

# SGSA Policy & Procedure Manual

1. Organization, Purpose, & Affiliation
  - a. The Stockton Girls Softball Association (SGSA) is a nonprofit corporation organized under the California Nonprofit Public Benefit Corporation Law.
  - b. The purpose of SGSA is to provide young girls/women between the ages of 4 and 15 with an amateur fastpitch softball program designed to train and educate these young women in basic softball skills and to promote leadership, good sportsmanship, citizenship, and friendship.
  - c. SGSA is affiliated with the National Softball Association. Hereafter referred to as “NSA” in this manual.
    - i. The playing rules for each division shall be the approved NSA rules for fast pitch softball. The Board at its discretion may modify or change those rules considering the best interests of the players
2. Player Eligibility
  - a. Girls living in the Stockton area are eligible to participate as players in SGSA, provided they meet the age and other requirements set forth below.
  - b. Age Requirements – A player’s age for league purposes is how old they are on December 31<sup>st</sup> of the previous year. Eligible players are ages 4 through 15.
  - c. No player shall participate with an SGSA team and at the same time play for a high school softball team. A player is allowed to play at the same time on a travel or competitive team, however there may be a limit on how many travel players are allowed on the same SGSA team.
  - d. A player shall not be eligible to participate in SGSA until all the registration requirements are met, including but not limited to the payment of the required registration fee and any fundraising required of the player as a condition of playing. Proof of age must be presented at the time of registration.
  - e. The amount of the registration fee shall be determined by the SGSA Board of Directors, and that fee is subject to review on a yearly basis. The registration fee may be waived in cases involving significant financial hardship or other appropriate circumstances at the discretion of the Board.
  - f. Transportation issues or potential difficulties will not be a consideration when forming teams in the 10u, 12u, or 15u divisions.
3. Board of Directors & Officers
  - a. The governing body of SGSA is a Board of Directors elected annually in accordance with the bylaws of SGSA. The Board shall plan, coordinate, and supervise all activities and functions of the League with the help of other volunteers. At the end of the season on a date to be determined by the Board, nominations for the following season’s Board of Directors shall be accepted and at a meeting publicized in advance and open to eligible voters as defined by the By Laws, a new Board shall be elected. For further information concerning the election process, please contact a current Board Member or request a copy of the By Laws.

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- b. The officers and the administrators of SGSA are as follows, President, Vice President, Secretary, Treasurer, Sponsor Administrator, Snack Bar Administrator, Fundraiser Administrator, Field Administrator, Safety Administrator, Equipment Administrator, Uniform Administrator, Player Agent, Umpire in Chief, Information Administrator, and such other positions that may be elected, created, or appointed by the Board of Directors in accordance with the bylaws.
  - c. The Board of Directors may establish an Executive Committee consisting of the organization's officers and entrust the Executive Committee with such authority and powers as the Board determines are appropriate.
4. Playing Divisions
- a. SGSA is divided into five (5) playing divisions: 6u (ages 4-6); 8u (ages 6-8); 10u (ages 8-10); 12u (ages 10-12); and 15u (ages 12-15).
  - b. With parental consent and Board approval, an appropriately experienced and skilled player may play up a division. To play up, the player may be required to participate in a try out to determine her qualifications to move up. Alternatively, her skill level may be verified by a previous coach or board member.
  - c. Requests to play down a division will be considered on a case-by-case basis and require Board approval.
5. Team Selection
- a. All teams from the previous season shall be dissolved. A blind draw will be utilized to assign players to teams in the 6u and 8u divisions. The draw shall be conducted so that, to the extent possible, new, and returning players in each age group within each division shall be equally distributed among the teams. A player draft will be utilized to assign players to the 10u, 12u, and 15u divisions. Coaches will select their teams based on their review of the players' skills during an evaluation day. If a player doesn't go through the evaluation process they will be randomly assigned a team. The Board shall adopt and implement a detailed player evaluation and draft procedure based on the recommendations of the Player Agent. At no time will players be assigned to teams because of transportation issues or difficulties.
  - b. All properly registered players must be assigned to a team subject to coach availability.
  - c. Siblings that reside within the same household will be assigned to the same team, provided they are playing in the same age group.
  - d. Each coach shall have the option of having his/her daughter assigned to the team he/she is coaching.
  - e. Players that register after the draw or draft process has taken place will be placed on a waiting list by the Player Agent in order of their registration and will be assigned to a team by either a supplemental blind draw or in order of their registration depending on the number of players to be assigned.
  - f. Team Rosters – The number of teams in a division and the number of players registered shall determine the number of players on a team. All teams should have the same or a substantially similar number of players on their rosters. The Player Agent will fill vacancies on a team if there are players on the waiting list until the maximum roster size is reached. Ten (10) is the recommended minimum

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number of players per team and thirteen (13) is the recommended maximum number of players per team.

- g. Player Release – Any player that voluntarily quits or is dropped for cause shall not be eligible to re-register for the same season without the consent of the Board.

### 6. League Play

- a. Each division shall have at least four (4) teams.
- b. The game schedule shall identify the “Home” team and the “Visitor.” The Visitor shall be listed first on the schedule and the Home team shall be listed second on the schedule. The Home team shall occupy the third base dugout, and the Visitor shall occupy the first base dugout.
- c. No team shall play more than two (2) games per week, except where necessary to complete rain outs, ties, make-up games or otherwise approved by the Board of Directors.
- d. No games shall be played on Sundays unless it is necessary to complete games to conclude the season in a timely manner or in a tournament.
- e. All efforts will be made to avoid teams playing on two consecutive days however, it may be necessary at times for scheduling purposes.
- f. The Board may postpone a game if, for any reason, the field is not in proper playing condition or the field is not available. All postponed games will be rescheduled by the Board at the earliest available date with consideration given to the availability of both teams. However, the absence of one or two key players will not be a reason to put off scheduling the game, provided that the team can field a “legal” team on the date selected. 10u, 12u, and 15u division games will receive top priority for makeup games and 6u and 8u games will be rescheduled if possible.
- g. Playoffs and/or a season ending tournament will be left to the discretion of the Board each year. The Board reserves the right to make any rule changes for playoff or tournament games as it deems necessary, including but not limited to pitching limits, length of games, etc. Those will be communicated to all coaches prior to the start of the tournament.

### 7. Team Management & Supervision

- a. Head coaches may either be male or female with a minimum age of eighteen (18) years old.
- b. Minors may serve as assistant coaches with parental consent.
- c. Coaches should wear their league issued coaches’ shirt at games.
- d. Only the designated head coach for each team is permitted to address the umpire during games.
- e. For good cause, a Coach has the authority to discipline a player by suspending her for one (1) game, provided that the Coach has communicated his/her intent to discipline the player to the player’s Parent(s), the Player Agent, and a Board Member in advance of imposing the suspension. This is the only form of discipline that is permitted by a Coach.
- f. The method of selecting Volunteers and Coaches shall be left to the discretion of the Board of Directors. Volunteers and Coaches will be evaluated by the Board prior to the selection of the players and teams for their suitability for the position

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based on their coaching experience, history with SGSA, history of disciplinary and/or misconduct conduct and references. The Board has complete discretion whether to permit an applicant that has applied to coach or volunteer. The Board's decision on this matter is final.

- g. As a condition and prerequisite to coach or volunteer, each participant involved with and that has contact with the team must pass the background check that is required by the League. This does not apply to volunteers under the age of 18.

### 8. Finances

- a. SGSA will receive income from the following sources:
  - i. Player Registration Fees.
  - ii. Sponsorship Fees. The Board shall determine the amount of the sponsorship fee to be charged each year. The payment of a sponsorship fee entitles a sponsor to advertise its name on the team uniform and recognition at other League events.
  - iii. Snack Bar. On a yearly basis, the Board of Directors shall select a Snack Bar Administrator to operate the snack bar/food concession. The Board of Directors maintains complete control of the snack bar, including but not limited to, the selection and identity of the operator, the prices to be charged, the way the snack bar is operated and any discount to be given to players. To help support the League, each team is encouraged to purchase their postgame snacks from the snack bar, and, as an incentive, a discounted rate may be offered to the players.
  - iv. Fundraising. The Board shall determine if fundraising activities either mandatory or voluntary will be undertaken on a season by season basis.

### 9. Insurance

- a. Team insurance and medical insurance are available through NSA and will be purchased for each player. The medical or accidental insurance that is obtained through NSA is excess coverage and, therefore, any other applicable insurance available to the player must be completely exhausted before the excess coverage will apply. This excess coverage also may have a deductible which would have to be satisfied prior to the payment of benefits by the insurance company.

### 10. Protest Procedure

- a. Except as set forth below, the protest procedure established by the NSA Rulebook will be followed. Consult the NSA Rulebook under the subject of Protest Procedure.
- b. A protest will be disallowed if the Coach for the protesting team signed the lineup card when presented to him/her for signature by the Umpire at the conclusion of the game.
- c. If a protest is made, the official scorekeeper shall note in writing in the scorebook that the game is being played under protest. The batting order, base runners, outs, and innings at the time the protest is verbally made must be noted in the official scorebook. The Umpire must notify the Board Member on duty that a protest has been made.
- d. All protests must be submitted in writing to any Board Member within 24 hours after the end of the game being protested. An Umpire shall verbally assist a

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Coach that approaches him/her for assistance in filing a protest. No fee is required to be paid to submit a written protest.

- e. Protests will be ruled on by a three (3) member Protest Committee chaired by the President of the League, who shall select the remaining two (2) members of the Protest Committee prior to the start of the season. Members of the Protest Committee must not have a conflict of interest, including, but not limited to having a relative playing and/or coaching in the division in which the game being protested occurred. The Committee shall remain as chosen unless a direct conflict arises, at which point two alternates shall be chosen.
- f. To the extent possible, the Protest Committee shall rule on a protest within 72 hours after it has been filed. The decision of the Protest Committee shall be made in writing and shall be final.
- g. Protests may be filed only by a Coach of a team. The protest must be verbally made at the time of the alleged violation or infraction of any applicable, relevant rule and/or By Law or policy and said protest must be made to the Umpire. The opposing team must also be informed of the protest. The verbal protest does not take the place of the procedure set forth in Section 12.4 immediately above. Verbal notification of a protest is only a preliminary and prerequisite step to filing a protest in writing. Neither a Parent nor a Spectator may file a protest.
- h. The policy of this League regarding a protest is if it is upheld, only the exact same lineup that participated in the game is eligible to participate as a player in any game that is replayed either in its entirety or in part. Any player that was listed as absent or injured in the lineup of the original game is not eligible to participate in the replay of the protested game. Any team that violates this rule and uses an ineligible player in the replay of the protested game will receive an automatic forfeit.

### 11. Misconduct & Discipline

- a. Any complaint of misconduct by a Player, Volunteer, Coach, Umpire, Parent, or other person associated with SGSA should be directed in writing to the Board of Directors. The Board of Directors does have the discretion to consider verbal complaints of misconduct or poor behavior, however, the Board may ask for the complaint to be placed in writing.
- b. The Board of Directors shall promptly review the complaint of misconduct, poor behavior or behavior below the ethical standards participants should be held to, be it players, Coaches, Volunteers, Parents, Umpires, or Spectators, and if necessary, provide the accused person with a reasonable opportunity to address the Board and submit his/her side of the situation. While the Board does have the discretion to do so, it need not provide or require a formal hearing prior to rendering its decision.
- c. The Board of Directors has full and complete authority to take whatever disciplinary action, if any, it deems necessary, warranted, or appropriate in response to the complaint of misconduct, including but not limited to, the suspension, removal, or expulsion from SGSA for a game(s), a season or permanently. Participation in the League is a privilege, not a right, and any misconduct in front of and/or affecting children will not be tolerated. The following

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represents the minimum penalties an offender can anticipate receiving for similar or like violations:

- i. One game suspension for the use of profanity.
  - ii. One game suspension for the failure to follow the directions/orders by the game Umpire, the Umpire in Chief, or a Member of the Board of Directors.
  - iii. One game suspension for any act or comment which makes a farce of the game and/or ridicules a Player, Volunteer, Coach, Umpire, Spectator, or Board Member.
  - iv. Two game suspension for any act of poor sportsmanship, including being removed from the game by an Umpire; excessive arguing with an Umpire, another Coach, Board Member and/or Spectator, irrespective of whether the offender was removed from the game by the Umpire or Board Member; voluntary or involuntary forfeit of a game due to excessive arguments and/or disagreements of decisions by an Umpire, Board Member, Coach, Volunteer or Parent; intentionally instructing a pitcher to throw at a batter or telling your player to knock down or intentionally run into opposing player; Intentionally and deliberately failing to follow any rules;
  - v. Two (2) game suspension for “touching” or “brushing” up against an Umpire, Coach, Volunteer, Board Member and/or spectator during an argument.
  - vi. Immediate suspension for the remainder of the season and subsequent evaluation by the Board of Directors to determine fitness to allow a player, Coach or Volunteer to sign up to play/coach/manage in the League the following season for any act of grabbing, pushing and/or striking any player, Coach, Volunteer, Spectator, Umpire or Board Member while the responsible party is in any way connected to the League and/or the incident arises from the offender’s participation in the League.
- d. The above identified forms of discipline for the conduct described are the minimum the Board of Directors must give for such conduct and, depending on the circumstances of the incident/violation of rules or standards of conduct and the history of the offender, the Board of Directors has the discretion to impose a more severe penalty should it deem it is in the best interests of the player and the League to do so.
  - e. If a spectator is removed from a game for unsportsmanlike behavior, the head coach may be removed as well. Both the spectator and the coach may be subject to additional discipline at the discretion of the Board.
- ### 12. Health Protocols
- a. The League will follow any relevant guidelines issued by local, state, federal, or NSA Softball officials concerning any public health emergencies.