

CHANDLER GIRLS SOFTBALL
POLICY MANUAL

TABLE OF CONTENTS

ARTICLE 1 - CREED.....	1
ARTICLE 2 - PREAMBLE	1
ARTICLE 3 - POLICY MANUAL.....	1
3.1 Introduction.....	1
3.2 Description and Purpose.....	1
3.3 Mission Statement	2
ARTICLE 4 - THE BOARD OF DIRECTORS	2
4.1 Purpose.....	2
4.2 Membership	2
4.3 Requirements	2
4.4 Annual Elections	2
4.5 League Officers	2
4.6 Attendance.....	2
4.7 Dismissal.....	3
4.8 Meetings.....	3
4.9 Quorum.....	3
4.10 Duties and Responsibilities.....	3
4.11 President.....	3
4.12 Vice President.....	3
4.13 Secretary	4
4.14 Treasurer.....	4
4.15 Sponsor Chairperson	4
4.16 Picture Chairperson	4

4.17 Equipment Chairperson.....	4
4.18 Uniform Chairperson.....	4
4.19 Vendor Relationships Chairperson	5
4.20 Schedule Chairperson.....	5
4.21 Awards Chairperson	5
4.22 Division Chairpersons	5
4.23 T-Ball Chairperson.....	5
4.24 Volunteer Chairperson.....	5
4.25 Player/Agent Chairperson.....	5
4.26 Database Chairperson.....	5
4.27 Website Chairperson.....	6
4.28 League Auditor.....	6
4.29 Advisory Board.....	6
4.32 Subcommittees.....	6
4.33 Field Supervisors.....	6
ARTICLE 5 - BOARD POLICIES	7
5.1 Decisions	7
5.2 Background Checks.....	7
5.3 Coaches Selection, Review and Evaluation.....	7
5.4 Coaches Under 21.....	7
5.5 Drugs, Tobacco Products or Alcohol	7
5.6 Complaints	7
5.7 Divisions.....	8
5.8 Insurance.....	8
5.9 Late Registrations	8

5.10 Pictures.....	8
5.11 Player Transfers.....	8
5.12 Program Evaluations.....	8
5.13 Refunds.....	8
5.14 Registration.....	8
5.15 Season Guidelines.....	9
5.16 Sponsors.....	9
5.17 Team Selection.....	9
5.18 Waiting Lists.....	9

CHANDLER GIRLS SOFTBALL POLICY MANUAL

ARTICLE 1 - CREED

Board members, coaches and officials of Chandler Girls Softball (“CGS”) will help all players understand the game of softball, respect the rules of the game, and display good sportsmanship at all times.

ARTICLE 2 - PREAMBLE

This Policy Manual (“Manual”) may in no way supersede the CGS Bylaws. Unless otherwise specified, the Manual is to operate in conjunction with the Amateur Softball Association’s (“ASA”) Rules and Procedures.

ARTICLE 3 - POLICY MANUAL

3.1 Introduction. This Manual is intended to inform and guide those involved in the CGS program. The manual contains the policies and procedures adopted by the Board of Directors (the “Board”) and used in the operation and administration of the CGS program. Unless otherwise indicated, revisions may only be made by a majority vote of the Board. The Board will review the Manual annually. CGS is an Arizona Section 501(c)(3) non-profit corporation organized for charitable and educational purposes. The purpose of CGS is to provide a recreational and family-oriented community softball program. In accomplishing this purpose, the Board shall:

- Assist the City of Chandler in providing an opportunity for players between the ages of 5 and 18 to participate in a community recreational softball program;
- Set its fees as low as possible;
- Maintain a balanced budget;
- Take the necessary steps to ensure the safety of players participating in the program;
- Provide scholarships for players with financial need;
- Provide training for its coaches;
- Operate the league in a fiscally responsible manner;
- Provide liability protection to its coaches and volunteers;
- Encourage a spirit of volunteerism among parents and players;
- Provide a proper and safe sports environment.

3.2 Description and Purpose. A skill-building players’ clinic is held prior to the beginning of the season (time permitting). The clinic offers both an introduction to softball and a means for experienced players to fine-tune their skills. Parents and coaches are encouraged to participate in the facilitation of the

clinic. Coach clinics are held prior to the beginning of the season and are mandatory for all coaches and/or team representatives. The CGS Recreational League (the "League") is the main community program. After all players are registered, teams are formed based on age.

3.3 Mission Statement. Chandler Girls' mission statement is to provide Chandler and its neighboring communities a positive and safe environment for girls ages 5-18 years of age an equal opportunity to play softball; to honor the game by encouraging good sportsmanship, teamwork, and physical well-being, while developing the fundamental skills of softball; and, to ensure that all players are treated as valued team members while building lasting relationships and having fun!

ARTICLE 4

THE BOARD OF DIRECTORS

4.1 Purpose. The Board coordinates, oversees and sets policies and rules for the operation of CGS.

4.2 Membership. A person must be 18 years of age, a coach, umpire, scorekeeper, parent or interested person to be eligible to serve as a regular member of the Board. Prior to becoming a regular board member, a prospective board member will need to successfully complete a trial period in which they participate in all board activities (excluding participating in board votes). After serving one season as a prospective board member, the board will vote whether or not to confirm each prospective board member (based on their level of participation in the previous season). Board members will receive one free registration per season. The Board reserves the right to "fast track" a provisional board member to a full board member prior to the end of the "provisional" status. The board may do this by passing a motion unanimously.

4.3 Requirements. Board members are required to (1) attend at least 50% of the board meetings per term year, notifying the President or Secretary when unable to attend; (2) be a contributing member to the organization; (3) be familiar with the By-Laws, ASA Playing Rules and the rules and procedures of this Manual; (4) conduct the drawing of the teams in a honest and fair manner; and (5) determine and enforce league policies and rules.

4.4 Annual Elections. Prior to the last league meeting of the season, Division Chairpersons shall prepare a list of all persons interested and qualified to serve on the Board.

4.5 League Officers. Elections of league officers are held at the last meeting of the Spring season. Officers serve a one-year term, beginning the term at the September transition meeting. A person must be an active participating member of the Board for at least two years to serve on the Executive Board. If two or more board members are of the same family or household only one may serve as an elected officer.

4.6 Attendance. Board members are expected to attend all meetings and assist in the decision-making process. Unexcused absences from three meetings per term year may be cause for dismissal.

4.7 Dismissal. Board members may be removed from office by a majority vote of the Board. The board member in question must be notified in advance of the agenda item and shall have the opportunity to address the board at that meeting or, if unable to attend, may request that the action be proposed until their next meeting.

4.8 Meetings. Throughout the season, the Secretary shall schedule meetings the approval of the President. The President will conduct regular meetings to assure that priorities are addressed and the League is properly administered. The President shall determine priority and prepare the meeting agendas. Board members may submit agenda items to the Secretary who will coordinate the agenda with the President; however, the agenda items must be submitted in writing one week prior to the meeting. Conduct of the meeting shall be patterned after "Robert's Rules of Order," unless otherwise specified herein. Meetings are open to the public. Under certain circumstances (such as the discussion of sanctions), the President may close the meeting to the public. During the season, board meetings shall be scheduled on a regular basis. No meetings shall be held without prior twenty-four hour notice to all board members. League organizational meetings are scheduled to explain the purpose of the league, disseminate and review league rules, distribute team shirts, equipment, schedules and information concerning the season.

4.9 Quorum. Unless otherwise specified in this manual, a quorum shall be met whenever a majority of the Board members are present (including at least one elected board officer).

4.10 Duties and Responsibilities. All officers, board members and chairpersons are authorized to vote. The following officers and chairpersons are elected each season: President, Vice President, Secretary and Treasurer. The President shall appoint the following Chairpersons: Publicity, Sponsor, Picture, Equipment, Uniform, Awards, Divisions, Concessions, Player/Agent and Database.

4.11 President. The overall responsibility of the President is the operation and administration of the CGS program. The President shall preside at all meetings; approve all expenditures; be the custodian of the Corporation Book; select board members to fulfill designated chairpersonships; audit the Treasurer's Books; be an ex-officio member of all Boards; act as a liaison between the League and Chandler Community Service Department; represent the Board at the Chandler Youth Association meetings; replenish League stationery and envelopes; serve as the umpire liaison; schedule and coordinate the League clinics; set registration and meeting dates, and secure the necessary facilities for the following season, and be an authorized signer on all checks in excess of \$1,000.

4.12 Vice President. The responsibility of the Vice-President is to assist the President in any matters delegated and substitute for the President whenever needed. The Vice President shall ensure that all meetings are run in an orderly manner and that all rules and regulations as set forth in this Manual are adhered to at all times. The Vice-President shall assist the President with official duties as requested; perform, in the President's absence, all duties that pertain to the office; oversee the Division Chairpersons; together with the President, act as the liaison between the League and the Chandler Community Service Department and the Chandler Youth Sports Association; and meet with Board members that have three unexcused absences from meetings regarding their commitment to CGS.

4.13 Secretary. The primary purpose of the Secretary is to schedule regular board meetings and to record all official board activity. It is important to record attendance, decisions made, future required action items, who is responsible for the action item and when the item is due. The Secretary shall record and transcribe the minutes of all meetings; prepare and copy the minutes; distribute the copies of the previous meeting minutes at or before the next meeting for review and approval; notify members of unscheduled meetings; maintain the official record book; and assist in the drafting and mailing of official correspondence from the Board (all official correspondence must be on official CGS letterhead stationery).

4.14 Treasurer. The primary responsibility of the Treasurer is to deposit all monies and disburse monies in accordance with CGS requirements. The Treasurer shall receive revenues and record in a cash receipt ledger; maintain separate categories, coinciding to the budget line items, to identify each source of revenue and payment of monies; prepare and manage the operating budget; handle all monies and submit deposits to the League's account; present and provide monthly totals and annual totals to the Board; forward all invoices to the Board President for approval of payment; submit a written financial report at each board meeting; submit a written calendar year-end financial report; audit the books, along with the incoming Treasurer and President; and prepare and file all documents necessary to obtain and keep current ASA Liability Insurance and ASA team registration, income taxes, and non-profit corporate status.

4.15 Sponsor Chairperson. The Sponsor Chairperson shall coordinate the mailing of sponsor letters and forms to previous season sponsors and prospective sponsors; collect sponsor fees; obtain correct name for printing on team shirts and plaques; send thank you letters, receipts (including the CGS Tax ID number) and team schedules to sponsors; invite, in writing, all sponsors to the award ceremonies; and report to the Board at each meeting regarding the status of sponsorships. Deliver team plaques to sponsors within a reasonable amount of time

4.16 Picture Chairperson. The Picture Chairperson shall coordinate the taking of team pictures; supply in writing each coach with the date, time, and place of pictures; be present while pictures are taken; deliver picture packets to coaches; arrange for board pictures to be taken; arrange for sponsor plaques including the engraved sponsor name and inscription; and adhere place numbers on sponsor picture plaques (league standings only).

4.17 Equipment Chairperson. The Equipment Chairperson shall purchase, repair and coordinate the storage of the League equipment; solicit at least three bids when purchasing new equipment; sign in and out equipment to coaches; submit a written equipment inventory to the Board at the transition meeting; and stock the first aid box.

4.18 Uniform Chairperson. The Uniform Chairperson shall order board shirts and jackets and team shirts for the League; submit sponsor names, shirt sizes and desired colors for team shirt printing; coordinate the delivery of the team shirts by the start of the season; order extra shirts for teams with openings; order two additional shirts for assistant coaches (unless otherwise stated) for all divisions; secure a color chart and a sample shirt with logo from new vendors.

4.19 Vendor Relationship Chairperson. The Vendor Relationship Chairperson shall solicit at least three bids from all current or prospective vendors interested in doing business with CGSL on a bi-annual basis.

4.20 Schedule Chairperson. The Schedule Chairperson shall schedule all games for each playing division; rotate playing times, generate schedules for Coaches, Players, Board and Sponsors; schedule no games on meeting nights, holidays, and official Chandler school district functions.

4.21 Awards Chairperson. The Awards Chairperson shall, at the request of the board, bring samples of trophies and/or plaques to be awarded. The Awards Chairperson shall ensure that trophies and/or plaques are ready to be distributed to players in advance of any elimination games.

4.22 Division Chairpersons. Division Chairpersons are board members selected by the President to oversee a specific division. Division Chairpersons may not be appointed to a division if the chairperson will be coaching a team or have a player in the assigned division. The President may assign two Division Chairpersons when the number in a division exceeds ten teams. Division Chairpersons shall oversee the assigned division coaches, inform the Board of any serious division issues, provide recommendations for resolving those issues, and provide division coaches all correspondence pertaining to the League and/or division functions.

4.23 T-Ball Chairperson. In addition to regular Division Chairperson duties, the T-Ball Division Chairperson shall coordinate the Graduation T-Ball Game. The T-Ball Chairperson shall designate the T-Ball Graduation coaches; divide all the seven-year old T-Ball players into equal teams (coaches of the graduation games keep their own players); provide a list of graduating players to the graduation coaches (including player name, phone, shirt size and regular season team); order graduation player and coach shirts at least three weeks prior to the scheduled graduation game. Shirts shall be printed with a logo and the words "T-Ball Graduate" and the current year; ensure that all eligible players receive a shirt; and deliver shirts to graduation coaches no later than the last regularly scheduled game.

4.24 Volunteer Chairperson: This position would be responsible for collecting and maintaining a list of both junior volunteers in need of community service hours and adults who are willing to help without making the commitment of a full Board member. The chairperson will send out regular emails to the community to solicit help for various activities and they will send out an email to our database to ask for adult volunteers and kids who may need community service hours.

4.25 Player/Agent Chairperson. The Player/Agent Chairperson shall maintain registration with respect to adds, drops, transfers and replacements; monitor the League's database of players, coaches and sponsors; confirm with players' parents and/or guardians before dropping players from teams; update the Board on a regular basis concerning adds, drops and transfers for each team roster; forward late registrations to the Database Chairperson; and monitor the waiting lists for possible team placements.

4.26 Database Chairperson. The Database Chairperson shall update the League's database mailing list for all players; maintain and record all registrant, team and sponsor information; generate team statistics and team rosters for the computer draw; maintain and provide a report to the Player/Agent of

all adds, drops, transfers and waiting list status throughout the season; and prepare team rosters, labels and other data or reports requested by the President or League Chairpersons.

4.27 Website Chairperson. The Website Chairperson shall provide a means of communication for the Chandler Girls Softball League through the use of the Internet; maintain the site by providing the most recent and updated information available to the league; and be responsible for all updates for the Chandler Girls Softball League website within the approval of the Board.

4.28 League Auditor. The League Auditor shall ensure that (1) all coaches have submitted a CGS background check and been approved prior to participating officially within the league. Assistant coaches are required to submit a background check if there is a possibility that they will be conducting team activities without the head coach present; (2) all players participating in the league are registered players. The League Auditor shall also keep current the League's background check information; coordinate the background checks and utilize the applicable resources to check the backgrounds of the coaches within the League. The League Auditor shall generate and maintain a current list of all approved League coaches and assistant coaches, will conduct random game audits during the seasons, and may, from time to time, visit practices. The League Auditor will have the authority to remove any unauthorized coach or player from the field of play. The League Auditor shall also coordinate with the Database Chairperson to ensure that current team rosters are available.

4.29 Advisory Board. An Advisory Board shall consist of past board members. The current Board determines specific duties of an Advisory Board.

4.30 Subcommittees. The Board may assign additional subcommittees as appropriate. Examples of subcommittees include: background checks, fundraising, budget, rules and discipline.

4.31 Field Supervisors. The President or designee assigns Field Supervisors and Lead Field Supervisors to the playing fields for every regular season game. There should be a minimum of two Field Supervisors at the playing fields during league play. All board members must serve as Field Supervisors on a regular basis during the league season, unless otherwise indicated by the President. If a Field Supervisor cannot perform his or her scheduled field duty, it is the assigned Field Supervisor's responsibility to 1) coordinate and confirm a replacement Field Supervisor on the assigned field duty day, and 2) notify the board so they are aware of the change. Field Supervisors clarify rules but do not override the decisions of umpires. Additional board members on the field and not on field supervision duty are to refer all league questions to the Field Supervisors on duty. Board members have no authority to change or alter rules for any reason during league play while on the field as a board member, coach, parent, interested person and/or Field Supervisor.

When on field duty, Field Supervisors shall:

1. Enforce and adhere to all league rules as specified in this Manual.
2. Starting Field Supervisors must be at the field at least 30 minutes prior to the start of the first game;
3. Wear board member shirts;

4. Distribute and collect balls, scoreboards, timers and game cards and lineups;
5. Ensure that home team coaches pick up bases and mats at the end of the last game on the fields;
6. Return balls, timers, scoreboards, bases and mats to the shed area after the last game;
7. Assist with league rule clarifications;
8. Record win/loss as well as pitchers and catchers (for 10U, 12U, 14U, and 18U divisions) for each game in the field book (T-Ball does not get recorded);
9. Record any disciplinary actions on the required form; and
10. In the event of injuries or incidents, ensure that responsible persons complete the Accident/Incident Report. In serious injuries, forward the original and a copy of the Accident/Incident report to the City as soon as possible. In the event of a minor injury or incident, forward the original report to the Division Chairperson. An incident report is any problem on the field not related to injury.

ARTICLE 5

BOARD POLICIES

5.1 Decisions. All Board decisions shall be in writing.

5.2 Background Checks. All head coaches (or assistant coaches who will be leading team activities) and board members are required to complete a background check by an independent third party vendor. Board members, coaches or assistant coaches refusing to sign CGS' Background Check Form are automatically denied a coaching or board member position within the League. CGS will stand behind the findings and decisions of the third party vendor. Any appeals shall be directed to the third party vendor. The choice of the vendor is at the discretion of the board.

5.3 Coaches Selection, Review and Evaluation. In the event the number of coaches exceeds the number of teams determined within a division, the preceding season's coaches in good standing are selected first. Coaches and assistant coaches are reviewed, evaluated and selected each year based on meeting and training session attendance, sportsmanship and attitude toward players, relationships with other coaches and umpires, and written complaints. Thank you letters including an explanation of the coach selection process are sent to coaches who are denied coaching positions due to the selection process. A person may not coach more than one team unless approved by the Board.

5.4 Coaches Under 21. The Board must approve coaches and assistant coaches under the age of 21 and applicable release papers must be signed.

5.5 Drugs, Tobacco Products or Alcohol. Coaches, assistant coaches, scorekeepers, parents and board members shall not use drugs, tobacco products or alcohol at any time during practices or games.

5.6 Complaints. Complaints must be submitted to the Board in written form. Upon receipt of a complaint, the board will summarize the complaint and leave names out when contacting the accused.

The Board will reach out to the accused in order to obtain their side of the story. The accused will have 48 hours to respond. In some cases, appearances may be requested before the Board. The Board shall investigate all complaints and provide a written response to all interested parties. Complaints found to be valid by the Board are handled in accordance with the rules and policies outlined in this Manual. Upon completion of the investigation, the division chair will make a recommendation to the board and then the board will decide on the appropriate action to take. Board members and umpires are considered officials of the league and will be able to take appropriate action at the time of an incident.

5.7 Divisions. Division placement is determined by age as of January 1 of the current season. Division age requirements are: T-Ball, 8u Coach Pitch, Fast Pitch: 10u, 12u, 14u, and 18u. Players may play up but may not play down, except as otherwise determined by the Board.

5.8 Insurance. Officer, director, team insurance and other relevant insurance is kept current by the Board.

5.9 Late Registrations. Late registrants are not guaranteed placement on a team. When all team rosters are full within a division, a waiting list is formed in order of the date the registration is received. Players are placed on respective teams as openings occur within the applicable divisions. If a player on a waiting list declines or refuses the first available opening, the player is placed at the bottom of the waiting list. Registrations for all divisions will close at mid-season.

5.10 Pictures. Team and individual pictures are included in the player registration fee and are scheduled as early in the season as possible. Board member pictures are also taken on this day.

5.11 Player Transfers. Player requests for transfers within the same division must be submitted in writing to the Board stating the reason for the change and are addressed at the next scheduled board meeting. In the event that a transfer is granted, player will be placed on a waiting list for the next available spot. Players requesting transfers between divisions are placed on the waiting list for the transferring division above any waiting list registrants that have not previously participated in the League. Players requesting a division transfer who drop from a team prior to team availability will be placed at the bottom of the transferring division waiting list.

5.12 Program Evaluations. Program evaluations are available on the League's website and distributed to all coaches and players at the end of the playing season.

5.13 Refunds. Requests for refunds must be in writing stating the reason for the refund. A full refund will be given up until the coach's meeting. If a request is submitted after the coach's meeting but before opening day, a refund will be processed minus a \$15 administrative fee. After opening day, a refund is dependent on board approval; however, a \$15 administrative fee will still be charged. Refunds will be processed twice during the playing season. 30 days prior to opening day and on opening day weekend.

5.14 Registration. At the beginning of each season, registration flyers are mailed to the past two years' previous season players. On-line registration from the website will also be available during the registration time period. Coaches may combine for the purpose of coaching a team if no more than four

players are involved and if all players register together at walk-in registration. The group of four players can contain no more than a total of 2 players that are designated as a pitcher or catcher. (Max per group = 1 pitcher & 1 catcher, or 2 – pitchers, or 2 – catchers.) The Board must verify all four-player requests (including coach combination requests) each season. A sponsor may place a fifth player onto a team they are sponsoring; however, that fifth player may not be a pitcher or a catcher. Sisters are placed on the same team only if signed up together and in the same age division. Coaches may not solicit players. Players requesting scholarships must complete the Scholarship Form prior to receiving the scholarship. Copies of birth Certificates for first-time players, Chandler resident utility bills and/or Chandler School report cards are required at registration each season. Teams must be made up of 75% per team Chandler residents and 90% per league Chandler residents. In accordance with City of Chandler guidelines, there are no registration guarantees for non-Chandler residents. Non-Chandler residents will be filled on a first come first serve basis. Fast Pitch catchers and pitchers are asked to attend a pitcher/catchers evaluation. Players may not register for more than one age eligible division unless request is submitted to the Board of Directors in writing and approved. No accommodations will be made by the league for scheduling conflicts.

5.15 Regular Season Guidelines. The League season begins in early March or April and continues until the end of June. The fall season begins in September/October and ends in November/December. Regular season games do not count toward seeding for the tournament. Only pool games will determine placements within the bracket.

Awards. Individual Trophies will be awarded to T-Ball Players as the teams end their 10 game season. Individual awards will be awarded to all players upon completion of the Single Elimination Tournament. Exception: 1st and 2nd Place individual trophies will be awarded in lieu of medals for each bracket.

Pool Play: 3 Pool Games (Random Draw)

Teams will be seeded 1-# of teams based on the results of the pool games for the Single Elimination Tournament. Tournament games will be seeded based on:

1. **Winning percentage**
2. **Wins**
3. **Average Runs Against**
4. **Average Runs For**

Pool Play Rules:

- CGS Standard Rules apply (including substitution policy and 5-Run Ahead).

- Home team is the first team listed on the pool schedule.
- Home team occupies 3B dugout, unless dugout occupied by team that had previously played on the field.
- Games may end in a tie.
- Pool game standings will not be posted on the website until the conclusion of pool play. This is to prevent teams from manipulating wins, losses, runs for and against to place them or another team at a certain point in the bracket.
- If a team has four pool play games, only the first three games will count towards playoff seeding.

Single Elimination Tournament. Every division (except for T-Ball) will be seeded by pool play results into a Single Elimination Tournament. The top two teams in 10U, 12U and senior fast pitch will move into a double elimination bracket.

Single Elimination Rules:

CGS Standard Rules Apply (including substitution policy and 5-Run Ahead).

- Teams will flip for home team 15 minutes prior to the game at the Board Member's table or on the field after the previous game has concluded.
- The top two teams that have moved into double elimination play will flip for the first game. The team that was designated as home team for the first game will be visitor the second game. If a third game has to be played, a coin toss will determine home for that game.
- Home team occupies 3B dugout, unless dugout occupied by team that had previously played on the field.

5.16 Sponsors. Letters and sponsorship forms are sent to past and potential sponsors during the registration process. Sponsors are allowed to place a player on an age appropriate team with the exception of a pitcher or catcher. A sponsor placed player CANNOT be designated as either a pitcher or catcher

5.17 Team Selection. Players are placed on teams by computer draw. Teams are randomly drawn on teams.

5.18 Waiting Lists. See Late Registrations, Section 5.9.