

# Administrative Rules

## (By-laws)

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### 1.0 LEAGUE ORGANIZATION

The name of this organization shall be: South San Jose Softball (SSJSB or League), located in: Santa Clara County, San Jose, California. SSJSB, a neighborhood association, has been organized as a nonprofit, educational corporation. The League address is: South San Jose Softball, P. O. Box 18124, San Jose, CA 95136. “Quicksilver” and “Quicksilver Softball” are names established by the League for use by its sponsored traveling teams.

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

League governance is contained in the League Constitution, Duties of Board Members, these Administrative Rules and the Field Playing Rules.

#### 1.1 THE BOARD OF DIRECTORS

-(.1) The league's voting membership will elect the league's board members including but not limited to league President, Vice President, Secretary, Treasurer, Player Agent, Umpire in Chief, Finance Chairperson, Division Commissioners (16U, 12U, 10U, 8U and 6U Divisions), Safety Coordinator, Equipment Coordinator, Field Director, Uniform Coordinator, Concessions Coordinator, Volunteer Coordinator, Fundraising Chairperson and Publicity Chairperson by written or electronic ballot. The League is directed to hold an official election every year at or prior to Closing Day Ceremonies to perpetuate the standing of these Board members.

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

-(.3) Members of the Board of Directors need not have a daughter registered in the League at the start of the Spring playing season each year. Refer to Article IV-E. of the League Constitution.

-(.4) The tenure of office for the Board of Directors is one year from June 1st to May 31st. Failure to attend two consecutive Board meetings is possible cause for dismissal. Successive absences will be

investigated by the league President and, if duty abandonment is suspected, the board will confirm a course of action by majority vote.

-(.5) Prior to anyone being appointed, the Board of Directors, shall screen and approve all volunteer personnel. Through the Division Commissioners, the League Board of Directors shall evaluate every adult twenty-one years of age or older who has applied for a team management position and assign those found acceptable to teams as necessary. The Division Commissioners will bring their recommendations to the board for review.

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

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

-(.8) On or before the last two weeks of the Spring playing season, the current Board of Directors will actively seek qualified candidates for the elected Board Positions. The names of these candidates will be placed on the Official Ballot for the General Election at Closing Day ceremonies. Candidates for executive board positions must submit their name prior to April 1st. Non executive board position candidates must submit their names prior to April 20th. If qualified candidates are not added to the ballot by the general election date, those positions may be left vacant with the associated duties being assumed by active board members or board appointed parent volunteers.

-(.9) After all League play has concluded for the Spring program, the Board of Directors will appoint an audit committee of at least two non-Board members who will examine and check the financial records of the League. After examining the League account, this committee will make its final report to the newly elected Board of Directors.

-(.10) The Board of Directors has established the Administrative Sub Committee and directed it to meet once a month. The committee is authorized to act with the force of the full Board on any League business and its actions, where practicable, are subject to the ratification of the full Board at its next regular meeting. The Board has established this committee to aid the timeliness and flexibility with which the Board is able to respond to League business. The committee membership includes the following Board members: President, Vice President, Secretary, Treasurer, Player Agent and Umpire in Chief.

-(.11) The League has the right to enlist members of the League as "Board Assistants." These are members, who on a regular basis, go above and beyond the normal parent volunteers to help the League. Such "Board Assistants" can perform all duties of a Board member, but are not required to attend monthly Board meetings and do not have a voting privilege regarding Board business. They are strictly volunteers that can help with the normal everyday tasks needed to help run the League.

-(.12) The SSJSB player database is a league asset. It will not be used for unauthorized communication with parents or players. It will not be used for personal agendas or shared with any person or 3rd party organization outside SSJSB. The database, in its entirety, will not be accessible to anyone outside the executive board, however, division rosters may be created for the league's respective commissioners.

**2.0 LEAGUE OPERATION**

-(.1) All League business and League decisions shall be determined by a majority of Board members present at any meeting where all Board members have been given at least 48 hours prior notice of the meeting time and place.

-(.2) All League meetings shall be held in a public place with all adults involved in the League being able to attend. Other than the Board of Directors, no one shall have a vote at meetings. Members that desire to place a topic on a meeting's agenda must give the League President one week's prior notice of the agenda topic and estimated amount of time desired to discuss the topic at the meeting. Failure to properly agendize a topic may result in an inability to discuss the topic at a meeting.

-(.3) The legal action of the Board of Directors on any matter concerning League business, both administrative and playing field, shall be considered final, provided such actions and decisions, are never in conflict with these Administrative Rules, Field Playing Rules or the League Constitution.

-(.4) With proper cause and after the majority action of the League Board of Directors, any person elected or appointed may be relieved of their duties. This is where the process needs to be firmed up as referred to above

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

Marc will add a bullet here that refers to misuse of private league information-(.4.3) Any adult suspended from any League or any youth program, is ineligible to serve SSJSB in any capacity.

-(.4.4) A suspended individual, may make application to a subsequent Board for reinstatement. If the entire Board agrees that the facts warrant the individual suspension being removed, the Board may reinstate the individual. The decision made by the Board shall be final.

-(.5) Any individual or any group may be subject to possible suspension if found to be in violation of the Administrative Rules and/or the League Constitution and/or the League's assets are misused.

-(.6) Under penalty of the law, no individual or group other than the League Board of Directors, may use: League emblems; the name of South San Jose Softball any of the Program's rules and regulations; or any League assets.

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

-(.6.2) scarlet/red, black, silver and white are the established colors for SSJSB traveling teams.

-(.7) All assets of the League, raised under the name of South San Jose Softball, as attested to by the League Constitution, shall remain in the local community under the direction the Board of Directors.

-(.7.1) Assets raised by SSJSB will never be dissipated or transferred for any other purpose. All assets will be utilized for the constitutional intent of SSJSB. These assets were raised through the efforts of numerous volunteer adults and registered girls over a period of years for the purpose of perpetuating the growth and development of the South San Jose Softball program in their neighborhood.

-(.8) All Board members, managers, coaches, and chaperones, shall be volunteers, eighteen years of age or older at the time of their appointment.

**2.1 The ages of the playing Divisions will be:**

Division classification

Spring season

Summer/Fall seasons

16U	16 and under	*option for 16U or 14U
12U	12 and under	12 and under
10U	10 and under	10 and under, minimum age of 8
8U	8 and under	8 and under
6U	6 and under, minimum age of 5 by September 1st	N/A

All ages are determined on December 31st preceding the spring and summer season and Fall/Winter season.

**2.2** The League, with the cooperation and assistance of ALL League parents, will provide its players with organized practice sessions, an approximately 20 game playing season (fewer games in the 8U and 6U Divisions), all necessary field equipment, safe fields, approved managing personnel, proper parental supervision of all activities, social activities and parties, individual participation and appropriate team awards.

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

**2.3 Program evaluation** – The League will make available a program evaluation for players and their parents. The evaluations will be available online with the option of a hard copy if needed. Completed evaluations will be distributed to Division Commissioners for review and presentation of results to the Board of Directors.

**2.4 LEAGUE POLICY**

-(.1) A League Fidelity Bond will be obtained for Board Members who normally handle League assets.

-(.2) The League will annually secure liability insurance in the minimum amount of \$1,000,000 for the protection of its Board members.

-(.3) The Spring season player registration fee includes uniform, visor, team and individual pictures and participant trophy. Refund requests must be given to any executive Board Member prior to the potential player’s division team draw. Candy and Sweatshirts sales are not refundable. Player fees will be reviewed annually. 2009 player fees are as follows:

10U through 16U Divisions	\$ 135 + fundraising fee
6U and 8U Divisions	\$ 115 + fundraising fee
Bad check fee	\$ per bank service fees

Authorized discounts include \$10 for the second child in the family or household registered and \$5 for any new player (never played with the League) registered by a returning League player (discount is to the returning player). After the second child in a family or household, the fees are reduced to \$25 per each additional registration in the household.

Financial assistance is available for players whose families cannot afford registration fees. The League may require families to present proof of financial need to the League treasurer. The League may also require families to work good faith hours as compensation for the financial assistance given. All requests for financial assistance must be approved by the League treasurer.

Summer and Fall/Winter season player registration fees are established by the Board of Directors by majority vote. Such fees typically do not include pictures.

-(.4) The Board of Directors is authorized to require volunteer work per participant family as a condition of registering a player with the League. If adopted by the Board, a failure to provide the required number of volunteer hours would increase the family’s total registration fees. In addition, the League is authorized to implement a snack shack buyout plan. Particulars for any annual plan will be explained during registration.

-(.5) As a condition of registering and participating with the League, each participant will satisfy one of two fund raising options. Option I: An additional contribution of \$45 will be paid with the player regis-

tration fees in lieu of selling any fund raising product. Option II: A participant will sell a minimum of \$52 of fund raising product. Fund raising products are only available while supplies last. Fundraising fees must be paid for at the time of registration.

-(.6) The recommended sponsor fee is \$300 - \$500, more or less may be charged; however, all sponsors will pay the same fee and no sponsor will be advertised, as such, unless the sponsor fee has been deposited into the League treasury. Sponsors' identification may be placed on the back of the uniform shirt, the team cap or visor. Sponsors' identification will be placed with high visibility on the team banner. Sponsor advertisement will be included in all League publications at no additional cost to the sponsor. Sponsors will be used for 10U through 16U Division teams or traveling teams. Although the League will assist obtaining sponsors, each team is responsible for obtaining a sponsor.

The Board has established team sponsor fees of \$300 and team donation fees of \$200

-(.7) The League will compensate experienced plate umpires \$25 per game and base umpires \$25 per game when working as a team. Plate umpires working without a base umpire will be compensated \$35 per game.

-(.8) All League checks require two signatures. The board can authorize up to three (3) signers. All check signers must be active board members in good standing. Any two signatures from the same family, regardless of board position, will not be allowed. All persons who sign on the League account must be bonded.

-(.9) The Treasurer is authorized to establish a League Bank Account, order checks, receipt journals, and check register. To protect the League in general all tax forms, corporate/legal paperwork should be completed and filed by a professional accounting firm and or law offices when possible.

-(.10) The Secretary is authorized to order or otherwise maintain the League minute book.

-(.11) The Spring playing season will consist of approximately 20 games.

-(.12) League boundaries have been established to include any player whose permanent address is included in the area East of Almaden Expressway, North of the Santa Teresa Foothills, South of Capitol Expressway and West of Highway 101. The Board may waive the applicability of a portion or all of these boundaries when it has reason to believe that a comparable softball program is not available to players outside of the League's established boundaries.

The Board has determined that for the spring playing season, no League boundaries will be used.

-(.13) The Board may prevent any player from participating in the League for failure or failure of her parents to:

- pay properly assessed registration fees, as defined in -(.4) and -(.5), above (excepting registration scholarships)
- return League property
- supply an acceptable copy of her birth record
- pay amounts due the League as a result of League fund raising, as defined in -(.6), above
- conduct deemed to be unacceptable

**2.5 PRACTICE AND THE SPRING PLAYING SEASON**

-(.1) The Board of Directors may conduct a special spring clinic prior to March 1st.

-(.2) Once team fees and team rosters have been submitted and insurance coverage confirmed, practice may begin.

-(.3) Practice games between League teams of the same Divisions may take place prior to the start of the regular season games.

-(.4) The Spring playing season can start on or after the second Saturday in March, and all games including make-up and play off games will conclude on/or before June 30th.

- (.5)** During the regular season the League will schedule no more than three (3) games a week for any one team. Re-scheduled games that are placed in a week (Sunday - Saturday) are not considered in this three game limit.
- (.6)** Scheduled games should start no earlier than 5:30 p.m., Monday through Friday and, when school is in session, end no later than 8:00 p.m.; certain games at PAL Stadium may not conclude before 10:00 p.m. The lateness of games, or League activities, should never interfere with a player's responsibility to their family, church or school.
- (.7)** The League Board of Directors should carefully consider whether to schedule games on Sunday. For many, this one day of the week is intended as a "family day." However the League Board of Directors may vote to allow games on Sunday, after 12:00 noon. For the same reason, managers should refrain from scheduling practices on Sunday. If considered necessary to schedule Sunday practices, absence from such practice cannot be held against a player.
- (.8)** Admission fees are never allowed at regular League games.
- (.9)** Team standings are maintained.
- (.10)** Divisional tournaments may be utilized at the end of the Spring playing season. Teams will be seeded into the tournament at the end of season.
- (.11)** Inter-League play which is competition among Leagues, will be under the direction of the Board of Directors or its representative, because of the traveling and special circumstances involved in this program. Inter-League round robin Tournaments will be scheduled and coordinated through the Board of Directors. All Inter-League play is governed by special Field rules.

**2.6 THE LEAGUE UMPIRE - QUALIFICATIONS AND REQUIREMENTS**

- (.1)** A League umpire shall be at least fourteen years of age by the December 31st preceding the Spring season. Umpires that are fourteen years of age will be restricted to umpiring 10U Division games and lower.
- (.2)** A League umpire will have a complete knowledge of the current Amateur Softball Association and SSJSB Field Playing rules and shall defer all rule questions and rule interpretations to the League Umpire in Chief.
- (.3)** A League umpire will be responsible to, and under the direction, of the League Umpire in Chief and the Board of Directors.
- (.4)** For Accident/Medical insurance protection for the individual umpire and liability insurance protection for the League, each League umpire shall be registered with the Amateur Softball Association by the Umpire in Chief before being allowed to officiate.
- (.5)** A League umpire shall have a Personal Information Form completed and in the possession of the League Umpire in Chief before officiating any game. An umpire shall supply any other information, including finger printing, which may be requested from time to time by affiliated organizations before officiating any game.
- (.6)** When officiating, the League umpire will wear the required League Umpire uniform consisting of; a powder blue shirt, dark pants or shorts, athletic shoes (steel cleats are not allowed), and sports socks that cover the entire foot and ankle.
- (.7)** League umpires shall wear any and all additional umpire protective equipment as required by the League Umpire in Chief.
- (.8)** Each League umpire should have their own umpire uniform, watch, count indicator, broom, and ball bag. League umpires should also consider owning their own face mask with throat guard and a chest protector. At the option of the individual plate umpire, shoulder pads, upper arm guards, shin guards, and foot guards may also be utilized. The League should furnish proper Umpiring equipment for young and/or inexperienced umpires in training.
- (.9)** The League may obtain an umpire program sponsor in order to cover umpire expenses and umpiring equipment.

-(.10) Coaches and players should never umpire in the same division in which they coach or play. In addition, an umpire should never umpire a game that includes their child's team or the team of a family member. These requirements can be waived by mutual consent of the opposing managers.

-(.11) Contracts with professional or amateur umpiring associations are permitted.

**2.7 TEAM MANAGING PERSONNEL**

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

-(.2) All managing personnel shall complete a Personal Information Form which will be on file with the League Secretary and approved by the Board. All managing personnel shall supply any other information, including finger printing, which may be requested from time to time by affiliated organizations before participating in any League function. All managers and head coaches must be ACE Certified through the American Softball Association.

-(.3) All managing personnel shall be approved by the League Board of Directors.

-(.4) All Division teams shall be under the direct authority a managing staff. The managing staff is defined as a manager, coach and two female chaperones. All personnel on the managing staff must be live-scanned.

-(.5) The Board of Directors may allow the appointment of an eighteen year old former League player to the position of assistant coach in either the 12U, 10U, 8U or 6U Divisions. A minor assistant coach may be rostered in addition to the two regular coaches.

-(.6) All managing personnel will have read and studied the Official Rules of Softball as published by The Amateur Softball Association of America and the modifications to those rules contained in the League's Field Playing Rules.

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

**2.8 RESPONSIBILITIES OF THE TEAM MANAGER**

-(.1) It is the manager's responsibility to make certain that there is always a live scanned female representative of the managing staff at all team activities, including practices, all games, and any other team events. No activities shall take place if a live scanned female is not present. The manager will also make certain that all members of the managing staff wear the appropriate identification at all team practices and games.

-(.2) The manager will accept total responsibility for the actions of their team on and off the field and at all events at which the players are directed to remain together as a team.

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

-(.4) Throughout the season, the manager will counsel players who are experiencing personal difficulties while under team authority.

-(.5) Managers shall bring all player problems, especially the benching of a player, to the attention of the Player Agent so the Board of Directors may be involved in helping to solve player problems. Managers will never dismiss a player from the team. This type of action is reserved for the combined decision of the Division Commissioner (unless a member of the managing staff of any team in the Division) and Player Agent and is approved by the Board of Directors.

-(.6) With the approval of the League Board of Directors, a manager may dismiss a member of their managing staff.

-(.7) Before the season starts, the manager should use good judgment in establishing valid reasons for allowing excused absences from team activities. There are many legitimate reasons why a player may be unable to attend a practice or, in some cases, a game.

- (.8)** If a player misses a practice or a game because the player was participating with another team or activity (other than school or church), the manager has the right to discipline this player but must bring this situation to the attention of the Player Agent. Participation with another softball team is not permitted and will be grounds for the player's dismissal from the team.
- (.9)** Managers are responsible for the accurate and timely filing of accident forms with the Safety Coordinator within 24 hours of an injury.
- (.10)** Managers are responsible for a complete understanding of these Administrative Rules, the Manager's Package, the Official Rules of Softball as published by the Amateur Softball Association and the League's Field Playing Rules.
- (.11)** During the preseason, it is the responsibility of each manager and coach to carefully train each player in the techniques of sliding. During the spring season, it is the responsibility of each manager and coach to continually practice under safe, supervised conditions the techniques of sliding to increase the players' individual confidence and proficiency at sliding.
- (.12)** During the preseason, it is the responsibility of each manager and coach to carefully train each interested player in the techniques of pitching and being a catcher. During the spring season, it is the responsibility of each manager and coach to continually encourage and provide practice, and if appropriate, game experience for all players interested in pitching or being a catcher.
- (.13)** Managers are responsible for the accurate and timely reporting (in writing) of any of the following to the Player Agent within 24 hours of the incident:
  - A. The misuse of a player by anyone.
  - B. Any player that misses three consecutive practices - unexcused.
  - C. Any player that misses two consecutive games - unexcused.
  - D. The benching of a player.
- (.14)** Managers, assisted by team parents and the Division Commissioner, are responsible for finding a sponsor for their teams.
- (.15)** Failure to comply with this Section 2.8 may be grounds for probation, suspension or dismissal of any manager.

**2.9 LEAGUE FUND-RAISING**

- (.1)** Any booster club or fund-raising group shall be authorized by the League Board of Directors and will then become a subcommittee of the League Board.
- (.2)** All funds donated, collected, raised, or appropriated by any booster club or fund-raising group not associated with a Traveling Team (Section 5) will be deposited by the League Treasurer in the League's account under the direction and protection of the League's Board of Directors.

**2.10 SAMPLE LEAGUE CALENDAR**

- August            Equipment Coordinator reports on results of inventory and makes recommendations to the Board for the coming year  
                     Combined meeting of incoming and outgoing Board Members  
                     Establish registration dates and begin planning publicity
- September -
- November        Fall season for traveling teams.
- September-      Establish new bank account signatories  
                     Presentation of final financial statement to Board  
                     Present League Policy Statement, Duties of Board of Directors, Administrative Rules and Field Playing Rules to new Board for ratification at October meeting  
                     Uniform and Equipment Coordinators perform and inventory for the purposes of reporting recommendations to the Board at the October meeting



	Meet personally with the principals of all schools where fields are used
	Plan fund raising to begin with registration
	Commissioners begin to contact prospective coaches and managers
October	Registration day #1
	Treasurer presents Annual Budget for the current year
	Summer Traveling Teams submit final roster and financial report to the Board on October 1st
	Uniform Coordinator reports on results of inventory and makes recommendations to the Board for the coming year
	Team sponsor drive begins
	Initial order for uniforms and additional equipment
November	Attend all field meetings or determine when they are to be held. Have a member attend ALL such meetings as fields will be lost if the League is not personally represented.
	Registration day #2
	Apply for fidelity bonding and League liability insurance
December	Registration day #3
January	Late Registration
	Fall/Winter Traveling Teams submit final roster and financial report to the Board on January 1st
	Commissioners identify needed number of coaches and managers
	Team draw for all Divisions
	Player Clinics
February	Submit required information to secure team insurance coverage
	Identify and secure sufficient numbers of qualified umpires for the season
	Prepare and board approves spring season playing schedule
	Team formation meetings
	First field maintenance day
	Manager and coaches' clinic - Pitching, bunting and sliding
	Distribute team equipment.
	Final order for uniforms and additional equipment
	Spring practice season begins
March	Second and third field maintenance days
	Manager and coaches meeting and rules clinic
	Distribute hats/visors, shirts and pants
	Fund raising event
	Coach, manager and umpire meeting
	Opening Day Ceremonies
	Spring playing season begins
	Picture day
April	Selection of travel team coaches
	Travel team parent information meeting
May	Board nominations completed
	Coach, manager and umpire meeting

- League picnic
- Memorial Day break - no games
- Traveling teams try-outs and team selections
- End of season playoffs
- Closing Day Ceremonies
- Election of Board members

June - August Summer season for traveling teams.

**2.11** The League will attempt to have a newsletter, or other type of League publication.

**2.12** The League may solicit advertisements from reputable businesses for printed programs, game schedules and newsletters.

**2.13** Businesses of questionable juvenile benefit shall never have their business names appearing on any team uniform, on any team banner, in any League publication, nor can this type of business receive League recognition in any manner.

### **3.0 PLAYER REGISTRATION**

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

-(.2) No one may discourage or disqualify any player from participating in the League. -(.3) Players who have physical or medical limitations may be eligible to participate if: 1) Written permission is given by a medical doctor and this information is in the possession of the League's Player Agent and 2) the Board of Directors by a majority vote agree that a medical, mental, or physical limitation would never risk the safety of such player or the safety of their teammates and 3) the player is placed by their age in the correct Division according to the current program ages.

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

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

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

-(.7) Any League Director who confines registration information or limits the number of players to be registered could face possible program suspension.

-(.8) By civil law, the league is required to provide the same registration information to private schools as provided to public schools in the League area. The League should have registration information available throughout the entire community, i.e., public and private schools, churches, recreation departments, youth clubs, libraries, etc.

-(.9) League players may not play for the League and another softball team (other than elementary or middle school teams) at the same time. Players may play for other organizations, including high school teams, while not actively participating with the League. Players signed to another ASA team are ineligible to participate with the League at the same time.

**3.1 PLAYER REGISTRATION FEE**

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

- (.1) No player shall be refused the right to participate due to lack of funds.
- (.2) League expenses include affiliation fees, uniforms and their upkeep, equipment, team hats or visors, insurance, field maintenance and improvements, participant trophies and pictures, umpires, team registration and traveling team competition.
- (.3) Other than the established player registration and late fees, additional League charges will be listed and explained to the parent or guardian as optional fees and shall only be paid at the discretion of the parents.
- (.4) Parents or guardians who register their children are responsible for the established player registration fee and the supplying of all necessary equipment, such as safety cleats, a glove, and protective sliding apparel for their children.

**3.2 TEAM APPORTIONMENT**

- (.1) After the final public registration, the Player Agent will report to the Board of Directors, the number of registered players in each program Division. The Board will determine to either continue registration by establishing new registration dates and locations, or establish the number of teams in each division to be formed. The Board should always take into consideration late registering players and set the individual team size to allow for this occurrence.
- (.2) After the Spring season has started the Board of Directors, through the Player Agent, should attempt to maintain each team with a minimum of twelve players to avoid all possible game forfeitures. Before the season starts, the number of players per team should be ten to eleven players to allow for late registrants.
- (.3) Participants with Freshman, Junior Varsity or Varsity high school softball teams can not register with the League. Players cut or otherwise released, from such teams prior to Opening Day can register with the League. The late registration fees will be waived in such cases. High school players cannot be registered after Opening Day. Players can not be registered with the League (whether placed on a team or not) while at the same time playing with a high school team.

**3.3 PROGRAM AGES**

A player’s program age is the age that the player will be on December 31st preceding the spring season

- (.1) The ages of the playing Divisions will be:

<u>Division classification</u>	<u>Spring season</u>	<u>Summer/Fall seasons</u>
16U	16 and under	*option of 16U or 14U
12U	12 and under	12U
10U	10 and under	10U
8U	8 and under	8U
6U	6 and under, minimum age of 5 by September 1st	---

**3.4 SPECIAL PLAYER PRIVILEGES**

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

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

-(.3) Parents may request special consideration for non sisters (limited to two players) to be placed in the draw as if they were sisters. Such requests must be in writing, signed by the parents or guardians of both players for which the special consideration is requested and submitted to the Board at least two weeks prior to the scheduled team draw. The Board will consider each case individually and their decision will be final. Requests based upon the mere ease of carpooling players to practices and games will not receive approval for special consideration. The Board will be mindful that all parents must support the needed commitment of their daughters to their team's practice and game schedule and such requests for team placement may be the first sign of a lack of commitment on the part of the parents or guardians involved. There is no guarantee and the decision is at the total discretion of the Board and the Executive Board of the current season.

-(.5) Parents may request special consideration for a player to be placed in an age group that is older than the player's program age for the season. For example, parents of a 10 year old may request the player be included in the draw for the 12U Division. Such requests must be in writing, signed by either the parents or guardians of the player for which the special consideration is requested and submitted to the Board at least two weeks prior to the scheduled team draw. Players that are requesting to play up a division will be required to participate in an evaluation. The Board will use that evaluation to decide if the player will be allowed to play up a division and their decision will be final.

### **3.5 DESIGNATED PITCHERS AND CATCHERS**

-(.1) All pitchers, including Traveling Team players, , will be known as designated pitchers. Records kept via the previous year's online statistics regarding pitchers and catchers along with player evaluations will be used to determine designated pitchers and catchers.-(.1.5) All catchers, including Traveling Team players, who have been nominated as catchers by their managers during any previous Spring, Summer or Fall/Winter season, will be known as designated catchers. All players who were included as designated catchers for the previous year, including those for which a letter removing them from the previous year's catcher pool, will again be known as designated catchers.

-(.2) The Player Agent may be given written notice at least 48 hours prior to the team draw signed by both parents of any designated pitcher or catcher requesting removal from the designated pitcher or catcher grouping. Such a player may not pitch or catch during the spring season and is never eligible to pitch or catch in any Spring season tournaments. All games in which this player pitches or catches, even one pitch, shall be ruled a forfeit.

-(.3) The League's Board of Directors may assign any player to be a designated pitcher or catcher if it is known that player has received special pitching or catching training, or in the case of a player transferring from a fast pitch softball program where the player was known to have pitched or caught and met requirements similar to 3.5.1.

-(.4) Any player whose parents make a written statement as to why their child should be considered a pitcher or catcher, if approved by the Board of Directors, will be known as a designated pitcher or catcher.

- (.5) All players that have been designated as a pitcher or catcher will be required to participate in an evaluation. The results from the evaluation will enable the Player Agent to distribute the pitchers and catchers into separate categories depending on their skill.

### **3.6 TRAVEL TEAM PLAYERS**

- (.1) This player grouping will contain all League players that were originally asked to participate, or added to the official Traveling Team roster of any league during the previous Summer or Fall/Winter season and participated in at least 50% of the team's games or 15 games, whichever is less (Summer and Fall/Winter seasons are considered separately for this purpose). Specific recommendations with respect to placement in the team apportionment draw of any player in this group can be made in writing to the Board

of Directors by the Traveling Team managing staff. The Board will consider these recommendations and changes to the player groupings will be voted on by the Board on a case-by-case basis.

**3.7 TEAM FORMATION**

The draw method is the only system of team formation to be utilized for the spring season. The Player Agent with the Division Commissioner and League President will preside at the separate team formation meetings; one for each Division.

-(.1) Team formation will be held no earlier than January 1st for the Spring season.

Sandra will reword what is done now in regards to the team draws.

**3.8 THE 16U DIVISION TEAM DRAW MEETING**

Before the team draw meeting, the Player Agent will have presorted all the player Registration Forms, making sure each group is sorted by the sequence number assigned to the registrant at the time of registration. The Player Agent will first draw all the experienced players by group, followed by the inexperienced players, by group. At the team draw meetings, only the managers or their designee will be allowed to be present and any Board member the Player Agent feels is needed to assist in the meeting. Each manager will draw for a team number. The manager of Team 1 will receive the first designated pitcher, Team 2 - the second pitcher, and this will continue until the completion of the first round (i.e., when the last team to be drawn has received a player). When a round is completed the selection will be reversed, i.e. round one, Team 1 to Team 10, round two, Team 10 to Team 1, and this will continue throughout the draw. During the entire draw the Player Agent, assisted by the Division Commissioner and President, will make sure: 1) Sisters are placed on the same team, 2) players matched with League Sponsors are placed on different teams, 3) players in Groups 1 and 2, 3 and 4, 5 and 6, sisters and experienced or inexperienced players are kept even, to the extent possible, on all teams, and 4) managers and coaches receive their own daughters. Sisters are drawn in the first lowest numbered group of the draw for which the sisters qualify.

- Group 0 - Manager's and coach's daughters
- Group 1 - Designated Pitchers - previous 16U Division pitchers
- Group 1a - Designated Pitchers - previous 12U Division pitchers
- Group 2 - Designated Catchers - previous 16U Division pitchers
- Group 2a - Designated Catchers - previous 12U Division pitchers
- Group 3 - Traveling Team players - previous 16U Division players - A Team players
- Group 4 - Traveling Team players - previous 16U Division players - B Team players
- Group 5 - Traveling Team players - previous 12U Division players - A Team players
- Group 6 - Traveling Team players - previous 12U Division players - B Team players
- Group 7 - Sixteen and Fifteen Year Olds, Experienced
- Group 8 - Fourteen Year Olds, Experienced
- Group 9 - Thirteen Year Olds and under, Experienced
- Group 10 - Sixteen and Fifteen Year Olds, Inexperienced
- Group 11 - Fourteen Year Olds, Inexperienced
- Group 12 - Thirteen Year Olds and under, Inexperienced

-(.1) When one grouping is completed, the Player Agent will draw from the next grouping until all groupings have been completed and every player has been placed on a team.

**3.9 THE 12U DIVISION TEAM DRAW MEETING**

The Player Agent will follow the same procedure for the 12U Division team draw meeting as described for the 16U Division. The Registration Forms will be divided and drawn as follows:

- Group 0 - Manager's and coach's daughters

- Group 1 - Designated Pitchers - previous 12U Division pitchers
- Group 1a - Designated Pitchers - previous 10U Division pitchers
- Group 1 - Designated Catchers - previous 12U Division catchers
- Group 1a - Designated Catchers - previous 10U Division catchers
- Group 3 - Traveling Team players - previous 12U Division players - A Team players
- Group 4 - Traveling Team players - previous 12U Division players - B Team players
- Group 5 - Traveling Team players - previous 10U Division players - A Team players
- Group 6 - Traveling Team players - previous 10U Division players - B Team players
- Group 7 - Twelve Year Olds, Experienced
- Group 8 - Eleven Year Olds and under, Experienced
- Group 9 - Twelve Year Olds, Inexperienced
- Group 10 - Eleven Year Olds and under, Inexperienced

**3.10 THE 10U DIVISION TEAM DRAW MEETING**

The Player Agent will follow the same procedure for the 10U Division team draw meeting as described for the 16U Division. The Registration Forms will be divided and drawn as follows:

- Group 0 - Manager's and coach's daughters
- Group 1 - Designated Pitchers - previous 10U Division pitchers
- Group 1a - Designated Catchers - previous 10U Division catchers
- Group 2 - Traveling Team players - previous 10U Division players - A Team players
- Group 3 - Traveling Team players - previous 10U Division players - B Team players
- Group 4 - Ten Year Olds, Experienced
- Group 5 - Nine Year Olds and under, Experienced
- Group 6 - Ten Year Olds, Inexperienced
- Group 7 - Nine Year Olds and under, Inexperienced

**3.11 THE 8U AND 6U DIVISION TEAM DRAW MEETING(S)**

The Player Agent will follow the same procedure for the 8U and 6U Division team draw meeting(s) as described for the 16U Division. In the 8U and 6U Divisions, the "buddy system" is encouraged whereby players may be grouped together (as if they were sisters) to encourage enrollment and enjoyment of the program. Parents must be mindful that these are the only Divisions where such allowances are made. The Registration Forms will be divided and drawn as follows:

- Group 1 - Eight Year Olds, Experienced
- Group 2 - Seven Year Olds, Experienced
- Group 3 - Six Year Olds, Experienced
- Group 4 - Eight Year Olds, Inexperienced
- Group 5 - Seven Year Olds, Inexperienced
- Group 6 - Six Year Olds, Inexperienced
- Group 7 - Five Year Olds, Inexperienced

The Board may elect to field the 6U Division, in which case groups 1, 2, 4 and 5 would be drawn for the 8U Division and groups 3, 6 and 7 would be drawn to the 6U Division. When elected, the draw meetings can be held separately or jointly.

**3.12** If an error is discovered in any draw, during or before the rosters have been prepared, the Player Agent, with the Division Commissioner and President present, will back up to the point of the error, correct the error and then properly redistribute copies of the Registration Forms to the now appropriate teams.

**3.13 AFTER THE TEAMS HAVE BEEN FORMED**

-(.1) After team rosters have been prepared, no player will be reassigned to another team except for extreme circumstances. The board will discuss each situation separately.

-(.2) Teams will be disbanded in only the most extreme circumstances and only when the action is ratified by a 75% majority vote of the Board of Directors.

-(.3) No player may be traded, substituted or transferred during the season.

-(.4) The Player Agent has complete authority in assigning all late registrants. The Player Agent may assign players in any manner, in order to maintain an equality among all the teams. Players that sign-up after all teams have received 12 players will be placed on a waiting list until they can be assigned to a team. When a Division Commissioner that is coaching in the same Division is performing the role of Player Agent, all player assignments will be made jointly with the Vice-President.

-(.5) After the season has begun, the Player Agent will instruct the manager of any team receiving an inexperienced player, to give them special training, which shall be limited to one (1) week, before entering this inexperienced player into a game.

-(.6) Players will never be transferred from one Division to another during the season, unless approved by the Board in writing.

-(.7) If a player drops from a team and later in the season is able to participate, the player can only be returned to their original team, only if an opening exists.

**4.0 INSURANCE REQUIREMENTS OF ALL TEAM MEMBERS**

The League, in cooperation with sponsoring organizations, will supply back-up accident insurance for team participants. The Safety Coordinator is responsible for administering the team insurance program.

-(.1) Any player warming-up any pitcher shall always wear a face mask. For safety purposes this is extremely important.

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

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

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

-(.5) At all times it is the responsibility of the manager to protect the players from inclement weather conditions by having the team wear appropriate warm clothing.

-(.6) All players who will possibly be utilizing a slide should provide their own protective safety sliding gear.

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

-(.8) Full NOCSAE or similar organization approved batting helmets that cover the entire head, both ears, and the temples, must be worn by the batter, the on-deck batter, and all runners. All helmets must have a face mask and chin strap. Batting helmets must be kept in the best possible condition and should never be

stacked by pushing the helmets together, sat upon, or left where the helmets might be stepped upon or tripped over.

## **5.0 TRAVELING TEAMS**

-(.1) Since there are several Tournaments in which League Traveling Teams can participate, the League will provide certain limited funding for Traveling Teams (if funds are available). Budgeted amounts will be allocated to Traveling Teams once players are selected, parents have signed their consents and rosters are submitted to the Player Agent.

-(.2) All Summer and Fall/Winter tournaments that are conducted by our League such as The Wess Jones Memorial and Slamboree are league fundraisers. The profits raised from these tournaments are property of the League and are to be dispersed on a needed basis only by a majority vote of the Board of Directors. All teams that qualify for National Competition will have their team entry fees for Nationals paid for or reimbursed by the League. Any and all other League sponsorship for Nationals or travel teams must be petitioned to and voted on by the Board of Directors as mentioned above. All teams formed from our League are required to play in and provide volunteers for any League sponsored tournaments. Teams that actively participate in our tournaments will not be required to return the initial money provided to them by the League. If special fund raising events are conducted by an individual traveling team, all funds raised are the property of that travel team and are to be accounted for by that team's designated treasurer. Those monies are not to be deposited into the League's bank account.

-(.3) After allocated League financial assistance is distributed to the teams, all financial obligations of any Traveling team are under the direction and will be overseen by the Traveling Team's managing staff through the team's designated treasurer. Each Traveling teams' managing personnel will be solely responsible for the management of the teams' financial affairs and will plan special fund raising, tournament travel, accommodations, meals and special entertainment afforded the Traveling Team. No team bank accounts may use the name of South San Jose Softball or Quicksilver.

-(.4) At the completion of the Traveling Team's season, the managing personnel will return League equipment to the League Equipment Coordinator and present an accounting of the team's revenue from all sources and expenses to the League Treasurer. Income sources and expense payees are to be clearly identified on the statement of activity and expenses are to be supported by receipts, where practicable. If not utilized for tournament entry fees, insurance or in accordance with 5.0.9 or 5.1.4, League allocated financial assistance will need to be returned to the League at the completion of the Traveling Team season. The team's managing personnel will submit a check to the League in the amount of the assistance that is to be returned with the Team's statement of activity.

A Traveling Team will not end its season with a surplus (i.e., excess of revenue over expenses). A Traveling Team ending its season with such a surplus and after satisfying all its outstanding debts, will eliminate such surplus by distributing the surplus to its players on a pro-rata basis then return to the League any League funded amount that was not spent to cover tournament entry fees or team insurance A copy of the Traveling team financial report is to be given to the parents of each team member.

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

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

-(.5) The Player Agent is responsible to update Traveling team rosters in the possession of the League and immediately report all changes which occur on any Traveling team entered in any Tournament to the Board. The Board will approve all Traveling team schedules of practice and the Player Agent will be kept aware of said schedule.

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



- (.7) Summer and Fall/Winter season player registration fees are established by the Board of Directors. Such fees do not include pictures, trophies or scholarship fund contribution.

- (.8) Traveling Team members are expected to attend Closing Day Ceremonies. Closing Day should be scheduled with tournament play in mind. Traveling teams are not to enter any tournaments before Closing Day unless specific prior approval has been received from the Board of Directors. Teams playing prior to Closing Day without Board approval or not appropriately represented at Closing Day will forfeit League financial support.

-(.10) Parents and players must attend the Traveling Team meeting conducted by the Travel Team Advisor, Player Agent or appointed League member. The primary objective of this meeting is to appraise the parents and players of the extreme differences between Spring season play and Travel Team play. Major differences include:

- Amount of monetary commitment to the team
- Significant personal commitment of summer and weekend time
- No requirement for minimum playing time
- Requirement for travel
- Highly competitive nature of tournament play
- Emphasis on winning effort

Parents and players not aware of or not willing to accept these differences are likely to be disruptive to the smooth operation of any Traveling Team.

- (.11) The Travel Team Advisor, when utilized, is a non-voting Board position appointed by the Board to assist and advise the League's Travel Teams. The Advisor operates at the direction of the Board and will benefit the organization and operation of the League's various Traveling Teams by reducing the learning curve for new managers by assisting in the certain administrative functions that are common to all teams. The Board of Directors appoints the Advisor as soon as is practical and serves through the completion of the Travel Team season. Specifically the Advisor will assist or advise regarding:

- Team uniforms and jackets in accordance with League established guidelines
- Tournament schedules and registration of teams
- Completion of rosters and proper registration with the ASA Junior Olympic Commissioner
- Field, pitching machine and equipment use
- Problem resolution
- Player selection meetings with the Player Agent
- Field work needed in order to maintain privilege of field use
- Report status of teams and issues noted to Player Agent at each Board meeting

**5.1 TRAVELING TEAM QUALIFICATIONS**

- (.1) The League may authorize multiple traveling teams in each playing division. Optimally, each team will be led by qualified managing staffs of four or more adults (including at least one female). Each prospective staff member must submit an application to coach to the board before the March Board meeting. The Board will consider information in the applications, prior experience with members of the managing staffs, compliance with these (including return of equipment and filing team financial statements) and other League rules and any other information it deems pertinent in evaluating applications for approval. One head coach will be selected for each team in all divisions and that head coach will be allowed to select the rest of his managing staff from the pool of pre-approved applicants.

- (.2) In order to qualify for Traveling Team selection a team member must have been registered in the League during the Spring season. Players that have participated with the league in the past are eligible for Traveling Team selection, if their participation with their high school team prevented their league participation during the Spring Season.

-(.3) Whenever a team's roster includes players that do not qualify under 5.1.2 and the percentage of those players is more than 22% of all players on the roster, the Board must consider withdrawing the League's support from the team. If the Board believes sufficient cause for the percentage of non-League players does not exist, the team managing staff must return League allocated monetary support.

**5.2 THE TRAVELING TEAM PLAYER SELECTION PROCESS**

- (.1) The managing staff will need to describe its player selection method in the application that it submits to the Board. Specifically, the staff may select its players through observation of their performances on the field during the spring playing season, based upon player participation at a team try-out or a combination of both. The method of selection and the members of the managing staffs will be published in the League Newsletter as soon as is practicable during the Spring playing season such that all interested players will be aware of the selection method to be utilized in their Division. If a try-out was specified in a managing staff's application, a try-out must be held. If a try-out was not included as the published method of selection of a particular managing staff, one can be added only if at least four weeks written notice can be given by publication in the League Newsletter. Appropriate alternatives must be supplied to handle players that may be unable to attend a try-out. This is especially crucial when a try-out is to be the sole method of selection. If a try-out is held, the managing staff is responsible to record the name of every player that attends the try-out. A copy of this list must be given to the Player Agent within 48 hours of the try-out.

- (.2) The League Traveling Team player selection meeting shall be scheduled between May 1st and May 15th for all approved Traveling Teams. The Player Agent will cause the date of the player selection meeting to be published in the League Newsletter as soon as the date has been determined. Attendance at the player selection meeting is limited to the four members of each approved Traveling Team managing staff, the Player Agent and the following Board members: President, Vice-president, Past President(s) and Division Commissioners for divisions selecting a Traveling Team. The managing staffs of each team will have total discretion over the method of selection. Try-outs of qualified league participants may be appropriate prior to the selection meeting. Prior to the conclusion of the selection meeting, the Player Agent will review each team's selection roster which may contain up to 20 players in order to allow for alternates to determine 1.) no player is included on the roster of two or more teams and 2.) the selection roster otherwise conforms to the requirements of Section 5.0 of these Administrative Rules. The Board members present will be involved in player selection only in cases where competition for a player or players cannot be settled by the managing staffs of the Traveling Teams at or subsequent to the selection meeting. The selection meeting ends when the Player Agent has approved all team selection rosters.

After the player selection meeting, B-designated teams will have 48 hours to contact its players and submit its initial Traveling Team Roster (see 5.3 and 5.4, below) to the Player Agent. All players included on the B-teams' selection roster and not included on the B-teams' initial roster are available to be contacted by C-designated teams. After B-designated teams have submitted their initial Traveling Team Roster to the Player Agent, C-designated teams will have 48 hours to contact their players and submit their initial Traveling Team Roster per 5.3 and 5.4, below, to the Player Agent. Should the B-Team not complete selection within the allotted 48 hours, it will freeze its roster with those players then committed and the C-Team will have 48 hours to obtain the commitment of any other players in the Division. After the B-Team roster is complete, the B-Team will then be able to complete its roster.

- (.3) No player is to be contacted regarding participation with a Traveling Team until after the selection meeting. The only individual allowed to contact players regarding their team placement is the player agent or someone that he designates to assist him with the notification. Players are registered to the team that first selects and contacts them. Such a player cannot play with another League Traveling Team unless specifically released by the original team. Any inappropriate contact with a player will result in the managing staff member being disqualified from participation in the traveling team program.

Initial Traveling Team rosters for all Divisions will be posted by the Player Agent at the snack shack of all playing fields on the fifth day after the selection meeting. These rosters will also be published in the earliest possible edition of the League Newsletter.

- (.4) During the selection process, many candid and frank comments will be made about the participants under review for selection to the teams. It is the sacred duty of all in attendance at the selection meetings

to **NEVER** repeat those comments or the opinions of any other member of the meeting outside of the meeting, itself. Violation of this sacred duty will require removal of the offending party from Traveling Team participation.

Any contact by a person with a participant that is deemed by a vote of the Board to be outside the spirit of Section 5.0 of these Administrative Rules will require removal of the offending party from Traveling Team participation.

**5.3 THE SELECTED TRAVELING TEAM PLAYERS AND INITIAL ROSTER**

- (1) After the selection meeting, the player agent will contact the players and their parents to determine their availability for Traveling Team participation.
- (2) If the player will be unable to participate with the Traveling Team, the Manager will replace the player with a selected alternate, however the declining player will be included on all team rosters which are subsequently reported to the League Player Agent, including the initial roster.
- (3) Selected alternates which are not contacted by a Traveling Team Manager are never included on any team roster reported to the League Player Agent, including the initial roster.
- (4) After the Traveling Team Manager has established his/her players, the initial team roster is prepared to list all participating players, alphabetically, and will identify their player numbers. Separately, on the roster, the Manager will list all players contacted that could not or otherwise declined to play with the team.
- (5) The Traveling Team initial rosters are due to the Player Agent within 48 hours of the player selection meeting for A-designated teams and within 96 hours of the player selection meeting for B-designated teams. Should the A-Team not complete selection within the allotted 48 hours, it will freeze its roster with those players then committed and the B-Team will have 48 hours to obtain the commitment of any other players in the Division. After the B-Team roster is complete, the A-Team will then be able to complete its roster.
- (6) The Traveling Team Manager must notify the Player Agent of any changes to the initial roster within 48 hours of the change.

**5.4 THE TRAVELING TEAM FINAL ROSTER**

- (1) After the Traveling Team season (Summer and Fall/Winter are considered separately), the Manager prepares the team roster which lists all participating players, alphabetically, and identifies their player numbers. For these players, the Manager will indicate which players did not participate in at least 50% of the team's games or 15 games, whichever is smaller. Separately, on the roster, the Manager will list all players contacted that could not or otherwise declined to play with the team. Attached to the final roster should be any comments regarding specific players that the teams' managing staffs believe to be important relative to placing the player into the next season's team apportionment draw.
- (2) The Traveling Team final rosters are due to the Player Agent on or before October 1st for the Summer season and January 1st for the Fall/Winter season.

**5.5 TRAVELING TEAM PRACTICE**

Until the spring playing season has ended and all play-off games are completed, Traveling Teams may not practice in a manner which will conflict with any player's spring team activities. This specifically prohibits the scheduling of practices that conflict with League games or scheduled practices of League teams. In addition, such practices must avoid sliding drills or practice or any other drill which could result in a player being unavailable to her regular spring.

Use of League fields and equipment during the summer or fall seasons is a privilege. Managing staffs are expected to drag their field after use and water the field once a week. The equipment shed and toilet facilities are to be kept neat and clean. Equipment damaged beyond normal wear and tear will be replaced by the managing staff from the team's budget. League equipment is checked out from the equipment chairman and then checked in on a timely basis at the completion of the season.

## **6.0 SKILLS CLINIC PROGRAM**

The Skills Clinic Program has been established to afford participants that desire additional training in the skills of softball an opportunity to work with the dedicated instructors that have volunteered to serve the League on Skills Clinic Program managing staffs. Managing staffs operate weekly Skills Clinics for players in their selected age groups on Sundays during March, April and May. The Clinics will stress all skills of softball. All league players are eligible to participate in this program, provided a managing staff has been approved in their age group.

- .(1) The Skills Clinic Program will be available in each age group for which the Board has approved a qualified managing staff to administer the clinics during the spring playing season.
- .(2) Expenses related to the Skills Clinic Program are to be included in the League's annual budget. Budgeted amounts will be allocated to each age group by direct Board approval.
- .(3) The Player Agent will be given weekly attendance information by each Skills Clinic Program manager which will list the attendance at each weekly clinic.
- .(4) No one may discourage or disqualify any player from participating in the Skills Clinic Program. Each managing staff will ensure each player an opportunity to participate in each clinic in a fair and equitable manner. Requests for cause to remove or drop a player from participation in the Skills Clinic Program by a managing staff must be made directly to the Player Agent. After approval by the Board, the Player Agent will inform the participant of the action taken.
- .(5) It is the manager's responsibility to make certain that there is always a live scanned female representative of the managing staff at all clinic sessions.

### **6.1 MANAGING STAFF QUALIFICATIONS**

- .(1) Qualified managing staffs of four or more adults (including at least one female) must petition the Board for authority to operate a Skills Clinic for League participants at or before the February Board meeting. Prior to the start of the clinics, only one managing staff will be sanctioned by the Board per age group.
- .(2) Each member of a managing staff must be a participating member in the operation of the League's Spring program in order to be considered for approval by the Board as a member of a Skills Clinic Program managing staff. Members participate in the operation of the League through participation on a managing staff of a Spring season team, the Board of Directors or a standing committee of the Board. The Board of Directors must individually approve exceptions, which may occur.
- .(3) Each member of a managing staff understands they are required to abide by the guidelines for the Skills Clinic Program as a condition of their approval by the Board as a Skills Clinic Program manager, coach or chaperone. Failure to abide by these guidelines may result in removal from the managing staff or disqualification of the entire staff after vote of the Board.
- .(4) Whenever a Skills Clinic Program for a particular age group has more participants than can be easily handled by the approved managing staff, that staff with the assistance of the Board will add individuals to the approved managing staff or form an additional managing staff(s) such that the ratio of coaches to participants is adequate. In such instances, the Board may waive the requirements of 6.1.2.
- .(5) Should a qualified managing staff cease its participation or be disqualified by vote of the Board, the Skills Clinic Program for that age group will become the responsibility of the Board of Directors.

### **6.2 PARTICIPANT QUALIFICATIONS**

- .(1) In order to qualify for Skills Clinic Program participation, a participant must be rostered in the League for the Spring playing season.
- .(4) Since Spring teams do not practice or play games on Sundays it is expected that participation in the Skills Clinic Program will not conflict with any player's involvement with regular spring activities. Should any player neglect regular spring team activities in favor of the Skills Clinic Program that player will be disqualified from further participation in the Skills Clinic Program.

## **SAFETY PROGRAM OUTLINE**

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

Managers and coaches should have training procedures established before each and every practice to enable each practice to achieve a preset goal. Teamwork should be the ultimate goal.

### ***AT THE FIRST PRACTICE***

1. No teams may practice; gather informally or otherwise meet, with or without their managing staffs, prior to the League established "First Day of Practice."
2. This could possibly be the first time many of the players have ever attempted to throw, catch, or hit a ball. Be safety wise - take it easy!
3. Never allow a player to practice unless the managing staff has in their possession a signed medical release card for each and every player.
4. Divide the players by experienced and inexperienced and have each group practice separately.
5. Explain to everyone the possible dangers that exist when practicing.
6. Never hit a fly ball to an inexperienced player. This could result in a black eye, broken nose, broken finger, or some other injury as well as creating a fear of the ball.
7. Never allow the stronger players to hit or pitch to the inexperienced players.
8. Have several safety balls available to be used by the inexperienced players.

### ***AT ALL PRACTICE SESSIONS***

1. Until a live scanned female managing staff is present, players are not covered by Accident/Medical and League Liability Insurance. Always instruct players to arrive on time - never early nor late. Never allow a practice to be held without the managing staff present.
2. The entire managing staff is needed for proper supervision and training at each and every practice.
3. Good discipline will win the attention and respect of everyone. Bench any player who will not behave or take directions. Never allow any form of "horse play" to happen. Softball is to be fun, use discretion and adult psychology in disciplinary matters.
4. Inspect the practice area before starting practice. Look for rocks, broken glass, base spikes, hazardous debris, and sprinkler heads. Never practice in the rain, or on any muddy or wet area.
5. Teach all players to handle bats, balls, and all equipment in a safe manner. Put all equipment away when not in use. Designate a specific place for gloves to be placed when not being utilized. Use a piece of fabric, carpet, or mat as the specified area to take all practice swings. When warming up the pitcher, be sure the catcher wears the catcher's helmet, mask, and throat guard. Use a separate area for the pitcher to practice pitching.
6. Always have the players remove watches and any jewelry. Medical I.D. bracelets may be worn if covered with adhesive tape. Players will always wear socks that cover the foot and ankle, with shoes that cover the entire foot. Players with long hair will have it pulled back off the face and secured by some means.
7. For insurance purposes, only registered managing personnel and players may participate in practice. Have young children removed from the area of possible danger.
8. Never use a practice area that has not been approved by the Field Director.

9. Always fit the player's ability to the position they are playing. Ensure that every player can safely catch a ball before assigning them a defensive position.
10. Before practice always warm-up the players with a few calisthenics. Have the players warm-up their throwing arm slowly and carefully. Start the players throwing from a short distance before allowing throwing from a long distance. Line-up the players so they are all throwing in the same direction.

***INFIELD PRACTICE***

1. Use a safety ball to introduce and practice the skills involved in fielding ground balls.
2. Infield practice should benefit all the players.
3. Make sure the catcher is a safe distance from the bat when hitting infield.
4. When conducting batting practice, be sure the catcher is waiting for the pitched ball to enter the glove and not taking it from the strike area.

***OUTFIELD PRACTICE***

1. Use a safety ball to introduce and practice the proper method of catching a fly ball. A high incidence of accident claims is due to the lack of proper training in this area.
2. Conduct the practice at a safe distance from the infield practice.
3. If a weak player is going to be played in the outfield, it is important to give this player some special time and instruction to raise their confidence and ability.
4. Never allow players to catch fly balls in a group at random. Have only one outfielder catching a fly ball at a time. Demand that the player call for the fly ball every time before they catch the ball.
5. Be sure the catcher has caught the throw from the fielder before hitting another fly ball. This will ensure that the catcher will never be hit by the bat or ball while going after the fielder's throw.

***THE GAME***

1. Follow established warm-up procedures as is done in practice.
2. When either team takes infield practice, the other team will stop all activity except for the batter which will move to a designated safe area.
3. Never allow anyone to mark the field while infield practice is being conducted.
4. Infield practice should help to relieve tension, instill confidence, and familiarize the players with the field conditions.

***GROUNDS AND EQUIPMENT***

1. Always have the fields properly measured and lined. Set the "on-deck" circle at a safe distance, at least 25,' from home plate. The bench and the spectators should be in an area that is as highly protected as possible.
2. Take every measure to protect all spectators. Spectators are not covered by Accident/Medical Insurance, but rather by the League's Liability Insurance.
3. Make sure the dugouts and bleachers are safe and free from developing splinters. Be sure there are benches for the entire team in both dugouts.
4. Inspect any fence around the playing field. If wood, check for split boards, exposed nails, and splinters. Chain link, look for exposed wire ends and be sure the fence is installed with the smooth wire end up.
5. Carefully look at the toilet facilities and drinking fountains, be sure there is proper drainage, and wet and muddy areas are covered with dirt or sand to prevent possible slipping accidents.
6. Allow only designated scorekeepers in the scoreboard area.
7. Maintain proper field conditions, keep the grass cut short, continually inspect for rocks, holes, glass, and hazardous debris. A field that was all right yesterday can be a hazard today.

8. Always stop play at dusk. Never try to get in an extra inning. Stop a little early rather than risk injury to the players.

***OUTSIDE ACTIVITIES***

Accident/Medical Insurance will never cover activities other than softball playing. Proper supervision is the key to any gathering of players. Be careful and safety wise. Pool parties and skating parties can be very dangerous.

**RULES FOR SPECTATORS**

1. Spectators will never be allowed to heckle the umpires. Over ninety percent of all umpire calls are based on judgment. If the umpire makes a mistake in rule interpretation, the team has the right to have the error corrected prior to the next pitch.
2. Spectators will never belittle the efforts of the players. Spectators are urged to support the players' efforts by making encouraging remarks and applauding enthusiastically.
3. Spectators will stay away from the team dugouts and will never talk to players or managing personnel involved in the game.
4. Spectators will remain behind fences and "out of play" lines to prevent possible spectator interference and player injury.
5. Spectators will return all balls hit or thrown into the stands to the game announcer's stand unless directed to return the ball to the field by the game umpires.
6. Any spectator(s) that commits an outward act of unsportsmanlike conduct or an atmosphere that is not conducive to the game may cause the sideline of his/her team to be cleared to a point that is "out-of-sound" of the game. Failure to clear the sideline by a team will result in the umpire declaring the game a forfeit. Offending parties are subject to Section 2.4.3 of these Administrative Rules - suspension from the League.

**ANNUAL SCHOLARSHIP PROGRAM**

The South San Jose Softball Scholarship Program has been established to benefit high school seniors who are current or former participants with SSJSB or either predecessor league, Garden City or Blossom Valley Softball. Scholarship awards are to be granted based upon the individual's academic and civic contributions during their high school years.

**ALUMNI SCHOLARSHIP PROGRAM**

The program calls for the League to present a \$300 scholarship to two qualifying senior graduates. Scholarship awards will be disbursed upon presentation of proof that the student has enrolled in an accredited two or four year advanced education program.

Qualifying students will have played three or more spring seasons with SSJSB or its predecessor leagues. Students playing one or two years with SSJSB will qualify if those were the only years they lived within the League boundaries prior to entering high school. Qualifying students will have achieved at least a 2.0 grade point average in high school and need not have played softball for their high school program.

The student's application to be considered for the scholarship award will include final grades received during the junior year and semester grades for the senior year through the most recent grading period. In addition, the application will include the student's essay describing her civic contributions while attending high school.

Completed applications must be received at the League post office box on or before April board meeting. A committee of League members that is appointed by the Board and which will consist of not less than

three nor more than five members will judge the applications and select the two scholarship winners. To serve on the selection committee, a member may not have had a relative eligible to receive a scholarship for the three prior years nor may the member have a relative scheduled to be eligible to receive a scholarship for the next three years. Scholarship winners are to be judged based upon the individual's academic and civic contributions during their high school years.

Scholarship winners are to be announced in early June in order that the awards may be presented at the school's awards day or at closing day ceremonies.

**WESS JONES SCHOLARSHIP PROGRAM**

In recognition of the significant contributions Wess Jones made on behalf of our participants, the League has established the Wess Jones Scholarship. The scholarship is to be awarded each Closing Day to the participant, regardless of age, that best demonstrates the character that Wess admired in young players. Payment of the \$300 award is to be in the form of a SSJSB League check made out in the name of the selected athlete.

**UMPIRE SCHOLARSHIP PROGRAM**

In recognition of the significant contributions Ken Dessert made on behalf of our participants, the League has established the Ken Dessert Umpire Scholarship. The scholarship is to be awarded each Closing Day to the participant, regardless of age, that is selected by the League umpires based upon sportsmanship and fair play. The scholarship is to be funded from specific contributions to the League from the umpires. Payment of the \$300 award is to be in the form of a SSJSB league check made out in the name of the selected athlete.

***ANNUAL RATIFICATION BY BOARD OF DIRECTORS***

By action of the Board of Directors of South San Jose Softball, these Administrative Rules (Bylaws) have been legally adopted at a regular Board meeting.



President's Signature



Secretary's Signature

December 23, 2008

Date