



# **Foster City Youth Softball Association**

## **Policies**

Version 14December2021

## Table of Contents

<b>1</b>	<b>Definitions</b>	<b>4</b>
<b>2</b>	<b>Scope</b>	<b>4</b>
<b>3</b>	<b>Overview of Leagues</b>	<b>5</b>
	3.1 Recreation League	5
	3.2 Tournament Teams	5
	3.3 Fall Ball	5
<b>4</b>	<b>Player Registration</b>	<b>6</b>
	4.1 Registration Process	6
	4.2 Scholarship Program	6
<b>5</b>	<b>Player Eligibility</b>	<b>6</b>
	5.1 Playing Age	6
	5.1.1 Player Age Exceptions	7
	5.1.2 Tournament Team & Fall Ball Team Player Age Exception	7
<b>6</b>	<b>Player Placement &amp; Roster Formation</b>	<b>7</b>
	6.1 Recreation League	7
	6.1.1 6U & 8U Divisions	7
	6.1.2 10U, 12U, & 14U Divisions	8
	6.2 Tournament Teams	8
	6.3 Fall Ball	8
	6.4 Late Player Placement	9
	6.5 Player Movement	9
	6.6 Player Evaluations & Tryouts	9
	6.7 Draft	9
	6.7.1 Draft Participation	10
	6.7.2 Coach Family Members	10
	6.7.3 Draft Order & Draft Pass	10
	6.7.4 Draft Review	10
	6.7.5 Player Eligibility	10
	6.7.6 Inexperienced Players	11
	6.7.7 Draft Conclusion	11
	6.8 Roster Size Limits	11
<b>7</b>	<b>Player Participation</b>	<b>12</b>
	7.1 Player Call-Ups	12
	7.2 Participation Time Limitations	12
	7.2.1 Recreation & Fall Ball League Participation Limits	12
	7.2.2 Tournament Team Participation Limits	13
	7.3 Game Playing Time Requirements	13

## Table of Contents (continued)

		7.3.1	Spring & Fall Recreation League Playing Time Minimums	13
		7.3.2	Tournament Team Playing Time Minimums	13
<b>8</b>	<b>Misconduct &amp; Disciplinary Actions</b>			<b>13</b>
	8.1	Disciplinary Committee		14
	8.2	Disciplinary Action		14
		8.2.1	Penalties for a Minor Offense	14
		8.2.2	Penalties for a Major Offense	14
		8.2.3	Determination of Penalties	14
		8.2.4	Appellate Process	14
<b>9</b>	<b>Scheduling</b>			<b>15</b>
	9.1	Schedule Changes		15
	9.2	Scrimmages		15
	9.3	Tournament Participation		16
<b>10</b>	<b>Coach Selection &amp; Safety Requirements</b>			<b>16</b>
	10.1	Recreation League & Fall Ball Coach Selection		16
	10.2	Tournament Team Coach Selection		16
	10.3	Safety & Positive Coaching		17
	10.4	Medical Form Requirement		17
<b>11</b>	<b>Board Issues &amp; Policies</b>			<b>17</b>
	11.1	Division Representative & Tournament Team Coordinator Selection		17
	11.2	Budget & Spending		18
	11.3	Treasurer		18
<b>12</b>	<b>Batting Cage/Machine Usage &amp; Safety</b>			<b>19</b>
	12.1	Agreement with Foster City Little League		19
	12.2	Age Requirement		19
<b>13</b>	<b>Appendices</b>			<b>20</b>
	13.1	League Objective Taken from the By-Laws		20
	13.2	Suspension Policy Taken from the By-Laws		20

# 1 DEFINITIONS

FCYSA	Foster City Youth Softball Association
Recreation League	League run by FCYSA during the Spring. It typically consists of 6U, 8U, 10U, 12U, and 14U divisions. The 6U and 8U divisions usually play within Foster City, and the 10U, 12U, and 14U divisions participate in the Peninsula League.
Tournament Teams	A group of teams are formed by FCYSA to participate in USA tournaments during the summer.
Fall Ball	FCYSA typically fields a group of teams in the Fall to participate in the Peninsula League. FCYSA participates in the 8U, 10U, 12U, and 14U divisions.
Player Evaluation	A player evaluation is a set of drills that a player performs in order to assess the player's skill level. All players participating in a player evaluation will be placed on a team.
Try-out	A try-out is a set of drills that a player performs in order to assess the player's skill level. Players participating in a try-out will not necessarily be placed on a team.
Board Approval	Simple majority of the board, once a quorum is reached, per the FCYSA By-Laws. Vote can be taken at the board meeting or through an email vote.
Softball Age	Softball Age is determined by the USA and published annually in their handbook. Typically, it is the player's age on December 31 of the prior year.

## 2 SCOPE

This document covers the policies of FCYSA. These policies are rules of conduct for participants and volunteers, as well as, guidelines for governing and administering the league itself. This document does not contain playing rules for softball. Those can be found in the FCYSA rule book and the USA Junior Olympic Handbook, both of which are published annually.

This document is not intended to change any policies covered by the FCYSA by-laws. Policies are made with the intention not to conflict with the by-laws. Where it does conflict with FCYSA by-laws, the by-laws will control.

FCYSA participates in USA Junior Olympic Tournaments, the Peninsula League, and other association tournaments. When policies, as described by the governing bodies of these leagues, come in conflict with FCYSA policies, the more limiting or restrictive policy will apply.

## **3 OVERVIEW OF LEAGUES**

### **3.1 RECREATION LEAGUE**

The recreation league in the Spring is the primary league for Foster City Softball. All eligible applicants are accepted and placed on rosters. The 10U, 12U, and 14U divisions rosters require that the players participate in a player evaluation. These evaluations are used as a basis for a draft where the teams are split evenly. If there are less than two teams in a division, then a draft is not required. The season runs roughly from February to mid-May.

### **3.2 TOURNAMENT & SELECT TEAMS**

Tournament & Select teams are formed throughout the different seasons. The goal of the teams is to give the more competitive players an opportunity to experience a higher level of play. The teams are all-star teams selected through a try-out process. In order to tryout or play on a FCYSA Tournament, Select, or Flash team, players must have participated on one of FCYSA's recreation league teams during the Fall Ball season or Spring Ball season. For Fall Select, Fall Tournament, or Winter Tournament participation, the player must have participated on one of FCYSA's recreation league teams during the concurrent or immediately prior Fall season. For Spring Select, Spring Tournament Team, Summer Flash, or Summer Tournament participation, the player must have participated on one of FCYSA's recreation league teams during the concurrent or immediately prior Spring Season. A player may not participate on any FCYSA Tournament (including any Flash team) or Select Team if they did not participate on a FCYSA recreation team.

### **3.3 FALL BALL**

The Fall Ball teams are formed in August. The players are required to participate in a player evaluation. If there are open spots for all players, then all players are taken. If there are more players than roster spots available, then some eligible players may not be placed on rosters. The season runs from August to November.

# **4 PLAYER REGISTRATION**

## **4.1 REGISTRATION PROCESS**

For all leagues, FCYSA publishes an application form and posts it on our website. New players must fill out the form completely, pay the registration fee, and produce a copy of the player's birth certificate in order to register. Returning players only need to provide the fee and the completed application. A player is not considered registered until these requirements are met. The official date received for the application is the date a Board Member receives all the required items, or the post mark on the mailed envelope, whichever is earlier.

## **4.2 SCHOLARSHIP PROGRAM**

FCYSA recognizes that members of the community may have difficulty paying the registration fees. Any family experiencing a hardship, may ask the President to waive the registration fee. In these cases, FCYSA has the ability to grant a scholarship. The decision to grant the scholarship or not is at the sole discretion of the President. The request is confidential and will be handled discreetly.

# **5 PLAYER ELIGIBILITY**

Any player who submits a complete application with payment before the registration deadline, is of proper age, and is not currently suspended, is eligible for play in Foster City Softball. Players are not required to be Foster City residents, although a non-resident fee will be charged for those non-residents. All eligible players in the Recreation League will be placed on rosters. Eligible players for the Tournament Teams and Fall Ball may not be placed on a roster if there are no roster spots available.

## **5.1 PLAYING AGE**

The appropriate age for a given softball division is determined by the USA Handbook. Each division usually consists of players from two age groups. For example, the 8U division contains players that are softball age 8 and softball age 7. FCYSA follows these guidelines for player participation in each division. In addition, several exceptions are provided as follows.

### **5.1.1 Player Age Exceptions**

In the 6U division, a player is allowed to start to play softball at age 4, only if their parent volunteers to be the assistant or head coach for her team. The parent must be present at the practices or games in order for the player to participate. The player must be approved for play by the Division Representative prior to participating in practices, games, player evaluations, or try-outs.

In the 8U, 10U, 12U, and 14U divisions, a player is only allowed to play up one year from their age division that is defined by their birth year. The player must be approved to play up by the Division Representative prior to participating in practices, games, player evaluations, or try-outs.

In the 6U, 8U, 10U, 12U, and 14U divisions, a player is allowed to play down one year. The player must be approved for play by the Division Representative prior to participating in practices, games, player evaluations, or try-outs.

A player may not play up by more than one year from the age division that is defined by their birth year. A player may not play down by more than one year unless that player's safety is in question.

### **5.1.2 Tournament Team and Fall Ball Team Player Age Exception**

On Tournament Teams and in Fall Ball the above exceptions apply, except that playing down is not allowed.

## **6 PLAYER PLACEMENT AND ROSTER FORMATION**

Players are placed onto teams by the Division Representatives, Tournament Team Coordinator, or Board Members.

### **6.1 RECREATION LEAGUE**

#### **6.1.1 6U and 8U Divisions**

Players are placed on teams by the Division Representative. Player preferences expressed on the Player Application are taken into account during the process and the

Division Representatives do their best to accommodate all requests but some requests may not always be possible. Teams are balanced according to players' ages.

### **6.1.2 10U, 12U, and 14U Divisions**

If there is only one team within a division, all eligible players are placed on the team by the Division Representative. If more than 15 players are eligible for a division, then a player evaluation must be held and players will be placed on teams via a draft. Players may have gone to an evaluation for an upper age division and asked to play down. These players are not required to go through a second evaluation and will be placed by the Division Representative. Player preferences expressed on the Player Application are not taken into account during the process.

## **6.2 TOURNAMENT & SELECT TEAMS**

All Tournament & Select Team rosters are determined by a try-out. The players are evaluated by the Tournament Team Coordinator, Division Representative, Coaches, Board appointed individuals, Board Members, or any variation of the aforementioned individuals for team placement. Multiple try-outs may be held if it is determined that not enough eligible players have applied. Per USA regulations, a tournament team try-out may not be held before May 1<sup>st</sup>. The criteria for selection to the tournament or select teams are participation in the Foster City Softball season directly preceding (or during) the season for selection, ability, and commitment. Once a try-out has been conducted and the team cannot be filled with players who participated in the FCYSA Recreation League, then players from other leagues may try-out and be selected.

Any player, who cannot make the first try-out, must contact the league and report the absence before the try-out date, or they may be placed in the group for the second try-out. A player who did not play in FCYSA in the spring, or was absent without prior notification from the first try-out, can only be selected if less than the maximum number of players attended the first try-out. In other words, players from outside of FCYSA can never be selected ahead of a FCYSA player who attended, or had an excused absence from, the first try-out.

## **6.3 FALL BALL**

The number of Fall Ball teams is determined by the number of applicants. If there are enough spots for all eligible applicants, then all players are placed on a roster. If there are more applicants than roster spots, the teams will go through a selection process, where some players may not be selected. The list of eligible players will then be determined by the Division Representatives, Coaches, and Board Members. All non-FCYSA players should be evaluated via a try-out. The criteria for selection are previous participation in Foster City Softball, ability, safety, and commitment. Players who have

never played in FCYSA may only be selected if there are no other eligible players to fill the roster. Players will be placed on teams via a draft if more than one team can be formed within a division.

Registration fees for Fall Ball are subject to a 50% return fee if the player withdraws after the registration deadline. No refunds will be given after the first scheduled game is completed.

After the formation of the teams, a Head Coach can turn away a player for safety reasons. The Fall Ball Coordinator must approve the decision and try to place the player in a more appropriate division. Players who are turned away will receive a full refund of their registration fee.

Players will not be granted exceptions to play up by two years.

## **6.4 LATE PLAYER PLACEMENT**

Occasionally, a player is allowed to join the league after player placement has been completed. In this case, a player evaluation is not required. The player is placed on a team by the Division Representative, with the unanimous consent of all the Head Coaches within the division. If unanimous consent cannot be reached, then lots will be drawn so that the player can be placed by chance.

## **6.5 PLAYER MOVEMENT**

In 6U and 8U, once a player is placed on a team, they cannot be moved to another team without the agreement of the Division Representative and the responsible parent of the player.

In 10U, 12U, and 14U, once a player is placed on a team, they cannot be moved to another team without the agreement of all the Head Coaches in the division, the Division Representative, and the responsible parent of the player.

## **6.6 PLAYER EVALUATIONS AND TRY-OUTS**

A player evaluation or try-out involves players performing drills in front of coaches. For a proper evaluation or try-out to occur, a coach or representative from every team in the division must be present. A player may not try-out or be evaluated by a subset of coaches on one day, and another subset on another day. The player should be asked to perform several different drills in order for the coaches to make an accurate evaluation. Players should be given more than one attempt at each individual drill.

## **6.7 DRAFT**

The goal of the draft process is to have a fair and even split of the players in order to create teams with approximately the same abilities. The league sets the time and place for the draft. The Head Coach of every team within the division must be given 48 hour notice.

### **6.7.1 Draft Participation**

At the draft, a representative for every team and the Division Representative or Coordinator must be present. The President of the league may be present, but is not required. Each team may only have two people present. The Board must pre-approve any other people to be present at the draft.

### **6.7.2 Coach Family Members**

At the time of the draft, each team consists of only a head coach and one assistant coach. Teams may have more coaches after the draft. The children of the two coaches are assigned a round by the Division Representative or Coordinator. This ranking will determine which pick that team loses during the draft.

### **6.7.3 Draft Order and Draft Pass**

The draft must be a snake or continuous draft, where the draft order runs highest to lowest, then lowest to highest. For example, if there are four teams, then the draft order for the first two rounds is 1 2 3 4 4 3 2 1. The position in the draft for the teams is selected by drawing lots at the time of the draft. Each team is given a maximum of 3 minutes to use their draft pick once their turn has started. Failure to make a pick in the allotted time will result in the pick being forfeited. Each team is given one pass, which they can use at any time. The pass allows a team to skip their pick in the draft. Teams are not required to use their pass.

### **6.7.4 Draft Review**

At the end of the draft, the rosters will be reviewed by the Division Representative or Coordinator. If it is determined that a team is significantly weaker, or lacks a pitcher, changes can be made. The Division Representative is allowed to switch one player per team maximum. Head Coaches may allow more than one, but only one is required.

### **6.7.5 Player Eligibility**

All players that have participated in a player evaluation are eligible for the draft. Players who have not participated in the player evaluation may be made eligible at the draft by the mutual consent of all teams. Players who are not agreed to be eligible at the time of the draft may enter the division via the late player placement process. At the beginning

of the draft, a list of all eligible players must be made available to the coaches. All eligible players must be placed on a team during the draft.

### 6.7.6 Inexperienced Players

Players selected at the bottom of the draft may be identified during the draft to be too inexperienced by the selecting Coach. The Coach may ask the Division Representative or Coordinator to contact the family and ask for the player to “play down.” This is only possible if the player’s age allows them to be placed in the lower division. In this case, when the Division Representative agrees, the Division Representative will contact the family and offer the lower division placement to the player’s parents. If the parents agree, the player then enters the lower division draft or enters the late player process. If the parents do not agree, then the player stays on the team they were selected by. It is highly recommended that the older divisions hold their drafts before the younger divisions.

### 6.7.7 Draft Conclusion

Once the draft has concluded, the players are considered to be on the roster of the individual teams. Players may be contacted, but practices may not start until the League allows practices to begin. This is required to verify that all players are properly registered and insured via USA.

## 6.8 ROSTER SIZE LIMITS

**Final roster sizes are determined by Board Members, Division Representatives, and Head Coaches. The following table is meant to serve as a guide to assist in determining the number of players per team:**

<b>Recreation League</b>	<b>Suggested Minimum # of players</b>	<b>Suggested Maximum # of players</b>
<b>6U</b>	5	11
<b>8U</b>	10	15
<b>10U</b>	11	15
<b>12U</b>	11	14
<b>14U</b>	11	14
<b>Tournament Team</b>		
<b>8U</b>	11	15
<b>10U</b>	11	15
<b>12U</b>	11	15
<b>14U</b>	11	15
<b>Fall Ball Team</b>		
<b>10U</b>	11	15
<b>12U</b>	11	15
<b>14U</b>	11	15

# 7 PLAYER PARTICIPATION

The Board's recommendation is that players only participate in practices and games for the team they have been placed on. Head Coaches may make exceptions and allow players to practice if the player is a FCYSA Registered athlete and there are no safety concerns. Teams may not invite or allow players from other leagues or non-roster players to participate in practices or games. The only exception to this rule is when the team is short-handed for a game, and a player is called up temporarily. A player may not be called up for a practice.

## 7.1 PLAYER CALL-UPS

In the 10U, 12U, and 14U Recreational League Divisions a player may be called up for a game. The league allows lower division players to guest on a team, when that team is short-handed. Players may only be called up if the team has 10 or fewer players available to play. The called up players must play the outfield and bat last in the batting order. Players are allowed to play pitcher or catcher only if the team has no other pitcher or catcher available. The FCYSA allows for players in the same division as Call-Up Players; however, if this should occur, the requesting team must receive prior approval from the opposing team's Coach before the scheduled game. Note that player call-ups are prohibited in tournament play.

The Division Representative of the lower division is responsible for identifying the players eligible for playing up. Eligibility is based on the player's willingness to participate and their ability. Once the pool of players is determined, all attempts must be made to give all players equal access. Upper-level coaches are expressly prohibited from identifying or recruiting specific players for call-up duty.

## 7.2 PARTICIPATION TIME LIMITATIONS

In order to ensure that players are not asked to practice or play in games beyond appropriate limits, the league has set some guidelines. The guidelines limit the number of "softball days" a girl can have within a given week. A softball day is defined as any day the player practices or plays in a game for any length of time.

### 7.2.1 Recreation and Fall Ball League Participation Limits

- 6U is limited to 2 softball days per week, with a maximum practice duration of 60 minutes per day.
- 8U is limited to 3 softball days per week, with a maximum practice duration of 90 minutes per day.
- 10U is limited to 4 softball days per week, with a maximum practice duration of

- 120 minutes per day.
- 12U and 14U are limited to 4 softball days per week, with a maximum practice duration of 150 minutes per day.
- All divisions have a limit of two games per day, except for 6U which may only play one game per day.

### **7.2.2 Tournament Team Participation Limits**

- 8U is limited to 4 softball days per week, with a maximum practice duration of 120 minutes per day. An optional 5<sup>th</sup> day of practice is allowed; however, this practice does not have to be attended and should not negatively impact the player's play time, batting order, or field position.
- 10U, 12U, and 14U are limited to 5 softball days per week, with a maximum practice duration of 150 minutes per day.

## **7.3 GAME PLAYING TIME REQUIREMENTS**

### **7.3.1 Spring and Fall Recreation League Playing Time Minimums**

These leagues allow all players to bat regardless of time on the field. All players are expected to bat at all times. A coach may only remove a player from the batting order if the player is injured or unwilling.

- 6U, all players play at all times
- 8U and 10U, all players must play a minimum of 2 innings in the field, including one inning in the infield, no player may sit out more than 3 innings
- 12U and 14U, all players must play a minimum of 2 innings in the field, no player may sit out more than 4 innings

### **7.3.2 Tournament Team Playing Time Minimums**

- 8U all players will bat and must play a minimum of 1 inning in the field
- 10U, 12U, and 14U there are no playing time minimums

## **8 MISCONDUCT AND DISCIPLINARY ACTIONS**

Misconduct may be found in players, parents, volunteers, coaches, or board members. All conduct investigations and disciplinary actions are the sole responsibility of the FCYSA Board. When misconduct has been brought to the Board's attention, the Board will form a Disciplinary Committee. This committee will conduct an investigation and determine if further action is warranted.

## **8.1 DISCIPLINARY COMMITTEE**

When a complaint is brought to the Board, a Disciplinary Committee must be formed within 72 hours. The Committee will consist of the President, Division Representative, and one other Board Member to be identified by the President. None of the members of the committee, or their family members, can be involved with, or directly affected by the incident. If they are, the Committee Member must be replaced by another member of the Board.

## **8.2 DISCIPLINARY ACTION**

Once the Disciplinary Committee investigates, they may determine that an offense has occurred where an individual has violated FCYSA policies, playing rules, by-laws, or Safety Practices; or committed an egregious act not consistent with the spirit of Foster City Softball. In this case, the Committee must determine if the offense was Minor or Major in nature.

### **8.2.1 Penalties for a Minor Offense**

First Offense	Written Warning issued by the committee
Second Offense	Written Warning and 3 game suspension. During the suspension the person may not participate or appear at any team function.
Third Offense	Written Warning and 1 year suspension. During the suspension the person may not participate or appear at any team function.

### **8.2.2 Penalties for a Major Offense**

The penalty for a major offense may be any of the Minor Offense penalties. The Committee may give any of the penalties, at any time, regardless of prior history.

### **8.2.3 Determination of Penalties**

The Disciplinary Committee determines if the offense warrants a penalty. If the Committee recommends a written warning, the penalty should be communicated to the offender immediately. If a suspension is recommended, then the penalty must be approved by the board per the FCYSA By-Laws (See Appendix).

### **8.2.4 Appellate Process**

A First Offense Penalty may not be appealed. A Second or Third Offense Penalty may be appealed. The suspended individual must submit in writing an appeal which the full Board will review within 72 hours of being notified. The Board can decide to uphold the

appeal, lessen or eliminate the penalty, or deny the appeal. During the appeal process the individual remains suspended from participation.

## **9 SCHEDULING**

All games, practices, and scrimmages are scheduled by the Scheduler. The Scheduler solicits requests from coaches and then forms the official schedule and publishes it to the Division Representatives and Coordinators. After publishing, there is a 48 hour review period, and then the schedule is considered official. All teams must be given equal access to all facilities, games, and scrimmages whenever possible.

There is a schedule published for the Spring Recreation League, Tournament Teams, and Fall Ball. Note that game schedules are often controlled by leagues which Foster City teams are participating in and not by FCYSA.

### **9.1 SCHEDULE CHANGES**

Once the schedule has gone official, the game schedule can only be changed for a limited set of reasons. The game schedule can be changed when facilities become unavailable due to inclement weather, or some other unforeseen circumstance. In these cases, the schedule change will be made by the Scheduler, and the schedule republished.

Scheduled games and scrimmages cannot be changed due to absences of players or coaches. Requests for game schedule changes to avoid forfeiting will not be approved by FCYSA.

Practice times can be changed by requesting changes from the Scheduler or by trading times with other coaches. When trading times with other teams, it is not necessary to notify the Scheduler. The number of practice slots per team is held constant, so if a team requests a new practice time slot, the team must abandon a future time slot. Open field times in the practice schedule may be used on a first come first serve basis. No team may hold the field longer than the practice time maximum for that division.

### **9.2 SCRIMMAGES**

All scrimmages within the Recreation and Fall Ball leagues are scheduled by FCYSA.

Scrimmages with teams from other cities are only permitted when there is only one FCYSA team within the division. If there is more than one team in the division, and a coach desires to have a scrimmage with another league team, the coach may pursue an exception. The coach is allowed one external scrimmage per season. To schedule more than one scrimmage, all the Head Coaches within the division, the Scheduler, and the

Division Representative or Coordinator must agree to the additional scrimmages. Care should be taken to give all teams within the division equal opportunity to scrimmage.

Scrimmages may only be held with teams in the same age division. If scrimmages require expenditures such as umpires or field rental, the scrimmage must be pre-approved by the Board.

Scrimmages with other cities are generally permitted. Again, if the scrimmage forces an expenditure, this expenditure must be pre-approved by the Board.

### **9.3 TOURNAMENT PARTICIPATION**

Recreation League and Fall Ball teams are not permitted to participate in tournaments. Tournaments for the tournament teams are selected by the Tournament Team Coordinator. Commitments to tournaments, or applications by FCYSA teams to tournaments, may only be submitted after approval by the Tournament Team Coordinator. Once the tournament schedule has been published to the tournament team families, additional tournaments can only be scheduled with the approval of the Board.

## **10 COACH SELECTION AND SAFETY REQUIREMENTS**

### **10.1 RECREATION LEAGUE AND FALL BALL COACH SELECTION**

Coaches are required to apply before each season by filling out a Coach's Application and submitting it to the League. The Board may reject any coach's application for any reason. Once the application is accepted, coaches are nominated by the Division Representative to the Board. The Board approves all coach selections. The maximum number of official coaches or managers per team is 4.

### **10.2 TOURNAMENT TEAM COACH SELECTION**

Tournament Team Coaches are selected by the Tournament Team Coordinator. Coaches are selected after the tournament team roster is formed. The coaches must be approved by the Board. The maximum number of official Coaches or Managers per team is 5.

## **10.3 SAFETY AND POSITIVE COACHING**

All coaches are required to submit to a background check once annually before coaching players.

All coaches are required to complete ACE coaches training once annually before coaching players.

The Head Coach or Acting Head Coach must have a first aid kit at all practices and games.

A coach and an adult must be present at all team events, including all games and practices.

## **10.4 MEDICAL FORM REQUIREMENT**

All coaches are required to have the medical release forms for all players during all practices and games.

# **11 BOARD ISSUES AND POLICIES**

## **11.1 DIVISION REPRESENTATIVE, AND TOURNAMENT TEAM COORDINATOR SELECTION**

The primary roles and responsibilities for the Board are described in the FCYSA by-laws. In addition, there are certain other roles and responsibilities which are required for operation of the league. Many of the responsibilities are described in this document. The selection of these key volunteers is described here.

These key roles are: Recreation League Division Representative; and Tournament Team Coordinator. Typically, there has been one Division Representative per division and one Tournament Team Coordinator. These roles are assigned by the President, who has the sole discretion to place or remove these volunteers at any time. As these roles require an impartial advocate, the Board recommends that the volunteer not have a family member within that division. If they do, the nomination must be approved by the Board. For all other Board roles, not described by the By-Laws, the appointment and removal of volunteers is at the sole discretion of the President.

## **11.2 BUDGET AND SPENDING**

All spending for FCYSA must be approved by the Board. The Board passes a Budget annually. Any item found in that Budget is authorized to be spent by Board Members and designates. Any proposed spending not found in the Budget, or exceeding the budget line item amount, must be pre-approved by the Board.

## **11.3 TREASURER**

Proper financial practices are important to protecting the FCYSA assets and preventing and detecting errors and fraud. Good financial practices also assure members of the community that the Board is using the funds for the purposes for which they were intended.

It is the Treasurer's responsibility to maintain the integrity of the FCYSA's finances. In addition, the Treasurer acts as the Board's liaison to the FCYSA's CPA. The Treasurer makes sure the appropriate tax returns are filed on time.

Transparency, accountability, and communication are values the FCYSA Board strives to achieve.

The Treasurer should maintain a record of all transactions for the FCYSA. Record keeping is essential to maintaining accurate documentation for the FCYSA's historical records.

The Treasurer must obtain and print monthly bank statements for each scheduled Board Meeting. During the Board Meeting, the President and Secretary must review, initial, and date each new monthly bank statement. These statements will be filed chronologically, stored in a binder, and made available at every Board Meeting. These documents will be on file for seven years.

Cash transactions are discouraged; however, if cash is received, the Treasurer must provide a written receipt immediately upon receiving the funds. At minimum, the receipt should state the person's name, date, the amount of the cash.

When dealing with payments or check authorizations, the Treasurer will review all invoices for mathematical accuracy, agreement with a written invoice, conformity with the budget, or Board authorization.

In appropriate circumstances, Board Members and volunteers are entitled to be reimbursed for expenses related to the organization. President or Secretary approval is required for reimbursement. In order to receive any reimbursement, reasonable documentation, showing the date, amount, and a description of the purchase must be

provided. If the Treasurer requires reimbursement, then the President and Secretary must authorize the purchase.

## **12 BATTING CAGE/MACHINE USAGE AND SAFETY**

### **12.1 AGREEMENT WITH FOSTER CITY LITTLE LEAGUE**

FCYSA and FCLL share access to the batting cage at Sea Cloud Park. FCYSA has access to 1/3 of the time slots for the two cages. The softball side is typically the right side, and therefore, FCYSA typically uses 2/3 of the time slots for the right cage.

Time in the cage is set through a joint scheduling process with FCLL. The schedule is maintained by the 2 league schedulers and disseminated to the coaches. Often there are open time slots left over that both FCLL and FCYSA teams try to utilize. Jointly with FCLL, we put in effect the following policy:

*If the cage is open due to an unscheduled time slot or if the team that has the time slot does not use it, it is first come, first served, but baseball teams get preference for the baseball side (they can ask a softball team to move) and softball teams get preference for the softball side (they can ask a baseball team to move). Individuals using the cage should yield to teams on either side, even if the individuals were there first.*

### **12.2 AGE REQUIREMENT**

A player must be softball age 8 to have access to the batting cage or bat against a pitching machine.

# 13 APPENDICES

## 13.1 LEAGUE OBJECTIVE TAKEN FROM THE BY-LAWS

The objective of the Association shall be to operate a nonprofit girls fast pitch softball league. In doing so, the Association will develop, direct, and promote the sport of girls fast pitch softball to ensure maximum participation, optimal performance, and educational excellence of youth participants, and will seek to implant in children of the community the ideals of good sportsmanship, honesty, loyalty, courage, leadership, and respect for authority. The attainment of exceptional athletic skill and the winning of games will be secondary objectives, with the molding of future citizens of prime importance.

## 13.2 SUSPENSION POLICY TAKEN FROM THE BY-LAWS

**Suspension or Termination.** Membership may be terminated by resignation or action of the Board of Directors as follows:

(a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Association. The Member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.

(b) The Board of Directors shall, in the case of a Player Member, give notice to the manager of the team for which the player is a member. Said manager shall appear in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by a two-thirds vote of those present at any duly constituted meeting (quorum is required).