

CHGSL BYLAWS

1. STATEMENT OF PURPOSE

The Camp Hill Girls Softball League (CHGSL), also known as Camp Hill Girls Softball exists to carry forward and promote the goals of teaching of the fundamentals of slow-pitch softball, teach players good sportsmanship, promote character development and to have fun. All bylaws, rules, and decisions for the League will be made with regard to these goals.

2. ORGANIZATION

The Camp Hill Girls Softball League (CHGSL) is organized as a contributing member of the West Shore Girls Softball League. CHGSL teams follow all Amateur Softball League (ASA) rules and rule variations prescribed by the West Shore Girls Softball League, unless the CHGSL Board defines specific exceptions to those rules and variations.

The League consists of five (5) age-based Divisions. Each Division includes one or more Teams of players within the prescribed age guidelines. A Team includes one Head Coach, one or more Assistant Coaches, and the sufficient number players required to legally compete as described by the ASA. Additional organization at the team level is at the discretion of the head coach of each team.

3. MEMBERSHIP

A. Officers

The officers of the League are President, Vice-President, Secretary, and Treasurer. The members of the Executive Board are the officers of the League, the Divisional Commissioners, Field and Equipment Managers and Scheduler.

B. Term of Office

Officers are elected to a one-year term, which begins with the September League meeting. There is no limit to the number of terms that an officer can hold an office.

An officer wishing to resign must submit a letter of resignation to the Board. If any of the officer positions, except the President, become vacant during the current term, a replacement will be elected at the next regular meeting.

If the office of President becomes vacant during the current term, the VP will assume the responsibilities of the office of President, and a new VP will be elected at the next regular League meeting following the vacancy.

Officers, if needed may hold more than one office, and may also serve as a Divisional Commissioner, should no other candidate be available.

C. Voting Privileges

Executive Board members may vote on issues brought before the League.

D. Members

Members are bound by these bylaws and by the playing rules of the League, and are expected to conduct their actions accordingly in all matters pertaining to the League. Violation of the bylaws or rules of the League may result in disciplinary action as decided by a majority vote of the members present at any regular or special meeting. Disciplinary action may include, but is not limited to, suspension or dismissal from the League.

E. Duties of the Officers

1. President

The President shall:

- Supervise all members of the Executive Committee
- Preside at League meetings and attend WSGSL meeting
- Appoint one or more persons to committees as required to carry out the functions of the League
- Disburse League funds in the absence of the League Treasurer

2. Vice President

The League Vice President shall:

- Assist the President as required
- Assume the Presidency in the event of a vacancy in that office.
- In the absence of the President, preside at all meetings and be empowered to perform all acts pertaining to the office of President.

3. Secretary

The Secretary shall:

- Record the proceedings of each League meeting, and disseminate a copy of that record to all Board members at the next scheduled meeting.
- Perform other duties as assigned by the President

4. Treasurer

The Treasurer shall:

- Receive all monies or other property paid or donated to the League.
- Disburse funds of the League as directed by the Board.

- Maintain a full and accurate account of all receipts and disbursements
- Submit a financial report at all League meetings.
- Keep the cash funds of the League at a depository selected by the Treasurer. The depository shall be authorized to pay out from the League account on the signature of the Treasurer and President.
- At the request of the President, submit the books for audit by an auditing committee appointed by the President.
- Perform other duties as assigned by the President

5. Divisional Commissioners

- Supervise the Head Coaches and Assistant Coaches within the Division
- Serve as the point of contact for communication and correspondence between the officers of the League and the Teams within the Division.
- Review the regular-season playing rules for the Division
- Handle membership and player registration issues involving the Division
- Serve as an informational point of contact for players and parents within the Division.

F. Committees

The President may appoint committees pertaining, but not limited, to the following areas:

- **Registration** - player registration, recruiting, promotion, public relations
- **Financial** - budgets, fund raisers, and spending
- **Field** - securing and scheduling fields for League use, scheduling fields for makeup games
- **Game Officials** - arranging appropriate umpire coverage for home games, point of contact with scheduler for ASA Umpires League
- **Events** - opening day activities, other special events
- **Equipment** - inventory, maintenance, and purchase of equipment
- **Membership** - establishing and maintaining a list of active members of the League, including contact information for each member
- **Sponsorship** - manage communications with current sponsors, find new sponsors when needed.

4. MEETINGS

The Board shall meet once a month. There will be no meetings from July until November unless scheduled by the Executive Board. Elections of officers for the

following year will be held during the 1st fall meeting. All Executive Board members are strongly encouraged to attend the fall meeting to elect officers for the following year.

Meeting start times will be at the direction of the President and announced prior to the meeting.

A quorum shall exist if 30% or more of the Executive Committee is present at a scheduled meeting.

A majority vote of eligible members present at a meeting shall be sufficient to approve motions made during that meeting. A two-thirds vote of the Executive Board is sufficient to amend the bylaws of the League, provided the motion regarding the amendment or modification was read and decided on by a simple majority of active members at the previous month's Executive Committee meeting. Modification or updating of the bylaws shall be considered the first order of business for the Executive Committee at any meeting. Suggested changes should be established and voted on by the active members at that time, and the specifics of the prescribed changes to the bylaws shall become active following the passing of the two-thirds vote of the Executive Board.

5. REGISTRATION

A. Boundaries

Players should reside within the Camp Hill School District or attend school in the Borough of Camp Hill. Players who reside in areas surrounding the above boundaries may also be considered.

B. Age Divisions

The playing members of the League will comprise five (5) divisions in accordance with the age limitations as set forth in the playing rules:

<u>Division</u>	<u>ASA Age Bracket</u>	<u>Age Range</u>
Instructional	8 and under	Kindergarten, 1st & 2nd grade
Pony	10 and under	9 and 10
Junior	12 and under	11 and 12
Teener	14 and under	13 and 14
Senior	18 and under	15 through 18

Player age is determined by her actual age as of January 1st of the playing year. For example, if a player turns 11 on January 2nd, she will be eligible to play at the Pony (10 and under) level, since she is 10 years old on January 1st.

Should a question regarding a player's age, proof of age (birth certificate) for that player will be required.

Players must play within their specific age bracket.

1. Team Names

Instructional Division Teams shall have "Bear" names.

Pony Division Teams shall have "Bird" names

Junior Division Teams shall have "Big Cat" names

Teeners Division Teams shall have "Fish" names.

Seniors Division Teams shall have the Lion name.

C. Players and Rosters

Registration for CHGSL will be limited to girls only. The Executive Board will determine registration schedules and deadlines on an annual basis. Registration should be finalized no later than the last day in February; however, the registration period may be extended. Written registration is required for each player, and will include player name, address, age and/or birth date, school district, and phone number.

A completed medical release form for will also be required for each player before she can take part in practices or games. The release form will include information on the player's insurance coverage, medical and dental contacts, special medical requirements, and emergency contacts.

Divisional Commissioners along with the Executive Board will determine team size requirements and the Commissioner will hold team selection meetings with Division Head Coaches as soon as possible after the registration period has ended.

Rosters will be frozen at a date determined by the Executive Board. Registrations received after this date will require review by the Executive Board for acceptance or rejection. Registering players who are accepted into the League after this date will be offered to the team whose draft choice is next. Coaches may not accept players on their team after the freeze date without Executive Board approval.

The Divisional Commissioners will provide coaching assignments, player rosters, and other team information to the Secretary as soon as possible after teams rosters are established, and whenever changes are made.

Head Coaches are responsible for contacting all of their players within one week of the draft to provide a personal introduction and team information to the player and parents. Also, Head Coaches are encouraged to meet with players and parents prior to their first practice to communicate League goals and expectations.

D. Placement of Players

Assignments of players by age, assignment of teams to divisions, scheduling the playing of games, equipment restrictions, and all like

matters will be determined by the respective Division Commissioner when not specifically addressed in the League bylaws or in the West Shore Girls Softball League bylaws or playing rules.

EXCEPTION: The Executive Committee retains the right to overturn ANY decision made at the Divisional level that the Committee determines is not in the best interest of the League or the players.

E. Player Draft

The process of selecting players for teams in each Division will be under the direction of the corresponding Divisional Commissioner, and will follow the procedure described below.

Every player will be re-drafted each year. Those who are advancing to the next Division, and all new players (those who were not on a CHGSL team roster during the previous playing year), will be placed in a draft selection pool.

Coaches are reminded to think about all of the goals of CHGSL when selecting players, and should take seriously their duty to help provide a positive, character building experience for every player, regardless of playing ability.

The Divisional Commissioner may enact variations to the draft procedure for the current playing year, provided the suggested procedure is agreed upon by a majority vote of the Executive Board during a League meeting. Changes to the draft procedure will only be valid for that Division, during that playing year.

6. REGULAR SEASON PROCEDURES

A. Coach Selection

While all coaching positions in CHGSL are volunteer-oriented, the League reserves the right to select or reject coaches, provided due process is followed by the Executive Board. Persons requesting a coaching position may be required to provide clearances as requested by the League. In the event that there are more coaching-position requests than available positions, the Executive Board will make the final selection. Assistant coaches will be picked only after the teams are drafted.

1. Clearances

All coaches will have to provide clearances, conducted by the Pennsylvania State Police, in order to coach a team at any level. The clearances needed are Criminal Background check and a Child Abuse Clearance. A clearance done in the current year, or the proceeding 2 years, will be valid for the current year. (3/2/05)

B. Expectations of Head Coaches

1. Working with League

Head Coaches are required to attend specific meetings and functions, such as Scheduling Meetings, Division Meetings, West Shore Girls Softball League annual Coaches' Meeting as well as the CHGSL annual Coaches Meeting. If the Head Coach is not available, he/she may send a representative. However, continued failure of a Head Coach to attend these meetings and events may result in disciplinary action by the Executive Board.

2. Performance

Remember that CHGSL is a recreational sports activity for the players, and while competition is a healthy thing, overly aggressive behavior is intolerable. We must provide a positive, character-building experience for all of our players.

Coaches should:

- Honor the game by encouraging teamwork and good sportsmanship. Show respect for the players, opponents, fans, and officials.
- Focus on mastering the game, even if it results in a loss on the scoreboard. Understand that winners make a maximum effort, continue to learn and improve, and don't let mistakes (or fear of making mistakes) stop them.
- Use positive motivation and recognition to support all players.
- Understand that softball skills need to be taught to the players, but demanding too much practice time from players is also undesirable.
- Provide skills instruction to develop player ability -- conduct at least one team practice per week during the pre-season.
- Teach coaching skills to Assistant Coaches
- Be responsible for the conduct of their players, spectators, and Coaches
- Maintain all equipment assigned to the team by the League. Failure to properly care for equipment shall be grounds for suspension or dismissal from the League.

3. Improper Behavior

Coaches are expected to conduct themselves appropriately. The following will not be tolerated:

- Using profanity, especially in proximity to players, fans, or game officials.
- Using tobacco products of any kind during official League functions, including meetings, games, or team practices.

- Using alcohol or other intoxicating substances during, or prior to, official League functions, including meetings, games, or team practices.
- Engaging in illegal or immoral activity, either within or away from official League functions.
- Violations of any of the above will result in a review by the Executive Committee, possibly followed by disciplinary action from the League.

4. Playing Rules

CHGSL teams follow ASA rules and regulations, unless local exceptions are made by the Executive Board or by the West Shore Girls Softball League. Head Coaches should follow all applicable rules.

5. Field preparation

The home team Head Coach is responsible for preparing the field prior to a game. If more than one game is scheduled, the home team Head Coach for the first game has primary responsibility for preparing the field. Head Coaches are encouraged to find a volunteer from his/her team parents to assist with field preparation.

C. ASA Umpires

CHGSL contracts with the ASA West Shore Umpires League for their services. The Scheduler will determine a contact person with the Umpires League.

D. Non-ASA Umpires

Volunteers within the League will umpire games in the Pony level, unless an official ASA umpire is arranged. Selection and scheduling of these volunteers will be the responsibility of the Division Commissioner. Volunteer umpires will be offered a per-game payment, as determined by the League.

E. Game Schedule

Those Divisions playing games outside of CHGSL will schedule their games as directed by the West Shore Girls Softball League. If additional games outside the West Shore Girls Softball League are desired, those games should be scheduled with the appropriate Leagues to avoid conflict with other West Shore games.

F. Field Availability

The Scheduler will acquire the use of fields from the Camp Hill Borough or the Camp Hill School District or other entity as required to provide adequate field availability to the teams.

G. Practice Schedules

The Divisional Commissioners, along with the head coaches in that Division will develop a practice schedule for the use of each particular field.

H. Game Reporting

Reporting of game results will be done in accordance with the procedures set forth by the West Shore Girls Softball League, unless specifically addressed by the CHGSL Executive Board.

I. Roster Tournament

Expenses and fees involving roster tournaments during the season will be the responsibility of the team electing to enter the tournament. (a.k.a. "The Bud Pryor Memorial Roster Tournament").

J. Opening Day

Opening day will normally be established as the third Saturday in April. The Executive Board may adjust the date for opening day to account for holidays or other schedule requirements.

K. Uniforms

Team uniforms will be ordered by such a date that they are completed and available to Head Coaches by Opening Day. Special printing requirements, such as logos and player names must be submitted at the time of the order. All contact with the uniform vendors will be handled through the Executive Board.

L. Fund Raisers

CHGSL will perform fund raising activities, as needed, to support the League and its goals.

7. POST SEASON PROCEDURES

A. All-Star Competition

The teams formed for play during the regular season are considered to be casual, recreational teams, with the overall goals of League being kept in mind. Following the regular season, CHGSL shall form competitive teams, known as "all-star teams" for entry into competitive tournaments.

Only players on the rosters of CHGSL regular-season teams prior to the midpoint of the regular season are eligible to play on CHGSL all-star teams. At least one all-star team shall be formed for the Pony and Junior Divisions. At the discretion of the Pony, Junior, Teener and Senior Divisional Commissioners, additional teams may also be formed.

All-star teams for the Teener and Senior Division levels will be formed by the West Shore Girls Softball League, and may include, but will not be

specific to, CHGSL players. Players may only be rostered on one (1) all-star team per season. The League will pay entry fees for up to four (4) tournaments per all-star team. Uniform expenses will be paid for by the League (not too exceed the amount of the sponsorship). If there is no sponsor, the League will not pay for uniforms. Any additional expenses (including, but not limited to, travel and lodging) will be the responsibility of the team.

B. All-Star Coach Determination

Head Coaches for all-star teams will be selected by the Divisional Commissioners and confirmed by the executive board, using the following guidelines:

Head Coaches for regular-season teams in the respective divisions should receive first consideration, followed by Assistant Coaches within that division. A coach who is eligible to fill a Head Coach position of an all-star team may elect to not accept the assignment. Any coach electing to not serve as Head Coach for the all-star team may choose to serve as an Assistant for that all-star team.

C. All-Star Coach Responsibilities

1. Head Coach

The Head Coach of the all-star team will be responsible for scheduling practices, submitting team information to tournament officials, and ensuring team preparedness for competitions.

2. Assistant Coach (es)

The Assistant Coach (es) will assist the Head Coach in all-star team activities as required, and one of the assistants, if more than one, will perform the duties of Head Coach should the Head Coach be unable or unavailable to perform those duties.

D. All-Star Coach Expectations

The entire coaching staff for All-Star teams will be held to the same requirements as regular-season coaches, as described in Section 6.B., Expectations of Head Coaches, in these bylaws.

E. Selection of All-Star Players

The Pony and Junior Division Commissioners shall hold at least one meeting with their respective head coaches prior to the end of the regular season.

This meeting will identify the players that would comprise the most competitive team for tournament play. Players will be chosen with the intent of creating the strongest competitive team, but at the Head Coach's discretion, player selection for all-star competition may also be based on

other factors, such as the player's commitment to the practice and tournament schedule.

All Head Coaches within each Division (Pony and Junior) will have the opportunity to evaluate the all-star candidates and provide input on player selection, but the Head Coach will have the ultimate responsibility for player selection.

8. Equipment

A. Player Equipment

When not in use during the regular practice and playing season, the playing equipment will be stored in the CHGSL shed at Fiala Field. Inventory, maintenance, and disbursement of equipment are the responsibility of the Equipment Manager. The Equipment Manager, in agreement with the Divisional Commissioners, will determine an equipment handout day. On that day, the existing equipment will be disbursed to the Head Coaches in all divisions. Head Coaches who cannot attend equipment handout day, or who cannot furnish a suitable representative, must make arrangements with the Equipment Manager to obtain their equipment.

B. Equipment Maintenance

All equipment will be handled, used, and stored in an appropriate manner. Any mistreatment of equipment by a League member may result in disciplinary action being taken by the League.

C. Equipment Inventory

The Equipment Manager is to keep a record of all playing and field maintenance equipment owned by the League. The record should include information such as the type of equipment, the location of the equipment, and a general description of the equipment condition.

D. Replacement

Should a piece of playing or field maintenance equipment be lost or damaged, replacement of that item should first be from any existing equipment stock in storage. If no suitable stock exists, a replacement item will be purchased new from League funds, under the direction of the Equipment Manager.

E. Purchase

If there is insufficient equipment to support the needs of the CHGSL teams, additional equipment will be purchased with League funds, under the direction of the Equipment Manager with consent of the Board.

F. Disposal

When a piece of equipment has reached the end of its useful life, that piece shall be removed from the inventory record and disposed of as directed by the Equipment Manager. Equipment may be donated to another organization or it may be discarded.

9. MISCELLANEOUS**A. Liability**

Coaches performing outside of the activities described in these bylaws, in the rules or guidelines provided by CHGSL Executive Board, or in the West Shore Girls Softball League will be held personally liable for injuries to players or damage to property.

B. Rights

Camp Hill Girls Softball retains the rights to consider, accept, or reject any item(s) not specifically included in these bylaws, provided said item(s) concerns the best interests of the League.