

South San Jose Softball

ADMINISTRATIVE RULES

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1.0 LEAGUE ORGANIZATION

The name of this organization shall be: South San Jose Softball (SSJSB or League), located in: Santa Clara County, San Jose, California. SSJSB, a neighborhood association, has been organized as a nonprofit, educational corporation. The League address is: South San Jose Softball, P. O. Box 23157, San Jose, CA 95153. "Quicksilver" and "Quicksilver Softball" are names established by the League for use by its sponsored traveling teams.

The League will annually review its affiliation with local, regional or national sponsoring organizations for the purpose of supplying the program with needed insurance and organizational support. League affiliation with such groups will be left to the total discretion of the elected Board of Directors. By choosing its affiliation, the Board will ensure that no local, regional or national sponsoring organization will receive, through implication or consent, any interest in the assets of SSJSB; as such assets, have been accumulated by the efforts of local members for the perpetuation of the neighborhood program. As a result, SSJSB will not use the name or logo of any such organization in its publicity or solicitation of funds where such use may be construed to grant such organization an interest in any assets of SSJSB.

League governance is contained in the League Constitution, Duties of Board Members, these Administrative Rules and the Field Playing Rules.

THE BOARD OF DIRECTORS

- 1.1** The league's voting membership will elect the league's board members including but not limited to league President, Vice President, Secretary, Treasurer, Player Agent, Umpire in Chief, Division Commissioners (16U, 12U, 10U, 8U and 6U Divisions), Safety Coordinator, Equipment Coordinator, Field Director, Uniform Coordinator, Concessions Coordinator, Volunteer Coordinator, Fundraising Chairperson, Webmaster, Game Scheduler and Publicity Chairperson (Position Descriptions can be found on Appendix 1) by written or electronic ballot. The League is directed to hold an official election every year at or prior to Closing Day Ceremonies to perpetuate the standing of these Board members.
- 1.2** Persons elected League President by the general membership of the League for one or more of the preceding three years shall serve as League officers. The individual(s) filling these positions will be voting members of the League's Board of Directors. Should any qualifying Past President decline to or be otherwise unable to serve the League in this capacity, the position is left vacant.
- 1.3** Members of the Board of Directors need not have a daughter registered in the League at the start of the Spring playing season each year. Refer to Article IV-E. of the League Constitution.
- 1.4** The tenure of office for the Board of Directors is one year from June 1st to May 31st. **Failure to attend two consecutive Board meetings is possible cause for dismissal.** Successive

absences will be investigated by the league President and, if duty abandonment is suspected, the board will confirm a course of action by majority vote. It is the responsibility of the Secretary to track these absences and to notify the President.

- 1.5** Prior to anyone being appointed, the Board of Directors, shall screen and approve all volunteer personnel. Through the Division Commissioners, the League Board of Directors shall evaluate every adult eighteen years of age or older who has applied for a team management position and assign those found acceptable to teams as necessary. The Division Commissioners will bring their recommendations to the board for review.
- 1.6** Those elected to the Board of Directors mid-season will not have voting rights until it has been unanimously voted on.
- 1.7** The League Constitution requires a fidelity bond to protect the people who are required to handle League funds and to protect the League from possible misuse or loss of its assets. The League requires \$1,000,000 minimum coverage for Directors' and Officers' Liability Insurance. The League Board of Directors is responsible for securing such coverage.
- 1.8** The League Board of Directors shall require every adult involved in the League, whether elected, or appointed, and every committee member, all managing personnel, all umpires, and all field personnel to complete a confidential Personal Information Form (appendix 2) and have this form on file with the League Secretary, Umpire-in-Chief or affiliated organization before being allowed to be an active part of the League. All League personnel shall supply any other information, including finger printing, which may be requested from time to time by affiliated organizations before participating in any League function.
- 1.9** On or before the last two weeks of the Spring playing season, the current Board of Directors will actively seek qualified candidates for the elected Board Positions. The names of these candidates will be placed on the Official Ballot for the General Election at Closing Day ceremonies. Candidates for executive board positions must submit their name prior to April 1st. Non-executive board position candidates must submit their names prior to April 20th. If qualified candidates are not added to the ballot by the general election date, those positions may be left vacant with the associated duties being assumed by active board members or board appointed parent volunteers
- 1.10** After all League play has concluded for the Spring program, the Board of Directors will appoint an audit committee of at least two non-signing Board members who will examine and check the financial records of the League. After examining the League account, this committee will make its final report to the newly elected Board of Directors.
- 1.11** The Board of Directors may establish an Administrative Sub Committee and direct it to meet once a month. The committee is authorized to act with the force of the full Board on any League business and its actions, where practicable, are subject to the ratification of the full Board at its next regular meeting. The Board has established this committee to aid the timeliness and flexibility with which the Board is able to respond to League business. The committee membership includes the following Board members: President, Vice President, Secretary, Treasurer, Player Agent and Umpire in Chief.
- 1.12** The League has the right to enlist members of the League as "Board Assistants." These are members, who on a regular basis, go above and beyond the normal parent volunteers to help the League. Such "Board Assistants" can perform all duties of a Board member, but are not required to attend monthly Board meetings and do not have a voting privilege regarding

Board business. They are strictly volunteers that can help with the normal everyday tasks needed to help run the League.

- 1.13 The SSJSB player database is a league asset. It will not be used for unauthorized communication with parents or players. It will not be used for personal agendas or shared with any person or 3rd party organization outside SSJSB. The database, in its entirety, will not be accessible to anyone outside the executive board, however, division rosters may be created for the league's respective commissioners.

2.0 LEAGUE OPERATION

- 2.1 All League business and League decisions shall be determined by a majority of Board members present at any meeting where all Board members have been given at least 48 hours prior notice of the meeting time and place.
- 2.2 All League meetings shall be held in a public place with all adults involved in the League being able to attend. Other than the Board of Directors, no one shall have a vote at meetings. Members that desire to place a topic on a meeting's agenda must give the League President one week's prior notice of the agenda topic and estimated amount of time desired to discuss the topic at the meeting. Failure to properly update the agenda with topics to be reviewed may result in an inability to discuss the topic at a meeting.
- 2.3 The legal action of the Board of Directors on any matter concerning League business, both administrative and playing field, shall be considered final, provided such actions and decisions, are never in conflict with these Administrative Rules, Field Playing Rules or the League Constitution.
- 2.4 With proper cause and after the majority action of the League Board of Directors, any person elected or appointed may be relieved of their duties.
 - 2.4.1 Any charge of misconduct will be presented to the League President (Vice-president when charge relates to the President), who shall act upon said charges as quickly as possible. If the League President, after a thorough investigation, decides a charge is extremely serious, (s)he shall contact and temporarily relieve such person or persons of their duties pending the outcome of a special closed Board meeting concerning the matter.
 - 2.4.2 Any adult suspended from any League or any youth program, is ineligible to serve SSJSB in any capacity.
 - 2.4.3 A suspended individual, may make application to a subsequent Board for reinstatement. If the majority of the Board agrees that the facts warrant the individual suspension being removed, the Board may reinstate the individual. The decision made by the Board shall be final.
 - 2.4.4 Any individual or any group may be subject to possible suspension if found to be in violation of the Administrative Rules and/or the League Constitution and/or the League's assets are misused.
- 2.5 Under penalty of the law, no individual or group other than the League Board of Directors, may use: League emblems; the name of South San Jose Softball any of the Program's rules and regulations; or any League assets.

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- 2.5.1** When any of the program logos are used, reproduced or used in any manner, including League letterhead, or used in any other fashion including being applied to apparel, the League Board of Directors shall be required to approve such use.
- 2.5.2** Scarlet/Red, black silver and white are the established colors for SSJSB teams.
- 2.5.3** The below logo's have been Board approved for items such as, but not limited to: uniforms, sweatshirts, t-shirts, tank tops, helmets, banners for league use, stickers and for use on the league website and social medial pages.



- 2.6** All assets of the League, raised under the name of South San Jose Softball, as attested to by the League Constitution, shall remain in the local community under the direction the Board of Directors.
 - 2.6.1** Assets raised by SSJSB will never be dissipated or transferred for any other purpose. All assets will be utilized for the constitutional intent of SSJSB. These assets were raised through the efforts of numerous volunteer adults and registered girls over a period of years for the purpose of perpetuating the growth and development of the South San Jose Softball program in their neighborhood.
 - 2.6.2** A League Fidelity Bond will be obtained for Board Members who normally handle League assets.
 - 2.6.3** The League will annually secure liability insurance in the minimum amount of \$1,000,000 for the protection of its Board members
- 2.7** All Board members, managers, coaches and chaperones, shall be volunteers, eighteen years of age or older at the time of their appointment.
- 2.8** The 2017 Divisions will be based on Year of Birth of the player:

<u>Division classification</u>	<u>Spring season</u>	<u>Summer/Fall seasons</u>
16U	2002 / 2003	*option for 16U or 14U
12U	2004 / 2005	12 and under
10U	2006 / 2007	10 and under
8U	2008 / 2009	8 and under
6U	2010 / 2011	N/A
	2012 – must be 5 by September 1st	

All ages are determined by the player's birth year, and players will play Age Pure.

- 2.9** The League, with the cooperation and assistance of ALL League parents, will provide its players with organized practice sessions, an approximately 20 game playing season (fewer games in the 8U and 6U Divisions), all necessary field equipment, safe fields, approved

managing personnel, proper parental supervision of all activities, social events and parties, individual participation and appropriate team awards.

- 2.10** Parents will support their team through their volunteer efforts at fund raising events, field maintenance days, working in the Snack Shack, pre-game and post-game field set-up and clean up, etc.
- 2.11** Program evaluation – The League will make available a program evaluation for players and their parents. (see Appendix 3) The evaluations will be available online with the option of a hard copy if needed. Completed evaluations will be distributed to Division Commissioners for review and presentation of results to the Board of Directors.
- 2.12** The Spring season player registration fee includes uniform, team and individual pictures, season yearbook and participant trophy. Refund requests must be given to any executive Board Member prior to the potential player's division team draw. Candy and Sweatshirts sales are not refundable. Player fees will be reviewed annually. 2017 player fees are as follows:

10U – 16U Divisions	\$200 + fundraising fee
6U – 8U Divisions	\$180 + fundraising fee
Bad check fee	\$ per bank service fee

Authorized discounts include \$65.00 per additional sibling or household registered.

Financial assistance is available for players whose families cannot afford registration fees. The League may require families to present proof of financial need to the League treasurer. The League may also require families to work good faith hours as compensation for the financial assistance given. All requests for financial assistance must be approved by the League treasurer.

- 2.13** The Board of Directors is authorized to require volunteer work per participant family as a condition of registering a player with the League. If adopted by the Board, a failure to provide the required number of volunteer hours would increase the family's total registration fees. In addition, the League is authorized to implement a snack shack buyout plan. Particulars for any annual plan will be explained during registration.
- 2.14** As a condition of registering and participating with the League, each participant will satisfy one of two fund raising options. Option I: An additional contribution of \$45 will be paid with the player registration fees in lieu of selling any fundraising product(s). Option II: A participant will sell a minimum of \$60.00 of fundraising product(s). Fundraising products are only available while supplies last. Fundraising fees must be paid for at the time of registration.
- 2.15** The recommended sponsor fee is \$300-\$500 per team, more or less may be charged; however, all sponsors will pay the same fee and no sponsor will be advertised, as such, unless the sponsor fee has been deposited into the League treasury. Sponsors' identification may be placed on the back of the uniform shirt, the team cap or visor. Sponsors' identification will be placed with high visibility on the team banner. Sponsor advertisement will be included in all League publications at no additional cost to the sponsor. Sponsors will be used for 6U through 16U Division teams and/or traveling teams. Although the League will assist obtaining sponsors, each team is responsible for obtaining a sponsor. ***The Board has established a team sponsor fee of \$300 for 2017**
- 2.16** The League will compensate experienced plate umpires \$40.00 per game and base umpires \$40.00 per game when working as a team. Plate umpires working without a base umpire will be compensated \$45 per game. Should the league need to hire umpires from a

third party (eg. MOA, PSI), the board will carefully consider the payment.

2.17 The Treasurer is authorized to establish a League Bank Account, order checks, receipt journals, and check register. To protect the League in general all tax forms, corporate/legal paperwork should be completed and filed by a professional accounting firm and or law offices when possible.

2.18 PRACTICE AND THE SPRING PLAYING SEASON

2.18.1 The Board of Directors may conduct a special spring clinic prior to March 1st

2.18.2 Once team fees, team rosters and all coaching requirements have been submitted and insurance coverage has been confirmed, practice may begin. Coaches will be notified via email or phone by the Player Agent.

2.18.3 Practice games between League teams of the same Division may take place prior to the start of the regular season games, but must be cleared with the Player Agent prior.

2.18.4 The Spring playing season can start on or after March 1st, and all games including make-up and play-off games will conclude on or before June 30th.

2.18.5 During the regular season the League will schedule no more than three (3) games a week for any one team. Re-scheduled games that are placed in a week (Sunday - Saturday) are not considered in this three-game limit.

2.18.6 Scheduled games should start no earlier than 5:30 p.m., Monday through Friday and, when school is in session, end no later than 8:00 p.m. The lateness of games, or League activities, should never interfere with a player's responsibility to their family, church or school.

2.18.7 The League Board of Directors should carefully consider whether to schedule games on Sunday. For many, this one day of the week is intended as a "family day." However, the League Board of Directors may vote to allow games on Sunday, after 12:00 noon. For the same reason, managers should refrain from scheduling practices on Sunday. If considered necessary to schedule Sunday practices, absence from such practice cannot be held against a player.

2.18.8 Admission fees are never allowed at regular League games.

2.18.9 Team standings are maintained by the league scorekeeper and will be published on the league

2.18.10 Divisional tournaments may be utilized at the end of the Spring playing season. Teams will be seeded into the tournament at the end of season.

2.18.11 Inter-League play which is competition among Leagues, will be under the direction of the Board of Directors or its representative, because of the traveling and special circumstances involved in this program.

2.19 LEAGUE UMPIRES – QUALIFICATIONS AND REQUIREMENTS

2.19.1 A League umpire shall be at least fourteen years of age by the December 31st preceding the Spring season. Umpires that are fourteen years of age will be restricted to umpiring 8U Division games and lower.

2.19.2 A League umpire will have a complete knowledge of the current Amateur Softball Association and SSJSB Field Playing rules and shall defer all rule questions and rule interpretations to the League Umpire in Chief.

2.19.3 All league umpires will have completed the Umpire Training Course or have

prior sign off from the UIC in order to receive payment for games worked.

- 2.19.4** A League umpire will be responsible to, and under the direction, of the League Umpire in Chief and the Board of Directors.
 - 2.19.5** For Accident/Medical insurance protection for the individual umpire and liability insurance protection for the League, each League umpire shall be registered with the Amateur Softball Association by the Umpire in Chief before being allowed to officiate.
 - 2.19.6** A League umpire shall have a Personal Information Form (see Appendix 2) completed and in the possession of the League Umpire in Chief before officiating any game. An umpire shall supply any other information, including finger printing, which may be requested from time to time by affiliated organizations before officiating any game.
 - 2.19.7** When officiating, the League umpire will wear the required League Umpire uniform consisting of; a powder blue shirt, dark pants or shorts, athletic shoes (steel cleats are not allowed), and sports socks that cover the entire foot and ankle.
 - 2.19.8** League umpires shall wear any and all additional umpire protective equipment as required by the League Umpire in Chief.
 - 2.19.9** Each League umpire should have their own umpire uniform, watch, count indicator, plate broom, and ball bag. League umpires should also consider owning their own face mask with throat guard and a chest protector. At the option of the individual plate umpire, shoulder pads, upper arm guards, shin guards, and foot guards may also be utilized. The League may furnish proper Umpiring equipment for young and/or inexperienced umpires in training.
 - 2.19.10** The League may obtain an umpire program sponsor in order to cover umpire expenses and umpiring equipment.
 - 2.19.11** Coaches and players should never umpire in the same division in which they coach or play. In addition, an umpire should never umpire a game that includes their child's team or the team of a family member. These requirements can be waived by mutual consent of the opposing managers.
 - 2.19.12** Contracts with professional or amateur umpiring associations are permitted.
- 2.20** TEAM MANAGING PERSONNEL
- 2.20.1** At the time of Board appointment, all managing personnel, except for a minor assistant coach, shall be at least twenty-one years of age.
 - 2.20.2** All managing personnel shall complete a Personal Information Form (see Appendix 2) which will be on file with the League Secretary and approved by the Board. All managing personnel shall supply any other information, including finger printing, which may be requested from time to time by affiliated organizations before participating in any League function. All managers and head coaches must have completed Background Checks and ACE certification through the USA Softball Association.
 - 2.20.3** All managing personnel shall be approved by the League Board of Directors.
 - 2.20.4** All Division teams shall be under the direct authority a managing staff. The managing staff is defined as a manager, coach and one female chaperone. All personnel on the managing staff must have their Background Checks completed

and turned into the league Secretary. The League Secretary will issue a lanyard and identification card to those who have been cleared. NO staff is to be on the field or in the dugout during practice or games without an exposed lanyard.

2.20.5 The Board of Directors may allow the appointment of an eighteen-year-old former League player to the position of assistant coach in either the 12U, 10U, 8U or 6U Divisions. A minor assistant coach may be rostered in addition to the two regular coaches.

2.20.6 All managing personnel will have read and studied the Official Rules of Softball as published by The Amateur Softball Association of America and the modifications to those rules contained in the League's Field Playing Rules.

2.20.7 All managing personnel will have read and studied the Manager's Information Package and will follow its guidance. The League may require certification that each member of the managing staff has read the Package.

2.21 RESPONSIBILITIES OF THE TEAM MANAGER

2.21.1 It is the manager's responsibility to make certain that there is always a live scanned female representative of the managing staff at all team activities, including practices, all games, and any other team events. No activities shall take place if a live scanned female is not present. The manager will also make certain that all members of the managing staff wear the appropriate identification (lanyards) at all team practices and games.

2.21.2 The manager will accept total responsibility for the actions of their team on and off the field and at all events at which the players are directed to remain together as a team.

2.21.3 In conjunction with the other managing personnel, the manager will be responsible for the team's equipment and uniforms. When the League is involved in a fund-raising event, the manager will be responsible for the team's fund-raising product, involvement, and general sales effort.

2.21.4 Throughout the season, the manager will counsel players who are experiencing personal difficulties while under team authority.

2.21.5 Managers shall bring all player problems, especially the benching of a player, to the attention of the Player Agent so the Board of Directors may be involved in helping to solve player problems. Managers will never dismiss a player from the team. This type of action is reserved for the combined decision of the Division Commissioner and Player Agent and is approved by the Board of Directors.

2.21.6 With the approval of the League Board of Directors, a manager may dismiss a member of their managing staff.

2.21.7 Before the season starts, the manager should use good judgment in establishing valid reasons for allowing excused absences from team activities. There are many legitimate reasons why a player may be unable to attend a practice or, in some cases, a game.

2.21.8 If a player misses a practice or a game because the player was participating with another team or activity (other than school or church), the manager has the right to discipline this player, but must bring this situation to the attention of the Player Agent. Participation with another softball team is not permitted and will be grounds for the player's dismissal from the team.

2.21.9 Managers are responsible for the accurate and timely filing of accident forms with the Safety Coordinator within 24 hours of an injury. All forms can be found in the Snack Shack.

2.21.10 Managers are responsible for a complete understanding of these Administrative Rules, the Manager's Package, the Official Rules of Softball as published by the Amateur Softball Association and the League's Field Playing Rules.

2.21.11 During the preseason, it is the responsibility of each manager and coach to carefully train each player in the techniques of sliding. This is not mandatory for 6U. During the spring season, it is the responsibility of each manager and coach to continually practice under safe, supervised conditions the techniques of sliding to increase the players' individual confidence and proficiency at sliding.

2.21.12 During the preseason, it is the responsibility of each manager and coach to carefully train each interested player in the techniques of pitching and being a catcher. During the spring season, it is the responsibility of each manager and coach to continually encourage and provide practice, and if appropriate, game experience for all players interested in pitching or being a catcher.

2.21.13 Managers are responsible for the accurate and timely reporting (in writing) of any of the following to the Player Agent within 24 hours of the incident:

- a. The misuse of a player by anyone
- b. Any player that misses 3 consecutive practices – unexcused
- c. Any player that misses two consecutive games – unexcused
- d. The benching of a player

2.21.14 Managers, assisted by team parents and the Division Commissioner, are responsible for finding a sponsor for their teams.

2.21.15 Failure to comply with this Section 2.21 may be grounds for probation, suspension or dismissal of any manager.

2.22 LEAGUE FUNDRAISING

2.22.1 Any booster club or fund-raising group shall be authorized by the League Board of Directors and will then become a subcommittee of the League Board.

2.22.2 All funds donated, collected, raised, or appropriated by any booster club or fundraising group not associated with a Traveling Team (Section 5) will be deposited by the League Treasurer in the League's account under the direction and protection of the League's Board of Directors.

2.23 SAMPLE LEAGUE CALENDAR

August

- *Equipment Coordinator reports on results of inventory and makes recommendations to the Board for the upcoming year.*
- *Combined meeting of incoming and outgoing Board Members*
- *Establish registration dates and begin planning publicity events*
- *Fall season for Travel Teams*

September

- *Establish new bank account signatories*
- *Presentation of final financial statements to Board*

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- *Present League Policy Statement, Duties of Board of Directors, Administrative Rules and Field Playing Rules to new Board for ratification at October meeting*
- *Uniform & Equipment Coordinator perform and inventory for the purpose of reporting recommendations to the Board at the October meeting.*
- *Meet personally with the principals of the schools where fields are used.*
- *Plan fundraising to begin with registration*
- *Commissioners begin to contact prospective coaches.*

October

- *Treasurer presents Annual Budget for the current year*
- *Summer Traveling teams submit final financial report to the Board*
- *Uniform Director reports on results of inventory and makes recommendation to the Board for the upcoming year*

November

- *Attend all field meetings or determine when they are to be held. Have a member attend all such meeting as fields will be lost if the League is not personally represented*
- *1st Registration event for Spring season*
- *Apply for fidelity bonding and League liability insurance*

December

- *2nd Registration event for Spring Season*
- *All Board Member Background Checks are due by December 31st*

January

- *3rd Registration event for Spring Season*
- *Fall Traveling teams submit final financial report to Board*
- *Commissioners identify number of coaches and managers needed*
- *Team draw for all Divisions*
- *Players Clinic*

February

- *Submit required information to secure team insurance coverage*
- *Identify and secure sufficient number of qualified umpires for the season*
- *Prepare and Board approves spring season playing schedule*
- *Team formation meetings*
- *Field Maintenance days*
- *Managers & Coaches clinic – Pitching, Fielding, Bunting and Sliding*
- *Equipment Distribution*
- *Final uniform order is submitted*
- *Manager & Coaches Meeting – review rules, distribute any items etc.*
- *Umpire meeting / Clinic*
- *Scorekeepers Clinic*
- *Spring Practice begins*

March

- *Opening Day Ceremonies*
- *Spring Playing Season Begins*
- *Picture Day*

April

- *Selection of travel team coaches and managers*
- *Travel team parent information meeting*

May

- *Board nomination completed*
- *Coach, manager & umpire meeting*
- *League picnic*
- *Memorial Day break – no games*
- *Traveling team try-outs*
- *Traveling team formation meeting*
- *End of season playoffs*
- *Closing Ceremonies*
- *Election of Board Members*

June-August

- *Summer season for traveling teams*

- 2.24** The League may solicit advertisements from reputable businesses for printed programs, game schedules and newsletters.
- 2.25** Businesses of questionable juvenile benefit shall never have their business names appearing on any team uniform, on any team banner, in any League publication, nor can this type of business receive League recognition in any manner.
- 2.26** The Board has determined that for the spring playing season, no League Boundaries will be used.

3.0 PLAYER REGISTRATION

3.1 REGISTRATION ADMINISTRATION

- 3.1.1** When registering, a copy of each player's Certificate of Live Birth, bearing the city, or the county, or the state, or the federal seal will either be on file with the League or will be submitted to the Player Agent or other designated Board member. Hospital or Baptismal Certificates of birth may be rejected by the Player Agent as proof of age.
- 3.1.2** No one may discourage or disqualify any player from participating in the League.
- 3.1.3** Players who have physical, medical or mental limitations may be eligible to participate if: 1) Written permission is given by a medical doctor and this information is in the possession of the League's Player Agent and 2) the Board of Directors by a majority vote agree that a medical, mental, or physical limitation would never risk the safety of such player or the safety of their teammates and 3) the player is placed by their age in the correct Division according to the current program ages.
- 3.1.4** Players with a physical, medical or mental condition may request Board Approval to play in a lower age division for safety purposes as outlined in 3.4.5

- 3.1.5** The Player Agent will verify that the player's age and status as a pitcher or travel team player will be agreed to League records or other pertinent information.
- 3.1.6** Every eligible player who registers prior to the team apportionment (Section 3.2) shall be placed on a team for the current Spring season unless all teams have reached the maximum of thirteen. Players will then be placed on a waiting list until they can be assigned to a team. The Board will address on a case by case basis.
- 3.1.7** Every eligible player who registers after the team apportionment (Section 3.2) shall be placed on a team unless all teams have reached the maximum of thirteen. Players will then be placed on a waiting list until they can be assigned to a team.
- 3.1.8** Any League Director who confines registration information or limits the number of players to be registered could face possible program suspension.
- 3.1.9** By civil law, the league is required to provide the same registration information to private schools as provided to public schools in the League area. The League should have registration information available throughout the entire community, i.e., public and private schools, churches, recreation departments, youth clubs, libraries, etc.
- 3.1.10** League players may play for an A-Ball Team, as long as the SSJSB team takes priority. No conflicts with practices or games allowed. Restrictions: All SSJSB activities are a priority. Consequences: The Player Agent will review on a case by case basis. Players may play high school teams, while not actively participating with the League.

3.2 TEAM APPORTIONMENT

- 3.2.1** After the final public registration, the Player Agent will report to the Board of Directors, the number of registered players in each program Division. The Board will determine to either continue registration by establishing new registration dates and locations, or establish the number of teams in each division to be formed. The Board should always take into consideration late registering players and set the individual team size to allow for this occurrence.
- 3.2.2** After the Spring season has started the Board of Directors, through the Player Agent, should attempt to maintain each team with a minimum of twelve players to avoid all possible game forfeitures. Before the season starts, the number of players per team should be ten to eleven players to allow for late registrants.
- 3.2.3** Participants with Freshman, Junior Varsity or Varsity High School softball teams cannot register with the League. Players cut or otherwise released, from such teams prior to Opening Day can register with the League. The late registration fees will be waived in such cases. High School players cannot be registered after Opening Day. Players cannot be registered with the League (whether placed on a team or not) while at the same time playing with a High School team.

3.3 PROGRAM AGES

- 3.3.1** A players program age will be based on the year of birth as published in the SSJSB By-Laws.

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The ages of the playing Divisions for **2017** will be:

<u>Division classification</u>	<u>Spring season</u>	<u>Summer/Fall seasons</u>
16U	2002 / 2003	*option for 16U or 14U
12U	2004 / 2005	12 and under
10U	2006 / 2007	10 and under
8U	2008 / 2009	8 and under
6U	2010 / 2011	N/A
	2012 – must be 5 by September 1st	

3.4 SPECIAL PLAYER PRIVILEGES

- 3.4.1** Provided they are in the same Division, sisters will be placed on the same team, unless at least twenty-four hours prior to the Team Draw the Player Agent receives a written request from their parent(s) or guardians that the sisters be placed on different teams.
- 3.4.2** A manager or head-coach who has a child in the same division shall, at least twenty-four hours prior to the team formation meeting, inform the Player Agent, in writing: The full name of the child who is in the same division as the manager; the birth date; and whether: 1) The manager or coach wants to select the child to his/her team, or 2) whether to have the child placed in the open draw
- 3.4.3** Parents may request special consideration for non-sisters (limited to two players) to be placed in the draw as if they were sisters. Such requests must be in writing, signed by the parents or guardians of both players for which the special consideration is requested and submitted to the Board at least two weeks prior to the scheduled team draw. The Board will consider each case individually and their decision will be final. Requests based upon the mere ease of carpooling players to practices and games will not receive approval for special consideration. The Board will be mindful that all parents must support the needed commitment of their daughters to their team’s practice and game schedule and such requests for team placement may be the first sign of a lack of commitment on the part of the parents or guardians involved. There is no guarantee and the decision is at the total discretion of the Board and the Executive Board of the current season.
- 3.4.4** All players must play Age Pure. A player may be considered to play for an older division if she is can pass an evaluation conducted by the league proving her skill level not only exceeds her current age division but could also potentially be a safety risk for those in the division. Player will be evaluated by 2 members of the SSJSB Board of Directors based on the following criteria:
- A.** Is this player a safety risk/threat to the girls in her current division?
 - B.** Does this player have enough skills and experience to adjust to the new rules and expectations of the division above?
 - C.** If player is moved up will she be a top performer?
 - D.** Has this player played at least one spring season in the division she should be playing in with SSJSB?

- 3.4.5** A player's parent(s) may request special consideration for a player to be placed in a division younger than the players program age for up to one season. This request/evaluation can also be made by the players current or previous coach. This exception can be made to any player who has a physical or mental disability, provided this information has formally been given to the league. Player will be evaluated based on the following criteria:
- A. Is this player's safety at risk if she were to move up to the next division?
 - B. Will this player be a safety risk to the other players if she is to stay in the lower division?
 - C. Is this player likely to be de-motivated if she were to stay in her current division?

3.5 DESIGNATED PITCHERS AND CATCHERS

- 3.5.1** All pitchers, including Traveling Team players, will be known as designated pitchers. Records kept via the previous year's online statistics regarding pitchers and catchers along with player evaluations will be used to determine designated pitchers and catchers.
- 3.5.2** All catchers, including Traveling Team players, who have been nominated as catchers by their managers during any previous Spring, Summer or Fall/Winter season, will be known as designated catchers. All players who were included as designated catchers for the previous year, including those for which a letter removing them from the previous year's catcher pool, will again be known as designated catchers.
- 3.5.3** The Player Agent may be given written notice at least 48 hours prior to the team draw signed by both parents of any designated pitcher or catcher requesting removal from the designated pitcher or catcher grouping.
- 3.5.4** Upon receipt of the written notice, the player agent will put this player in a separate category and will place her on the appropriate team.
- 3.5.5** The League's Board of Directors may assign any player to be a designated pitcher or catcher if it is known that player has received special pitching or catching training, or in the case of a player transferring from a fastpitch softball program where the player was known to have pitched or caught.
- 3.5.6** Any player whose parents make a written statement as to why their child should be considered a pitcher or catcher, if approved by the Board of Directors, will be known as a designated pitcher or catcher.
- 3.5.7** All players that have been designated as a pitcher or catcher will be required to participate in an evaluation. The results from the evaluation will enable the Player Agent to distribute the pitchers and catchers into separate categories depending on their skill.

3.6 TRAVEL TEAM PLAYERS

This player grouping will contain all League players that were originally asked to participate, or added to the official Traveling Team roster of any league during the previous Summer or Fall season and participated in at least 50% of the team's games or 15 games, whichever is less (Summer and Fall seasons are considered separately for this purpose). Specific

recommendations with respect to placement in the team apportionment draw of any player in this group can be made in writing to the Board of Directors by the Traveling Team managing staff. The Board will consider these recommendations and changes to the player groupings will be voted on by the Board on a case-by-case basis

3.7 TEAM FORMATION

The draw method is the only system of team formation to be utilized for the spring season. This method will only be used for the 10U, 12U and 16U Divisions. The Player Agent with the Division Commissioner and League President will preside at the separate team formation meetings; one for each Division.

3.7.1 Team formation will be held no earlier than January 1st for the Springseason.

3.7.2 All rosters will be finalized at the team draw meeting. All managers, the commissioner and Player Agent must be aware and approve of finalized roster at the formation meeting.

3.8 16U DIVISION TEAM DRAW MEETING

Before the team draw meeting, the Player Agent will have pre-sorted all the player Registration Forms, making sure each group is sorted by the sequence number assigned to the registrant at the time of registration. The Player Agent will first draw all the experienced players by group, followed by the inexperienced players, by group. At the team draw meetings, only the managers or their designee will be allowed to be present and any Board member the Player Agent feels is needed to assist in the meeting. Each manager will draw for a team number. The manager of Team 1 will receive the first designated pitcher, Team 2 the second pitcher, and this will continue until the completion of the first round (i.e., when the last team to be drawn has received a player). When a round is completed the selection will be reversed, i.e. round one, Team 1 to Team 10, round two, Team 10 to Team 1, and this will continue throughout the draw. During the entire draw the Player Agent, assisted by the Division Commissioner and President, will make sure: 1) Sisters are placed on the same team, 2) players matched with League Sponsors are placed on different teams, 3) players in Groups 1 and 2, 3 and 4, 5 and 6, sisters and experienced or inexperienced players are kept even, to the extent possible, on all teams, and 4) managers and coaches receive their own daughters. Sisters are drawn in the first lowest numbered group of the draw for which the sisters qualify.

3.8.1 Groups will be designated by:

- Group 0 - Manager's and coach's daughters
- Group 1 - Designated Pitchers - previous 16U Division pitchers Group 1a - Designated Pitchers - previous 12U Division pitchers
- Group 2 - Designated Catchers - previous 16U Division pitchers Group 2a - Designated Catchers - previous 12U Division pitchers
- Group 3 - Traveling Team players - previous 16U Division players - A Team players
- Group 4 - Traveling Team players - previous 16U Division players - B Team players
- Group 5 - Traveling Team players - previous 12U Division players - A Team players
- Group 6 - Traveling Team players - previous 12U Division players - B Team players
- Group 7 - Sixteen and Fifteen Year Old's, Experienced
- Group 8 - Fourteen Year Old's, Experienced
- Group 9 - Thirteen Year Old's and under, Experienced
- Group 10 - Sixteen and Fifteen Year Old's, Inexperienced
- Group 11 - Fourteen Year Old's, Inexperienced

- Group 12 - Thirteen Year Old's and under, Inexperienced
- 3.8.2** When one grouping is completed, the Player Agent will draw from the next grouping until all groupings have been completed and every player has been placed on a team.

3.9 THE 12U DIVISION TEAM DRAW MEETING

The Player Agent will follow the same procedure for the 12U Division draw meeting as described for the 16U Division. The Registration Forms will be divided and drawn as follows:

- Group 0 - Manager's and coach's daughters
- Group 1A - Designated Pitchers – previously 12U Division
- Group 1B – Designated Pitchers – previously 10U Division
- Group 2A – Designated Catchers – previously 12U Division
- Group 2B – Designated Catchers – previously 12U Division
- Group 3 – Traveling Team Players – previous 12U Division players – A Team Players
- Group 4 – Traveling Team Players – previous 12U Division players – B Team Players
- Group 5 – Traveling Team Players – previous 10U Division players – A Team Players
- Group 6 – Traveling Team Players – previous 10U Division players – B Team Players
- Group 7 – Twelve Year Old's, Experienced
- Group 8 – Eleven Year Old's, Experienced
- Group 9 – Twelve Year Old's, Inexperienced
- Group 10 – Eleven Year Old's, Inexperienced

3.10 THE 10U DIVISION TEAM DRAW

The Player Agent will follow the same procedure for the 10U Division team draw meeting as described for the 16U Division. The Registration Forms will be divided as follows:

- Group 0 – Manager's and Coach's daughter(s)
- Group 1 – Designated Pitchers – previous 10U Division pitcher
- Group 2 – Designated Catchers – previous 10U Division catcher
- Group 3 – Traveling Team Players – previous 10U Division players – A Team
- Group 4 – Traveling Team Players – previous 10U Division players – B Team
- Group 5 – Ten Year Old's, Experienced
- Group 6 – Nine Year Old's, Experienced
- Group 7 – Ten Year Old's, Inexperienced
- Group 8 – Nine Year Old's, Inexperienced

3.11 THE 8U AND 6U DIVISION TEAM DRAW MEETING(S)

The Player Agent will follow the same procedure for the 8U and 6U Division team draw meeting(s) as described for the 16U Division. In the 8U and 6U Divisions, the “buddy system” is encouraged whereby players may be grouped together (as if they were sisters) to encourage enrollment and enjoyment of the program. Parent's must be mindful that these are the only Divisions where such allowances are made. The Registration Forms will be divided and drawn as follows:

- Group 0 – Manager's and Coach's daughter(s)
- Group 1 – Eight Year Old's, Experienced

- Group 2 – Seven Year Old's, Experienced
- Group 3 – Six Year Old's, Experienced
- Group 4 – Eight Year Old's, Inexperienced
- Group 5 – Seven Year Old's, Inexperienced
- Group 6 – Six Year Old's, Inexperienced
- Group 7 – Five Year Old's, Inexperienced

The Board may elect to field the 6U Division, in which case groups 1, 2, 4 and 5 would be drawn for the 8U Division and groups 3, 6 and 7 would be drawn to the 6U Division. When elected the draw meetings can be held separately or jointly.

3.12 In the event that an error is discovered in any draw, during or before the rosters have been prepared, the Player Agent, with the Division Commissioner and President present, will back up to the point of the error, correct the error and then properly redistribute copies of the Registration Forms to the now appropriate teams.

3.13 AFTER THE TEAMS HAVE BEEN FORMED

3.13.1 After the team rosters have been prepared, no player will be reassigned to another team except for extreme circumstances. The board will discuss each situation separately.

3.13.2 Teams will be disbanded in only the most extreme circumstances and only when the action is ratified by a 75% majority vote of the Board of Directors.

3.13.3 No player may be traded, substituted or transferred during the season.

3.13.4 The Player Agent has complete authority in assigning all late registrants. The Player Agent may assign players in any manner, in order to maintain an equality among all the teams. Players that sign-up after all teams have received 12 players will be placed on a waiting list until they can be assigned to a team. When a Division Commissioner that is coaching in the same Division is performing the role of Player Agent, all player assignments will be made jointly with the Vice President.

3.13.5 After the season has begun, the Player Agent will instruct the manager of any team receiving an inexperienced player, to give them special training, which shall be limited to one (1) week, before entering this inexperienced player into a game.

3.13.6 Players will never be transferred from one Division to another during the season, unless approved by the Board in writing.

3.13.7 If a player drops from a team and later in the season is able to participate, the player can only be returned to their original team, only if an opening exists.

4.0 INSURANCE REQUIREMENTS OF ALL TEAM MEMBERS

The league, in cooperation with sponsoring organizations, will supply back-up accident insurance for team participants. The Safety Coordinator is responsible for administering the team insurance program.

4.1 Any player warming up any pitcher shall always wear a face mask. For safety purposes this is extremely important

4.2 It is required that all team members, including managing personnel, wear socks that cover

the entire foot and ankle during all practice sessions, practice games and all games.

- 4.3** It is required that shoes that cover the entire foot shall be worn by all team members. This includes all managing personnel. Safety cleats may be worn and shall have rubber or synthetic cleats no longer than 5/8 of an inch, without coming to a sharp point and shall have no sharp edges. Athletic shoes are a personal item.
- 4.4** Metal cleats are forbidden. If discovered, the person wearing the metal cleats will be immediately removed from participation until the correct footwear is worn.
- 4.5** At all times it is the responsibility of the manager to protect the players from inclement weather conditions by having the team wear appropriate warm clothing.
- 4.6** All players who will possibly be utilizing a slide should provide their own protective safety sliding gear.
- 4.7** A NOCSAE (National Operating Committee on Standards for Athletic Equipment or similar organization) approved catchers helmet which covers both ears, face mask with a throat guard, chest protector, and shin guards will be supplied by the League and worn by all catchers for their protection at all practices and games.
- 4.8** Full NOCSAE or similar organization approved batting helmets that cover the entire head, both ears and temples, must be worn by the batter, the on-deck batter, and all runners. All helmets must have a face mask and chin strap. Batting helmets must be kept in the best possible condition and should never be stacked by pushing the helmets together, sat upon, or left where the helmets might be stepped upon or tripped over.

5.0 TRAVELING TEAMS

5.1 ADMINISTRATION

- 5.1.1** Since there are several tournaments in which League Traveling Teams can participate, the League will provide certain limited funding for Traveling Teams (if funds are available). Budgeted amounts will be allocated to Traveling Teams once players are selected, parents have signed their consents and rosters are submitted to the Player Agent. An initial deposit per player will be collected to cover the uniform costs.
- 5.1.2** All Summer tournaments that are conducted by our League such as The Wess Jones Memorial, Memorial Day Bash, and Slamboree are league fundraisers. The profits raised from these tournaments are property of the League and are to be dispersed on a needed basis only by a majority vote of the Board of Directors. All teams that qualify for National Competition will have their team entry fees for Nationals paid for or reimbursed by the League. Any and all other League sponsorship for Nationals or travel teams must be petitioned to and voted on by the Board of Directors as mentioned above. All teams formed from our League are required to play in and provide volunteers for any League sponsored tournaments. Teams that actively participate in our tournaments will not be required to return the initial money provided to them by the League. If special fund raising events are conducted by an individual traveling team, all funds raised are the property of that travel team and are to be accounted for and deposited by that team's designated treasurer.
- 5.1.3** Each team is required to volunteer during Slamboree in order to receive League Financial Assistance. All financial obligations of any Traveling team are under

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the director and will be overseen by the Traveling Team's managing staff through the team's designated treasurer. Each Traveling teams' managing personnel will be solely responsible for the management of the teams' financial affairs and will plan special fundraising, tournament travel, accommodations, meals and special entertainment afforded the Traveling Team. No team bank accounts may use the name of South San Jose Softball or Quicksilver.

- 5.1.4** At the completion of the Traveling Team's season, the managing personnel will return League equipment to the League Equipment Coordinator and present an accounting of the teams revenue from all sources and expense to the League Treasurer. Income sources and expense payees are to be clearly identified on the statement of activity and expenses are to be supported by receipts, where practicable. If not utilized for tournament entry fees, insurance or in accordance with 5.1.1 or 5.1.3, League allocated financial assistance will need to be returned to the League at the completion of the Traveling Team season. The team's managing personnel will submit a check to the league in the amount of the assistance that is to be returned with the Team's statement of activity.
- 5.1.5** A Traveling Team will not end its season with surplus (i.e., excess of revenue over expenses). A Traveling Team ending its season with such a surplus and after satisfying all its outstanding debts, will eliminate such surplus by distributing the surplus to its players on a pro-rata basis then return to the League any League funded amount that was not spent to cover tournament entry fees or team insurance. A copy of the Traveling team financial report is to be given to the parents of each team member.
- 5.1.6** Traveling team equipment and financial reports are due to the League on or before October 1st
- 5.1.7** Travel team players and parents will be given the opportunity to complete an evaluation of their experience. Completion of the evaluation is entirely voluntary and is coordinated by the Player Agent. See Appendix 4
- 5.1.8** The Player Agent or Board appointed Travel Team Advisor is responsible for updating Traveling team rosters in the possession of the League and immediately report all changes which occur on any Traveling team entered in any Tournament to the Board. The Board will approve all Traveling Team schedules of practice and the Player Agent will be kept aware of said schedule. The removal or dropping of a player or adult from a team will be handled by the League President, the Player Agent and the team manager.
- 5.1.10** Summer season player registration fees are established by the Board of Directors. Such fees do not include pictures, trophies, yearbook or scholarship fund contribution.
- 5.1.11** Traveling Team members are expected to attend Closing Day Ceremonies. Closing day should be scheduled with tournament play in mind. Traveling Teams are not to enter any tournaments before Closing Day unless specific prior approval has been received from the Board of Directors. Teams playing prior to Closing Day without Board approval or not appropriately represented at Closing Day will forfeit League financial support.
- 5.1.12** Parents and players must attend the Traveling Team meeting conducted by the Traveling Team Advisor, Player Agent or appointed League member. The

primary objective of this meeting is to appraise the parents and players of the extreme differences between Spring Season play and travel team play. Major differences include:

- Amount of monetary commitment to the team
- Significant personal commitment of summer and weekend time
- No requirements for minimum or maximum playing time
- Requirements for travel
- Highly competitive nature of tournament play
- Emphasis on winning effort

Parents and players not aware of or not willing to accept these differences are likely to be disruptive to the smooth operation of any Traveling Team.

5.2 The Travel Team Advisor, when utilized, is a non-voting Board position appointed by the Board to assist and advise the League's Travel Teams. The Advisor operated at the direction of the Board and will benefit the organization and operation of the League's various Traveling Teams by reducing the learning curve for new managers by assisting in the certain administrative functions that are common to all teams. The Board of Directors appoints the Advisor as soon as is practical and serves through the completion of the designated Travel Team Season. Specifically the Advisor will assist or advise regarding:

- Team uniforms and jackets in accordance with League established guidelines
- Tournament schedules and registration of teams
- Completion of roster and proper registration with USA Junior Olympic Commissioner
- Field, pitching machine and equipment use.
- Problem resolution
- Player selection meetings with the Player Agent
- Field work needed in order to maintain privilege of field use.
- Report status of teams and issues noted to Player Agent at each Board Meeting

5.3 THE TRAVELING TEAM MANAGER SELECTION PROCESS

5.3.1 The League may authorize multiple traveling teams in each playing division. Optimally, each team will be led by qualified managing staffs of four or more adults (including at least one female). Each prospective staff member must submit an application to coach to the Board by the Monday prior to the March Board meeting. This gives coaches approximately 10 days to complete their applications. This application is done electronically through TeamSnap.

5.3.2 In order to be eligible for a Travel Team Management position the coach must have been registered and approved during the League's Spring Season in a Manager, Coach or Assistant Coach position.

5.3.3 The Board will consider information in the applications, prior experience with members of the managing staffs, compliance with these (including return of equipment and filing team financial statements) and other League rules and any other information it deems pertinent in evaluating applications for approval. The applications will be sent to all Board Members to review prior to the April Board meeting when the votes will be tallied. Any member of the Board who has a conflict of interest for any division (spouse, current division coach, parent, child, etc) will be asked to leave the room during the voting process and will not

be able to cast a vote. In the event that there is a tie, the League President will be the deciding vote.

- 5.3.4** The President will notify each coach of the results. If for any reason a coach decides he or she does not want the team assigned to them or cannot fulfill the responsibilities, the coach with the next highest ballot count will be given the option to take that team. If there is not another coach, then another coach will not be appointed.

5.4 THE TRAVELING TEAM PLAYER SELECTION PROCESS

- 5.4.1** In order to qualify for Traveling Team selection, a team member must have been registered in the League during the Spring Season. Players that have participated with the league in the past are eligible for Traveling Team selection, if their participation with their high school team prevented their league participation during the Spring Season.
- 5.4.2** When all else fails, the league will allow girls from our sister leagues to fill a travel team after SSJSB Board approval and all the SSJSB players that want to play are placed on the team. All correspondence regarding inbound players from sister leagues are outbound players to sister leagues must go through the Player Agent. The sister league player must try out for their home league Traveling Team and if they are unable to field a team or the girl gets cut, then they may become eligible to participate in our traveling team. If SSJSB does not have enough girls to field a team, then our girls will become eligible to play on a traveling team within our sister league.
- 5.4.3** Whenever a team's roster includes players that do not qualify under 5.4.1 and the percentage of those players is more than 22% of all players on the roster, the Board must consider withdrawing the League's support from the team. If the Board believes sufficient cause for the percentage of non-League players does not exist, the team managing staff must return League allocated monetary support.
- 5.4.4** A Quicksilver Manager Meeting will be held the Friday following the April Board Meeting. All members of the SSJSB Executive Board as well as the Uniform Director will be present. Prior to this meeting all elected coaches will turn in their proposed tournament schedule, budget and practice schedule. The Managers will also select their uniforms for the season.
- 5.4.5** A Quicksilver Information Meeting will be held approximately 1 week before the scheduled try outs. This meeting will be held for parents and potential players to attend. All members of the SSJSB Executive Board will be present. During this meeting the Player Agent will discuss the objectives of the Quicksilver program and announce the name of the first elected Manager for each division. Each division will break off and an SSJSB Board Member will be assigned to each division to communicate any additional information and specifics for that division.
- 5.4.6** A tryout will be held on or after the last Saturday in April (for Summer travel teams). The dates for this event will be announced through all outlets including but not limited to email blast, team notifications, social media and flyers. A pre-registration will open and be posted on the SSJSB website for all who are interested in participating to sign up. A registration booth will be set up the day

of tryouts to collect a \$150 Uniform Deposit and complete uniform sizing.

- 5.4.7** Tryouts will be conducted by division, the appointed managing staff is responsible to be present and have a record of every player that attends the tryout. Appropriate alternatives must be made to players who are unable to attend the tryout. These arrangements must be made with the managing staff and the Player Agent. Managing staff **MUST** be present at all makeup tryouts.
- 5.4.8** All players will be assigned a number, this number will be used on their evaluation form. Each division will use the same evaluation form.
- 5.4.9** In the event that a player cannot make the tryout due to other commitments she must contact the SSJSB Player Agent and schedule an individual evaluation. This evaluation should be done using the same evaluation form used during a normal tryout. This evaluation should be scheduled prior to regularly scheduled tryouts. All players must be pre-registered on or before the date of the tryout in order to be considered for a makeup tryout.
- 5.4.10** Once all tryouts have been completed a Team Formation meeting will be held, ideally the Wednesday after Tryouts. All SSJSB Executive Staff and each approved division Manager should be present. Any other person who would like to be present at this meeting must request permission to the Player Agent at least 24 hours prior to the meeting.
- 5.4.11** Starting with the oldest division, each Manager will select from the pool of players who attended try outs. Prior to the conclusion of the selection process the Player Agent will review the team's selection roster which may contain up to 20 player in order to allow for alternates to determine 1. That no player is included on the roster of two or more teams and 2. The selection roster otherwise conforms to the requirements of section 5.0 of these By-Laws.
- 5.4.12** The Team Formation meeting will conclude when the Player Agent has approved all rosters.
- 5.4.13** After the Team Formation Meeting has concluded the Managers have 48 hours to contact the chosen players. Should any player not accept a position on the team the Manager has the option to select from the remaining pool. The player that did not accept the position **CAN NOT** be put onto another team.
- 5.4.14** Once the Manager has contacted all of his/her players he/she must confirm with the Player Agent. At that time the Player Agent will assess the remaining players to see if there are enough, with enough pitching to form a second team. If so the second approved Manager will be contacted. He or she can accept or decline the team at that time. If He/She accepts the team the same selection process for players will happen with the remaining players.
- 5.4.15** Once all teams have been created and confirmed the Player Agent will then contact all remaining players who were not selected.
- 5.4.16** No player is to be contacted regarding participation with a Traveling Team until after the selection meeting. The only individual allowed to contact players regarding their team placement is the Player Agent or someone that he/she designated to assist him/her with notifications.
- 5.4.17** Players are registered to the team that first selects and contacts them. Such player cannot play with another League Traveling Team unless specifically

released by the original team and approved by the Player Agent.

- 5.4.18** Any inappropriate contact with a player will result in the managing staff member being disqualified from participation in the traveling team program.
- 5.4.19** During the selection process, many candid and frank comments will be made about the participants under review for selection to the teams. It is the sacred duty of all in attendance at the selection meeting to NEVER repeat those comments or the opinions of any other member of the meeting outside of the meeting itself. Violation of this sacred duty will require removal of the offending party from Traveling Team participation.
- 5.4.20** Any contact by a person with a participant that is deemed by a vote of the Board to be outside the spirit of Section 5.0 of these Administrative Rules will require removal of the offending party from Traveling Team participation.

5.5 THE TRAVELING TEAM FINAL ROSTER

- 5.5.1** After the Traveling Team season (Summer and Fall/Winter are considered separately), the Manager prepares the team roster which lists all participating players, alphabetically, and identifies their player numbers. For these players, the Manager will indicate which players did not participate in at least 50% of the team's games or 15 games, whichever is smaller. Separately, on the roster, the Manager will list all players contacted that could not or otherwise declined to play with the team. Attached to the final roster should be any comments regarding specific players that the teams' managing staffs believe to be important relative to placing the player into the next season's team appropriate draw.
- 5.5.2** The Traveling Team final rosters are due to the Player Agent on or before October 1st for the Summer season and January 1st for the Fall/Winter season.

5.6 TRAVELING TEAM PRACTICE

- 5.6.1** Until the spring playing season has ended and all play-off games are completed, Traveling Teams may not practice in a manner which will conflict with any player's spring team activities. This specifically prohibits the scheduling of practices that conflict with League games or scheduled practices of League teams. In addition, such practices must avoid sliding drills or practice or any other drill which could result in a player being unavailable to her regular spring.
- 5.6.2** Use of League fields and equipment during the summer or fall seasons is a privilege. Managing staffs are expected to drag their field after use and water the field once a week. The equipment shed and toilet facilities are to be kept neat and clean. Equipment damaged beyond normal wear and tear will be replaced by the managing staff from the team's budget. League equipment is checked out from the equipment chairman and then checked in on a timely basis at the completion of the season.

5.7 QUICKSILVER ELITE/PREMIER TRAVELING TEAM QUALIFICATIONS

- 5.7.1** The League may authorize multiple Elite / Premier Traveling Teams in each playing division. Optimally, each team will be led by qualified managing staffs of four or more adults (including at least one female). Each prospective staff member must submit an application to coach to the Board This application is done electronically through TeamSnap.

- 5.7.2** In order to be eligible for a Travel Team Management position the coach must have been registered and approved during the League's Spring Season in a Manager, Coach, Assistant Coach or Elite/Premier Coaching position.
- 5.7.3** The Board will consider information in the applications, prior experience with members of the managing staffs, compliance with these (including return of equipment and filing team financial statements) and other League rules and any other information it deems pertinent in evaluating applications for approval. The applications will be sent to all Board Members to review prior to the Board meeting when the votes will be tallied. Any member of the Board who has a conflict of interest for any division (spouse, current division coach, parent, child, etc) will be asked to leave the room during the voting process and will not be able to cast a vote. In the event that there is a tie, the League President will be the deciding vote.
- 5.7.4** The President will notify each coach of the results. If for any reason a coach decides he or she does not want the team assigned to them or cannot fulfill the responsibilities, the coach with the next highest ballot count will be given the option to take that team. If there is not another coach, then another coach will not be appointed.
- 5.7.5** Players within or outside of SSJSB are eligible to play for the Elite/Premier Traveling Team.
- 5.7.6 Eligibility:** Team must conform to ALL of the following definitions of eligibility to be eligible.
- The team must be approved by and represent SSJSB
 - The team must have some form of tryouts or demonstration of skill that is announced to the entire league membership.
 - All players must live in the approved boundaries of SSJSB
 - Any player that participates with any other team outside of SSJSB or B Team during the rec league season forfeits their eligibility.
 - All players must also participate as a regular league player outside of their B program team.
 - The team must represent a specific age division.
- 5.7.7 Classification:** All teams in the B program will be classified as USA B teams regardless of league size. B teams, including individual players participating in the B program, cannot be reclassified down to the All Star C program.

5.8 QUICKSILVER JUNIOR

The Quicksilver Junior program was established to provide a program for young athletes who are 6U and 8U age eligible to continue developing their skills in an organized fashion during the summer and fall off seasons.

- 5.8.1 Coaching:** Coaching will be offered to one of the current 6U or 8U coaches who is currently not in charge of any other Traveling Team. This Coach will have been a star coach during the rec season and someone who is an example of the SSJSB ways. This coach must be Background Cleared and ACE certified.
- 5.8.2 Registration:** All players who are 6U and 8U age eligible are encouraged to sign up to participate. This program is not limited to existing SSJSB Players and we

encourage new players and players from other leagues to participate. A registration form will be available at the end of the Spring Season and will be announced at Closing Day Ceremonies, Email, Website etc.

5.8.3 Fees:

Summer: Each player is asked to pay \$25 which will cover administrative fees, fields and a Quicksilver Jr T-Shirt will be provided.

Fall: Each player is asked to pay \$100 which will cover administrative fees, fields, umpire fees and a Quicksilver Jr Uniform.

5.8.4 Practices:

Summer: The practices are generally every Saturday morning. This may change due to the requests of the appointed coach.

Fall: Practice schedule will be up to the of the Managing staff. Generally these teams will practice 2 days a week for 1-2 hours.

5.8.5 Fields: Use of League fields and equipment during the summer or fall seasons is a privilege. Managing staffs are expected to drag their field after use and water the field once a week. The equipment shed and toilet facilities are to be kept neat and clean. Equipment damaged beyond normal wear and tear will be replaced by the managing staff from the team's budget. League equipment is checked out from the equipment chairman and then checked in on a timely basis at the completion of the season.

5.8.6 Games:

Summer: The summer program does not have scheduled games.

Fall: The fall program has regularly scheduled interleague games every Sunday.

6.0 SKILLS CLINIC PROGRAM

The Skills Clinic Program has been established to afford participants that desire additional training in the skills of softball an opportunity to work with the dedicated instructors that have volunteered to serve the League on Skills Clinic Program managing staffs. Managing staffs operate weekly Skills Clinics for players in their selected age groups on Sunday's during March, April and May. The Clinics will stress the skills of softball. All league players are eligible to participate in this program, provided a managing staff has been approved in their age group.

6.1.1 The Skills Clinic Program will be available in each age group for which the Board has approved a qualified managing staff to administer the clinics during the spring playing season.

6.1.2 Expenses related to the Skills Clinic Program are to be included in the League's annual budget. Budgeted amounts will be allocated to each age group by direct Board approval.

6.1.3 The Player Agent will be given weekly attendance information by each Skills Clinic Program manager which will list the attendance at each weekly clinic.

6.1.4 No one may discourage or disqualify any player from participating in the Skills Clinic Program. Each managing staff will ensure each player an opportunity to participate in each clinic in a fair and equitable manner. Requests for cause to remove or drop a player from participation in the Skills Clinic Program by a managing staff must be made directly to the Player Agent. After approval by

the Board, the Player Agent will inform the participant of the action taken.

- 6.1.5** It is the manager's responsibility to make certain that there is always a female with completed Background Check at all clinic sessions.

6.2 MANAGING STAFF QUALIFICATIONS

- 6.2.1** Qualified managing staffs of four or more adults (including at least one female) must petition the Board for authority to operate a Skills Clinic for League participants at or before the February Board Meeting. Prior to the start of the clinics, only one managing staff will be sanctioned by the Board per age group.
- 6.2.2** Each member of a managing staff must be a participating member in the operation of the League's Spring program in order to be considered for approval by the Board as a member of a Skills Clinic Program managing staff. Members participate in the operation of the League through participation on a managing staff of a Spring season team, the Board of Directors or a standing committee of the Board. The Board of Directors must individually approve exceptions, which may occur.
- 6.2.3** Each member of a managing staff understands they are required to abide by the guidelines for the Skills Clinic Program as a condition of their approval by the Board as a Skills Clinic manager, coach or chaperone. Failure to abide by these guidelines may result in removal from the managing staff or disqualification of the entire staff after vote of the Board.
- 6.2.4** Whenever a Skills Clinic Program for a particular age group has more participants than can be easily handled by the approved managing staff, that staff with the assistance of the Board will add individuals to the approved managing staff or form an additional managing staff(s) such that the ratio of coaches to participants is adequate. In such instances, the Board may waive the requirements of 6.2.2.
- 6.2.5** Should a qualified managing staff cease its participation or be disqualified by vote of the Board, the Skills Clinic Program for that age group will become the responsibility of the Board of Directors.

6.3 PARTICIPANT QUALIFICATION

- 6.3.1** In order to qualify for Skills Clinic Program participation, a participant must be rostered in the League for the Spring playing season.
- 6.3.2** Since Spring teams do not practice or play games on Sundays it is expected that participation in the Skills Clinic Program will not conflict with any player's involvement with regular spring activities. Should any player neglect regular spring team activities in favor of the Skills Clinic Program that player will be disqualified from further participation in the Skills Clinic Program.

7.0 SAFETY PROGRAM OUTLINE

It can be traumatic for newly registered players to learn how to; catch a fly ball, bat the ball, short hop a ball, play various positions, properly use their glove, etc. To minimize the potential for injury, it is important that the managing personnel become aware of sports training tools available to help with the training of players. Special bats, safety balls, as well as other safety equipment (usually available in local stores), can help make the teaching of basic softball skills very easy. It is necessary that all managing personnel, every umpire, the Board of Directors, and all parents do everything within their power to ensure the safety and well-being of every player in the League.

Managers and coaches should have training procedures established before each and every practice to enable each practice to achieve a preset goal. Teamwork should be the ultimate goal.

7.1 AT THE FIRST PRACTICE

1. No teams may practice; gather informally or otherwise meet, with or without their managing staffs, prior to the League established "First Day of Practice."
2. This could possibly be the first time many of the players have ever attempted to throw, catch, or hit a ball. Be safety wise - take it easy!
3. Never allow a player to practice unless the managing staff has in their possession a signed medical release card for each and every player.
4. Divide the players by experienced and inexperienced and have each group practice separately.
5. Explain to everyone the possible dangers that exist when practicing.
6. Never hit a fly ball to an inexperienced player. This could result in a black eye, broken nose, broken finger, or some other injury as well as creating a fear of the ball.
7. Never allow the stronger players to hit or pitch to the inexperienced players.
8. Have several safety balls available to be used by the inexperienced players.

7.2 AT ALL PRACTICE SESSIONS

1. Until a female with a Background Check Clearance is present, players are not covered by Accident/Medical and League Liability Insurance. Always instruct players to arrive on time - never early nor late. Never allow a practice to be held without the managing staff present.
2. The entire managing staff is needed for proper supervision and training at each and every practice.
3. Good discipline will win the attention and respect of everyone. Bench any player who will not behave or take directions. Never allow any form of "horse play" to happen. Softball is to be fun, use discretion and adult psychology in disciplinary matters.
4. Inspect the practice area before starting practice. Look for rocks, broken glass, base spikes, hazardous debris, and sprinkler heads. Never practice in the rain, or on any muddy or wet area.
5. Teach all players to handle bats, balls, and all equipment in a safe manner. Put all equipment away when not in use. Designate a specific place for gloves to be placed when not being utilized. Use a piece of fabric, carpet, or mat as the specified area to take all practice swings. When warming up the pitcher, be sure the catcher wears the catcher's helmet, mask, and throat guard. Use a separate area for the pitcher to practice pitching.
6. Always have the players remove watches and any jewelry. Medical I.D. bracelets may be worn if covered with medical tape. Players will always wear socks that cover the foot and ankle, with shoes that cover the entire foot. Players with long hair will have it pulled back off the face and secured by a safe means.
7. For insurance purposes, only registered managing personnel and players may participate in practice. Have young children removed from the area of possible danger.
8. Never use a practice area that has not been approved by the Field Director.
9. Always fit the player's ability to the position they are playing. Ensure that every player can safely catch a ball before assigning them a defensive position.
10. Before practice always warm-up the players with a few calisthenics. Have the players warm-up their throwing arm slowly and carefully. Start the players throwing from a short distance before

allowing throwing from a long distance. Line-up the players so they are all throwing in the same direction.

7.3 INFIELD PRACTICE

1. Use a safety ball to introduce and practice the skills involved in fielding ground balls.
2. Infield practice should benefit all the players.
3. Make sure the catcher is a safe distance from the bat when hitting infield.
4. When conducting batting practice, be sure the catcher is waiting for the pitched ball to enter the glove and not taking it from the strike area.

7.4 OUTFIELD PRACTICE

1. Use a safety ball to introduce and practice the proper method of catching a fly ball. A high incidence of accident claims is due to the lack of proper training in this area.
2. Conduct the practice at a safe distance from the infield practice.
3. If a weak player is going to be played in the outfield, it is important to give this player some special time and instruction to raise their confidence and ability.
4. Never allow players to catch fly balls in a group at random. Have only one outfielder catching a fly ball at a time. Demand that the player call for the fly ball every time before they catch the ball.
5. Be sure the catcher has caught the throw from the fielder before hitting another fly ball. This will ensure that the catcher will never be hit by the bat or ball while going after the fielder's throw.

7.5 THE GAME

1. Follow established warm-up procedures as is done in practice.
2. When either team takes infield practice, the other team will stop all activity except for the batter which will move to a designated safe area.
3. Never allow anyone to mark the field while infield practice is being conducted.
4. Infield practice should help to relieve tension, instill confidence, and familiarize the players with the field conditions.

7.6 GROUNDS AND EQUIPMENT

1. Always have the fields properly measured and lined. Set the "on-deck" circle at a safe distance, at least 25,' from home plate. The bench and the spectators should be in an area that is as highly protected as possible.
2. Take every measure to protect all spectators. Spectators are not covered by Accident/Medical Insurance, but rather by the League's Liability Insurance.
3. Make sure the dugouts and bleachers are safe and free from developing splinters. Be sure there are benches for the entire team in both dugouts.
4. Inspect any fence around the playing field. If wood, check for split boards, exposed nails, and splinters. Chain link, look for exposed wire ends and be sure the fence is installed with the smooth wire end up.
5. Carefully look at the toilet facilities and drinking fountains, be sure there is proper drainage, and wet and muddy areas are covered with dirt or sand to prevent possible slipping accidents.

6. Allow only designated scorekeepers in the scoreboard area.
7. Maintain proper field conditions, keep the grass cut short, continually inspect for rocks, holes, glass, and hazardous debris. A field that was all right yesterday can be a hazard today.
8. Always stop play at dusk. Never try to get in an extra inning. Stop a little early rather than risk injury to the players.

7.7 OUTSIDE ACTIVITIES

Accident/Medical Insurance will never cover activities other than softball playing. Proper supervision is the key to any gathering of players. Be careful and safety wise. Pool parties and skating parties can be very dangerous.

8.0 RULES FOR SPECTATORS

1. Spectators will never be allowed to heckle the umpires. Over ninety percent of all umpire calls are based on judgment. If the umpire makes a mistake in rule interpretation, the team has the right to have the error corrected prior to the next pitch.
2. Spectators will never belittle the efforts of the players. Spectators are urged to support the players' efforts by making encouraging remarks and applauding enthusiastically.
3. Spectators will stay away from the team dugouts and will never talk to players or managing personnel involved in the game.
4. Spectators will remain behind fences and "out of play" lines to prevent possible spectator interference and player injury.
5. Spectators will return all balls hit or thrown into the stands to the game announcer's stand unless directed to return the ball to the field by the game umpires.
6. Any spectator(s) that commits an outward act of unsportsmanlike conduct or an atmosphere that is not conducive to the game may cause the sideline of his/her team to be cleared to a point that is "out-of-sound" of the game. Failure to clear the sideline by a team will result in the umpire declaring the game a forfeit. Offending parties are subject to Section 2.4.3 of these Administrative Rules - suspension from the League.

UMPIRE BY LAWS

SSJSB members shall report any incident of abuse of umpires to the Umpire in Chief and Player Agent within 24 hours of the occurrence.

The UIC and Player Agent, upon investigating the incident and after hearing from all parties, shall recommend an appropriate disciplinary action within 24 hours. In the event that there is a conflict of interest and the UIC and/or Player Agent should not be involved in the investigation, the Vice President shall preside over investigation.

1. Verbal abuse- 1 warning from the Umpire communicated to the offending team's manager/coach. If the verbal abuse continues the offender will be removed from the game.
2. Serious verbal abuse (e.g. use of profanity) - Removal from game and 2 games suspension.
3. Multiple incidents with same offender, threats of physical harm to umpires, following umpires off the field or any other aggressive actions against umpires shall result in immediate and indefinite suspension of the offending spectator or coach. The Executive Board shall determine any further discipline.

SUSPENSION: This is defined as not being allowed to attend any SSJSB game in the division where

the incident occurred. A coach may not coach at nor attend any SSJSB game at that division level during the suspension. Coaches may not attend practices during their suspension. Umpires must turn in their certifications/background checks on or before March 1st

9.0 ANNUAL SCHOLARSHIP PROGRAM

The South San Jose Softball Scholarship Program has been established to benefit high school seniors who are current or former participants with SSJSB or either predecessor league, Garden City or Blossom Valley Softball. Scholarship awards are to be granted based upon the individual's academic and civic contributions during their high school years.

ALUMNI SCHOLARSHIP PROGRAM

The program calls for the League to present a \$300 scholarship to two qualifying senior graduates. Scholarship awards will be disbursed upon presentation of proof that the student has enrolled in an accredited two or four-year advanced education program.

Qualifying students will have played three or more spring seasons with SSJSB or its predecessor leagues. Students playing one or two years with SSJSB will qualify if those were the only years they lived within the League boundaries prior to entering high school. Qualifying students will have achieved at least a 3.0 grade point average in high school and need not have played softball for their high school program.

The student's application to be considered for the scholarship award will include final grades received during the junior year and semester grades for the senior year through the most recent grading period. In addition, the application will include the student's essay describing her civic contributions while attending high school.

Completed applications must be received by the League Secretary via email or in the Leagues PO box on or before April board meeting. A committee of League members that is appointed by the Board and which will consist of not less than three nor more than five members will judge the applications and select the two scholarship winners. To serve on the selection committee, a member may not have had a relative eligible to receive a scholarship for the three prior years nor may the member have a relative scheduled to be eligible to receive a scholarship for the next three years. Scholarship winners are to be judged based upon the individual's academic and civic contributions during their high school years. (appendix 5)

Scholarship winners are to be announced in early May in order that the awards may be presented at the school's awards day or at closing day ceremonies.

WESS JONES SCHOLARSHIP PROGRAM

In recognition of the significant contributions Wess Jones made on behalf of our participants, the League has established the Wess Jones Scholarship. The scholarship is to be awarded each Closing Day to the participant, regardless of age, that best demonstrates the character that Wess admired in young players. Payment of the \$300 award is to be in the form of a SSJSB League check made out in the name of the selected athlete.

UMPIRE SCHOLARSHIP PROGRAM

South San Jose Softball

In recognition of the significant contributions Ken Dessert made on behalf of our participants, the League has established the Ken Dessert Umpire Scholarship. The scholarship is to be awarded each Closing Day to the participant, regardless of age, that is selected by the League umpires based upon sportsmanship and fair play. The scholarship is to be funded from specific contributions to the League from the umpires. Payment of the \$300 award is to be in the form of a SSJSB league check made out in the name of the selected athlete.

ANNUAL RATIFICATION BY BOARD OF DIRECTORS

By action of the Board of Directors of South San Jose Softball, these Administrative Rules (Bylaws) have been legally adopted at a regular Board meeting.

David McNay

Katie Hahn

02/08/2017

President's Signature

Secretary's Signature

Date

Appendix 1

Board Roles & Descriptions

President

The President presides over all SSJSB meetings, establishes and approves plans to coordinate all League activities, is ultimately responsible for all volunteer personnel (i.e. all Board Members, coaches, etc) and all SSJSB functions, and is responsible for all SSJSB assets. The President will contact the school principals where SSJSB occupy fields to communicate facility procedures and to establish annual affiliations with schools. The President will assist the Treasurer in preparing the annual budget. The President is the SSJSB spokesperson for external events or media inquiries and is required to represent SSJSB at planning meetings.

Vice President

The Vice President performs all of the duties of President in the absence of the President. The Vice President assists the President in all activities of the League as directed, establishes communication with Division Commissioners to execute seasons goals throughout all divisions, coordinates the completion and return of Personal Information Forms and ACE Certifications. Is also responsible for awards (trophies, plaques, etc.) and sponsor yearbooks for Closing Day ceremonies.

Secretary

The league Secretary keeps permanent minutes of all official Board Meetings, is responsible for all official league correspondence, maintains volunteer rosters, is responsible for coordinating a plan to organize and supervise the League's Opening and Closing Day ceremonies. The Secretary is responsible for recording modifications to the league bylaws and field playing rules, as directed by the Board.

Treasurer

The Treasurer is responsible for all incoming funds and outgoing expenses that the league incurs. The Treasurer deposits all funds in the bank account and will oversee all collections made for the League (e.g. fundraisers, snack shack, merchandise sales, etc.) The Treasurer is responsible for collecting all cash receipt and disbursement vouchers, reconciled bank statement and check registers to facilitate the preparation of League financial statements and will work with the President to prepare an annual budget for approval by the Board.

Player Agent

The Player Agent is responsible for the physical and mental health and welfare of all league participants and is to see that any charges of mistreatment are thoroughly investigated and brought to the attention of the Board. The Player Agent is responsible for creating evenly distributed teams and supervise player registration and team draws, maintains team rosters and player databases, and assigns late registrants to teams. The player agent interprets and recommends playing rules that are exceptions to the ASA rules.

Umpire-In-Chief

The Umpire-In-Chief (UIC) is the final interpreter of the Field Playing Rules once the regular season has started and will be totally familiar with SSJSB Field Playing Rules and the USA Official Rules of Softball.

The UIC is responsible for recruiting, training and scheduling umpires for all league games and tournaments. The UIC investigates charges of rule misinterpretations or similar on-field problems and will establish the “ground rules” for all League fields. The UIC is responsible for submitting necessary documentation for umpire compensation.

Commissioners

One commissioner is elected for each age division and is in direct charge of that division’s program. Commissioners help secure qualified managers and coaches, ensure that playing and practice conditions are adequate, communicate with managing staffs concerning any proposed rule adoptions, communicate with managers prior to Board meetings to discuss any information from the field level which might need Board attention, assist managers in securing team sponsors, and communicate with the managers and Board meetings to relate any actions, solutions, or directions given by the Board.

Concession Director

The Concession Director will organize a schedule of team coverage of the snack shack for the Spring Season, will oversee the procurement of all needed food and supplies and will submit receipts for League reimbursement to the Treasurer, will ensure that receipts from snack shack operations are delivered to the Treasurer. Will prepare each snack shack for League use prior to the Spring Season, will oversee snack shack operations while spring season games and Summer tournaments are played to ensure guidelines for snack shack operations are being followed.

Equipment Director

Responsible for ordering, maintaining, and distributing all equipment for teams and fields. Coordinates use of league shared equipment (such as pitching machine and slider mats) with teams. Maintaining a current inventory and work with multiple vendors to obtain the best pricing.

Fields Director

The Fields Director attends field allocation meetings held by San Jose Recreating and Parks Department, San Jose Unified School District and Oak Grove School District to secure the League’s continued rights to use field facilities. The Field Director routinely inspects all fields used by the league to determine repairs needed, submit an order to the Board for all materials necessary for field maintenance, will organize and supervise volunteer work crews for field maintenance days, secure necessary permits for League use of assigned fields and ensures that all managers receive copies of appropriate permits for practice.

Fundraising Chair

Responsible for defining and organizing league fundraising events such as raffles, dinners, car washes and corporate sponsorships.

Game Scheduler

Responsible for creating season schedules, rescheduling rainouts, collaborating with neighboring leagues for interleague tournament schedules, scheduling “Board Member on Duty” shifts, assigning practice fields and creating end-of-year tournament schedules and brackets.

Publicity Chair

The Publicity Chair organizes the League's publicity efforts leading up to Spring Season registration, including attending community events, posting signs, designing and producing registration flyers, distribution of flyers to schools, etc. for the purpose of increasing player registration. Ongoing work includes promoting fundraisers, opening/closing ceremonies, and the summer travel program.

Safety Officer

The Safety Officer is ultimately responsible for the safety and well being of all league participants and their families. He/she is responsible for keeping team first aid kits filled, inspect field conditions for safety hazards, ensures safety during league events, responsible for maintaining a safe environment in snack shacks, responsible for collecting injury reports and contacting coaches and parents if needed and making recommendations to the board on how safety can be improved.

Uniform Chair

Responsible for compiling uniform order, defining colors, working with uniform and visor suppliers, and distributing the uniforms for the Spring, Summer and Fall teams.

Volunteer Coordinator

Responsible for communication between the league's board and teams by gathering all league information for team parents and coordinating the team parent meeting during preseason. Information includes Opening day, Snack Shack, Pictures etc. Assist Snack Shack coordinator with scheduling of team volunteers throughout the season.

Webmaster

Responsible for updating website, posting scores, maintaining stats, updating schedules. May also include managing external league communications and designing flyers and banners. Must own and be proficient with MS FrontPage and graphic design and writing skills are extremely important.

Personal Information Form

Personal Information

Full Name: _____

Last *First* *M.I.*

Address: _____

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Home Phone: _____ Alternate Phone: _____

Email _____

Birth Date: _____ Marital Status: _____

Emergency Contact Information

Full Name: _____

Last *First* *M.I.*

Address: _____

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Primary Phone: _____ Alternate Phone: _____

Relationship: _____

Full Name: _____

Last *First* *M.I.*

Address: _____

Street Address *Apartment/Unit #*

City **State** **ZIP Code**

Primary Phone: _____ *Alternate Phone:* _____

Relationship: _____

This form can be found at <https://form.iotform.com/70288047156156>

SSJSB Spring Season Evaluation Form

Please use your experience during the SSJSB Spring Rec Season to rate the following statements. Your feedback will help us to ensure that we continue to meet the needs of our families and continue to improve year over year.

Coach Evaluation

Organization -practices were organized/time was used effectively *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

Information such as emails or handouts about team practices and other events were communicated effectively *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

Coach was qualified to teach the skill set necessary for this age group to succeed *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

Coach spoke and communicated with the players in a way that helps them understand *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

The coach was open and approachable for all players and parents *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

The coach was respectful to the players, parents and other teams *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

The coach was a good role model and displayed good sportsmanship for my player and her teammates *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

The coach had a good handle on his/her team *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

The coach was fair to all players *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

Any comments regarding the coaching staff

My Player

I feel that my player learned new skills and overall improved throughout the season *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

I feel that my player progressed positively in her attitude and sportsmanship *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

My player is very likely to come back and play next season *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

My player had a positive and enjoyable experience *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

Comments regarding your player's experience

The League

I felt that the League effectively communicated all necessary items in a timely and efficient manner *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

The new TeamSnap page was a great investment and was a big help this season *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

I enjoyed all of the events (opening day, fundraisers, etc) *

	1	2	3	4	5	
Disagree	<input type="radio"/>	Agree				

I enjoyed all of the events (opening day, fundraisers, etc) *

1 2 3 4 5
Disagree Agree

I feel that the league creates a positive and enjoyable experience for all it's players and parents *

1 2 3 4 5
Disagree Agree

I feel that the price to participate is fair and that I got my money's worth *

1 2 3 4 5
Disagree Agree

The facilities and fields provided were adequate and well taken care of *

1 2 3 4 5
Disagree Agree

Comments about SSJSB

Player Information

Name

First Name Last Name

Division / Team

Year's my daughter has played with SSJSB

Any additional feedback or recommendations

Appendix 4

Quicksilver Evaluation Form

Please use your experience during the SSJSB Spring Rec Season to rate the following statements. Your feedback will help us to ensure that we continue to meet the needs of our families and continue to improve year over year.

Season

Coach Evaluation

Organization -practices were organized/time was used effectively *

1 2 3 4 5

Disagree Agree

Information such as emails or handouts about team practices and other events were communicated effectively *

1 2 3 4 5

Disagree Agree

Coach was qualified to teach the skill set necessary for this age group to succeed *

1 2 3 4 5

Disagree Agree

Coach spoke and communicated with the players in a way that helps them understand *

1 2 3 4 5

Disagree Agree

The coach was open and approachable for all players and parents *

1 2 3 4 5

Disagree Agree

The coach was respectful to the players, parents and other teams *

1 2 3 4 5

Disagree Agree

The coach was a good role model and displayed good sportsmanship for my player and her teammates *

1 2 3 4 5

Disagree Agree

The coach had a good handle on his/her team *

1 2 3 4 5

Disagree Agree

The coach was fair to all players *

1 2 3 4 5

Disagree Agree

Any comments regarding the coaching staff

My Player

I feel that my player learned new skills and overall improved throughout the season *

	1 2 3 4 5	
Disagree	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Agree

I feel that my player progressed positively in her attitude and sportsmanship *

	1 2 3 4 5	
Disagree	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Agree

My player is very likely to come back and play next season *

	1 2 3 4 5	
Disagree	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Agree

My player had a positive and enjoyable experience *

	1 2 3 4 5	
Disagree	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Agree

Comments regarding your player's experience

Tournaments & Fees

I feel that the registration fees and uniform costs were fair and justifiable *

	1 2 3 4 5	
Disagree	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Agree

I feel that the additional fees our team had were reasonable *

	1 2 3 4 5	
Disagree	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Agree

I feel that our coaching staff chose a good number of tournaments for our team *

	1 2 3 4 5	
Disagree	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Agree

I would like to see our team play more tournaments *

	1 2 3 4 5	
Disagree	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Agree

I feel like we played too many tournaments *

1 2 3 4 5

Disagree Agree

Comments about tournaments and fees

Player Information

Name

First Name

Last Name

Division / Team

Year's my daughter has played Quicksilver/Travel Ball

Any additional feedback or recommendations

South San Jose Softball

Appendix 5



South San Jose Softball

PO Box 18124
San Jose, Ca. 95136



HOME OF QUICKSILVER

Applicant name: _____ SS#: XXX-XX-XXXX DOB: _____
 Address: _____ Phone: _____
 High School Attending: _____ Graduation Date: _____
 College Applying to: _____ Overall GPA: _____
 Current GPA: _____

What is your history with South San Jose Softball?

Describe your high school extra-curricular activities and participation within your community.

List any honors and/or recognition you have received.

What has been your greatest contribution to your high school community?

Briefly describe your academic objectives.

Signature

Date

Please send all applications to
KATIE@SSJSB.COM