

## **UTGSA: By-Laws**

Upper Township Girls Softball Association Rules & Regulations - Official Bylaws  
Adopted - March 1997/Revised – December 2009

Article 1 - Philosophy/Mission 1.1 The purpose of the Upper Township Girls Softball Association is to provide the youth of Upper Township an opportunity to take part in a quality softball experience and to provide healthy, structured, and sportsman-like recreational activity.

1.2 The objective of the Girls Softball Association is to teach safety and the skills necessary to play softball, to teach, and to maintain respect for the rules and officials, while playing a game displaying sportsman-like conduct at all times.

Article 2 - Affiliation

2.1 The following rules and regulations have been adopted by the Upper Township Girls Softball Association in an effort to conform to both our Philosophy/Mission statement and to maintain an organization best suited to meeting the needs of Upper Township Recreation Program. The association will abide by the Official Little League Rule Book. The only exceptions will be those amended or clarified within these bylaws.

2.2 The interpretation of the bylaws will be determined by the Board and notification or interpretation will be given to coordinators of the teams.

Article 3 - Organizational Structure

3.1 The enforcement of these rules and regulations is the responsibility of the Board of Directors. The Board of Directors shall be assigned by the following positions: President Vice-president

Treasurer

Secretary

Team Coordinators

Umpire Coordination Snack

Shack Coordinator

3.2 The President presides at Township Recreation Committee meetings and assumes full responsibility for the operation of the Upper Township Girls Softball Association. The president presents an annual report of the condition of the Association to the Board of Directors and the Township Recreation Committee. The President investigates complaints, irregularities, and conditions detrimental to the Association and reports thereon to the Board of Directors as circumstances warrant. The President is the representative of the Association to the Recreation Committee. The President shall be appointed by the Board of Directors prior to January 1st of each year. The President shall be responsible for and coordinate all necessary actions to obtain and provide proper insurance for all Association activities other than those provided by the Township Recreation Committee. The President shall have the right to vote on all matters however, his/her votes shall be last in case of a tie vote. The President shall have the right to request a paper vote on certain matters at his/her discretion.

3.3 The Vice President, in case of absence or disability of the President, shall perform the duties of the President. The Vice President shall be in charge of

equipment, coordinating with the UT Recreation Department for field maintenance, and league communications.

3.4 The Treasurer shall keep record of the Association's receipts and disbursements and give a verbal report of same stating all activities that transpired since the 1st general membership meeting. The Treasurer shall turn over all books to the President before the new board convenes at the beginning of the calendar year.

3.5 The Secretary shall be responsible for recording activities of the association, records the minutes of meetings, is responsible for sending out notice of meetings, and shall maintain a current list of all coaches certified. He/she shall assume the duties of the Treasurer when he or she is absent or temporarily unable to serve.

3.6 The Team Coordinators shall conduct annual tryouts for the in-house teams and be in charge of player selection, rosters, records all players' transactions, and prepare and arrange for equipment release and return.

3.7 The Umpire Coordinator shall arrange for umpires to be scheduled at games, shall report any problem regarding umpiring, and make umpires aware of all rules.

3.8 The Board of Directors shall preside over general membership meetings, enforce all policies, rules, and handle all legal and financial matters concerning the Association.

3.9 The Board of Directors shall meet monthly from January to December. Public sessions will be held as needed.

3.10 The Board of Directors shall have at least fifty (50) percent of members at a meeting to constitute a quorum allowed to exercise a legal vote. Majority rules.

3.11 The election process shall be as follows: All directors will be elected annually for a one-year term. Nominations will be made via e-mail or in writing and will be accepted from September 1 through September 15. Election will be by closed ballot in October by the regular membership. All elections of directors shall be by majority vote of all members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

3.12 If any vacancy occurs in the Board of Directors by death, resignation, or otherwise, it may be filled by a majority vote of the remaining board of directors at any regular meeting or at any special meeting called for that purpose for that purpose for the remainder of that person's terms.

3.13 All amendments to the bylaws must be presented at regularly scheduled meetings, one meeting prior to voting. Draft of all approved amendments shall be submitted to the Association for acceptance. The bylaws will be reviewed each year by the new Board of Directors in the off-season.

3.14 The Board of Directors shall have the power to vote at any regular or special meeting to discipline, or remove any director, coordinator, coach/assistant coach, regular member, or a player of the association. The person involved shall be notified about such meeting, informed of the general nature of the charges and given opportunity to appear at the meeting to answer such charges. In the case of a player, the coach of the team shall appear in capacity of an advisor.

3.15 If parents have a question about the by-laws or a concern that is not addressed in the by-laws, they can present the situation in writing to the board. If the board is unable to resolve the situation, the concern will be handed over the UT Recreation Department.

3.16 Coaches for tournament teams will be determined by the board. Interest will be made in writing. The coach must have coached a team during the season and must be certified.

#### Article 4 - Teams

4.1 Any changes to the number of teams will be decided by the Board of Directors prior to each season and following registration.

4.2 The Board of Directors will appoint coaches for all teams on a yearly basis.

4.3 All coaches must be certified. A current list will be maintained by the Board of Directors.

4.4 Each team will have a head coach and no more than four assistant coaches, except for practice purposes, at each level of play. Anyone interested in being a head coach or assistant coach should notify the Board of Directors.

4.5 A copy of the game roster shall be given to the official scorekeeper and to the opposing team. The roster shall include all available players.

4.6 The number of players at all levels will be determined by the Board of Directors.

4.7 Head coaches are responsible for all uniforms and league equipment.

4.8 It is the responsibility of the head coaches of both teams to contact their Teams in the event of any changes in schedule or game location.

4.9 A head coach need not have a daughter in the softball program to be allowed to coach at any level. Any board member can be a head coach at any level. No one can be a head coach of multiple teams.

4.10 Sisters can go to their sister's team if they so desire.

4.11 Returning coaches may keep up to five girls, including their daughter(s) for the previous team.

4.12 First year coaches will have first selection(s) up to five girls including their daughter(s).

4.13 Following the automatic picks, the last place team in the previous year's Associations final standings will have the first pick the remainder of the draft. Then the other teams will pick according to the previous year's final standings in the reverse order.

4.14 There will be play-offs for the in-house minor league teams. Seating will be determined by the final standings. All teams will participate in the play-offs.

#### Article 5 - Membership and Player Eligibility

5.1 All girls who are permanent residents residing within the Associations chartered boundaries of Upper Township and Ocean City, Cape May County, New Jersey who are ages five through 16 are eligible to participate in this Association.

5.2 All the girls must register and participate in a formal tryout for the Traveling Team or be approved by the Board of Directors to be eligible for the Association.

5.3 All girls must be properly registered, and submit their registration fee and a copy of their birth certificate and proof of residency, if applicable, to be eligible for the Association.

5.4 Any registration cost will be determined at the annual meeting and shall be noted at the time of registration.

5.5 Ample opportunity should be provided for children to register. Registration should remain open for several weeks and tryouts should be scheduled accordingly.

5.6 Traveling Team tryouts will be held after registration forms are handed in and a candidate must be present at the minimum of one tryout to be considered. Any exception must be approved by a majority vote of the Board of Directors.

5.7 Major league teams are for girls twelve and up. Minor League teams are for girls ages eight to eleven. Farm League teams are for girls five to seven.

#### Article 6 - Schedules

6.1 The Association games will begin play no later than the first Saturday in May and schedules will be determined by their respective Team Coordinators. The Board of Directors must approve the schedules.

6.2 All games will be played on designated Association fields.

6.3 If a team cannot field a team by fifteen minutes after the scheduled start of the game, they will forfeit the game. This will be declared by the umpire.

6.4 All travelling games will begin promptly at the scheduled time and the visiting team shall have the field for pre-game warm up for 30 minutes - 15 minutes prior to game. The home team shall have the field from 15 minutes prior to the start time of the game for pre-game warm up.

6.5 Any schedule changes have to be coordinated between the President and Umpire Coordination and the coaches.

6.6 When a game is called because of darkness or inclement weather before the fifth inning, the trailing team has the option to concede or replay the game.

6.7 No team shall play more than three games per week with the week beginning on Monday and ending on the following Sunday, except for makeup games and play-offs. 6.8 Rain outs will be scheduled for the next available day, except for holidays. The Board of Directors may award a forfeit to one or both teams if they do not cooperate in making up the game. Unique situations may be addressed by the Board of Directors. 6.9 The Supervisor of Recreation Maintenance or designee is exclusively responsible for canceling and rescheduling games due to playing or field conditions. Ocean City Recreation will be responsible for canceling games on their fields due to playing or field conditions.

#### Article 7 - Game Rules and Conduct

7.1 The home team is responsible for putting out and returning bases, helmets, and equipment.

7.2 The Recreation Department is responsible for having the fields lined before the next game is played.

7.3 If any team is ahead by 15 runs after 5 full innings, the game will be called, provided each team has had equal at bats or the home team is leading.

7.4 All persons, excluding players, must be certified to be in the dugouts or on the playing field. If an uncertified person is asked to leave the field and does not, the team associated with that person will forfeit the game.

7.5 No team may intentionally forfeit a game; however, any team fielding less than approved amount of players must forfeit that game. All teams must have the

league minimum players as per age group.

7.6 Any team using an ineligible player will forfeit every game which she participated in. 7.7 Every girl must play two (2) full innings. Any violation of this rule will result in have the girl start the next game and remain in the game for three (3) full innings. Further violations of this rule will be brought to the Board of Directors.

7.8 Only the batter and the on-deck batter should be out of the dugout. All others should be on the bench.

7.9 Any player or coach guilty of using physical violence against any official, coach or other players will be permanently expelled from the Association.

7.10 Any coach wanting to drop a girl from the team roster must bring his or her case up to the Board of Directors for a vote, in order to officially drop a player from that team's roster.

7.11 There will be no smoking in the dugouts during the games.

7.12 Coaches will be warned in writing two times from the Board of Directors for any misconduct and will be dismissed from the Association if misconduct persists, unless superseded by item 7.11.

7.13 All complaints by coaches must be submitted in writing to the Board of Directors. 7.14 Any player who wishes to change their team assignment/coach must submit their request in writing to the Board of Directors for consideration.

7.15 Any player or coach ejected from a game must sit out the next game. The player must sit out the next game she is present. The coach cannot coach the next scheduled game for that team that the infraction occurred.

7.16 Score will be kept in all games with the exception of the farm league.

#### Article 8 - Pitcher

8.1 A pitcher may not pitch more than 6 innings per week (Monday to Sunday). Extra innings do not count against her.

8.2 Innings pitched in a rescheduled game will count toward the total innings pitched for the week that game was originally scheduled.

8.3 All pitches must be thrown from league appropriate mound.

#### Article 9 - Special Playing Rules

9.1 In-house minor teams (ages 8 to 11) and farm teams (ages 5 to 7) will abide by the rules developed by the league coordinators and approved by the Board of Directors.