

Chaska Youth Softball Association

(some artwork)

Bylaws

Introduction

This document is the set of bylaws used by the Chaska Youth Softball Association for recreational and competitive softball.

A date on the bottom of each page indicates the revision of this document.

Summary of changes made to this document

The following is a summary of the changes made to this document.

- Working Draft Release 1 (?? 1999)

Philosophy

The Chaska Youth Softball Association's philosophy is to provide a structured, enjoyable and learned softball experience for all participants. Both recreational and competitive opportunities are offered. The Association is affiliated with the Chaska Parks, Recreation, and Arts Department.

Purpose

The purpose of the CYSA board is to plan, structure and coordinate girl's youth softball; to be the governing body of the program; to uphold the philosophy of the program.

Positions

The CYSA is comprised of the following positions:

- President
- Secretary
- Treasurer
- Traveling Coordinator
- Equipment Coordinator
- In-house Coordinator
- Umpire Coordinator
- Clinic Coordinator
- Registration Coordinator
- Fundraising Coordinator
- Publicity Coordinator
- Advisors (non-voting status)

Bylaws

Amended xx/xx/99

Article 1: Name

The name of this association shall be the Chaska Youth Softball Association, hereinafter, the "Association" or "CYSA."

Article 2: Purpose

The CYSA shall have as its purpose the promotion and encouragement of youth softball School District 112. The Association is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions under section 501 (c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

Does anyone know an accountant to advise us of the legal ramifications of the above? Should we be "officially registered" as a "501c"? (AR:Cindy to check)

Article 3: Objectives

The objectives of the CYSA shall be to: 1) foster, develop and promote recreational and competitive youth softball within School District 112, 2) to establish rules and regulations governing all member teams in order to create a softball program that stresses sportsmanship, friendship, goodwill and cooperation within its membership and with all other softball associations, 3) to engage in any activity that will be beneficial to its members.

Article 4: General Membership

Any child who resides within the boundaries of School District 112 whose age conforms to the guidelines set forth by the American Softball Association (ASA) and the Minnesota Sports Federation (MSF) may tryout for a competitive (traveling) team in the appropriate age division. Refer to the "CYSA Policies and Procedures Manual" for tryout information. (Note: Waivers for non-District 112 players will be evaluated on a case-by-case basis and may be granted playing status.)

Any child who resides within the boundaries of School District 112 whose age conforms to the guidelines set forth by the CYSA may register to play for a recreational (in-house) team in the appropriate age division. Refer to the "CYSA Policies and Procedures Manual" for recreational softball information.

Article 5: Voting Membership

Each CYSA voting board member shall be entitled to cast one vote in the Annual Election of Officers and at any other meeting called for or resulting in a vote of the membership. No person shall be entitled to more than one vote at any one such election or meeting.

Article 6: Definition

Division means any age grouping as defined by the CYSA for recreational softball and the ASA/MSF for competitive softball.

The CYSA's competitive program consists of those players who want a more competitive level of play. This program consists of one or more teams in each division that will represent the CYSA in competition with comparable teams from communities within and outside of the State of Minnesota.

The CYSA's recreational program consists of players in each division that will represent the CYSA in competition with comparable teams from communities within and outside the boundaries of School District 112.

Article 7: Board of Directors

General Composition:

The CYSA Board of Directors shall consist of the following elected officers:

- President
- Secretary
- Treasurer
- Traveling Coordinator
- Equipment Coordinator
- In-house Coordinator
- Umpire Coordinator
- Clinic Coordinator
- Registration Coordinator
- Fundraising Coordinator
- Publicity Coordinator

- ...(who else?)

Each board member has one vote on the Board and one vote in the election of officers. The number of board members may be increased or decreased in accordance with Article 11 A. of the bylaws.

Term of Office:

The Board of Directors shall be elected annually. Any office not filled by election shall be filled by appointment by the Board. Nominations will be open one month prior to the election.

The Board of Directors shall be elected by their peers to serve an annually renewable unlimited term. A board member may continue his or her position in office if he or she: 1) desires to continue, 2) passes the annual performance review, and 3) is reelected by his or her peers.

The performance of each officer will be reviewed annually and will be used to determine reelection. This review shall take place at the November meeting. A vote of "no confidence" shall be the equivalent of removal from office.

Duties of the Board of Directors:

The Board of Directors is the governing body of the CYSA. Directors may appoint such help as they need to fulfill their duties.

Resignations:

Any member of the Board wishing to resign may do so by giving written notice to the President of the CYSA.

Vacancies:

Any vacancy on the Board shall be appointed for the remainder of the term by the majority vote of the Board Members in Office and voting.

Vacancies shall be made known to the public in the fall newsletter (September/October timeframe) and/or in the local newspapers.

Removal:

Any Board Member may be immediately removed from office by a majority vote of those members present at any regular meeting for the following reasons:

- If a Board Member is absent from three consecutive regularly scheduled monthly meetings of the Association, without good cause and previous notification to the President.
- If a Board Member is grossly negligent in his or her duties or as an ambassador to the CYSA, its philosophy and the game of softball.

Article 8: Duties of the Directors

The following describes the duties of each officer of the CYSA.

President:

The President:

- Oversees the entire CYSA program including traveling and in-house teams and coaches
- Calls and presides at all meetings of the Association
- Facilitates, prepares agenda, and steers monthly board meetings in a parliamentary manner
- Insures accountability of board members and adheres to the by-laws established
- Exercises authority in final decision making process
- Appoints committees
- Signs as a signing officer for the Association
- Performs all such duties as the office may require
- Acts as an ex-officio member of all committees.
- Gathers and coordinates information for and throughout programs
- Is responsible for all official correspondence.

Secretary:

The Secretary:

- Keeps and records as permanent record the minutes of the Association meetings
- Distributes minutes to the Board members
- Provides in the Association newsletter with a monthly report of the Association meeting.

- Regularly checks voice mail and post office boxes
- Keeps track of and follows up on action items assigned and inform the president of status.
- Contacts board members for any particular messages that need to be passed through the board channel

Treasurer:

The Treasurer:

- Maintains and keeps accurate accounting of receipts, disbursements, payment of bills, and general program funds. These records will be maintained separately on, at a minimum, the in-house league and individual traveling teams
- Prepares monthly income, expense and balance statement reports for the Board and reporting the financial condition of the CYSA at monthly board meetings.
- Is responsible for acquiring all necessary insurance coverage.
- Arranges for an annual audit of funds.
- With the Fundraising Coordinator, the Treasurer shall prepare the Association yearly budget and recommend annual participation fees.

Registration Coordinator

The Registration Coordinator:

- Coordinates and oversees the registration process for players and teams.
- Works with Publicity Coordinator to distribute registration information through schools, mailings, paper, newsletter, etc.
- Maintains current records of participants and rosters.
- Reports to board on regular basis.
- Collects copy of birth certificates and other necessary paperwork at registration and gives to traveling team coaches

Fundraising Coordinator

The Fundraising Coordinator:

- Coordinates and oversee all fundraising activities including:
 - corporate sponsor solicitation

- annual fundraising events
- concessions at games and tournaments
- With the Treasurer, the Fundraising Coordinator shall prepare the Association annual budget and recommend annual participation fees.
- Reports to the board the status of each fund raising event
- Is accountable for all cash transactions relating to fundraising activities

Traveling Coordinator:

The traveling coordinator:

- Attends and represents the Association at all Suburban League meetings.
- Coordinates and oversees the player evaluations, coach selection and team selection processes.
- Ensures coaches submit required information to League officials on time
- Meets with Traveling league coaches throughout the season, as necessary.
- Reports as necessary to board any concerns or issues.
- With the Clinic Coordinator, coordinates coaches and player clinics.

In-house Coordinator

The In-house Coordinator:

- Is a position that may be held by one or more persons, but only one can and must be the lead.
- Participates in and represents the CYSA at 3CV League meetings.
- Is the focal point for all correspondence for the Chaska in-house teams involved in the 3CV League.
- Plans and coordinates in-house coach and team selection process.
- Assists in planning 3CV League game schedule and submits schedule to the Field and Facilities Coordinator.
- Works with the following persons for planning and coordinating the 3CV League tournament:
 - Tournament Coordinator.
 - Fundraising Coordinator.
 - Field and Facilities Coordinator.

— Umpire Coordinator.

- Acts as Tournament Director for the 3CV League tournament when played in Chaska.
- Assists in planning and participates in the year-end meeting.

Field and Facilities Coordinator:

The Field and Facilities Coordinator:

- Submits field schedule to the Chaska Department of Parks and Recreation for traveling teams as well as the 3CV League games and tournament.
- Coordinates field preparation for traveling teams regular season and tournament games as well as 3CV tournament games.
- Works with the Clinic Coordinator to reserve facilities for player and coaches clinics.
- Serves as the focal point for meeting room reservations.

Traveling Team Tournament Coordinator:

The Tournament Coordinator:

- Is responsible for coordinating all traveling team tournaments played in Chaska. These responsibilities include:
 - Publicity and communications.
 - Applications and registrations.
 - Medical personnel and rosters.
 - Game scheduling.
 - Umpire scheduling
 - Working with Field and Facilities, Fundraising and Traveling Coordinators, as needed.
- Works with the Traveling Coordinator to establish tournament rules.
- Works with the Treasurer to create and submit a financial statement to the board annually.
- Solicits help as necessary.

Equipment Manager:

The Equipment Manager:

- Is responsible for all equipment orders.
- Maintains the inventory for all equipment and safety supplies.
- Creates equipment bags and distributes them to the coaches.
- Creates list of equipment distributed to coaches and uses this to check in equipment after season.
- Is the contact for safety supplies and equipment issues during the season.
- Is responsible for contacting coaches to turn in equipment at season's end.
- Inventories all equipment in the fall and estimates next season's equipment needs.
- Maintains list of jersey numbers and ensures there are no duplicates.
- Reports the equipment needs to the board, who uses this for budgetary purposes.
- Works with the Treasurer to create and submit a team expense statement to the board annually.

Publicity Coordinator:

The Publicity Coordinator:

- Acts as the focal point for all publicity.
- Is responsible for coordination and distribution of team pictures.
- Is responsible for writing and distributing the newsletter.
- Works with the Registration Coordinator, Clinic Coordinator and Tournament Coordinator to distribute registration forms.
- Tracks team standing information for in-house teams.
- Works with traveling team coaches to write weekly articles and submit them to the local newspapers.
- Submits information and articles to the local newspaper that include: team/league standings, tournament results, articles, clinic and registration information.
- Works with the Treasurer and submits a letter of thank you to corporate sponsors.

Article 9: Meeting and Quorum

The annual election of the Chaska Youth Softball Association shall be held at the call of the President not sooner than January first, but not later than June first of each year.

Special meetings may be called by the President or at the discretion of a majority of the Board of Directors.

There shall be a regular meeting of the board on the third Monday of each and every month. Meetings may be changed at the discretion of the President or by a majority vote of the Board.

A quorum shall consist of two-thirds vote of the current Board of Directors.

Article 10: Fiscal Year

The fiscal year-end of the Chaska Youth Softball Association shall be *December 31* of each year.

Article 11: Parliamentary Authority

Amendments:

These bylaws may be amended at any regular meeting of the Board of Directors of the Chaska Youth Softball Association by a two-thirds (2/3) vote for the general membership present and voting, provided the proposed amendments and the time, place and date for the meeting to vote thereon have been submitted in writing to the entire membership no less than ten (10) days in advance of the day of voting.

Parliamentary Authority

Roberts VIII Rules of Order Newly Revised, shall be the parliamentary authority for all matters of procedure adopted by the Chaska Youth Softball Association.

(Anybody know what this is or have a copy?)

Article 12: Dissolution

Upon the dissolution of the Chaska Youth Softball Association or the winding up of its affairs, the assets of the Association shall be distributed exclusively, if possible, to an organization having as its purpose the furthering of youth softball in School District 112, State of Minnesota, United States of America, or in the

alternative, to a charitable, scientific or education organization, provided that said organization would qualify under the provision of Section 501(c)(3) of the Internal Revenue Code and as regulations as they now exist or as they may hereafter be amended.

League Descriptions

The CYSA offers two types of softball leagues: recreational and competitive. For more details, refer to the CYSA's *Policies and Procedures Handbook*.

Recreational League

The recreational or in-house league typically plays two games per week with a tournament in July.

This program is designed to provide an environment where girls can have a great deal of fun and develop positive feelings about themselves as softball players.

Competitive League

The competitive or traveling league is very competitive and demands a bigger commitment both financially and time-wise.

This program is designed to provide an environment for girls that want: 1) a higher level of competition, 2) a program that emphasizes individual skill and team development through practices and clinics, 3) ...?

Restrictions

The following restrictions apply to all persons participating in the program, and they will be enforced regardless of whether or not a formal protest is filed:

- Participants in the CYSA Softball program may not register or play softball with any other organization or softball team, either within or outside the CYSA, other than the team to which they have been assigned. All guidelines and rules per the USA-ASA shall apply to traveling players. If a player is found to be registered or playing with another team, the Board of Directors shall decide what type of suspension shall be applied.
- The use of an ineligible player in a scheduled CYSA softball game results in automatic forfeiture to the opponents of all games in which the ineligible player participated.

- Individuals and/or teams MAY NOT engage in independent fundraising activities without the prior approval of the CYSA board. Any monies and/or equipment earned through unauthorized fundraising must be given to the CYSA. The board may also impose further penalties.

Player Assignment

Players will be assigned to teams according to the published procedures in the CYSA's *Policies and Procedures Handbook*. Once assignments are established, players may not switch to a different team without Board approval.

Discipline

Disciplinary guidelines are outlined in the *Policies and Procedures Handbook*.

Tournaments

- Recreational (3CV League) teams have one tournament at the end of the season. If teams wish to participate in other tournaments, they must get prior approval from the CYSA board.
- Competitive (traveling) teams are encouraged to play in as many weekend tournaments as the players and parents are willing, based on time, commitment and financial willingness of all those involved.

Equipment and Uniforms

- Maintenance of Equipment
 - Coaches will be responsible for the upkeep of equipment issued to them.
 - If repairs are needed during the season, contact the Equipment Manager.
- Required Protective Equipment
 - All CYSA softball players must wear approved batting helmets during any batting clinics, batting practice, practices involving base runners, players coaching bases during a practice or game.
 - All CYSA softball players must wear approved catcher's gear during any clinics, practices, warm up of a pitcher prior to a game.

Game Uniforms

- All teams must use CYSA supplied jerseys for league, playoff and tournament games.

- Official CYSA team colors are purple with black, white and gold trim. Any team purchased equipment, i.e. hats, jackets, warm-up suits, etc. shall follow CYSA color guidelines. It is suggested that all merchandise be purchased through the CYSA to maintain a standard of quality and consistency.

Equipment Inventory

- The team coach should check out the necessary equipment from the Equipment Manager.
- All equipment must be returned within three weeks of the season's completion.
- Any lost equipment will result in a \$25.00 fee or replacement cost, whichever is higher.

First Aid Kits

Each team will be provided with a first aid kit and it must be carried to all games and practices. The kits are to be returned at the conclusion of the season. If additional supplies are needed, the coach should contact the Equipment Manager.

CYSA Procedures for Team Selection

Objective

To bring structure to the tryout process to ensure consistency and fairness in the evaluation and selection of teams.

Players are not required to participate in the tryouts if they wish to play on an in-house team.

Registration

Registration dates will be published in local newspapers and the CYSA newsletter. Mass registration will take place in late January or early February.

Late registrations are highly discouraged, but will be accepted on a waitlist. A late fee determined by the CYSA board may be assessed.

Tryout and Team Selection Process Summary

Tryouts are conducted under the direction of the CYSA Traveling Coordinator and a CYSA board approved Tryout Committee. After tryouts, scores are tallied

by the Traveling Coordinator. For more information, refer to the *Policies and Procedures Handbook*.

Team selections are conducted under the direction of the CYSA Traveling Coordinator. A CYSA board approved Team Selection committee helps the Traveling Coordinator make team selections using the tryout data, along with any player scorecard information from the previous season. In addition, previous season coaches and/or outside advisors may be used to advise and help in the player selection process. If there is a lack of unanimous decision by the Team Selection Committee, the CYSA President will decide on final player placement.

Procedures

The criteria for team selection is based on three categories:

1. Prior year's results (player stats and scorecard) - 60%
2. Skills testing - 30%
3. Attitude, sportsmanship, desire, hustle, respect for coaches and other players (player scorecard) - 10%

During the individual tests, the tryout committee will rate the players in the following areas.

- Batting and bunting
- Fielding and throwing
- Pitching (pitchers only)
- Catching (catchers only)
- Attitude, sportsmanship, desire, hustle, respect for coaches and other players

Pitcher and Catcher Tryouts

A separate time may be scheduled to conduct pitcher and catcher evaluations. An outside evaluator who would also provide input into the selection process may conduct this session. Additional input into the final selection will come from the observed performance during the off season clinics and scrimmage sessions. The current year's evaluation team will make final determination.

Pitching

The pitching skills assessed will consist of, but are not be limited to:

- Speed
- Accuracy
- Mechanics
- Changeup
- Drop
- Rise
- Drop
- (Other)
- Work Ethic
- Attitude, sportsmanship, desire, hustle, respect for coaches and other players
- Mental toughness

Catching

- Catching ability
- Blocking ability
- Knowledge of pitches and when to call them
- Knowledge of pitch placement
- Communication with pitcher
- Work Ethic
- Attitude, sportsmanship, desire, hustle, respect for coaches and other players
- Mental toughness

Illness, Injury, Medical Policy

Any player who is unable to participate in the tryouts because of any medical reason must provide the CYSA President with a written explanation from a doctor that confirms the player's inability to participate. The evaluation of that player will be based on the data of written evaluation statements from previous coaches. The current year's evaluation team will make final determination.

Parent and Player Meeting

Prior to the tryout session, information will be presented either in writing or at a meeting that explains the tryout process.

Notification of Team Assignment

A player will be notified of team assignment by a phone call from the head or assistant coach. The Traveling Coordinator or designee will notify players not making a team and the option of playing on a recreational league team will be offered. A refund of the difference in fees will be given or, if not playing at all, a full refund will be given.

CYSA Coaches Selection Policies

Committee Members

- The CYSA board will select all head coaches. The head coach will pick assistant coaches. If a board member or relative of a board member is applying for a coaching job, that board member must abstain from voting for that particular position.
- All members of the committee will have one vote.

Coaches

1. All first year traveling coaches must (NYSCA?, VIP?, ...).
2. All coaches, new or incumbent, must apply for coaching positions with the President. Coaching selection will be done in December of the preceding season. Returning coaches will be evaluated on information received through parent review forms and other objective data.
3. All Head coaches may select their own assistant coaches.
4. The selection process of CYSA teams is a stressful activity and involves a significant dedication of time, energy and emotion by all parties involved. The integrity of the process is of the utmost importance to insure, to the greatest extent possible, that the selection of players is fair and equitable.
5. CYSA will reimburse only the head coaches for one-half of the fee for attending the *National Softball Coaches Clinic*.

CYSA Principles for Coaching Youth Softball

Conduct of Coaches

It is expected that ALL CYSA coaches conduct themselves in an honorable and respectful manner. The CYSA will have a zero tolerance policy for any behavior that brings dishonor or disgrace to the Association. It is important to remember that he/she represents the entire Association in games, scrimmages and tournaments. Any behavior that is unsportsmanlike in nature will be brought before the CYSA board and may result in suspension or expulsion.

Coaches and all other members of the CYSA will display sportsmanlike attitudes and behavior toward all other persons connected with the sport of Softball both on and off the field.

- Coaches should be a positive role model for the youth of the Association that they coach and should practice the following personal habits:
 - Be encouraging and supportive toward all players.
 - Stand for fair play and good sportsmanship.
 - Abstain from the use of course, profane or belittling language and conduct.
 - Handle coaching situations in a mature, courteous and controlled manner, including discussions with referees, opposing coaches, parents, spectators and others.
 - Display strong character and proper moral values with particular sensitivity to the dynamics of working with young people.
 - Display a positive and inspiring attitude that promotes enjoyment of the game.
- All coaches are expected to adhere to the spirit and letter of the CYSA Policy and Procedures.
- Coaches shall adhere to and enforce player compliance with policies and guidelines regarding the use of alcohol, tobacco and substances as set forth by the Minnesota State High School League.
- Coaches are to refrain from teaching or encouraging activities which are unsportsmanlike, which encourage violence or risk of injury to others or which violate the rules of the game intended to protect players from injury.
- Coaches are responsible, for conduct during games and scheduled practices and should see to it that unauthorized personnel are not involved on the field or in bench/officials areas. All youth (whether members of the team or otherwise) involved in practice must wear the appropriate protective equipment.

- Coaches and members of their coaching staff should monitor and control player conduct not only on the field, but within the dugout area, as well as any other facility. Any deliberate abuse of equipment, buildings, or facilities at home or on the road is forbidden and violations of this provision are to be reported to the CYSA Board. At no time is a person authorized to take, hide, steal or abuse equipment belonging to others. Violations of this provision are to be reported to the CYSA Board also and appropriate action will be taken.

Coaching Skills/Development

Following are a set of guidelines for continued coaching development. Adherence to these guidelines will be one of the factors used to determine head coaches.

- Maintain the level of certification appropriate for the level of softball coached ???
- Possess and develop the ability to teach the fundamental skills of the game enabling players the opportunity to develop their potential and to have fun in the process.
- Possess and continue to study all aspects of the game, including techniques and rules of the game.
- Teach and continue to develop knowledge and understanding about the young people who are coached and how to effectively communicate with them.
- Continue to encourage the team concept and actively promote player unselfishness.
- Know and continue to develop skills regarding handling player and team situations in such a way as to avoid belittling, embarrassing or verbally abusing a player.

Fundraising

The primary fundraising activity of the CYSA is through

Corp sponsors

Concessions from hosting tournaments

Working other fundraising events (Sims Security, basketball tournament concessions, ...)

Parents assisting in the fundraising efforts will be rewarded ...

Glossary

CYSA

USA-ASA/MSF

JO