

# GK Girls Softball Association By Laws

## Article 1: offices and duties

### **President:**

- ~Oversees operations of the association
- ~Establish location, notify members and preside over all meetings
- ~Receive, examine and act upon all complaints concernig coaches and/or assistant coaches, including their conduct.
- ~Special committes may be assigned by the president for purposes deemed necessary.
- ~Coordinate and supervise picture day
- ~Deliver pictures/sponsor plaques

### **Vice President:**

- ~Performs duties as assigned by the president
- ~Acts in the absence of the president
- ~Helps with equipment/machine maitenance
- ~schedules ground crew for field prep for games
- ~maintain equipment needed for field prep
- ~calls rain outs/ contacts coaches/umpire coordinator/scheduler

### **Treasurer:**

- ~reports financial aspects of the association
- ~provides monthly financial reports

~designs annual budget

~maintains current insurance coverage

~coordinates/supervises registration

**Secretary:**

~prepares agenda for/takes minutes at meetings

~thank you letters to sponsors with schedules

~prepare and mail sponsor letters/lines up sponsors

~accumulate and organize players for draft

~prepare registration forms and info sheets

~ registration info to schools

~prepares/presents list of coaches/assistants from registration

~order uniforms/spiritwear

**Umpire Coordinator:**

~schedules/pays umps

~coordinates umpire/ coach clinics

~review/updates rules

**Webmaster:**

~keeps fb and website current

~emails/posts registration info to all past players

~email/post updates for parents/coaches/board

coach/board background checks

**Equipment Manager:**

~keep equipment inventory

~purchases new equipment as needed for each season

~gets bags to/from coaches before/after season

~keep up with needs thruout season

~purchases/distributes scorebooks, 1st aide kits

**Scheduler:**

~schedules and coordinates all games/liason with other leagues

~reschedules all make up games with umpire coordinator and field manager

**Board members:**

~assist board officers as needed thruout the season.

Article 2 Coaches

Head coaches and assistant coaches are recomended for final approval at the board meeting after registration is complete. Needs (if any) are discussed at this time and actions taken to fill open spots.

Dismissal of coaches

Any coach or assistant may be removed for any act that violates the bylaws, by majority vote by the board. An assistant coach is described as any person helping the head coach during games or practices inside the fence.

The board will pay for and run a background check on all head coaches and one assistant per team before each season. (extra assistant coaches will need to provide a clear background check in order to assist)

### Article 3 standards of behavior

#### Coaches:

Coaches are expected to be positive and set the best possible example for their players. They are expected to teach the fundamentals of softball and develop self esteem in players through teamwork and sportsmanship.

Coaches are required to remain with players after a practice or game until they are all picked up by a responsible adult.

The highest standard of conduct and sportsmanship must be maintained at all times by coaches and assistant coaches. Offensive, insulting language is forbidden. The use of alcohol, tobacco products or illegal drugs in the vicinity of the playing field is strictly forbidden.

The board shall have the authority to suspend, discharge or otherwise discipline any coach, assistant coach, umpire or other person whose conduct is considered detrimental to the best interest of the girls and the association.

#### Players:

Players are expected to concentrate on playing softball and to be good sports during and after games/practices. Players must be respectful to coaches, umpires, fellow players, opponents and parents. Players are to remember the goal of the game is to improve their skills and feel good about themselves. All Players/Parents will sign a code of conduct.

Spectators:

Spectators are expected to be respectful to umpires, coaches, opponents and other spectators. Only positive comments are tolerated. Abusive or vulgar language will not be tolerated and is grounds for being removed from the game/practice.

#### Article 4 Equipment

Equipment will be furnished to each team. Problems should be addressed to the equipment manager. Personal equipment may be used if it is approved and meets safety standards. Coaches/umpires will check equipment for safety.

Head coaches are responsible for equipment and returning it in a timely manner.

#### Article 5 Fees and Finances

Fees shall be determined based on anticipated expenses for the upcoming season.

Late fees will assessed after the last registration date.

Families having financial difficulty may request consideration for reduced fees. The board will consider on an individual basis and reward registrations scholarships as needed.

The board shall oversee all matters pertaining to the finances of the association. Learning the responsibilities to conduct the financial affairs in a sound business like manner.

Signature of the president and the treasurer shall be recorded on the bank signature card.

## Article 6 Meeting and Voting

### Meetings:

Meetings are held the 3rd Thursday of each month during the off season.

Special meetings may be called by the president.

A coaches meeting will be called before the season begins to hand out schedules, picture info, equipment bags etc.

A coaches meeting will be held after the season has ended. This meeting will be called by the president and 2 weeks notice will be given. (board positions are voted on at this meeting)

Visitors are allowed to speak at any meeting for 5 minutes and may not be present for an entire meeting.

### Voting:

#### Board meetings

All board members are entitled to one vote. The president breaks all ties. There will be no smoking or drinking at board meetings.

## Article 7 Board Terms

### Length of Term:

All board positions are alternating 2 year terms.

President, Secretary, Umpire Coordinator and Board Members elections are held on even numbered years.

Vice President, Treasurer, Field Manager, Webmaster, Equipment Manager elections are held on odd numbered years.

## Resignation

Resignation of any board position will be presented to the board in writing. Nominations are presented and voted on by board members to fill the vacancy. The vacancy/new membership will run it's regular scheduled term.

## Elections

~Elections are held at the coaches meeting at the end of the season.

~All seats available/up for re-election are filled by nominations from the floor and the board.

~Voting is done by ballot

~each head coach is allowed one vote. (if the head coach is absent, the assistant will get the vote, if neither is present, they lose thier vote)

~only active GK coaches are allowed to vote

~board members who are active coaches are allowed to vote except the president. President will break any ties.

## Article 8 Amendments to the bylaws

Any changes to the bylaws must be submitted in writing at least 10 days prior to the vote of the article. A majority vote by board members is required to pass an article.

