

Lutz Softball, Inc.

Constitution and Bylaws

Adopted December 13, 1999
Amended September 10, 2007
Amended January 5, 2015
Amended February 1, 2016
Amended September 6, 2016
Amended February 6, 2017

Introduction and Explanation

Lutz Softball, Inc. (hereafter referred to as Lutz Softball) is a Florida non-profit corporation that was created at the direction of Hillsborough County Parks and Recreation Department.

Accordingly, the Lutz Softball at a general meeting on February 6, 2017, have adopted the revised Constitution and Bylaws.

Article I: Objectives

A. The objectives of the Lutz Softball shall be to teach the fundamentals of the sport of softball while fostering the ideals of good sportsmanship and teamwork. This includes encouraging girls to work hard and perform their individual best while providing an opportunity for increasing the girls' self-esteem and confidence. Secondary objectives are to encourage friendships among the players, to build a sense of community among the families, and to provide a fun and healthy activity for girls.

B. These objectives will be achieved by providing supervised competitive sports. The leadership shall bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary, and the molding of future women is of prime importance. These objectives can only be met by the examples set by all coaches, managers, and parents.

Article II: General League Membership

A. Membership. General membership shall consist of either parents, or legal guardian of each registered player, and will be open to other adults subject to paying a registration fee. Each member will be entitled to one vote on any and all matters put before the general meeting.

B. Member Voting. No person shall be allowed a vote at any meeting unless he or she is a registered member, that is, a parent/guardian of a registered player or an otherwise registered adult in attendance of the meeting. Membership will be from July 1-June 30.

C. Duties. Members shall perform any and all reasonable tasks as are necessary to maintain the standards of the League. Refer to Exhibit 1: Parents Code of Conduct

- D. Registration Fee. No person shall hold office, manage or coach a team, or be a member of the Board of Directors who is not a member. Membership may be obtained by paying a \$10.00 registration fee or by having a registered daughter. Membership will be from July 1st – June 30th.
- E. Fiscal Year. The fiscal year of Lutz Softball shall begin on July 1st and end on the June 30th of each calendar year. The President of Lutz Softball and Executive Board members shall assume all responsibility of those offices on July 1st following election.
- F. Elections. The final general meeting shall be scheduled two weeks prior to elections and will serve as the introduction of candidates and nominations from the floor. Elections will be held, usually in April or May. Nominations will be taken from the floor during the prior meeting as well as from the Nominating Committee. Elected officers will begin to fill committee chairmanships for the next year and new leadership officially takes over on July 1st to commence planning for the following year.
- G. Special Meetings. Special meetings of the Board of Directors or of the General Membership may be called at any time by the President, or upon request of any five (5) members of the Board of Directors. Notice of such special meetings should be given at least two (2) days prior to such meetings.
- H. Conduct of Meetings. Conduct of meetings shall be according to Roberts Rules of Order to the extent they are not in conflict with this Constitution and Bylaws.
- I. Meeting Minutes. The minutes of each meeting shall be made available on the league website within seven (7) days after being approved by the Executive Board or from the Secretary upon request. Included with the minutes must be a sign-in sheet listing the attendants of the meeting.
- J. League Divisions. The League shall be divided into divisions based on registrations. Refer to Attachment 1 and Attachment 2 for division information. Each player must furnish a copy of her birth certificate at the time of registration. There shall be an open draft yearly in all divisions.
- K. General Meeting. There will be a general meeting following registration, prior to season opening. This meeting is to be scheduled by the President.
- L. Calendar of Events. A Calendar of Events for the season will be printed and posted and made available prior to the beginning of season practices.

Article III: League Organization

- A. Board of Directors. The Board of Directors shall consist of: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Player Agents, Managers, Coaches, Registered assistant coaches, and all Other Positions listed in these By Laws. All committee chairpersons who are not Coaches or Managers will be voting members of the Board of Directors. The Board of Directors will adopt policies and make decisions regarding the operations of the League, subject to these Bylaws. Non-elected Board of Directors' terms shall be for a twelve (12) month period from tryouts to tryouts.
- B. Board of Directors' Vacancies. Vacancies of elected Directors shall be filled by a majority vote of the Board of Directors. Those elected are: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. The elected officers shall together be considered the "Executive Board". The Executive Board shall be

responsible for the operation of the League, pursuant to policies and decisions adopted by the Board of Directors.

C. Executive Board Meetings. Regular meetings of the Executive Board shall be held prior to the general regular membership meetings. There will be a Board of Directors meeting every month beginning in August. There will be an Executive Board meeting each month as needed. Once the teams have been established after the draft, there shall be a roll call of teams at each Board of Directors meeting.

1. Attendance. The failure of a team to be represented (by the Manager, Coach, registered Assistant Coach or legal team representation) at two consecutive regularly scheduled Board of Directors meetings will result in a loss of a year of eligibility for the Coach and Manager. The Coach, the Manager, and the Assistant Coach, if any, will lose credit for the year when determining coaching preferences the following year.

D. Standing Rules. The business and affairs of the League shall be managed by the Board of Directors. The Board of Directors shall have authority to decide any matter of League business other than an amendment to this Constitution and Bylaws. The Board of Directors shall adopt and keep current a set of "Standing Rules" to include drafting procedures, local league rules for games, drafting of All-star teams for tournament play at the end of the season, and such other matters as the Board of Directors may decide. The Standing Rules can be amended by a majority vote of the Board of Directors present at any duly noticed meeting of the Board of Directors. The meeting must be noticed at least fifteen (15) days in advance by sending an e-mail to the Board of Directors and posting the meeting on the League website. Changes to such rules that are made after the first game of the season will not become effective until the following season.

E. Dismissal of Board Member. Any member of the Board of Directors may be dismissed by a 2/3 (two-thirds) vote of the Board of Directors. Prior to removal of a Coach or Manager, or Assistant Coach, the Player Agent must receive a signed, written complaint, which he/she in turn shall present to the President and the Coach or Manager, or Assistant Coach involved. The President will call a meeting of the Executive Board, who will study the issue. The Coach, Manager, or Assistant Coach, involved parties should be notified of that meeting and given an opportunity to present his/her version of the incident(s). If determined to be unfounded, the matter will be dropped. However, if it is determined to be founded by a majority vote, of the Executive Board, the Coach, Manager, Assistant Coach under investigation, will be dismissed for the remainder of the current season and any post-season.

E. Fall Presidents' Meeting. A Board of Directors meeting shall be held prior to the annual Fall Presidents' Meeting (with other Hillsborough County League Presidents) to direct the President in the meeting's agenda. There can be at least one other Board of Directors member present at the Presidents' Meeting with, or in place of, the President.

Article IV: Responsibilities of Executive Board

A. President.

1. The President shall preside at meetings of the General Membership and Board of Directors.

2. The President shall appoint all committee chairpersons, to be confirmed by the majority of the Board, and shall be ex-officio member of all committees except the nominating committee and the auditing committee.
3. The President shall act as executive director of the League and of the board of Directors.
4. The President shall be responsible for the selection of Coaches, Managers, and Player Agents, with the Board of Directors' approval.

B. First Vice President.

1. In the absence of the President, the 1st Vice President performs the duties of the President.
2. The 1st Vice President shall act as an aid to the President in carrying out the policies and programs of the League.
3. The 1st Vice President shall carry out such duties and assignments as may be delegated to him/her by the President.
4. The 1st Vice president oversee all fund raising projects and work together with the fund raising committee. This will include providing an oral report at scheduled monthly league meetings on the status of monies collected. A written report will also be submitted to the Board of Directors upon the conclusion of each project.
5. The 1st Vice President will act as the liaison between the Lutz Softball Softball League and the Lutz Lightning Fastpitch League.

C. Second Vice President.

1. The 2nd Vice President shall carry out such duties and assignments as may be delegated to him/her by the President.
2. The 2nd Vice President shall be responsible for recommending the concession manager for approval by the General Membership, and will be in charge of ordering supplies and checking stock for the concession stand.
3. The 2nd Vice President shall turn in written reports of collected and expended funds to the Board of Directors at scheduled meetings, turn in all money received over the above a \$300.00 operating fund to the League treasurer at a designated time each week, and arrange for additional facilities as may be required for special events.
4. The concession manager is a paid position and shall be paid at the first board meeting following the month the work was completed at the rate of \$150.00 per week up to \$600.00 per month. This includes the weeks prior and following the season.

D. Secretary.

1. The Secretary shall keep the minutes of the General Membership and Board of Directors' meetings, see that all notices are duly given in accordance with the Bylaws, be the custodian of the records, and keep a register of the mailing address of each member, which shall be furnished to the Secretary by the player agent.
2. The Secretary shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or the Board of Directors.
3. The Secretary shall prepare and maintain a list of all members of the Board of Directors entitled to vote at Board meetings.
4. The Secretary shall prepare and maintain a list indicating the length and nature of each Board member's continuous service to the League, completion of the required background checks, required documents for County compliance.
5. The Secretary shall process all registrations and report on all registrations at board meetings.

E. Treasurer.

1. The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the League, receive and give receipts for money due and payable from any source, and deposit all such monies of the League in such bank or banks as shall be selected in accordance with the terms of these Bylaws; and such other duties as from time to time may be assigned to him/her by the President of the Board of Directors, and shall in general, perform all duties incident to the office of Treasurer.
2. Each check must have two authorized signatures for any purchases over \$300.00. Positions eligible to be considered as authorized signatures include, President, 1st Vice President, 2nd Vice President, Treasurer and Secretary.
3. The Treasurer shall prepare a monthly budget report identifying the League's income and expenses.
4. The Treasurer will be responsible for the processing, filing and reporting of all local, state and federal tax reports.
5. The Treasurer will work with an identified CPA to do a final audit on our books at the end of each fiscal year.

Article V: Other Positions.

A. Player Agent.

1. There should be a Player Agent for each division. He/she may be a Coach, Manager, Assistant Coach, but not in his/her own division. Player Agents act as first step arbitrator for problems or questions in

their division. If the Player Agent is unable to resolve the problem, the issue is then escalated to the Rules Committee or Executive Board, as the problem indicates. The complaint or issue should be submitted, in writing to the Player Agent.

2. The Player Agent will assist the Secretary with registration for their division and works with the Secretary in keeping a current roster for each team. Player Agents will distribute copies of rosters to the President for his/her respective teams. After registration and tryouts, have been completed, the Player Agent and Secretary will work together to ensure all registrants are assigned to a team.

B. Head Scorekeeper.

1. The head scorekeeper will enter the final game results on the League website.
 - a) An official scorekeeper will be appointed by each home team to keep the official book.

b) The official scorekeeper shall be responsible for obtaining the signature of the officiating umpire on the game page immediately following the game and then turning the book over to the official scorekeeper for the following game. The scorekeeper for the last game of the day is responsible for returning the scorebook to the concession staff.

C. Equipment Manager.

1. The Equipment Manager shall be responsible for yearly equipment inventories and keys/combinations at the beginning and end of the season.
2. The Equipment Manager shall be responsible for retrieval of equipment and keys at the end of the season.
3. Coaches and/or Managers shall sign for equipment and keys when they are issued. Each team Coach or Manager must give a deposit check in the amount of \$250.00 to the Equipment Manager once they receive their equipment at the beginning of the season. The Manager will ensure the equipment is returned by a defined date determined prior to the season or the check will be processed. The Equipment Manager shall provide the checks to the League Treasurer, who will then keep them in a secure location.
4. Coaches or managers must immediately notify the Equipment Manager of lost items.

D. Field Manager

E. Sponsorship & Fundraising Director

Article VI: Field Oversight

A. An Executive Board Member or Player Agent or Executive Board proxy individual must be present at the field during game days. This individual will be responsible for monitoring activity on all fields during game play. They will be responsible for handling any disputes that arise during games and when necessary escalate issues to the Player Agent or Executive Board for resolution. This person will also work with Coaches, Managers and Assistant Coaches to ensure the lights are turned off and the park is secured after the last game.

- B. A designated proxy can be an individual the Executive Board determines has satisfactory knowledge of game rules and League Bylaws. The Executive Board will compile a list of agreed upon proxy individuals in advance of the first game.
- C. A designated proxy can be removed by either resignation or by a majority vote of the Executive Board.
- D. The Executive Board will complete a schedule assigning Executive Board Members, Players Agents, or a proxy to be at the fields. The schedule will be posted at the concession stand and must contain contact information for the assigned individual.

Article VII: Coaches and Managers.

- A. President as Manager/Coach Conflict. The President cannot be a Manager or Coach of a League team with noted exception: the President may manage a team if this is the only way the League can secure a president.
- B. Coaches' and Managers' Applications. All Managers, Coaches and Assistant Coaches must be members of the League and meet countywide certificate requirements and pass a background check. Prospective Coaches and Managers will announce their availability and willingness to take a team by so advising the President or designated authority, by submitting a coaching application at least two weeks prior to tryouts. All coaches and managers must be at least 18 years of age. All applicants for Manager, Coach and Asst. Coach must possess a current HCPRD coach's, or a Nays, and other required documents card prior to the start of the season.
- C. Coaches' Preference. These coaching applications will be accepted at the beginning of registration until two weeks prior to tryouts. Any applications received after the deadline, but before tryouts, will be considered, but cannot take preference over a request that was made before the deadline. Where there are more manager/coach pairs wanting teams than there are available teams, preference for coaching pairs will be based on service to our League, as follows:
 1. Preference for coaching pairs will be based on the seniority of the manager or coach, which has the greater continuous service. For purposes of this rule, "continuous service to the League" means being a Coach, Manager, registered Assistant Coach, officer, committee chairperson, or Player Agent. It does not include being a team parent. A person who does not participate in one of these capacities loses their continuous service. A coaching pair that does not have a daughter on the team they intend to manage cannot take preference over a coaching pair that does have a daughter on their team. EXAMPLE: A coach/manager pair where the coach has a daughter and the manager does not have a daughter playing in the division will receive priority over a coach/manager pair without any daughters playing in the division.
 2. First preference will go to the coach or manager with the most years of continuous service with ties being broken based on divisional seniority.
 3. Second preference will go to individuals with the longest number of years of continuous service to the league, who did not coach or manage a team the previous season.

4. Third preference will go to individuals with the most total years of service to the league, which are not continuous.
5. If additional tie breakers are required, the sum of the years of service of both coach and manger will be used by following the preference order as above.
6. In order to promote opportunities for more coaches and managers to participate in our league, coaches and managers shall only coach or manage one team during a given season, unless there is a shortage of qualified coaches or managers in a particular division. A qualified coach or manager, by definition, is someone who has been a coach, manager, or registered assistant coach for at least one season with the Lutz Softball. Coaches or managers who have daughters playing in more than one division, and only have the opportunity to coach or mange one team as a result of this rule, may be an assistant coach with the other team(s).
7. Each coach and manager who has the potential of coaching or managing in more than one division must declare their divisional coaching preferences no later than one (1) week prior to the first divisional tryouts. This information shall be given to the league secretary and the applicable player agents.

D. Coaches/Managers Approval. All Managers, Coaches and Assistant Coaches are subject to approval of the Board of Directors and may be removed by a two-thirds (2/3) vote of the Board of Directors.

E. Coaching Staff. One member of the coaching staff must be female.

F. Umpire Decisions. Only the Manager or Coach shall discuss any decision with the umpires.

G. Discipline. Any Coach, Manager, or Assistant Coach, parent/legal guardian, or spectator, accused, in writing, to the Executive Board, of disruptive behavior or breaking any county rules or bylaws regarding sportsmanlike behavior, will be subject to disciplinary action based on a review of the Executive Board.

Article VIII: Disciplinary Action.

A. Absences. Any combination of three consecutive absences from practices or games, without a valid reason, is sufficient cause to drop a player from the program with approval from the player agent and executive board.

B. Recording Absences in Games. Managers must list in the scorebook, for each game, players who are absent and an explanation for a player who does not play.

C. Disciplinary Action/Player. In the case of a disciplinary problem with a player, one or all of the following actions may be taken:

1. Removal from game. This action may be imposed by a coach or manager if so warranted during a game. This player must be scratched from the scorebook and marked out for disciplinary reasons. The coach or manager must inform the player agent via a written letter within two (2) days of the time of the infraction. The player agent will then determine whether further action is necessary.

2. Game(s) suspension. Suspension may be imposed based on the incident that resulted in game removal or disciplinary problems other than game related. The player agent or a League Officer will notify the player's parents if any of the above disciplinary actions are encountered.
3. Expulsion from the team. Expulsion may be imposed based on the incident that resulted in game removal or disciplinary problems other than game related. The player agent or a League Officer will notify the player's parents if any of the above disciplinary actions are encountered.

D. Disciplinary Action/Coach, Manager, or Asst. Coach-Regarding disciplinary action against Coaches, Managers or Asst. Coaches, one or all of the following actions may be taken: All infractions and suspensions will be documented with the Division Player Agent and League Secretary.

1. First infraction: one game suspension. To begin the next game after the Executive Board ruling. Exception: Any time a coach or manager or Asst. Coach is thrown out of a game by the umpire, they are automatically suspended the next game.
2. Second infraction: one-week suspension from any and all participation in league activities. To begin immediately after the Executive Board ruling.
3. Further infractions: additional time suspension from league activities with possibility of expulsion from the league as determined by the Executive Board and Player Agent.
4. Suspensions shall prevent the Coach, Manager, or Assistant Coach from being at the park during their suspension.

E. Disciplinary Action/Parents. Regarding disciplinary action against parents and spectators the above measures will also be enforced. All suspensions shall include suspension from the park.

F. Restriction. Any person who has been sanctioned or restricted at another Leaguerettes program or at the county level will be subject to the same sanctions and restrictions at the Lutz Softball program.

G. Concession Responsibilities. Each team shall be responsible for providing parents to operate the concession stand as described in the Concession Stand Responsibilities. If a team fails to adequately staff the Concession as described in the Concession Stand Responsibilities, the concession stand will close for that shift, with a notice posted "Concession Stand is closed due to a lack of parental support from TEAM NAME." In addition, the team responsible for that shift will FORFEIT that day's scheduled game. The forfeited game may be played, but will be recorded as an automatic loss.

Article IX: Committees.

A. General Committees. General Committees, unless otherwise stated, shall consist of a Chairperson, who is appointed annually by the President, and other members recruited by the Chairperson of that committee. Committee chairpersons shall be voting members of the Board of Directors, and the committees shall report directly to the Board of Directors.

B. Standing Committees.

1. Rules Committee: This committee shall consist of the three player agents. When any dispute arises between teams in a division, whether as to an interpretation of the League's rules or otherwise, and it has not been satisfactorily resolved by the player agent for that division, it may be appealed to the Rules Committee.
2. Bylaws Committee. This committee shall include at least one member of the Rules Committee. The Committee shall be responsible for obtaining and reviewing annually the updated Leaguerette Guide from Hillsborough County Parks and Recreation Department. The Committee shall review the Lutz Softball Constitution and Bylaws and Standing Rules prior to the January board meeting and submit, in writing, recommended changes and/or additions/deletions to the rules. The Committee shall prepare an updated Lutz Softball Constitution and Bylaws, with Standing Rules attached, prior to the first game of the season.

C. Other Activities, Fundraisers and Events.

Family Fun Day, Grounds, Tryouts, Registration/Recruitment, Pictures, Publicity

Article X: Financial Policy.

- A. Bids Required. All expenditures exceeding \$300 require the Board of Directors prior approval. All expenditures over \$500 will require three (3) written bids to be voted on by the Board of Directors. In the event, the Board is unable to acquire three (3) written bids, then a single bid may be accepted by a two-thirds vote by the Board of Directors.
- B. Board of Directors' Approval. No obligation for payment thereof shall be made without the recommendation of the Board of Directors.
- C. Team Shirts. Shirts for each team Coach, Manager, and Asst. Coach shall be purchased by the League.
- D. Deposits. All League funds not otherwise employed shall be deposited within seven (7) days of receipt to the credit of the League in such banks as selected by the board of Directors. The League will decide the type of credit deposits to use, i.e., savings, certificate of deposit, etc.
- E. Checks. All checks, notes and orders for the payment of money over \$300.00 must be signed by two of the elected League officers. If a family member of a board member receives a check from Lutz Softball for work completed, that board member may not sign their check. Payment for work done will only be written after the work has been completed. Deposits for work to be done can be paid if required by a company after approval by the Executive Board.
- F. Board Family Members. If more than one family member sits on the Executive Board, then only one member shall be allowed to sign checks.
- G. Fundraising. No individual team can raise money without the Board of Director's approval.

H. Refunds and Registration fees. The Lutz Softball refund policy will be "No Refunds" after registration, unless approval from the Executive Board is received. Refunds prior to ordering uniforms will be in full. Refunds after uniforms are ordered, but prior to the first game, will be in full, minus the cost of the uniform. There will be no refunds after the first game. Registration fees shall be established by the Board of Directors. Actual fees will be determined on a yearly basis by the board of Directors of the Lutz Softball. Registration fees are to be paid in full by the individual prior to her participation in any League activity. Scholarships may be approved by the board whether in full or in part after approval by the Executive Board.

Article XI: Amendments.

The Bylaws or any section thereof, except those which conflict with rules and regulations of the County, may be amended or repealed by a majority vote of the General Membership (as explained in the Articles of Incorporation) present at any duly constituted general membership meeting; provided that written notice of such proposed changes are posted on the league's website at least fifteen days prior to the meeting at which time such proposed change shall be submitted to vote.

Certification

The foregoing Constitution and Bylaws of Lutz Softball, Inc. were approved on by a 2/3 vote by a majority vote of the general membership present at a duly constituted general membership meeting.

Secretary
Lutz Softball, Inc.

Lutz Softball Fast Pitch Standing Rules

“Attachment 1”

I. Registration

1. The number of players per team in a division will be determined by the coaches and managers in that division, with approval from the player agent and Executive Board, up to a maximum of eighteen (18) as per Pony rules. The last day that a player may register for our league will be decided prior to the season registration. Any player who registers after the end of registration, but prior to the end of tryouts, shall be assessed a late fee of \$25 per family.
 - a. Divisions will be determined by season by the Executive Board by season to allow the girls the best chance to play with other girls within their same skill set. Possible divisions are: 6u, 8u, 10u, 12u, 14u, 16u, and 18u. Player's league age is determined by their age as of December 31st the prior year.
2. An assistant coach shall not be appointed prior to the draft. The assistant coach must register with the league. A registered assistant coach may attend Board of Director meetings and vote.
3. Please see "Attachment 3" for the "Detailed Drafting Procedures" that will be used by all of the player agents.
4. Players signing up following the draft will be placed using the following procedure:
 - a. The player agent should monitor the teams, to determine how many teams in the division are short players. Coaching pairs with the most coaching seniority shall always draw first.
 - b. If two or more teams are short a player, new registrants will be placed on a team immediately by entering their name(s) on a slip of paper, along with the proper number of blank slips, in a hat. Teams short of players will draw for the new player(s).
 - c. If only one team is short a player, and one player signs up, she must wait until a second player registers. The team that is short a player will draw from between these two players, equalizing all teams in the division. All teams then draw for the extra player; however, if all other teams already have thirteen players and one team has twelve players, the first player who registers may be placed immediately on the team that has twelve players, subject to the approval of all the coaches and managers in that division.
 - d. In addition, if only one team is short a player and only one player has registered to play since the draft, and no other players have registered after a two (2) week period has passed since the first player registered, the player may be placed on the team with the least number of players with the approval of all the coaches and managers in that division.
5. Players signing up following the beginning of practices and/or games will be placed using the following procedure:
 - a. The player, or player's parent/guardian, will submit a request for "Special Consideration" to the 1st Vice President. The 1st VP will then collect records, and distribute any necessary information for consideration, due to special or extenuating circumstances, to the other members of the Executive Board. The Executive Board members will record a "Yes" or "No" vote on whether to admit this player to the identified division. Any vote receiving the majority will be the decision of the Executive Board.

- b. "No" decisions may be appealed by the player, or player's parent/guardian, in writing to a committee made up of the Executive Board and the Player Agents, within 10 days of notification. The committee will meet within 15 days to deliberate. The decision of this committee is final.
 - c. A player receiving a majority "Yes" vote for admittance into the specified division of the league, will be placed according to the following procedure:
 - i. The player agent will determine how many teams in the division are short players.
 - ii. If two or more teams are short a player, new registrants accepted under "Special Circumstances" approval will be placed on a team immediately by entering their name(s) on a slip of paper, along with the proper number of blank slips, in a hat. Teams short of players will draw for the new player(s). Coaching pairs with the most coaching seniority shall always draw first.
 - iii. If more than one player in a division is accepted under "Special Circumstances" approval. The team that is short a player will draw from between these two players, equalizing all teams in the division. All teams, with the next lowest number of players, will then draw for the extra player, and coaching pairs with the most coaching seniority shall always draw first.
 - iv. In addition, if only one team is short a player, and only one player has registered to play accepted under "Special Circumstances" approval, and no other players have been accepted since the first player was accepted, the player will be placed on the team with the least number of players.
- 6. Any new player must attend one team practice before being included on a game roster. Pre-game warm-up does not constitute a practice.
 - 7. Executive Board members shall receive free registration (up to the regular season amount) for their 1st child and \$50.00 credit for each additional child.
 - 8. All appointed members of the board will receive a \$50.00 credit to their registration for their 1st child.
 - 9. All coaches and managers will receive a \$20.00 voucher to concessions.

II. Local Rules for Game Play

- 1. The Official Playing Rules as published by the Amateur Softball Association and Pony Softball, Inc. shall be binding within this League. The hierarchy for rule determination shall be Lutz Softball Standing Rules first, the Pony Softball Rules next, followed by the most current ASA Rules.
- 2. Only a coach, manager, or appointed adult with coaching card shall coach bases in any division.
- 3. There must be at least one female on the coaching staff.
- 4. Uniform shirts must be worn by every player.
- 5. Safety Equipment
 - a. Helmets with chinstrap and face guards shall be worn before exiting dugout, while in the on-deck circle, while batting, while running bases, and cannot be removed until the player is back inside the dugout.

- b. Parents and guardians are encouraged to provide and regulate the use of commercially available sports designed mouthguards for players in his or her charge.
 - c. All infield and outfield defensive players must wear face shields from the time they enter the field to the time they return to the dugout.
 - d. Catchers must wear helmet including throat guard, chest protector and leg guards.
 - e. All jewelry shall be removed for all games and for practice prior to entering the field.
6. No cell phones may be used in the dugout or anywhere on the field.
7. Tie Breaker Rules
- a. If a score is tied after the completion of the regulation number of innings listed below by division, the next inning will begin using the tie-breaker.
 - i. 8u 6 innings
 - ii. 10u 6 innings
 - iii. 12u 7 innings
 - iv. 14u 7 innings
 - v. 16u 7 innings
 - b. If a score is tied and the regulation time limit listed below has expired before the completion of the regulation number of innings have been played, the tie breaker rule will be used to begin the next inning.
 - i. 8u 1 hour
 - ii. 10u 1 hour and 15 minutes
 - iii. 12u 1 hour and 15 minutes
 - iv. 14u 1 hour and 15 minutes
 - v. 16 1 hour and 15 minutes
 - c. Procedure: The visiting team will place a runner (the last out from the previous inning) on second base. If available, a legal substitute may be used. The visiting team has three (3) out with which to score as many runs as possible. After three outs are made, the home team will follow the same procedure. The team that scores the most runs is declared the winner. If the score is still tied at the completion of each additional inning, the procedure will be repeated beginning with the visiting team.
8. Teams may not postpone or reschedule games for any reason. A team that is short of players must pick up players or forfeit. The team will be allowed to pick up players to reach a maximum of nine players. A maximum of three (3) players can be picked up by any team for any one game. A team must have a minimum of eight (8) players to begin or continue a game or that team will forfeit. Divisions must pick up players from a lower division (i.e. 10 u must pick up from 8u) The pick-up player(s) must bat at the bottom of the batting order. If only one pick up player is needed, she must play right field. All additional pick-ups shall be placed in the remaining outfield positions in either left center or left field. Teams may not pick up the same player more than five (5) times during the season.
9. Game cancellations, due to weather, field problems, or other unsafe conditions, can only be made by the umpires in charge and/or the president, grounds committee and player agent (jointly). No games shall be played when the temperature drops below 45 degrees Fahrenheit or when there is lightning within 10 miles in the previous 20 minutes.

10. Teams shall be responsible for dugouts being clean after each game.
11. The Rules Committee (the 3 player agents and an Executive Board member) shall serve as the League's Protest Committee. All game protests must be filed at game site with the official scorekeeper, prior to the next pitch, after the play in question. All protests must be submitted in written form with all pertinent and required information and turned in to the Protest Committee within 24 hours after the game. A protest fee of \$20, payable to Lutz Softball, must accompany the written request. The Protest Committee should render a decision on the protest within a reasonable period of time. All local League rules will take precedence; all games rules not covered in local rules will be governed by all current year's ASA rules. The Player Agent for the division involved will chair the Protest Committee, will ensure that both teams' positions are considered, and will provide the basis for the decision, in writing, to both teams. All protests that have been ruled on by the local Protest Committee may be appealed to the County Umpire-In-Chief, whose decision shall be final.
12. For all rules concerning fast pitch game play and bat requirements refer to the Pony Softball rule book.
13. Each team can score a maximum of 5 points per half inning. If the maximum number of regulation innings (Rule II-7), is reached before the game time expires, there are no point restrictions in the last inning. Additionally, there are no point restrictions during tie-breakers.

III. Awards and Tournament Selections

County Tournament: County tournaments will be played using the current ASA rules. The division champions (first place team) and the second place team will represent the league at the County tournament. The first place team will be determined by the best overall record and

- A. The First Place Team is determined by best overall record as follows:
 1. The team with the most overall wins for the season shall automatically qualify for the county tournament as the first place team.
 2. In the event of a tie for the most overall wins, a playoff shall be scheduled to break the tie regardless if any team tied for the most overall wins has won a half or third. If there are an odd number of teams involved in the playoff, a team that did not win a half or third shall not be eligible to receive a bye, and that team/s will only be playing for 1st place.
- B. The Second Place Team will be determined by the half or third season winners as follows:
 1. If the first place team wins both halves or all three thirds, then the second most overall wins for the season will be the second place team. In the event of a tie for the second most overall wins, a playoff shall be scheduled to break the tie.
 2. If the first place team only wins one of the halves or one/two of the thirds, then the second place team shall be the team who won the other half or the other thirds. If more than one

team wins a remaining third, then a playoff shall be scheduled to break the tie between those two teams.

3. If the first place team does not win either half or any thirds, the teams who did win a half or third will have a playoff game/s to determine the second place team.
4. If there is a tie in any half or third of the season then there must be a playoff at the end of that half or third of the season as soon as possible to determine the half or third winner.
5. The player agent for the division shall schedule all playoff games required.

All-Star Tournament: The Coach and Manager of the All-Star Team shall be the coach and manager of the first place team in each division. Coaches, managers, and the player agent of each divisional shall select thirteen (13) All-Star players to comprise the All-Star team for that division from the list of nominees using the following procedure:

- A. At least two weeks prior to the day that our league's final games are scheduled, each team will submit one confidential list of 13 nominees to the player agent in its division. The player agent will schedule a meeting with the coaches and managers prior to the date that the list of 13 nominees is due to review each of the teams' players that the coaches and managers believe are All-Star caliber players.
- B. The player agent will compile a master list of nominees for confidential distribution to coaches and managers only, as soon as possible. Any players receiving only one vote will not be included on the master list. Each coach and manager will use this list to watch and evaluate the players on the list prior to the All-Star selection meeting.
- C. Each coach and manager must vote in every round. The player agent may vote at his or her discretion. Coaches and manager who are not present or represented by proxy forfeit their vote.
- D. On the first ballot, voters will submit a list of his or her thirteen All-Star choices. The Executive Board member and the player agent will tabulate the votes. On a given ballot during the voting process, a player must receive 70% or more of the overall vote to be selected as an All-Star.
- E. If all thirteen positions are not filled on the first ballot, the remaining positions will be filled by a second ballot in which those voting select from among the remaining nominated girls. On the second ballot, those voting will cast votes for as many girls as are needed to fill a team of thirteen girls. Players who receive more than 70% of the votes will be All-Stars. This process shall be repeated for 3 rounds. Then after 3 voting rounds without completing the All Star team roster, the player agent casts the deciding vote for the highest majority player.

Certification

The foregoing Standing Rules of Lutz Softball were approved on September 6, 2016 by a 2/3 vote of the general membership present at a duly constituted general membership meeting.

Lutz Softball Rec Travel Standing Rules “Attachment 2”

I. Registration

10. There will be up to 12 players per team in a division. There will be one team per division unless approved by the Executive Board.
 - a. Divisions will be determined by season by the Executive Board. Possible divisions are: 10u, 12u, 14u, 16u, and 18u. Player’s league age is determined by their age as of December 31st the prior year.
11. All coaches (including assistants and chaperones) must complete concussion training, CPR certification and coach training. In addition, they must pass a background check and sign the code of ethics. A coach from each team must attend monthly board meetings.
12. Players may be invited to tryout for the rec travel ball team each year. After tryouts, players (determined by the coaches) will be invited to join the team.
 - a. Registration fees will vary by season. This fee will include uniforms and tournament entry fees.
 - b. No player other than registered players may fill in at any time.
13. Teams will choose their practice times after all rec teams have picked their time slots.
14. All players must play during rec season in the spring at Lutz. In the event a player does not register and play the spring season, they will not be invited back to play on the rec travel team in the fall.

II. Local Rules for Game Play

14. The Official Playing Rules as published by the Independent Sports Association (ISA). The hierarchy for rule determination shall be Lutz Softball Standing Rules first, the Elite Pony Softball Rules next, followed by the most current ISA Rules.
15. Only a coach, manager, or appointed adult with a visible coaching card shall coach bases in any division.
16. There must be at least one female on the coaching staff.
17. Uniform shirts must be worn by every player.
18. Safety Equipment
 - a. Helmets with chinstrap and face guards and mouthpieces shall be worn before exiting dugout, while in the on-deck circle, while batting, while running bases, and cannot be removed until the player is back inside the dugout.

- b. Mouthpieces shall be worn during practice and during games at all times a player is on the field outside of the dugout with the exception of playing in the outfield.
 - c. All infield players must wear face shields.
 - d. Catchers must wear helmet including throat guard, chest protector and leg guards.
 - e. All jewelry shall be removed for all games and for practice prior to entering the field.
19. For all rules concerning fast pitch game play and bat requirements refer to the Pony Softball or ISA rule book.

II. Tournament Rules for Game Play

1. All payments for sponsorship and tournaments will be turned in to the Rec Travel Liaison to be remitted to the Treasurer.
2. Any tournaments requiring an overnight stay will require a chaperone. If a parent is not able to stay with their child, an overnight stay tournament waiver must be on file. All chaperones other than a parent staying with their child must be approved by the board and have credentials.

Certification

The foregoing Standing Rules of Lutz Softball were approved on September 6, 2016 by a 2/3 vote of the general membership present at a duly constituted general membership meeting.

Lutz Softball Softball, Inc.
Draft Procedures
“Attachment 3”

Detailed Drafting Procedures for the Player Agents

1. Make sure you have the most updated list of players eligible for the draft. Each age group should be on a separate sheet of paper and should be in alphabetical order.
2. Provide the following to each Coach and Manager:
 - a. The list of players eligible for the draft that includes their age, name, whether they are a coach or manager's daughter, if they made the all-star team the previous year, and if they have a sister playing in the same division including the sister's age. Players moving to a new division should be noted as all-stars, but the players will not be ranked in the first round.
 - b. A separate sheet of paper with the list of coaches' and managers' daughters eligible for the draft, in alphabetical order, with a space to document their draft round.
 - c. A separate sheet of paper with the list of sisters eligible for the draft with a space to document their draft round.
 - d. An empty spread sheet that includes the teams across the top (coach/manager) and 13 rounds down the side to fill in with the players selected for each team.
3. Once all the coaches and managers have arrived and you are ready to begin the draft, ask if anyone has any corrections that need to be made to any of the documents given to them in step 2.
4. Determine how many rounds there will be in the draft (number of players divided by the number of teams and round up). Example: If all teams will receive 11 players, then there are 11 rounds. If some teams will receive 11 players and one or some will receive 12 players then there are 12 rounds.
5. Give the ranking of the reserved players (coach's and manager's daughters). Reserved players' rankings will be determined by the player agent, a board member, and either the fast pitch or slow pitch liaison at tryouts. All reserved players that were on their respective all-star team the previous corresponding season (i.e. fast pitch/fast pitch) are automatically 1st round selections. Any reserved players that do not participate in tryouts are automatically reserved as a first round pick. Any exceptions must be approved by the Executive board prior to tryouts.
6. Rank all the sisters by round within their age group. The first sister taken regardless of ranking can be taken prior to or after the round she was ranked. Once the first sister is taken, the second sister must be taken in the round she was ranked. If the round the second sister was ranked has already passed, she shall be taken in the very next round possible.
7. Any conflicts where the coach and manager's daughters and or sisters are ranked in the same round, one player will be selected in the designated ranked round and the other player in the round immediately after. If there are 3 girls in conflict, then the first is selected the round prior to the ranking and the next two girls in the rounds immediately following.
8. Discuss girls who were missing from the tryouts to try to determine skill level. Discuss any girls that may have been pitchers in a previous season.
9. Identify the priority order of the coach/manager teams, which is determined by service time. Draw numbers based on this priority order to determine draft order. Begin with the top priority coach/manager and continue in descending order.

10. In order, each team selects their first player. This ends round one. In reverse order, the teams select their second player. This ends round two. In order, each team selects their third player. This ends round three. Teams draft in this order until the final full round is completed. If there are still players remaining to be drafted, their names are placed on a piece of paper and placed in a hat along with blank pieces of paper to equal the number of teams drafting. Each team will select from the hat with the remaining players placed on the team that draws their name. The selection order will begin with the team that is next in line to begin drawing for a new round. There will be no trading of players.
11. Use flipchart paper or dry erase board to show draft order for each round or cycle for each team.
12. Discuss notification process for the players.
13. Decide on practice day preferences and uniform colors. Get a first and second choice practice day for each team. Coach/manager seniority is used to determine priority for practice days and uniform colors. Each team gets one practice day before any team gets their second choice.

Certification

The foregoing Addendum to the Standing Rules of Lutz Softball were approved on September 6, 2016 by a 2/3 vote of the general membership present at a duly constituted general membership meeting.