: \_\_\_\_\_

( ) YES ( ) NO HAVE YOU PREVIOUSLY MANAGED OR COACHED AT WVGS?  
IF YES, LIST YEARS AND TEAMS  
\_\_\_\_\_

( ) YES ( ) NO HAVE YOU PREVIOUSLY MANAGED OR COACHED AT ANY OTHER YOUTH  
LEAGUE ? IF YES, LIST NAME OF LEAGUE, SPORT(S), YEARS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( ) YES ( ) NO HAVE YOU EVER BEEN SUSPENDED FROM ANY YOUTH PROGRAM ? IF YES,  
GIVE DETAILS: \_\_\_\_\_  
\_\_\_\_\_

( ) YES ( ) NO ARE YOU OR HAVE YOU EVER BEEN REQUIRED TO REGISTER  
AS A SEX OFFENDER (290 CPC) IN CALIFORNIA OR IN ANY OTHER STATE ?

( ) YES ( ) NO HAVE YOU EVER BEEN CONVICTED OF A "DRUG CRIME" OR  
ANY CRIME OF VIOLENCE (FELONY OR MISDEMEANOR) ?

BY SIGNING THIS FORM, YOU CERTIFY THAT ALL THE ABOVE INFORMATION IS TRUE AND  
CORRECT AND THAT YOU UNDERSTAND THAT YOU WILL BE SUBJECT TO A BACKGROUND  
CHECK AND/OR FINGERPRINT CHECK TO DETERMINE YOUR SUITABILITY FOR A POSITION  
SUPERVISING JUVENILES.

(California penal code 11105-2). ALL INFORMATION SUBMITTED WILL BE CONFIDENTIAL.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(I HEREBY APPROVE OF THE ABOVE ACTIONS)

-----  
LEAGUE USE ONLY

DATE CHECK COMPLETED: \_\_\_\_\_ BY: \_\_\_\_\_  
RESULTS/ADDITIONAL INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WEST VALLEY GIRLS SOFTBALL  
TOURNAMENT TEAMS  
Appendix 'J'**

**MISSION STATEMENT:**

West Valley Girls Softball Tournament program strives to provide eligible players with an opportunity to participate in a highly competitive postseason tournament softball environment. It shall be recognized that these Tournament team(s), manager(s), coach(s), player(s), and parent(s) are representing our league and although a higher level of competition and winning will be more evident than in the regular season, teamwork, sportsmanship, fair play and core values shall be stressed at all times for all participants and their families.

The ASA remains the governing board over all activity. Therefore, ASA National Codes and the Official ASA Rule Book shall take precedence regarding any omitted or conflicting guidelines stated herein.

**GENERAL TOURNAMENT RULES:**

- 1) All participants are required to pay their portion of uniforms, tournament fees and transportation costs. Special financial arrangements may be made with written request. Financial aid may be available for any family requesting it in writing on the appropriate "Special Request" form, (Appendix D) subject to Board approval.
- 2) As in the WVGS regular season program tournament team activities are nonprofit. Tournament teams may hold fundraisers outside of the regular WVGS season for the sole purpose of reducing the cost associated with the tournament team expenses. In the event that a tournament team raises funds beyond their total expenses, these excess funds shall be turned in to the league treasurer to be used for other tournament teams or the general use of the league.
- 3) A Board approved member shall be present and supervise all activities the tournament teams participate.
- 4) All persons, players, parents, fans and spectators are required to follow the WVGS rules, regulation and policies, and cooperate with the leagues Board of Directors and Managers.
- 5) There will be a "Zero Tolerance" with respect to alcohol or drug use at any team practices, games or at any tournament facilities. Non-compliance of this policy will result in the immediate disqualification and dismissal from the team for the entire season.
- 6) Smoking or use of tobacco product at the playing facilities or when in direct supervision of the children is strictly forbidden.
- 7) Any person engaging in unsportsmanlike conduct, fighting, publicly audible foul or abusive language, violent display of temper, or any other action or conduct which is considered to be detrimental to the League, shall be asked to leave the

Tournament facility and is subject to additional disciplinary action and penalty by the WVGS Board.

- 8) Managers, players, parents and travel fans shall use good judgment and conduct that is consistent with safe and responsible behavior at all times.
- 9) All persons, players, parents, fans and spectators are asked to support their team and are welcome to positively cheering for their team. Jeering, chanting, or noise making an effort to distract the pitcher, batter or other players from the other team shall not be permitted.
- 10) Complaints or problem solving during the Tournament team season shall be handled in the following manner:
  - a. First – Contact and bring the issue to the applicable manager. If not resolved;
  - b. Second – Contact and bring the issue to the attention of the player representative. If not resolved;
  - c. Third – Contact and bring the issue to the attention of the WVGS Board of Directors.

### **TOURNAMENT TEAMS:**

- 1) Tournament teams are highly competitive teams, made up of available and eligible players within the appropriate divisions of 6 & under, 8 & under, 10 & under, 12 & under, 14 & under, and 16 & under teams. Formation and regulation of these Tournament teams is governed by each year's Southern California ASA Junior Olympic Rules & Regulations Book ("The Yellow Book"). For a copy of the "Yellow Book" go to [www.socal-asa.com](http://www.socal-asa.com).
- 2) Tournaments will be played from the end of the regular season through the end of July each year.
  - a. It is a violation of the ASA Rules and Guidelines to select a tournament team prior to May 1<sup>st</sup> of the current season.
  - b. All tournament team practices shall not conflict with any regular season game or practice. If a practice does conflict, priority must be given to the regular season league activity.
- 3) Team rosters should not exceed 15 players.
  - a. Red team manager picks the first 12 players. If sufficient qualified players (in the opinion of the Division Coordinator and Board) are available to create a 2<sup>nd</sup> tournament team (Gray Team), the gray team manager will be selected by the Board and will select the next 12 qualified tournament team players.
  - b. Substitute or alternate players are allowed on the primary roster.
  - c. A player shall remain committed to their tournament team for the entire season.
- 4) Managers shall make every possible effort to play all tournament team players. However, playing time and playing positions shall be at the discretion of the manager and coaching staff of their respective team.
- 5) In the event of multiple tournament teams the first team selected shall be referred to as the "Red Team" and the second team selected shall be referred to as the "Grey Team".
- 6) The Gray Team selection (if applicable) shall occur upon completion of the Red Team and accepted by the Division Coordinator no later than May 5<sup>th</sup> each year. The Gray Team manager (if applicable) must select his/her team no later than May 10<sup>th</sup> each year.

- 7) If a player is selected for the Red Team and declines to play, she will not be eligible to play on the Grey Team.
- 8) Tournament teams are required to be uniformed in a team manner with matching and number uniforms as defined by ASA guidelines.

## **PLAYER ELIGIBILITY**

- 1) All players participating in the current season will be eligible for the tournament team provided the following guidelines are met:
  - a. Players must have played a minimum of 50% of the current season games that were used to determine the league standings.
  - b. In order to participate in any ASA championship tournament, the player must meet the current ASA participation guidelines.
  - c. The Tournament Committee must receive a WVGS Sign-Up / Commitment Agreement by the date defined on such agreement. Late sign-ups will not be accepted.
  - d. Any player who has “participated” on a travel type team after March 31 of each respective year is **NOT** eligible for tournament play. “Participate” is defined as taking part in a practice, practice game, scheduled game or tournament. A single tryout is not participation; however, multiple tryouts is participation.
  - e. Team shall not have more than four (4) players who have played travel type ball at any time after January 1<sup>st</sup> of the current season.
- 2) In an effort to create the possible strongest teams, players will be required to sign up and play within their appropriate age classification “as defined by ASA Rules”.
- 3) In the event of multiple teams within an age classification, a player will be allowed to jump between the Red Team and Grey Team.
  - a. Injured or dropped player: A player may be pulled up to the Red Team from the Grey Team to fill an open player position. Once pulled up, the player shall remain on the Red Team for the duration of the tournaments and may not play again on the Grey team for the current tournament season.
  - b. End of season: Once a player’s commitment has ended for the applicable tournament team, a player may be pulled up to fill roster or tournament needs on another tournament team.

## **MANGER ELIGIBILITY & SELECTION**

- 1) Prospective tournament mangers shall submit their names, noting desired division, to the respective Division Coordinator by April 1<sup>st</sup> of the current season. The submitted names shall be compiled and presented to the Board for consideration. The Board will vote to select each tournament team manger by April 10<sup>th</sup> of each year.

- a. All ASA certified individuals within the WVGS league are eligible to manage a tournament team.
  - b. Manager's guidelines as approved by the Board will be utilized to evaluate prospective managers.
  - c. Prospective managers will be given the opportunity to address the Board prior to any vote.
- 2) In the event that insufficient manager names are submitted to manage the eligible tournament team(s), the April 1<sup>st</sup> date will be extended and the tournament Committee and or Board may solicit individuals from within the league.
  - 3) In the event of multiple tournament teams within a division, a second vote will be held to determine the manager of the Grey Team.
  - 4) Selected managers will select their own coaching staff within the league.
  - 5) All managers and coaches will be required to fill out a Volunteer Security Check Form and are subject to a background check per league guidelines.

### **PLAYER / MANAGER / TEAM SELECTION**

The following defines the chronological order to be followed for the selection of players, teams, and managers.

- 1) At or around the last week of March of each year, the tournament Sign-Up / Commitment Agreement will be distributed to all interested managers and players. The agreement must be returned to the respective Division Coordinators by the date defined on such agreement.
- 2) The Sign-Up / Commitment Agreement will include the following information:
  - a. Time & financial commitment of participating on a tournament team.
  - b. Players must play in their respective age group.
  - c. Best and most competitive teams possible will be formed from the sign-ups received.
  - d. Playing time and position guidelines.
  - e. Possibility of out of town travel and lodging.
- 3) Each Division Coordinator will compile completed sign-up forms agreements and an eligibility report of all applicants will be generated.
  - a. Eligibility report will list players by tournament division, name, birth date, and current team.
  - b. Players currently "playing up" will be specially noted on their age appropriate eligibility report.
  - c. Each Division Coordinator and the Board will meet to determine if the player list is sufficient to field more than one team in each division.
- 4) The Board, prior to the selection of teams and or players, will complete the selection of the applicable Tournament Team Manager:
- 5) An open tryout will be held for all players who have completed the Sign-Up / Commitment Agreement.
- 6) The red team shall then be selected by the tournament team manager and shall be submitted to the Board for approval.

- 7) If there are an adequate number of players to field a second team "Grey Team", a manger will be selected.
- 8) An open tryout will be held for all players who have completed the Sign-Up / Commitment Agreement that were not selected for the Red Team.
- 9) The tournament manger shall select the Grey team no earlier than seven (7) days after the Red team is selected.

The final Tournament Team rosters will be provided to the Board and publicized in the appropriate venues.

### **TOURNAMENT TEAM MANGER RESPONSIBILITY**

- 1) It is the obligation of the manger to select the strongest possible players in each division. Therefore, if a player is selected onto the Red Team, the player's parent(s) shall not be eligible to manage a Grey Team.
- 2) Within seven (7) days after the team selection, the manger must hold a team meeting with all players and parents to discuss the tournament team purpose, financial responsibilities, time commitments, anticipated practice schedule and tournament team game schedule. Division coordinators are required to be present at the first tournament team parent/player meeting.
- 3) Mangers shall make every effort to play each player in their position of greatest strength to benefit to the Tournament Team.
- 4) The managers must communicate to all players and parents the guidelines contained herein.
- 5) Mangers are required to compile and maintain a Tournament Notebook which will include but is not necessarily limited to the following:
  - a. A team roster including team manger, coaches, team parent.
  - b. Copies of certified birth certificates for all players.
  - c. Individual player pictures with player signature across picture.
  - d. Copies of executed Sign-Up / Commitment Agreements.
  - e. Proof of league insurance and claim forms.
  - f. Signed "Medical Release" forms.

- 6) Each manager is responsible for providing to the League Treasurer an accounting of financial activity associated to their particular Tournament Team.
  - a. Sponsor(s) name, address, contact and amount donated.
  - b. Expenses accounting for all donated or raised monies.
  - c. Player fees charged and reimbursed.