

# **Mountain View ASA Softball**

## **By-laws**

### **Section 1 – Name**

- A. The name of this organization shall be known as the Mountain View ASA Softball League.

### **Section 2 – Objectives**

- A. The objectives of this league are:
  1. To foster, develop and promote the growth of softball for all girls in the Mountain View School District ages 5 to 18.
  2. To promote and conduct league softball games and tournaments.
  3. To develop participating players by providing proper training and instruction.
  4. To encourage sportsmanship of all participating children and coaches.

### **Section 3 – Affiliations**

- A. The Mountain View ASA Softball League will follow league rules designated Valley, Valley Petunia, and Valley Junior Petunia ASA Leagues.

### **Section 4 – Members**

- A. Membership to the Mountain View ASA Softball League shall be open to all parents/guardians of participating girls, volunteers and players. There is no fee to be a member.
- B. Officers / Board of Directors – See Section 5
- C. Voting Members - Members eligible to vote on election of officers, rules, changes to these by-laws, or other issues are to be considered the “Voting Committee”. The Voting Committee shall consist of the following:
  1. President, Vice President, Treasurer, Secretary
  2. Anyone who has volunteered as a coach for at least one complete season in the past two years
  3. Field Manager
  4. Concession Stand Manager
  5. Anyone else who requests a vote may be given a vote if a majority of the existing voting committee votes them into the committee
  6. The 2017 Voting Committee consists of the following members:

Nate Tompkins	Tim Hurchick	Roseann Richards
Patty Pass	Beth Sedlak	Ashley Kilmer
Dawn Neri	Theresa Salansky	Paul Frisbie
Ed Poplawski	Jason Clancy	Chris Catalfamo
Amy Getz	Dale Gerfin	Joi Siebecker
Jason Cameron	Jason McHenry	Jen Long

## **Section 5 – Board of Directors**

- A. MVASA Softball Organization will be run by a Board of Directors to include President, Vice President, Treasurer, and Secretary League Officers.
- B. These officers are to be filled at the first meeting of each calendar year.
- C. All board members will hold office for a minimum of one year and can be re-elected. All office holders can be removed with just cause submitted in writing and with a 2/3 majority vote of the Voting Committee.
- D. If a vacancy occurs on the board, the position must be filled within 60 days by way of a meeting. The new appointee will finish the term of the vacated office only.
- E. The board will work together to develop and enforce policies and procedures pertaining to the league. This includes, but is not limited to: appointing committees, approving league schedules and coach appointments, advising coaches on all ASA rules, and adopting and enforcing general codes of conduct for players and coaches.
- F. Members of the Board:
  1. President: The president shall supervise and control all of the affairs of the league. This person shall set and preside over all meetings and shall act as the liaison between the Mountain View ASA league and the Valley, Valley Petunia, and Valley Junior Petunia ASA Leagues. The President shall ensure that all positions on the board are filled, that registrations are run each year, and that all other aspects of the league are handled. The President must also ensure that all Valley Meetings (8U, 10U, 12U, 14U) are attended by a representative from MVASA (President themselves or a designee).
  2. Vice President: The Vice President shall handle the duties of the President in his/her absence.
  3. Secretary: The Secretary shall keep the minutes of the League meetings and post the minutes to the MVASA website. The Secretary should also keep the website updated with news, events, and other pertinent information.
  4. Treasurer: The Treasurer shall be responsible for all funds of the League. He/She shall maintain complete records of all financial matters and provide a written report including all expenses and receipts to be read at each regularly scheduled meeting to date. All accounts shall be paid by check and require two signatures.
- G. The following positions should be appointed by the Board at a meeting prior to March 1<sup>st</sup> of each calendar year:
  1. Concession Stand Manager
  2. Field Manager
  3. Head Coaches for each teamAny person wishing to fill these positions should notify the President prior to the registration deadline.
- H. If no persons come forward to fill positions such as coaches, concession stand manager, field manager, or members of the board, it shall be the President's responsibility to appoint someone to fill these positions.

## **Section 6 – Meetings**

- A. The Board of Directors shall determine meeting schedule for the year. A recommended meeting schedule is as follows:
  1. January Meeting – determine registration process, review previous year, appoint officers, confirm voting committee, approve by laws, new rules, rule changes
  2. February Meeting – Roster discussion, coaching positions discussion, discuss fundraisers
  3. March meeting – Finalize schedule, fundraising
  4. June meeting – Review season, plan end of season picnic
  5. Fall meeting – as needed.
- B. Special meetings of the Board may be called by the President or the majority of the Board of Directors at any time. When possible, notice of the date, location and time of the meeting will be given at least one week in advance.
- C. The President and/or Secretary shall email all members of meeting dates at least one week in advance and post the meetings to the MVASA website.

## **Section 7 – Organizational Structure / Voting:**

- A. By-laws are to be read and voted on for approval by the Voting Committee at the first meeting of each calendar year.
- B. All issues which require a vote will pass on a majority of the Voting Committee present at that vote.
- C. There will be no absentee votes accepted for any issue requiring a vote.
- D. Any issue requiring a vote must be brought forth by a motion of anyone present during a meeting of the MVASA organization and seconded by another member present.
- E. Votes may be performed by Yea or Nay from the entire Voting Committee or by individual roll call if necessary.
- F. In the event of a tied vote, the President shall determine the tie-breaking criteria.

## **Section 8 – Player Eligibility**

- A. All players are to be of the female gender. No boys are eligible to play.
- B. Age restrictions will be designated by the Valley, Valley Petunia, and Valley Junior Petunia ASA Leagues prior to the start of the season.
- C. All players must register with the MVASA League each calendar year. Manner of registration, registration costs, and registration dates / deadlines shall be decided upon by the Board of Directors.
- D. Girls do not have to attend or reside in Mountain View School District to participate. There are no restrictions on where a girl lives to be able to participate.
- E. No girl will be denied entrance into the League as long as they register by the announced registration deadline. Any girl wishing to join after the registration deadline must have approval from the League President or their designee in charge of registrations.

### **Section 9 – Team Requirements**

- A. Final team rosters will be decided by the League President upon input from all coaches and parents. President will submit rosters to Head Coaches not later than March 1<sup>st</sup>. Rosters will consist of primary players and alternates from the age group immediately below theirs.
- B. The rosters may not be changed after March 1<sup>st</sup> unless the League President determines that a roster change is absolutely necessary. Examples of acceptable reasons for roster changes include:
  - a. Typographical error on the original roster
  - b. A child moves into the area and wants to join the League.
  - c. Anyone wanting to join the League after March 1<sup>st</sup> must provide legitimate reasoning for not registering during the registration period. It is the President's discretion as to whether to allow any new registrations after March 1<sup>st</sup>.
- C. MVASA will provide certificate of insurance and proof of ASA registration for all players.
- D. MVASA will pay entry fees for each team's entry into the Valley League.

### **Section 10 – Coaches**

- A. All coaches will be selected each year by the Mountain View ASA Softball League Board of Directors based upon, but not limited to the following criteria:
  - 1. Experience coaching of a recreation league team, travel ball team or all-star team
  - 2. ASA Training / Clinics attended
  - 3. Sportsmanship history
  - 4. League support
- B. Any person wishing to coach a team should notify the President or their designee in charge of registrations prior to the registration deadline.
- C. In the event that there are multiple persons wishing to be the head coach for a team and a co-coaching situation cannot be agreed upon, the Board of Directors shall decide the Head Coach.
- D. Coaches shall read and sign off on the Coaches Code of Conduct. Coaches shall also review the Player Code of Conduct and Parent Code of Conduct with their players and parents at the beginning of each season. Coaches are allowed to add additional expectations to the Codes of Conduct for Players and Parents as long as they are approved by the Board of Directors.
- E. The head coach for each team may select up to 3 assistant coaches. A maximum of 4 coaches is allowed on the field for games. Head coach may use additional volunteers at practice at their discretion. It is the head coach's responsibility to submit to the President the names of all the assistant coaches and volunteers that may have contact with the girls. The head coach shall also make sure that each coach / volunteer has submitted current background checks to the President.
- F. Per the Pennsylvania Department of Human Services, all prospective volunteers and coaches MUST obtain the following certifications / clearances and provide these to the league President:
  - 1. PA State Police criminal history clearance <https://epath.state.pa.us//Home.jsp>
  - 2. PA Child Abuse certification <https://www.compass.state.pa.us/CWIS>
  - 3. If they have lived in PA the past 10 years, coaches must complete the FBI waiver form  
OR  
If they have lived outside the Commonwealth of Pennsylvania in the past 10 years....  
Go to: [www.dhs.state.pa/findaform/childabusehistoryclearanceforms/index.htm](http://www.dhs.state.pa/findaform/childabusehistoryclearanceforms/index.htm)  
Or [www.pa.cogentid.com//index\\_dpw.htm](http://www.pa.cogentid.com//index_dpw.htm)  
AND provide results to the league President

- G. Each head coach is required to attend the scheduling meeting for the Valley League for their respective division (usually in March or April). It is the head coach's responsibility to provide their schedule to the League President immediately after this scheduling meeting.
- H. The Board of Directors may remove any coach at any time with just cause and 2/3 majority vote of the Voting Committee.
- I. Coaches are expected to teach the players using the "MVASA Coaching Guidelines". The success of teaching players the expected skills at the given level will be highly considered in future coaching appointments.

### **Section 10 – Scheduling / Games / Umpires**

- A. The President or their designee shall keep a master schedule and update it immediately upon receiving game schedules from head coaches and disburse this master schedule to all head coaches for their use in scheduling their games. The President and Head Coach of each team must confirm that the schedule is correct on the MVASA Master Schedule and the Valley League's website.
- B. Games shall always take precedent over practices for field availability.
- C. Once all games are scheduled, the head coaches and the President or President's designee shall fill in the schedule with practices. For practice schedule, the selection of field times shall be according to the following order:
  - 1. 17U – 2 time slots per week per team
  - 2. 14U – 2 time slots per week per team
  - 3. 12U – 2 time slots per week per team
  - 4. 10U – 2 time slots per week per team
  - 5. 8U – 1 time slot per week per team
  - 6. Once all of these have been scheduled, coaches may schedule additional practices during any open time slots
- D. MVASA will provide uniforms for 10U, 12U, 14U, and 17U divisions. 8U will get new uniforms each year via a sponsor. It is the responsibility of the 8U Head Coach(es) to obtain sponsor. The League will determine amount of sponsorship.
- E. All players MUST return their uniforms to the Head Coach at the end of the season. Head coach is responsible for collecting uniforms and returning them to the League President. Not applicable for 8U players.
- F. Each team is required to carry an extra jersey to each game in order to comply with the ASA Blood Rule. It is the head coach's responsibility to make sure that this jersey is available at each game.
- G. The head coach shall is responsible to make sure that a First Aid Kit is available for each game.
- H. The League will provide game balls for home games. These will be available in the equipment shed. Head coaches should notify League President and/or Field Manager when additional game balls need to be ordered.
- I. Umpires:
  - 1. The Valley League uses ASA registered umpires for all games 10U and older.
  - 2. The head coach is responsible for paying the umpire from the concession stand at the end of the game.
  - 3. The head coach is responsible for notifying umpire of any changes to games such as cancellations, rescheduling, rainouts, etc.