

South Huntington Beach Girls Fastpitch Softball BY-LAW'S

Section 1. Name and Philosophy

- A. The name of the organization shall be ***South Huntington Beach Girl's Fastpitch Softball, Inc.***, hereinafter known as **SHBGFS**.
- B. It shall be the philosophy of this league to foster, promote and advance the cause of junior softball within the jurisdiction of the league and USA Softball and guard the interests of its teams and players. SHBGFS will:
 - 1. Develop good character and sportsmanship.
 - 2. Provide a means of development for players, Coaches and Assistant Coaches.
 - 3. Provide qualified Coaching.
 - 4. Emphasize respect for authority of laws, rules and regulations both on and off the field.
- C. SHBGFS shall be a non-profit, educational, recreational organization and shall have no salaries paid to its officers, committee members, Board of Directors, Coaches or Assistant Coaches for the performance of their duties.

Section 2. Administration

- A. The affairs of SHBGFS shall be administered by the Board of Directors, hereinafter known as the BOD, and the standing committees.
- B. All league matters shall be resolved by the members of the BOD.
- C. All BOD and standing committees shall be responsible to the members for its actions. If a member of the Board of Directors or a member of a standing committee is deemed by the BOD to have a conflict of interest regarding a league issue, it will be required that the BOD or committee member in question, withdraw him/herself from the decision-making process of said issue.
- D. The BOD shall have the power to enforce the by-laws and rules and regulations subject to the approval of the general membership.
- E. The BOD shall appoint, suspend or remove any officer, Coach, Assistant Coach or player in the league by prescribed methods as set forth in Sections 3.D, 21 and 24).
- F. The BOD will amend USA Softball rules as necessary to provide rules appropriate to league play.
- G. The BOD will act on instances that may occur during league play which are not covered by specific rules and regulations or USA Softball amendments or deviations.

1. The BOD will establish rule deviations by a vote of the BOD. All rules must be submitted to the BOD 14 days prior to a vote so that all BOD members can review the proposed changes.
 2. Elected officers shall have one vote per office in BOD decisions, with the exception of the President, who shall have no vote. Each committee chairman shall have one vote in BOD decisions. In the event of a tie, the President shall cast the tie-breaking vote.
- H. The President, Vice-President and Treasurer may expend league funds as necessary only for normal operation of the league. The executive board must approve any expense over \$500. All committee chairpersons responsible for league expenditures may only expend their budgeted amount. The BOD must approve any additional expenditure in excess of \$500 by committee chairpersons.
- I. Any expenditure other than those required for the normal operation of the league must be discussed and approved by the majority of the Board members.

Section 3. Board of Directors

- A. Each member of the Board of Directors is elected to one (1) year terms from August 1 to July 31 during the Election period at the end of the Spring Season. The candidate's names shall be placed on the ballot and published at least one (1) week prior to the election. Board members are elected by a simple majority of the Regular Member class. In the event of a tie for the last Board position, there may be a run-off election between the tied individuals to determine who will be elected.
- B. The executive Board shall consist of the following members:
1. President (or Co-Presidents)
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Player Agent
 6. Umpire-in-Chief
 7. 14U Commissioner (14 years and under)
 8. 12U Commissioner (12 years and under)
 9. 10U Commissioner (10 years and under)
 10. 8U Commissioner (8 years and under)
 11. 6U Commissioner (6 years and under)
- C. In the event an elected officer is unable to complete his/her term of office, the position vacated shall be temporarily filled by appointment and approval of the BOD. The vacancy will be officially filled by a vote of the general membership at the next general meeting.

- D. Any Board member may be removed from office by a two-thirds (2/3) vote of those present at any duly constituted meeting. The affected Board member involved shall be notified of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges. Cause for removal from office includes, but is not limited to, gross misconduct, misappropriation of League assets, chronic non-attendance of BOD meetings or noncompliance with SHBGFS By-Laws, Policies, Procedures, Rules, and Code of Conduct.
- E. A Board vacancy shall be filled by a nomination by the President with a majority approval of Board. Board appointed members shall remain in office until his/her successor is elected at the following election.
- F. Executive Committee may meet at any time without the notification of the other Board of Directors. This body may make executive decisions in the best interest of the league and its members on actions that need to be taken when there is insufficient time prior to a regularly scheduled board meeting.
- G. To avoid conflicts of interest and ensure transparency in decision-making, no two individuals who are married, in a domestic partnership, cohabitating in a romantic relationship, or who are parents/guardians of the same child may serve on the Board of Directors at the same time.

Section 4. Duties of Officers

President

- A. The President shall act as Chairperson for all BOD, membership, special and annual general meetings.
- B. The President shall be responsible for coordinating activities of SHBGFS, promoting youth softball as a whole, and performing general administrative duties concerning SHBGFS.
- C. The President shall cast a deciding vote at BOD, membership, special and annual meetings in case of a tie vote and shall have one vote at the election of officers.
- D. The President shall not initiate motions before the BOD or membership.
- E. The President shall represent SHBGFS in all extra-league activities pertaining to SHBGFS and relate such activities to the BOD and membership. The President may appoint delegates to represent his/her office.
- F. The President shall countersign checks for expenditures of funds from the league treasury.
- G. When one of the BOD members is unavailable to fulfill their responsibility and a decision should be made before the missing BOD member can be contacted, the President shall be empowered to make the necessary decision. That decision shall be final as if the responsible BOD member made the decision.
- H. The President shall supervise the pre-approved activities of the organization, execute the will of the members, and is allowed discretionary decision making in keeping with a spirit of fairness and the philosophies of SHBGFS.

- I. Any expenditure other than those required for the normal operation of the league must be discussed and approved by the majority of the Board members. The executive board must approve any expense over \$500.

Vice-President

- A. The Vice-President shall assist the President in league matters and assume the duties of the office in the absence of the President. In case of resignation or inability of the President to conduct the duties of the office, the Vice-President shall assume chairmanship, subject to the approval of the membership at the earliest possible general or special membership meeting.
- B. The Vice-President shall be responsible for recommending promotional fundraising methods and effecting their successful completion.
- C. The Vice-President shall oversee the Grievance Committee process to ensure proper procedure is followed. The Vice-President is not a member of this committee and has no opinion to offer regarding either the accused, complainant or recommendations to the BOD.
- D. The Vice-President shall be in charge of Opening & Closing Ceremonies and oversee the committee responsible for planning and execution.

Treasurer

- A. The Treasurer shall have custody of funds, financial statements, receipts and expenditures within the league.
- B. The Treasurer shall prepare financial statements as required by SHBGFS.
- C. The Treasurer shall deposit all funds in the name of the league in an accepted bank or depository.
- D. The Treasurer shall sign or countersign checks for expenditure of funds which must be countersigned by the President and/or Vice President.
- E. The Treasurer shall pay all debts of the league when in possession of bills or receipt, ensuring that the President, Vice-President, Player Agent or designee countersign checks.
- F. Any expenditure other than those required for the normal operation of the league must be discussed and approved by the majority of the Board members. The executive board must approve any expense over \$500.
- G. The Treasurer shall make sure that all tax documents are prepared by a designated outside firm and submitted as necessary to maintain a non-profit, tax-free status. Copies of these documents will remain on file with the Treasurer.

Secretary

- A. The Secretary compiles and distributes to all Board members minutes of all meetings within the league. A copy of all minutes will remain on file with the Secretary for future reference.
- B. The Secretary notifies members of the time and place of meetings.
- C. The Secretary conducts correspondence for the league as needed.

Player Agent

- A. The Player Agent is responsible for the organization and execution of registration for the league players.
- B. The Player Agent maintains league player files.
- C. The Player Agent, with the assistance of the age commissioner, directs player drafts for each division. Other officers, upon request, may assist him/her.
- D. The Player Agent assigns players to teams after the division drafts have been completed.
- E. The Player Agent acts as the league representative to USA Softball for personnel issues, in conjunction with the President.
- F. The Player Agent distributes applications to commissioners for Coaches and Assistant Coaches.
- G. The Player Agent acts as the authority on rules governing personnel issues.

Umpire-in-Chief

- A. The Umpire-in-Chief, hereinafter known as the UIC, is responsible for scheduling all games within the league.
- B. The UIC assigns practice and game fields.
- C. The UIC schedules officials (umpires) for each game as needed.
- D. The UIC reschedules games when necessary. The UIC will try to honor rescheduled game requests, but the needs of the league will take priority. The UIC's decision is final.
- E. The UIC mediates protests for all SHBGFS teams.
- F. The UIC notifies officials (umpires and umpire organizations) of USA Softball rule amendments and deviations that are particular to SHBGFS.
- G. The UIC acts as the authority on league playing rules and deviations.
- H. The UIC coordinates the following for Fall Ball season:
 - a. Coordinate field availability for Winterball Season.
 - b. Coordinate field availability for the purpose of scheduling home games at SHBGFS fields.
 - c. Coordinates the scheduling of Officials (umpires) for each game as needed for the Winterball season.
 - d. Ensures rules and by-laws of Hosting league are adhered to.

14U, 12U, 10U, 8U, and 6U Commissioners

- A. Acts as the liaison between teams within the division and between the division and BOD.
- B. Assists Coaches and Assistant Coaches on issues of league policies, rules, parental concerns, player concerns and general functioning of the division.
- C. Recommends Coaches and Assistant Coaches for appointment and dismissal.
- D. Acts as liaison with outside leagues to establish inter-league play. In conjunction with the UIC, schedules league games and inter-league games for the division.
- E. Receives reports of injuries, damages or claims from division personnel. Assist in filing paperwork involved in such injuries, damages or claims. Reports such instances immediately to the President, and to the BOD at the next BOD monthly or special meeting.
- F. Assist with the disbursement and collection of equipment for teams at the beginning and end of the league season.
- G. Assists the Player Agent during the draft and directs the All-Star selection process.
- H. A commissioner may not be a Coach or have a daughter in the same age division.
- I. 6U Commissioner assigns players to teams in the 6U division.

Section 5. Committees

- A. Committees shall be established when deemed necessary by the BOD.
- B. The BOD shall appoint committee chairpersons when deemed necessary.

Section 6. Board of Directors Meetings

- A. Regularly scheduled monthly BOD meetings shall be held to conduct the business of the League.
- B. Only members of the Board may make motions and vote at BOD meetings.
- C. The Board may invite, admit and recognize guests for presentations or comments during BOD meetings.
- D. The President, as necessary may call special Board Meetings.
- E. A quorum of at least fifty-one (51) percent of the current BOD is required to conduct business at any duly called meeting.
- F. Board members must maintain a greater than 50% attendance of all monthly board meetings or forfeit their voting power.
- G. Voting by proxy is prohibited.
- H. Secret ballots may be taken on any sensitive issue as long as the Board in attendance agrees that a need is present. The President, acting Secretary and one (1) additional Board Member, shall perform the count.

- I. Meetings of the BOD shall be held on a specific day of each month, which shall be made known to the membership beforehand. All such meetings shall be open to attendance by the general membership.
- J. BOD members absenting themselves from three (3) consecutive meetings without cause may have their office declared vacant at the discretion of the BOD. The vacant office shall be filled by appointment in the interim until the next regular membership meeting when an election for the vacant office shall be held.
- K. Special meetings may be called by the BOD when necessary.
- L. The President or majority of the Executive Board may call for Executive Session to discuss sensitive information. Executive Session shall only include board members.

Section 7. Membership

There shall be but one class of membership that shall be known as general membership.

Section 8. Qualifications

- A. Every adult person of good character who is interested in the purposes of the League shall be eligible for membership to the organization.
- B. All shall be considered to be members upon approval of the Board or upon registration of their child in the League.

Section 9. Registration

- A. A child becomes registered when a registration form is completely filled out, including the required adult signatures, demonstration that the age requirements are met, is physically able to partake in League activities, and has either paid the required registration fee or has met the requirement for a waiver of fees.
- B. Demonstration of required age shall be by birth certificate, hospital record, baptismal record, or by an affidavit.
- C. Each Child will be considered to have the required physical ability except when questioned in writing by the Board. If questioned by the Board, the parent must obtain a letter from a qualified doctor and present it to the League Safety Director or Player Agent before partaking in any of the League's activities.
- D. The age group of all players shall be as delineated in the "Official Rule Book of the Amateur Softball League", latest edition.

Section 10. Team and Player Dues

- A. Player registration fees shall be determined by the BOD, at the beginning of each season, and shall be paid upon registration of each player in the league. The BOD will determine the last date when the league may refund registration fees. There will be no refunds after that date.
- B. Players shall be considered in bad standing and shall not be allowed to participate in team practice or league competition until all fees are paid.

- C. In case of financial hardship, a player may apply to the BOD for financial assistance from the league (in the form of a scholarship). Applications must be made in writing to the player agent or President. Assistance will be given as deemed suitable by a vote of the President, Player Agent and Treasurer. An appeal may be made to the entire board.
- D. Teams shall provide sponsorship fees as determined by the BOD at the beginning of each season.

Section 11. Age Groups

- A. The following age groups shall constitute the SHB Fastpitch Softball League:
 - 1. 14 and under
 - 2. 12 and under
 - 3. 10 and under
 - 4. 8 and under
 - 5. 6 and under
- B. Any player may play “up” (that is, register to play in an older division). A player may not register in a level in which the player’s age is older than the oldest acceptable age for that level. Once a player has been drafted in an age division, she may not play in any other age division during the season including during All-Stars.
- C. A player’s age division at the time of registration shall be determined in accordance with USA Softball rules for that season.
- D. No player may play in more than one age division in SHB Fastpitch Softball league. This does not prohibit them from playing in another non- USA Softball league. No player may play on more than one team in the League, including Select and All-Stars.

Section 12. Fields and Etiquette

- A. All teams will be assigned practice fields and times by the UIC. Allocation of fields for practice shall be based upon availability. Teams will be assigned two practice days, other days upon availability.
- B. Teams may only practice on fields that have not been specifically allocated by the City of Huntington Beach to SHBGFS if the teams have notified their commissioner and clearance has been given.
- C. One team shall be the Home team and one shall be the Visitor. Home teams shall occupy the third base dugout and the Visitor shall occupy the first base dugout. Home teams shall be the official scorekeeper and are responsible for completing the set-up of the field.
- D. Priority for field use, scheduling and officiating shall be given in the following order: (add some verbiage about seniority - Priority for field use, scheduling, and officiating shall be given first by age division in the following order, and then by Coach seniority, determined by the number of years Coached within the league)

1. 14U
2. 12U
3. 10U
4. 8U
5. 6U

E. SHBGFS league recreational teams shall have priority on SHBGFS designated fields for practice and games during Spring, Allstar, and Fall Ball seasons. Any other sports teams including travel teams requesting use of SHBGFS fields during the above mentioned seasons must have BOD approval.

Section 13. Formation of Teams, Numbers of Players

- A. Teams shall be formed in SHBGFS by open draft. Draft rules shall be those listed in the SHBGFS Standing Rules. The exception will be for the 6U division, which will be determined by the 6U commissioner.
- B. The Coach and Assistant Coach's daughter(s) shall be protected during selection of teams by draft. Protected draft rounds shall be those listed in the SHBGFS Standing Rules.
- C. A minimum of 10 players are required for a team.

Section 14. Adult Team Member Duties

- A. League Coaches shall be recommended to the BOD by the appropriate Division Commissioner & League President (s) at the January board meeting for Spring Season and the August board meeting for Fall Season.
- B. The BOD will then vote on Coaches for the individual divisions based on those recommendations.
- C. Coaches will then be notified of their selection prior to the mandatory SHB Coaches meeting that precedes player evaluations.
- D. Duties of Team Coordinator
 1. Coaches and Assistant Coaches
 2. Keep parents informed of activities
 3. Distribute league & fundraiser info
 4. Coordinate Coach and Assistant Coach's gifts
 5. Instill respect and cooperation
 6. Organize team volunteers
 7. Organize and attend "team" functions
 8. Organize and maintain snack schedule

9. Encourage sportsmanship and safety
10. Assist with uniforms & money collection

E. Duties of Scorekeeper

1. Responsible for official scorebook
2. Know how & be prepared
3. Inform umpires as requested
4. Record line-ups and changes
5. Record game time; verify with umpire (home team scorekeeper & umpire)
6. Exchange line-up w/opposing team
7. Must be present at games
8. Be neat and accurate
9. Record players numbers and positions
10. Record innings and outs pitched
11. Record protests
12. Confirm final score with the opposing team.

Section 15. Coaches and Assistant Coaches

- A. All Head Coaches and Assistant Coaches shall be approved by the Board.
- B. Coaches and Assistant Coaches are expected to be courteous and civil and to always display the best example of good sportsmanship at all league functions. Any deviation should be reported to the division commissioner.
- C. Foul, abusive, and disruptive language or any other disruptive action directed toward a player, umpire, spectator, or another Coach or Assistant Coach will not be tolerated. If after one warning from the umpire the disruptive person continues his or her behavior, the umpire will suspend play and eject the disruptive Coach or Assistant Coach from the grounds (not just the field). If the disruptive Coach or Assistant Coach does not leave the grounds immediately after being ordered to do so, a forfeit will exist in favor of the opposing team, no matter what the score or the inning. Foul, abusive, and disruptive language or any other action disruptive to the progress of the game is based strictly on the opinion of the umpire.
- D. If, after it has been explained, an umpire's decision continues to be challenged by a Coach or an Assistant Coach, the umpire will eject him or her from the game.
- E. Coaches, Assistant Coaches, spectators, and players are responsible for picking up their own litter.

- F. Coaches and Assistant Coaches can be male or female and must be eighteen (18) years or older. A female eighteen (18) years or older must be present at all functions (i.e., practices, games, team parties, etc.).
- G. The Coach is responsible for the conduct of his/her entire team while assembled as a team, including Coaches, spectators, and players. The Coach is subject to suspension and/or removal by the decision of the Board for the conduct and activities of his/her team and is answerable to the League for any violation.
- H. Each Coach shall be subject to immediate suspension from their duties upon failure to attend mandatory Coach meetings or any other special meetings where the manager is requested to attend, or any combination thereof, unless such absences have been excused (in writing) by the President or the Division Commissioner.
- I. It is the Coach's duty to report to the Player Agent, and the Division Commissioner any misuse of a player or any player dropping from a team.

Section 16. Players

- A. All players are expected to be courteous, civil, and displaying of good sportsmanship at all times.
- B. A player, who argues, uses abusive language or intentionally throws equipment, at the discretion of the umpire, will be ejected from the game but not from the field.

Section 17. Spectators

- A. Spectators are welcome to watch any and all games. Foul, abusive, and disruptive language, or any other disruptive behavior directed toward any player, umpire, Coach, Assistant Coach, or other spectators will not be tolerated and could result in removal from the grounds. All spectators, players, Coaches, and Assistant Coaches are responsible for picking up their own litter.
- B. Team ~~managers~~ Coaches will be responsible for the behavior of spectators of his or her team.
- C. All persons attending SHBGFS events must abide by Civil and California Education Codes. No intoxicating beverages or controlled substances will be allowed at any SHBGFS sanctioned game or practice. All league officials and representatives are responsible for monitoring this rule. The League, in conjunction with the School District, will enforce the NO SMOKING POLICY at all league functions held at school sites.

Section 18. Coaches and Assistant Coaches Procedural Guidelines

- A. All teams will practice on their approved league fields on their assigned days and times. Other practice sessions are permitted only if an approved field is not being used. All practices must be held on SHBGFS approved fields, for insurance purposes.
- B. Coaches and Assistant Coaches are responsible for the thorough knowledge of all USA Softball and SHBGFS league administrative, standing and ground rules.
- C. All Coaches and Assistant Coaches must attend league-required meetings.

- D. **All Coaches must attend one league sponsored “Coaches Clinic” and one USA Softball sponsored Coaches clinic within the last three years and prior to Coaching the upcoming season.**
- E. All Coaches and Assistant Coaches shall work with their inexperienced players to encourage them to build their playing skills. It is the goal of SHBGFS to encourage players to improve their skills, enjoy the game and want to continue to play, thus making SHBGFS a more competitive league.
- F. All Coaches and Assistant Coaches are responsible for providing an atmosphere that is positive, organized and teaches respect for the game, rules and adults involved in the game. Coaches and Assistant Coaches should set a positive example at all times.
- G. It is imperative that all Coaches and Assistant Coaches be responsible for the maintenance of their assigned equipment. **Each Coach shall check out their assigned equipment, inventory it, maintain it and turn it in at the end of the season.** Coaches are not allowed to hand out league balls as game balls. All softballs shall be returned to the league. Any Coach not returning the team equipment and keys within 14 days of their last game (unless they contact the Equipment Chairperson regarding an unusual circumstance) will not be allowed to Coach or Assistant Coach the next season.

Section 19. Game Procedure and Conduct

- A. All games shall be played as scheduled by the UIC.
- B. If a game must be rescheduled, the UIC must be notified at least two weeks prior to the scheduled game time. Rescheduling of properly notified games and rescheduling of rainout games must be with the agreement of both Coaches and the UIC. The UIC must give both Coaches written notice that they have seven (7) days to agree on a rescheduled date and time. This notice may be delivered in person by the UIC or sent by mail. In either case, the seven day grace period begins the day the UIC hands the Coach the notice or the date of the postmark. If one Coach does not respond to the request to reschedule the game or if there cannot be a mutual agreement made between both Coaches, the UIC may reschedule the game at his/her own discretion. The UIC will notify both Coaches and the divisional commissioner, with a minimum of 36 hours notice, with date and time information, regarding when the rescheduled game will be played. In the event a rainout occurs with less than two weeks remaining in the season, the UIC may reschedule that game at his/her own discretion, provided the teams still receive 36 hours notice, with date and time information. The needs of the league will take priority over any rescheduling request. Once the above process has been followed, the UIC’s decision is final.
- C. Games must be played as scheduled if both teams have a minimum of seven (7) players.
- D. Coaches, Assistant Coaches, players and spectators are expected to observe the rules of common courtesy and good sportsmanship, both on and off the field, as outlined in the USA Softball rulebook. Coaches and Assistant Coaches are responsible for the behavior of their team members. Coaches, Assistant Coaches, players and spectators who show poor sportsmanship and/or discourteous behavior toward other Coaches, Assistant Coaches, players, spectators or umpires are subject to expulsion from games. In addition, offending league members will be excluded from their next league game. If this behavior persists, offending league members are subject to expulsion from the league, based on a vote by the

BOD. All complaints about inappropriate behavior by a league representative shall be presented to the BOD in writing as soon as is possible after the incident.

- E. **Alcoholic beverages and tobacco products (including vaping) shall not be permitted** at games being played by SHBGFS teams, on reserved fields or at team practice.

Section 20. Ethics and Conduct

- A. The objective of the Board is to conduct and promote the business and activities of the League in an ethical manner.
- B. Honesty, justice and courtesy form a moral philosophy, which associated with a mutual interest among people, constitutes the foundation of ethics.
- C. The Board members shall recognize such a standard, not in passive observance, but as a set of dynamic principles guiding their conduct and way of life. Towards this effort, Board members shall discharge their duties for the overall benefit of the League and will do so with the highest degree of integrity and impartiality.
- D. No Board member will ever engage in conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination, or any other activity that would discredit the League.
- E. The objective of ANY Girls Fastpitch is to instill in the youth of our community ideals of good sportsmanship, honesty, loyalty, and courage, with the hope that they will grow to be contributing healthy adults. This objective will be reached by providing supervised competitive athletic games. The league shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of the game is secondary; the molding of future citizens is our primary objective.
- F. Any Civil or Criminal action against the League will result in an immediate defense by the Board to the fullest extent of the Law. Any general member or Board member witnessing a crime against the League shall immediately report the incident to the President and Vice President.
- G. The League, in conjunction with the School District, will enforce the NO SMOKING / VAPING POLICY at all league functions held at school sites.

Section 21. Suspension or Dismissal

- A. Any member or player is subject to suspension or dismissal by the Board upon displaying conduct of non-conformance with the Articles of the League, By-laws, Standing Orders, or any decisions by the Board including owing any money or property to the League, which in the opinion of the Board, is detrimental to the League. A written warning will be issued to the offending league member notifying them of the charge against them and what, if any, disciplinary action will be taken.
- B. Evidence of such misconduct or failure to comply with the aforesaid Articles, By-Laws, Standing Orders shall be in writing at a Board meeting, or a special meeting if deemed necessary. In the event of possible suspension, a board meeting will be held (within 72 hours of notification of the incident) and the parties involved in the complaint will be notified of the meeting and have the right to appear before the board. The board will then discuss what, if any, actions will be taken.

- C. If the Board President declares a charge to be extremely serious, the President will contact and immediately suspend the person charged. The president will then inform the board of his actions.
- D. An official letter will be prepared by the Board making the proper notification of the Board's decision to the member/player or members involved within three (3) days.
- E. Any decision by the Board shall be by majority vote and may be appealed within three (3) days. If the appeal is denied or if the denial of the appeal is then not appealed within seven days, the decision will be final. Failure to adhere to any final Board decision will result in further disciplinary action and possible permanent suspension.

Section 22. Protests

- A. Protests shall be regulated by Rule 11 in the USA Softball rulebook. **All protests shall be made in writing.**
- B. A fee of \$25.00 shall accompany a "Protest". These fees shall be refunded if the protest is sustained. Final ruling on the protest shall be made by the UIC after conferring with the division commissioner.
- C. The UIC and the division commissioner will notify the BOD of any protest that is officially lodged and the final decision regarding re-play or re-scoring of the game.

Section 23. Liability

- A. The Board members of this League are not personally liable for debts, liabilities, or obligations of the League unless the Board member is him or herself personally responsible in direct violation of these rules and/or bylaws.
- B. No board member, organizer, sponsor or supervisor shall be liable for damages or claims arising from injury to any participant, whether the result of negligence, or for other cause.

Section 24. Grievances

- A. In the event a dispute arises as to the conduct, action or procedures of a Coach, adult member, BOD member, committee chairperson or player of this league, there shall be a prescribed means of disciplinary action. Complainants not directly involved in the events disputed may not file grievances. The first stage of the grievance process should be an attempt at informal resolution by committee and involved parties. Issues, disputes or conflicts that have other prescribed means of appeal or resolution are not subject to the grievance procedure.
- B. The grievance committee will seek to find information from both sides as to the validity of said written dispute(s). The President and Vice-President will randomly draw three (3) names from the league list of current board members and committee chairpersons, to form a grievance committee for said dispute. The President and Vice-President cannot be considered as grievance committee candidates. In the event any one of the three names randomly drawn has a conflict of interest in said dispute or declines to serve on the committee, the President and Vice-President will randomly draw another name from the list until the vacancy has been filled.

C. Hearing Procedure

1. The complainant must notify the Vice-President, in writing, within 48 hours of his/ her complaint. The Vice-President shall notify the accused of the complaint within 48 hours. Once the accused has been notified, the Vice-President must then give the accused 48 hours to respond in writing to the complaint filed against him/her. The President may fulfill this responsibility in the absence of the Vice-President.
2. Both the complainant and the accused shall prepare written statements as to the events that occurred. Date, time and events leading to the dispute, witnesses and any supporting data shall be included in the statements. The grievance committee will determine validity based on judgment and the best interest of the league. Committee may throw out a claim if all three members agree that the claim is frivolous or without merit. The complainant may appeal this decision to the Board. A special meeting of the board may be called by the Vice-President or President in cases where time is an issue.
3. A hearing shall be held within seven (7) days after the statements have been received. If there is no hearing due to lack of foundation, then a response shall be communicated from the grievance committee to the Vice-President that the issue has been adjudicated. The Vice-President will then notify, within 24 hours, the President of the league and then notify all parties involved in said dispute. The Vice-President must bring this recommendation to the next BOD meeting for final approval.
4. The Vice-President, or his/her alternate (President), will schedule a hearing and notify the complainant and the accused of the time and place of this hearing. It is the complainant and the accused party's responsibilities to notify all their witnesses of the hearing and its time and place. A written statement from a witness is acceptable but will be verified as to its legitimacy and accuracy by the committee.
5. At the hearing, all parties, including witnesses, will present their case. After the presentation, the committee shall rendered their recommendation(s) to the BOD within 48 hours of the next regularly scheduled board meeting at which the Complainant shall attend. If the Complainant fails to appear at the next regularly scheduled board meeting, the grievance shall be summarily denied.
6. The BOD may or may not follow the recommendations made by the grievance committee. However, the BOD will consider their recommendations very seriously and the BOD will keep in mind the information obtained by the grievance committee as being researched and developed in order to be presented to the board for consideration.
7. The BOD will determine the disciplinary action of all said disputes. Disciplinary action may include a written warning, suspension from the league for a stated period of time, or possible expulsion. Disciplinary action may also include monetary restitution if said dispute involved use of funds and/or expenditures not authorized by the league.
8. A summary of the dispute and its resolution shall be submitted to the league secretary and kept in the official league records for a period of two years.
9. If someone wants to file a grievance, they should first be given and then read all the grievance rules.

