

# **Bylaws of the Burlingame Girls Softball Association**

The principle place of business of this corporation is located in the county of San Mateo, State of California.

## **Article I - Objectives**

The objective of the Burlingame Girls Softball Association (hereby referred to as "BGSA" or the "Association"):

To teach young women the skills and knowledge necessary to play softball. To that end, BGSA will provide, to the best of its ability, the equipment, uniforms, playing facilities, team managing and coaching staffs, and league organization. BGSA will welcome all players and will never discriminate on the basis of physical or mental handicap.

To promote good sportsmanship and fair play for all girls in our community.

To raise the skill level of all participating girls.

Through age appropriate rules, provide a healthy competitive environment where all girls can achieve their highest potential in physical, mental and social growth.

To promote civic pride and personal self-esteem in girls athletic endeavors.

## **Article II - Membership**

### **Section 1. Eligibility:**

Any person interested in active participation to promote the objectives of this Association may apply to become a member.

### **Section 2. Class:**

There shall be the following class members:

- a) **Player Members:** Any youth between the ages of 5 and 18 who has registered for the current recreational season and meeting the requirements of any organization to which BGSA is a member or requirements established by BGSA, shall be eligible for participation but shall have no rights, duties or obligations with respect to the management or in the property of the Association.
- b) **Regular Members:** Any adult is a regular member if they are the parent or legal guardian of a player member or if they receive approval to be a regular member by a simple majority of the Board of Directors.

### **Section 3. Suspension or Termination:**

Membership may be terminated by resignation or action of the Board of Directors. The Board of Directors, by majority vote at any duly constituted meeting with a quorum attending, shall have the authority to discipline, suspend, or terminate the membership of any member of any class when the conduct of such member is considered detrimental to the best interests of BGSA and/or any regional or national organization to which it belongs.

The member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges. If the member involved is a player member, their parents or legal guardian will also be informed of the charges and given an opportunity to appear at the meeting.

## **Article III - Membership Fees**

### **Section 1. Fee:**

Membership or enrollment fee will be required of Player Members. However, if a youth is unable to pay, a donation may be requested at the time of registration to defray the expenses of the Association. Full or partial scholarships may be made available upon request. No youth shall be excluded for financial reasons.

### **Section 2. Refund:**

No amount of the enrollment fee will be refunded after a player member is scheduled in any league practice or game. All requests for refunds must be submitted to the Association Treasurer. Any refund requested after the first scheduled practice shall be brought to the Board of Directors for approval. By a majority vote at any duly constituted meeting with a quorum attending, the Board of Directors shall approve or deny requested refund(s).

## Article IV – Meetings

### **Section 1. Annual Meeting:**

The annual meeting of the regular members of the Association shall be held in August of each year for the purpose of electing the Board of Directors. Members of the Board of Directors shall serve until their successors are installed at the September meeting. They shall continue to receive reports and transacting other business as may properly come before the Board.

### **Section 2. Notice of Meeting:**

Notice of each meeting shall be posted on the BGSA website at least seven (7) days in advance thereof, setting forth the time, place, and purpose of the meeting.

### **Section 3. Voting Rights:**

Only regular members shall be entitled to vote at any BGSA meetings, or to be elected or appointed to the Board of Directors.

### **Section 4. Quorum:**

A quorum shall consist of a majority of the members of the Board of Directors.

## Article V - Board of Directors

### **Section 1. Board and Number:**

The management of the property and affairs of the league shall be vested in the Board of Directors. The number of Directors shall consist of not less than five (5). The persons elected as Directors shall act as Directors until the election of their successors.

### **Section 2. Required Members:**

The Board of Directors shall include the following elected officers: President, Vice President, Treasurer, Secretary and Division Coordinators for the 6U, 7U, 8U, 10U, 12U, 14U, 16U and 18U Divisions. Additional positions may be created each year and filled as deemed necessary by a vote of the membership.

### **Section 3. Elections of Officers:**

Any regular member of the Association may choose to become a member of the Board or an Officer. Written notice must be given to the Secretary at least one week prior to the annual meeting to be eligible for election. In the event there is more than one volunteer for a position on the Board, the Board shall hold an election at the annual meeting, and such positions shall be elected by a simple majority of the regular members present. In the case where there is a single volunteer for a position on the Board, no election will be required. All elections will be by secret ballot.

### **Section 4. Term of Officers:**

The term of office is one year. Officers shall serve a maximum term of two years per position unless no other regular member has volunteered to fill said position. Officers must attend a minimum of 75% of the Board meetings.

### **Section 5. Balanced Voting Privileges:**

In no case shall a member of the Board of Directors be given more than one voting privilege, regardless of the number of positions held. Additionally, should two or more members of the Board of Directors reside in the same household, they shall only have one voting privilege.

### **Section 6. Committees:**

There shall be such committees created by the Board of Directors as may be required to carry on the work of the Association.

## Articles VI - Method to Amend

### **Section 1. Method to amend Bylaws, Articles of Incorporation or any other rule established by or for the Association:**

- a) League Management: League Management may be changed by a majority vote of the Board of Directors at a meeting duly called and held.
- b) Rules affecting player members: Rules pertaining to player member eligibility, playing time, and/or team formation may be changed only by a 2/3rds vote of the regular members present at the regularly scheduled meeting not held during the recreational season.
- c) Bylaws: Changes to the Bylaws must be proposed and members notified a minimum of ten (10) days prior to voting at a meeting duly called and held.

# **Burlingame Girls Softball Association**

## **Administrative Rules**

### **LEAGUE COMPOSITION**

The Association will include teams in eight (8) divisions:

6 and under (6U), 7 and under (7U), 8 and under (8U), 10 and under (10U), 12 and under (12U), 14 and under (14U), 16 and under (16U), and 18 and under (18U)

The 6U division shall include those players whose playing ages are 5 and 6 years old.

The 7U division shall include those players whose playing ages are 7 years old.

The 8U division shall include those players whose playing ages are 8 years old.

The 10U division shall include those players whose playing ages are 9 and 10 years old.

The 12U division shall include those players whose playing ages are 11 and 12 years old.

The 14U division shall include those players whose playing ages are 13 and 14 years old.

The 16U division shall include those players whose playing ages are 15 and 16 years old.

The 18U division shall include those players whose playing ages are 17 and 18 years old.

“Playing age” is defined as: “The age of a player as of December 31<sup>st</sup> of the previous league year”.

Established age groupings shall not restrict the Burlingame Girls Softball Association Board of Directors from periodically reassessing the league age structure and recommending revisions therein to the voting membership. The established league structure shall not preclude the Board of Directors from considering and recommending future league expansion into additional age groups and league divisions.

### **PLAYER SELECTION AND ELIGIBILITY- LEAGUE**

Player selection and assignment to teams shall follow the “DRAFT” method. Procedures shall be those heretofore adopted by this league. It shall be the duty of the Burlingame Girls Softball Board of Directors or its designated committee, to draft a written procedure for the “DRAFT” selection process. This document shall be subject to the review and approval of the Board of Directors and the voting membership. See Appendix A for the “DRAFT PROCEDURE.”

A scholarship program, awarded at the discretion of the Board of Directors, shall assure that no player is precluded from participation for the lack of funds..

Experienced players may request to “play up” in the next age division. To be eligible to “play up,” a parental request, in writing, must be filed with and approved by the Board of Directors. Players may request to “play down” in the next lower age division during their first year of eligibility in the higher age division, approval of which is subject to the League’s Board of Directors.

Players “playing up” are eligible to play on All Star post- season teams in the age division they have played in during league play as well as any lower division that their birth date allows them to qualify for. Players “playing down” are not eligible for All Star or post season play in either the lower division or upper division they could have played in during the league play. Players “playing down” by parental request, not including the 14U, 16U or 18U divisions, where there are prohibitions from high school eligible players from playing with a spring recreational team where the league may be unable to field a spring recreational team in that division are not eligible.

Players registering for participation in Burlingame Girls Softball Association for the first time shall be required to present acceptable proof of birth dated. All registrations shall include the permission and signature of a parent or guardian.

“Playing age” as fixed by the Board of Directors shall be each player’s playing age for all games of that season. No player may successfully petition to move to a higher or lower playing division during that season.

Siblings playing in the same division shall always be assigned to the same team unless otherwise requested by their parents or guardian in writing.

Players registering for participation in Burlingame Girls Softball Association do so with the understanding that their commitment shall be for the entire season and they will not be released from BGSA to play for another team until said season has been completed. Failure to comply may result in the player being ineligible to register in BGSA for the following year.

Players selected for BGSA post-season play must play the tournament schedule to its completion and will not be released to another team or league. Failure to comply will result in the player being ineligible for the remainder of the season and may result in the player being ineligible to register for BGSA for the following season.

## **PLAYER SELECTION AND ELIGIBILITY - ALL STARS**

Player selection and assignment to the All Star teams in each division shall follow an “All Star Selection Process.” Procedures shall be those heretofore adopted by the league. All Star players are to be selected from eligible players who played in the recreational league and any eligible players made available by partner leagues that are part of our recreational season association.

It shall be the duty of the Burlingame Girls Softball Board of Directors or its designated committee, to draft written procedure for the All Star selection process. This document shall be subject to the review and approval of the Board of Directors and the voting membership.

See Appendix B for the current All Star selection process.

## **UNIFORM CODE**

Every player will come to the game in full uniform: jersey, pants and socks. Face masks are required for all divisions 10U and under and required for any pitcher in ALL divisions.

## **TEAM MANAGEMENT RESPONSIBILITIES**

Team management/coaching staff is restricted to parents of Player Members. Exceptions to this rule must be approved by the Board of Directors.

Teams will have one rostered coach who shall have one rostered assistant coach. The coach and assistant coach can be either male or female and shall each be not less than 21 years old. Graduates of the league program who are 18 years or older may be rostered as assistant coaches with Board approval, if no parent on the team has volunteered to be the assistant coach.

The President, Vice President, and Division Coordinators will form a list of qualified coaches and managers and select the appropriate number for the teams in each division.

It is the recommendation of the Board that a female member at least 21 years of age be present for all events.

During formation of teams, the coaches will be placed with a team first. Managers will be assigned to a team by vacancy, draw or by request.

A coach and an assistant coach may request to team up together. However, if a coach and an assistant coach teaming together would result in two “A” pitchers or two or more All Star players or any combination thereof, said combination will not be allowed without Board approval. A combination of “A” players and/or “A” players and an “A” pitcher could result from the “Draft”. However, the teaming up of personnel prior to the “Draft” will not be allowed since it could result in some teams having an unfair number of “A” players or a combination of the top “A” players. (See draw procedure)

The final selection of managing personnel is subject to approval by the league Board of Directors.

The Division Coordinator(s) should not coach in the division that they are Division Coordinator for nor may their spouse be a head coach or manager in that division. They can, however, coach in a division separate from their Division Coordinator duties. An exception may be made with Board approval.

The coach and the assistant coaches are both responsible for the team's equipment and uniforms.

The coach is the "team field manager" and has final responsibility for team and game strategy, line-ups and substitutions, player utilization and all practices.

The BGSA manager is the "team administrator" and has final responsibility for control of the team's actions, including verbal remarks by coaches and players. Team management personnel are expected to adhere to all rules and regulations and to set an example of sportsmanship, fair play, and healthy competition for the players and spectators. Any violation should be reported to the umpire and a written report submitted to the Division Coordinator for that division.

*Note:* Do not confuse the definition of "coach" and "manager" for BGSA with the ASA handbook. In actuality, the "coach" for BGSA is the "manager" per ASA. However, for purposes of BGSA and especially for post-season tournament play, the BGSA coach is the field manager and the BGSA manager is the administrative manager.

If any team member, including managing personnel, displays unsportsmanlike conduct, it will be within the jurisdiction of the umpire to assess a penalty against a player or any member of the team's managing personnel or team. Such a penalty could, after a warning, include removal from the game or forfeiture depending upon the seriousness of the action.

It is forbidden to use profanity, alcohol or tobacco on the playing field during regular league games, practice sessions, or during league activities which include players.

All adults on the field or in the audience, involved in any BGSA activity, are expected to set good examples of sportsmanship. Umpires are not obligated to take action on problems which are not on the playing field, or concerning other than members of the two teams playing the game.

A coach, for reasons of discipline, may request to temporarily suspend a player from their team, but must first notify the Division Coordinator and obtain his/her approval. The Division Coordinator must be notified in writing, including the reason for suspension.

Either the team manager or the chaperone must remain at games and practice fields until all the players have been picked up or have permission to walk or ride bikes home. Parents must be advised by managers what time their players should be picked up so the manager will not have to wait indefinitely at the field for the player's ride home.

All accidents will be reported, in writing, to the Division Coordinator as soon as possible.

## **Burlingame Girls Softball Association** **General Duties of Board Members**

### **PRESIDENT**

Chairman of the Board and presides over all league meetings.  
Coordinates and is responsible for all league activities and the functioning of the league.  
Assigns duties and projects to other Board members.  
Responsible for all league assets.  
Oversees the team draw each year.  
A member of the three-person committee to select coaches for each playing division.  
Oversees the All Star selection process each year and is a voting member of each division's All Star selection committee.

Ensures the league and the Board has adequate insurance coverage.  
Coordinates the operating budget with the Treasurer.  
Coordinates with Vice President the assignment of practice fields with the Park and Recreation Department.  
One of the counter signatures on checks with the Treasurer.

### **VICE PRESIDENT**

Presides over all league meetings and activities in the President's absence.  
Assists the President in all league activities.  
Responsible for the coordination of all volunteers for all league activities including opening day.  
Responsible for coordinating the league Year End Tournament and the Billie Sue Tournament.  
Responsible for all scheduling of games and field maintenance and coordination with the Park and Recreation Department  
A member of the three-person committee to select coaches for each playing division.  
A voting member of each division's All Star selection committee.  
One of the counter signatures on checks with the Treasurer.  
Responsible for maintaining league standings.  
Available to assist other Board Members and to assist with other league projects.

### **SECRETARY**

Responsible for taking and maintaining the permanent minutes of all Board meetings.  
Responsible for maintaining current membership rolls.  
Responsible for all official correspondence, all mail (P.O. Box), and maintenance of permanent files in coordination with the President.  
Responsible for the newsletter, registration notices to all schools, and registration postcards to all players.  
Responsible for notifying all voting members of the annual meeting.  
Coordinates the yearbook.  
Available to assist other Board Members and to assist with other league projects.

### **TREASURER**

Responsible for all league funds and bank accounts.  
Signs all checks for all league expenditures.  
Responsible for and coordinated and oversees all league collections, including but not limited to: registration fees, equipment, uniform and promotional sales, sponsorships, donations and advertising revenues, tournament revenues, snack shack revenues, league of our own revenues.  
Responsible for preparing annual operating budget with President for Board approval.  
Provides Board with monthly financial statement and explanations.  
Prepares year-end statements (*Note: year-end is June, must estimate final June revenues and expenses for preliminary year-end statements for June annual meeting*).  
Available to assist other Board Members and to assist with other league projects.

## **DIVISION COORDINATORS**

Board liaison for their division.

Representative of all the players in their respective division.

Responsible for the behavior and activities of all coaches, managers and players in their respective division.

Must investigate any player injuries.

Must resolve any player problems and/or coach manager problems subject to Board approval.

Responsible for coordinating registration for their division, including:

Verifying the accuracy of playing ages.

Confirming any player "move-ups" subject to Board approval.

Verifying the accuracy of all player information and keeping it confidential.

Furnishing respective coaches the second copy of the registration form (Note: this also is the medical release form).

A member of the three-person committee to select coaches for their playing division.

Responsible for their team draw.

Compiling final team rosters for each team and for the Board.

Coordinates with the Vice President any rain-out reschedules and notifies their teams.

Coordinates with the Vice President the year-end league tournament.

Participates in the All Star selection process for their division and is a voting member of their division's All Star selection committee.

Coordinates division standings with the Vice President.

10U Division Coordinator- assists Vice President in running the Billie Sue Tournament.

8U Division Coordinator- responsible for dividing teams for year-end tournament.

Available to assist other Board members and to assist with other league projects.



## **Appendix A**

### **BURLINGAME GIRLS SOFTBALL ASSOCIATION TEAM DRAFT PROCEDURE**

The purpose of the team draft is to attempt to select teams to ensure parity within each division. All players will be assigned to the appropriate group category within their respective divisions. The board or its committee reserves the right to place any player in a specific group category based upon facts or circumstances that necessitate such a placement in order to maintain the overall fairness of the draft.

#### **I. TEAM FORMATION**

The teams in the 6U and 7U divisions will be formed by equally dividing the players by age and to the best extent possible assigning the players to teams made up of other players who attend their elementary school. The teams in the 8U division will be formed following a “viewing day” for 8U player members with the objective being to create balanced teams across the division. All other divisions will utilize the draft method to form the teams.

The Division Coordinators will preside at the team formation meetings in 6U, 7U and 8U divisions. The President and/or Vice President or other designated board member may be present to assist if warranted.

The Division Coordinator will announce the number of teams in the division as was determined by the board.

#### **II. SPECIFIC CONSIDERATIONS (For 10U, 12U, 14U, 16U and 18U)**

Team Draft Objective:

The objectives of the team draft are to create evenly balanced teams within age divisions coached and managed by parents who can work together to the betterment of the players and the league.

Team Draft Management:

The team draft process is to be managed by a committee made up of the Division Coordinator, President and Vice President. A majority vote of this committee is responsible for all interpretations of the bylaws and dispute resolutions.

#### **III. COACH AND ASSISTANT COACH**

1. A coach can team up with one other parent prior to the Team Draft Meeting – this will be considered the teaming up of a coach and assistant coach. In this circumstance the daughters of the coach and assistant coach will be on the same team.
2. A coach and/or assistant coach will have his/her daughter(s) placed on his/her team unless written notice is given to the Division Coordinator prior to the draw to do otherwise.
3. Prior to the beginning of the draft, the draft management committee consisting of the President, Vice President and Division Coordinator will evaluate all the players assigned to each team prior to the draft through being the daughter of a coach or an assistant coach, and assign them a round in the draft where they believe the player would be have been selected. Teams will not have choices in the rounds that the draft management committee determines these players would have been selected.

#### **IV. PLAYER SELECTION POOLS**

1. Player selection pools will be used to create evenly balanced teams. All 10U, 12U, 14U, 16U and 18U drafts will have a pitcher selection pool. At the discretion of each division’s draft management committee made up of the Division Coordinators, President and Vice President other selection pools could be created for groupings such as A Players, B Players or Catchers.

- a. Pitchers – To insure each team receives the best quality pitching available – a separate pitcher’s pool will be created prior to the draft. Pitchers will be drafted in the round based on overall evaluation. The committee, up of the Division Coordinator, President and Vice President, will identify available pitchers in each division. The number of pitchers identified may limit the number of teams in the division. (At the committee’s discretion, the number of pitchers identified can be expanded to 2 times the number of teams in the division.) This pool can include a coach’s and/or an assistant coach’s daughter. Pitchers will then be assigned to each team so that each team has 2 pitchers. Daughter(s) of coaches and assistant coaches will be assigned to their team.
- b. Any additional player selection pools created will be handled in the same manner as the pitchers pool described above.
- c. The Board of Directors reserves the right to place any player in a specific grouping based upon facts or circumstances that necessitate such a grouping in order to maintain the overall fairness of the draft (e.g. A player that plays A ball during the summer rather than league All Stars would be grouped the following year for league purposes as an All Star and not as just an “experienced” returning player).

## V. THE TEAM DRAFT MEETING

### 1. The Process

- a. The draft order is determined by a random draw by the League President.
- b. The draft order is a snake draft. If a coach draws the #1 he/she gets the 1st pick in the 1st round and so on until all coaches have chosen in the 1st round. In the second round, the order is reversed and so on.
- c. Once the draft order is complete, the coaches will be provided a list of all available players and the draft becomes live with a list of all the girls available. The Division Coordinator for the division in question will be responsible for keeping track of who is selected and crossing out any girl chosen so that everyone can see who is still available for drafting
- d. As described above, in certain rounds teams will not have selections based on the evaluation of the Draft Management Committee of which rounds the players they were assigned prior to the draft would have been selected.
- e. All disputes will be handled and voted upon immediately by the committee made up of the Division Coordinator, President and Vice President.

### 2. Specific Placements

- a. Sisters: When a team receives sisters then her sibling is placed into that team’s matrix at the same time (e.g. sister 1-12 exp and sister is 11 exp- then after sister 1 is placed in her category, sister 2 will be placed in hers).
- b. Last minute players: If any player joins the league after the draft (only if the rosters permit the addition) they will be placed on a team equalizing the roster numbers. If more than one team is involved then a random draw will take place to determine the placement.

## **Appendix B**

### **ALL-STAR SELECTION PROCESS**

Procedures shall be drafted and approved by the Board of Directors, and incorporated into the Bylaws prior to the 2019 All-Star selection(s).