
**COLUMBIA BASIN
GIRLS SOFTBALL
ASSOCIATION**

By-laws - Policies - Rules

January 6, 2009

ARTICLE I
Name of the Organization and Structure Information

The name of this organization shall be “**COLUMBIA BASIN GIRLS SOFTBALL ASSOCIATION**”. The term **CBGSA** when used in these by-laws, policy and rules shall refer to the softball league that has been formed from within this organization.

CBGSA is registered with the Internal Revenue Service as a 501(c)3 non-profit organization. exempt from Federal Income Tax, but is required to file a Form 990 by May 15th of each year.

ARTICLE II
Mission

The Mission of this organization is to provide all children ages 6 to 18, a recreational opportunity and learning environment to develop skills in team work, sportsmanship, discipline, and responsibility with social reaction.

ARTICLE III
REGISTRATION OF PLAYERS

Section 1

Any child residing in and/or attending school in the Columbia Basin Area, and whose age is at least six (6) years of age by April 1st, but not more than eighteen (18) years of age as of January 1st, of the current membership year, may apply for membership.

Section 2

A player shall become registered and a member of this association when the membership fee, which is established by the Board, has been paid, a registration form has been completed, and a copy of the Players ID has been provided to the C.B.G.S.A., as per section 5. The membership fee is considered a donation and may be waived by action of a Board Member.

Section 3

The Association may require each Player to sign a statement releasing the Association from liability for any injuries in conjunction with Association activities. The Association will require the Player and the Parents to sign a Code of Conduct Form. All Board required forms must be completely filled for the Player to be eligible to participate or play in any Association or league games or functions.

Section 4

All Players registrations shall expire the last day of the calendar year.

Section 5

Proof of age by birth certificate or legal document must be presented at the time of registration unless the Player was previously registered with the Columbia Basin Girls Softball Association. Players must have a birth certificate or legal document on file with the C.B.G.S.A. by the start of League play.

Section 6

Requests for membership fee refunds shall be made in writing. There shall be NO REFUNDS of the membership fee after the start of League play unless otherwise determined by the League board.

Section 7

All players affiliated with Columbia Basin Girls Softball Association shall be ASA registered and insured.

ARTICLE IV OFFICERS/BOARD OF DIRECTORS

Section 1

Officers of the Board shall be: President, Vice President, Secretary, Treasurer and Data Base Coordinator

All positions are on a volunteer basis. Due to a shortage of volunteers a person may hold more than one office with the following exceptions:

1. The President may not also hold the position of Secretary, Treasurer or D.B. Coordinator
2. The Treasurer may not also hold the position of Secretary, Data Base Coordinator or President.
3. The Secretary may not also hold the position of Treasurer or Data Base Coordinator or President.

President:

- ✚ Preside at all meetings and Enforce all laws and regulations relating to the organization.
- ✚ Shall call all meetings of the Board of Directors when he/she deems it necessary, in addition to regular and annual meetings.
- ✚ Make an agenda / set dates for the meetings.
- ✚ Shall appoint all committes. The numbers of committees may vary, but each shall be chaired by a board member.
- ✚ Oversee and assist all board members.

- ✚ Co-sign checks

Vice President:

- ✚ In the absence of the President, the Vice President shall have all the powers and prerogatives of the President.
- ✚ Shall be responsible for making recommendations aimed at improving physical and mental skill development in both leagues, i.e. motivating coaches.
- ✚ Assist Data Base Coordinator and Assist Fund Raiser

Secretary:

- ✚ All proceedings of meetings, whether regular or special meetings, shall be entered in to proper books by the Secretary.
- ✚ Shall conduct all correspondence relating to the organization, shall issue all notices of meetings and perform all duties pertaining to the office of Secretary
- ✚ Shall keep a register of the Board members of the organization for the current year and at least two preceding years
- ✚ Maintain yearly calendar
- ✚ Maintain copy of all association records
- ✚ Co-sign Checks

Treasurer:

- ✚ All monies payable to the organization shall be paid to the Treasurer or appointed person. All monies payable by the organization shall be paid by checks signed by the Treasurer and either the President or Secretary.
- ✚ All checks will be approved by the Board members before being issued.
- ✚ Shall be charged with the proper record keeping showing all receipts and disbursements of the organization.
- ✚ Shall obtain audit of Treasurer's books by an outside CPA every other year prior to the September annual meeting of the Board.
- ✚ Shall report at each meeting of the organization the condition of the treasury.
- ✚ Register association for insurance
- ✚ Co-sign checks

Data Base Coordinator:

- ✚ Shall receive player registration; make recommendations on the organization of teams.
- ✚ Will be responsible for making up registration and medical waiver forms for approval by board to be distributed to prospective players
- ✚ Shall stay current on all ASA rules and requirements. Will work with local and state ASA officials and advise board on ASA matters.
- ✚ Will coordinate tournaments as directed by board
- ✚ Shall keep a list of players from the previous year.
- ✚ Register league with required affiliates
- ✚ Schedule fields, league games and tournament games in cooperation with field owners.
- ✚ Assist Public Relations Advisor
- ✚ Co-sign checks

Section 2

There shall be Ten (10) board positions.

1. 8-u Player Representative
2. 10-u Player Representative
3. 12-u Player Representative
4. 14-u Player Representative
5. 16-u Player Representative
6. 18-u Player Representative
7. Equipment Manager
8. Public Relations Advisor
9. Fund Raiser
10. Trophy Coordinator

Player Representative: (SIX (6), one (1) for each age group)

- ✚ Divide Recreational players into teams
- ✚ Find coaches
- ✚ Act as the contact point for all teams in their respective division as well as serve as liaison between the board and coaches, parents and players.
- ✚ Hold coaches/parent meetings

- ✚ Solve coach/parent/player issues
- ✚ Assist Data Base Coordinator and Fund Raiser

Equipment Manager:

- ✚ Shall be responsible for buying, distributing, maintaining and collecting equipment. Purchases will require board approval.

Public Relations Advisor:

- ✚ Shall secure donations for the organization to sponsor league, banners, and team functions.
- ✚ Shall keep records and supply copy to Secretary of previous team sponsors, banner sponsors and letters of solicitations.
- ✚ Responsible for contacting and securing bids from photographers, making recommendations to the board, scheduling team and individual pictures and distribution.
- ✚ Order and Distribute team sponsor plaques
- ✚ Order and Distribute tournament trophies
- ✚ Advertise meetings and registrations
- ✚ Arrange promotional options and apply for grants

Fund Raiser:

- ✚ Present fund raising ideas and Assist in obtaining sponsors
- ✚ Shall secure donations for the organization to sponsor league, banners, and team functions.
- ✚ Shall keep records and supply copy to Secretary of previous team sponsors, banner sponsors and letters of solicitations.

Assistant Fundraiser:

- ✚ Obtain prizes or raffles
- ✚ Assist Data Base Coordinator
- ✚ Assist Public Relations Advisor
- ✚ Assist Data Base Coordinator and assist Fund Raiser

Section 3

Election of Board Members

- ✚ New Officers/Board members shall be elected at the last regular meeting in September of each year. Officers/Board members shall serve for a period of one (1) year, September 1st to

September 1st.

- ✚ Officers shall be elected at the annual meeting of the board, which shall take place in the month of September.
- ✚ If not present, nominees must send an acceptance of desire of the position at the annual meeting.
- ✚ In the event of a vacancy of office, The Board shall have the power to fill the same until the next annual meeting.
- ✚ Any member of the Board may make nominations from the floor. Elections shall be declared the nominee receiving the majority of votes cast, providing a quorum of board is present.
- ✚ In case of a tie vote, The President shall cast the deciding vote.

Section 4

Policies and Procedures

- ✚ It shall be the duty of the Board of Directors to take the initiative in determining the policies of the organization. It is the primary function of the league board to make necessary decisions to operate the league fairly and efficiently within the boundaries of the by-laws, policies, and rules of CBGSA. The Board of directors shall enforce all by-laws, rules and policies of this association. CBGSA observes ASA rules and regulations, except where modified and approved by its Board of Directors.
- ✚ It shall be their duty to hear and rule on all grievances or formal protests of league and tournament games where such protests have been properly filed and presented in the manner by which is outlined by Amateur Softball Association of America (current year)
- ✚ It shall be within their power to suspend from membership any team member, adult volunteer, or board member, upon quorum vote, for cause as stated in Standing Rules.

Section 5

Meetings, Quorum and Voting

- ✚ Special meetings may be called at any time with the approval of the President of the organization.
- ✚ The annual meeting of the Board of Directors shall take place on the most convenient date of September. Notices shall be given to the general public at least ten (10) days prior to the annual meeting. Meetings shall be held first Thursday of the month.
- ✚ A representation of a majority of the members of the Board of Directors shall constitute a quorum authorized to transact any business duly presented at any meeting of the Board. A quorum is anything over 50 percent.
- ✚ Each CBGSA Board Member shall have one (1) vote on all issues presented to the board.

- ✚ If holding more than 1 position each member shall have 1 singular vote.

Section 6

Budget

- ✚ Expenditures to be approved by quorum of the board.

ARTICLE V Parliamentary Practices

The proceedings of this Association shall be conducted in accordance with Robert's "Rules of Order, Newly Revised". The Robert's Rules of Order, Newly Revised edition shall prevail whenever an issue occurs that is not covered by these by-laws.

ARTICLE VI Interpretation

The Executive Board shall interpret the by-laws and provide final judgment on questionable issues.

ARTICLE VII By-law Amendment Procedure

All proposed amendments must be in writing and may be proposed by the following method:

The Executive Board or Appointed By-law Committee may present a written amendment for addition at a general meeting.

Once a by-law amendment has been proposed at a general meeting and discussed, it must then be held until the next Association meeting. The motion for the by-law's amendment must be brought back up at the next meeting, discussed and then voted upon. a quorum must be present in order for the amendments(s) to pass and become a by-law.

ARTICLE VIII ASSIGNMENT OF PLAYERS

1. Players shall be assigned to the following Leagues within the Association based upon the Amateur Softball Association (ASA) method of determining playing age. A Junior Olympic Players age on January 1 of the current year determines the age classification in which the player is eligible to participate (Junior Olympic is defined as any youth player that is 18 and under).
 - A. MINI-MINOR DIVISION** - Players age 6-8. A Players age must be at least 6 or 7 or 8 years of age on January 1 of the current year.
 - B. MINOR DIVISION** - Players age 9-10. A Players age must be 9 or 10 years of age on January

1 of the current year. Mini - Minor age players must notify Board when playing in the Minor Division.

C. MAJOR DIVISION - Players age 11-12. A Players age must be 11 or 12 years of age on January 1 of the current year. Minor age players must notify Board when playing in the Major Division.

D. JUNIOR DIVISION - Players age 13 -14. A Players age must be 13 or 14 years of age on January 1 of the current year. Major age players must notify the Board when playing in the Junior Division.

E. SENIOR DIVISION - Players age 15 -16. A Players age must be 15 or 16 years of age on January 1 of the current year. Junior age players must notify the Board when playing in the Senior Division.

F. OLYMPIC DIVISION - Players age 17-18. A Players age must be 17 or 18 years of age on January 1 of the current year. Senior age players must notify the Board when playing in the Olympic Division.

2. To provide a diversity of experience and to meet the needs of varying skills, talents, and commitment levels of the players, teams will be organized to play on Select or Recreational teams. Teams will be assigned to their respective division in accordance with ASA rules.

A. Select teams may be required to be more committed to participating in practices and non-league games as well as league games. There will be no restrictions placed on competitive teams to limit the number of required scheduled practices the players must attend per week or the number of non-league tournaments the teams participates in.

3. The association will provide T-shirts for all players. These T-shirts will be worn as uniforms. Select teams with uniforms obtained by sponsors or other avenues will not be used in league games. Any T-shirt purchased by the Association must be worn at all League games as uniforms.

4. Recreational Players will be assigned to teams in the Mini-Minor, Minor, Junior and Senior Divisions based upon the following criteria.

A. Playing age will determine which division the player is in. Based upon the ASA method of determining playing age.

B. A returning recreational player will be reassigned to a team which may not be the same team as the year before. The only recreational players that will be allowed to play on the same team are those of the coaches and managers. The only others would be the ones that happened by chance from selecting players as described in section "C" below.

C. Recreational players in the Mini-Minor, Minor, Major, Junior and Senior Division will be assigned by the Board by geographic locations using the school that the players attend as a guide. If there is more than one team from the same school attendance area, new players will be randomly distributed to existing teams.

Deviations from this may be made by the Player Representative for the purpose of balancing the number of the players on the team rosters. A parent of a player balancing the number of the players on the team rosters. A parent of a player may request in writing at the time of registration that the player be placed on a team in a specific geographic location for specific reasons (e.g. child care, transportation, etc.). Attempts will be made by the Board to honor these requests without any guarantee that the requests will be honored.

- D. Select teams will consist of any team that contains players that have been hand picked, regardless of the reason. Players trying out for or selected to play for a Select team will be placed on teams according to the outcome of the respective try-out for each division. According to Article X.
 - E. Select players that have been signed as Coaches Options will be placed on the teams that they have signed up for. According to Article X.
 - F. A coaches and managers daughter (s) will automatically be placed on their team, unless they choose otherwise.
 - G. Sisters playing in the same age division will automatically be placed on the same team unless a parent requests that they be placed on different teams. A younger sister registered to play in another age division may be placed on the older sister's team upon request to the Board. A waiver must be signed.
 - H. Players on Select teams will be placed on teams based on the following criteria in order of diminishing consideration:
 - I. Returning players
 - II. A manager's recruitment of new players or recreation players (Coaches option picks)
 - III. Try-out
 - IV. Change of team request submitted.
 - I. Parents of a player may request a specific Select team for a player to be placed on.
5. CHANGE OF TEAM REQUEST - Parents of a player may request a Change of Team Form. A Player will not be allowed to choose the team they are to be changed to, except if Player is changing or switching to a Select Team.
6. Once a team has been officially formed and one team practice has taken place, a Player has two (2) weeks to request, complete, and turn in to the Board a CHANGE OF TEAM FORM if she is unhappy with her placement on a team. Once this form is requested, the Player Representative will investigate the matter and make an appropriate recommendation to the Board in regard to her placement. After the two (2) week period, the player or parent must directly petition in writing and in person to the Board for a change in her team placement. (A player may NOT request a CHANGE OF TEAM FORM before the first team practice).
- A. When a Players CHANGE OF TEAM FORM has been received by the Board (during the two (2)

week period after practice started or after the draft), the Player Representative shall investigate the reasons for the team change. The Player Representative shall interview the player and her parents and the Manager of the team the player is asking to leave. The player Representative shall obtain a written report from the manager and shall submit it along with a written report of his findings to the Board.

B. The Board shall use the following criteria to determine the action to be taken.

I. Was there a conflict between the Player and Manager or the Player and Coach?

II. Was there a serious conflict between the Player and other Players?

III. Are there personal or family schedule conflicts causing the Player not to meet the Team commitments?

IV. Is the Players skill level (from the Managers report) sufficient for the team assigned to?

V. The Player Representatives report.

VI. The Division the Player signed up to play in?

VII. Is there an opening for a Player on another team or is the request going to cause a shortage of players on an existing team?

C. If the reasons for the Change of Team request fall within the above criteria, the Board will attempt to resolve the situation satisfactorily for all parties involved.

D. If the reasons do not meet the above criteria, the Change of Team request shall be reviewed by the Board with no commitment to granting the request.

7. If any Select team that has less than six (6) returning players, the team may be disbanded. The players from that team would be available as Coaches options picks or could re-enter the draft as described in Article II, Section 3.

8. When there are two or more teams in the same age Division with five or less returning players on each team, and there is a lack of available managers and/or players, the Board may consider combining the same teams to create one full team. Such action may be the result of Board initiative or written petition to the Board. The following actions may be taken by the Board to combine the teams if deemed appropriate:

A. the increase or decrease in the number of Coaches Option picks available to the manager.

B. the movement of the combined teams drafting position in the draft (if there is a draft for that Division).

C. the increase or decrease in the number of draft picks within a round or rounds of the draft.

D. the choice of the teams sponsor, and/or

9. The primary consideration by the Board will be for the welfare of the players on the teams to be combined. Lesser weight of consideration will also be given to the possible effects on other teams, within the same Division as the combined team, so as to avoid any team an unfair advantage or disadvantage.
10. All teams shall be limited to 15 registered players on their League roster. ASA competitive teams may have up to 20 players on their tournament roster.

ARTICLE XIII MOVING TEAMS

Any team moving up to the next division, recreational to Select, mini-minor to minor, minor to major, major to junior, junior to senior, or senior to olympic, shall meet the following requirements.

1. The team moving up must have the minimum number of players required as stated below. These players must be current members of the team and shall not include any new players such as Coaches Option picks.

MINIMUM NUMBERS OF PLAYERS- 6 FOR ALL AGE DIVISIONS

2. If any player does not wish to stay with a team that is moving up to a new division, said player shall be allowed to either go through the Draft or be assigned to a new team, depending on the division she was in the previous season. The player shall also be available to be selected as a Coaches Option pick.
3. All eligible players on a team making a move, must move up with the team unless the player decides to change teams.
4. Any team moving up to the next league having competed in the Select division shall be moved to the same Select division it competed in the previous year.
5. Team desiring to move up, that competed in the Select division the previous season, shall automatically be allowed to move up to the next Select division.

ARTICLE XIV MANAGERS/COACHES

1. All Board members, managers, coaches and any other adult member involved directly with minor children in the Columbia Basin Girls Softball Association shall undergo a criminal background check, to be conducted by the Washington State Patrol.
2. QUALIFICATIONS - The qualifications of a manager/coach shall be as follows: A manager shall be at least 18 years of age or older, shall have prior coaching experience, if possible, with the

Columbia Basin Girls Softball Association, and shall have prior experience playing or coaching softball or baseball.

3. The responsibilities of a manager/coach shall be as follows:
 - A. Each manager/coach shall be responsible for the selection of the coaching staff to assist in operating the team. Coaches shall be a minimum of at least two years older than the oldest player on the team with the minimum age of 18. Care should be given, by each manager, to obtain coaches that have prior familiarization or experience with softball or baseball. The manager shall be responsible for the action of the coaching staff.
 - B. Each manager/coach shall be responsible to familiarize or instruct his/her coaches and players in the rules and operation of the Association.
 - C. The manager of the team is responsible for directing the team during practices, games and all other functions in which the team is involved. The manager shall be responsible for appropriate behavior of the team in public places, while the team is in uniform or at anytime the team represents the Columbia Basin Girls Softball Association.
 - D. The manager shall model appropriate behavior, be courteous and display a positive attitude towards his or her team, opposing teams (managers and players), officials and spectators.
 - E. He/she shall attend managers/coaches meetings.
 - F. He/she shall attend the try-outs, if applicable, and be responsible for the drafting of players.
 - G. He/she prepares the line-up for all games. The manager/coach has the final say in which player plays, the position a player will play, and how many innings a team member will play (observing the rule that each player must play at least two innings per game).
 - H. He/she shall be responsible for team discipline and safety.
 - I. He/she shall be responsible for all team equipment and uniforms.
 - J. He/she shall develop and promote good sportsmanship and team unity.
 - K. He/she shall be responsible for filling out and signing an equipment sign-out sheet and verifying the equipment.
 - L. He/she shall be responsible for their conduct and shall review and sign a Coaches Rules of Conduct at the beginning of the season to be kept by the Association Secretary.
 - M. **INJURIES - Anytime** a player is pulled from a game due to injury the coach will complete the Player Injury Report and submit it to the Player Representative within 48 hours. The Player Representative will turn this report into the Association President.
 - N. It is the **RESPONSIBILITY OF EACH MANAGER/COACH** to read and understand the Columbia Basin Girls Softball Association By Laws.

4. Managers/coaches shall be assigned to teams under the following guidelines:
 - A. All requests to manage/coach a team in the Association must be approved by the Board before the beginning of each season. Managers/coaches wishing to continue as a teams manager/coach must reapply every season.
 - B. Managers/coaches returning to a division may be reassigned to the team that the manager/coach has the previous year by Board action. Managers/coaches 14 may also be assigned to a different team than the team managed the previous year, by Board action.
 - C. A manager/coach that is new to a division may be assigned to an existing team with six or more returning players, if available, by Board action. If there is an existing competitive division team with five or less returning players and there is a new manager/coach to that division, the new manager/coach shall be given the option of taking the existing team or building a new team through the draft and Coaches Option picks. In the event a manager/coach decides to build another team, the existing team may be dissolved by Board action and the returning players notified in writing by the Player Representative of this action.
 - D. Managers, Coaches or Assistant Coaches shall not be allowed to manage, Coach, or assistant coach more than one team in the league at the same time
5. Managers/coaches penalties:
 - 1st. Written warning (limit of three but at Boards discretion)
 - 2nd. Suspension Length of suspension at Boards discretion

ARTICLE XV EQUIPMENT

To protect the investment of the Association and insure that all equipment shall be returned at the end of the season, the following rules shall apply to all players and managers/coaches.

1. Every piece of equipment that has been issued to a player shall be returned by the team manager/coach following the conclusion of the season play.
2. Players and managers/coaches shall be responsible for the return of such equipment when it is requested by the Association.
3. Managers/coaches must sign out equipment on a form listing all equipment items.
4. Managers/coaches will be charged a fee noted on the equipment sign out form if equipment is not returned when requested.
5. A player or manager/coach who fails to return any equipment or make satisfactory adjustments with the Association may be suspended from further membership.

6. Persons requesting to manage/coach teams will not be approved by the Board if they 15 have failed to return team equipment assigned to them.
7. No alterations or markings will be made to any equipment without approval of the Equipment Coordinator.
8. Equipment to be turned into the Player Rep or Equipment Manager at the completion of the last game.

ARTICLE XVI SCHEDULES

1. Games may be canceled and rescheduled when one or both teams involved are unable to field a team. When a manger/coach knows, at least one (1) week ahead of time, that his/her team will not be able to compete in a game due to lack of players, the managers/coaches will forfeit the game. The game will not be rescheduled through the Parks and Recreation Department. Due to problems of rescheduling the umpires, managers/coaches wishing to reschedule games upon short notice (less than one week) shall be referred to rule #2.
2. If a manager/coach is unable to field a full team at any regularly scheduled game, his/her team shall automatically forfeit the game. An exception to this for all divisions shall be if a team can field eight (8) players and the other team can still field nine (9) players. In this event the game may be legally played and the team with the full compliment of players shall field nine (9) players.
3. When games are canceled upon short notice or, forfeited for reasons other than lack of players, the cost of the umpire may be assessed against one or both of the teams involved. Failure to reimburse the Association for the umpire costs may result in game forfeiture (s).
4. A game will be called a forfeit if a team fails to appear for a game or arrives more than fifteen (15) minutes after the starting time.
5. RAIN OUT POLICY - It is the managers/coaches responsibility of the two teams to decide if the game is to be cancelled.
6. Umpires for the authorized league games of the Association shall be scheduled through the Association.
7. In the event a game is canceled without the proper procedure being followed and the Association is assessed the cost of umpiring services for that canceled game, the Board shall have the authority to collect the umpire cost from the team (s) responsible for canceling the game.
8. In the event that no umpires are available or show up for the game, the managers/coaches shall have the choice of having the game rescheduled or playing the game with a volunteer umpire. If games are officiated by a volunteer umpire, the volunteer umpire must be approved of by both managers/coaches. If both managers/coaches do not concur on the choice of the volunteer umpire and another volunteer umpire is not found, the game shall be rescheduled. If a volunteer umpire

officiates and authorized game and has been trained by the ASA Umpire Association, the Board may elect to pay the volunteer for umpiring services at the standard wage rate paid by the Association for umpires.

ARTICLE XVII PRACTICES

1. All registered Select teams may begin practicing at the end of the regular season. All Recreation teams may start practicing as soon as all Recreation teams are formed in the spring.
2. There should be two adults (age 18 or older) present at all practices and games. In no event shall there be a practice without an adult in charge.
3. No one, other than players, coaches, managers, and chaperons, shall be allowed on the playing field during practices.
4. Managers/Coaches are responsible for all players until players are picked up by a parent or guardian.

ARTICLE XVIII REGULATIONS FOR ASSOCIATION PLAY

1. The assignment of umpires to all Association games shall be done by a person designated by the Board.
2. The Board shall determine the type of pre-season tournament, season play schedule, and tournament/play-off for each age division.
3. The following game regulations shall be official for all leagues:
 - A. The game shall be played according to the rules of the Official ASA Softball rule book and the rules of the Columbia Basin Girls Softball Association. ASA rules shall apply to all divisions except as indicated in the following subsections.
 - B. The official ball shall be one that is sanctioned by the Washington State Softball Association.
 - C. The home team shall be designated as the last number for each game on the official schedule and will occupy the third base dugout.
 - D. Home team is responsible for the official scorekeeper. Scorekeeper should compare score books at the end of each inning.
 - E. Home team is responsible for setting up the field. Field equipment, if needed, will be kept at a designated location and should be picked up prior to each game. It shall be returned after the game by the home team.
 - F. No one, other than players, coaches, managers, chaperons, and umpires, shall be allowed on the playing field during pre-game practice. During games, only players, umpires, managers

and two coaches are allowed on the field.

- G. Base coaches must be uniformed players or registered managers/coaches.
- H. Game starting time will normally be scheduled time with a fifteen (15) minute grace period.
- I. All leagues shall play a seven (7) inning game with a 1 hour and 30 minute time limit. No new innings shall start after 1 hour and 15 minutes.
- J. Five (5) runs shall constitute an inning for Mini-Minor, Minor, Major, and Junior divisions. Time shall begin and end with the umpire's time. An inning in progress shall be completed.
- K. The Select divisions shall play their games according to ASA rules.
- L. There shall be an eight (8) run rule in effect after five complete innings.
- M. All divisions, other than the Select divisions shall be allowed open substitution during League play.
- N. All other team members, except those who are members of the Select divisions shall bat in a pre-established order with everyone in the batting order. Players who show up after a game has started shall be added to the end of the batting order. Injuries or illness constitute justification for dropping a player from the batting rotation pending her ability to continue to play.
- O. Each player shall play a minimum of two innings per game, except for players on Select divisions, unless she has been injured or is ill. If a manager ignores 18 this rule, it shall result in forfeiture of that game. A manager may "bench" a player for disciplinary reasons during a game (the manager must notify the other teams manager when a player is being benched).
- P. Players in all divisions, except Mini-Minors and Minors, may slide. If a base is obstructed, then the base runner must run around or slide to avoid collision. Players shall be called out if they cause a collision. See applicable ASA rules for obstruction.
- Q. Chatter is allowed on the field so long as it is positive and supportive of your team and not derogatory in nature. A catcher is not allowed to chatter once the ball has left the pitchers hand until it passed the batter.
- R. Smoking, alcoholic beverages, narcotics and profanity are strictly prohibited on the playing field at all times.
- S. The winning team is responsible for turning in the score sheet within forty-eight (48) hours. Failure to report the score may result in a forfeit for the winning team.

ARTICLE XIX SPECIAL MINI-MINOR RULES

1. Mini-Minor division will use the Associations pitching machine for the season. The pitching

machine must be placed over the pitching rubber. Only adults (18 years and older) may operate the pitching machine at all times, practices included.

2. Each team will use an adult operator that is associated with the team up to bat. The adult operator will also be the umpire.
 - A. The pitching machine will be set to give a flat (no arch) pitch.
3. Players will be pitched five (5) balls. Batters must hit the ball within the five (5) pitches or the batter will be called out. Three strikes will also constitute and out.
4. Interference by adult pitcher or pitching machine will cause the play to be dead and play will be replayed.
5. NO WALKS and NO STEALING.
6. No more than two bases on an infield hit that has been played on. Only one base on over throw (then ball is ruled dead), not to include home base.
7. Home team is responsible for:
 - A. Setting up the field
 - B. Setting up the pitching machine
 - C. Securing pitching machine in locked storage area after the game
 - D. Occupy the third base dugout
 - E. Arranging umpire (if needed, for both teams)
 - F. Submit final score to concession stand, if necessary.
8. Mini-Minor teams will be allowed to play 10 players, with the tenth player being an outfielder. The pitcher position will be played as a roving infield player and must at all times be out of the pitchers circle. All players on the roster (line up) will be allowed to bat. At the beginning of each pitch, outfielders **must** position themselves on the edge of the outfield grass.
9. ASA rules for re-substitution of players and pitchers shall not apply in Mini-Minor division.
10. ASA Third strike rule - Batters is out after a third strike and may not advance to first base if the ball is missed by the catcher.
11. A pitched ball which hits the batter constitutes an automatic base for the batter. The ball is ruled dead. A pitched ball that bounces then hits the batter is a dead ball and will be replayed.
12. An inning will end after three (3) outs or five (5) runs, whichever comes first.
13. The pitching distance for Mini-Minor division games shall be thirty-five (35) feet. The Bases shall be sixty (60) feet apart.
14. Mini-Minor division manager/coaches must read Article XVIII, Regulations for Association play.

ARTICLE XX
SPECIAL MINOR DIVISION RULES

1. The Minor division will follow ASA rules with live pitching for the entire season.
2. League will provide an umpire.
3. Home team is responsible for:
 - A. Occupying third base dugout
 - B. Submit final score to concession stand, if necessary.
4. Minor division will follow ASA rule closely. Only nine (9) players on defense. All players on the roster (line up) will be allowed to bat. At the beginning of each pitch, outfielders **MUST** position themselves on the edge of the outfield grass.
5. Managers must develop and utilize more than one pitcher. Pitchers **MAY NOT** pitch more than three (3) innings per game.
6. ASA rules for re-substitution of pitchers shall not apply to the Minor division. Technical mechanics must be instructed by the managers/coaches in accordance to ASA rules. Improper mechanics will not cause an illegal pitch. Improper pitching mechanics will be discussed by the coaches with umpire between innings.
7. A pitched ball that hits the batter constitutes an automatic base for the batter. The ball is ruled dead. A pitched ball that bounces then hits the batter is a dead ball and will be replayed.
8. An inning will end after three (3) outs or five (5) runs, whichever comes first.
9. A base runner may leave the base after the ball has left the pitchers hand.
10. The pitching distance for Minor division games shall be thirty-five (35) feet. The bases shall be sixty (60) feet apart.
11. Minor division manager/coach must read Article XVIII, Regulations for Association Play.

ARTICLE XXI
LEAGUE STANDING (WHEN IMPLEMENTED BY THE BOARD)

1. The Trophy Coordinator will be in charge of keeping the official Win-Loss records of all teams in their division. The Trophy Coordinator will report the Win-Loss records to the Board at the end of the playing season and the Records will become permanently recorded in the Association minutes.
2. In case of a tie in standings, head to head competition will be used as the tie-breaker to determine a teams place in their division for purposes of League standings, play off position, and drafting for the next season.

3. The Association will present trophies to each age division regardless of the number of teams in each division. Recreational teams will have trophies presented separate of those presented to competitive teams. Each season's trophy distribution will be discussed and voted upon for approval at the discretion of the Association Board.
4. When Win-Loss records are not kept and standings are not implemented by the Board, all team sponsors will receive a plaque presented by the Association to insure good relations and appreciation.
5. The Trophy Coordinator is responsible for all purchases of Trophies for League Play.
 - A. The cost of trophies will be approved by the board.

ARTICLE XXII PROTEST

1. Appeals/protests shall be done before the next pitch.
2. If a game is being protested it must be so stated at the time of the dispute and noted in the official score book, by the official scorekeeper, before play is resumed. All protests are to be given to the appropriate Player Representative in writing within 24 hours. This protest will then be presented to the Executive Board and the decision of the Board will be final.
3. Appeals on any matter must be made in writing and given to a member of the Executive Committee. A minimum of three (3) Executive Committee Officers will review the appeal and come to a decision. Their decision is final.

ARTICLE XXIII GRIEVANCES AND APPEALS

1. Grievances - A player and or her parent or guardian may grieve matters involving Player-Coach or Player-Manager relations, except as indicated below:
 - A. The matters not grieve able are the position the player is assigned to play, the number of innings played unless the player is not playing two innings per game (in the appropriate division of play), and the specific innings being played.
 - B. The grievances shall be made in writing explaining the problem and persons involved.
 - C. The grievance shall be given to the Player Representative responsible for that age division, who in turn shall notify the President and the Board. The written statement shall be given to the President.
 - D. The Player Representative shall investigate the matter with all persons involved and mediate the situation.
 - E. The Player Representative shall make a written statement for presentation at the next Board

meeting detailing the situation, the findings from the investigation that results of mediation efforts.

- F. If mediation efforts are unsuccessful, the persons involved shall be invited to the next Board meeting, when the Board will be reviewing the situation.
- G. If matter has not been resolved; the Board shall review the matter and take appropriate action, which can include any action.
- H. If any of the persons involved are not satisfied with the Boards decision, they may proceed with and Appeal.
- I. Once a Grievance or Appeal has reached a conclusion, all written materials shall be turned over to the Secretary to be held in the permanent record.

3. APPEALS - A member of the Association may appeal, during the playing year, any decision (except Protest decisions) made by the Board, to the Appeals/Grievance Committee. The procedure will be as follows:

- A. The Appeal shall be presented in writing to the President. The Appeal shall detail the original situation presented before the Board, the Boards decision, and the reasons that the Boards decision would adversely affect the members well being or ability to participate in activities of the Columbia Basin Girls Softball Association. The President shall schedule the appeal committee to convene within ten (10) days.
- B. The President shall, with the concurrence of the Board, prepare a written statement detailing the situation before the Board, the Association rules involved, the options available to the Board and possible consequences of each option, the decision made by the Board and the intent behind the decision. This statement shall be prepared within four (4) days of receipt of the Appeal.
- C. The President shall present both written statements to the Appeal/Grievance Committee within seven (7) days of receipt of the Appeal.
- D. The Appeal Committee shall meet within three (3) days of receipt of the Appeal statements. The President, Player Representative, Secretary along with the Appellant(s) shall be present but non-participants, except as information are needed by the Committee. The Appeal Committee shall review the decision and, if overturned, make appropriate recommendations for corrective action. The Appeal/Grievance findings, with justification for them, for presentation at the next Board meeting. The President, Secretary, and Player Representative shall take immediate steps to take corrective action, if directed by the committee, and shall be corrected within four (4) days.
- E. The decision for the Appeal/Grievance Committee shall be final and binding.

ARTICLE XXIV DISCIPLINE

To the purpose that discipline recognized and creates responsible behavior in and of a player toward teammates, team management, other teams and the Association, the following guidelines and rules have been established.

1. Player Responsibilities

- A. A player shall be expected to respect the rights and feelings of other Association members.
 - B. A player shall be expected to participate in all the practices, games and activities of the team which she is assigned to play.
 - C. A player shall be expected to positive and supportive of her team as a whole and of the individual members, coaches, and the manager.
 - D. A player shall be expected to display good sportsmanship.
 - E. A player shall be expected to participate at a level of desire and commitment that coincides with the division of play in which she has chosen to participate.
 - F. A player shall be expected to maintain in good clean condition all uniform pieces and equipment belonging to the Association which has been loaned to her.
2. If a player misses three (3) consecutive practices and/or games without good reason, she may be dismissed from the Association. The manager/coach of the team of which the player is a member, must contact the player in writing. If there is no response from the player, she may be dismissed.
3. Players can be benched for a game(s) or removed from team or league for disciplinary reasons. The following behavior shall be considered unacceptable:
- A. Any violation of the above rules or Player Code of Conduct
 - B. Fighting or assault actions at or with another player.
 - C. Unruly disruptive criticism or arguments.
 - D. Disrespectful words or actions toward a teammate, coach. Umpire or member of another team.
4. When manager benches a player for disciplinary reasons, the manager shall complete a written statement about the incident and give it to his/her Player Representative within three (3) days. The written statement shall contain the benched players name, address and phone number, the Player Representative shall give the statement to the President.
5. A player may be disciplined by a manager/coach or the Association for playing as a member of another team without prior approval from her manager/coach. The disciplinary action shall not be for more than two games or one (1) week, whichever is less, for each offense. The disciplinary action, if taken, shall occur immediately after the discovery of the offense. Players that have been

benched on more than two separate occasions during games, for violations of rule #4 of the Article, may be brought before the Board, with their parent or guardian, for review of the situation and possible corrective action. This action may include suspension from the Association.

6. Smoking, alcoholic beverages, narcotics, and profane language by players, coaches, managers, or other members and/or parents of the Association are strictly prohibited on the playing field or the practice field. Any violation is subject to disciplinary action by the Board.
7. The President shall have the authority to call before the Board any League Representative, player or other personnel, including Board members, whose conduct is considered detrimental to the best interest of the Association. The purpose shall be for correcting, reprimanding or excluding said person or persons from participation in the Association activities. If such action, after investigation by the Board, becomes necessary, said person shall have the right to review and Appeal on any action taken by the Board.

ARTICLE XXV SPONSORS

Sponsors are an important part of the operation of the Columbia Basin Girls Softball Association by providing monetary and community support for the Association. The Association encourages its members to show their support to the sponsors. Sponsors shall be obtained by the Sponsor Coordinator using the following criteria:

1. They shall be responsible members of the community engaged in legal activities.
2. They shall provide good and/or services, in which any member may reasonably be able to participate, attend or enter.
3. The sponsor's name, logo or emblem shall not contain any references, directly or indirectly, to alcoholic beverages or cigarettes, or lewd, obscene or profane words, acronyms or pictures.
4. Groups or individuals that wish to sponsor a team as a self sponsorship or as a parent sponsoring a team shall follow the above guidelines.
5. All sponsorships shall be reviewed and approved by the Board. The Board shall have the authority to accept, assign, change, cancel or deny a sponsorship at any time. Sponsorships that are canceled or denied before season play shall have the sponsor donation returned, if it has been paid to the Association.

ARTICLE XXVI UMPIRES

In the event that no umpires are available or show up for a game, the managers shall have the choice of having the game rescheduled or playing the game with a volunteer umpire. If a game is officiated by a volunteer umpire, it must be an official game.

ARTICLE XXVII

These By-laws shall become effective upon approval by a two-thirds majority vote of the Board of the Columbia Basin Girls Softball Association.

Revisions and Amendments submitted by The Columbia Basin Girls Softball Association on January 6, 2009.

Date of Board Approval _____

President _____ Scott Allsbrook

Vice President _____ Frank Gonzales

Secretary _____ Lori Radach

Treasurer _____ Julee Mathews

Data Base Coordinator _____ Marianne Rumbolz

Equipment Coordinator _____ Nino Rocha

Fundraising Coordinator _____ Terry Sell

Assistant Fundraiser _____ Lydia Deleon

Public Relations Coordinator _____ Melyssa Harwood

Player Representatives:

Mini-Minor 8 & Under _____ Nino Rocha

Minor 10 & Under _____ Willie Holmes

Major 12 & Under _____ Lyle Stoltman

Ephrata Rep _____

Quincy Rep _____ Frank Gonzales