



## 2008 Official League By Laws

### **CHINO GIRLS FASTPITCH MISSION STATEMENT**

The mission of Chino Girls Fastpitch is to provide players in each age group (6U, 8U, 10U, 12U, 14U & 18U) with the opportunity for growth and development of softball skills, and life skills to the highest level achievable through competitive softball.

All participants in “**Chino Girls Fastpitch Softball**” Program:

- develop a positive self-image
- show respect for the rules, officials, and their decisions
- develop a constructive attitude towards competition
- develop a sense of dignity under all circumstances
- have an equal opportunity to learn, develop, demonstrate softball skills, and continue to participate in softball as a lifelong pursuit

### **ARTICLE I ~ NAME**

The name of this organization shall be CHINO GIRLS FASTPITCH, herein after referred to as “League” and is endorsed by the city of Chino Recreation Department. The League is organized for non-profit purposes, and does not contemplate pecuniary gain or profit to the members thereof. The Board is granted the right to insert into the name of the League such additional terms, which will indicate that this League is affiliated with another organization for the purpose of playing girls softball. The actual League name is Chino Youth Softball Association dba Chino Girls Fastpitch. However, Chino Girls Fastpitch shall be used on all business transactions, including, but not limited to exclusively, bank accounts.

### **ARTICLE II ~ OBJECTIVE**

#### **Section 1**

The objective of the League is to encourage and foster the physical and mental development of the girls involved; to encourage the principles of good sportsmanship, honesty, loyalty, courage, and reverence, while enriching their lives towards their own adult responsibility in the communities in which they will be living. The adults shall bear in mind at all times that the attainment of exceptional athletic skill, and winning of games is secondary to the accomplishment of the above objective.

#### **Section 2**

Notwithstanding, any other provision of these articles, the league shall not carry on any other activities not permitted to be carried on by a league exempt from Federal income tax under section 501©)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law); or by league contributions to which are deductible under section 170©)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

#### **Section 3**

Upon the dissolution of this league, assets shall be distributed for one or more exempt purpose(s) within the meaning of section 501 ©)(3) of the Internal Revenue Code. Upon the dissolution of this League, after paying, or adequately providing for the debts and obligations of the League, the remaining assets shall be distributed to a non-profit fund, foundation or League, (decided by a majority vote of remaining Board members) organized and operated exclusively for charitable, educational, or scientific purposes, is established, and has tax exempt status under section 501 ©)(3) of the Internal Revenue Code.

**Section 4** No substantial part of the activities of this League shall consist of carrying on propaganda, or otherwise attempting to influence legislation. The League shall not participate or intervene in any political campaign on behalf of any candidate running for public office, including the publishing or distribution of statements to its members, trustees, officers, or other private persons.

### **Section 5**

No part of the budget of the League shall ever ensure to, for the benefit of, or be distributed to its members, trustees, officers or other private persons. The League shall be empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

## **ARTICLE III ~ MEMBERSHIP**

### **Section 1 - Membership**

There shall be but one class of membership that shall be known as general membership. The Board is made up of the people elected to perform the duties as outlined in Article VII.

### **Section 2 - Qualifications**

Every adult person of good character who is interested in the purposes of the League, shall be eligible for membership to the organization. All shall be considered to be members upon approval of the Board, or upon registration of their child in the League.

### **Section 3 - Registration**

A child becomes registered when a registration form is completely filled out, including the required adult signatures, demonstration that the age requirements are met, is physically able to partake in League activities, and has either paid the required registration fee, or has met the requirement for a waiver of fees. Demonstration of required age shall be by birth certificate or passport. Each child will be considered to have the required physical ability except when questioned in writing by the Board. If questioned by the Board, the parent must obtain a letter from a qualified doctor, and present it to the appropriate Division Commissioner, or Player Agent before partaking in any of the League's activities. The age group of all players shall be as defined in the "Official Rule Book of the Amateur Softball League", latest edition.

### **Section 4 - Suspension or Dismissal**

**A)** Any member or player is subject to suspension or dismissal by the Board upon displaying conduct of non-conformance with the Articles of the League, by-laws, standing orders, or any decision by the Board including owing any money or property to the League, which in the opinion of the Board, is detrimental to the League. A written warning will be issued to the offending league member, notifying them of the charge against them, and what, if any, disciplinary action will be taken.

**B)** Evidence of such misconduct or failure to comply with the aforesaid Articles, by-Laws, or standing orders shall be in writing at a Board meeting, or a special meeting if deemed necessary. In the event of possible suspension, a Board meeting will be held (within five (5) days of notification of the incident), and the parties involved in the complaint will be notified of the meeting, and have the right to appear before the Board. The Board will then discuss what, if any, actions will be taken.

**C)** If the Board President declares a charge to be extremely serious, the President will contact and immediately suspend the person charged. The President will then inform the Board of his actions.

**D)** Any Civil or Criminal action against the League (as defined as a violation pursuant to the Penal Code of California, or the California Code of Civil Procedure) will result in immediate prosecution by the Board (or depending on infraction, by the County of San Bernardino municipalities) to the fullest extent of the Law. Any general member or Board member witnessing a crime against the League shall immediately report the incident to the President and Vice President.

**E)** An official letter will be prepared by the Board making the proper notification of the Board's decision to the member/player or members involved within five (5) days.

**F)** Any decision by the Board shall be by majority vote and may be appealed within three (3) days of written notification. If appeal is denied or is not appealed within three (3) days, the decision will be final. Failure to adhere to the Board decision will result in further disciplinary action, and possible permanent suspension.

## **ARTICLE IV ~ TERRITORIAL LIMITS**

### **Section 1**

There will be no League limits.

### **Section 2**

The League is currently registered with the Recreation Department of the City of Chino. The majority of the players in the League attend schools within the Chino Unified School District.

## **ARTICLE V ~ MEETINGS**

### **Section 1 - General Membership meetings**

An agenda shall be prepared for each meeting. This League will have one meeting prior to the start of the Spring Season. An agenda shall be prepared for each meeting. The majority of the Board may call additional general membership meetings providing that the Secretary has posted written notice at CGF snack bar, and CGF website five (5) days in advance of said meeting.

### **Section 2 - Board Meetings**

The Board shall hold a minimum of one monthly meeting. The day of the meetings shall be the 1st and 3rd Thursday of each month, unless the Board by a majority vote decides it is necessary to change the date, and providing that a five (5) day notice is given to each Board member, providing that a five (5) day written and/or verbal notice is given to each Board member.

### **Section 3 - Committees**

The Committees shall hold a minimum of one monthly meeting; the date of the meeting should be announced at the preceding monthly meeting.

### **Section 4 - By-law meetings**

By-law meetings shall be held at the discretion of the by-law committee at least once a year. All revisions, changes, additions, and deletions to the by-laws shall be handled at these meetings. These meetings will also include the changing of standing rules. All changes to the by-laws shall be approved by a majority vote of the board.

### **Section 5 - Quorum**

A quorum for any meeting shall be a simple majority of the board.

### **Section 6 - Board meetings**

The new Board will hold its first meeting in June, and hold at least one meeting per month thereafter. The Board meetings will be closed, except after the minutes of the previous meeting are read and approved, and the Treasurer's report is given. At that time, the meeting will be opened up for input from the general membership for a period not to exceed 30 minutes, with a maximum of five (5) minutes per speaker. The President will have the right to request further input from the membership during the closed session.

### **Section 7 - Special meeting of the Board**

The President or any two Board members may call a special meeting of the Board providing a twenty-four (24) hour notice, and agenda is provided (written and/or verbal notice).

### **Section 8 - Robert's Rules of Order, Revised**

All meetings shall be conducted in an orderly manner, Robert's Rules of Order, Revised shall govern the proceedings.

### **Section 9 - Voting**

Each Board member shall have one vote, excluding the President, who will vote only in the event of a tie.

### **Section 10 - Voting by Proxy**

Voting by proxy is prohibited.

## **Section 11 - Abstaining**

No member of the Board shall be allowed to abstain on a vote unless there are grounds for a conflict of interest, agreed upon by the remaining Board members.

## **Section 12 - Secret Ballots**

Secret ballots may be taken on any sensitive issue as long as the Board in attendance agrees that a need is present. The President, acting Secretary and one (1) additional Board Member, shall perform the count.

## **ARTICLE VI ~ ETHICS AND CONDUCT**

- A)** The objective of the Board is to conduct and promote the business and activities of the League in an ethical manner.
- B)** Honesty, justice and courtesy form a moral philosophy, which associated with a mutual interest among people, constitutes the foundation of ethics.
- C)** The Board members shall recognize such a standard, not in passive observance, but as a set of dynamic principles guiding their conduct and way of life. Towards this effort, Board members shall discharge their duties for the overall benefit of the League, and will do so with the highest degree of integrity and impartiality.
- D)** No Board member will ever engage in conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination, or any other activity that would discredit the League. Any Board member who has been found to have engaged in behavior including, but not limited to, dishonesty, fraud, deceit, misrepresentation, discrimination or any activities that have discredited the League, who has either resigned from, or has been asked to resign by the Board, and wishes to return to the Board in the capacity of a Board member, must fill out an application, and must participate in an interview before the Committee to ascertain their eligibility for participation on the current Board.
- E)** The objective of Chino Girls Fastpitch is to instill in the youth of our community ideals of good sportsmanship, honesty, loyalty, and courage, with the hope that they will grow to be contributing healthy adults. This objective will be reached by providing supervised competitive athletic games.  
The supervisors shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of the game is secondary; the molding of future citizens is our primary objective.
- F)** Any Civil or Criminal action against the League (as defined as a violation pursuant to the Penal Code of California, or the California Code of Civil Procedure) will result in an immediate prosecution by the Board (or depending upon infraction, by the County of San Bernardino municipalities) to the fullest extent of the Law. Any general member or Board member witnessing a crime against the League shall immediately report the incident to the President and Vice President.
- G)** The League, in conjunction with the Chino Unified School District, will enforce the NO SMOKING POLICY at all league functions held at school sites.

## **BOARD MEMBERS AND MEETINGS**

- A)** All Board meetings will be conducted in a civil and courteous manner.
- B)** A decision having been reached by a majority vote of the Board will be adhered to, and actively supported by all its members.
- C)** No board member shall use his or her position to sway any decision made by an umpire.
- D)** Foul, abusive, and disruptive language, or any other disruptive action directed toward a player, umpire, spectator, or another coach or manager, will not be tolerated.
- E)** Violation of any of the above will be grounds for dismissal from office by the majority vote of the remaining Board members. Dismissal will follow the same procedure outlined for the dismissal of managers and coaches.

## **MANAGERS AND COACHES**

- A)** All Managers and Senior Coaches shall complete a CGF Manager Application form, be interviewed and approved by the Board, subject to a background investigation.
- B)** Managers and coaches are expected to be courteous and civil, and to always display the best example of good sportsmanship at all League functions. Any deviation should be reported to the appropriate Division Commissioner.
- C)** Foul, abusive, and disruptive language or any other disruptive action directed toward a player, umpire, spectator, or another coach or manager will not be tolerated. If after one warning from the umpire the disruptive person continues his or her behavior, the umpire will suspend play and eject the disruptive coach or manager from the grounds (not just the field). If the disruptive coach or manager does not leave the grounds immediately after being ordered to do so, a forfeit will exist in favor of the opposing team, no matter what the score or the inning. Foul, abusive, and disruptive language or any other action disruptive to the progress of the game is based strictly on the opinion of the umpire.

- D)** If, after it has been explained, an umpire's decision continues to be challenged by a coach or a manager, the umpire will eject him or her from the game.
- E)** Managers, coaches, spectators, and players are responsible for picking up their own litter.
- F)** Managers and Senior Coaches can be male or female and must be eighteen (18) years or older. A female age eighteen (18) years or older must be present at all functions (i.e., practices, games, team parties, etc.).
- G)** The manager is responsible for the conduct of his/her entire team while assembled as a team, including coaches, spectators, and players. The manager is subject to suspension and/or removal by decision of the Board for the conduct and activities of his/her team, and is answerable to the League for any violation.
- H)** Each Manager shall be subject to immediate suspension from their duties upon failure to attend mandatory manager meetings, or any other special meetings where the manager is requested to attend, or any combination thereof, unless such absences have been excused (in writing) by the President or the appropriate Division Commissioner.
- I)** It is the manager's duty to report to the Player Agent, and the Player Agent to the appropriate Division Commissioner, any misuse of a player or any player dropping from a team.

## **PLAYERS**

- A)** All players are expected to be courteous, civil, and display good sportsmanship at all times.
- B)** A player, who argues, uses abusive language, or intentionally throws equipment, will be ejected from the game but not from the field, at the discretion of the umpire.

## **SPECTATORS**

- A)** Spectators are welcome to watch any and all games. Foul, abusive, and disruptive language, or any other disruptive behavior directed toward any player, umpire, coach, manager, or other spectators will not be tolerated, and could result in removal from the grounds. All spectators, players, coaches, and managers are responsible for picking up their own litter.
- B)** Team managers will be responsible for the behavior of spectators of his or her team.
- C)** All persons attending CGF events must abide by the California Penal Code, California Code of Civil Procedure, and California Education Codes. No intoxicating beverages or controlled substances will be allowed at any CGF sanctioned game, practice, or function. All league officials and representatives are responsible for monitoring this rule. The League, in conjunction with the Chino Unified School District, will enforce the NO SMOKING POLICY at all league functions held at school sites.

## **DISCIPLINARY PROCEDURES**

The Manager is responsible for the behavior of the individual members of his or her team. At the discretion of the manager, the following disciplinary measures may be taken to ensure that the objectives of CHINO GIRLS FASTPITCH are met:

## **BENCHING A PLAYER**

Prior to a player being benched, the Player Agent and appropriate Division Commissioner must be notified of the reason(s) why a player is being benched, and said Player Agent and Division Commissioner must approve the action prior to the player being benched. The player may be held out (benched) for a period of one (1) game for any of the following:

1. Missing two (2) consecutive practice sessions without notifying and being excused by the manager.
2. Missing one (1) spring season game without notifying and being excused by the manager.
3. Consistently refusing to follow directions (i.e. continual tardiness for practices or games, poor sportsmanship, attitude, or failure to be properly uniformed, etc.). Both the umpire and the official scorekeeper are to be notified prior to the start of the game of any benched player. Said player must appear in uniform throughout the game and be rostered as benched.
4. Any player involved in a fight during practice or games will be suspended for seven (7) days following the incident and may not attend any Chino Girls Fastpitch functions. A players continued poor attendance to practices or games could result in further Board action.

## **ARTICLE VII ~ OFFICERS AND DIRECTORS {19 positions}**

All Board Members shall have on file a CGF Application form during the tenure of their position.

### **PRESIDENT**

It shall be the duty of the President to preside at meetings of the Board and General Membership, and to act as a spokesperson overseeing all Board member duties. The President shall be responsible for signing all League documents, unless he or she has delegated the duties to a fellow Board member. He/she shall act as the liaison between the Board and the community. He/she shall attend community meetings, and be responsible for community relations. He/she shall oversee the evaluation and recommendation of all managers for all divisions.

### **VICE PRESIDENT**

He/she shall maintain liaison between team personnel in their divisions, with their Division Commissioners, monitor their activities, and make recommendations for improvements where needed. In the absence of the President, or at the direction of the President, it shall be the duty of the Vice President to preside at meetings of the Board and General Membership and carry out the responsibilities of the President's office. He/she shall also oversee the CGF Winterball program (also under the name of Inland Valley Softball).

### **TREASURER**

The Treasurer shall provide the Board with a preliminary budget that may be used as a guide for final approval after necessary changes are made by the Board. He/she shall maintain the League funds and keep accurate records. He/she shall be responsible for the disbursement of League funds and shall provide an itemized statement containing all monthly expenditures at each monthly Board meeting, and at the expiration of his/her term in office to the League's accountant, and League Auditor. All League funds shall be protected by two party signature accounts. All checks require the signature of two authorized Board members. He/she will also be responsible for coordinating payment to umpires for their services with the Umpire in Chief.

### **LEAGUE AUDITOR**

He/she shall be responsible for reviewing the League's financial records. He/she shall be responsible for assisting with budget development for all CGF activities. He/she shall assist the Treasurer with the preparation of financial reports and returns. He/she shall be responsible for reviewing and recommending appropriate internal controls. This is a Board appointed, non-voting position.

### **SECRETARY**

Shall be responsible for recording the minutes of monthly Board and General Membership meetings, notifying Board members of meetings, and for preparing and distributing minutes at the next scheduled Board meeting. He/she shall keep a record of Board member attendance, and prepare the ballots for voting. If deemed necessary, the meetings shall be recorded, kept and retained until the minutes have been formally transcribed in writing and approved. The President shall maintain all tapes until they are destroyed at the conclusion of the season. Tapes are maintained for accuracy of the minutes only and may only be reviewed at League sanctioned Board meetings. At no time shall the tape recording be used for disciplinary or legal actions.

### **PLAYER AGENT**

He/she shall be in charge of player registration for Spring and Winterball seasons, player skills assessment, player draft (including player waiting list) and team placement. He/she shall maintain insurance on all registered players. He/she shall act as the liaison between managers, parents, and players, and shall prepare, conduct disciplinary evaluations. He/she shall present a written report on any decisions made involving any player or manager at each Board meeting.

### **UMPIRE IN CHIEF (UIC)**

Shall be responsible for preparation of the playing schedule for all divisions as well as all Tournament play, and submit the schedule to the Board for approval. He/she shall be in charge of all umpires and the interpretation of the ASA rules and their exceptions as adopted by the Board. The UIC shall be responsible for scheduling all umpires for games. With Board approval, he/she may use an outside source for scheduling games. If the UIC deems necessary, he/she may appoint an assistant with Board approval. He/she will also be responsible to coordinate payment with the Treasurer payment to umpires for their services, and execute payment.

### **FIELD MANAGER**

He/she shall maintain the quality of the fields during the course of the season (Magnolia Junior High School, Mountain View Park, and Ayala Park) He or she shall oversee the maintenance and care of all League fields. In addition, he or she shall be responsible to maintain proper supplies and inventories in the facility storage bins for proper game setups in coordination with the Equipment Manager. If the Field Manager deems necessary, he/she may appoint an assistant[s] with board approval.

### **EQUIPMENT MANAGER**

He/she shall be responsible for the maintenance, storage, inventory, distribution, and collection of all League equipment, with the exception of food service equipment. Upon taking office, he/she shall do an inventory of all equipment, and submit it to the Board. He/she shall submit three (3) bids to Board for approval, and purchase all necessary equipment as allowed by the budget guidelines.

### **FOOD SERVICE MANAGER**

He/she shall be responsible to assign volunteer and team parents to work the snack bar(s), and maintain an accurate inventory of all products, and monies. He/she shall be responsible to schedule Board members to open, close, and control access to the snack bar. Monies shall be counted and signed for by the Board member assigned open/close snack bar duty, along with one (1) other adult working the snack bar at the close of the day. In coordination with the Treasurer, he/she shall be responsible for the disbursement of League snack bar funds and shall provide an itemized statement containing all monthly expenditures at each monthly meeting. At the expiration of his/her term in office, a final report shall be submitted to the League's Treasurer and Auditor. All menus, pricing, and suppliers shall have Board approval for any sales or purchases.

### **SPECIAL EVENTS COORDINATOR**

He/she shall be responsible for assisting with opening day ceremonies, closing day ceremonies, picture day, and other special projects and event programs as needed. Special Events coordinator shall also coordinate vendors for special events, i.e. opening and closing ceremonies, Milkcan Tournament, etc. He/she shall be in charge of securing prizes for opening and closing day, and banner contests.

### **WAYS AND MEANS MANAGER**

He/she shall oversee all activities that involve the raising of League funds, including projecting the net income of each activity. He/she shall work in conjunction with the League Treasurer for deposit of all money. He/she shall maintain the accurate records of fundraising funds. He/she shall be responsible for the disbursement of fundraising funds. He/she shall actively pursue sponsors for all divisions, and ensure that each team has at least one sponsor. All sponsors must be League approved. All sponsor funds must be issued to the League. Any team violating this policy shall be subject to game forfeiture and/or suspension/dismissal of a manager or Coach. Additional sponsorship should be secured to include year round activities such as tournaments, all stars, etc. He/she shall oversee the designing and purchasing of awards for all League functions (i.e. tournaments, Spring ball, Winter ball) with approval from the Board.

### **PURCHASING AGENT**

He/she shall oversee the purchasing of League supplies to be used in operations and all aspects of the running of the League. When applicable, he/she shall obtain Board approval for purchases pursuant to the guidelines as outlined above in the Official Bylaws (i.e. securing competitive bids). He/she shall provide a final accounting to the League's Treasurer and Auditor.

### **DIVISION COMMISSIONERS**

All division Commissioners (except 6 and under division) shall coordinate all Winterball activities between the league, other leagues, and outside teams. He/she cannot manage a team in their respective division.

### **18 AND UNDER DIVISION COMMISSIONER**

He/she shall maintain liaison between team personnel in said division and other area leagues if inter-league play is used, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for Board approval. Shall hold monthly meetings with division team managers..

#### **14 AND UNDER DIVISION COMMISSIONER**

He/she shall maintain liaison between team personnel in said division, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for Board approval. Shall hold monthly meetings with division team managers.

#### **12 AND UNDER DIVISION COMMISSIONER**

He/she shall maintain liaison between team personnel in said division, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for Board approval. Shall hold monthly meetings with division team managers.

#### **10 AND UNDER DIVISION COMMISSIONER**

He/she shall maintain liaison between team personnel in said division, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for Board approval. Shall hold monthly meetings with division team managers.

#### **8 AND UNDER DIVISION COMMISSIONER**

He/she shall maintain liaison between team personnel in said division, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for Board approval. Shall hold monthly meetings with division team managers.

#### **6 AND UNDER DIVISION COMMISSIONER**

He/she shall maintain liaison between team personnel in said division, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for Board approval. Shall hold monthly meetings with division team managers. He/she cannot manage a team in their respective division.

#### **ALL STAR COMMISSIONER**

He/she shall maintain liaison between the CGF All Star teams, monitor their activities, and make recommendations for improvements where needed. He/she shall be responsible for the oversight of the All Star process (nomination, tryouts, and draft). Will hold meeting with all managers, coaches and players placed on CGF All Star teams as soon as possible after the draft.

#### **Article VIII ~ General Board Duties**

- A)** Must attend all regularly scheduled board meetings. Any board member missing two consecutive meetings without prior written notification to the President, and approval by the President, may be subject to removal from the Board.
- B)** All Board members shall oversee and supervise fields during scheduled games (i.e. field duties, clean up, opening and closing of facilities).
- C) ALL BOARD MEMBERS** are required to perform scheduled duties during ALL league tournaments.
- D)** All board members are required to be present at Registration, Skill Assessments, Opening Day, and Closing day and Milkcan Tournament, as well as any/all CGF hosted tournaments (i.e. ASA "B" District Tournament).
- E)** Failure to actively participate in General Board Duties shall result in suspension from all league functions and/or removal from Board position.

#### **ARTICLE IX ~ COMMITTEES**

##### **Section 1**

All Committees shall be appointed by the President and with board approval. The Board shall determine committee size, objective, responsibility, and designated chairperson. Each committee Chairperson shall be responsible to report directly to the Board regarding the committees' accomplishments and responsibilities.

Permanent Committees are By-laws, Publicity/Communication, Budget, Fundraising, and Registration. All other committees shall be appointed by the President, and subject to approval by the Board. The Board can remove any committee member failing to fulfill their duties at any time.

## **ARTICLE X ~ FINANCES**

The Treasurer shall present a final Spring Season budget for approval by the Board by the first scheduled meeting in January. Any purchase within the budget exceeding \$500.00 must have three competitive bids, and be approved by the Board. Purchases outside the budget must have three competitive bids and must have Board approval prior to purchase, with the exception of the snack bar purchases. Snack bar purchases shall not exceed \$1000.00 per calendar week.

### **Section 1**

The Treasurer shall deposit all league funds in to a bank designated by the Board.

### **Section 2**

All bills for normal operation shall be paid by League checks signed by two authorized officers.

### **Section 3**

The League Treasurer shall be required to be bonded for the protection of the organization funds and assets with costs being offset by the League.

### **Section 4**

The fiscal year of this organization shall extend from January 1st to December 31st.

### **Section 5**

All money placed in specific savings accounts may only be withdrawn from said account when approved by a two-thirds (2/3) vote of a quorum at a Board meeting.

## **ARTICLE XI ~ ELECTION OF OFFICERS**

### **Section 1**

Nominations will start May 1<sup>st</sup>, and will come down the Thursday evening at 6:00 p.m. before the Saturday of voting. Anyone wishing to run for an elected position, and expresses the desire to do so after the nomination board has been taken down, must run as a "write in" candidate. Voting will start the last Saturday of regular league play, and will conclude the Thursday of playoff week (to ensure five days of voting time).

### **Section 2**

All elections shall be by secret ballot obtained by membership and with one ballot turned in per general member. There is one (1) vote per parent or guardian, not to exceed two (2) votes per family. The Election Committee shall prepare election ballots, and a designated Board member who is not running in the election will chair the Election Committee. The Election Committee shall consist of one half (½) general membership, and one half (½) Board members not up for election.

## **TERMS OF OFFICE**

All Board positions shall serve a two-year term. In order to maintain continuity of the League, no more than 50% of the Board shall be re-elected in any calendar year. The following positions shall re-elect every **even** numbered year:

Vice-President  
Field Manager  
Food Service Manager  
Umpire in Chief  
League Auditor  
14 U Commissioner  
10 U Commissioner  
6 U Commissioner  
Secretary  
Webmaster  
Purchaser

The following positions shall re-elect every **odd** numbered year:

President  
Player Agent  
Treasurer  
Ways and Means  
Equipment Manager  
18 U Commissioner  
12 U Commissioner  
8 U Commissioner  
All Star Commissioner  
Special Events Coordinator

### **Section 3**

A Board vacancy shall be filled by a nomination by the President, interview with a panel of three (3) Board members, and with a majority approval of Board. Board appointed members shall remain in office until his/her successor is elected at the following election.

### **Section 4**

All committee positions may be held by any elected or appointed member for a one-year term.

### **Section 5**

A vacancy in the Presidency shall be filled by the Vice President until a new President is elected by the General membership. In the event that the Vice-president is unable to fulfill the President's vacancy, the Board will select a person to fill that position. It is mandatory that an existing or former board member that has served a minimum of one year on the Board fill the position of President or Treasurer. No restriction shall be placed upon any election of an officer to prevent his/her election or re-election except when:

· A person has been removed from office by impeachment.

### **Section 6**

Board members must be a minimum of 18 years of age.

## **ARTICLE X II ~ LIABILITY**

The Board members of this League are not personally liable for debits, liabilities, or obligation of the League. No Board member, organizer, sponsor or supervisor shall be liable for damages or claims arising from injury to any participant, whether the result of negligence, or for other cause.

## **ARTICLE X III ~ SKILL ASSESSMENT**

Skill assessments will be on two occasions, one main date, and one make up date to be announced at registration. Any player wishing to pitch during the Spring season, **must** skill assess.

## **ARTICLE X IV ~ DRAFTING**

### **Section 1**

The League shall use the total re-drafting method, which allows all players to be selected to new teams every season with the exception of the 6 & under division, which will remain a territorial draw. The Player Agent and Commissioners shall be responsible for, and oversee the entire draft process.

### **Section 2**

The manager listed at the draft, will be the only manager eligible to manage an all star team in their respective division.

### **Section 3**

One trade will be allowed if approved by majority vote of all managers within the division and with the approval of the Division Commissioner and Player Agent on draft day. Transportation trades will be handled separately.

#### **Section 4**

Order of draft will be established by a blind draw. Prior to the beginning of the draft, [assuming 10 teams] the selection process will start with number one (1) and continuing on through number ten (10). The subsequent round will start with ten (10) and end with one (1), and so on.

Note: There will be no consideration given to senior coaches.

#### **Section 5**

**A)** Pitchers will be designated as determined by the rating process. All teams will draft at least one (1) rated pitcher on the first round, including the manager's daughter.

**B)** If the manager has two daughters that pitch, the first daughter will be drafted in the first round, and the second daughter will be drafted in the third round. (Note: Even if a manager has two daughters who have been designated as rated pitchers, one will be drafted in the first round, and the second daughter will be drafted in the third round in accordance to this rule.)

**C)** A manager's daughter will be assigned in the third round of the draft if she is not a rated pitcher. In the competitive division any exceptions shall require board approval. Any manager that does not have a daughter in the division in which he/she is currently participating in, that manager will be allowed to freeze one player, as if that player is the manager's daughter. All rules apply as stated as if that player is the daughter of said manager.

**D)** If the manager has two daughters that are not pitchers, they will be drafted in the third and fifth rounds regardless of age. In the competitive division any exceptions shall require board approval

**E)** All sister combinations, except for manager's daughters, shall be drafted in consecutive order. In the competitive division any exceptions shall require board approval.

#### **Section 6**

Pitching parity rules are in effect under the draft. A returning pitcher or a classified pitcher that declares she does not want to pitch on draft day and/or assessment day, will not be allowed to pitch. All players must skill assess as a pitcher on assessment day. Any girl who does not skill assess as a pitcher, may not pitch. Use of an ineligible pitcher will result in a forfeiture of that game, a one (1) game suspension of manager (to be served at next scheduled game), and a disciplinary letter filed against that manager.

**Rating pitchers:** Pitchers will be rated by a board-approved committee consisting of the Division Commissioner and two committee members with no family ties in that division. Committee members need not be Board Members and managers of the division. The ratio of the independent committee is in direct relation to the number of teams in that division. Once a player has assessed for pitching, that player cannot be pulled out of consideration of being rated as a pitcher.

#### **These are the guidelines for the rating of pitchers**

Results from the skill assessment day.

All pitchers must be rated in descending order with at least two (2) over the number of existing teams.

### **ARTICLE X V ~ PLAYING RULES**

#### **Section 1**

The League shall use the official rules and regulations issued by the Headquarters of the Amateur Softball Association (ASA), current playing year.

#### **Section 2**

Chino Girls Fastpitch (CGF) By-laws and ground rules will supersede the ASA Rulebook. (See Appendix A for rules).

#### **Section 3**

The UIC, in conjunction with the President or Field Manager, shall decide whether or not the field conditions are playable prior to the start of a game. In accordance to ASA rules, the assigned game umpire will make the decision once the game has started. The City of Chino may declare a field unusable at any time.

## **ARTICLE X VI ~ INJURIES**

All injuries must be reported to the player agent who will notify the division commissioner. A rostered member who becomes injured and requires medical treatment (i.e. paramedics, urgent care, emergency room professional) or hospital care under doctor's order, must supply to the player agent a medical release from the treating doctor in order to be allowed to return to active participation with their team.

## **ARTICLE X VII ~ PROTEST**

### **Section 1**

Only the designated team manager of a contesting team shall have the right to protest. The manager shall immediately and before any succeeding play begins, notify the plate umpire that the game is being played under protest (except in the case of a protest over player substitution, illegal pitchers and illegal players, wherein a manager will have 24 hours to lodge a protest). AN UMPIRE JUDGMENT CALL IS NOT SUBJECT TO PROTEST. The plate umpire shall in turn notify the opposing manager and official scorekeeper of this fact. The manager shall deliver within 24 hours from termination of play of the protested game, his/her written basis for the protest lodged to the Vice-President or Division Commissioner for that division.

### **Section 2**

All protests require a \$50.00 protest fee, in cash, to be turned in at the time of the written protest. The protest fee is refundable if the decision is made in favor of the team asserting the protest. The protest must be on a League Form.

### **Section 3**

All protests must be turned into the Board.

### **Section 4**

The decision of the Protest Committee is final, pending any appeal to the Board. The committee shall consist of the Vice-president, Umpire in Chief, Secretary, and Commissioner for the division from which the protest originates.

### **Section 5**

The protest committee shall obtain from the umpire of the protested game a detailed written explanation of the protested situation. The committee shall meet within three (3) days after receipt of written material from both the manager and umpire to decide upon the validity of the protest, and what action, if any, should be taken. After a decision has been made, the secretary will notify managers involved in writing of the committee's findings within three (3) days. The secretary will also inform the Board at its next regularly scheduled meeting of the committee's decision.

## **ARTICLE X VIII ~ APPEALS**

### **Section 1**

Appeals to the Board for final decisions made by the protest committee must be made within twenty-four (24) hours after notification by the protest committee of its decision.

### **Section 2**

Appeals must be in writing to the President or Player Agent, and stating reasons.

### **Section 3**

A special Board meeting to hear appeals will be scheduled within ten (10) days of appeal acceptance.

### **Section 4**

The Board's decision is final and may not be appealed.

## ARTICLE X IX ~ ALL-STARS

### Section 1

All-star nominations/selections: At the end of the first half of the season, all managers shall submit to their division commissioner the names of players, positions, and jersey number as nominated for All-Star consideration. The commissioners will place all nominees on a master list for distribution to their division managers. Evaluation and selection of the players for the All-star team(s) in each division shall be by a committee comprised of the division commissioner, assisted by the All Star Commissioner, and all managers from that division. The Division Commissioner will be excluded from the evaluation committee if their daughter plays in the respective division that is being evaluated. A Board member will be appointed in their place for the selection of that division. In order to be eligible for all-stars, a player must fully participate in all fundraisers sanctioned by CGF (i.e., Fair Share Program)

- ÷Evaluation and selection of the players for the All-star team in each division shall be by a committee comprised of the division commissioner, assisted by the All Star Commissioner, and all managers. Only managers shall vote. The committee members must attend all tryouts, meetings, and the election meeting in order to be eligible for the final selection. (Note: the manager may delegate his senior coach to represent him for the entire process).
- ÷Managers must nominate a minimum of 2 and a maximum of 5 players from their team.
- ÷Any girl not nominated by a manager may at the discretion of the All-star committee be considered to attend the tryouts.
- ÷Any girl playing up a division during the spring season may be considered for the All-Star team of her age division, and she shall be given the opportunity to try out for the All-star team.
- ÷All nominated girls must have played in at least 60% of League games. The All-Star committee must approve any variations. Players active in Travel Ball as of April 1st shall not be considered for All-stars.
- ÷The league is responsible for posting times and places for tryouts.
- ÷All All-star nominees must notify the All-star committee as to whether or not they will be available for tournament play during the All-star season, and if so, sign a commitment letter.
- ÷Any player selected to the All-star roster shall pay a non-refundable fee payable to the League.

ALL ALL-STAR PARENTS MUST WORK AT ALL CGF ALLSTAR FUNCTIONS (i.e. tournaments or fundraisers)

### Section 2

The All-Star roster shall consist of one team with a maximum of 15 players. If two or more teams exist (to be determined by the Board) maximum of 15 players will be rostered for each team. The Board must agree by a majority vote in order to select two or more All-star teams.

Note: Two or more teams must have proper player skill support in order to be League sanctioned.

A majority of votes by the All-Star committee present at all All-Stars events are required to elect an All-Star. Each manager shall vote for two pitchers to begin the selection process. After the pitchers have been chosen, each manager shall submit a ballot of five all-star nominations per round to fill in remaining roster positions. Each girl must be voted in by a majority. (All -Star committee may determine a number of nominees to be voted on, other than five in later rounds).

### Section 3

The All-Star manager(s) will be determined by ranking at the end of regular season play. Should the manager not take the position, it will be offered to the second (2<sup>nd</sup>) place manager. If that manager declines, the manager will be chosen by a vote of all managers in said divisions. Managers and coaches for the All-Stars will be selected from managers and coaches only within their respective division. Only the manager identified and listed as the team manager on draft day will be eligible to manage the All Star Team. To be eligible for management of the All Star team, the manager must also attend the requisite ASA sanctioned clinic at the beginning of the Spring season. Any manager receiving a disciplinary letter from the Board during the season shall advise the All-Star committee. Receiving two letters during the season shall make the manager ineligible for the All-star manager or coach position. The elected manager will select their coaches from the managers interested. An All-star team will consist of one manager and a minimum of two coaches. Once an All-Star team is formed, it must play as formed under the nominated manager.

### Section 4

All nominated girls must participate in one tryout. Appeals of attendance must be presented to the All-Star selections committee prior to tryouts. There will be no less than two (2) tryouts the second one being a make-up only conducted by the Division Commissioner, and all remaining division coaches interested in the selection. Tryouts will be held on two pre-determined dates, weather permitting. A rating system will be used to select the All-star teams. At the completion of tryouts, the All-star committee will select the team(s).

## Section 5

Any player who refuses or declines to play or tryout on a team or position shall be ineligible to play on any other League Sanctioned team. All roster changes including changes of managers and coaches need to be approved by a Board committee.

## Section 6

The League will be responsible for supplying an All-star uniform for each player. The League will support one team per division to compete in the ASA qualifier tournament(s) (Districts, Regional, National). The Board shall "SOLELY DETERMINE" any and all tournaments that the All-star team(s) may participate in (Each tournament played by All-Star teams must be approved by the Board). The Board will support attendance at the Milkcan tournament, and two Board sanctioned tournaments. If there is a second team in a division, the League will support a second team in the Milkcan, and one other sanctioned tournament. **\*\*ALL TOURNAMENTS MUST BE BOARD SANCTIONED\*\*** *Failure to comply will result in the removal and suspension of the manager.*

## Section 7

In the event team(s) qualify for Nationals, the League shall match all outside sponsorships up to \$2500. If multiple teams qualify, the amount may be adjusted accordingly.

## LEAGUE FORMAT REQUIREMENTS AND DIVISION PLAYING RULES

General Rules That Apply To All Playing Divisions (Exceptions Are Noted)

1. All girls shall be assigned to teams during the spring season of each year by the utilization of the league draft and registration policies.
2. All uniforms and equipment shall be as authorized by Chino Girls Fastpitch or that which is ASA approved. Uniforms will be provided to all registered players and selective playing equipment issued to approved teams for use during spring season during practices and games.
3. Placement awards will be awarded to the spring season teams. All players receive participation awards.
4. All games postponed due to weather or darkness must be played off at the earliest possible date prior to the end of the season. Rescheduling needs to be cleared by division Commissioner and Umpire in Chief.
5. All team rostered players must be placed in the batting line-up (Round Robin batting).
6. All players must have played two full innings within the first four innings, unless injured and unable to continue.
7. All girls must play a minimum of 50% of the game (2 of 4 innings; 3 of 6 innings; 3 of 7 innings)
8. If any girl plays only 2 of the 5 or 1 of the 3 innings she must start the next game. Failure to adhere to this policy shall result in board action and may result in a forfeit.
9. Ties will be allowed. If the game is tied after 6 innings in 8 and under and 10 and under or 7 innings in 12 and under, 14 and under, 18 and under before time limit is up, the International tiebreaker rule will be in affect in tournament play only.
10. In the 12 and 14 and under divisions, a mercy game shall be called if a team is ahead by 15 runs after 3 innings or 8 runs after 5 innings. In the 8 and 10 and under divisions, a mercy game shall be called if a team is ahead by 15 runs after 3 or 8 runs after 4.
11. Each team must have a minimum of eight (8) players to start the game (NO Exceptions). Late players may be added to the bottom of the line-up at any time before the start of the third inning.
12. Any player arriving after the start of the third inning is ineligible.
13. All catchers will wear a facemask with throat or wire guard, chest protectors, and leg guards when behind home plate. When a player is warming up a pitcher, she must wear a helmet and a facemask with throat or wire guard at all times.
14. All bats shall be official softball bats or those allowed by ASA. 6 and under shall use only the league issued (rag bats).
15. All girls must wear batting helmets with a chin strap and an ASA approved NOCSE face mask when batting, running bases, in the on-deck circle, coaching in the Coach's Box, and all the way into the dugout. Removal of the helmet during a live ball will result in an out.
16. No jewelry or hard hair barrettes shall be allowed. Absolutely no earrings of any kind. Covering earrings with bandaids is not allowed. Medical alert are allowed but must be taped
17. In the 8 and 10 under divisions, a maximum of 5 run advance of lead may be scored per half inning per team. In the 12, 14, and 18 under divisions a maximum of 7 run advance of lead may be scored per half inning per team. International Tie Breaker: The run ahead rules shall not be in affect.

18. Any pitcher pitching more than their allotted outs in a particular game will result in the forfeiture of that game as well as a suspension of that manager to be served at the team's next played game.
19. Teams in all divisions must fulfill all of their snack bar duties in order to be eligible for playoffs (end of season tournament)
20. Any player who intentionally throws their bat or helmet shall immediately be disqualified from the game.
21. Any player who unintentionally throws their bat in completion of their swing shall receive a warning. Subsequent offenses shall result in a "Dead Ball", runners return to base occupied at the time of the pitch, and the batter will be called out and disqualified from the game.
22. If a player leaves during the game or is unable to continue to participate, the first time she is scheduled to be up, she will be out. Subsequent at bats will be skipped without penalty.
23. If a player is injured while running the bases (note: injury must occur while running the bases, runners will not be given for injuries occurring before running the bases), the last out may be used as a courtesy runner (at umpire's discretion). The next scheduled at bat of that batter will be an automatic out if she is unable to continue. Subsequent scheduled at bats will be skipped without penalty.

### **LOWER DIVISION – 6 AND UNDER**

- No official game scores or team *standings* will be maintained.
- A 10" ball will be used (A safety ball)
- All games shall be limited to 1 hour and 10 minutes drop dead.
- The base paths shall be set at 50 feet.
- Pitching distance shall be set at thirty (30) feet. The adult pitcher shall pitch from within the pitching circle. The player shall stand anywhere behind the pitching rubber with both feet in the pitching circle while the adult pitcher is pitching.
- The outfield shall be considered any area beyond the base paths between 1st and 2nd bases and 2nd and 3rd bases.
- The catcher must remain in the defensive position until after the ball has been hit.
- No base stealing is allowed. All base runners must remain on the bases until the ball is hit. If a runner is off the base when the ball is hit, the ball is dead, the runner returns to base and batter bats again (Do-Over).
- If by the third pitch the ball is not hit, the batter will *use the batting tee* to put the ball into play.
- The team taking the field will place all other players in defensive positions: six (6) in the infield including the pitcher and catcher, and the remaining players in the outfield.
- Two adults are allowed on the field during the season to guide in making defensive plays. They are not allowed to touch the ball or interfere with the play.
- An inning is over on three outs or going nine (9) batters, whichever comes first.
- No extra bases on an overthrow. The base awarded will be the next base attainable at the time of the throw.
- No penalty for sliding.
- Helmets must stay on heads. See safety rule #15.
- Only rag bats are allowed for games during the first half of the season. During the second half of the season, aluminum bats may be used.

### **8 AND UNDER DIVISION**

- A 10" softball will be used. (*A safety ball.*)
- The base paths shall be set at fifty-five (55) feet.
- Pitching distance shall be thirty (30) feet.
- A game will be limited to six (6) innings or 1 hour and 20 minutes drop dead.
- Each team must have a minimum of eight (8) players to start a regulation game (No Exceptions).
- Ten (10) players are used in the defensive position, six on the infield, four in the outfield.
- Outfielders must remain behind the *designated line (which is 10 feet behind the baseline) until the ball is hit.*
- There shall be no infield fly rule or drop third strike.
  - On an overthrow (out of play) runners will be awarded only one base from the last base achieved at the time of the throw.

Situation 1: With a runner ©-1) on second base, the batter (B-2) hits the ball to the shortstop (F- 6). (F-6) holds runner R-1 then overthrows 1st base (F-3).

Outcome: Since R-1 had not yet achieved 3rd base and B-2 had not achieved 1st base at the time of the throw, R-1 is awarded 3rd base and B-2 is awarded 1st base.

- The team at bat may establish and/or extend an already existing lead over the team in the field by no more than five (5) runs per inning.
- Pitchers shall be limited to 9 outs per game during regular season and tournament play (1 pitch will constitute an out. I.E. two pitchers pitch to one batter and strike her out. Both pitchers are charged with the out.).
- There will be no walks. Each team will designate *two* adult pitchers (designated before the game begins) to pitch the remaining strikes after the rostered pitcher has thrown four (4) called balls. The batter will receive only the remaining strikes left on the count after the umpire has called four (4) balls. A batter hit by a pitch from a players pitched ball shall erase any previous strikes and the batter will have three (3) strikes from the coach pitcher. The adult pitcher must pitch from the rubber. *The youth pitcher shall stand anywhere behind the pitching rubber with both feet in the circle while the adult pitcher is pitching.* The pitcher who pitched ball four must be the same player who stands in the circle for coach pitch. No substitutions except for injury.
- When a ball is pitched from an adult pitcher, the pitcher from the opposing team must remain behind the pitcher rubber until the ball is hit. If the opposing pitcher moves in front of the pitching rubber before the ball is hit, a "Dead Ball" play is called and the batter returns to the plate. Both feet have to be in the circle.
- If batted ball strikes the adult pitcher *or the adult pitcher interferes with the play* a "dead ball" is called and the batter returns to the plate.
- Illegal pitches will not be called. A "dead ball" no pitch will be called and no advancement of the base runners.
- Coach pitch will only be used during the first one half of the season; the second half of the season will consist of only pitching from the player, no adult "coach" pitch.

### **Batting and Base Running**

- Bunting or sliding will be allowed. (Exception no bunting off adult pitcher)
- Once the pitcher has possession of a live ball within the circle and is making no play attempt, all runners must immediately proceed to the base they were attempting to achieve or return to the base last touched. In either case, the runners do so with liability to be put out.
- A runner may not advance beyond the base they were attempting to achieve. Failure to immediately advance to the next base or return to the last base touched, or attempting to advance beyond the next base while the pitcher is in possession of the ball within the circle will result in the runner being declared out (Referred to as the Hesitation Rule).
- A fake throw is to be considered a play on the runner.
- Stealing: one base per pitch, home plate is closed. A player can only cross home plate on a batted ball. Players may not leave the base until the release of the ball from the pitcher's hand.

### **10 AND UNDER DIVISION**

- An 11" softball will be used
- The base paths shall be set at sixty (60) feet.
- Pitching distance shall be thirty-five (35) feet.
- Home plate is open.
- Drop third strike will be in effect.
- A game will be limited to six innings or (1) hour and (20) minutes drop dead.
- A team at bat may establish and/or extend an already existing lead over the team in the field by no more than five (5) runs. -Ten players are used in the defensive positions (six in the infield, and four in the outfield) with open substitution allowed throughout the game. This will be determined on a year to year basis in conjunction with the number of players registered.
- Infield fly rule is in effect. (*Runners on 1st & 2nd, or 1st, 2nd, & 3rd with less than 2 outs, the batter hits the ball into the air that could be caught by an infielder. It does not need to be caught.) Batters' out.*)

### **Pitching**

- a) Pitchers shall be limited to 9 outs per game during regular season and tournament play (*Including International TieBreakers*). (1 pitch will constitute an out. I.E. two pitchers pitch to one batter and strike her out. Both pitchers are charged with the out.).
- b) Illegal pitch: One warning will be given, on any subsequent offenses, a "dead ball" will be called and the batter will be awarded a ball and all runners will be awarded one base.

## **Base Running**

- a) Open plate will be used during the entire playing season.
- b) Base stealing and leadoffs are allowed only after the release of the pitch.
- c) Sliding is allowed.

## **12 AND UNDER DIVISION**

- Pitching distance shall be forty (40) feet.
- A game will be limited to seven (7) innings, or 1 hour 20 minutes drop dead.
- The base path shall be set at sixty (60) feet.
- The team at bat may establish and/or extend an already existing lead over the team in the field by no more than seven runs.

## **Pitching**

- Pitchers are limited to twelve (12) pitching outs per game during regular season and tournament play (1 pitch will constitute an out. I.E. two pitchers pitch to one batter and strike her out. Both pitchers are charged with the out.).

## **14 AND UNDER DIVISION**

- The team at bat may establish and/or extend an already existing lead over the team in the field by no more than seven runs.
  - Unlimited Pitching. Pitching distance will be 40
- A game will be limited to seven (7) innings or 1 hour 20 minutes drop dead.

## **18 AND UNDER DIVISION**

- The team at bat may establish and/or extend an already existing lead over the team in the field by no more than seven runs.
- Unlimited Pitching. Pitching distance will be 40'.

## **General Information for Managers and Coaches**

### **Home Team Responsibilities (Team listed second on the game schedule):**

- Pre-game field preparations shall include setting bases and chalking lines (for the first game of the day, please allow 30-45 minutes to prepare the fields).
- Maintaining the official scorebook (located at the snack bar) the official scorekeeper will remain neutral.
- It will be the duty of the home team to provide the official scorekeeper.
- Team Moms are responsible for making sure the team maintains a clean dugout and spectator area.

### **Visiting Team Responsibilities**

- Visiting team playing last scheduled game of the day MUST put away the bases, cover up the base pegs, return field equipment to storage bins, and empty trash can liners in the dumpsters.
- Make sure the equipment bins are secured.
- Team Moms shall be responsible for maintaining clean dugouts and spectator areas.

### **Important Things To Remember**

Report all player injuries to the player agent who in turn will contact your division commissioner.

- All rainouts must be made up at the earliest possible date.
- Any schedule changes due to a conflict must be reported by one week prior to the first game of the season to the division commissioner in coordination with the Umpire in Chief. All schedules will be honored as is unless reported by this time.
- Keep your team cheers and conduct of your players and parents controlled and respectful.
- Verbal harassment from the sidelines directed at the opposing team, umpires, or players will not be tolerated.

- It will be understood that the umpire will declare a forfeiture if teams direct intentional abuse towards opposing teams. Chants or organized cheers will be permitted only in support of their team. One warning will be issued prior to the umpire enforcement.
- All teams are expected to fulfill their obligations in the snack bar. Failure to do so will result in the *forfeiture of a game*.
- It's everyone's responsibility to pick up all trash around the fields.
- One minute between innings or 5 pitches. One minute begins when 3rd out is recorded.

### **COACHES CODE OF ETHICS**

**The mission of all coaches participating in the Chino Girls Fastpitch league is to provide an environment in which players, parents, and volunteers have a good sports experience. Players should be taught the fundamentals of the game of fastpitch softball, while also learning sportsmanship, all within a competitive environment. Parents are to be encouraged to help with their child's team as well as the league, and for all parties to be positive role models.**

***I hereby pledge to live up to my certification as a Chino Girls Fastpitch Coach by following the Chino Girls Fastpitch Coaches' Code of Ethics:***

1. I will place the emotional and physical well being of my players ahead of a personal desire to win.
2. I will treat each player as an individual, remembering the large range of emotional and physical development within the same age group.
3. I will do my best to provide a safe playing environment for my players.
4. I will educate myself in the basic techniques of girl's fastpitch softball, and will do my best to organize practices that are fun and challenging for all my players. I will use coaching techniques appropriate for the age and skill level of the players I am teaching.
5. I will become knowledgeable in the rules of both Chino Girls Fastpitch (CGF) and the Amateur Softball Association (ASA), and I will teach these rules to my players and parents.
6. I will lead by example, being a positive role model, demonstrating fair play and sportsmanship to all players, at all times.
7. I will educate my team's parents as to the importance of respecting umpires and other league volunteers, as they are spending their time to provide a positive youth sports experience for our children.
8. I will respect and teach my players to respect the property of Chino Girls Fastpitch, the City of Chino, and the Chino Valley Unified School District.
9. I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
10. I will remember that I am a youth sports coach, and that the game is for children and not adults.
11. I will promise to review and practice basic first aid principles needed to treat injuries of my players.
12. I understand that it is the policy of Chino Girls Fastpitch that if a threat is made, the police will be called, and appropriate action will be taken under the laws of the State of California.

## **PARENTS CODE OF ETHICS**

**The mission of parents and spectators participating in the Chino Girls Fastpitch League is to provide positive support and encouragement for their daughter participating in CGF activities, and to ensure a sports environment that is safe, educational, and fun for all CGF participants.**

***I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics:***

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, umpires, and league volunteers at every game, practice or other youth sports event.
2. I will place the emotional and physical well being of my child, and all other youth participants, ahead of my personal desire for my own child's personal success, or my desire to win
3. I will support the coaches decisions, and if a problem should arise, agree to utilize the Chino Girls Fastpitch recommended lines of communication to address any problems or issues that may arise.
4. I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics. I also will demand a sports environment that is free from drugs, alcohol, abusive language and behavior, smoking on school property, and will refrain from the same at all Chino Girls Fastpitch events.
5. I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all. I will support my child, and instill in her to treat other players, coaches, spectators, umpires, league officials, and other CGF volunteers with respect. Respect should be afforded to all regardless of race, sex, creed, ability or team affiliation.
6. I will respect and instill in her to respect the property of Chino Girls Fastpitch, the City of Chino, and the Chino Valley Unified School District.
7. I will help my daughter enjoy participating in Chino Girls Fastpitch by doing whatever I can, such as being a respectful fan, assisting with coaching, field service and preparation, trash pickup, or volunteering my time where needed.
8. I will always do my part to ensure that all players have a safe and healthy environment in which to play. I will always remember that Chino Girls Fastpitch is a youth sports organization, and the game is for the children, not the adults. I will do my best to make youth sports fun for my child.
9. I understand it is the policy of Chino Girls Fastpitch that if a threat is made, the police will be called, and appropriate action will be taken under the laws of the State of California.