



# BYLAWS OF THE INDIAN WELLS VALLEY YOUTH SOFTBALL LEAGUE

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*A California Non-profit Public Benefit Corporation*

## **Article I. Offices**

### **Section 1.1 Principle Office**

The corporation's principal office shall be fixed and located at such a place within Ridgecrest as the Board of Directors (herein called the "Board") shall determine. The Board is granted full power and authority to change the principal office from one location to another.

## **Article II. Membership**

### **Section 2.1 Classes of Membership**

There shall be two classes of members in the corporation; the Board of Directors and Regular Membership. Regular Membership includes parents or guardians of players, league sponsors, managers, coaches, and other volunteer leaders during the current fiscal year. Regular members are to represent the participants at all General Membership meetings, and are afforded the right to vote at such meetings and all other privileges identified in the Corporation's Bylaws, Rules and Regulations, and policies.

### **Section 2.2 Board of Directors**

The Board of Directors of the corporation shall consist of an Executive Board and Managing Board. The positions of the Executive board are: President, Vice-President, Secretary, Treasurer, Player Representative, Director of Player Development, Divisional Vice-President(s), Sponsorship Director, and Publicity Director. The positions of the Managing Board are: Equipment Manager, Concessions Manager, Umpire Manager, Uniform Manager, and Website Master.

## **Article III. Government**

### **Section 3.1 Powers**

Subject to limitations of the Articles of Incorporation, these Bylaws and Rules and Regulations, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors. The Executive Board Positions shall hold office for a two (2) year term or until a successor is elected. The Managing board shall hold office for a one (1) year term or until a successor is elected.

### **Section 3.2 Government**

Robert's Rule of Order, Revised, shall govern the proceedings of all meetings, except where same conflicts with the Bylaws and Rules and Regulations of the league.

### **Section 3.3 Removal from Office**

Any member of the Board of Directors may be removed from office for failure to perform assigned duties with a two-thirds (2/3) vote of the Board of Directors. The general membership may remove any or all board members at any General Membership Meeting, for failure to perform assigned duties, by a two-thirds (2/3) vote of eligible members.

### **Section 3.4 Vacancies**

Vacancies of any Board office may be filled by recommendation by the President to the Board of Directors and affirmed by a majority vote of the Board. Board vacancies may also be filled by a majority vote of the general membership at any General Membership meeting.

### **Section 3.5 Committees**

The President, with the approval of the Board of Directors and affirmed by a majority vote of the Board, shall have authority to appoint any committees as deemed necessary to fulfill the mission of the corporation.

## **Article IV. Meetings**

### **Section 4.1 Board of Directors**

The Board of Directors shall meet monthly at a regular set time and place. All Board of Directors meeting shall be open to any member of the corporation. Additional Board meetings may be called by the President as deemed necessary. The membership shall be aware of the time and place of the regular meetings. A board member must be present to vote. At the request of any member of the Board of Directors, a special board of Director's meeting shall be called.



## **Section 4.2                      General Membership Meetings**

The corporation shall conduct at least two general meeting each year. One shall be held at the beginning of the playing season and one at the end. A reasonable notice shall be provided to all members through such means as the Board shall direct. Any action by the Board of Directors may be changed by a majority vote of eligible members of the corporation attending a General Membership Meeting.

## **Section 4.3                      Special General Membership Meetings**

A Majority vote by the Board of Directors is sufficient to call a special meeting of the general membership. The general membership may call a special general membership meeting by serving a petition upon the Board bearing the signature of at least fifty percent (50%) of the general membership. Said special meeting shall then be called by the Board within 10 days of receipt of such petition.

## **Section 4.4                      Action without Meeting**

Subject to section 5513 of the California Non-profit Public Benefit Corporation Law; any action, including the election of Board members, which under any provision of the California Non-profit Public Benefit Corporation Law may be taken at any Board, General Membership or special meeting.

## **Section 4.5                      Proxies**

Persons entitled to vote at any meeting may do so only in person. Voting rights may not be exercised by proxies.

# **Article V.                      Elections**

## **Section 5.1                      Nominations**

The President shall appoint a Nominating Committee of three prior to the second general membership meeting. The nomination committee shall present a slate of the officers at the second general membership meeting for consideration by the general membership.

## **Section 5.2                      Voting**

All nominees must have given consent to the nomination. Election shall be by secret ballot.

## **Section 5.3                      Terms**

Terms of the Board shall be in accordance with Section 3.1 beginning on August 1<sup>st</sup>, which shall also mark the first day of the corporation's fiscal year.

# **Article VI.                      Indemnification and Insurance**

## **Section 6.1                      Indemnification**

The corporation shall, to the maximum extent permitted by California nonprofit Mutual Benefit Corporation Law, and in accordance with that law, indemnify each of its agents against expenses, judgments, fines, settlements and other

amounts arising by reason of the fact any such person is or was an agent of the corporation. For purposes of this section, an "agent" of the corporation include any person who is or was an officer, employee, or other agent of the corporation or is or who was serving at the request of the corporation as an officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, or was a director, officer, employee or agent of a corporation which was a predecessor corporation of the corporation or of another enterprise at the request of such predecessor corporation.

## **Section 6.2 Insurance**

The corporation shall have power to purchase and maintain insurance on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the corporation would have the power to indemnify the agent against such liability under provisions of the Article 6.

## **Article VII. League Rules and Regulations**

### **Section 7.1 GENERAL**

1. These Rules and Regulations can only be amended, omitted, or changed during a Board of Directors meeting through a majority vote of those members in attendance.
2. Insurance shall be obtained to cover players, coaches, managers, team officials, league Board members, and parent volunteers who are on the field or in the dugout. Players with physical/medical limitations must have a doctor's permission in writing to participate in the league program. Upon registration, each youth must provide acceptable documentation as to the player's age if requested. Any and all documents provided to the league shall be confidential.
3. A registration fee is required for a child to participate in the league program. Arrangements for registration payment must be made by Opening Day.
4. All equipment and uniforms issued to team officials or players, except those designated as "give-away" must be returned to the league upon request or at the end of the season, whichever is sooner, including broken equipment. Any player or manager failing to return such items or failing to adequately make restitution to the league may be suspended as a member of the organization or have legal action taken against them.
5. A minimum of two adults (18+) must be present at all times during practices and games conducted by the team to ensure the welfare of the players and must remain with players until they are picked up. Managers not fulfilling this rule will have a hearing before the Board of Directors who is empowered to take any corrective action against the manager including suspension.
6. Players may not be left unattended after a practice or game. If a manager continually has a problem with parents picking up a player on an untimely basis, the manager shall report the situation to the Board of Directors who shall take action against the offending parent.
7. The use of any tobacco products or the consumption of alcoholic beverages in the vicinity of the playing or practice field in addition to any league function is prohibited. Violation of this rule will result in ejection of the offender



from the game site and possible suspension for the season. (USAS Code 206.K.2)

8. Physical disciplining or verbal abuse by managers or coaches is forbidden, regardless of their relationship to the player. Benching is permitted for a player's failure to meet team standards for making practices, unsportsmanlike conduct, or other action by the player not in the best interest of the team. Such benching must be reported to the Player Representative prior to imposing or the next day if benching occurred due to a situation on game day. The game umpire and the official scorekeeper shall be notified of any players benched and the benching shall be noted in the scorebook.
9. Managers are responsible for the action of their players and spectators. Unsportsmanlike conduct or abusive language will not be tolerated from managers, coaches, players, or spectators. Conduct of guests is the responsibility of the adult whose child participates in the league. Continued abuse by any of the above mentioned individuals towards a game official, the other team, or spectators of the other team shall be grounds for the umpire to declare a forfeit against the offending team.
10. Any person having knowledge of infractions of any rule, regulation, or policy of the league is responsible to report such infraction to the Board of Directors as soon as possible.
11. It is the policy of the Board of Directors that the IWWYS league will provide a safe environment for those participating in the league program. It is the responsibility of every member of the organization to ensure that the facilities used, equipment issued, and conduct of the game is as safe as possible. Any individual who has knowledge of an unsafe condition has an obligation to report the situation to the Board immediately.
12. Any actions taken in the name of the league or any of its teams must be approved in advance by the Board. Any money solicited or accepted by any member of the organization is money of the league. No promises expressed or implied may be given to any donor or sponsor without Board approval. Any fund-raising conducted by an individual team must be approved in advance by the Board.

## **SECTION 7.2                      MANAGERS AND COACHES**

1. The Board of Directors shall approve all managers and coaches. A list of individuals interested in managing or coaching a team within the league shall be presented to the Board for approval.
2. All business of the team on the field shall be handled by either the manager or head coach, as designated by the manager prior to the start of the game. Any team player or member of the team management may act as a base coach except in the T-Ball division. Managers must keep emergency/insurance forms with them at all games and practices.
3. It is the manager's duty to report any of the following to the Player Representative: poor attendance of a player; benching; apparent drops from the team; or misuse of player or players on any team so the Board can take appropriate action. The manager shall also complete an accident form for any injuries and submit the completed form to their respective Division Vice-President within 24 hours of the accident.
4. Managers are to contact their Division Vice-President or Umpire Representative concerning questions or possible changes to league rules. Any other matters that a manager would like brought to the attention of the Board is to be reported to the Division Vice-President or Player Representative, who is responsible for placing the item on the Board's agenda at their next regular meeting.
5. Managers and coaches are to maintain professional conduct at all times. Charges of misconduct submitted to

the Division Vice-President, Player Representative, or President concerning a manager or coach shall be acted upon by the Board within seven (7) days.

A Manager, team official, administrator, and volunteer maybe suspended for any of the following:

Unsportsmanlike conduct.

Any physical violence.

Verbal abuse.

Non-compliance with the League's mission.

Effect of Suspension. Any person suspended shall cease to participate in any League activities IE: practice, games, and fundraisers.

Hearing. Within seven (7) days a hearing will be conducted between to suspended individual and the Board to determine what necessary actions to take.

6. Any adult assisting with a team in the form of managers, coaches, and team mom(s) must complete a background check. Each team will be allowed four positions.

*Any additional positions will be the team's responsibility to cover cost of insurance and background checks.*

## SECTION 7.3

## TEAM MEMBERS

1. All players are to be in the uniform provided by the league for all games. League issued uniforms may not be altered.
2. All benching must be reported to the Player Representative, game umpire, and official scorekeeper. If a player feels they are being unfairly benched, they may lodge a complaint with the Player Representative. In the event of serious misconduct or repeated misconduct by a player or parent, said player or parent shall appear before the Board for possible disciplinary action.
3. Any player who misses three (3) consecutive practices or games without a reasonable excuse may be dropped from the team roster without a refund. Illness, family, school, and church events are reasonable excuses. Parent verification of illness shall be accepted.
4. No player shall be permitted to participate in any team function without a signed player contract and liability release, or without having paid the required registration fees.
5. A full refund shall be made to any player resigning prior to assignment to a team. Any other requests for refunds shall be handled on a case by case basis by the Board of Directors. Arrangements for registration payment must be made by Opening Day. Any player who has played at least 50% of their teams games, and has not received any type of refund, shall be given any awards their team may receive.
6. In the event that the league fails to obtain adequate adult leadership for any team in the league, that team shall be disbanded and the players placed on another team or a refund given.

## SECTION 7.4

## DIVISIONS

1. Depending on registration, the league will offer the following divisions of play:

T-Ball                                      4-6 year olds



|            |                 |
|------------|-----------------|
| 8 & Under  | 7-8 year olds   |
| 10 & Under | 9-10 year olds  |
| 12 & Under | 11-12 year olds |
| 14 & Under | 13-14 year olds |
| 16 & Under | 15-16 year olds |

\*\*\*All ages are determined by the player's age as of January 1st of the current season.

In the event there are not enough registered players to fill a single division, players will be combined into a lower and upper division.

2. Players who wish to play up in an age division must notify the Player Representative prior to team evaluations. The player wishing to move up will then be allowed to try-out in the higher age division, to enable the Board to evaluate the player's ability and make a determination as to whether or not they may play at the higher level. Based upon the current format of the league tournament team program, players who play up a division will be eligible for the All-Star team within their own division.

3. Players who wish to play down an age division must notify the Player Representative prior to team evaluation. Said player will be required to try-out in their own age division to enable the Board to evaluate the player's ability and capabilities of competing at their own level. The Board must reasonably believe that the child would be in danger of injury in their own division to grant a player authorization to play down a division.

## **SECTION 7.5 TEAM DRAFT**

1. Prior to the date of the league evaluations, the Team Draft Committee shall submit to the Board the method and policies which shall govern the team draft process for Board adoption. The Team Draft Committee shall consist of the Player Representative, the Division Vice-Presidents, and one other Board member appointed by the President. It shall be the objective of the adopted method and policies to ensure equal distribution of talent among the teams within each division.

2. Prior to the scheduled start of league play, the league will conduct player evaluations for all players registered in the league. Evaluations are mandatory for all players, except those who play in the T-Ball division. Evaluations shall be coordinated by the Director of Player Development, Player Representative, and Division Vice-President(s), with the help of all other Board members and any volunteers needed to conduct the skill tests.

3. Within seven (7) days following evaluations, the Player Representative and respective Division Vice President shall conduct a team draw for all divisions of play, except the T-Ball division, who teams shall be selected by its Vice-President.

## **SECTION 7.6 TOURNAMENT TEAM**

1. The Board shall adopt the policies and methods of selecting any league tournament teams each season.

2. No tournament team shall be selected prior to May 1st of the current season. Teams selected to participate in tournament play will meet the policies of the Pacific Coast Region 10 Junior Olympic "B" or "C" Championship Play.

3. All players selected to the league tournament team must have participated in at least 50% of her team's games. This rule may be waived by the Board in case of injury or illness of the player in question.
4. The managers and coaches of any tournament team will be selected and approved by the Board of Directors based upon criteria adopted by the Board.
5. Tournament managers and coaches shall complete the USAS - A.C.E. certification in accordance with Pacific Coast Region 10 regulations.

## SECTION 7.7 PROTESTS

1. All protests must be made in accordance with the current USAS rule book (USAS Chapter 1 Section B Number 4). The intent to protest must be made immediately following the play and prior to the next pitch. Once a pitch is thrown, the manager has forfeited his opportunity to protest the play. Player eligibility protests can be made at any time during the season.
2. An umpire's judgment cannot be protested, only an umpire's misinterpretation of a rule or misapplication of a rule.
3. To file a protest, the manager must submit a written protest to the Umpire Representative within forty-eight (48) hours of the game under protest. Said written protest must clearly describe the incident being protested as well as citing the rule to which the play pertains. A \$15.00 protest fee must accompany the written protest. If the protest is found to be valid, the protest fee will be refunded. If the protest is found to be invalid, the league shall retain the fee.
4. The Protest Committee shall conduct a meeting within five (5) days to act on any protest properly submitted. The Umpire Representative is responsible to call the meeting and to provide written statements from the umpire in charge of the game, the manager of the opposing team, and any other individuals necessary to obtain a clear understanding of the situation. Additionally, the Umpire Representative shall obtain and provide to the committee the official scorebook of the game. Any Protest Committee member who has a child playing in the age division in which the protest is filed, shall be excluded from participating on the Committee for such protest.

## SECTION 7.8 RULES

1. Unless otherwise accepted herein, all games of the Indian Wells Valley Youth Softball league shall comply with the current edition of the USAS USA Official Rules of Softball Participant Manual.
2. Only team officials are permitted in team dug-outs during official games. Players must remain in the dug-out at all times during an official game unless they are at bat, on base, on deck, coaching a base, or playing defense.
3. Teams are limited to a maximum of four (4) practices and/or games during any one week, one practice being voluntary. T-Ball shall be limited to a maximum of three (3).
4. A game may begin and continue with a minimum of eight (8) players. If a team cannot field at least eight players within 10 minutes of the scheduled start time, a forfeit shall be declared. Teams starting with nine (9) players may continue a game with eight (8) per USAS rules.
5. No new inning may start after one hour forty minutes. Play will not exceed beyond two hours, the score reverts back to the score of the last completed inning. The "run ahead" rule is 15 after three innings BUT will not take effect until one hour thirty minutes. There is no tie breaker rule during regular league play (games may end in a tie) unless



seven innings have been completed before time has expired. The tie-breaker rule will be in effect for all league tournament play.

6. Every player must play at least two defensive innings per game and all players in attendance shall be in the batting line-up (entire line-up is batting). Free substitution is allowed. Tournament play excepted. All players must start at least once a calendar week in a multiple game week. Failure to comply with this rule will result in the forfeiture of the game in question, or the previous win by the team in violation. If a player is not present at a game, or physically unable to play, this rule does not apply and must be noted in the scorebook.
7. Home team will be listed second on game schedule. Home team will occupy third base dug-out.
8. Rubber cleats or other appropriate footwear are required USAS. Shirts must be tucked in. No jewelry or metal/plastic hair clips of any kind shall be worn by any player during a game or practice, except medical alerts, which must be taped to the player's body. Jewelry may not be covered by tape/band-aids.
9. Home team is responsible to prepare the field, maintain the official scorebook, perform safety inspections, and put away any other equipment. Both teams are responsible to ensure the field is prepped after the game, (raked and watered down) dug outs are clean, trash is picked up, and trash barrels emptied.
10. Sliding should be taught and encouraged provided field conditions are safe for sliding. A runner can be called out for not sliding or avoiding contact during a close play at any base. The umpire has the final say. (USAS Rule 8 Sec 8.Q)
11. If any equipment should become broken during any given game, the manager or coaching staff of both teams shall share equipment until repairs/replacement can be done.
12. If a player is not able to bat at their designated spot in the line-up because of injury or illness, no out will be given to their team. If the player is able to return at a later time during the game, they will resume their designated spot in the line-up. Also, if a player is expected to arrive late, the player will be placed at the end of the line-up, and if/when the player arrives she will start batting at her designated spot in the line-up.
13. An official game shall be as follows:

**T-Ball:** The official game shall be four (4) full innings or time expiration. Time expiration on weekdays will be one hour with no new inning starting after 45 minutes. Time expiration on weekends will be 1:30 with no new inning after 1:15.

We are here to teach the fundamentals and proper techniques of softball. Coaches shall encourage all players to have fun during practice and games. Coaches will set the example for sportsmanship. Keep your dugout clean. No equipment is allowed on the field during the game. No record of wins or losses will be kept.

1. Everyone bats and fields.
2. The batter must hit the ball past a 12 foot safety line to be fair. Home team is responsible for lining the field, from first to third base line and making a 12 foot safety line crossing the field connecting first and third base.

3. To speed up the game, no infield or batting practice between innings, hustle your players in and out, 5 minute warm ups before the game starts with the visiting team going first.
4. There will be no forfeits. If a team does not have enough players to start a game, teams will split to allow the game to go on.
5. Pitching: You may elect to pitch to the batter at any time during the season from behind the 12 foot line or use the tee.
  - A. Three strikes use the tee.
  - B. After third strike two swings are allowed before being called out.
  - C. Half way into the season everyone should try batting without the tee.
6. No sliding into first, second, or third base. Home base sliding is optional for safety.
7. NO BAT THROWING! \*\*\*Must be enforced by all for safety issues.

**Lower Division:** The official game will be seven innings or time expiration. USAS rules will be followed with the exceptions noted below and in the league rules.

1. Pitching: Specific rules and regulations will be determined by the Board with input for the Lower division coaches to ensure an environment conducive to learning the fundamentals of the game while keeping safety at the forefront. It is critical for the continued success of the league for coaches to continue to develop pitchers. The IWWYS Board will dedicate time for assisting coaches in accomplishing this task.

Each team is to focus on developing a minimum of two pitchers throughout the year. The pitching distance will be 40 feet for 11-year-old pitchers and at 35 feet for the 10 and under pitchers. All the pitchers will utilize an 11-inch ball. The distance is determined from the front of the pitching rubber to the point of home plate.

- A. Youth Pitcher - Each Youth Pitcher will present the batter with a maximum of 5 pitches. If the batter has not put the ball in play or struck out after 5 pitches, an adult pitcher will continue pitching to the batter. In the case where the youth pitcher throws 4 consecutive pitches in a row without pitching a strike, at that point the adult pitcher will continue pitching to the batter. No walks will be allowed. A batter cannot foul out. Youth pitchers cannot pitch more than 9 outs per game. If a pitcher pitches to a batter and is then removed an out is recorded to that pitcher. If the inserted pitcher gets the player out, an out is also recorded to that pitcher.
  - B. Adult Pitcher - The batter assumes the count they had. The adult pitcher will pitch a maximum of 2 pitches from the same distance and speed as the pitcher they are replacing. Umpires will be instructed to call strikes. No walks will be allowed. After 2 pitches, the batter will be out (exception, the batter will not be called out on a fouled pitch). Youth pitchers must remain inside the 8-foot circle while the adult pitcher is pitching.
  - C. Pitching Rules - The use of adult pitchers will be evaluated on April 1st. If the adult pitcher is no longer used, walks will be allowed and the 5 run rule will stay in effect. The youth pitchers will still only be allowed 9 outs per game. One inning counts as 3 outs. If a pitcher pitches to a batter and is then removed an out is recorded to that pitcher. If the inserted pitcher gets the player out, an out is also recorded to that pitcher.
2. Base Running:



- A. USAS Rules with the exception of a "COLD PLATE". Runners may not advance to home plate except on a base hit. The use of a cold plate will be terminated commencing the first day after 6 weeks of game play has been completed.
- B. Runners may advance to the next base once the ball has left the pitcher's hand.
- 3. FIVE (5) Run Rule: Each team may not score more than 5 runs per inning.

**Upper Division:** The official game will be seven innings or time expiration. USAS rules will be followed with the exceptions noted below and in the league rules.

- 1. Pitching: Each team is to develop a minimum of two pitchers throughout the year. One pitcher may not exceed 12 outs per game. One inning counts as 3 outs.
- 2. Run Rule:
  - A. Each team may not score more than 7 runs per inning.
  - B. The run rule will terminate after playing each team once.
- 3. Sliding: You must slide or avoid when there is a close play. The umpire has the final say.

**Tournament Play:** The official game will be seven innings or time expiration. No new inning will begin after 1 hour 40 minutes and the drop dead time is 2 hours. USAS rules will be followed as noted below.

- 1. Run Rule: A run rule is in effect of 15 after three innings or 8 after five innings.
- 2. Tie Breaker Rule: If, after the completion of seven (7) or time expiration, the score is tied, the following tie-breaker rule will be played to determine the winning team.
  - A. Starting with the top of the eighth inning, and each half inning thereafter, the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective half inning being placed on second base.
- 3. Batting: All players will bat during tournament play.

## **Article VIII                      Board of Directors Position Descriptions**

As outlined in Article II., Section 2.2 (Board of Directors) the Board of Directors shall consist of both an Executive Board and a Managing Board, which are outline below. The duties of both the Executive Board and Managing Board are herein described as well:

The Executive Board shall consist of the following positions:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer

- 5) Player Representative
- 6) Director of Player Development
- 7) Division Vice-President
- 8) Sponsorship Director
- 9) Publicity Director

The Managing Board shall consist of the following positions:

- 1) Equipment Manager
- 2) Concessions Manager
- 3) Umpire Manager
- 4) Uniform Manager
- 5) Website Manager

All members of the Board of Directors are required to attend 80% of the scheduled Board of Directors meetings. Failure to attend the required percentage of meetings will constitute grounds for removal from office and subsequently any discounts you may have received for that year will be recalled.

All members of the Board of Directors should be like-minded in their goal of the betterment of our softball league; and be willing to participate and volunteer their time to seasonal registration, maintenance days, and fundraiser events.

## **Section 8.1                      Duties of Officers: Executive Board**

### **PRESIDENT**

The primary function of the President is to provide leadership and to implement the policy of the League's Board of Directors.

The President shall work with the Board of Directors in establishing the league agenda for the upcoming season. This includes working with each board member in their respective areas of responsibilities and assisting in discipline/confrontation issues.

The President will act as league liaison/representative to current affiliations.

The President will act as Chair for all scheduled board of director meetings and general membership meetings.

The President may be a signatory for the League bank account(s).

The position of President will hold one vote in the quorum of Officers of the Board of Directors for tie-breaker purposes only.



## **VICE-PRESIDENT**

- The Vice-President will be responsible for the actual implementation of the policy of the League's Board of Directors.
- The Vice-President will act as Chair for all league meetings in the absence of the President.
- The Vice-President will assist as League liaison/representative.
- The Vice-President will assist in the responsibilities of unfilled Board Positions.
- The Vice-President will be responsible for registering all managers, coaches, and volunteers.

The position of Vice-President will hold one vote in the quorum of Officers of the Board of Directors.

## **SECRETARY**

- The Secretary is responsible for recording the minutes of all scheduled Board of Directors meetings.
- The meeting agenda and previous minutes will be prepared and copied for all board members prior to each scheduled meeting.
- The Secretary will maintain the League's Bylaws, amendments, and other league records.
- The Secretary is responsible for League correspondence, including working in conjunction with the Player Representative to register players with USAS and filing for insurance no later than December 31.

The position of Secretary will hold one vote in the quorum of Officers of the Board of Directors.

## **TREASURER**

- The Treasurer is responsible for the safekeeping of the League's financial records.
- The Treasurer will submit a monthly financial status report to the Board of Directors.
- The Treasurer is responsible for payment of all League bills/debts.
- The Treasurer will be the primary signatory on all League checks.
- The Treasurer will assist in any additional audits not stated in the League constitution.
- The Treasurer will ensure that all fundraiser monies are collected, documented and deposited into the League account in a timely manner.

The position of Treasurer will hold one vote in the quorum of Officers of the Board of Directors.

## **Player Representative**

- The Player Representative is responsible for ensuring fair treatment of all players.
- Serves as player advocate.
- Observe games and practices to maintain knowledge of players and to ensure equality of playing time, in accordance with League policy.
- Serve a liaison between players/parents, along with respective Division Vice-President, and Board of Directors.
- The Player Representative is responsible for registering players, ensuring all required paperwork/forms have been properly completed, and registration fees have been collected.
- The Player Representative will provide the Board of Directors frequent reports on player registration status.
- The Player Representative will provide the necessary paperwork and/or information pertinent to USAS registration to the League Secretary in a timely manner.
- The Player Representative will maintain official player records and prepare a master list for evaluation, draft, and All-Star selections. He/She will work with the Division Vice-President to implement and conduct an evaluation process

for the League.

The Player Representative will act as Chair for the All-Star selection committee.

The Player Representative will keep current on USAS regulations pertaining to All-Star player eligibility.

The position of Player Representative will hold one vote in the quorum of Officers of the Board of Directors.

### **DIRECTOR OF PLAYER DEVELOPMENT**

The Director of Player Development will work with the Division Vice-President to implement and conduct an evaluation process for the League.

The Director of Player Development will hold regular player clinics teaching fundamentals of fast-pitch softball.

The Director of Player Development shall work with the Equipment Manager to develop an equipment inventory.

All requests for equipment purchases must be in approved fiscal year budget, and approved by majority vote of the Board of Directors.

The position of Director of Player Development will hold one vote in the quorum of Officers of the Board of Directors.

### **DIVISION VICE-PRESIDENT(S)**

The Division Vice-President is responsible for organizing and implementing League policy for each division.

The Division Vice-President is responsible for making recommendations to the Board of Directors on all managers.

The Division Vice-President is responsible for working in conjunction with the Director of Player Development and Player Representative to implement and conduct an evaluation process, and to ensure fair and equitable placement of all players.

The Division Vice-President is responsible for assisting the Player Representative in matters pertaining to the fair treatment of all players.

The Division Vice-President will serve as liaison for their division(s) and the Board of Directors.

The position of Division Vice-President will hold one vote in the quorum of Officers of the Board of Directors.

### **SPONSORSHIP DIRECTOR**

The Sponsorship Director is responsible for soliciting businesses and organizations to sponsor IWVYS.

The Sponsorship Director shall be the primary contact for all sponsors.

The Sponsorship Director is responsible for ensuring all sponsors receive plaques, tax documents, and correspondence.

The Sponsorship Director shall actively fundraise for the League.

The Sponsorship Director is required to submit a monthly financial status report to the Board of Directors.

The Sponsorship Director will assist the Director of Publicity in planning opening/closing ceremonies for the League.

The Sponsorship Director will be allowed to recruit and maintain a sub-committee (members must be approved by the Board of Directors); to assist with above listed sponsorship & fundraising duties.

The Sponsorship Director reports directly to the Treasurer and will coordinate with the Treasurer on managing monies, and preparing financial reports.

The position of Sponsorship Director will hold one vote in the quorum of Officers of the Board of Directors



## **DIRECTOR OF PUBLICITY**

The Director of Publicity shall manage and maintain social media as the league's public liaison. Social media shall be regularly updated to reflect league events, news, schedule changes, etc.

The Director of Publicity shall publicize all league events.

The Director of Publicity shall plan the opening/closing ceremonies for the League.

The Director of Publicity shall oversee the functions of publicity and act as liaison for all press relations.

The Director of Publicity shall develop a publicity campaign for the League. He/She will collaborate with the Board of Directors in marketing, advertising, and to design strategies to best support the growth of the League.

The Director of Publicity shall plan and direct public relation programs designed to create and maintain favorable public image for the League and its sponsors.

The Director of Publicity shall coordinate with the Sponsorship Director to ensure that all league sponsors are identified on the league website to their satisfaction. This includes obtaining desired sponsor logos, business cards, etc.

The Director of Publicity shall coordinate and collaborate with the Sponsorship Director to develop advertising and press relations for the League's registration days, events, and fundraisers.

The Director of Publicity is primarily responsible for the creation and distribution of all flyers/ handouts.

The Director of Publicity will present all flyers, mailings, advertising opportunities, and press events to the Board of Directors for approval by a majority vote prior to release or dissemination of any such items.

The position of Director of Publicity will hold one vote in the quorum of Officers of the Board of Directors.

## **Section 8.2                      Duties of Officers: Managing Board**

### **EQUIPMENT MANAGER**

The Equipment Manager is responsible for purchasing, maintaining inventory, distribution and collection of the League's equipment and field accessories.

The Equipment Manager will maintain an assignment list of all equipment, and field accessories. He/She is responsible for submitting a fiscal year-end status report on assigned equipment and field accessories.

The Equipment Manager shall work with the Director of Player Development to create an annual Equipment Budget. All requests for equipment purchases must be in approved budget, and approved by majority vote of the Board of Directors.

The Equipment Manager reports directly to the Director of Player Development.

The Equipment Manager is responsible for care and maintenance of the playing fields.

### **CONCESSIONS MANAGER**

The Concessions Manager is responsible for the operation of the League Snack Bar(s).

The Concessions Manager is responsible for the safe keeping of all concessions proceeds and all League owned Snack Bar equipment and inventory.

The Concessions Manager shall be responsible for implementing a network of responsible, mature staff and/or volunteers who will operate the snack bar(s) during scheduled league games.

The Concessions Manager will create a schedule which annotates snack bar staff and/or volunteers for each scheduled game, one copy must remain in the snack bar at all times.

The Concessions Manager will be responsible for running a daily cash register report of all snack bar sales and securing the monies and register report in the snack bar safe, on a daily basis.

The Concessions Manager will be responsible for submitting a weekly financial status report to the Treasurer, due by Wednesday of the following week.

The Concessions Manager will be allowed to recruit and maintain a concessions sub-committee (must be approved by the Board of Directors) to assist with the running of the snack bar(s).

The Concessions Manager is responsible for requesting additional inventory needed to operate and provide full menu of the Snack bar to the Treasurer on a weekly basis.

The Concessions Manager reports directly to the Treasurer.

## UMPIRE MANAGER

The Umpire Manager is responsible for overseeing the Umpire staff.

The Umpire Manager will actively recruit new umpires.

The Umpire Manager will schedule umpires for all league games and tournaments.

The Umpire Manager conducts continuing umpire education clinics to ensure USAS and League adopted rules are followed with consistency.

The Umpire Manager will immediately communicate any and all League rule modifications to all umpires.

The Umpire Manager evaluates umpires and ensures the umpires are assigned to the appropriate level of competition to commensurate with their individual abilities.

The Umpire Manager acts as liaison between the umpires and the Board of Directors.

The Umpire Manager serves as Chair on the Protest Committee for all official game protests.

The Umpire Manager reports directly to the Vice-President.

## UNIFORM MANAGER

The Uniform Manager is responsible for maintaining inventory of all uniforms, including sizes and colors and quantity.

The Uniform Manager will coordinate with the Player Representative for purchasing and distribution of League Uniforms.

Uniform purchase requests must be submitted to the Player Representative, and subsequently presented to the Board of Directors for approval by majority vote.

The Uniform Manager is responsible for dropping off and picking up uniforms and distributing to the team managers accordingly.

The Uniform Manager will submit a fiscal year-end report of all remaining uniforms, to include: quantity, color and size.

The Uniform Manager reports directly to the Player Representative.

## Website Manager

The Website Manager is responsible for maintaining and promoting the league with the league's official website. Maintaining the website includes arranging and coordinating with outside resources for creation/maintenance of the website.

The Website Manager shall create, and regularly update links to the League Sponsors. The Sponsorship Director will provide sponsor information.



The Website Manager shall maintain a minimum of one current photo on the website. Additional photos are permitted if available. The Director of Publicity will coordinate with the Website Manager to provide photos when available.

The Website Manager will assist with all data entry for the league. Data entry may include team rosters, player information, etc.

The Website Manager may propose which website venue to use. Proposal shall be approved by the Board of Directors .

The Website Manager shall arrange on-line registration for all league sign-ups. Online registration shall include payment of registration fees, buyout fees, and processing fees.

The Website Manager shall post and maintain a current league schedule on the website.

The Website Manager shall coordinate with Division representatives to obtain and post all game results.

The Website Manager shall update the website with field condition status. Field condition status shall include notification of field closure.

The Website Manager reports directly to the Director of Publicity.

It is the responsibility for all board members to provide information to the Website Manager on a timely basis in order for the website to be routinely updated. All information provided to the Website Manager will be in electronic form.

## **Article IX. Boundaries**

The IWWYS league includes the following school districts: SSUSD, Mojave, Lake Isabella, Lone Pine, Trona and Bishop.

## **Article X. Amendments**

These bylaws or the articles of incorporation may be amended or repealed by a two-thirds vote of the general membership at any duly called General Membership meeting. The Leagues rules and regulations may be amended as set forth in the adopted Rules and Regulations.

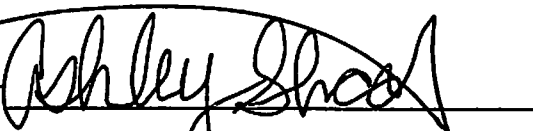
These Bylaws were approved and adopted at a general membership meeting of the Corporation on the 3 day of

January 2018.

ATTEST:



President, IWWYS



Secretary, IWWYS

1/3/2018 P.O. Box 2268 Ridgecrest, CA 93556 www.iwvys.org Tax ID - # 77-0539957

