



San Dieguito Youth Softball
Rules, Policies and Procedures
2011-2012

1. GENERAL RULES

- 1.1. These Rules and Regulations are reviewed and updated annually by SDYS Board of Directors, ("Board"). These Rules and Regulations can only be amended, omitted or changed by the Board prior to each Spring Season Opening Day. Any concerns regarding the rules needs to be submitted to the President in a formal written request at least two months prior to Opening Day. These Rules & Regulations are supplemented by additional procedures governing the functions of the league, including the ByLaws, SDYS Coaches Manual, SDYS Team Draft Procedure, and related forms.
- 1.2. SDYS has a "Zero-Tolerance Substance Abuse Policy." The use of any tobacco products, alcoholic beverages or non-prescribed drugs, is forbidden during SDYS games or practices, within the Cardiff Sports Park, or at any field where a SDYS team is playing, including adjacent spectator grandstands and parking areas. Violation of this rule will result in ejection of the offender from the game site and possible suspension for the season.
- 1.3. Insurance shall be obtained to cover San Dieguito Youth Softball League ("SDYS") players. SDYS reserves the right to refuse player participation to any individual with physical/medical limitations. Public liability insurance shall also be obtained to cover SDYS sponsored events.
- 1.4. It is the policy of the Board to provide a safe environment for those participating in SDYS programs. It is the responsibility of every member of the organization to ensure that the facilities used, equipment issued and conduct of the game is as safe as possible. Any individual who has knowledge of an unsafe condition has an obligation to report the situation immediately to the Fields & Safety Commissioner, Equipment Commissioner, or any member of the Board.

2. FINANCES

- 2.1. The Treasurer shall present a final Spring Season budget for approval by the Board at the first scheduled meeting in January.
- 2.2. Any purchase approved in the budget, exceeding \$300, must have three competitive bids and be approved by the Board.
- 2.3. Concession purchases shall not exceed \$1,000 per week without the approval of the Treasurer and either the President or Vice-President.
- 2.4. All checks require the approving signatures of the Treasurer, and either the President or Secretary.

3. CODE OF CONDUCT

- 3.1. SDYS is committed to not only teaching the fundamentals of the game and increasing the skill level of all participants, but, more importantly, to creating a positive, supportive and enjoyable environment for the girls and their families. SDYS will strive to give the girls the necessary tools and guidance to improve as softball players and young ladies. To foster a community sharing these goals, each adult volunteer, including board members, coaches, parents, and team managers agree to adhere to a Code of Conduct.
- 3.2. The purpose of the Code of Conduct is to establish a standard for behavior and conduct for all adults and players associated with SDYS. Acknowledgement and agreement to comply with the appropriate Code of Conduct is required to participate in SDYS-sanctioned events as well as implicit agreement to be accountable to disciplinary actions, if necessary, established by SDYS.
- 3.3. Parents and Coaches are encouraged to ensure players comply to the general tenets of the Code of Conduct and maintain appropriate conduct toward all participating members and to uphold good sportsmanship at all times
- 3.4. Each volunteer or player family is required to read, understand, and agree to comply with either the Parent's Code of Conduct. These documents are available on the SDYS website, www.sdysoftball.com. Tenets of the Code include:
 - 3.4.1. Positive Support & Encouragement
 - 3.4.2. Good Sportsmanship
 - 3.4.3. Emotional & physical well-being ahead of winning
 - 3.4.4. Maintain a safe and healthy environment
 - 3.4.5. Support Coaches and other volunteers
 - 3.4.6. Environment free from drugs, tobacco, and alcohol
 - 3.4.7. Respect for other players, coaches, fans, and officials
 - 3.4.8. Keep it fun
- 3.5. Head Coaches are responsible for the action of their players and spectators. Violation of the Code of Conduct, including unsportsmanlike conduct or abusive language or profanity will not be tolerated from Coaches, Team Manager, Players or spectators. Continued abuse by anyone, particularly at a SDYS event, whether toward a game official, the other team or spectators of the other team shall be grounds for the umpire to declare a forfeit against the offending team. Any incident, including a warning or dismissal by the umpire for unsportsmanlike conduct shall be reported to the President, Vice-President, or Coaches Commissioner within 72 hours. Any person having knowledge of infractions of any rule, regulation or policy of SDYS is responsible to report such infractions to a member of the Rules & Protest Committee
- 3.6. Any Coach, Team Manager, or parent volunteer, who violates any of the following shall be deemed to be in violation of the Code of Conduct.

- 3.6.1. Unsportsmanlike Conduct—demonstration of a lack of interest in sports, playing in an unfair manner, complaining about losing or boasting about winning. Behaving inappropriately when winning or losing.
- 3.6.2. Degrading—disgracing or causing a player to lose self-respect.
- 3.6.3. Reprimanding—a harsh or formal scolding.
- 3.6.4. Negative Criticism—a word, phrase or action that is punishing and does not help a person learn or improve.
- 3.6.5. Offensive Language—inappropriate or profane language directed towards anyone while participating in or attending a SDYS event.
- 3.6.6. Offensive Actions—inappropriate facial expressions, gestures or body language directed towards anyone while attending a SDYS event.
- 3.6.7. Any physical discipline or verbal abuse of players - regardless of their relationship to the player.

3.7. The sequence of action which will be taken by SDYS for violation of the provisions of the Code of Conduct are:

- 3.7.1. COMPLAINT - Complaints lodged against a Board member, Coach, or parent volunteer must be submitted in writing to the President or Vice-President and must be signed by the person filing the complaint. Complaints received become confidential and status and outcomes may not be shared with the person filing the complaint.
- 3.7.2. INVESTIGATION - An investigation of the allegations contained in the complaint will be conducted by the appropriate representative. The depth of the investigation will be largely influenced by the seriousness of the complaint, the ability to confirm the complaint, any subjective motivation driving the complaint, and relevance to SDYS. For complaints regarding the field of play, the Coaches Commissioner shall lead the investigation. For complaints regarding personal conduct, the President shall lead the investigation.
- 3.7.3. PRESENTATION OF FINDINGS - Upon completion of the investigation, either the Coaches Commissioner or President will present the findings to the appropriate body, which may or may not include the ASA District Commissioner, the Board, or the Rules & Protest Committee.
- 3.7.4. BOARD DECISION FOR A HEARING – After the presentation of the investigational findings the President, on recommendation by the person leading the investigation, may consider calling an emergency meeting for the purpose of hearing the complaint.
- 3.7.5. LETTER TO THE INDIVIDUAL (NOTICE OF HEARING) – If a Hearing is called a letter (notice of the hearing) will be delivered to the individual about whom the complaint was filed.
- 3.7.6. HEARING- In all cases where a Hearing is called to determine a resolution requiring Board approval, affected managers or coaches shall have the option of attending the emergency Board meeting for the

purpose of reviewing the findings of fact. The person filing the complaint may also be invited to attend the meeting. Invited witnesses shall also have the option of attending the emergency Board meeting for the purpose of providing supplemental information and facts pertaining to the complaint.

3.7.7. BOARD ACTION - At the hearing, actions available to the Board include:

3.7.7.1. Letter of Reprimand, which shall contain the document and section(s) thereof which are alleged to have been violated. The Letter of Reprimand shall remain on file with SDYS for a period of twelve (12) months commencing on the date of the special Board meeting.

3.7.7.2. In the event of a reoccurring or new offense, any person is found to be in violation of the Code of Conduct, shall be suspended for a period of twelve (12) months from any teams or league volunteer position including: manager, coach, assistant coach, Board Member or team parent. The suspension period shall commence on the date of the resolution is approved.

3.7.7.3. In the event of a third offense, any person who is found to be in violation of the Code of Conduct, shall be banned permanently from any involvement in any capacity with SDYS.

3.7.8. OTHER ACTION - SDYS retains the right to resolve a Complaint outside the steps explained in 1.6.7 if the basis of the complaint and results of the investigation warrant stronger response. This will require a 2/3 majority approval of the Board.

4. PLAYER REGISTRATION

4.1. Upon registration, each player must provide proof of age, such as a certified birth certificate. Any and all documents provided to SDYS shall be for official SDYS use only and shall be restricted to only those Board members authorized to accept and process registrations. Players who do not provide a copy of a certified birth certificate may not be eligible to participate in SDYS sponsored recreational and All-Star play.

4.2. A registration fee is required for a child to participate in any SDYS program. Financial aid is available by request to those players who may meet financial aid requirements, recommended by the Financial Aid Committee and approved by the President.

4.3. No player is allowed to practice or play on a SDYS team until the registration fee has been completed. Financial aid applications must be submitted to the Financial Aid Committee, or with the approval of the Player Agent. No player

shall be permitted to participate in any games without a signed Parent Code of Conduct, a signed Liability Release provided to the Head Coach or Team Manager.

- 4.4. All players are to be in full uniform for all games. Failure to be in uniform may result in removal from the game. Uniform will consist of softball pants, jersey, and socks. League issued caps or visors (if provided) are optional. For safety, only non metal softball cleats must be worn during games and practices. During cold weather, a player may wear baseball/softball sleeves or "Under Armour®" type shirts under the league issued jersey. For safety, hooded sweatshirts may not be worn in a game.
- 4.5. Any player who misses three (3) consecutive practices or games without prior notification of the Head Coach or Player Agent, may be dropped from the team roster. Family, school and church events are reasonable excuses if prior notification is given. Illness shall also be considered a reasonable excuse. Parental verification of illness shall be accepted.
- 4.6. In the event that SDYS is unable to provide qualified adult leadership for any SDYS team, that team shall be disbanded and the players placed on another team or a refund given.
- 4.7. Team members are to maintain appropriate conduct toward all participating members and to uphold good sportsmanship at all times.

5. COACHES / TEAM MANAGERS

- 5.1. The Head Coach is responsible for all business of the team on and off the field. The Team Manager or First Assistant Coach may fill in as designated.
- 5.2. Head Coaches are responsible for the action of their players and spectators. Violation of the Code of Conduct, including unsportsmanlike conduct or abusive language or profanity will not be tolerated from coaches, parent volunteers, players or spectators.
- 5.3. All equipment issued to Head Coaches must be returned to SDYS after each season. Head Coaches will be required to provide SDYS with a deposit check in the amount of \$100 as security against the equipment issued. The deposit will be applied against any missing equipment.
- 5.4. Each Recreation team shall have a minimum adult volunteer staff consisting of one Head Coach, one Assistant Coach, and one Team Manager/Parent. A second Assistant Coach and up to two Assistant Team Managers/Parents may be added.
- 5.5. All adult volunteer coaching staff, and any parent volunteers who assist on the field during practices and pre-game warm-ups, must have the approval of the Coaches Commissioner and the Board. An approved ASA Background Check is required of all adult volunteer staff, including team managers and on-field

parent volunteers. SDYS will pay for up to six Background Checks per team, two being women (recommended three Coaches and three Team Manager/Parents).

- 5.6. There must be an adult female 18 years of age or older present at all practices, games or functions conducted by the team to ensure the welfare of the players and must remain with the players until an adult picks them up. A female adult must accompany players in the 8U and 10U divisions to the restrooms during practices and games and players in the 12U and 14U must use the buddy system or have an adult female present.
- 5.7. Players may not be left unattended after a practice or game, and the Head Coach/Team Manager are responsible to ensure the player is accompanied until picked up by a parent or authorized guardian.
- 5.8. Coaches are required to complete the minimum required courses and clinics conducted by or sanctioned by SDYS, though are encouraged to attend all course and clinics offered. The following table outlines the criteria for each Coach Level:

| Coaches Level | Background Check | Mandatory Coaches Meeting | ASA ACE Certification | SDYS Coaches Clinic | ASA Coaches Clinic |
|--|-------------------------|----------------------------------|------------------------------|---|---------------------------|
| All-Star Head Coach | Required | Required | Required | Optional | Required |
| All-Star 1st Assistant | Required | N/A | Required | Optional | Required |
| All-Star Assistant | Required | Optional | Optional | Optional | Optional |
| Recreation Head Coach | Required | Required | Required | Optional | Required |
| Recreation 1st Assistant | Required | Optional | Optional | At least one of these is required At least one of these is required | |
| Recreation Assistant | Required | Optional | Optional | Optional | Optional |
| On-Field Parent Volunteer | Required | Optional | Optional | Optional | Optional |

- 5.9. If written team policies are provided to players by the Head Coach, such rules must first be submitted to the Division Representative for review and approval by the Rules and Protest Committee. Notification of disapproval will be provided within seven (7) days after submittal

- 5.10. It is the Head Coaches' responsibility to report any of the following to a board member with immediate notification of the Vice-President: violation of code of conduct, apparent drops from the team, or any activity which may prevent a safe and positive on and off-field environment for the players. Player drops must be reported within 24 hours of Head Coach notification.
- 5.11. Head Coaches are to contact the Umpire in Chief concerning questions about league rules. Any other matters that a manager would like bring to the attention of the Board are to be reported to the Division Representative, President, Vice-President, or Coaches Commissioner. Any reported issues will be reviewed by the representative and the President for review and further action, including placement on the Board's agenda at the next regular board meeting.
- 5.12. The Head Coach is responsible to ensure an accident form for any injuries is completed and submitted to the Equipment and Safety Commissioner within 24 hours of the injury
- 5.13. Coaches are to maintain professional conduct at all times per the Code of Conduct. Charges of misconduct should be submitted to the President, Vice-President, or Coaches Commissioner, if concerning a Coach or on-field Parent Volunteer. Any complaints will be reviewed with the President for appropriate response and follow-up.

6. DIVISIONS

- 6.1. SDYS strives to provide five age-appropriate Divisions of play, subject to having adequate registered players. These Divisions are:
 - 6.1.1. T-Ball: Ages 4, 5, 6
 - 6.1.2. 8U Division: Ages 7, 8
 - 6.1.3. 10U Division: Ages 9, 10
 - 6.1.4. 12U Division: Ages 11, 12
 - 6.1.5. 14U Division: Ages 13, 14
- 6.2. Age determined as of December 31 of the year prior to the year of play. For example, for Spring, All-Star, or Fall/Winter 2012, the age is determined as of December 31, 2011.
- 6.3. Players shall remain in their appropriate Division for all programs sponsored by SDYS. Exceptions shall be governed by the following:
 - 6.3.1. Playing Up - If, upon written parent/guardian request, a player desires to play in a division older than her appropriate age division, the following rules shall apply:
 - 6.3.1.1. The player must be within one year of moving up to that older division;
 - 6.3.1.2. The player must have played on the prior season's All-Star Team.
 - 6.3.1.3. The player must participate in tryouts for BOTH the older

- division the player would like to play AND her appropriate age division;
- 6.3.1.4. If, before Opening Day, the Head Coach of the upper Division team which originally drafted the player, alerts the Player Agent that, for Safety reasons, the player should not play in the upper division, then the player shall be placed on a team within that player's age-appropriate Division.
 - 6.3.1.5. The player will have the opportunity to try out for their age appropriate division's all-star team.
- 6.3.2. Playing Down - A player shall only play in a Division younger than her appropriate age, on a case by case basis, considering the safety of that player and the players in the younger Division. This decision shall be jointly made by the player's parent/guardian, Vice-President, and Player Agent. Player who play down are not eligible to play All-Stars at that level.

7. Team Formation

- 7.1. T-Ball and 8U Division Teams may be formed with preference to school, residence, and parental/guardian request.
- 7.2. Player Assessments shall be made for all 10U, 12U, and 14U division players prior to team formation. This assessment shall be held approximately the 3rd weekend of January.
- 7.3. Within seven (7) days following the assessments, the Team Formation Committee shall conduct a team draft. All head coaches are required to attend the draft for their respective age division. Each team may have one Assistant Coach at the team draft.
- 7.4. Prior to the team draft, the following Protected Player (PP) condition may apply: each team may have up to two PPs assigned to their roster prior to the draft. These are typically the daughter/s of the Head Coach and Assistant Coach. No team may have more than two "A" level PP.
- 7.5. Prior to the team draft, the following Designated Pitcher (DP) condition may apply: the Team Formation Committee based on Assessments and prior player evaluation, shall ensure each team has one "A" level , and if possible, one "B" level Pitcher assigned. The intent of this condition is to ensure each team has equal pitching depth.
- 7.6. Under no circumstance, shall any team begin the draft with more than three "A" level players, inclusive of PP and DP.
- 7.7. Team Draft shall be executed in such a manner to ensure that each team have approximately the same number of "A" level players, "B" level players, and "C"

level players.

- 7.8. Team shall select, via blind drawing, their draft order number.
- 7.9. Teams shall have no trades on draft night. All trades must be completed and approved by both Head Coaches and submitted to the Player Agent for final approval within 48 hours of the draft.

8. ALL-STAR TEAM INFORMATION

- 8.1. All-Star Coordinator shall be the Vice-President, unless the Vice-President is a coach or team manager of an All-Star Team. In this case, the President shall assign another Board member to be All-Star Coordinator who is not a coach or team manager of an All-Star Team.
 - 8.1.1. Shall oversee the scheduling of All-Star Tournament play.
 - 8.1.2. Shall supervise and oversee the League's All-Star selection and team formation process with the Team Selection Committee
 - 8.1.3. Shall oversee and ensure uniforms required for All-Star teams are provided.
 - 8.1.4. Shall oversee and ensure the booking of all hotel rooms required if teams travel outside of local area.
 - 8.1.5. Responsible for registering all All-Star teams in tournaments selected by the League and arranging for payment being made in a timely manner.
 - 8.1.6. Work with the President in the review of complaints related to any issue involving All-Star policy or operations.
 - 8.1.7. Oversee the planning of the Memorial Day Tournament including trophies, registration, bracketing, scheduling, and field preparation.
- 8.2. All-Star Player Selection:
 - 8.2.1. All-Star selection will be made by a tryout assessment. All interested players must participate for their respective Division to be considered for selection.
 - 8.2.2. Evaluation and selection of the players for the All-Star team(s) in each division shall be by a Board-approved selection process.
 - 8.2.3. All girls must have played in at least 75% of SDYS Spring League games. Players participating in Travel Ball (as defined by ASA in the current year Yellow Book) as of April 1st are ineligible for All-Star consideration
 - 8.2.4. High School Add-in Players for the 14U All-Star Team are allowed. Up to 4 high school freshmen may be added to the roster, if required to supplement a team with the required number of players and skills. The High School Add-in player must: 1. Have played for SDYS the calendar year prior (Spring, All-Star or Fall/Winter); 2. Must not have played Travel Ball in the current year; 3. Must be registered with SDYS no later than the date specified in the current Yellow Book. For 2010, the deadline is May 10, 2010. These players will not replace an All-Star eligible player, but should be added to allow a roster to have at least 12 players.

- 8.2.5. Any player who refuses or declines to participate in All-Stars Try-outs or refuses to play for a particular All-Star team, shall be ineligible to play on any other League Sanctioned team.
- 8.2.6. All roster changes including changes of managers and coaches require the prior approval of the All-Star Head Coach Selection Committee.
- 8.2.7. There will be one All-Star team representing the 8U, 10U, 12U, and 14U Divisions. Each roster shall consist of a minimum of 12 players and a maximum of 14 players, subject to any ASA's current restrictions in the current year's Yellow Book.
- 8.2.8. The Board must approve by simple majority vote, if the League will field a second ("Silver") All-Star team from each Division. Consideration for this vote should include the ability to field a development team that can be competitive at the "Silver" level and qualified coaching is available. Each roster shall consist of a minimum of 12 players and a maximum of 15 players, subject to any ASA current restrictions in the current year's Yellow Book.
- 8.2.9. All parents of All-Star players must volunteer for and provide up to 4 hours of service in support of Memorial Day Tournament activities. Up to two Coaches and one Team Manager/Parent per team are exempt from this requirement

8.3. All-Star Coach Selection

- 8.3.1. The All-Star Head Coach shall be selected by a board vote. The committee shall include the President, Vice-President, Coaches Commissioner and one additional Board member and one non-Board member. A Coach candidate for an All-Star team will not vote on selections for their respective Division.
- 8.3.2. Eligibility criteria for All-Star Head Coaches include:
 - 8.3.2.1. Meet all basic ASA requirements and SDYS requirements.
 - 8.3.2.2. Must have been a qualified coach meeting all league requirements for that spring season.
 - 8.3.2.3. Qualified coach in the same division as the All-Star Team's division or at board discretion.
 - 8.3.2.4. Must have no disciplinary actions due to violation of Code of Conduct for at least one calendar year prior.
 - 8.3.2.5. Must submit an All-Star Head Coach application affirming willingness to fulfill the commitment expected of All-Star level coaching, including time commitment and team management.
 - 8.3.2.6. Must attend an interview before the All-Star Head Coach Selection Committee.
- 8.3.3. Eligibility criteria for All-Star First Assistant Coaches include:
 - 8.3.3.1. Meet all basic ASA requirements and SDYS requirements
 - 8.3.3.2. Must have been a Head Coach or First Assistant Coach for consecutive Spring Recreation seasons or Spring/Fall Recreation seasons, with the current Spring season being considered one of those seasons.
 - 8.3.3.3. Qualified coach of a current Spring Recreation Team in the same Division or at board discretion.

8.3.3.4. Must have no disciplinary actions due to violation of Code of Conduct for at least one calendar year prior.

8.3.3.5. Recommendation by All-Star Head Coach to, and approval by, the All-Star Head Coach Selection Committee.

8.3.4. Eligibility criteria for All-Star Second Assistant Coaches include:

8.3.4.1. Meet all basic ASA requirements and SDYS requirements

8.3.4.2. Must have been a Head Coach or Assistant Coach for consecutive Spring Recreation seasons or Spring/Fall Recreation seasons, with the current Spring season being considered one of those seasons.

8.3.4.3. Head Coach or Assistant Coach of a current Spring Recreation Team in the same Division.

8.3.4.4. Must have no disciplinary actions due to violation of Code of Conduct for at least one calendar year.

8.3.4.5. Recommendation by All-Star Head Coach to, and approval by, the All-Star Head Coach Selection Committee

9. Forms

- 9.1. SDYS Parents Code of Conduct
- 9.2. SDYS Coaches Code of Conduct
- 9.3. ASA Background Check
- 9.4. SDYS All-Star Head Coach Application
- 9.5. SDYS Financial Aid Application

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