

BYLAWS & POLICIES

IPSWICH TRAVEL SOFTBALL (ITS)

DECLARATION

Ipswich Travel Softball (ITS) is a nonprofit organization dedicated to promoting all the positive aspects of amateur girls softball. This organization shall be known as Ipswich Travel Softball, hereinafter referred to as ITS.

Mailing Address:

Ipswich Travel Softball
P.O. Box 99
Ipswich, MA 01938

Federal EIN # 27-2841106

OBJECTIVE

The objective of ITS is to share and promote the game of softball, as one of the many possible aspects of a balanced childhood and adolescence. Emphasis will be placed on the development of softball skills without sacrificing the enjoyment of playing the game. Our goal is to teach the players softball fundamentals, help the players build confidence and self-esteem, and to model the characteristics of team play. The coaches are required to promote a high level of sportsmanship, and to lead by positive example. The objective is to implant firmly in the players, the ideals of good sportsmanship, honesty, courage, and respect for authority, so that they may be well adjusted, stronger and happier, and will grow to be healthy, responsible, and trustworthy adults. To achieve this objective, ITS will provide a supervised program of competitive softball under the rules and policies of the Essex County Women's Softball League (ECWSL) and the USA Softball.

AFFILIATION & LEAGUES OF PLAY

ITS will follow the rules and regulations of the USA Softball, and participate in the ECWSL as well as other individual USA Softball sanctioned softball tournaments.

GOVERNMENT

ITS MEMBERSHIP

ITS Membership includes: ITS Board, ITS Coordinators, ITS Volunteers and Caregivers each to be an equal voting member of ITS Board Members at a general meeting as needed. A Board Member will be voted in by the majority of the vote. All ITS Members need to be present to vote. ITS Membership will also be invited to various meetings throughout the year as stakeholders and the success of the ITS league.

ITS BOARD MEMBERS

The bylaws and policies of ITS may be amended or repealed in whole or in part by a majority vote (determined as 4 out of the 7 ITS Board Members), and approved by the ITS Board with each member having an equal vote, under the guidance of USA Softball. ITS is a nonprofit organization solely created to benefit the teaching and playing the game of softball. In the event that ITS becomes insolvent or otherwise disbanded, all monies, equipment and property shall be turned over to another nonprofit organization benefiting youth softball.

The ITS Board of Directors shall be a President, Vice President, Secretary, Treasurer, Director of Field Operations, Registrar/Website Administrator and Fundraising Coordinator each of whom shall be elected by the ITS Membership at a general meeting. All ITS Board Members will be elected for a *two year term* with a total of *two terms per position*. If an ITS Board Member is unable to continue their duties or resigns prior to their term, a replacement will be voted in by the remaining ITS Board.

The ITS Board shall meet regularly and vote as necessary, for the purpose of ensuring a proper league and playing season, and all that it entails. When conducting the official business (voting) of ITS, a quorum shall be 5 out of the 7 ITS Board Members. If the minimum of 5 ITS Board Members cannot be in attendance, there will be no vote. It is required for an ITS Board Member to attend 80% of all ITS Board Meetings per year or their position within the ITS Board will be repealed due to the importance and fairness of the ITS Board voting process. ITS Board Members need to be present at the meeting to vote.

ITS Board meetings will have an agenda, and will follow the agenda in the fairness of time. If the discussion goes off topic, the topic will be put in a “parking lot” and addressed at another meeting or discussed offline as needed. All ITS Board meetings shall be no longer than 1.5 hours in length unless additional time is needed and is voted on during the meeting.

All ITS Board communication is encouraged to happen at scheduled meetings; additional meetings can be scheduled as necessary to discuss additional topics and are encouraged for special functions throughout the season.

PRESIDENT - Shall be the principal executive officer of the organization, in general supervise, and have access to all of the business and affairs of the organization. The President shall manage calendars, coaches, player drafts, rosters, outreach and volunteers of the league. The President shall, when present, preside at all meetings of the ITS Board and be the primary contact for the league.

VICE PRESIDENT - In the absence of the President, the Vice President shall perform the duties of the President and perform other duties as directed by the ITS Board. The Vice President will be the primary contact for the email account of the league and work closely with the President to increase a community presence and continued outreach including clinics. The Vice President will monitor and maintain content on all social media outlets as determined by the ITS Board.

The Vice President shall gather quotes and mocks from local vendors, and be the lead for ordering ITS apparel under the approval of the ITS Board.

TREASURER - Shall be responsible for all ITS funds; receive and give receipts for monies paid to ITS and deposit all monies into the ITS bank account. Shall write checks for ITS to its various suppliers and volunteers who use their personal money. A budget should be presented to the board for approval prior to a new season and close out the books at the end of the season. The Treasurer shall report financial reports of the organization at all ITS Board meetings or as needed. Since ITS is a nonprofit organization, all monies in and out will be presented to the ITS Board to preserve the integrity of the account at the monthly meeting.

SECRETARY - Shall keep minutes of the ITS Board and ITS Member meetings; and keep a binder of ITS meeting notes and place them in the shared Google drive for the league. The Secretary will be the lead on special events of ITS and will work with the Treasurer, and Fundraiser Coordinator and others as needed.

DIRECTOR OF FIELD OPERATIONS & EQUIPMENT - Shall be responsible for ordering field supplies and maintaining a safe playing field and surrounding areas. Shall be responsible for ordering and maintaining safe and properly working equipment.

REGISTRAR/WEBSITE ADMINISTRATOR - Shall be responsible for the maintenance of the ITS website and providing access to the website and reports as needed. The Registrar/Website Administrator will be the lead for registrations and will provide weekly reports during the registration period or as needed. The Registrar/Website Administrator will work with the Treasurer to reconcile registration fees as needed.

FUNDRAISING COORDINATOR - The Fundraising Coordinator shall be responsible for identifying fundraising opportunities for ITS and present them to the ITS Board for approval. The Fundraising Coordinator will work closely with the ITS Board Members to ensure adequate support and volunteers for fundraising events.

ITS VOLUNTEER POSITIONS

HEAD COACH - Reports to the ITS President. Shall determine the practice routine, create the lineup, determine who plays what positions and assigns roles to assistant coaches. The head coach emphasizes skill development, fair play, teamwork, cooperation, sportsmanship, responsibility, and fun. Each player should be provided the opportunity to play in every game, and play different positions as much as is practical. The acting Head Coach for each game will be the *only* person to interact with the umpire during the games.

ASSISTANT COACH - Reports to the Head Coach. Shall assist the head coach emphasize skill development, fair play, teamwork, cooperation, sportsmanship, responsibility, and fun. Each player should be provided the opportunity to play in every game, and play different positions on the field; and assisting the Head Coach in performing team duties as needed.

TEAM MANAGER - Reports to the Head Coach. During games shall keep score, communicate with the opposing team periodically to compare scoring, ensure that players are supporting their team, know their place in the lineup and help ensure that players are ready for their turn at bat during games. Helps to build team unity and spirit; and assists the head coach in performing gameday duties as needed.

GAME VOLUNTEER - Assists the Head Coach and team in performing gameday duties as needed.

FIELD & SAFETY

All coaches, volunteers, coordinators and ITS Board members, shall submit the appropriate signed CORI form every year.

Coaches safety responsibilities are: inspect all playing areas before each game for holes, damage, glass, and other foreign objects, and to correct unsafe conditions or report any problems to the umpire on duty. Check all team equipment, making sure it is safe and in good working order. Require all protective equipment to be worn at all times, as directed by the USA Softball guidelines.

CODE OF CONDUCT

ECWSL Code of Conduct

Each team will be held wholly responsible for the actions of their players, coaches and fans. Excessive unsportsmanlike manner at any game can be brought to the ECWSL board of directors for review and may result in forfeiture of the game, possible banishment of player, coach, or parent, or expulsion of the town from the league if deemed appropriate.

Guidelines for teams/coaches: only 1 coach per team is designated to interact with the umpire. If the game becomes heated: Umpire will give 1 warning to both teams, umpire will announce that the next incident will result in an ejection. If after an ejection, turmoil does not stop, the game will be forfeited. An umpire can issue an immediate ejection (no warning) if warranted. Umpires will notify ECWSL presidents of all ejections.

Any player using social networking sites to make inappropriate remarks, comments or posting of pictures or even appearance of inappropriate remarks or comments will be suspended for 2 games. If a second offense occurs, that player will be suspended for the remainder of the season and playoffs.

Additional ITS Policies:

Players, coaches and caregivers:

Every player, coach, and caregiver is expected to behave in an appropriate manner at all times. Unsportsmanlike behavior at any game or practice will not be tolerated.

- The first offense will result in a one game suspension and probation for the remainder of the season.
- The second offense will result in expulsion from the league for the remainder of the season with no refund if applicable.

Any player using social networking sites to make inappropriate remarks, comments or posting of pictures or even appearance of inappropriate remarks or comments will be suspended for 2 games. If a second offense occurs, that player will be suspended for the remainder of the season and playoffs.

ITS has a no tolerance policy around bullying. If bullying is reported and founded, the player will be immediately expelled from the league for the remainder of the season with no refund. The player will also not be able to participate in summer ball.

Conduct towards umpires:

Zero tolerance policy on threats and bad behavior. No one can question the umpire on balls and strikes. If there is an issue, talk calmly with the umpire between innings.

ECWSL tells the umpire assignors to instruct their umpires to:

- give a warning early if they are getting too much chirping
- if they hear a 'threat' from dugout, bleachers, etc...then immediate ejection.
- IF that does not settle things down, then the umpire calls for a forfeit. Game Over.

Any issues should be reported to the President or Vice President of the league.

SCHEDULING

ECWSL will supply schedules for the entire league.

UMPIRES

Either the league or the ITS President will submit a game schedule to a registered USA Softball umpire assignor, who will assign USA Softball League umpires to the league's games. There is a \$20 per team umpire assignor fee. Umpires are paid \$50 per game to be given at the start of each game. This may exclude Farm League if they use Junior Umpires; \$35 for a single Junior Umpire; or \$25 each for two Junior Umpires.

INSURANCE

ITS shall maintain insurance on behalf of all board members, coordinators, volunteers, coaches, and players through Bollinger Insurance.

ROSTER PLACEMENT

ECWSL spring season - a clinic should be scheduled in the preseason to help assess players skills and abilities. Teams will be assembled each year by a draft format creating *equality* in all teams in each age group first and foremost; players who request specific coaches and friends

will be evaluated secondary on a case by case basis. Players will not automatically be the same coach each year except for coaches players.

ECWSL Summer Season - Coaches will try to organize teams for summer league play. If more players sign up than there are open roster spots, then an open tryout will be instituted to determine the final team roster.

PRACTICES

Coaches will not hold practice sessions until the date approved by the ITS Board, after preseason clinics have been completed and teams selected. A legal practice is one organized by the coach, or attended by the same. To protect both the physiological and psychological health of players in ITS, teams may not practice more than four (4) times per week prior to opening day, nor more than two (2) times per week during the remainder of the season. Practices may not last more than two (2) hours per session.

SEASON PLAY

All game play is under the guidelines of the USA Softball and ECWSL.

RELEASE AND REPLACEMENT OF PLAYERS

The release of player(s) from a Tiger Cub, Farm, Junior, Senior division softball team is allowed, with approval by the ITS Board, for any justifiable reason under the guidelines listed in the ITS Safety Plan or USA Softball Conduct Rules and Regulations with no refund unless otherwise determined by the ITS Board.