

**THE STRUCTURE AND BY-LAWS OF THE  
BURNT HILLS-BALLSTON LAKE GIRLS SOFTBALL LEAGUE**

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**NAME**

This organization shall be known as Burnt Hills-Ballston Lake Girls Softball League.

The Burnt Hills-Ballston Lake Girls Softball League is an amateur sports organization formed to teach the sport of softball to girls, entering kindergarten and up, residing in the Burnt Hills-Ballston Lake Central School District. The organization is administered by volunteer adults as provided below.

**DISSOLUTION PROVISION**

In the event of dissolution, all of the remaining assets and property of the organizations shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under section 501 (c) (3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws; or to the federal government, or to a state or local government for a public purpose.

**NON-INUREMENT PROVISION**

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets upon dissolution of the organization.

**RESTRICTIVE LEGISLATION PROVISION**

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation except as otherwise provided by Internal Revenue Code section 501 (h) of participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

**RESTRICTIVE PURPOSES AND ACTIVITIES PROVISION**

Notwithstanding any other provision of these articles, the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501 (c) (3) of the Internal Revenue Code of 1986, shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under section 501 (c) (3) or corresponding provisions of any subsequent Federal tax laws.

## **FISCAL YEAR**

The fiscal year of the Burnt Hills-Ballston Lake Girls Softball League will begin January 1 and end on December 31.

## **PURPOSE OF THE BH-BL GIRLS' SOFTBALL LEAGUE**

The purpose of the BH-BL Girls Softball League is to provide a recreational athletic environment which is intended to attain the following objectives (listed in priority order):

- Allow the girls to have fun and improve their self-image by participating in a competitive athletic program
- Allow the girls to learn how to balance competition and sportsmanship. (i.e., play hard to win but not at the exclusion of enjoyment, fair play and appreciation of the skills of others).
- Allow the girls to develop their softball skills to the point that they may advance to play at interscholastic level.

It is expected that all adults who are involved in the league in any capacity (i.e., board member, commissioner, committee chairperson, coach and/or parent) will act in accordance with these objectives.

## **MEMBERSHIP**

### General Membership

The general membership shall consist of parental members and participation members.

*Parental Members:* Parent(s) and/or guardian(s) of eligible girls and young women who participate in one (1) of the divisions of the BH-BL Girls Softball League, shall be entitled to general membership in the organization upon approval by the Board of Directors.

*Team Members:* Teams shall consist of a manager, up to two coaches and players. Team structure, number of players, etc., will be followed as stated in the By-laws.

*Participating Members:* League officials, coaches, and managers of each authorized team in each division shall be entitled to active membership in the organization by complying with the terms and conditions as established and stated in both the structure and By-laws.

### Voting Members

Only the four primary elected officers and the three appointed league commissioners will be entitled to vote on all league business, except as noted elsewhere in these articles.

## **ORGANIZATIONAL STRUCTURE OF THE BH-BL GIRLS' SOFTBALL LEAGUE**

### Board of Directors

The BH-BL Girls' Softball League shall be governed and directed by a Board of Directors comprised of the four primary officers of the league (i.e., the President, the Vice-President, the Secretary and the Treasurer) and the three league commissioners as follows:

- The board will appoint, as it sees fit, individuals who have volunteered to serve in the roles of age group coordinators or committee chairpersons.
- Each board member, and past presidents, will have an equal vote in all matters regarding the conduct of the league business. A simple majority will rule in all votes. In the event of a tie vote, the president will decide the leagues position on the issue at hand.
- Issues can only be presented for a formal vote by the board by the following league representatives ( in accordance with Section III Responsibilities and Authority of League Representatives which follows):
  - Seven (7) board members
  - Rec/Travel commissioners or Development coordinator Committee chairpersons
  - Special instructional coaches designated by the board

At the end of the Recreation League session (normally in June) the board will accept nominations for board members, if applicable, for the subsequent term. All general members present will then vote on these nominations. The *officers-elect* will assume office at the end of the league year. The first duty of the new board will be to appoint individuals to serve in the roles of rec/travel commissioner, development coordinator and committee chairpersons, if necessary.

Terms for the board members shall be for two years. The president and secretary shall be voted upon in even numbered years and the vice president and treasurer shall be voted upon in odd numbered years. Should a vacancy occur during a term of a board member, there shall nominations for a replacement and a vote of the general members to fill the term of the board member leaving the position. Upon the end of the term, nominations shall be accepted for the board position and a vote of the general members shall occur as set forth above.

### Rules Committee

Rules, regulations and guidelines for play within all of the divisions/leagues of BH-BL Girls Softball shall be established, modified and maintained by the rules committee subject to the approval of the board of directors. Any recommended changes, amendments, or insertions or deletions from existing league rules will first be considered and voted on by the rules committees and then a recommendation will be submitted for the approval of the board of directors. The league commissioners shall act as chairperson of their respective rules committee. Anyone with an interest in the league can attend and participate in the rules committees, however only the following league representatives may vote:

- Board members Rec commissioner
- Travel commissioner

### League Representatives

League representatives are any individuals who have been elected or have been appointed by the board to contribute to the conduct of the league's business. League representatives are volunteers who serve through their generosity and at the discretion of the board. Preference for appointed positions within the league will generally be given to qualified adult females and qualified parents with children playing in the league. League representatives include:

- Board members
- Rec/Travel commissioners or Development coordinator Committee chairpersons
- Special instructional coaches designated by the board Team managers and coaches

## **RESPONSIBILITIES AND AUTHORITY OF LEAGUE REPRESENTATIVES**

### President

*Role:* President or designee will preside over all official league activities and represent the league by deed or by signature on all official business or legal matters. Will set tone for the conduct of league business and activity so that everything is focused on the best interest of the league and the players.

### *Authority:*

- Chair all league board meetings
- Sign documents on behalf of the league as required and approved by voting members of the board (i.e., insurance policy)
- Contact the appropriate school officials to make necessary arrangements for the use of their facilities for league activities
- Preside over league activities, such as award ceremonies
- Act as the final arbiter of any disputes which arise during the year
- Voting member of the board and the deciding vote in any ties
- Ex-officio member of all committees
- Voting member of the rules committee
- May formally present issues for their consideration and vote of the board
- Co-Signs checks with treasurer
- Create agendas

Past Presidents: All past presidents, if not elected as an officer or director, may attend all Board meetings with all voting privileges. This position is in addition to the elected Officers and Directors and this is non-compensated. Any past president who wishes to cast a vote must be present during



the voting in order to do so. Past presidents may partake in all open discussions and votes at the meetings but are precluded from bringing motions to the table.

### Vice President

*Role:* Assume the role of the President at his/her request when he/she is not available to perform his/her duties. Work with the committee chairperson to assure that they understand their responsibilities and have adequate resource to get their committee work done on time.

#### *Authority:*

- Assume the role and authority of the president at times when he/she is absent
- Voting member of the board
- Voting member of the rules committee
- May formally present issues for the consideration and vote of the board

### Secretary

*Role:* Attend each official board meeting and record the minutes. Present the minutes at the start of each subsequent meeting for the acceptance of the board. Maintain all league records and documents.

#### *Authority:*

- Voting member of the board
- Voting member of the rules committee
- May formally present issues for the consideration and vote of the board
- Send out notice of meeting
- Place all ads in newspaper

### Treasurer

*Role:* Handle all financial matter on behalf of the league (under direction of the board), maintain accurate records and provide an accounting of acquisition, assets and expenditures at each board meeting. Prepare and present for the approval of the board a proposed budget near the beginning of the year (January) and an actual budget at the end of the year (December). Prepare information for review by the board prior to delivery to accountant. Prepare and/or work with accountant on all 501 (c) (3) filings.

#### *Authority:*

- Co-sign checks with president and make payments on behalf of the league on budgeted items (and non-budgeted items less than \$200.00)
- Voting member of the board
- Voting member of the rules committee
- May formally present issues for the consideration and vote of the board
- Co-signs checks (with board approval) on non-budgeted items in excess of \$200.00



### Travel Commissioner

*Role:* Oversee the consistent operation of all the age groups and helps the age group coordinators with any and all matters as needed, including protests or complaints about the conduct of their respective league activities.

*Authority:*

- Oversee the conduct of the managers and coaches (including the establishment of the number of teams in their division; assignment of coaches; set-up and conduct the selection of players and the resolution of disputes).
- Voting member of the board
- Chairperson of the rules committee
- May formally present issues regarding his/her area of responsibility for the consideration and vote of the board.

### Rec Commissioner

*Role:* The Rec Commissioner may appoint two people to share the duties of Coordinators (Co- Coordinators) if he/she feels it is in the best interest of the league. The Rec Commissioner and/or coordinator(s), if applicable, will be responsible for the activities of their division (player draft, assigning coaches, scheduling games, enforcing rules and ruling on protests), except as noted elsewhere.

When the Rec Commissioner and/or coordinator(s) of a division is coaching in that division, or has a daughter participating in that division, he/she shall avoid ruling on disputes that involve his/her (or daughter's) team. In these instances he/she shall defer to the Travel Commissioner for a ruling.

*Authority:*

- Oversees all operation of the division, enforcing all rules and settling all disputes to the extent possible.
- Voting member of the board
- Voting member of the rules committee
- May formally present issues regarding his/her area of responsibility for the consideration and vote of the board.

### Development Coordinator

*Role:* Coordinate or conduct the league business which has been assigned to further the development of the league and/or its' facilities. Work closely with the President, if necessary, and appropriate school and town officials to make necessary arrangements' for the use of their facilities for league activities.

*Authority:*

- May formally present issues regarding his/her area of responsibility for the consideration and vote of the board.
- May spend the funds which have been allocated to his/her committee by the board



- May enlist the support of volunteers to assist in the performance of his/her committee's business.

### Committee Chairpersons

*Role:* Coordinate or conduct the league business which has been assigned to the particular committee which he/she chairs. There will be as many committee chairpersons assigned as deemed necessary by the board for the conduct of league activity. The number of these positions may vary from year to year. A person may serve as chairperson of more than one committee.

### *Authority:*

- May formally present issues regarding his/her area of responsibility for the consideration and vote of the board.
- May spend the funds which have been allocated to his/her committee by the board
- May enlist the support of volunteers to assist in the performance of his/her committee's business.

## **RECREATION LEAGUE BY-LAWS**

To provide clear guidance for the intended conduct of league business it is periodically necessary to include formal rules or guidelines to be followed by league representatives. Rules of this nature will be referenced or stated in this section.

### Composition of the Recreation League

The league will be divided into division either by age or grade. The board will decide before each season how many divisions there will be and how they will be divided (age or grade).

### Rules Governing the Play of Each Division

These rules will be developed and maintained as a separate document by the rules committee under the authority of the board.

### Rules Governing the Assignment and Conduct of Managers and Coaches

The rec commissioners, together with at least two board members, will assign a manager to each team. Preference will normally be given to a returning manager, coach or assistant, in that order. They will also assign at least one coach to each team whenever possible.

A commissioner can recommend to the board that a manager or coach be removed from his/her position (or not be permitted to return to his/her position) if there have been formal complaints (written or oral) against the manager/coach by parents, children, other managers/coaches or league representatives, or it is otherwise documented that the manager/coach has not been operating in accordance with the objectives of the league as stated the *Purpose of the BH-BL Girls Softball League*, or it is otherwise determined and demonstrated to be in the best interest of the league.

It is strongly recommended that each team identify one manager, coach or assistant who has a child who will remain in that division the following year and who would be willing to manage a team the next year. This will help to ensure a smooth transition of coaches from year to year, to the benefit of the girls and the new coaches.

### Rules Governing the Selection of Players

Each of the divisions shall establish (to the extent possible) a competitive balance among teams within an age decision by achieving a relatively even distribution of players by total number per team and numbers within the age/grade groups (and skill level if desired).

#### *Pre formation of Teams:*

After the number of participants in a division has been determined, the rec commissioner will establish the number of teams that will compete within the division that year, considering the following criteria:

- If possible, there should be an even number of teams, to allow all teams to play each game night.
- It is recommended that each team be comprised of between 11 and 13 players, with the exception of t-ball (comprised of between 7 and 9 players) with all teams being within one player of having the same number of players.
- If there are no returning manager or coaches for an existing team a new manager will be recruited, with preference given to one moving up from a younger division.
- If additional teams are needed, managers will be recruited and a new team will be formed.

#### *Pre Assignment of Players:*

Players will be assigned to the existing teams by the rec commissioner and at least two board members:

- The daughter(s) of the manager.
- The daughter(s) of the coach
- For certain medical circumstances, the board will consider requests for placement on a specific team. The request must be presented by the child's parent or guardian at a meeting of the board.
- To maintain a competitive balance, not "Stacking" any one team.
- The names, phone numbers, email addresses and uniform sizes of the players shall be prepared to be provided to the coaches.
- Rosters will then be reviewed to make sure there were no errors. After review and modification (if necessary) the team rosters are set.
- Coaches should be encouraged to contact their team members as soon as possible, preferable before the April vacation, to reduce the number of inquiries directed to other league officials.

### *Post Placement of Players on Teams:*

Once the rosters are set:

- Players shall not be moved from one team to another. If special circumstances require the swapping of players it can only be done with the express consent of both coaches, the rec commissioner and the board. The trade must be determined not to have a significant effect on the competitive level of the teams involved.
- Any other girl who wishes to join the league after the end of registration will be put on a waiting list upon receipt of a completed registration form and payment, including late fee, if required. If spots are available on teams then girls will be admitted from the waiting list in the order they were placed on the list.

### Rules Governing the Disposition of Disputes and Protests

In the event that disputes arise during the season it is strongly recommended that the dispute are resolved fairly and amicably by the parties directly involved in the dispute (i.e., the coaches in conjunction with the umpire). If for some extraordinary reason this approach is not successful then the following actions can be taken:

- The rec commissioner should be contacted by both coaches and provided with an accurate description of the dispute. The rec commissioner will gather any additional information necessary (possibly by contacting the umpire or reading the rule book) and rule on the dispute. The rec commissioner's ruling shall be binding and final, unless it is believed that he/she is not an impartial arbiter of the dispute.
- If the rec commissioner is not impartial or cannot rule on the dispute the matter should be referred to the travel commissioner for advice or resolution.
- If the travel commissioner is not impartial or cannot rule on the dispute, the matter should be referred to the board for advice or resolution.

### **TRAVEL LEAGUE BY-LAWS**

To provide a clear guidance for the intended conduct of league business it is periodically necessary to include formal rules of guidelines to be followed by league representatives. Rules of this nature will be referenced or stated in this section.

#### Composition of the League

The league will be divided into division by age. The travel commissioner and the board will decide before each season how many divisions there will be.

#### Rules Governing the Play of Each Division

These rules will be provide annually by ASA or the current governing association and adopted by the board.

#### Rule Governing the Assignment and Conduct of Managers and Coaches

BH-BL Travel/Tournament Program places greater stress on competitiveness with the best interests of the League's General Membership at all times.

The board will announce for all interested parties that Travel/Tournament manager/coach positions

are available. All persons interested in applying for manager/coach positions in the Travel League, must submit an application by a predetermined date set by the Board, to the travel commissioner. The Travel/Tournament manager need not necessarily be a current recreation manager, but all candidates will be presented to the board by the travel commissioner. After consideration of the recommendation of the travel commissioner, the final decision will be made by the board. The selection can be determined by past service to the League, previous coaching experience and any other methods as determined by the board. All final selections are made by the board.

The board will review all applications and assign managers to their respective teams after the evaluation process.

A recommendation may be made to the board that a manager, or coach, may be removed from his/her position (or not be permitted to return to his/her position) if there have been formal complaints (written or verbal) against the manager/coach by parents, children, other managers/coaches or league representatives, or it is documented that the manager/coach has not been operating in accordance with the objectives of the league as stated in Purpose of BH-BL Girls Softball League. Exclusion of the manager/coach will be determined by a simple majority vote of the board.

The manager, with board approval, can select two or more assistant coaches. However, no girls will be allowed to change teams to accommodate the addition of assistant coaches.

Managers or coaches must complete certifications, as required, each year. There must be a minimum of one certified coach on each team.

#### Guiding Principles for League Travel/Tournament Programs

While the League's Recreational/Instructional program stresses equitable participation over competition, its Travel/Tournament program places greater emphasis on competitiveness. However, the Travel/Tournament program will be developed not only with an eye towards competing with regional recruited teams, but with the best interest of the League's General Membership at all times.

The League recognizes that an effective means of selecting players for a Travel/Tournament team must include objective and subjective criteria. The latter must not be misconstrued as license to use methods that are clearly biased or otherwise contrary to the best interests of the team or the Program. While the Leagues' Travel/Tournament program stresses competitiveness over participation, the board will approve selection processes to establish teams for the program only if they are designed to ensure that any player selected is capable of:

- playing at the level of competitiveness contemplated; and
- contributing in a meaningful way to the team's success. In this regard, the League will select coaches who are committed to offering players that are selected ample opportunities to contribute to the team's success in a meaningful way and who are committed to clearly stating his/her criterion for earning playing time.

Players who are members of the recreation league or school sponsored softball teams are eligible for participation in the Travel/Tournament program provided they timely register, timely pay required fees and meet all other requirements' of the program as established by the League.

Players selected for a team are required to attend all team practices and games unless prior arrangements have been made with the Manager. If a player will be unavailable for several or a series

of games or practices, this fact must be made known to the Travel Commissioner prior to the team selection process. Failure to do so will subject the player to possible disciplinary action or suspension.

Having a child who is selected to a Travel/Tournament team involves significant responsibilities to the League on the part of each parent.

Selection of Player: The Travel/Tournament player selection criteria will be as follows:

- Selection of players will be done on a rating system, but this system will not be the sole determinant.
- The final player selections will be determined by the Travel Commissioner and any other individuals selected by the board, which may include the prospective managers. At least four people will be involved in the final player selection, one of which must not be a member of that division's.
- Travel/Tournament team coaching staff. When consensus of the selection of the last few players cannot be reached, the Travel Commissioner will make the final decision.
- The league will make every reasonable attempt to provide an opportunity to play for all interested girls who demonstrate the ability to play safely.

Players from outside BH-PBL community are permitted to take part in League programs, including the Travel/Tournament program provided these players timely register, timely pay required fees and meet all other requirements of the program as established by the League.

Optimum team size is twelve (12) players, with the exception of the 10 and under division which is thirteen (13) players and the 16 year old division whose roster size will be determined on a yearly basis. Actual team size will be up to the discretion of the board.