

SIERRA GIRLS SOFTBALL LEAGUE, INC.

CONSTITUTION

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ARTICLE I: NAME.

The name of this organization shall be the SIERRA GIRLS SOFTBALL LEAGUE, INC. and shall be referred to in this document as SIERRA GIRLS or LEAGUE.

ARTICLE II: OBJECTIVE.

The prime objective of the League is to provide girls an opportunity to participate in an organized softball program that offers them competition and camaraderie, is safety oriented and fun. The fundamentals of softball will be taught while promoting good sportsmanship, good citizenship, and build character.

ARTICLE III: MEMBERSHIP.

Team membership of the League shall exist in the following named divisions:

- 6 years old and under 6U
- 8 years old and under 8U
- 10 years old and under 10U
- 12 years old and under 13U
- 18 years old and under 18U

League age shall be the age of the girl as of January 1st of each year. References in this document to age shall be meant to refer to League age unless otherwise specified.

The 6U Division shall consist of girls with League age between 5 and 6 years. In general, girls in this division will be 5 or 6 years of age. Exceptions will be made for underage girls to "play up" based on maturity, the prior experience, and general athletic ability of the girl. Consent of the player's parent or guardian and the Player Representative or League President is required. Exceptions for the girls to "play down" with League President's approval.

The 8U Division shall consist of girls with League age between 7 and 8 years. In general, girls in this division will be 7 or 8 years of age. Exceptions will be made for girls to "play up" and "play down" with the same approvals and approval criteria in the 6U Division.

The 10U Division shall consist of girls whose League age is 10 years or less. In general, girls in this division will be 9 or 10 years of age. Exceptions will be made for girls to "play up" and "play down" with the same approvals and approval criteria in the 6U

Division.

The 13U Division shall consist of girls whose League age is 13 years and under. In general, girls in this division will be 11, 12 and 13 years of age. Exceptions will be made for girls to "play up" and "play down" with the same approvals and approval criteria in the 6U Division.

The 18U Division shall consist of girls whose League age is 18 and under. In general, girls in this division will be 13 thru 18 years of age. Exceptions will be made for underage girls to "play up" with the same approvals and approval criteria as outlined in the 6U Division for under age girls.

ARTICLE IV: GOVERNMENT.

The government of the League shall be vested in the voting member of the Board and those members of team staff present at the general meetings. The Board shall consist of the President, Vice-President, Secretary, Treasurer, Players Representative, Umpire Liaison, Uniform Manager, Equipment/Field Manager, Sponsorship Coordinator, Division Coordinators (5), Snack Bar Manager, Publicity Coordinator, and Truckee Coordinator. A total of 17 Board positions. A quorum shall be established with a simple majority of the members present. The Board shall be elected at a general meeting held after the completion of each playing season.

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Player Representative and Umpire Liaison.

Board Members must attend 80% of meetings. If a board member misses 3 consecutive meetings they will be removed from office by vote of the executive board.

Coaches' conduct is very important to the League. Good sportsmanship, positive attitude, and showing respect to the players are all key qualities. There will be a meeting of the Executive Board and any person violating the Bylaws of the League and coaches can be removed due to valid complaints and problems.

ARTICLE V: OFFICERS.

1. **PRESIDENT** shall preside over all meetings, shall have primary responsibility for the administration of the League, including, but not limited to scheduling games, make-up games, handling of disputes and coordinator with umpires; and shall perform such executive and administrative duties as would naturally fall within the duties of the office. This position is elected for a 2 year term.
2. **VICE PRESIDENT** in the absence of the President at any meeting, the Vice President shall exercise the powers and duties of the President. The Vice President shall perform all special duties and projects as required by the President or by the Executive Board. This position is elected for a 2 year term on the year

opposite of the President.

3. **SECRETARY** shall:

- a. Keep an accurate record of all meetings;
- b. Be responsible for making sure the Constitution, Bylaws, rules, and draft rules are ready for distribution to coaches at the start to the season;
- c. Be responsible for insurance matters (filing and following of insurance regulations); and
- d. Performance of other duties that would fall within the duties of the office.

This position is elected for a 2 year term.

4. **TREASURER** shall:

- a. Keep an accurate record of financial transactions of the League;
- b. Prepare a current financial report to be presented at each meeting of the board and
- c. Submit a complete yearly financial report upon completion of the playing season;
- d. Administer the League checking account and be responsible for all transfer of funds into or out of this account; and
- e. Performance of other duties that would fall within the duties of the office.

This position is elected for a 2 year term.

5. **PLAYERS REPRESENTATIVE** shall:

- a. Being the agent for all players in the League;
- b. Investigating all grievances between all players and team management;
- c. The placement of players onto all League teams including administration of the annual drafting of players onto teams in the 13U and 18U Divisions;
- d. Keeping current files of all registration sheets and proof of age for all active players in the League;

- e. Provide lists of all returning girls to 13U and 18U Divisions coaches prior to draft;
 - f. Assist the President in scheduling games and practices; and
 - g. Performance of other duties that would fall within the duties of the office.
6. **UMPIRE LIAISON** shall:
- a. This person is the sole communicator with the UIC;
 - b. Responsible for scheduling the umpires directly with the UIC, including make-up games that need to be scheduled; and
 - c. Performance of other duties that would fall within the duties of the office.
7. **UNIFORM MANAGER** shall:
- a. Make sure uniforms are available for every player in the League. Leagues issued Uniforms shall consist of jerseys. Individual teams are required to choose whether to wear pants or shorts and all players need to be dressed alike;
 - b. Procure uniforms from a quality; competitively priced source; and
 - c. Performance of other duties that would fall within the duties of the office.
8. **EQUIPMENT/FIELD MANAGER** shall:
- a. Supply each team with League equipment at the start of practices. League Equipment shall consist of bats (at least three per team), batting tee (one per 6U and 8U team only), batting helmets with chinstraps and face masks (at least five per team), catcher's mask, catcher's shin guards, catcher's chest protector, practice balls (at least seven per team), an equipment bag of sufficient size to hold all equipment and one key each for the equipment room and rest rooms (plus light panel key for 10U, 13U and 18U teams);
 - b. Must ensure all equipment is returned at season's end;
 - c. Procure field maintenance equipment and supplies and make available for use by the League for the preparation and maintenance of the playing fields. In general, this will consist of three working line chalkers, a supply of line chalk, a line or string for laying outlines, a grounds keeping rake, a field drag-mat, a 100' rule, a portable back stop for the 6U and 8U fields, bases (including buried base posts), home plate and pitcher's mound for all fields;

- d. Insure that all fields and facilities are ready and safe for use throughout the season;
 - e. Insure that first aid supplies are available in the snack bar, which would "normally" be expected, to administer first aid for injuries that might occur while one is playing or attending a softball game; and
 - f. Performance of other duties that would fall within the duties of the office.
9. **SPONSORSHIP COORDINATOR** shall:
- a. Be responsible for the establishment and implementation of programs to attract and recognize team sponsors.
10. **DIVISION COORDINATORS** shall:
- a. Help to secure managers, coaches and team parents for all teams in their division;
 - b. Keep the win/loss records with scores for all games in their division and keep the League standings for their division;
 - c. Help to resolve differences between team management, parents, players, or umpires including protest committee duty when asked. Primary responsibility for dispute resolution remains with the President and all disputes must be reported to the President;
 - d. Help to communicate and enforce special playing rules in their division and coordinating any rule change proposals; and
 - e. Performance of other duties that would fall within the duties of the office.
11. **SNACK BAR MANAGER** shall:
- a. Plan, stock and schedule the staffing of the snack bar facility;
 - b. Ensure the snack bar fare is procured from reputable, competitive and quality sources;
 - c. Ensure that the cleanliness of the snack bar meets or exceeds government regulations for a food preparing and serving establishment;
 - d. Keep a record of receipts for supplies and services and monies collected; and turn in those receipts and monies on a regular basis to the Treasurer;

- e. Shall take necessary steps to provide reasonable assurance that the snack bar money is not stolen or otherwise misused; and
- f. Performance of other duties that would fall within the duties of the office.

12. **PUBLICITY COORDINATOR** shall:

- a. Be responsible for ensuring that the League recruiting, sign-up and other activities receive proper and significant coverage in the local media. Local media would include radio, newspaper, television and other mass communication means. It is expected that this coverage be timely, donated, and that it occur as would be reasonably expected to support League actives and goals;
- b. Make a League newsletter every other week during the season. It should keep the parents, players and coaches up to date on League activities throughout the season; and
- c. Performance of other duties that would fall within the duties of the office.

13. **TRUCKEE COORDINATOR** shall:

- a. Represent the League in the Truckee area and for all League business specific to Truckee. This will include, but is not limited to recruiting, publicity, fields, sponsorship, equipment and team structuring; and
- b. Participate in other League programs as required, agreed upon, and consistent with that which can be expected from this office.

ARTICLE VI: MEETINGS.

The President shall call a general meeting to be held on the second Wednesday in June for the purpose of disposing of unfinished business and of electing board members for the next season. Special, regular or monthly meetings may be called as deemed necessary to successfully and properly administration of League Business.

ARTICLE VII: CHANGES.

This Constitution and the Bylaws may be changed and amended at any meeting of the Executive Board and by majority vote.

ARTICLE VIII: PROTEST COMMITTEE.

The Protest Committee shall consist of the President, the Player Representative and a Division Coordinator, appointed by the President, outside the Division in which the

protest has occurred. The President has the ultimate responsibility for resolving all protests.

ARTICLE X: EQUIPMENT, SUPPLIES AND UNIFORMS.

All equipment, supplies and/or uniforms issued by the League to the teams or League management remains the property of Sierra Girls Softball League, Inc. except as provided for separately under special Board approved agreement or program. The equipment, supplies and/or uniforms are to be turned in at the end of each playing season. At the discretion of the Board or the responsible officer, pictures or awards may be withheld pending receipt of issued equipment or uniforms belonging to League.

ARTICLE XI: TERMS OF OFFICE.

The terms of office of Executive Board Members shall be from June of their election year to June of 2 years later. Each office is subjected to re-election every 2 years if he or she wishes to run and there is no established limit to the number of years or consecutive years they may serve. The President and Secretary will be ejected opposite years of the election of the Vice President and Treasurer.

ARTICLE XII: TEAM MANAGEMENT.

It is the desire and intent of the Sierra Girls Softball League, Inc. that every team, as a minimum, has a Coach, and Assistant Coach (to a maximum of two), and a Team Manager. It is felt that proper attention to the needs of the players; the parents and the League can not be provided without this minimum team staff. Every Team Manager should endeavor that he/she has done their best to recruit the minimal assistance recommended. The Board should be informed of any team's failure to attract adequate management so that the League resources can be mustered to assist the team to recruit adequate management personnel. The League believes that a person's ability to contribute to the success of the League or any individual team or program is not affected by gender. Everyone's participation is encouraged, in any capacity.