

**PACIFICA GIRLS SOFTBALL LEAGUE
BY-LAWS**

Revised: August 28, 2019

1. PURPOSE

1.1. Pacifica Girls' Softball League (the "**PGSL**") is organized to inspire the youth of Pacifica, regardless of race, creed or national origin through softball. The PGSL will provide girls ages four (4) to sixteen (16) with the opportunity to play softball in a positive, fair, instructional and safety-oriented environment with emphasis on the development of qualities such as leadership, teamwork, sportsmanship, citizenship and friendship while encouraging the development of the PGSL and with mindful adherence to the Code of Ethics of the American Softball Association (the "**ASA**").

2. ORGANIZATION

2.1. Board

2.1.1. Composition

2.1.1.1. The Board of Directors (the "**Board**") of the PGSL will consist of: 1) The President, Vice-President, Secretary, Treasurer, Publicity and Marketing Coordinator, Parent Coordinator, up to two (2) Field Managers, League Liaison, and Equipment Manager (the "**Voting Members**"). The Voting Members shall each serve for a term of two (2) years beginning September 1st of the election year. Publicity and Marketing Coordinator, Parent Coordinator, Field Manager(s), League Liaison, and Equipment Manager will be appointed positions by the Board. Additionally, a maximum of four (4) non-voting Division Representatives will be appointed by the Board for a term of one (1) year.

2.1.2. Qualifications

2.1.2.1. Board members are volunteers and not required to have a child playing in PGSL. Board members may function as managers or coaches, however, cannot vote on Board matters concerning the team that they manage or coach.

2.1.3. Elections

2.1.3.1. The President, Vice-President, Treasurer, Secretary shall be elected by the majority of the members of the General Membership in Good Standing who submit votes in any given election.

2.1.3.2. All members of the General Membership shall be notified via email at least 30 days prior to any election date in which the General Membership has a right to vote (the "**Notice Period**").

2.1.3.3. Any member of the General Membership with no unresolved investigations of improper behavior or previous findings of improper behavior defined in these bylaws (in "**Good Standing**") may nominate themselves or a similarly qualified candidate for elected positions during the Notice Period.

2.1.3.4. Voting requests and submissions will be executed via email or an electronic email-based survey application as determined by the Board using either: 1) The primary parent / guardian email address

from the latest PGSL registration form; or 2) The email address on file for non-parent / guardian members of the General Membership.

2.1.3.5. Members of the General Membership are entitled to a maximum of one (1) vote per family.

2.1.4. Vacancies

2.1.4.1. Any vacancy of the Board will be filled for the remainder of the term by a majority vote of the remaining directors.

- 2.1.5. Removal of Directors
 - 2.1.5.1. Removal of a member of the Board will require a quorum vote of the Board in good standing. Grounds for removal include: 1) Dereliction of duty; 2) Unexcused absences; 3) Unethical behavior; 4) Criminal behavior; 5) Conduct unbecoming an officer.
 - 2.1.5.2. Any vacancy of the Board will be filled for the remainder of the term by a majority vote of the remaining directors.
- 2.1.6. Roles and Duties of Board:
 - 2.1.6.1. President. The President shall preside at all meetings of the PGSL and all meetings with the Board.
 - 2.1.6.2. Vice President. The Vice President shall assist the President and shall perform such duties assigned by the Board and will act as President in the absence or inability of President.
 - 2.1.6.3. Treasurer. The Treasurer shall have the responsibility for the custody of the PGSL funds and fiscal records, supervise financial reports, prepare budgets and reports monthly as desired by the Board. No checks shall be issued to anyone without a receipt approved by the Board. No payer shall ever be authorized by the PGSL to prepare a negotiable instrument payable to cash or to himself/herself as payee of said instrument.
 - 2.1.6.4. Secretary. The Secretary shall certify, authenticate and supervise the custody of the official records of the PGSL and perform other duties as prescribed by the Board. They will also be responsible for accurate minutes of all Board meetings and designated membership meetings and will submit copies of these minutes to the Board prior to the next scheduled Board meeting.
 - 2.1.6.5. Publicity and Marketing Coordinator. The Publicity and Marketing Coordinator shall facilitate articles for the newspaper and manage sign-up flyers to the newspaper and surrounding schools. They shall report without delay anything that is needed to the Board and provide receipts for all purchases and furnish these receipts to the Treasurer without delay. In addition, they shall facilitate items for the PGSL website and social media, keeping both updated on a weekly basis.
 - 2.1.6.6. Parent Coordinator. The Parent Coordinator shall attend all community meetings regarding current fundraising, provide information and contact companies and other organizations to assist in keeping the organization running financially. In addition, this position will coordinate volunteers, including team parents, firework fundraising, snack shack volunteers, other Board efforts not designated to other Board positions, and will report to the Board any issues requiring Board action.
 - 2.1.6.7. Field Manager(s). The Field Manager(s) will be responsible for field maintenance, the enforcement of all safety programs / rules, and general upkeep / inventory of field equipment.
 - 2.1.6.8. League Liaison. The League Liaison will handle all scheduling of practices, league games, umpires and reschedules. They will serve

as liaison between the PGSL and ASA. This position will also ensure that all Umpires are trained in coordination with the Umpire-In-Chief of Peninsula Sports Officials Association, or other official ASA umpiring body.

2.1.6.9. Equipment Manager. The Equipment Manager shall secure all PGSL uniforms and ASA approved equipment for league play.

2.1.6.10. Division Representative(s). The Division Representative(s) will help facilitate any needs of the PGSL and will serve as liaison between the managers, the General Membership and the Board. Ideally, each Division Representative should represent a specified age group and bring rule changes and issues from their represented age group to the Board. However, this will be at the Board's discretion. They shall also be responsible for safe working equipment for league play, shall report without delay to the Board of any emergency equipment that is needed, and provide receipts for all purchases to the treasurer without delay.

2.2. Team

2.2.1. Size. A team should consist of no more than fourteen (14) girls and no less than ten (10) girls. At the discretion of the Board, teams may be formed with appropriate age groups to develop evenly matched teams that promote the development of skills and sportsmanship, as defined in these bylaws.

2.2.2. Staff. The managing staff of each team will consist of one manager plus up to three coaches. Whenever possible, at least one of the staff members should be female. The managing staff of each team will be approved by the Board. The Board prior to the start of the season can by a 2/3rd majority vote exclude a person from coaching. No reason is to be given for a majority removal. During the season the board can remove a staff member for any reason that is detrimental to the league.

2.2.3. Managers and Coaches. Managers must be 18 years of age or older and may be either male or female. Consideration for coaches less than 18 years may be given on a case-by-case basis with approval by the Board. All managers and coaches must be certified by ASA as directed by the Board and shall be approved by the Board.

2.2.4. Compensation. No manager, coach or individual as defined under section 2.2 shall receive any salary, payment of money or other compensation for individual service or services provided to members of the PGSL. "Other compensation" includes any unique non-monetary benefit given to or bestowed upon an individual for service rendered to any PGSL member. Manager and Coach gifts presented by a team or team members are permitted.

2.3. Staff Roles and Responsibilities

2.3.1. Manager. Managers shall be responsible for the team membership, their action on the field and at any PGSL event. A manager represents the team in communications with the umpires and the opposing team. The manager directs the playing activities, the training, the discipline and the conduct of the team members.

- 2.3.2. Coach. Coaches will train, instruct and teach players the fundamentals of the game as well as provide continual practice of the various skills involved in the game. A coach may represent the team in communications with the umpires and opposing team in the absence of the manager. A coach will always maintain a positive attitude.
- 2.3.3. Home Team. Responsibilities include field preparation, dragging, chalking, setting and removing bases and watering the field prior to schedule game time: returning bases or other equipment to storage at the conclusion of the game. Failure to prepare the field in a manner that provides a safe, even playing surface will result in possible disciplinary action by the Board with actions taken at the Board's discretion.
- 2.3.4. General Membership. The General Membership shall consist of parents/guardians, registered players, Board members and members of team managing/coaching staffs based on the most recent year's registration.

3. MEETINGS

- 3.2.1. General Meetings. At least one annual general membership meeting will be held at a date designated by the President with the approval of the Board. The first general meeting of the season will be determined by the Board and the last general meeting will be named the Awards Picnic.
- 3.2.2. Board. The Board will meet monthly during the PGSL season at a time and date designated by the President and agreed upon by the board. Notice establishing the item, place and date of such meetings will be given to each director at least seven (7) days prior to said meeting and posted in a location visible by the general membership (snack shack Cabrillo school) and/or the PGSL web site.
- 3.2.3. Special Meetings. Special meetings of the Board shall require vote of 2/3rds of the Board to establish a quorum for the transaction of business. Notice to General Membership will be provided a minimum of 72-hours prior to the meeting.
- 3.2.4. Quorum. Two-thirds (2/3) members of the Board shall constitute a quorum for the transaction of business.

4. SAFETY PROGRAM

- 4.1. The League Safety Program shall be instituted by the Field Manager and approved by the Board. An effective safety program is a crucial and essential part of the League. The program shall include, but shall not be limited to, the following rules:
 - 4.1.1. Bats. All bats shall be approved by the ASA
 - 4.1.2. Batting Helmets. All players must wear a league-approved helmet. With chinstrap and face guard, always, under all conditions whenever outside the dugout during a game. Helmets with cages on them that are over one year old that don't meet current safety standards but met the safety standards when first put in use are still considered safe by the PGSL.
 - 4.1.3. Playing Areas. The managing staff of both teams will check playing areas for foreign objects such as glass, large rocks and any other hazards before games begin.
 - 4.1.4. Dugouts. Only the team's players and a maximum of four (4) staff members may occupy the dugout during games. No youth or adult spectators are permitted in the dugout at any time during games or practices unless registered with the ASA and/or compliant with the League's insurance requirements.
 - 4.1.5. Medical Kits/Forms. Medical Kits/Medical Forms will be issued to each team. They must be present at all games and practices.
 - 4.1.6. Insurance. The league shall carry accident and liability insurance which is secondary to player's insurance/coverage.

5. SIGN-UPS

- 5.1. Eligibility. Open to all residents of the City of Pacifica who are interested in playing softball and meet the age requirements. Residents from other cities may also register at the discretion of the Board.
- 5.2. Forms. The league will provide a registration form to be completed by participants and parents or legal guardian. Registration forms will be filled out completely and either manually or electronically signed by parents/legal guardian before participation in the league is allowed.

- 5.3. Medical History. A medical history form will be completed and signed by parent or legal guardian and submitted with the registration form. Any restrictions or physical limitations will be noted.
- 5.4. Scholarships. Financial limitations may hinder participation in the PGSL. Scholarships are awarded to players requesting aid on a case-by-case basis, with the approval of the Board.

6. **GUEST TEAMS**

- 6.1. Guest teams are teams from other cities or leagues that are not signed up through the PGSL using PGSL forms and paying current PGSL registration fees and shall follow the following:
 - 6.1.1. Guest teams may have as many players they want on their rosters.
 - 6.1.2. Guest teams will abide by the PGSL rules when playing in the PGSL.
 - 6.1.3. Guest teams will be responsible to (sign) register their players with ASA and pay their own applicable fees to the ASA and PGSL.
 - 6.1.4. Guest team games are recreational games only and will not count in the PGSL standings. There are no protests allowed in games involving guest teams.
 - 6.1.5. Guest teams are not allowed to participate in any annual All-Star game that is formed.
 - 6.1.6. All games involving guest teams will be umpired by ASA approved umpires. It will be the responsibility of the guest team to provide ASA approved umpires if the game is played in their city.
 - 6.1.7. Guest teams are allowed to participate as a guest and must be a part of ASA and pay their own ASA fees and picture fees. Guest team games are recreational games only and will not count in the standing of the PGSL. Players on these teams are not allowed to participate on any tournament team or participate in the Annual All-Star game that is formed with the PGSL Board approval.

7. **AGES**

- 7.1. Proof of Age. A certified copy a birth certificate bearing the seal of the issuing office of the state of birth, passports with photo and birth date, hospital certificates and Kaiser Cards are also acceptable.
- 7.2. Division Determination. The Board will determine the number of Divisions based on the number of girls of an age group registered. In some instances, age groups may be combined in order to create enough teams with enough participants. The Division Representatives shall ensure that the teams formed are competitively equal, to the extent possible, and that player skills are appropriately matched to the level of play for that Division. Under no circumstances shall player safety put above any other priority.
- 7.3. 14U. Age of participating girls will be a minimum of 11 years and a maximum of 13 years of age as of January 1st of the current playing year. A player who is 14 years of age, but still in middle school can play this division.
- 7.4. 12U. Age of participating girls will be a minimum of 11 years and a maximum of 12 years of age as of January 1st of the current playing year.
- 7.5. 10U. Age of participating girls will be a minimum of 9 years and a maximum of 10 years of age as of January 1st of the current playing year.
- 7.6. 8U. Age of participating girls will be a minimum of 7 years and a maximum of 8 years of age as of January 1st of the current playing year.

- 7.7. 6U. Age of participating girls will be a minimum of 4 years and a maximum of 6 years of age as of January 1st of the current playing year.
- 7.8. Exceptions. Exceptions shall be dealt with on a case-by-case basis and approved by the Board of Directors.

8. DRAFT

- 8.1. Process. A draft of players will be held prior to March 1st of the current playing year, if possible, and will be directed as assigned by the Board. To comply with the balanced teams and fair play agenda of this league all registered PGSL players will be rated on a scale from 1 to 4, one being the best and four being an inexperienced player. Players will attend an evaluation session prior to the draft. A player who is unable to be evaluated by the league will be assigned a rating number by the Player-Agent. All teams playing in the league shall be approved by the Board prior to the first practice. Guest teams are not part of the draft.
- 8.2. Certification. A draft protocol may be adopted and/or revised when coaches and Board members agree with the intent of creating fair and balanced teams. The Board will certify the draft prior to the release of teams to assure fairness across all teams in each division. Teams will not be official until certified by the Board.

9. BEHAVIOR

9.1. General. Everyone involved with any PGSL event (on the field or as a spectator) are expected to conduct himself or herself in a manner that is consistent with good sportsmanship. The PGSL Board is responsible for upholding all rules of play and conduct, especially those related to sportsmanship, harassment and/or bullying.

9.1.1. Board Actions. Any member of the Board who witnesses unacceptable behavior has the responsibility and duty to talk to the offending adult(s) and remind them of these rules regarding conduct. Offending adults will receive one (1) verbal warning outlining the inappropriate behavior. After a second offense, any Board Member may eject those engaged in such behavior from the playing field and stands if deemed necessary by the Board member. A PGSL Board Member may call the City of Pacifica Police to support any such action. Any action by a Board member taken under this Section will be documented at the next Board meeting, either in person or through email, and once a decision is made according to this Section, cannot be challenged by the offending adult(s).

9.1.2. Managers and coaches. Managers and coaches (not umpires) are responsible for controlling the behavior of their players, their assistant coaches, themselves, and their fans. Umpires are responsible for play and sportsmanship on the field and are not expected to control or discipline spectators. The Board, at their discretion, may take direct action under this Section should the actions taken by the managers and coaches not be sufficient.

9.1.2.1. Reporting. Managers and coaches must point out instances of unacceptable behavior by players to the player and proper behavior must be explained. Any such incident must be reported to the Division Representative and President within three days either in person or by email and reported to the Board at the next meeting. The Board, at their discretion, may take additional or direction action should the actions taken by the managers and coaches not be sufficient, in their view.

9.1.2.2. Discipline. The manager may discipline any player(s) who consistently engage in unsportsmanlike or other unacceptable forms of behavior. Such discipline cannot involve physical punishment but may involve restricting the playing time of the player or even suspension for one game. Such action must be reported to the Division Representative. The Board, at their discretion, may take additional or direction action should the actions taken by the managers and coaches not be sufficient, in their view.

9.1.3. Evaluation Process. The team manager in advance of any anticipated player suspensions must notify the President, Division Representative and the PGSL Board. The Manager and/or Board will discuss the discipline problem and pending disciplinary action with the player's parents or guardian. Any additional actions taken by the Board will also be discussed with the player's parents or guardian. The parent or guardian may, at their discretion, make a written request to address the full Board regarding any action, but the decision of the Board is final.

9.2. Unacceptable Behaviors. The following forms of behavior are unacceptable and, if they occur during any PGSL games, practices, or other sponsored activities may be cause for ejection from a game or cause for other disciplinary actions at the discretion of the Board:

9.2.1. Use of foul or offensive language.

9.2.2. Harassment of any kind as described by California law.

- 9.2.3. Excessive arguing with umpires, with members of the opposing team, with parents, or with spectators.
- 9.2.4. Use of extreme sarcasm, belittlement, or similarly degrading or distracting comments to players, coaches, or managers.
- 9.2.5. Intentional violation of the PGSL playing rules in order to further a team's or an individual's position, score, or status.
- 9.3. Umpire Authority. The umpire as outlined in Section 3.0 may expel managers, coaches and assistant coaches engaging in unacceptable behavior from a game. There will be no appeal of an umpire's decision to eject a manager, coach or assistant coach.
 - 9.3.1. Umpire Actions. An umpire has the authority to end any game by forfeit of any team if the players, manager, coaches or the spectators are, in the umpire's judgment, out of control or are acting in a manner detrimental to the game.
 - 9.3.2. Umpire Reporting. An umpire will report to the Umpire-In-Chief of Peninsula Sports Officials Association, within two days, any instance in which a manager, coach, player or spectator has been ejected from a game or caused the forfeiture of a game
 - 9.3.3. Junior Umpires. Umpires under the age of 18 ("**Junior Umpires**") must receive training in coordination with the Umpire-In-Chief of Peninsula Sports Officials Association, or other official ASA umpiring body. Junior Umpires shall have the same authorities granted in Section 10.3.1. The Board may set compensation for Junior Umpires.
- 9.4. Board Review. Written charges of unsportsmanlike or unacceptable conduct (as outlined In Section 10.2) by a manager, coach, assistant coach, player(s) or any other team personnel will be promptly handled by the Board. The Board will review the situation and the information presented by all parties and may, at its discretion, request additional information or interview other individuals.
 - 9.4.1. Board Actions. The Board, by 2/3 vote in closed session may take one or more of the following actions against a manager; coach, assistant coach or other team personnel or player(s) found to have engaged in one or more forms of unacceptable behavior as outlined above:
 - 9.4.1.1. Official reprimand.
 - 9.4.1.2. Probation or suspension for one or more games or for the remaining part of the season.
 - 9.4.1.3. Removal from participation in all future PGSL activities.
 - 9.4.2. Notification of Board Action. The President of the League shall inform all involved parties of the Board's action. The notice will simply inform the manager, coach, assistant coach or other team personnel of player(s) of the action being taken and will not reveal the vote, discussion or any other conversation made during the closed meeting. The Secretary's minutes of the Board action will be held confidential for Board Members only.
- 9.5. Input on Conduct. The Board shall solicit input from parents about their experience in the league, including knowledge and conduct of coaching staff.

10. BOOKS & RECORDS

- 10.1. Guidelines and Availability. The PGSL will keep correct and complete books and records of associated accounts and will also keep minutes of the meeting of its Board for a period of not less than seven (7) years. The books and records of the PGSL may be kept at a place designated by the Board President. All books and records of the PGSL

may be inspected by any board member, their agent, or attorney or member of the general membership for any proper purpose at any time. The requesting party requesting inspection of records and books must submit in writing the reason for the inspection. The Board will comply with the request within ten (10) business days.

- 10.2. Audits. An audit will be performed by an independent party as deemed necessary by the Board.
- 10.3. Limitation of Liability. The current Board is not responsible for any acts or discrepancies in books and records committed by past Boards.

11. AMENDMENTS

- 11.1. Process. These By-Laws may be amended, repealed or altered, in full or in part, by a majority vote of the Board only. The General Membership may be part of discussions but will not be part of the voting process unless the amendments deal with changes to Section 2.1 that will require a majority of members voting. Amendments that are voted in shall be implemented immediately.
- 11.2. Notification. Notification to the membership must be made 30 days prior to discussion of any amendments at the next Board meeting and shall be properly ajenized. Objections and/or suggestions will be heard at the first Board meeting after the 30-day notification. Any revisions to the amendments must be provided to the membership within 30 days after this Board meeting. Any vote on approval of amendments can only be held after a proposed amendment is properly noticed to the membership and discussed at the previous meeting to any vote.