

## **CLAREMONT FASTPITCH**

### **2011 League By-Laws**

#### **ARTICLE I ~ NAME**

The name of this organization shall be Claremont Fast pitch, herein after referred to as "League" and is endorsed by the city of Claremont recreational department and Sports Committee. The League is organized for non-profit purposes and does not contemplate pecuniary gain or profit to the members thereof. The Board is granted the right to, insert into the name of the league such additional terms which will indicate that this League is affiliated with another organization for the purpose of playing girls softball.

#### **ARTICLE II ~ OBJECTIVE**

##### **Section 1**

The objectives of the League are to encourage and foster the physical and mental development of the girls; to encourage the principles of good sportsmanship, honesty, loyalty, courage, and reverence, while enriching their lives towards their own adult responsibility in the communities in which they will be living. The adults shall bear in mind at all times that the attainment of exceptional athletic skill and winning games is secondary and subordinate to the accomplishment of the above objective.

##### **Section 2**

Notwithstanding, any other provision of these articles, the League shall not carry on any other activities not permitted to be carried on by a league exempt from Federal income tax under section 501 (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or by any League contributions to which are deductible under Section 170 (2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

##### **Section 3**

Upon the dissolution of this league, assets shall be distributed for one (1) or more exempt purpose within the meaning of Section 501 (3) of the Internal Revenue Code. Upon the winding up and dissolution of this League, after paying or adequately providing for the debts and obligations of the League, the remaining assets shall be distributed to a non-profit fund foundation or League, organized and operated exclusively for charitable, educational, or scientific purposes, and maintains tax exempt status under Section 501 (3) of the Internal Revenue Code.

#### Section 4

No substantial part of the activities of this League shall consist of carrying on propaganda, or otherwise attempting to influence legislation. The League shall not participate or intervene in any political campaign on behalf of any candidate running for public office including the publishing or distribution of statements to its members, trustees, officers, or other private persons.

#### Section 5

No part of the budget of the League shall ever insure to, or for the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the League shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

### **ARTICLE III ~ MEMBERSHIP**

#### Section 1 – Membership

There shall be but one class of membership that shall be known as general membership. The Board is made up of the people elected to perform the duties as outlined in Article VII.

#### Section 2 – Qualifications

Every adult person of good character who is interested in the purposes of the League shall be eligible for membership to the organization. All shall be considered to be members upon approval of the Board or upon registration of their child in the League.

#### Section 3 – Registration

A child becomes registered when a registration form is completely filled out, including the required adult signatures, demonstration that the age requirements are met, is physically able to partake in League activities, and has either paid the required registration fee or has met the requirement for a waiver of fees. Demonstration of required age shall be by birth certificate, hospital record, baptismal record, or by a court affidavit. Each child will be considered to have the required physical ability except when questioned in writing by the Board. If questioned by the Board, the parent must obtain a letter from a qualified doctor and present it to the Player Agent or Division Representative before partaking in any of the League's activities. The age group of all players shall be as delineated in the "Official Rule Book of the Amateur Softball League", latest edition.

## Section 4 – Suspension or Dismissal

- a) Any member or player is subject to suspension or dismissal by the Board upon displaying conduct of non-conformance with the Articles of the League, By-laws, Standing Orders, or any decisions by the Board including owing any money or property to the League, which in the opinion of the Board, is detrimental to the League. A written warning will be issued to the offending league member notifying them of the charge against them and what, if any, disciplinary action will be taken.
- b) Evidence of such misconduct or failure to comply with the aforesaid Articles, By-laws, Standing Orders shall be in writing at a board meeting, or at a special meeting if deemed necessary. In the event of possible suspension, a board meeting will be held (within 72 hours of notification of the incident) and the parties involved in the complaint will be notified of the meeting and have the right to appear before the board. The board will then discuss what, if any actions will be taken.
- c) If the Board President declares a charge to be extremely serious, the President will contact and immediately suspend the person charged. The President will then inform the Board of his/her actions.
- d) Any Civil or Criminal Action against the League will result in immediate prosecution by the Board to the maximum extent of the law. Any general member or Board member witnessing a crime against the League shall be required to immediately report the incident to the President and Vice President.
- e) An official letter will be prepared the Board member making the proper notification of the Board's decision to the member/player or members involved within three (3) days.
- f) Any decision by the Board shall be by simple majority vote and may be appealed within seven (7) days. If appeal is denied or is not appealed with seven (7) days, the decision will be final. Failure to adhere to the Board decision will result in further disciplinary action and possible permanent suspension.

## **ARTICLE IV ~ TERRITORIAL LIMITS**

### Section 1

There will be no league limits or geographical boundaries from which, players or members must reside within.

## Section 2

The League is currently registered with the Human Services Department, as well as, the Sports Committee of the city of Claremont. Claremont Fast pitch will be bound by all city regulations, as well as Claremont Sports Committee regulations.

## **ARTICLE V ~ MEETINGS**

### Section 1 – General Membership Meetings

An agenda shall be prepared for each meeting. The League President shall call the meetings, and inform the Board at least five (5) days prior to said meeting.

### Section 2 – Board Meetings

The Board shall hold a minimum of one (1) monthly meeting between the months of October and June. The time and date of said meetings will be decided at previous meeting or a minimum of three (3) days prior to next meeting.

### Section 3 – Committees

The committees shall hold a minimum of one (1) monthly meeting; the date and time should be announced preceding monthly meeting. A tele-meeting or e-meeting is considered an official meeting, with previous requirements being met.

### Section 4 – By-law Meeting

By-law meetings shall be held at discretion of the by-law committee at least once a year. All revisions, changes, additions, and deletions to the By-laws shall be handled at these meetings. These meetings will also include the changing of standing rules. All changes to the by-laws must be submitted and voted on, prior to January 1st, of the coming year, to take affect for season of coming year. Simple quorum is required, to vote on any issue involving by-laws, standing rules, or League business in general. Any vote performed without quorum, is considered null and void, and will not be recorded in league minutes.

### Section 5 – Quorum

A quorum for any meeting shall be a simple majority of the board present at General Membership Meetings or the majority of the entire board for E-votes.

### Section 6 – Board Meetings

The new board will hold its first meeting in June, and hold at least one (1) meeting per month starting in October. The Board meetings will be closed, except after the minutes of the previous meeting are read and approved, and the Treasurer's Report is given. At

that time, the meeting will be opened up for input from the general membership for a period not to exceed thirty (30) minutes, with a maximum of five (5) minutes per speaker. During this time, the board will say nothing and make no decisions. The President will have the right to request further input from the membership during the closed session. If there is an issue that requires a decision be made the person(s) with the issue will be notified within 72 hours by mail or email what the decision is. Everyone at the meeting is expected to be respectful and follow Roberts Rules of order; no one talks when someone else is talking, etc...

#### Section 7 – Special Meeting of the Board

The President or any two (2) board members may call a special meeting of the Board providing a twenty-four (24) hour notice and agenda is given to each Board member.

Only the items on the agenda will be discussed.

#### Section 8 – Rules of Order

All meetings will be conducted in an orderly manner.

#### Section 9 – Voting

Each Board member shall have one (1) vote, excluding the President who will vote only in the case of a tie.

#### Section 10 – Voting By Proxy

Voting by proxy is prohibited.

#### Section 11 – Abstaining

No member of the Board shall be allowed to abstain on a vote unless there are grounds for a conflict of interest agreed upon by the remaining Board members.

#### Section 12 – Secret Ballots

Secret Ballots may be taken on any sensitive issue as long as the Board in attendance agrees that a need is present. The President, acting Secretary and one (1) additional Board member, shall perform the count.

### **ARTICLE VI ~ ETHICS AND CONDUCT**

a) The objective of the Board is to conduct and promote the business and activities of the League in an ethical manner.

- b) Honesty, justice, and courtesy form a moral philosophy, which associated with a mutual interest among people, constitutes the foundation of ethics.
- c) The Board members shall recognize such a standard, not in passive observance, but as a set of dynamic principles guiding their conduct and way of life. Towards this effort, Board members shall discharge their duties for the overall benefit of the League and will do so with the highest degree of integrity and impartiality.
- d) No Board member will ever engage in conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination, or any other activity that would discredit the League.
- e) The objective of Claremont Fast pitch is to instill in the youth of our community, ideals of good sportsmanship, honesty, loyalty, and courage, with the hope that they will grow to be contributing healthy adults. This objective will be reached by providing supervised competitive athletic games. The supervisors shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of the game is secondary; the molding of future citizens is our primary objective.
- f) Any Civil or Criminal action against the League will result in an immediate prosecution by the Board to the fullest extent of the law. Any general member or Board member witnessing a crime against the League shall immediately report the incident to the President and Vice President.
- g) The League, in conjunction with the school district, will enforce the NO SMOKING POLICY at all league functions held at school sites. La Puerta and Larkin Park are exempt.

#### BOARD MEMBERS AND MEETINGS

- a) All board meetings will be conducted in a civil and courteous manner.
- b) A decision having been reached by a majority vote of the board will be adhered to and actively supported by all of its members.
- c) No Board member shall use his or her position to sway any decision made by an umpire.
- d) Violation of any of the above will be grounds for dismissal from office by the majority of the remaining board members. Dismissal will follow the same procedure outlined for the dismissal of managers and coaches.

#### MANAGERS AND COACHES

- a) All Managers and Coaches must be approved by the Board.

- b) Managers and Coaches are expected to be courteous and civil and to always display the best example of good sportsmanship at all league functions. Any deviation should be reported to the division representative.
- c) Foul, abusive, and disruptive language or any other disruptive action directed toward a player, umpire, spectator, or another coach or manager will not be tolerated. If after one (1) warning from the disruptive person continues his or her behavior, the umpire will suspend play and eject the disruptive coach or manager from the grounds (not just the field). If the disruptive coach or manager does not leave the grounds immediately after being ordered to do so, a forfeit will exist in favor of the opposing team, no matter what the score or inning. Foul, abusive, and disruptive language or any other disruptive action to the progress of the game is based strictly on the opinion of the umpire.
- d) If, after it has been explained, an umpire's decision continues to be challenged by a coach or a manager, the umpire will eject him or her from the game.
- e) Managers, coaches, spectators, and players are responsible for picking up their own litter.
- f) Managers and Coaches can be male or female, and must be eighteen (18) years or older.
- g) The manager is responsible for the conduct of his/her team while assembled as a team, including coaches, spectators, and players. The manager is subject to suspension and/or removal by the decision of the Board for the conduct and activities of his/her team and his/her activities of his/her team and are answerable to the League for any violation.
- h) Each manager shall be subject to immediate suspension from their duties upon failure to attend mandatory manager meetings or any other special meetings where the manager is requested to attend, or any combination thereof, unless such absences have been excused by the President or Division Commissioner.
- i) It is the managers duty to report to the Player Agent, and the Player Agent to the Division Commissioner any misuse of a player or any player dropping from a team.

## PLAYERS

- a) All players are expected to be courteous, civil, and displaying of good sportsmanship at all times.
- b) A player, who argues, uses abusive language or intentionally throws equipment, at the discretion of the umpire, will be ejected from the game but not the field.

## SPECTATORS

- a) Spectators are welcome to watch any and all games. Foul, abusive, and disruptive language, or any other disruptive behavior directed toward any player, umpire, coach, manager, or other spectators will not be tolerated and could result in removal from the grounds. All spectators, players, coaches, and managers are responsible for picking up their own litter.
- b) Team managers will be responsible for the behavior of spectators of his or her team.
- c) All persons attending Claremont Fast pitch events must abide by Civil and California Education Codes. No intoxicating beverages or controlled substances will be allowed at any CF sanctioned game, practice, or function. All league officials and representatives are responsible for monitoring this rule. The League, in conjunction with the school district, will enforce NO SMOKING POLICY at all league functions held at school sites. La Puerta and Larkin are exempt from this policy.

## DISCIPLINARY PROCEDURES

The manager is responsible for the behavior of the individual members of his or her team. At the discretion of the manager, the following disciplinary measures may be taken to ensure that the objectives of Claremont Fast pitch are met:

### BENCHING OF PLAYER

Prior to a player being benched, the Player Agent must be notified of the reason(s) why a girl is being benched. A player being benched must be reported to the Division Commissioner by the Player Agent. The player may be held out (benched) for a period of one game for any of the following reasons:

- a) Missing two (2) consecutive practice sessions without notifying and/or being excused by the manager or coach.
- b) Missing one (1) spring season game, without notifying and being excused by the manager or coach.
- c) Consistently refusing to follow directions (i.e. continual tardiness for practice or games, poor sportsmanship, attitude, or failure to be properly uniformed, etc.). Both the umpire and the official scorekeeper are to be notified prior to start of the game of any benched player.
- d) Any player involved in a fight during practice or games will be suspended for seven days following the incident and may not attend any Claremont Fast pitch functions during that seven (7) day period.

## **ARTICLE VII ~ OFFICERS AND DIRECTORS**

### President

It shall be the duty of the president to preside at meetings of the Board and General Membership, and to act as a spokesperson overseeing all Board member duties. The President shall be responsible for signing all league documents, unless he or she has delegated the duties to a fellow board member. He/she shall act as the liaison between the board and the community.

### Vice President

He/She shall be liaison between the board and the community. He/she shall maintain liaison between team personnel in their divisions, monitor its activities and make recommendations for improvements where needed. He/she shall oversee the evaluation and recommendation of all managers for all divisions. He/she shall be responsible for the Live Scan program mandated by the city of Claremont. He/she will enforce upon all board members and general members the Live Scan procedures to make sure Claremont Fast pitch is always in compliance with the City of Claremont. In the absence of the President it shall be the duty of the Vice President to preside at meetings of the Board and General Membership and carry out the responsibilities of the president's office.

### Treasurer

The Treasurer shall provide the Board with a preliminary budget that may be used as a guide for final approval after necessary changes is made by the board. He/she shall maintain the League funds and keep accurate records. He/she shall be responsible for the disbursement of League funds and shall provide an itemized statement containing all monthly expenditures at each monthly board meeting and at the expiration of his/her term in office to the League's accountant. All league funds shall be protected by two party signature accounts. All checks require the signature of two (2) authorized board members. He/she will also be responsible for payment to umpires for services.

### Secretary

He/She shall be responsible for recording the minutes of monthly Board and General Membership meetings, notifying board members of meetings, and for preparing and distributing minutes at the next scheduled board meeting. He/she shall keep a record of board members attendance, and prepare the ballots for voting. If deemed necessary, the meetings shall be recorded on tape, and retained until the minutes have been formally transcribed in writing and approved. The President shall maintain all tapes until they are destroyed at the conclusion of the season. Tapes are maintained for accuracy

of the minutes only and may only be reviewed at League sanctioned board meetings. At no time shall the tape recording be used for disciplinary reasons or legal actions.

#### Player Agent

He/she shall be in charge of player registration, player skills assessment, player draft (including player waiting list), and team placement. He/she shall act as liaison between managers, parents, and players, and shall prepare conduct and/or disciplinary evaluations. He/she shall present a written report on any decisions made involving any player or manager at each board meeting.

#### Umpire in Chief (UIC)

Shall be responsible for the preparation of the playing schedule for all divisions as well as all Tournament Play, and submit the schedule to the Board for approval. He/she shall be in charge of all umpires and the interpretation of the ASA rules and their exceptions as adopted by the Board. The UIC shall be responsible for scheduling all umpires for games. Further, the UIC will be responsible for all payment to umpires. With Board approval, he/she may use an outside source for scheduling games. If the UIC deems necessary, he/she may appoint an assistant with board approval. UIC is responsible for to create a monthly City Lighting Schedule based on field usage and turn into the City of Claremont along with CFP Treasure.

#### Field Manager

He/she shall maintain the quality of the fields during the course of the season. He/she shall oversee the maintenance and care of all League fields. In addition, he/she shall be responsible for proper field preparation supplies and inventories. He/she shall work with the Equipment Manager to coordinate field set up and clean up prior to each weekend of games. He/she shall coordinate a volunteer list for field duties. If the field manager deems necessary, he/she may appoint an assistant with board approval.

#### Equipment Manager

He/she shall be responsible for the maintenance, storage, distribution, and collection of all league equipment, with the exception of food service equipment. Upon taking office, he/she shall do an inventory of all equipment and submit it to the board. He/she shall buy all necessary equipment as allowed by the budget guidelines with Board approval.

#### Food Service Manager

He/she shall be responsible to assign volunteer and team parents to work the snack bars, and maintain an accurate inventory of all products and moneys. Open, close, and

control access to the snack bars. Moneys shall be counted and signed for by the food service manager and one (1) other board member at the close of the day. In coordination with the treasurer, he/she shall be responsible for the disbursement of League snack bar funds for inventory replenishment. He/she shall provide an itemized statement containing all monthly expenditures at each monthly meeting. At the expiration of his/her term in office, a final report shall be submitted to the League's treasurer. All menus, pricing and suppliers shall have board approval for any sales or purchases.

#### Special Projects/Program Chairperson/Tournament Coordinator

He/she shall be responsible for assisting with the schedule/by-law booklet, tournament programs, and other special projects and event programs as needed. He/she shall compose and head committee for any projects beyond daily running of Claremont Fast pitch. (i.e. construction, expansion, etc.) He/She is responsible for City of Trees and winter ball tournaments. This position is responsible for recruiting and administration of all star teams and work with all appropriate division representatives for winter ball and winter drafts. This position may work with special projects committee. The position may be divided to allow for another board member to assume responsibilities. **This position is a non-voting position.** Attendance at board meetings will be directed by voting board members.

#### Apparel Manager

The Apparel manager shall be responsible for uniform and apparel ordering, sizing, and delivery with the approval of the board. This position shall secure bids for uniform and apparel purchases for presentation to the board.

#### Ways and Means Manager

He/she shall oversee all activities that involve the raising of league funds, including projecting the net income of each activity. He/she shall work in conjunction with the league treasurer for deposit of all money. He/she shall maintain accurate records of fundraising funds. He/she shall be responsible for the disbursement of fundraising funds. He/she shall be in charge of securing prizes for opening day, closing day, and picture day. Additional sponsorship should be secured to include year round activities such as tournaments, Spring Ball, and winter ball with approval from the board. All sponsors must be League approved. All sponsor funds must be issued to the League.

### Team Mom Coordinator

He/She is responsible for coordinating and training team parents for league and ASA guidelines and for facilitating information to be distributed to individual teams. He/She shall work with Umpire in Chief coordinating picture day schedule.

## **ARTICLE VIII - DIVISION COMMISSIONERS**

### 14 and Under Commissioner

He/she shall maintain liaison between team personnel in said division, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for board approval. He/she shall coordinate all Winter ball activities between the league, other leagues, and outside teams.

### 12 and Under Commissioner

He/she shall maintain liaison between team personnel in said division, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for board approval. He/she shall coordinate all Winter ball activities between the league, other leagues, and outside teams.

### 10 and Under Commissioner

He/she shall maintain liaison between team personnel in said division, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for board approval. He/she shall coordinate all Winter ball activities between the league, other leagues, and outside teams.

### 8 and Under Commissioner

He/she shall maintain liaison between team personnel in said division, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for board approval. He/she shall coordinate all Winter ball activities between the league, other leagues, and outside teams.

### 6 and Under Commissioner/T-Ball Commissioner

He/she shall maintain liaison between team personnel in said division, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for

board approval. He/she shall coordinate all Winter ball activities between the league, other leagues, and outside teams.

## **ARTICLE IX ~ COMMITTEES**

### Section 1

All committees shall be appointed by appropriate board members with board approval. The Board shall determine committee size, objective, responsibility, and designated chairperson. Each committee Chairperson shall be responsible to report directly to the Board regarding the committees' accomplishments and responsibilities. Permanent committees are By-laws, Field Development, Scorekeeping, Special Projects, election, All Stars, and Ways and Means. The President is automatically a member of permanent committees. The Board can remove any committee member failing to fulfill their duties at any time. A committee member shall not be a board member however committee member shall have no voting power.

## **ARTICLE X ~ FINANCES**

The treasurer shall present a final Spring Season budget for approval by the Board by the first scheduled meeting in January. Any purchase within the budget exceeding \$300 must have board approval. Any purchase less than \$300 must be approved by at least two (2) E-Board members. (President, Vice President, Secretary, and Treasurer) Snack Bar purchases shall never exceed \$1000 in any calendar week.

### Section 1

The treasurer shall deposit all league funds in to a bank designated by the Board.

### Section 2

All bills for normal operation shall be paid by league checks signed by two (2) authorized officers.

### Section 3

The League Treasurer shall be required to be bonded for the protection of the organization funds and assets being offset by the League.

### Section 4

The fiscal year of this organization shall extend from January 1st to December 31st.

### Section 5

All money placed in specific savings accounts may only be withdrawn from said account when approved by a 2/3rd's vote of a quorum at a board meeting.

## **ARTICLE XI ~ ELECTION OF OFFICERS**

### Section 1

Nominations will be made by annual March board meeting and an election shall take place at annual April board meeting. All open board positions shall be posted on the Claremont Fast pitch website by February 1st annually and the board positions take effect as of the first board meeting following conclusion of All Star tournament play for all divisions.

### Section 2

All elections shall be secret ballot.

### Section 3

A Board vacancy shall be filled by a nomination by the President with a majority approval of Board. Board appointed members shall remain in office until his/her successor is elected at the following election.

### Section 4

All committee positions may be held by any elected or appointed member for a one (1) year term.

### Section 5

A vacancy in the Presidency shall be filled by the Vice President until a new President is elected by the current board. In the event that the Vice President is unable to fulfill the President's vacancy, the Board will select a person to fill that position. It is mandatory that an existing or former board member that has served a minimum of one (1) year on the Board fill the position of President or Treasurer. No restriction will be placed upon any election of an officer to prevent his/her election or re-election except when a person was removed from office by impeachment.

### Section 6

Board members must be a minimum of eighteen (18) years of age.

## Section 7

All Board positions shall serve a two (2) year term.

## Section 8

In the event that there are not enough board members to fill all the required positions, members may hold more than one position.

# **ARTICLE XII ~ LIABILITYTEAM FORMATION**

## Section 1

The League shall use the total re-drafting method, which allows all players to be selected to new teams every season. The Player Agent and Division Commissioners shall be responsible for and oversee the entire draft process.

## Section 2

Trades will be allowed if approved by majority vote of all managers within the division and with the approval of the Division Commissioner and Player Agent. Trades must be made prior to player notification. After notification, player and parent must approve.

## Section 3

Draft process will be broken into a Pitchers Draft and a Players Draft. The Order of both drafts will be established by a blind draw. Once the Pitchers Draft is complete the draft order for the Players Draft will be determined by a new blind draw. Prior to the beginning of the draft, (assuming 10 teams) the selection process will start with number one (1) and continuing on through number ten (10). The subsequent round will start with ten (10) and end with one (1) and so on. Note: There will be no consideration given to senior coaches.

## Section 4

Assessments must be held prior to the draft during the spring season. Assessments will be run by the Division Commissioner with help from the Player Agent and active Board Members. All Managers must be present during assessments or the board will select someone as a non-biased representative to rate the players during assessments. It is mandatory that all new girls assess. If a new player to the league does not assess their name will be randomly drawn and placed on a team after all ranked players have been chosen. Returning players that do not to assess will be ranked during the Player Assessment Meetings and placed in an estimated draft round. Player agent and Division commissioner have the final decision in overall ranking based on input from managers.

## Section 5

- a) The first round of the draft will always be a pitchers round. The second round will begin the player rounds. Pitchers will be designated as determined by the ranking and rating process based on assessments. All teams will draft at least a rated pitcher on the first round, including the manager's daughter. If there are enough pitchers to make a second round for all teams then the second round will be a pitcher round and the third round will be the start of the player rounds. If there are not enough pitchers to draft an equal amount on each team, the remaining pitchers will be put back into the draft based on their ranking as a player.
- b) If the manager has two (2) daughters that pitch, the first daughter will be drafted in the first round, and the second daughter will be drafted in the third round. (Note: Even if a manager has two (2) daughters who have been designated as rated pitchers, one will be drafted in the first round and the second daughter will be drafted in the third round of the draft in accordance to this rule.)
- c) All players will be rated on a pre-determined scale decided upon by the Player Agent and Division Commissioners. These ratings will be used to group players in rounds based on the number of teams drafted. Player Agent along with Division Commissioners and Managers will discuss ratings and adjust based on input from the board and final rankings will be used for drafting purposes. After the draft, all rankings must be kept by the Division Commissioners and a copy with the Player Agent and not shared outside of the draft process. Ranking will be used year after year to assist new coaches and determine the progress of individuals.
- d) A manager's daughter will be assigned in the round of the draft where she rates in the rating ranking process. If the managers or coaches daughter does not assess she will automatically be the first round draft pick for the team be ranked by the Division Commissioner and Player Agent based on input from other managers. (Her level of talent, will determine which round she is assigned to her team.)
- e) If the manager has two (2) daughters that are not pitchers, they will be rated and assigned to the manager, in the round that they rate out are ranked during the evaluation process.
- f) All sister combinations, except for manager's daughters, shall be assigned to teams according to where they rate out in the evaluation process. Once the first sister is drafted, the other sister is then assigned to that same team in the round that she rates.
- g) Coaches' daughters will be assigned to their team according to where they rate out in the evaluation process.

h) Any player other than a coaches or managers daughter that does not assess will not be drafted. Instead they will be placed in a blind draw after the draft is over. The draw will follow the same order of the draft with whoever had the next draft pick.

### Section 6

Pitching parity rules are in effect under the draft. A returning pitcher or a classified pitcher that declares she does not want to pitch on or before Draft Day will not be allowed to pitch during the season, without Board approval. All players must skill assess as a pitcher on Draft Day. Players that do not assess as pitchers can still be ranked as pitchers by the Division Commissioner and Player Rep.

## **ARTICLE XIII ~ PLAYING RULES**

### Section 1

The League shall use the official rules and regulations issued by the Headquarters of the Amateur Softball Association (ASA), current playing year.

### Section 2

Claremont Fast pitch By-laws and ground rules will supersede the ASA Rulebook (See Appendix A for rules).

### Section 3

The UIC, in conjunction with the President or Field Manager, shall decide whether or not the field conditions are playable prior to the start of a game. In accordance to ASA rules, the assigned game umpire will make the decision once the game has started.

## **ARTICLE XIV ~ INJURIES**

All injuries must be reported to the player agent who will notify the division commissioner. A roster(d) member who becomes injured and requires medical treatment (i.e. paramedics, urgent care, emergency room professional) or hospital care under doctor's order, must supply to the player agent a medical release from the treating doctor in order to be allowed to return to active participation with their team.

## **ARTICLE XV ~ PROTEST**

### Section 1

Only the designated team manager of a contesting team shall have the right to protest. The manager shall immediately and before any succeeding play begins, notify the plate umpire that the game is being played under protest (except in the case of a protest over player substitution, illegal pitchers and illegal players, wherein a manager will have

twenty-four (24) hours to lodge a protest). AN UMPIRE JUDGEMENT CALL IS NOT PROTESTABLE. The plate umpire shall in turn notify the opposing manager and official scorekeeper of this fact. The manager shall deliver within twenty-four (24) hours from termination of play of the protested game, his/her written basis for the protest lodged to the Vice President or Division Commissioner for that division.

### Section 2

All protests require a \$50 protest fee to be turned in at the time of the written protest.

### Section 3

All protests must be turned in to the Board.

### Section 4

The decision of the Protest Committee is final. The committee shall consist of the Umpire in Chief, Player Agent, and Division Commissioner from which the protest originates. In the event of a conflict of interest the Vice President, Secretary, or any board member may be used as protest committee members in order indicated within this section.

### Section 5

The protest committee shall obtain from the umpire of the protested game a detailed written or verbal explanation of the protested situation. The committee shall meet within three (3) days after receipt of written material from both the manager and umpire to decide upon the validity of the protest, and what action, if any, should be taken. After a decision has been made, the secretary will notify managers involved in writing of the committee's findings within three (3) days. The secretary will also inform the Board at its next regularly scheduled meeting of the committee's decision.

## **ARTICLE XVI ~ ALL-STARS**

### Section 1 - Nominations and Ranking

The goal is to select the best team, in the fairest way, to represent the city of Claremont in post season tournament play.

a) Every manager will rank his or her entire team and select up to select and list up to six girls from his/her team on May 1st to be nominated for All Stars the week after the mid-season point of the season. Rankings will be used as end of the year evaluations and gathered for winter ball and next year's draft process.

- b) The lists will be collected by the Divisional Representatives Commissioners who will compile a list and return it to the managers within two weeks before playoff games begin.
- c) The Division Representative Commissioners and Player Agent may hold a voluntary All Star Selection meeting where player stats and abilities are discussed.
- c) Any Manager may nominate an un-nominated player from another team
- d) To be nominated, all girls must state all dates they can and cannot commit to, from the end of the season, till the end of the ASA District Tournament. Any player that cannot commit 100% to the ASA District tournament and State Championships cannot be nominated or be selected to the All Star Team.
- e) Any Manager may nominate an un-nominated player from another team
- f) Managers are recommended to vote on the girls based on how they performed against their teams during the current year.
- g) Players playing up a division have the option to play in that upper division or play down to their age appropriate level division during the all star season. This player runs the risk of not being selected after all star assessments.
- h) In regards to section g), the player must designate by April 15<sup>th</sup> which division she wishes to play in and only eligible players are participants who played in dual divisions. If the player does not declare then she is only eligible for selection and participation in her age appropriate division.
- i) A full board approval will be necessary for participants playing up in All Stars for the sole purpose of completing a team. Only dual players shall be considered by the board.
- j) The board shall vote on the existence of a Silver All Star team on a yearly basis.

## Section 2 - Draft Process

- a) The team managers will vote for ten (10) players from the "All Star Pool", none of which from his own team. The players will be rated on 1-10 basis, with 10 being the best.
- b) Managers are recommended to vote on the girls based not only on how they performed against their teams during the current year but any other information that might help determine a player's ability i.e. Winter ball, previous year All Star, experience.

- c) The Division Representative and President will total the votes.
- d) The top ten (10) voted girls are on the All Star team. Two (2) players are to be confidentially selected to the team by the All Star manager. Manager's choices do not have to be girls that were nominated or voted on. The result of the election should be posted at the snack bar once the manager notifies the girls selected to the team, including the two manager's selections. Each ballot shall be made available to anyone who wishes to see it.
- e) It is expected that all girls selected to play on the All Star team will commit 100% to all activities including tournaments, practices fundraisers etc. The All Star Manager will produce a "commitment letter" for all parents to sign prior to the team being finalized. It will be up to the All Star Manager to decide if a certain individual's commitment level will affect the performance of the team.
- f) All Star players must commit 100% over travel ball, soccer, etc, for all league sponsored tournaments.
- g) The six next highest vote getters will be selected as "Honorable Mentions". These six alternates shall be used as replacement players for those that cannot play because of illness, injury, vacations, etc.
- h) The All Star Manager decides how many players will be carried on the team but must follow the rankings based on votes. If a manager chooses to take 13 players then top 11 will be based on votes and manager picks number 12 and 13 as manager's choice.
- i) Coaches are encouraged to select the number of players on a team based on availability of all players, prior commitments, unplanned absences and possible injury or illness.
- j) All Stars will be notified by a telephone call from the All Star manager. During this conversation the manager should communicate the importance of the commitment and the financial responsibility to the parents.
- k) All girls selected must participate be allowed to participate in every All Star game. Participation is defined as a minimum of: one turn at bat and one defensive inning.
- l) To be nominated, all girls must state all dates they can and cannot commit to from the end of the season till the end of the ASA District Tournament. Any player that cannot commit 100% to all ASA District tournaments cannot be nominated or be selected to the All Star Team.

### Section 3 - All Star Manager Selection

- a) The All Star Manager will be decided on the same ballot as the All Star Team. The selected All Star Manager must commit to be present at 100% of the All Star activities. All managers have one vote. The Division Representative and President will tally the votes. The President will cast the tie breaking vote if necessary. The president should not have the tie breaking vote if he has a relative in the division in question.
- b) The Managers vote must be approved by the board before the elected Manager is officially made Manager. The board must have a good reason to overturn the vote.

### **LEAGUE FORMAT REQUIREMENTS AND DIVISION PLAYING RULES**

#### **General Rules & Safety Requirements: Apply To All Playing Divisions (Exceptions Are Noted)**

- a) All girls shall be assigned to teams during the spring season of each year by the utilization of the league draft and registration policies.
- b) All uniforms and equipment shall be as authorized by Claremont Fast pitch or that which is ASA approved. T-shirts and socks will be provided to all registered players and selective playing equipment issued to approved teams for use during spring season during practices and games.
- c) All players receive participation awards. 8U, 10U, 12U AND 14U teams will play in a single elimination tournament to be held at the end of the season. Teams will be seeded by spring league record. Additional awards (medals, trophies, etc...) will be awarded to the 1st and 2nd place teams in each division at finish of tournament standings. The choice of awards will be decided by the board each season. 6U will play in an exhibition game. Depending on team numbers, teams will be merged. Participation medals will be awarded for the exhibition game by the 14U players.
- d) All games postponed due to weather or darkness must be played off at the earliest possible date prior to the end of the season. Rescheduling needs to be cleared by Division Commissioner and Umpire in Chief.
- e) All team roster(ed) players must be placed in the batting line-up (Round Robin batting)
- f) All players must have played two full innings within the first four (4) innings, unless injured and unable to continue.
- g) All girls must play a minimum of 50% of the game (2 of 4 innings; 3 of 6 innings; 3 of 7 innings).

- h) If any girl plays only two (2) of the five (5) or one (1) of the three (3) innings, she must start the next game. Failure to adhere to this policy shall result in board action and may result in a forfeit.
- i) Ties will be allowed during regular season standings. International tie breaker rule will be in effect for championship play.
- j) In the 12 and 14 and under divisions, a mercy game shall be called if a team is ahead by fifteen (15) runs after three (3) innings or eight (8) runs after five (5) innings. In the 8 and 10 and under divisions, a mercy game shall be called if a team is ahead by fifteen (15) runs after three (3) innings.
- k) Each team must have a minimum of eight (8) players to start the game (NO Exceptions). Late players may be added to the bottom of the line-up at any time before the start of the third inning.
- l) Any player arriving after the start of the third inning is ineligible.
- m) All catchers will wear a facemask with throat or wire guard, chest protectors, and leg guards when behind home plate. When a player is warming up a pitcher, she must wear a helmet and a facemask with throat or wire guard at all times.
- n) All bats shall be official softball bats or those allowed by ASA.
- o) All girls must wear batting helmets when batting, running bases, in the on-deck circle, coaching in the Coach's Box, and all the way into the dugout. Removal of the helmet during a live ball will result in an out.
- p) No jewelry or hard hair barrettes shall be allowed. Absolutely no earrings of any kind shall be worn. Covering earrings with band aids is not allowed. Medical alert jewelry are allowed, but must be taped.
- q) Any player who intentionally throws their bat or helmet shall immediately be disqualified from the game.
- r) Any player who unintentionally throws their bat in completion of their swing shall receive a warning. Subsequent offenses shall result in a "Dead Ball"; runners return to base occupied at the time of the pitch, and the batter will be called out and disqualified from the game.
- s) If a player leaves during the game or is unable to continue to participate, the first time she is scheduled to be up, she will be out. Subsequent at bats will be skipped without penalty.

- t) If a player is injured, the last out may be used as a courtesy runner (at umpire's discretion). The next scheduled at bat of that batter will be an automatic out if she is unable to continue. Subsequent scheduled at bats will be skipped without penalty.
- u) Optional substitution runner for catcher and/or pitcher.
- v) Players will be allowed to play up one division or play dual divisions during the spring season. Players requesting to play up must be assessed before the season begins. The number of open positions in any division will be determined by the player agent and division rep after the registration period has closed. Availability in the requested division will be based upon any waiting list and the number of girls that are requesting to play in dual divisions. The overall goal is to fill all divisions with the maximum number of teams with an equal amount of players.
- w) A player that has been selected to play up a division has the option to play in dual divisions for an additional fee. Once a player has been selected to play up a division, they must finish the season in that division.
- x) Parents must be aware that by selecting to have their child assess or play in a division above their normal age division they are risking the chance of having their child recognized for all stars.

#### Lower Division - 6 and Under (T-Ball)

- a) Players in this division must be at least four (4) years of age by January 1 of that season year.
- b) No official game scores or team standings will be maintained.
- c) A 10" ball will be used (A safety ball)
- d) All games shall be limited to one (1) hour, drop dead.
- e) The base paths shall be set at fifty-five (55) feet.
- f) Helmets must stay on heads when playing offense.
- g) 6U will bat six batters per inning, in the effect a defensive out is made, runner must exit the field of play and batting will resume until 3 outs or 6 batters is complete.
- h) Coach pitch will be in effect from the start of each season. Each batter will be given 4 pitches from the coach before the T is brought to the plate.
- i) No stealing
- j) All players are to be used in a defensive position.

- k) An adult woman must be present at all team functions, practices and games.
- l) Home is closed.

### 8 and Under Division Rules

- a) A 10" softball will be used. (A safety ball)
- b) The base paths shall be set at fifty-five (55) feet.
- c) Pitching distance shall be thirty (30) feet.
- d) A game will be limited to seven (7) innings or one hour and thirty minutes. No new inning at 1 hour and twenty minutes. Drop dead at one hour and thirty minutes and reverts back to last completed inning.
- e) Each team must have a minimum of eight (8) players to start a regulation game (No Exceptions).
- f) Ten (10) players are used in the defensive position, six on the infield, and four in the outfield.
- g) Free Substitution
- h) Round Robin batting (Everyone bats)
- i) After the pitcher has thrown 4 balls, the coach will pitch. The coach will assume the existing count, and continue to pitch until the at bat is complete.
- j) Any batter hit by a pitch will result in the coach coming in to pitch with a new count.
- k) The coach must pitch from the pitching rubber. The pitcher must have at least one foot inside the pitchers circle when the coach is pitching.
- l) A runner may leave the base after the pitcher releases the ball. If the runner leaves before the pitcher releases the ball, they may be called out.
- m) A runner may steal one base per legal pitch.
- n) Home plate is closed to stealing, or overthrows from the catcher in a pick-off attempt, or a passed ball by the catcher.
- o) The 5 run per inning rule will be in effect.
- p) The infield fly rule is not in effect.

- q) Dropped third strike rule is not in effect.
- r) An adult woman must be present at all team functions, practices, and games.
- s) A player may not sit out two consecutive defensive innings. A player that sits out the first defensive inning of a game, must the first defensive inning of that players next game. Exception: illness or absence.
- t) A team is complete when a minimum of eight players in uniform are present at the start of the game, and at least eight are playing any given time.
- u) A team must field a complete team 10 minutes after "Play Ball" has been announced, or it will forfeit the game.
- v) If neither of the two teams scheduled can field a complete team, it will count as a loss for both teams.
- w) If an umpire does not show for a game, a Board Member will designate an Umpire.
- x) Coach pitch ends at the half way point of the season.

#### 10 & Under, 12 & Under, 14 & Under Division Rules

- a) All games are played according to official ASA rules unless superseded by the local Claremont Fast pitch League Rules.
- b) Free substitution, unlimited pitching.
- c) Round Robin batting, everyone bats.
- d) The five (5) run per inning rule will be in effect, with the last inning to be an open inning.
- e) A game will be limited to seven (7) innings or one hour and thirty minutes. No new inning at 1 hour and twenty minutes. Drop dead at one hour and thirty minutes and reverts back to last completed inning.
- f) A player may not sit out two consecutive defensive innings. A player that sits out during the first defensive inning of a game must start defensively the next game. Exception: illness, injury, or absence.
- g) A team is complete when a minimum of 8 players in uniform are present at the start of the game, and at least 8 playing at any given time.

- h) A team must be field a complete team 10 minutes after “Play Ball” has been called or it will forfeit the game.
- i) If neither of the two teams can field a complete team, it will count as a loss for both teams.
- j) If an umpire does not appear for a scheduled game, a Board Member will designate an Umpire.
- k) An adult woman must be present at all team functions, practices, and games.

### **GENERAL INFORMATION FOR MANAGERS AND COACHES**

#### Home Team Responsibilities (Team listed second on the game schedule):

1. HOME TEAM IS RESPONSIBLE FOR pre-game field preparations which include, but are not limited, to setting bases and chalking lines (for the first game of the day, please allow 30-45 minutes to prepare the fields).
2. Maintaining the official score book (located at the Snack Bar) the official scorekeeper will remain neutral.
3. It will be the duty of the home team to provide the official scorekeeper.
4. Each team is responsible for maintaining a clean dugout and spectator area.

#### Visiting Team Responsibilities

1. Visiting team playing last scheduled game of the day MUST put away the bases, cover up the base pegs, return field equipment to storage bins, and empty trash can liners in the dumpsters. Make sure the equipment bins are secured.
2. Each team is responsible for maintaining a clean dugout and spectator area.

#### Important Things to Remember

1. Report all player injuries to the player agent who in turn will contact your division commissioner.
2. All rain outs must be made up at the earliest possible date.
3. Any schedule changes due to a conflict must be reported by one week prior to the first game of the season to the Division Commissioner in coordination with the Umpire in Chief. All schedules will be honored as is unless reported by this time.
4. Keep your team cheers and conduct of your players and parents controlled and RESPECTFUL.

5. Verbal harassment from the sidelines directed at the opposing team, umpires, or players will not be tolerated.
6. It will be understood that the umpire will declare a forfeiture if teams direct intentional abuse towards opposing teams. Chants or organized cheers will be permitted only in support of their team. One warning will be issued prior to the umpire enforcement.
7. All teams are expected to fulfill their obligations in the snack bar. Failure to do so will result in the forfeiture of a game.
8. It's everyone's responsibility to pick up all trash around the fields.
9. One (1) minute between innings or five (5) pitches. One (1) minute begins when 3rd out is recorded.

### COACHES CODE OF ETHICS

I hereby pledge to live up to my certification as a CYSA Coach by following the CYSA Coaches' Code of Ethics:

1. I will place the emotional and physical well being of my players ahead of a personal desire to win.
2. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
3. I will do my best to provide a safe playing situation for my players.
4. I will promise to review and practice basic first aid principles needed to treat injuries of my players.
5. I will do my best to organize practices that are fun and challenging for all my players.
6. I will lead by example in demonstrating fair play and sportsmanship to all my players.
7. I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
8. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
9. I will use those coaching techniques appropriate for all of the skills that I teach.
10. I will remember that I am a youth sports coach, and that the game is for children and not adults.
11. Coaches will be subject to evaluation upon the conclusion of the season.

## PARENTS' CODE OF ETHICS

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics:

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.
2. I will place the emotional and physical well being of my child ahead of my personal desire to win.
3. I will insist that my child play in a safe and healthy environment.
4. I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
5. I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
6. I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
7. I will remember that the game is for youth - not adults.
8. I will do my very best to make youth sports fun for my child.
9. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
10. I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.