

YUCAIPA CALIMESA GIRLS SOFTBALL Organization Policies and Procedure

Yucaipa Calimesa Girls Softball strives to develop skills and comradery through positive community, sportsmanship and a love for the game.

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Section 1 - General

1. General Practices

a. Season of Play:

- i. YCGS consists of three seasons of play: Fall, Spring and Competitive. While every season is dedicated to the improvement of play, Fall is our fundamental and learning season with friendly games emphasizing skills and developing players. Spring is our introduction to USA softball game rules, game standings and general improvement on the team sport. Our Competitive season consists of our Allstars and Select programs which train and participate in local tournaments.
- ii. All rules of play are governed by USA Softball.
 1. Seasons and rules are open for alterations or adaptations as the board sees applicable.
 2. Changes must be voted in based on policy YCGS-2b
 - a. Any changes will be updated in writing and given to the Managers and Coaches prior to the season starting, unless there is need for an emergency change due to injury or oversight.
 - b. The President is responsible for relaying new or updated changes at the start of each season to all Team Managers.
 - c. The Player Representative is responsible to communicate new changes during the season from the board to the Team Managers and Coaching Staff.
- iii. USA Softball Rules
 1. All girls' softball activities are arranged by the league and under the rules governed by USA Softball regulations and will keep the league apprised of updates and changes from the sitting Board President.
 - a. These will be issued in writing and distributed to the managers, board or umpires that it applies to.
 - b. If there is a change that affects managers or teams this information will be updated in the Managers handbooks for the following season.

Section 2 - Operating Board and Volunteers

1. The Governing Board

b. Board Meetings

- i. The board will gather at least once monthly.
 1. Meeting dates will be posted on the website and the board notified at least 7 days prior to the next meeting.
- ii. These meetings may be held in person, conference call or online platform.
 1. Notice of meetings not held in person must be issued at least 72 hours in advance of scheduled meetings.
- iii. Visitors may approach the board during a scheduled meeting, however may only stay for the visitor portion unless invited specifically to attend as a potential future board member.
- iv. The board may remove any board member without cause.
 1. The decision to remove a member must be made by a quorum consisting of at least two officers.
 2. An emergency election may take place mid-year if an essential board position vacates.
 - a. Emergency election nominees must be voted in by $\frac{2}{3}$ majority sitting board vote.
- v. The board must approve seasonal budgets prior to the start of every Fiscal Year (our fiscal year runs July 1st - June 30th).
 1. Projected budgets should be submitted at the June board meeting of each year by the Treasurer and President.
- vi. The board is not to exceed twelve members and operational with a board of ten.
- vii. To change the by-laws or policies and procedures, there must be a unanimous vote to set up a board task force.
 1. The task force must consist of at least 3 officers and 1-2 current sitting members
 2. This task force would meet and then present new changes to the board for a vote to adopt or reject changes.
 3. For rules or procedure updates a task force is not required. The proposed changes can be voted in at a board meeting and added to the Amended Portion of the Policies and Procedures.
 - a. It will not be added to the main section of policies until when or if a task force is assigned to review the By-laws and Policies and Procedures.
 - b. If the added rule or procedure needs to take place in a current season, the President must issue an announcement of said change in writing and the Division Rep will be responsible in circulating updated information to the intended recipients.

c. Quorum

- i. Conducting all board business must have 51% of voting members present to conduct official business.
- ii. At least 3 officers must be present to vote or update any policies or procedures or current action items.

d. New Board Members

- i. Prospective board members can apply from May 1st - July 1st. After which time the board will vote on nominees based on the vacant seats available.
- ii. Determinations are made during the July Board meeting and the nominee is contacted for on-boarding process if selected.
- iii. On-boarding process will consist of a committee of 2-3 Board members with an in-person interview.

After the in-person interview the board candidate will be:

- a. Invited to sit in a board meeting
- b. Application will be shared with the board and discussed in closed session.
- c. If the board approves the candidate and the terms of the open position have been expressed, the President can extend an offer to the candidate.

2. Officer and Member Positions

- a. The executive board will consist of a President, Vice-President, Secretary and Treasurer in that order.
- b. Officer positions must have served a minimum of one year prior to officer nomination.
- c. The nominee must receive a minimum of 51% to be voted into position.
- d. This is a 2 year commitment with a follow-up year in an advisor role.
- e. The advisor role is expected to give the incumbent president advice, attend board meetings (if needed) and help with the general transition from one term to the next.
- f. It is the YCGS preference that the seats of the President and Vice-President are a husband and wife.
- g. When handling money there must be 2 board members present to verify, count and solidify transactions for deposit.
 - i. This applies to all coordinator and board member positions
- h. President
 - i. Will serve as chief administrator and controlling officer of the league while overseeing the functionality, processes & procedures of the YCGS board for a two year term.
 - ii. The president will act as the board's liaison to city officials and be responsible for attending or delegating representation.
 - iii. Any attended city meetings will be briefed at the following board meeting.
 - iv. Will attend or delegate a representative to all USA Softball required meetings throughout the "on" and "off" season.
 1. Any attended meetings will be briefed at the following board meeting.
 - v. The President will preside over board meetings and in his/her absence the Vice President may conduct the meeting.
 1. In the event of a tie and the president is not present the issue must be tabled and re-voted at the following meeting.
 - vi. Will only vote on league issues in instances where a tie vote has occurred, or at an impasse.
 - vii. The approving and assigning of team Managers, Committee heads and hiring all paid positions including Umpires and snack bar employees, is at the discretion of the President.
 1. A volunteer application can be submitted throughout the year.
 2. All potential candidates must be vetted at a board meeting, objections for character or conduct may be discussed and brought to the attention of the board.

3. A probation period of 2-3 weeks is up to the determination of the President and any other board members working with the volunteers.
- i. Vice President
 - i. Responsible for the scheduling of all league practices & games with the approval of the President.
 1. After the schedule is approved, will relay it to Communications on getting it uploaded to the website.
 - ii. Will be the responsible board member liaison between the committee leadership.
 1. Reports of varying committees will be shared with the board on a monthly basis.
 - iii. Conduct the Team Mom meeting of both the fall and spring seasons
 1. Coordinate updating all information for mom binders.
 - j. Secretary
 - i. Is responsible for board communications including:
 1. Preparing meeting agendas
 - a. Will request agenda items from the board prior to upcoming meetings
 2. Record meeting minutes
 - a. Minutes will be emailed within 72 hours of meeting
 3. Keep active board members information including assisting with the on-boarding of new members.
 - ii. The maintaining of the league calendar and communications with all board representatives.
 1. Members will be added to an online shared calendar (google or similar platform).
 - k. Treasurer
 - i. Will handle financial activities and maintain financial records for all monetary transactions associated with league business.
 - ii. Financial reports should be conducted quarterly and presented at board meetings.
 1. Quarterlies will be shared at the July, October, January and April meetings.
 - iii. Will be an authorized signer and approved contact person with the leagues banking institution along with the President.
 - iv. Deposits should be made weekly during the fall and spring seasons.
 1. In the off season it can be bi-weekly or as needed.
 - v. The Treasurer will be responsible for contacting the accountant in regards to filing taxes.
 - vi. The treasurer "cannot" be related in any form to any member of the board.

The following Board positions will hold a one year term, with a second year in an advisor role to the board as needed.

- l. Registrant
 - i. Is responsible for all approved applications, background checks and enrollment into SafeSport for each season.
 - ii. Maintain current player applications SafeSport enrollment.
 - iii. Help to coordinate walk-up dates, evaluations and clinics along with the board.

- m. Secretary.
 - i. Coordinate with Team Division rep to create and maintain badges for all approved board members, coaches and volunteer staff.
- n. Team Division Representative (all age divisions)
 - i. Is responsible for communications between team coaching staff, players, parents and the board.
 - ii. Will work with coaches and/or parents to resolve issues associated with each division.
 - 1. All situations that are of concern will be presented at the upcoming board meeting unless immediate action is required.
 - 2. The President will be apprised of any issues requiring immediate action and the course of action will be determined in collaboration.
 - iii. Will be knowledgeable of division rules and assist managers and coaches in adhering to the rules.
 - iv. Be present at all league manager/coach meetings, player evaluations and drafts.
 - v. Coordinate with Registrant to create and maintain badges for all approved board members, coaches and volunteer staff.
 - vi. Will create and oversee team GroupMe chats for each team and division.
- o. Competitive Representative
 - i. Will organize and schedule tournaments, order uniforms and order pins for state.
 - ii. Is responsible for finding managers and coordinating with the Registrant to clear background and Safesport.
 - iii. Responsible for all communications to managers, coaches, parents and players.
 - 1. All situations that are of concern will be presented at the upcoming board meeting unless immediate action is needed.
 - 2. In the event of emergency or immediate action the President will be contacted for further direction.
 - iv. In partnership with the Fundraising Coordinator, will set up and arrange specific fundraising for the competitive season.
 - v. Board Member at Large
 - 1. To fill and oversee in any committees, help with volunteer positions, opening ceremonies, registration walk-ups and evaluations.

The following Volunteer positions will hold a one year term, with the option to renew for the subsequent seasons.

- p. Committee Coordinators
 - i. Coordinators are not required to attend board meetings, however may be asked to attend to give an update or discuss upcoming seasons.
 - 1. Coordinators do not have a vote at any board meeting if in attendance, unless also a sitting board member.
 - 2. If also a sitting board member the other members may request a abstained vote on certain topics or issues.
 - ii. When handling money there must be 2 board members present to verify, count and solidify transactions for deposit.
 - 1. This applies to all coordinator and board member positions.

- q. Fundraising Coordinator
 - i. To organize and oversee all fundraiser activities associated with YCGS and report to the Treasure on all fundraising funds to be deposited to the leagues banking institution.
 - ii. All fundraisers must be approved by the board.
 - iii. There should be a minimum of three fundraisers per season.
 - iv. Fall season approvals must be submitted by August and spring season must be approved by February.
 - v. Will coordinate a committee for the spring season carnival and gift baskets.
 - vi. Will be responsible for creating a graphic and submitting it to the Communications Coordinator for distribution.

- r. Equipment - Field Maintenance Coordinator
 - i. Conduct a complete inventory of all equipment each season and submit it to the Vice President.
 - 1. This should be submitted by August for Fall and February for the Spring season.
 - ii. Be present at gear pick up and drop off to help track equipment issued to managers or coaches.
 - 1. If unable to attend, set times/dates will coordinate with the board to arrange coverage.
 - iii. Must do a field and equipment walk through at least once a week.

- s. Snack Bar Coordinator
 - i. Will maintain a clean and orderly snack bar.
 - 1. Responsible for the deep cleaning of the serving and food areas and keeping an orderly storage area.
 - ii. Keep inventory and shop for needed items throughout the week.
 - iii. Maintain financial records of items purchased and sold.
 - 1. Provide receipts, payments and records to the Treasurer within a week of purchases.
 - iv. The Snack Bar coordinator will also be responsible for coordinating and training volunteers as needed to operate the snack bar.
 - 1. Staff “hired” to operate the snack bar may not be related to the Snack Bar Director in any form.
 - a. Volunteers may be related.
 - v. At the end of closing or handling money transactions, there must be 2 board members present to verify, count and solidify transactions for deposit.

- t. Communications Coordinator
 - i. Maintain the YCGS website and social media platforms.
 - ii. Ensure all posted updates, scheduled activities and other information are accurate and current.
 - iii. Manage the on-line registration processes and collaborate with the Registrant.
 - iv. Will also push all marketing and communication efforts.
 - v. Will post Player of the game photos weekly during main seasons.

Section 3 - League Rules

1. Yucaipa Calimesa Girls Softball uses the rules published by the USA Softball of Southern California for fast pitch softball. However, league rules that are established by the Board of Directors supersede USA Softball rules. Any questions concerning interpretations should be directed to the YCGS Board.
 - a. All players are expected to participate in scheduled practices, games, fund-raisers or any reasonable service required by their respective team manager and/or coach.
 - i. Failure to meet the above criteria may affect playing time.
 - ii. Multiple absences or failure to participate may affect the eligibility to register for subsequent seasons.
 - b. No negative social media posts regarding the league, coaching staff, parents or players are tolerated and the offender may not be eligible to continue their relationship with YCGS
 - c. Disciplinary Procedures
 - i. All players, coaching staff, parents and fans must adhere to the rules and policies set by the YCGS League.
 1. Those not complying will receive a verbal warning to correct.
 2. If the problem continues, a written warning will be given.
 3. If still unaltered a disciplinary task force will determine the action to be taken against the offender.
 - d. Qualifications for Players
 - i. Registration applications must be submitted online or in person at a scheduled walk-up-date prior to evaluations.
 - ii. Payment is due at the time of registration.
 1. If experiencing financial hardship - scholarships may be sought.
 - iii. Attend evaluations for their age division per USA softball guidelines.
 1. If a player wants to play-up in a higher division they may evaluate for that division after they have evaluated in their age division.
 2. The player will be notified after both evaluations have been completed and a decision for division has been made by the league president.
 - a. Eligibility is based on safety, team availability and players abilities.
 3. If a player is unable to attend evaluations they will be added to the draft as a "hat pick" in your prospective division (see draft procedures in Section Four for more information).
 4. Players will be evaluated on their fielding, hitting, throwing and running skills.
 5. Pitcher and Catchers will also be included during the assessments.
 6. Established pitchers and catchers are required to evaluate to play those specific positions throughout the season.
 - a. An established player is a player who has pitched or caught for more than half a season in any league.
 - b. Pitchers and catchers who did not evaluate or are a developing player may only play 1 inning during a game in that position.
 - iv. Managers will draft players and turn in the team roster to the league.
 1. Once rosters have been submitted, no team player may be dropped or exchanged from the Yucaipa Calimesa Girls Softball without the Board of Directors Approval.
 2. You will be notified within 48 hours of the draft outcome from the team

- manager, the details of your team and practice schedule.
- v. Equipment requirements for players.
 1. Every player on the defensive team must wear a glove on the field.
 2. Face Masks are required for pitchers in all divisions
 - a. Infield positions are strongly encouraged to wear face masks.
 3. No jewelry of any type shall be worn during a game.
 - a. If a piercing can not be removed it must be covered.
 4. Rubber molded Cleats ONLY for 6U – 12U Division, 18U - METAL CLEATS MAY BE WORN but not required.
 - a. Turf shoes may be worn if preferred.
 5. Catchers equipment (helmet, chest protector, shin guards) must be worn during all games, practices, pitcher warm ups and tryouts.
 6. Batting helmets with face guards must be worn during the games
 - a. Players may not remove helmets until they enter their dugouts.
 - e. Regulation games shall be as follows:
 - i. Game protests are allowed.
 1. These protests must be submitted in writing along with a \$50 fee (the fee will be applied to the YCGS field improvement fund).
 2. Citing of the USA Softball rule must be included with your explanation.
 3. No protest for Fall Season.
 - ii. USA Softball In-Field Fly rule in effect (see division exceptions).
 - iii. USA Softball Dropped 3rd strike in effect (see division exceptions).
 - iv. USA Softball rules for stealing bases apply.
 1. All bases open (see division exceptions).
 - v. Sliding should be encouraged.
 - vi. No player shall start a defensive position closer than the distance of the pitching rubber.
 - vii. Field Set Up and Regulations
 1. The fitness of the playing field shall be determined before the start of the game.
 - a. The City - League President - The Umpire, in that order will determine and decide if the field is playable.
 2. Any member, on or about the premises, participating in substance abuse during a league-sanctioned time, in or out of uniform, will be removed immediately.
 - a. Players or coaching staff caught, will be suspended and written up for suspension or disqualification and discussed at the following board meeting.
 3. No coaching from behind the backstop is permitted at any time by anyone (coaches, parents, or fans).
 4. No coaches or managers on defense are allowed on the playing field during game play (10u and up only).
 5. Base coaches under eighteen (18) years of age must wear a batting helmet until they have entered the dugout.
 - a. A waiver for that individual must be on file prior to them stepping on the field.
 - i. Waivers can be obtained at the snack bar.
 6. Pitch Rubber on the mound
 - a. Pitching distance from Home Plate to the Rubber
 - i. 8u - 30 feet

- ii. 10u - 35 feet
 - iii. 12u - 40 feet
 - iv. 18u - 43 feet
 - b. Bases are to be set at the following distances
 - i. 6u - 50 feet
 - ii. 8u-18u divisions - 60 feet
 - c. Ball sizes for each division are as follows
 - i. 8u - 10 inch
 - ii. 10u - 11 inch
 - iii. 12u and up - 12 inch
- viii. Umpires
 1. The umpire shall be the official timekeeper and he/she will announce the starting time of the game and make a note of that time.
 2. He will also have the scorekeeper make a notation in the official scorebook.
 - a. The Home Team is the official score-keeper for all games.
 3. A team not ready to begin playing five (5) minutes after the umpire has officially started time will forfeit the game to the opposing team.
 4. All umpires must be registered through USA Softball.
- ix. Scheduled Games
 1. Schedules are posted after the draft is completed and within one week of games starting.
 - a. Game times may be changed or altered by the YCGS board during the season due to field conditions, park closures, or schedule conflicts.
 - b. (7) innings or “NO” new inning after one (1) hour and twenty (20) minutes with a “finish the inning” stipulation (no reverting back).
- x. Minimum Players and Roster Lineup
 1. No more than (9) players are allowed on the field each inning (see exceptions).
 2. ALL DIVISIONS 8u and up CAN PLAY WITH A MINIMUM OF SEVEN (7) PLAYERS. Less than 7 is a forfeit and a scrimmage may be played.
 3. Once a roster has been submitted at the start of the game no alterations can be made.
 4. If the player(s) arrive after the start of the second inning, they will be recorded as an out for their first at bat and that player may not enter the game.
 5. All players on the roster, both offensive and defensive, must play half the game.
 - a. Defensive substitutions should alternate innings in order to accomplish the 50% rule. The YCGS board will be monitoring playing time given to each player.
 - b. Round Robin batting will apply (all players will bat and be listed on the team’s batting rosters.
 - c. Defensive Change Rule: After the 5th run is scored in any one inning, the team at bat shall take the field. (See 8u exception)
 - i. There will be no last inning where an unlimited number of runs can be scored.
 6. Picking up addition players
 - a. Spring: You can pick up ONE player from the current division to make 8 girls for the team (spring season only).
 - i. That player will not be in the batting line-up; they will be an

causing interference. (No Coaching players while on field)

- b. Defensive Change Rule: After the 3rd run is scored in any one inning, the team at bat shall take the field.
- c. NO USA Softball In-Field Fly rule in effect
- d. NO USA Softball Dropped 3rd strike in effect.
- e. USA Softball rules for stealing bases apply.
 - i. Stealing 1 base per pitch is permitted, but not during a coach pitch.
 - ii. Home plate is closed, a runner may not steal home.
- f. On a ball thrown out of bounds (foul territory) the batter/runner is awarded the base that would have been achieved.
 - i. This judgement is a call made only by the umpire.
- g. Play stops when the hit ball is in possession of the pitcher and the pitcher is in the pitching circle. Batter/runner takes achieved base.
- h. Bunting is allowed but not off a coach pitch.
- i. Outfield players may play with a 10th player in a “Rover” position.
- j. No more than six players can be positioned in front of the base path (The Catcher in Catcher’s box is the 6th player).
- k. Outfielders and your tenth player (rover) must remain behind the base paths until the ball is hit or a play is made on a base runner.

xiii. Injuries

- 1. If an Injury should occur during a game, and that injury cannot be taken care of within a few minutes, the team manager should replace the injured player and the game should resume.
 - a. If the injured player cannot reenter the game (defensively or offensively) her place in the batting order will be skipped over and no recorded outs occur.
 - b. An accident report must be filled out and turned into a board member immediately following the game.

xiv. Fall Game Rule Addendums

- 1. 8u-10u divisions - pitchers have a two inning maximum
- 2. 8u-12u divisions - drop dead hour and twenty minutes no matter the inning or runs
- 3. 6u and 18u division - standard rules apply

Section 4 - Team Managers and Coaching Staff

1. Team Managers and Coaches
 - a. All those wishing to Manage or coach a team must fill out an application online or in person prior to the season deadlines.
 - i. Deadlines for applications are July 1st for fall and January 1st for spring seasons.
 - b. Determinations are made by the YCGS President and applications are not a guaranteed coaching position.
 - c. Managers will be notified within a week of the closed application deadline.
 - i. Managers will be considered based on their experience, past performances, league involvement and their ideals of YCGS.
 - ii. Managers are required to attend evaluations, draft and the managers meeting.
2. Managers are responsible for all team conduct including but not limited to dugout, coaches, parents/fans, team functions and games per Yucaipa Calimesa Girls Softball Code of Conduct. “Please keep control of your team at all levels”.
3. Any complaints or concerns made during the season must be in writing and submitted to the Board.
 - a. A follow up response will be given within 48 hours.
 - b. If immediate action is required please contact the President or Division Representative and they will advise on the necessary course of action.
4. Travel ball coaches or coaches affiliated with a travel ball team, are not permitted to manage or coach a team within that same division.
 - a. There is no promoting of your affiliated travel ball team while participating on a rec team. This includes advertising tryouts, practices or wearing apparel of travel ball affiliates.
5. Evaluations Procedures
 - a. Managers are expected to attend both days of evaluations.
 - i. Excusals must be made in writing and submitted for approval prior to the evaluation date.
 - ii. They must observe their division and help run one evaluation of a different division.
 1. Evaluations for each division may last up to 2 hours each day.
 - b. Evaluation forms are based on a 1-5 scale rating for fielding, hitting, throwing and running skills, as well pitcher and catcher positions.
6. Draft Procedures
 - a. Managers will meet on draft day to select the players of their team.
 - i. A blind draw number will determine the order of the managers selections..
 - b. Managers will “freeze” their own daughter(s), on their team.
 - i. Managers will then “freeze” 1 additional player, which will be either their assistant coach or team mom’s daughter.
 - ii. These frozen players if not a pitcher and catcher will automatically fill the 5th and 6th positions on the team roster.
 1. Pitchers and Catchers are the 1st and 2nd round picks. If they are the “frozen” players they will be automatically placed in those positions.
 - c. YCGS utilizes the Snake Draft method.
 - i. After frozen players have been placed, the Manager who drew the starting number will begin their selection.
 1. Every manager will then continue selecting until all the managers have selected a player in the first round.
 2. The pick order reverses after each round is over
 - a. The draft order flips after each round, so the team that picks first in

round one, picks last in round two, then first again in round three and so on.

- i. This method aims to give a more even distribution of talent within the league.
 - b. If there is a “frozen” player in any of the rounds that manager will be skipped over as their selection has already been assigned
3. When a manager drafts a player with a sister, that sister automatically becomes that manager's next pick.
 - a. No other relations are automatically picked for the team as a pair unless permission has been granted by the president prior to the draft.
 4. Any trades or team alterations must be approved by the President, immediately following the last round of picks.
 5. The president will close the drafts at which time all trades are over and the final roster is submitted to the league.
 - a. Practice times jersey color, and team names are chosen and turn in along with the roster.
 - b. All players on your team must be contacted within 48 hours of the draft.

7. Practices and Games

- a. If the manager/coach is a male and is conducting any team functions – that team must have an approved (USA Softball Background Checked) female, eighteen (18) years of age or older, in attendance at all team functions. (Practices, games, etc.) **THERE ARE NO EXCEPTIONS TO THE RULE; THIS IS FOR YOUR PROTECTION.**
- b. Badges must be worn by anyone in the dugout or on the field
 - i. Badges are issued by the Registrant or Division Representative after the following criteria has been met:
 1. Submitted and approved background check
 2. Completed necessary Safesport training
 3. Payment balances for additional background checks have been paid
 - a. YCGS pays for the Team Manager and 1 Female (Team mom or coach) per team.
 4. Photo taken for ID badge on selected dates
 - a. Personal photos may not be used
 5. Cleared through USA Softball Association
 - ii. Temporary field passes may be issued by a board member to those in “pending” status with USA Softball.
 1. Not all “pending” candidates will receive a pass, this is up to the discretion of the YCGS board.
 2. All temporary passes will be signed in and out from the snack bar
 - iii. All badges from the team must be turned in at the end of the season along with the league's equipment.
 - iv. You may not share or lend your badges to another adult at any time for any reason.
- c. Managers are to play all players according to defensive substitutions rules, unless that player is under disciplinary action approved by the YCGS board.
 - i. Managers must inform the opposing manager prior to the start of the game if a player is being held out and note the reason why.
- d. The Coaching staff in the dugout or on the field is limited to a 4 adult maximum for games.
 - i. A background checked and YCGS approved female must be 1 of the 4 adults.

