



Skiatook Softball Association

SSA BYLAWS

8-22-2016

Article I. NAME, AFFILIATION, AND OBJECTIVE

SECTION 1: NAME & AFFILIATION

The association shall be called Skiatook Softball Association and may be referred to as SSA, Softball or the League in the rest of this document.

SECTION 2: OBJECTIVES

SSA seeks to instill in its participants the ideals of good sportsmanship, honesty, loyalty, courage, discipline, and respect for authority. These objectives will be reached by providing the highest quality of supervision and competitive games. The supervisors shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of games is secondary to the player's wellbeing. It is the philosophy of SSA to have its coaches, teach all players all aspects of the game of softball and do so in a positive, and alcohol-, tobacco- and drug free environment.

Article II. GOVERNMENT

The government of SSA shall be under the direct supervision of the following Board Members. A total of nine (9) members shall be on the board.

OFFICERS:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Umpire In Charge
- F. Four (4) Members-At-Large

The SSA Board shall have the supervision, control and direction of the management, affairs and property of the organization; will determine its policies, will supervise the disbursement of its funds and shall actively pursue the purpose and objectives enumerated in these by-laws.

Written rules could not possibly be published that would cover all situations that will arise in the SSA. Should a situation arise that is not specifically covered by the written rules, the Board shall rule on such situation if deemed necessary. Any deviation from a written rule will be by the express consent of a majority of the Board.

In case of a vacancy on the SSA Board, the president may appoint someone to fill the vacancy, with majority of the board approval until the next scheduled election of board members. Failure to attend the six (6) minimum required meetings could result in removal of the offending officer by a majority vote at a general board meeting. The appointed officer will serve the remainder of the term.

Board members and officers are required to take ASA certification annually, which includes a Criminal History check. Coaches, umpires, and ANY adult on the field with the players may be additionally required to submit to a State of Oklahoma Criminal History check.

Article III. DUTIES AND RESPONSIBILITIES

SECTION 1: DUTIES OF THE OFFICERS

A. President:

1. Act as commissioner and have overall knowledge of the proceedings.
2. Preside over all meetings of the general membership or the SSA Board.
3. Shall have no voting power, except in the case of a tie.
4. Initiate an annual audit of the treasurer's office.
5. Shall be responsible for the day-to-day operation of the SSA.
6. If the president holds two positions on the Board, he will retain voting rights.
7. Obtain appropriate accident and liability insurance before any player practices or plays.

B. Vice President

1. Assist the president in all functions.
2. Preside at any meeting the president is unable to attend.

C. Secretary

1. Attend all meetings and keep minutes of the meetings.
2. A summary of the minutes of the previous general membership meeting shall be read at the next general membership meeting. Organize and coordinate the printing, collation, and distribution of all printed materials.
3. Act as Public Communication Liaison.

D. Treasurer

1. Keep an accurate account of all monies for the SSA.
2. Deposit all monies in SSA bank account.
3. Pay all approved debts.
4. Prepare and give financial reports at all meetings.
5. Assist in the annual audit.

E. Umpire in Charge

1. Schedule all umpires for league and tournaments.
2. Work with the Board on rules and conduct.
3. Must be registered with all sanctioning bodies represented in the park.

F. Members At Large

1. An at larger board member shall be appointed to represent the general membership. This officer shall be a voting member with voting limited to issues or decisions affecting the membership as a whole and shall not vote on operational items of the SSA.

SECTION 2: DUTIES OF THE BOARD

- A. Management of this Association shall be entrusted to the Board. A 51 percent majority of the voting Board members shall constitute a quorum and therefore be allowed to vote for the entire Board.
- B. All proceedings of the Board shall be reviewed at the next general membership meeting.
- C. All members of the Board, including the officers, shall serve without salary.

SECTION 3: ELECTION OF THE BOARD

- A. Elections shall be held at the general membership meeting held on or around January 15th every other year from electing years.
- B. The Board or the general membership may submit recommendations/nominations. If no one is nominated, appointments can be made by the president to fill the positions, with majority of the board approval.
- C. Five (5) officers and four (4) Board members shall be elected by simple majority of full membership present. Newly elected officers/members shall assume duties at the next scheduled Board meeting.
- D. Secret ballot may be used if there is more than one nominee for any office.
- E. The term of each officer shall be for two years providing qualified candidates are available

SECTION 4: CONCESSION DUTIES AND RESPONSIBILITIES

- A. The Concession Stand Coordinator will be responsible for the operation inside the concession stand and gate entry to the park.
- B. They will supervise the paid workers and assure that all concession stand procedures are followed. Should they be unable to work their assigned night due to illness they must coordinate with another qualified person to trade nights.
- C. Workers must be 12 years of age or older. The Coordinator will pay workers each night and keep a record of hours worked.
- D. Coordinator should keep accurate record of concession inventory as well as nightly sales.
- E. Concession Stand Coordinator will be responsible for submitting nightly accurate total of sales in dollars for gate and concession sales.
- F. The concession stand coordinator and a member of the board (other than Treasure) will count and sign for the amount earned during each night or event. In the even there are no other board members available to sign off, and then the treasure can sign.
- G. Treasure will receive funds weekly and verify count and deposit in the SSA bank account.

Article IV. MEMBERSHIP

SECTION 1: MEMBERS, MEMBERS' RIGHTS AND CONFLICTS OF INTEREST

Regular members of SSA shall consist of parents or legal guardians of players. In election of Board members each regular member gets one vote per child who participated in the previous year.

- A. Membership shall consist of the following:
 - 1. Team managers
 - 2. Officially registered coaches
 - 3. Board members
 - 4. Parents of the players who are currently in the softball program or legal guardians of players.
- B. Members shall have the right to adopt rules and regulations to govern this association. Members must attend the meetings in order to have a vote.
- C. No member shall use his position to achieve financial gain. No general member will have UN- paid access to gated SSA events.
- D. Any conflict of interest shall be disclosed to the SSA Board.

SECTION 2: REGISTRATION FEES

Registration fees will be set by the SSA board on a yearly basis. Registration fees pay for player accident insurance and operation expenses of the SSA. In case of need, the Board can override the player fee. No player will be refused because of lack of funds. Registration will be held during January and the first week of February. The location for registration will be set by the Board on a yearly basis.

Article V. MEETINGS**SECTION 1: BOARD MEETINGS**

Regular board meetings of the SSA will be held monthly. Meetings will be held for no more than 2 hours at which time a motion may be made to extend the meeting. Special meetings may be called at the discretion of the President. Quorum: Presence, in person, of at least 51% of the Board Members and include the President and/or the Vice-President. Voting: Only Board

- A. The Board shall meet monthly to conduct the business of SSA.
- B. The general membership meetings shall be held on or around Jan 15th and July 25th unless otherwise ordered by the SSA Board.
- C. The General membership meeting on or around July 25th shall be known as the annual meeting.
- D. Notification of the meeting will be via local newspaper, e-mail or social media outlets.
- E. Robert's Rules of Order shall govern meetings except where in conflict with these bylaws and rules and regulations.

SECTION 2: GRIEVANCE COMMITTEE

Any grievance/complaint against a Coach, Umpire, Board Member, or anyone affiliated with SSA shall be turned into the Board or e-mailed (*Skiatookyouthsoftball@yahoo.com*) within 48 hours of the issue. It must be in written form and signed and dated.

Article VI. CONDUCT OF COACHES, PLAYERS, SPECTATORS AND UMPIRES

- A. All coaches, players, spectators and umpires will be expected to conduct themselves in a proper and sportsman-like manner. The SSA Board reserves the right to judge any conduct detrimental to the league or association, including recruiting violations and take action against such parties as appropriate.
- B. The use of foul or profane language is prohibited at practice and the ballpark. The use of any form of tobacco is prohibited on the practice or playing field. Glass containers will not be allowed into the playing complex.
- C. Alcoholic beverages are prohibited at all times and in all places within the park. Any umpire or SSA volunteer showing signs of intoxication during an SSA sponsored event will be ejected and suspended until a disciplinary review can be held. Review must be held within five (5) days of suspension.
- D. Harassment of any player will not be allowed. Umpires shall enforce the rule. Violators will be removed from the park. Umpires will be required to follow the chosen league sanction umpire rules and protocol.
- E. Umpires will be paid the full appropriate umpire fee only after three (3) innings of play have been completed. Games started and played for less than three (3) innings will be at half the appropriate fee. 6U games will be considered complete after 30 minutes of play. Umpires will not be paid if the game(s) were cancelled due to rain by 4 p.m. on the day of scheduled games.
- F. Misuse of fields, fence, gates, equipment or property will be subject to disciplinary action based on recommendations by the SSA Board.

SECTION 1: DISCIPLINARY ACTIONS

The SSA board shall have the authority to suspend, discharge, or otherwise discipline any player, manager, coach, umpire, league officer, or other person whose conduct is in violation of the rules and regulations of SSA and these by-laws, and/or is considered detrimental to the best interest of the league. Persons subject to disciplinary action shall have the right to a hearing before the league officers before such discipline is imposed. In the event the discipline procedures involve a player, the player's parents or legal guardian shall be invited to attend the hearing with the player concerned. Persons, youth or adult, who refuse to comply with the rules of SSA, or the league, may be considered for disciplinary action. The league may impose one of the following penalties which, in their opinion, seems to match the severity of the offense:

- A. **Warning** -The offending person is to be advised in writing of the offense and further advised that repetition of the offense shall result in a more severe penalty.
- B. **Suspension** -The offending person is to be advised in writing that he/she has been suspended from all league activity for a specific number of games or days.
- C. **Dismissal** - The offending person is to be advised in writing that he/she has been dismissed from the league for the remainder of the current year.
- D. **Barred** -The offending person is to be advised in writing that he/she had been barred from present and future participation in the league, or for specific number of years.

Article VII. FINANCIALS

The SSA Board will determine which positions will receive financial compensation and the amount of money, whether it is an hourly amount or lump sum. No voluntary board member shall receive payment. Board members are considered voluntary positions. Any expenditures totaling over \$150, regardless of the need, will require written approval of the SSA board given to the Treasurer or President. All financials can be reviewed publicly at the general meetings.

Article VIII. TEAMS, COACHES, AND UMPIRES

SECTION 1: LEAGUE AGES

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|----------------|-----------|------------------------------|
| A. T-BALL | 6 & UNDER | CAN'T TURN 7 BEFORE Jan 1st |
| B. COACH PITCH | 8 & UNDER | CAN'T TURN 9 BEFORE Jan 1st |
| C. 10 & UNDER | | CAN'T TURN 11 BEFORE Jan 1st |
| D. 12 & UNDER | | CAN'T TURN 13 BEFORE Jan 1st |
| E. 14 & UNDER | | CAN'T TURN 15 BEFORE Jan 1st |

The above ages refer to league age and are set forth by SSA

SECTION 2: INSURANCE

- A. The league will furnish insurance and registration with the governing sanction for all recreation players. It is required that all players be insured through a recognized governing softball body.
- B. The insurance will be secondary to any other insurance under which the player is covered. Claims must be filed under the other insurance first

SECTION 3: LEAGUE RULES

The SSA rules shall be as published in the official SSA (softball) league rulebook. Any coach who knowingly violates league-playing rules is subject to disciplinary action.

- A. All rules will be in accordance with chosen sanction unless specified herein.

- B. All umpires will be sanctioned in accordance with the chosen sanction by the league.
- C. Rules from the League Association will trump the chosen sanction rules except for sanctioned tournaments.
- D. The following rules also apply:
 - 1. Chest protector, shin guards, helmet, mask and throat protectors will be worn by the catcher at all times (including practices). Helmets with chinstraps and face guards must be worn by players while batting and running bases (including practices).
 - 2. Metal cleats will be allowed in 14U and up only.
 - 3. Jewelry of any kind is not allowed to be worn during games.
 - 4. All SSA registered rec teams will be allotted a time and field for practice, to be determined at draft. Non-SSA teams will not be allowed use of fields for practice or other use without prior written authorization from the SSA Board. Teams violating the set practice schedule will be subject to disciplinary action, up to and including forfeiture of remaining practice times, league game wins, and/or fines to be determined by the SSA Board.

SECTION 4: PARK CLEANUP

Each team is responsible for picking up all trash in their dugouts after each game. Coaches should ensure that their parents and players stay to help clean up. All trash in and around the dugouts, bleachers and breezeways must be picked up and placed in trash cans. Trash cans in the dugouts must be emptied into the trash poly carts after the last game of the night. The board may assess a \$60.00 fee to the team if the area is not clean.

SECTION 5: PRACTICE FIELDS

- A. Each current officer on the Board who has a recreation and/or competitive team shall be allowed to pick one practice time (90 minutes) prior to draft. Officers will be allowed to pick a second time as part of the general practice field draft.
- B. Each eligible recreational and/or competitive team may select up to two, 90-minute practice times during the spring draft. Practice times may be back-to-back on one day or on two separate days.
- C. Any non-league playing teams wishing to acquire a practice field must submit a written request to the SSA president.
- D. Cost for one 90-minute practice time is \$250. This fee entitles the team to field use between March and November of that calendar year. Checks must be made out to SSA.
- E. Final eligibility for practice field use will be made by the Board.
- F. Non-league teams will be subject to same rules and regulations as league teams in terms of field use and maintenance. Non-compliance can result in loss of field use and field rental payment.
- G. All field use is based on availability and conditions of fields.
- H. Fields may be closed to practice and games with no notice by Board.
- I. Misuse of fields includes, but is not limited to:
 - 1. Removal of bases or pitching rubber.
 - 2. Applying water or other soaking agents to the infield or outfield.
 - 3. Climbing locked gates or over fences.
 - 4. Not picking up trash.
 - 5. Leaving lights on when last team in the park.
 - 6. Not locking gates.
 - 7. Giving access to lock combination or fields to non-league players, coaches and teams.

SECTION 6: UNIFORMS

- A. Uniforms will be worn during all regular games.
- B. The minimum requirements for uniforms will be "like" shirts with 6-inch high numbers on the back of the shirts.
- C. General guidelines may be added by the SSA Board as required

SECTION 7: SCHEDULING AND RESCHEDULING OF GAMES

- A. Games will be scheduled in accordance with League Association and the chosen sanction rules.
- B. Regular season and playoff games will not be scheduled on Wednesday nights, any night after 10 p.m. and/or before 1 p.m. on Sundays. The only exception would be to schedule a rainout game on a Wednesday night if there were no protests from the coaches and parents involved.
- C. Games will not be rescheduled except for rainouts and/or other legitimate reasons such as school functions. Games must be rescheduled by home coach through the scheduling coordinator within five (5) days of the rainout or other legitimate reason.
- D. When games need to be rescheduled, the home team will be given a choice of two dates. Games will only be rescheduled once except for original rainouts.
- E. All coaches will be required to put up a forfeiture fee. 8U teams and below \$60.00. 10U teams and up are \$70.00. In case of a forfeit, that team will not be allowed to play another game until another forfeiture fee is paid. This money will be refunded at the end of the season if unused.

Article IX. FINAL STANDINGS/TROPHIES/AWARDS

At the end of each season, final standings in each age group will be determined for presentation of trophies and awards. Trophies will be awarded to the first, second and third place teams in each age group. The best league record will determine the seeding for the end-of-season playoff. 6U teams will receive a participation trophy.

Article X. DRAFTING RULES**SECTION 1: COACHES & ASSISTANTS**

With the goal being success in coaching, all managers will be required to find an assistant coach. In this event, the protected player rule applies. Daughters of the assistant coach become protected players on the team. A team is allowed as many assistant coaches as they want but only 2 assistant coaches can be used for the protected player rule.

SECTION 2: DRAFTING ORDER

Returning Coaches have two options when drafting players. They can either keep their whole team or keep none of their team from the previous year. Each drafted player shall remain on that teams' roster

the following season, unless she elects to re-enter draft. If the team elects to play fall ball and the player does not choose to play with the team, she will automatically re-enter the draft during spring season. Drawing numbers will determine draft order. First round all coaches will get one draft pick. Then coach with fewest players will pick until they reach same number of players as the next closest team. These two teams will draft until they reach the same number of players of the next team with the same number. This will continue until all players are drafted. In each division second year teams will draft older players and first year teams will draft younger players, when it is possible. This way player's don't have to switch teams every year. If there are more coaches than teams the coach with the most current consecutive years as a Head Coach (in SSA) will get a team. If this is the same and coaches can't agree on who will be the coach it will be determined by a coin flip. Before the draft a coach may announce who the assistant coach will be. The head coach and the assistant coaches' kid/kids are automatically on the team and they are considered the first 2 picks for the team. If relatives have requested to be on the same team this is allowed with them being drafted together and considered consecutive picks.

Article XI. AMENDMENTS TO THESE BYLAWS, RULES AND REGULATIONS

Any member may propose amendments to the bylaws. All proposed amendments shall be submitted to the SSA Board in writing. Proposed changes will be presented at the next general membership meeting for adoption by at least two-thirds (2/3) of eligible members present.

SECTION 1: BY-LAWS COMMITTEE

Will meet annually to review, edit, and propose any changes to the current By-laws. All changes must be approved by a majority vote of board members.

SECTION 2: CLARIFICATIONS, CONFLICTS AND INTREPRETATIONS

The SSA Board shall make all clarifications and interpretations.

SECTION 3: Effect on Prior By-Laws

These By-Laws shall supersede and replace all preceding By-Laws. Any revision shall be in accordance to the rules of these By-Laws and subject to a vote of the SSA Board for a majority vote.