

# *Miss Tampa Bay Softball at Fishhawk*



## *Girls Softball League*

*By-Laws **January 2022***

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## **1. NAME**

The official name shall be “**Miss Tampa Bay Softball at Fishhawk, Inc.**”, referred to herein as either “**MTBS**” or “**The League.**”

## **2. OBJECTIVES**

- A. The objective of The League shall be to provide a developmental and competitive softball program for the benefit of young girls within the community.
- B. The League shall be to implant in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage, respect for authority, teamwork, and commitment so that they may be well adjusted, stronger and happier children, and will grow to be good, decent, healthy and trustworthy citizens.
- C. The members of The League shall bear in mind that the winning of games, although important, is secondary to the teaching of good sportsmanship.
- D. To achieve this objective, The League will provide a supervised program under the rules and regulations of *Miss Florida Softball, Inc.* All Directors, Officers, and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance.
- E. In accordance with the Section 501 (3) (c) of the Federal Internal Revenue Code, The League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual. No substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

## **3. AFFILIATION**

*MTBS, Inc.* shall be affiliated with the *USSSA* and *Miss Florida Softball, Inc.*, a Florida Corporation, and can be affiliated with *USFA, Babe Ruth/Cal Ripken ASA, NSA, and ISA.* It shall be governed by, and comply with the principles, rules and regulations decreed by *Miss Florida Softball, Inc.*

## **4. SITES OF OPERATION**

The principle operation of The League is in Hillsborough County, at 16120 Fishhawk Blvd., Lithia, Florida 33547, but may extend into such areas as provided by the *Miss Florida Softball, Inc.* rules and regulations.

Territory/Boundaries: *MTBS* has no boundaries for *Miss Florida Softball, Inc.*

## **5. POWERS**

The League shall have the following powers in addition to powers expressly or implicitly conferred by law:

To make and enforce rules and regulations with which to govern itself on a local, and as needed, beyond local basis.

To solicit funds for the proper operation of the league.

## **6. Membership/Voting Membership**

The membership of The League shall be composed of the Executive Committee members, Board of Directors, Team Managers and Coaches, all Team Players, Parents/Legal Guardians or volunteers who have participated in league activities within the last six months.

The voting membership of The League for elections shall be composed of the Executive Committee members, Board of Directors, Team Managers and Coaches, and Parents or Legal Guardians of the Players in good standing, who have attended three monthly Board Meetings in the previous six months.

## **7. Executive Committee**

A. The embodied members of the Executive Committee (EC) shall consist of the following Officers:

- President
- Vice President
- Treasurer
- Secretary
- Member to be voted in on election night

C. No positions on the Executive Committee may be held by individuals who have not served on the Board for a minimum of one year or unanimous approval by a quorum of the board.

D. A quorum to conduct business at any Executive Committee Meeting shall require attendance by three or more of the Executive Committee Members. A tie vote means the issue DOES NOT carry.

E. The Executive Committee shall have responsibility for:

1. Filling any vacancies on the Executive Committee between scheduled election meetings.
2. Approval of league insurance.
3. Review and approval of a preliminary budget.
4. Approval of team entries in tournament play.
5. Approval of appointed positions on the Board of Directors.
6. Review and approval of submitted changes to By-Laws for presentation to the Board.
7. Other duties as they may arise from time to time if brought forth for business.

F. Members of the Executive Committee have responsibility to act on behalf of the President if the President is unavailable.

## 8. Board Of Directors

A. The embodied Members of the Board of Directors (Board or League Officers) shall consist of the following:

- President
- Vice President
- Treasurer
- Secretary
- Manager of Operations
- Manager of Registration
- Facilities Manager
- Webmaster
- Team Parent Coordinator
- 14/16u Division Representative (Majors)
- 12u Division Representative (Minors)
- 10u Division Representative (Mini-Minors)
- 8u Division Representative (Coaches' Pitch)
- T-Ball Division Representative
- Fundraising Coordinator
- Umpire-In-Chief
- Marketing and Outreach Coordinator

B. Only Members of the League may hold a position on the Board of Directors.

C. A quorum to conduct business (vote) at any Board of Directors Meeting shall require attendance of at least 50 percent of the active/filled Board positions.

D. The Board of Directors shall have responsibility for:

1. Approval of fundraising events.
2. Selection of League awards to be given.
3. Planning and carrying out of all special activities.
4. Determining safety equipment (bats, shoes, gloves, etc.) used by any player in The League regardless of whether purchased by The League or player.
5. The administrative function of the League, including all business decisions affecting its operation and welfare.
6. Review and approval of a yearly forecast.
7. Approval of team entries in recreation tournament play.
8. Voting on the dismissal of an Officer, Team Manager/Coach, or any other League positions.
9. Voting on amendments to the By-Laws.
10. The Board of Directors must approve all Team Managers.
11. Being good stewards of the League's money, time, and efforts.

## 9. By-Laws/Changes

The By-Law Committee shall review the *Miss Tampa Bay Softball By-Laws* for adequacy and correctness annually. All Board Members should become familiar with the By-Laws, which are to be available on the *MTBS Website*.

- A. Any voting Member of The League may submit written requests to add, modify or delete By-Laws to the By-Law Committee.
- B. The Executive Committee for applicability will review all written requests and content to ensure the request is in the best interest of The League, and forward to the By-Law Committee for consideration. The request will be submitted by way of written communication to the acting By-Law Committee Chair. If there is not an acting By-Law Committee, the request shall be sent to the Executive Committee in writing for consideration.
- C. The By-Law Committee, or Executive Committee in absence of an acting By-Law Committee, shall review the request and recommend further actions to the Executive Board, including incorporation in full, part, or no action on the request within before the next Board Meeting, notwithstanding a continuance as approved by the Board of Directors by majority vote.
- D. The By-Law Committee, or Member of the Executive Committee in absence of an acting By-Law Committee, will have the authority to make clerical changes, or changes for consistency with approved changes, without the need to have the Board vote on such changes.
- E. Once the Executive Committee approves recommended revisions, the League Secretary will notify the proposed changes to all Board Members prior to the Board Meeting for the final vote and approval.

## 10. League Positions

League positions, term of office, Board Membership, and reporting structure are defined in Table 1, "League Positions."

### 10.1 General Duties

The following duties are applicable to all Board of Directors and Committee Members, in addition to those specific duties identified for each position:

- A. Adhere to the objectives and general requirements of the *MTBS By-Laws*.
- B. Agree to submit to a league approved criminal background check every year.
- C. Attend all scheduled league Board Meetings. Failure to attend three consecutive Board Meetings without prior notification may lead to dismissal.
- D. Submit to the Treasurer, all receipts and records of expenditures within 10 days of occurrence.
- E. Obtain approval from the Executive Committee on all expenses greater than \$500.00.
- F. Any dispute or matter involving a Board Member must result in reclusion of himself or herself from the vote.
- G. Obtain approval from the President on all expenses less than \$500.00.
- H. Work rotating scheduled shifts as Park Administrator (PA) Duty as the *FYSA (Fishhawk Youth Sports Association)* fields, or find appropriate coverage by another Board Member.

- I. Sign to acknowledge the Code of Conduct Forms annually.
- J. Maintain certification, based on FYSA requirements, for any and all positions that will be interacting with the players.
- K. Serve as umpire as needed when on PA duty.

## **Board Of Directors**

### **10.2 President**

The President will be a one year elected position and preside over the Executive Committee, Board of Directors, and the Protest Committee. In addition to the general duties of all League Officers, the duties of the President are:

- A. Assumes full responsibility for the operation of The League.
- B. Schedule and prepare all agendas for all League meetings, including Executive Committee Meetings, Board Meetings, Protest Committee Meetings, and Managers Meetings.
- C. Coordinate meeting rooms for all Board of Directors and Executive Committee Meetings, and Manager Meetings as requested.
- D. Present to the Board for final approval, all selections for appointed positions.
- E. Notify Members, Directors, Officers, and Committee Members of their election or appointment as applicable.
- F. Approve expenditures of \$500.00 or less for normal league requirements.
- G. Coordinate all operating procedures for the Board of Directors.
- H. Appoint all committees and supervise the activities thereof.
- I. Review finance with the Treasurer and be one of three signatures allowed to sign checks along with the Vice President and Treasurer.
- J. Attend all scheduled *FYSA* and *Miss Florida Softball, Inc.* meetings that pertain to running The League.
- K. Chair the Protest Committee.
- L. Coordinate with FYSA regarding maintenance of the facility. \
- M. Coordinate and conduct sponsorship meetings in order to raise money for facilities improvements and league operations

### **10.3 Vice President**

The Vice President will be a one year elected position member of the Executive Committee and Board of Directors. In addition to the general duties of all League Officers, the duties of the Vice President are:

- A. Act as the President of The League if the President is unavailable.

- B. Complete an Incident Accident Report on all reported injuries received from players, parents, or coaches.
- C. Deliver report to the county and inform FYSA and the Executive Committee when injury occurs within 24 hrs. of the incident and file with The League as appropriate.
- D. Present injury report at each Board Meeting.
- E. Coordinate background checks of appropriate Members as required herein.
- F. Act as one of three signatures that can sign checks along with the President and Treasurer.
- G. Assist with coordination of sponsorship meetings in order to raise money for facility improvements and league operations

#### **10.4 Treasurer**

The Treasurer will be a one year elected position and Member of the Executive Committee and Board of Directors. In addition to the general duties of all League Officers, the duties of the Treasurer are:

- A. Document and account for all of the League's finances within the below guidance.
- B. Provide a report documenting the current status of The League's financial affairs at each Board Meeting.
- C. Maintain a legible and accurate set of records covering all financial transactions of The League.
- D. Review finances with the EC as necessary and applicable.
- E. Act as one of three signatures that can sign checks along with the President and Vice President.
- F. Prepare and send any league financial obligations (i.e., Tax Returns, Letters of Incorporation, opt-out payments and any other disbursements needed for the League and approved by the Executive Committee).
- G. Coordinate with the Umpire-In-Chief for disbursement of funds for umpires prior to games.
- H. Coordinate issue resolution and payment of state and local registrations, fees, and taxes including (but not limited to) the *Florida Department of State Division of Corporations, Florida Department of Revenue, Hillsborough County Occupational Licenses*, etc. Inform Executive Committee upon completion.
- I. Assist with coordination of sponsorship meetings in order to raise money for facility improvements and league operations.

## **10.5 Secretary**

The Secretary will be a one year elected position and Member of the Executive Committee and Board of Directors. In addition to the general duties of all League Officers, the duties of the Secretary are:

- A. Record and transcribe the minutes of all Executive Committee and Board of Directors Meetings within two weeks of sessions.
- B. Provide notice of all Board of Director Meetings to all Board Members no later than one week prior to the meeting date.
- C. Maintain a list of all regular, sustaining and honorary Members, Directors, and Committee Members, and give notice to all meetings of The League, Board of Directors, and Committees.
- D. Assist with voting and nominations as requested.
- E. Assist the Treasurer with processing all forms pertaining to the preparing and sending of any league financial obligations. (i.e., Tax Returns, Letters of Incorporation, etc.)
- F. Assist with Website as requested.
- G. Maintain the continuity of historical records.
- H. Act as the By-Laws Custodian; responsible for maintaining and distributing the By-Laws on an annual basis. Coordinates with the By-Laws Committee as needed.
- I. Assist with coordination of sponsorship meetings in order to raise money for facilities improvements and league operations.

## **10.6 Manager Of Operations**

The Manager of Operations will be a one year appointed position as a Member of the Board of Directors. In addition to the general duties of all League Officers, the duties of the Manager of Operations are:

- A. Oversee maintenance of fields, buildings, common grounds, and equipment.
- B. Assist the Facilities Manager with inventory, maintenance, distribution, and collection of all League equipment.
- C. Coordinate League tryouts with the President and Vice President.
- D. Schedule all League games and inter-league play and provide to the Webmaster for website updates.
- E. Keep track of tournament and All-Stars schedule, and coordinate with *Miss Florida, Inc. Representatives*.

## **10.7 Facilities Manager**

The Facilities Manager will be a one year appointed position as a Member of the Board of Directors. In addition to the General Duties of all League Officers, the duties of the Facilities manager are:

- A. Responsible for the maintenance of all fields, necessary equipment and supplies to be used by The League for games and practices.
- B. Oversee maintenance of fields, buildings, common grounds, and equipment.
- C. Inventory, maintain, distribute, and collect all League equipment.
- D. Will assist the Manager of Operations with the respective duties as requested.

### **10.8 Manager of Registration**

The Registration Manager will be a one year appointed position as a member of the Board of Directors. In addition to the General Duties of all League Officers, the duties of the Registration Manager are:

- A. Responsible for online registrations.
- B. Coordination of on-site registrations.
- C. Work with the Marketing and Outreach Chairperson for League advertising and recruitment prior to registration.
- D. Responsible for receiving and processing all registrations.
- E. Store and archive all registration information.

### **10.9 Webmaster**

The Webmaster will be a one year appointed position as a Member of the Board of Directors. In addition to the General Duties of all League Officers, the Webmaster is responsible for timely *MTBS website* maintenance including:

- A. Update game and practice schedules in a timely manner.
- B. Maintaining rosters, standings, and game scores of all League games as appropriate. Standings and game scores should be updated within 24 hours of notice.
- C. Keep a current register of mailing addresses for each member of The League.
- D. Uploading key calendar dates and event information pertinent to The League.
- E. Posting Meeting Minutes and other important items after receipt from the Secretary.
- F. Assist Manager of Operations with scheduling.
- G. Keeping record of Coaches and Managers for each season digitally.
- H. Update website with any other pertinent information that may become necessary.

### **10.10 Team Parent Coordinator**

The Team Parent Coordinator will be a one year appointed position as a Member of the Board of Directors. In addition to the General Duties of all League Officers, the duties of the Team Parent Coordinator are:

- A. Receive the list of the Team Parents from the President or EC Member once each manager has identified them for the season.

- B. Work with Fundraising Coordinator to coordinate and plan volunteers for weekly concessions.
- C. Coordinate scorekeeper training as needed before games begin each season.
- D. Assist the Board of Directors in the coordination and communication to Team Parents of league activities, i.e., fundraising events, scheduling of volunteers, Tournaments and other operational processes of The League to its Members.
- E. Work with the Registration Manager to ensure uniforms and awards are ordered and received in a timely manner.
- F. Present the recommended award types to the Board for selection and approval.

### **10.11 Division Representatives**

Each Division Representative will be a one year appointed position as a Member of the Board of Directors and the Protest Committee. In addition to the General Duties of all League Officers, the duties of each Division Representative are:

- A. Represent their respective team managers' decisions in matters brought before the Board of Directors.
- B. Assist Team Managers in player/parent disciplinary matters, noting that no Division Representative will be eligible to represent the Division that his/her child or legal guardian plays in.
- C. Communicate results of all Board of Directors Meetings and/or Protest Committee Meetings to their respective Team Managers.
- D. Solicit the Team Managers each season on any operational concerns.
- E. Help coordinate All-Star selections and attend any *Miss Florida, Inc.* Tournament Meetings as appropriate or needed.
- F. Be the first point of contact of substantial player/personnel matters that cannot be handled by the Team Managers within their respective Divisions and communicate appropriately to the Executive Committee.
- G. Be on hand for the first night of practice during each season for each team within his/her respective Division to inform parents of who they are and their purpose.
- H. Organize and deliver team rosters to appropriate Team Managers and Team Parent Coordinators.
- I. Attend all manager meetings set by the President or Executive Committee.
- J. Compile opt-out roster from managers in their division and once complete, send to the Executive Committee for approval to release funds.
- K. Assist Marketing and Outreach Coordinator with both Regular Season and All-Star Uniform Orders and Distribution as well as Coaches' shirt orders.

### **10.12 Fundraising Coordinator**

The Fundraising Chairperson will be a one year appointed position. In addition to the General Duties of all League Officers, the duties of the Fundraising Chairperson are:

- A. Raise funds for the benefit of The League.
- B. Coordinate fundraising events including time, place and communication.
- C. Ensure all money raised by the Fundraising Committee is given to the Treasurer within 72 hours after the completion of the event.
- D. Research and propose recommendations for fundraising events to the Board of Directors for consideration.
- E. Coordinate with Team Parent Coordinator for Concessions scheduling.
- F. Coordinate with snack shack committee to help with snack shack operations

### **10.13 Marketing and Outreach Coordinator**

The Marketing and Outreach Coordinator will be a one (1) year appointed position as a Member of the Board of Directors. In addition to the General Duties of all League Officers, the duties of the Marketing and Outreach Coordinator are:

- A. Work closely with the Fundraising Coordinator to help organize and hold fundraising and outreach events.
- B. Order plaques and banners for sponsors. Coordinate with Fundraising Chairperson on new sponsor information.
- C. Research and propose marketing and outreach ideas designed to increase awareness and participation for The League.
- D. Organize and coordinate outreach events and programs as approved by the Board of Directors.
- E. Conduct and collect surveys to *MTBS* Members and other stakeholders as deemed appropriate.
- F. Create marketing materials for events associated with The League and any other events put on by The League and submit them to the Executive Committee for approval prior to distribution.

### **10.14 Umpire-In-Chief**

The Umpire-In-Chief will be a one year appointed position as a Member of the Board of Directors and the Protest Committee. In addition to the General Duties of all League Officers, the duties of the Umpire-In-Chief are:

- A. Arrange and secure umpires for 8U, 10U, 12U, and 14/16U Division games.
- B. Schedule necessary umpires for all regular, makeup, playoff, and post-season games and provide a copy of the schedule to the Fundraising Coordinator, Division

Representatives, Team Managers, and Board of Directors upon completion of schedule of League games.

- C. Attend the Managers Briefing Session prior to the beginning of each new season.
- D. Track umpire issues by name and report to the EC as required.
- E. Submit the schedule at the beginning of each season to the umpiring vendor to assist with payment of the umpires.
- F. Learn rules to all divisions to substitute as acting Umpire if needed.
- G. Enforce the League rules when called upon.

## **11. Team Coaching Staff**

The Team Coaching Staff is defined as the Team Manager and any Team Coaches selected by the Team Manager that engages in instruction of *MTBS* Players within the confines and engagement of The League.

### **11.1 General**

The following applies to all Team Coaching Staff Members, in addition to those specific duties identified for each position:

- A. The Team Manager will have complete authority and responsibility over the team.
- B. Support League fundraising programs and events.
- C. Other than official Team Coaches, each team may have two scorekeepers and a team parent.
- D. Under no circumstances shall a Team Manager allow his/her team to meet without a coach that has received a MTBS/FYSA Badge, or practice/play games without a coach that has not been certified.
- E. Ensure that team players adhere to the rules, policies and regulations of The League.
- F. Supervise and assume responsibility for the proper, personal, and sportsmanship conduct of all team players.
- G. Conduct oneself in a manner to set a proper example to the players in The League. This includes when working with the coaching staff and when dealing with officials during a game setting. If an umpire ejects a Manager/Coach from a game, the Manager or Coach will automatically and immediately be suspended for the next two games (pending an appeal in writing to the Division Representative and Board of Directors within 24 hrs. after the infraction), and will not be eligible to coach the All-Star team that season. A further pattern of professional misconduct could result in removal from coaching and the revocation of FYSA certification by majority vote of the Executive Board.
- H. All Board of Directors Members, Managers, Coaches and Volunteers that will be on the field and/or have contact with players of The League must sign the Code of Conduct every season, and must subject themselves to a background check and wear the *FYSA* approved coaches badge.

- I. Team names will be approved by the Board of Directors prior to the player evaluations, and selected by the Team Managers. Managers with the longest tenure as a Team Manager with MTBS will select first, followed by the Team Manager with the second longest tenure and so forth until every team has a name.
- J. Support and inform parents of League fundraising programs and events.

### **11.2 Team Manager**

All persons requesting to manage a team during League play must be Board approved. Once approved by the Board, Team Managers retain their position within their Divisions until they either resign or move to another Division.

When a Team Manager chooses to move up or down to another Division, and there is another person(s) wanting the same position, seniority within The League as a Team Manager shall apply. In the case of a tie in seniority, the President shall vote on the final decision. If a Team Manager decides not to manage a team, whether it be a fall or spring season, his/her seniority will reset and others will be given an opportunity to take on the role.

In addition to the General Duties set forth herein as a Team Coaching Staff Member, the duties of the Team Manager are:

- A. Participate in yearly spring skills assessment/drafts (8U, 10U, 12U, 14/16U).
- B. Ensure proper safeguards are taken to protect The League's equipment and facilities.
- C. Attend all Manager Meetings as required by The League. If a Manager is unable to attend a scheduled meeting, the Manager is responsible to provide notice and send a representative in his/her place.
- D. Recruit a Team Parent to participate in The League fundraising programs including the coordination and support of concessions during League activities as requested.
- E. Establish a program to instruct and demonstrate proper techniques of playing fast-pitch softball, making it both a safe and enjoyable experience.
- F. Communicate with the appropriate Division Representative on matters for the Board of Directors and/or Protest Committee. In the event that the Manager is the Division Representative, then he/she must communicate with the Executive Committee and/or Protest Committee directly.
- G. For ALL games played at the Fishhawk or Pinecrest softball fields:
  - 1. Home team - lines and prepares the field of play prior to the start of the game.
  - 2. Visiting team - rakes and fills appropriate areas along the baselines, pitching mound, around each base, and home plate areas (specifically the batting boxes and catcher's area) after the completion of the game.
  - 3. The Home team manager is responsible for maintaining the official score book for games played at the Fishhawk or Pinecrest softball fields. If there is an interlock game played with another league, they will maintain a score book.

4. The Home team manager or manager of an MTBS team playing an interlock game, is responsible for submitting the score of the game through the appropriate channels within 24 hours of the completion, so the website can be updated appropriately.
5. Failure to perform these duties could result in forfeiture of the next scheduled field practice.

### **11.3 Team Coaches**

Team Coaches are selected by the Team Manager and must be approved by the Board of Directors. In addition to the General Duties outlined herein as a Team Coaching Staff Member, the duties of Team Coaches are:

- A. Assist the Team Manager in carrying out his/her duties.
- B. Assume the duties and responsibilities of the Team Manager when the Team Manager is absent.

### **11.4 Roster Discretion**

Once a player has been placed on a team roster, that player must stay on the team except in cases of:

- A. Disciplinary action of the player.
- B. Disciplinary action of the Team Manager or Team Coach after approval from the Executive Committee.
- C. Unresolved conflict between the Team Manager/Coach and the player after review and approval by the Executive Committee.
- D. Trades agreed upon by all three of the following; Team Managers, Executive Committee Members, and the Division Representative for which the player is participating.
- E. Any unforeseen exception that is agreed to by the majority vote of the Executive Committee.

### **11.5 Framework for Player Discipline**

Unsportsmanlike conduct will not be tolerated. If there is an identified incident of unsportsmanlike conduct by a player, a committee will be immediately identified to investigate the incident. The committee will inform the board of the severity and the situation surrounding the incident. Once the committee agrees on the action to be taken, they will make a recommendation to the board for vote. If it is severe enough, the player could face suspension, disqualification from the following All Star selection, or be expelled from the league. Although the desire for action should be swift, the committee must ensure that all aspects are investigated to understand the circumstances surrounding the incident.

- a verbal altercation or failure to participate in the post-game handshake are examples of a minor incident
- any player that physically lays hands on another player is considered a major incident

Though each situation and incident will be a case by case basis, and the Board Committee can act outside of the framework outlined below if approved by the board, the following should be used as guiding principles. Each incident and disciplinary action shall be voted on by majority by of the board as advised by the Executive Committee.

- A. Any first incident involving a physical altercation or major incident shall be subject to an immediate two-game suspension and automatic disqualification from being selected to the All-Star Team by the offending party. The offending party could also be expelled from the League if the offense is severe enough to warrant such action.
  1. If the incident occurs in the practice portion of the season, the player will be suspended for one-weeks' time and the first game of the season.
  2. If the incident occurs during the season when games have commenced, the player will be suspended for one-weeks' time which should include at least two games. If the week's suspension does not encompass two games, the next scheduled game will be included.

Such suspension shall be effective immediately upon vote and approval by the board. It shall involve complete absence from practice and games until the discipline is approved and communicated. The player may attend games and practices if approved but will not participate in any game during the suspension. If present at a game, the player must participate in the post-game handshake.

- B. Any other first offense surrounding unsportsmanlike conduct involving a minor incident could be subject to a suspension from practice and/or games and All-Star eligibility as advised by the Executive Committee and voted by board majority. There also could be no action, or probation or reprimand by a Team Manager or League official.
- C. Any subsequent offense of a physical nature involving a major incident will be cause for immediate dismissal from the League as recommended by the Executive Committee and voted on by the board. There will be no refund for any player who is dismissed from the league for conduct of this nature.
- D. Any further offense of unsportsmanlike conduct involving a minor incident could result in further suspension and further disciplinary action up to and including dismissal from the League.
- E. If the player or family choose not to adhere to the given suspension, the player may be dismissed from the league and no refund given.

## **11.6 Player Disciplinary Action**

When a persistent or significant problem with a player exists, the following steps should be taken to resolve the issue.

- A. The Team Manager should first speak directly to the player, and if severe enough speak with the parent(s) of the player. If the Team Manager speaks with the parents about an incident with a player, the manager must also inform the Division

Representative for which the player participates in. The Division Representative will also inform the Executive Committee.

- B. If the player continues to engage in offensive behavior, the Team Manager should then consult with their respective Division Representative if a discussion has not already been had.
- C. If the Division Representative and Team Manager cannot resolve the situation, the issue should then be brought before the full Board of Directors for consideration and remediation.

### **11.7 Suspension/Dismissal of Team Manager/Coach/Parents/Spectators**

Where Team Manager/Coach/Parents/Spectators are not adhering to League rules and/or complaints have been registered with The League, the respective Division Representative for which the issue pertains will meet with the individual(s) involved to attempt to resolve all such situations.

If compliance of the rules are not met by the individual(s), or additional complaints are made to The League, the matter will be brought before the Executive/Special Committee to review and to make its recommendation to the Board for appropriate and corrective action up to and including suspension or dismissal.

Should a team representative not be represented at the mandatory Team Manager Meeting without notice and subject to approval, the Executive Committee may vote to dismiss the Team Manager and/or Coach upon notification by The League Secretary of non-attendance.

### **11.8. Appeals Process**

New information is required in order to submit an appeal. When a Member of the league wishes to appeal a Board levied suspension, the request must be made within 72 hours of suspension notification. The President will appoint an appeal committee.

- A. The appeal must be submitted in writing (e-mail or memorandum format, no text messages) to the President and Vice President of the Board.
- B. The written appeal should be from the Member that is appealing the suspension and should state the reason for the appeal.
- C. Any additional information that may have not been included in the original investigation or discussion such as video/audio of the incident (not whole games) or statements from eye witnesses may all be added as enclosures to the written appeal.
- D. Upon Receipt of the appeal, the President of the Board will appoint an appeals committee consisting of at least one EC member, the division representative and two or more Board members who will convene an emergency meeting which must take place within 72 hours.
- E. The Appellate will be notified of the Committee's meeting location, date and time and will be afforded the opportunity to address the Committee and call any witnesses in their defense.

- F. If the attending Committee Members require additional time to review or garner additional information, they may submit a request to the President of the Board for up to but no more than 72 hours.
- G. After all the evidence is heard the attending Committee Members may vote on the appeal.
- H. The EC member on the committee and the President will notify the Board and the appellate in writing immediately and the decision will be final.

## **12. Election Of League Positions**

League Members holding “elected” positions as defined in herein, shall be elected as follows:

### **12.1 General**

The following general guidelines will be followed for those positions which are not appointed, but elected.

- A. Newly elected League Officers will not take office until the first meeting in June.
- B. Elections will be conducted by secret ballot.
- C. Three persons will count ballots: Active Secretary, Election chair plus at least one other member of the Elections Committee.

### **12.2 Filling Vacant Positions**

The President with Executive Committee approval has the power to fill, by appointment, any vacancy in any office between scheduled General Elections. Efforts should be made to fill any vacancy within 30 days of vacancy provided a suitable replacement can be secured.

If an individual in a current acting position within The League wishes to resign or take a leave of absence, he/she must submit the desire in writing to the President.

## **13. Board Meetings And Quorum**

All Board Meetings must follow these general guidelines set forth hereto, and any proceedings not following these procedures could be considered as non-binding.

- A. A special Board Meeting may be called by the President and/or the Executive Committee as deemed necessary.
- B. There will be an Annual Board Meeting held every June. The purpose of this meeting will include:
  1. Hold election for the elected positions of the board.
  2. Transfer of League responsibilities to newly elected and appointed Officers.
  3. The assignment and/or creation of as many one-year Board position appointments as possible.
  4. Approve the appointment of all Board Positions.
  5. Any other proposed items consistent with the operation of The League.

- C. A quorum to conduct business (vote) at any Board Meeting of The League shall be greater than 50% of the active Board of Directors.
- D. The following circumstances require a 2/3 majority vote of an official Board Meeting (quorum):
  - 1. Amending the By-Laws
  - 2. Disciplinary actions
  - 3. Election of the Executive Committee at the June meeting
  - 4. Any and all other matters presented to the Membership as deemed necessary for the conduct of business by the Executive Committee.

## **14. Committees**

The following committees may be formed by The League on an as needed basis. Once a Committee Member has been appointed, but for reasons unknown prior to their appointment are unable to continue as a member of the Committee, the President shall have the option to appoint a new Member.

### **14.1 Election and Nomination Committee**

An Election Committee, consisting of three non-Executive Committee Board Members who are not running for an Executive Committee position shall be appointed by the President to solicit nominees for all elected positions. The Election Committee shall be established at the April meeting in preparation for all elections to be held in June. Members that are nominated shall be contacted by the Election Committee to verify acceptance of the nomination prior to placing his or her name on the official ballot. The duties of the Election Committee are:

- A. Solicit nominees for elected positions and verify their acceptance prior to listing them on the ballot. Candidates may self-nominate themselves.
- B. Publicize the date, location, and time of the vote a minimum of 2 weeks prior to Election Day. Notification will be provided to the Webmaster to be posted on the MTBS Website and also on an MTBS social media page.
- C. Create and print official ballots including positions being voted and the respective candidates. Include the option to write-in a name that is not on the ballot. Official ballots are to be completed no later than one week prior to Election Day.
- D. On Election Day, the Election Committee is to provide a ballot to each Voting Member (as outlined in section 6). Elections are to be conducted consistent with section 12.

### **14.2 By-Law Committee**

The President will select a By-Law Committee consisting of an EC member as the Chairperson and at least two other Board members to fill out the committee. Responsibilities of the Committee will include the following:

- A. Review the By-Laws for accuracy, correctness, and adequacy.

- B. Accept from Division Directors, Members or anyone else, requests for additions, changes, or deletions to the By-Laws.
- C. Review all requests for accuracy and wording.
- D. Submit recommendations to the Executive Committee, prepare the final recommendations for review and voting by the Board of Directors.
- E. Update the By-Laws to reflect all approved changes and send to the Secretary for distribution and Webmaster for website upload.

### **14.3 Protest Committee**

A Protest Committee shall be formed and maintained to include Members as identified herein to decide on matters as follows:

- A. The President will chair the Protest Committee. The Umpire-In-Chief and Division Representative for the Division in which the protest occurred will be the other Members.
- B. Decisions of the Protest Committee will require a majority vote of all the Protest Committee Members. In order to render a decision, all three members of the Protest Committee must be available and present, or the matter will go to the Executive Committee to render a decision.
- C. A written protest must be submitted by the Team Manager at the time of the incident to the Park Administrator. The Team Manager is also responsible for notifying the Division Representative. The Team Manager is required to send a written explanation letter to the Division Representative within 24 hours explaining in detail the incident for which the protest is occurring.
- D. The Protest Committee shall meet on all protests and rule interpretations.
- E. In all cases where a Division Representative is directly or indirectly involved in a protest, the President shall appoint another Division Representative. However, the Division Representative involved may speak on the protest.
- F. A protest fee of \$50 will be collected at the time of the protest and reimbursed if the protest has a favorable outcome for the Team Manager filing the protest.
- G. The Protest Committee Chairperson will document all appropriate facts, actions, and conclusions of the Protest Meeting for the record. All documentation will then be handed over to the League Secretary for retention.

### **14.4 Audit Committee**

The President may appoint two (2) non-elected Board Members to form an Audit Committee with the Vice President as Chair. Each June, The Committee will audit The League's financial records from the previous year to ensure complete records are being maintained of all income and expenses. The Audit Committee's duties include:

- A. Obtaining from the Treasurer, the complete last year's financial records of The League.
- B. Examining the records for completeness, accuracy and ethical stewardship.

- C. Reporting findings of the Audit to the Board of Directors prior to the end of July.

#### **14.5 Budget And Finance Committee**

The President, at his discretion, may appoint a Committee at the June meeting to create an annual League forecast to be submitted to the Board of Directors for approval at the October Board Meeting. The Treasurer will Chair the Committee, with the Facilities Manager, Manager of Operations, Fundraising Chairperson, and other Board Members appointed by the President as needed. Responsibilities of the Budget and Finance Committee Include:

- A. Working together to forecast the next year's expenditures and income, including operating expenses, capital improvements, fundraising events, and other known expenses and revenue.
- B. Compiling the draft of the next year's forecast to be approved by the Executive Committee prior to going to the Board of Directors for approval at the October Board Meeting.
- C. Providing updates to the Budget and key milestones at each Board of Directors Meeting.

#### **14.6 Registration Committee**

The President, at his discretion, may appoint two (2) Board Members prior to the spring and fall registration periods to work with the Manager of Registration as Chairperson to plan and execute all aspects of spring and fall registrations.

#### **14.7 Special Committee**

The Executive Committee, at its discretion, may create a Special Committee as needed for special circumstances. The duration and scope of the Special Committee will be at the direction of the Executive Committee. There are to be no less than (2) Board Members appointed to a Special Committee.

### **15. Reimbursement Of Expenses**

The following guidelines will be utilized for the reimbursement of actual expenses incurred by the President or other elected Members and persons in appointed positions while performing League-approved business.

- A. All League business travel related expenses must be pre-approved by the Board.
- B. Reimbursement of personal expenses other than that stated above will be entirely at the discretion of the Executive Committee by way of majority vote.
- C. Pre-Approval must be given by the Executive Committee prior to Members spending League money. If an individual purchases items without pre-approval, reimbursement will be at the discretion of the Board.

### **16. Registration**

The following guidelines will be used in regards to registration procedures for The League.

- A. All girls must register in order to play in The League.

- B. The Cut-off date for registration will be announced by the Registration Manager. Under unusual circumstances, the Registration Manager, with Executive Committee approval, may allow late registrations depending on the age group and numbers of available positions on teams.
- C. A parent or legal guardian must sign all registration forms. The parent or legal guardian must indicate any medical conditions on the registration form.
- D. By way of majority vote, the Board of Directors may revise registration fees.

## **17. Player Eligibility**

### **17.1 General**

League age is defined by a player's age on January 1 of the current year prior to League play. If a player is 10 years old on January 1, then she is League age 10 the entire current year. Inexperienced players may play down an age group with approval from the Executive Committee. The following is the age breakdown:

- A. All 4-6 year olds should play in the T-Ball Division.
- B. All 7-8 year olds should play in the Coaches Pitch Division (8U).
- C. All 9-10 year olds should play in the Mini-Minor Division (10U).
- D. All 11-12 year olds should play in the Minor Division (12U).
- E. All 13-16 year olds should play in the Major Division (14/16U).

A player wishing to participate after the draft (Late Entry) must have approval from the Executive Committee. During tournament play, a player may not play down an age group.

### **17.2 Player Promotion**

In the Spring, a player may move up into the next Division of play if approved by the Executive Committee. In the event a new player moves into town during the off-season, if she was eligible to play in the lower Division the previous season (at a previous league), then the player is eligible to move up.

In the fall, any girl who has previously played in the lower Division and is eligible to move to the upper Division the next spring season is encouraged to play up and does not need prior approval.

## **18. Team Selection**

- A. Siblings who register before the deadline and play on the same division, must be placed on the same team, unless otherwise requested by the parent or guardian.
- B. Additional accommodations for player placement may be made by the Board on a case by case situation as needed.

### **18.1 Fall**

Specific rules can be found in Annex A (Fall Draft Procedures) and will be maintained on the MTBS website.

## **18.2 Spring**

Specific rules can be found in Annex B (Spring Draft Procedures) and will be maintained on the MTBS website.

## **19. Awards**

The Executive Committee will use the following guidelines when issuing trophies, plaques, medals or other awards deemed appropriate.

- A. Any awards bestowed upon a team and/or team member by a private donor(s), must be presented at a non-*Miss Tampa Bay Softball, Inc.* function.
- B. All award types will be recommended by selected vendor.
- C. Team Parent Coordinator will present the recommended award types to the Board for selection and approval.

## **20. Playing Rules**

The official *ASA Fast Pitch Rules* shall apply to all League games, including all local amendments (*Miss Tampa Bay Softball, Inc. Rules*) to the same.

## **21. MTBS Specific Playing Rules**

### **21.1 General**

The following will apply to the League as far as Playing Rules. Where ASA and Miss Florida Softball Inc. rules may contradict these, what's included herein shall supersede.

- A. One Team Manager and two Team Coaches per team will be allowed on the playing field during games. All games start according to the League schedule.
- B. All players in every Division must wear a face guard on their batting helmets, 8U and 10U, and 12U must wear face guards while in the field of play on defense. Whereas, 14/16U have the option of wearing either a face-mask or mouthpiece while on defense in the field of play.
- C. If during a game, a team is unable to field nine (9) players, but can still field eight (8), the game may continue and will be considered an official game. Less than eight (8) players will be considered a forfeit.
- D. Up until game time, the decision on whether or not the playing conditions are bad enough to prevent play shall be made by the Umpire-In-Chief or Park Administrator.

- E. There is a five (5)-run maximum per inning rule regardless of outs. No batter will come to bat once five (5) runs have been scored in that team's half-inning. No more than five (5) runs will be allowed to score regardless of how many girls are on base at the time.
- F. Run rules are 12/10/8 runs after 3/4/5 innings.
- G. Coaches are allowed to substitute their players in and out of the lineup freely. Each player is required to play at least two (2) innings on defense per game.
- H. The entire available roster for each team will bat whether playing defense or not.
- I. *MTBS* reserves the right to add or amend the "Park Rules" before each season.
- J. Teams may pick up additional players during the season who are not on their roster to substitute. If a team has less than eight (8) players, Team Managers can agree before the game to pick up no more than two (2) additional players from other *MTBS* teams. An effort should be made to pick up players that are comparable to the player being replaced, but open to Team Managers discretion and agreement. If not agreed upon before the game by Team Managers, it will be up to the Park Administrator on duty to decide.
- K. Guest players must wear their own designated jersey, play the outfield, bat last in the order, and cannot pitch. Team Managers and PA may agree to deviate if needed.
- L. Generally, the spring season is more competitive than the fall. While there is always a focus on development, the spring does have more emphasis on the value of competition and working together in a team setting to win games than what the fall season embodies. The fall is more for learning and experiencing new situations and settings for the individual player.

**21.2** All divisions refer to the website for specific rules

## **22. All-Stars**

The following guidelines will be utilized in adherence to All-Star selection, eligibility and play.

### **22.1 All-Star Team Selection Process**

Specific rules can be found in Annex C (All-Star Selection Procedures (Coach and Players)) and will be maintained on the *MTBS* website.

### **22.2 Player Commitment To All-Stars**

The following guidelines of commitment should be understood and utilized for players selected as an All-Star.

All players selected for an All-Star team will be required to sign an agreement that the player will be able to make all practices and games in order to play on the team.

A player who gets selected and cannot commit by way of signed agreement to the All-Star team games and practices may have to give their spot to the next highest rated player.

If, upon agreement and commitment, a player demonstrates a pattern of non-commitment, then the Team Manager reserves the right to obtain Executive Committee and Division Representative approval in writing to replace that player with the next highest rated player.

If there does arise any emergency type situations that involves the need of any of the players selected not being able to play, then the All-Star Team Manager may get approval from the Executive Committee to select the next rated player to take the open roster spot.

## **23. Competitive Teams**

### **23.1 Competitive Team Creation, Selection, and Operation Processes**

Specific rules can be found in Annex D (Select Team Procedures) and will be maintained on the MTBS website.

**Table 1 – League Positions**

<b>POSITION</b>	<b>TERMS of OFFICE</b>	<b>ELECTED or APPOINTED</b>	<b>BOARD MEMBER</b>	<b>EXECUTIVE BOARD MEMBER</b>	<b>REPORTS DIRECTLY TO:</b>
President	1 Year	ELECTED	Yes	Yes	Board of Directors
Vice President	1 Year	ELECTED	Yes	Yes	President
Treasurer	1 Year	ELECTED	Yes	Yes	President
Secretary	1 Year	ELECTED	Yes	Yes	President
Manager of Operations	1 Year	APPOINTED	Yes	No	President
Manager of Registration	1 Year	APPOINTED	Yes	No	President
Facilities Manager	1 Year	APPOINTED	Yes	No	President
Webmaster	1 Year	APPOINTED	Yes	No	President
Team Parent Coordinator	1 Year	APPOINTED	Yes	No	President
Division Reps	1 Year	APPOINTED	Yes	No	President
Fundraising Chairperson	1 Year	APPOINTED	Yes	No	President
Umpire-In-Chief	1 Year	APPOINTED	Yes	No	President
Marketing and Outreach Chairperson	1 Year	APPOINTED	Yes	No	President
Team Manager	1 Season	APPOINTED	Yes	No	Division Representative
Team Coach	1 Season	APPOINTED	Yes	No	Team Manager