



Archer Athletic Softball Association

Operational Guidelines

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Section 1: Organizational Overview

1.0 Mission

Archer Softball Association will develop the softball skills of our youth and teach them the spirit of good sportsmanship. We will encourage healthy competition by providing a safe, fun, learning oriented environment for the children of our community to play softball.

1.1 Organization

Archer Softball Association (ASA) is the Softball organization of Archer Athletic Association (AAA) and will be governed by the by-laws of that organization. These operational guidelines are intended to provide direction for the softball organization. Should any discrepancies exist between the by-laws of ASA and the operational guidelines of AAA, the laws of AAA shall prevail.

1.2 Leagues

The organization will have 7 leagues that will be supported based on the ages of the girls as set forth in the ASA/Tri-County guidelines, and will support a Travel Softball program for those who desire playing at a higher level of competition throughout the season.

ROOKIE: Ages 3,4

6U Tee Ball: Ages 4, 5, and 6 (Must be 4 by February 1 for Spring Season, July 1 for Fall Season)

8U Pee Wee: Ages 7, 8

10U Minor: Ages 9, 10

12U Major: Ages 11, 12

14U Junior: Ages 13, 14

18U Senior: Ages 15, 16, 17, 17 (if enough players register)

Travel: 2 teams per age group for 8U-18U

(Note: Exceptions may be made, but must be approved by the Softball Director, AAA President, and AAA Vice President)

Each player's age shall be the age she was as of December 31, the year prior to the Spring Season.

(Example: If the Spring Season is held in 2014, it would be the player's age on December 31, 2013 at 11:59:59 PM). The follows the ASA Rule Book for a player's age.

1.3 Seasonal Play

Spring Season shall begin in February and end in May. This season will end to align with the Pre Tri-County and Tri-County All Star Tournaments.

Fall Season shall begin in August and shall proceed through the end of October.

The number of teams per league shall be determined based on the capacity of that field, and/or the need to share those fields with other sports associated with the AAA program.

1.4 Revision of Operational Guidelines

Per the by-laws of AAA, annual elections for the Softball Board shall occur as required. A "Archer Softball Change Request Form" shall be made available to the general community, where they may request a change to the operational guidelines, including the League Rules. Upon being elected, the Archer Softball

Association Director shall review the Operational Guidelines and revise them as necessary. This includes rule changes and changes in policy. In order for the rules to be approved, the changes must be approved by a majority of the voting members of the Softball Board and the Executive Board.

Section 2 Money Management

2.0 Registration Fees

Registration fees shall be set in accordance with AAA guidelines as a non-profit organization. Fees shall be used to offset all costs associated with running the league. All excess funds that remain at the end of the season shall be used to improve the Harbins Park facilities, replenish the equipment inventory, or to support Park Partnership projects. All non-county residents will pay an "out of county" fee to be determined by Gwinnett County Parks and Recreation. This fee applies to all non-county residents in recreational leagues.

ASA shall provide up to 3 scholarships to families, if they are unable to afford the registration fee. This must be approved by the ASA Director. Only one scholarship is available to one family in a calendar year. Multiple requests for a scholarship must be approved by the AAA Director. Scholarships are not offered to Travel Ball Players.

2.1 Sponsorships

All Team or Scoreboard Sponsorships for Seasonal, Travel, and All-star teams will fall under the following guidelines. Sponsorships are highly recommended as an avenue for teams to raise money to support additional team expenses (team banner, trophies, team party, etc.). In order to maintain accurate information, no team, coach, team mom or sponsor will bypass any procedures set forth.

For each field banner sponsorship, the cost is \$250.00. The team will get \$200.00 and the remaining balance will pay for the production of the banner.

Note: All sponsorship banners will be 4'x6'. AAA and Gwinnett County Parks & Recreation (GCPR) reserve the right to approve all banner designs prior to printing. In case of Sponsor provided banners, an electronic copy of the banner (jpeg or other acceptable format) shall be approved by AAA and GCPR prior to installation.

Note: Scoreboard sponsorships will be considered park sponsors and funds will be held by AAA to cover costs for 1) installation & removal of sponsor panels, 2) general expenses incurred in AAA's operations.

2.2 Sponsor Payment

All Sponsor payments made by businesses (no sponsorships from individuals) shall be made payable directly to AAA. The business will receive a receipt to use in designating the payment as a donation for tax purposes. Should a parent, friend, family member, or coach choose to sponsor a specific item/event for the team, and pay for it directly, this item shall not be considered a sponsorship by the park, but a good deed by a volunteer, and as such will not need to go through AAA.

2.3 Procedures:

A Team representative will be responsible for obtaining sponsorships and submitting check payable to AAA along with a completed and accurate Sponsorship Form to the ASA Team Mom Coordinator, who will then provide to the ASA Treasurer.

ASA Treasurer will 1) maintain record of sponsorship and amount available for reimbursement, 2) notify team mom of the amount available via Team Mom Coordinator or directly, and 3) manage approval process and oversee installation of banners.

2.4 Team Reimbursement

Seasonal, All-star and Travel Teams: Each team will be reimbursed from their available sponsorship funds upon submission of a completed reimbursement form with original receipts attached. Determination of reimbursable expenses will be made by ASA. For Seasonal Teams, requests for reimbursement are due within 30 days of the last game of the season. For All-star Teams, requests for reimbursement are due within 30 days of the last tournament game. After the corresponding cutoff date, funds not requested for reimbursement will become part of the general fund and available for use by ASA.

Sponsorships shall be required of each team if:

There is a budget shortfall, and the money collected would be needed to fund the softball season.

A park partnership project with GCPR has been identified and AAA is in need of funds to support that project.

AAA has identified a specific project to improve the facilities at the park and AAA is in need of funds to support that project.

In each case, all funds would be retained by AAA and only plaques provided to sponsors; no banners would be purchased by AAA.

2.5 Fundraisers

It is up to each team to have fundraisers if desired. You must coordinate with the executive board director of fundraising before setting up a fundraiser. No contracts may be entered without AAA board of director's approval.

2.6 Non-Profit Organization

Archer Softball Association is a not-for-profit organization. All monies raised from registration fees, fundraisers, sponsors, etc. shall be placed into a Archer Softball Association account at the same banking institution as AAA. Any expenses required to run the day to day operations will be funded through this account, and require only the AAA Director and AAA Treasurer to sign. However at the end of the season, all remaining profits shall be allocated to improving Harbins Park or supporting the needs of Archer Athletic Association.

2.7 Expense Approval

All expenses greater than \$2500 must have the approval of the Softball Director and Softball Treasurer.

All checks signed on behalf of the Archer Softball Association must bear two (2) signatures. Any of the following are acceptable: Softball Director, Softball Treasurer, and Executive Board Treasurer of AAA.

Section 3: Softball Board of Directors:

3.0 Board Structure

The Softball Board of Directors shall consist of the following at a minimum. Other positions may be appointed by the director.

- A. Director of Softball
- B. Assistant Director of Softball
- C. Softball Secretary
- D. Softball Treasurer
- E. Team Mom & Concessions Coordinator
- F. Equipment/Field Manager (Appointed by Director)
- G. Scheduling/Umpire Coordinator (Appointed by Director)
- H. Travel Team Director (Appointed by Director)
- I. Technology Coordinator (Appointed by Director)
- J. Uniform Director (Appointed by Director)
- K. Individual League Directors (Appointed by Director)

3.1 Roles & Responsibilities

Each member of the board shall be responsible for ensure that ASA is run as safely, smoothly and effectively as possible. In addition, each member shall have specific responsibilities that include but are not limited to the following:

3.2 Softball Director

This position shall govern all activities related to the Archer Softball Association. This includes: - Overall coordination of the Softball calendar - Oversight of the player registration process - Oversight of the coaching selection process - Representation of AAA at any organizational events unless delegated to another Softball Board Member - Overall management of the ASA finances - Oversight of the Softball portion of the ASA web site - Oversight of the execution of each Spring and Fall season for ASA - Allocation of Field Times to League Directors/Travel Ball.

3.3 Assistant Softball Director

This position shall be the back-up to the Softball Director, and shall assume responsibilities for portions of the Softball program that the Softball Director may need assistance with. The primary responsibility will be to support the execution of each Softball season, ensuring that all elements of the program are supported appropriately.

3.4 Softball Secretary

This position will be the recording arm of ASA. Responsibilities will include: - Taking notes at any meetings of the Softball Board, and ensuring Action Items are documented. Distributing minutes of each meeting to facilitate communication and ensure all people understand their follow-up items and deliverables - Assist the Softball Director with any non-financial administrative items that may arise.

3.5 Softball Treasurer

Oversee all financial related matters associated with ASA. - Maintain the ASA Checking Account - Ensure timely payment for all vendors servicing ASA - Develop budgets for each season and ensure we are generating enough revenue to support our spending needs - proactively raise any issues associated with the financial management of ASA. Prepare monthly AAA meeting report.

3.6 Team Mom Coordinator

Responsible for managing team related events, and communicating with Team Moms for each team at Harbins Park and ensuring teams are supporting the appropriate administrative items. - Choose vendors for picture day - Oversee and manage all activities associated with Fund Raising - Ensure sponsor money is collected from each team – Coordinate volunteers to handle concession duties as assigned. Facilitate Communication with Team Moms for all of the following: Fund Raising, Picture Day, Opening Day Ceremony, and Concession duty schedule - Coordinate volunteers to handle picture day and uniform order delivery.

3.7 Equipment/ Field Coordinator

Oversee all equipment related items. - Take inventory of all equipment on hand, and ensure it is in good working order- Ensure sufficient supply of equipment for each season, and order replacements as necessary.- manage the delivery and collection of equipment at the beginning and end of each season. Coordination of a “Harbins Work Day”, where coaches, parents, and volunteers come to the park and perform required field maintenance. Take stock of each field and request the county to perform maintenance as required. Manage vendors associated with Field Improvement projects. Up-keep of maintenance equipment like field tractors, etc.

3.8 Travel Ball Coordinator

Act as focal point for all Travel Coaches request for information - Represent Archer Softball Association at all relevant meetings - Communicate all ASA rule and calendar related information to all coaches - Ensure all Travel Coaches act ethically and in accordance with Coaches Code of Conduct. - Make recommendations with regard to coaching selection.

3.9 Scheduling/Umpire Coordinator

Act as the single point of contact for all game and practice related questions. Assign practice time for all leagues and teams. Create, maintain, and distribute game schedule for all leagues and teams. Ensure umpires are scheduled for all games. Verify all Umpire invoices are correct for payment. Contact all coaches when practice, games, etc. are canceled or rained out.

3.10 Elections & Appointments

Elections shall be held in accordance with AAA by-laws and shall run 2 full year, encompassing 4 complete seasons.

Should any board member resign during the course of the season, the Softball Director has unilateral authority to appoint a replacement to that position.

The Directors position must be elected from the existing board, however all other positions are open for advanced and floor nominations at the annual elections.

3.11 Meetings and Events

The Softball Board shall meet on the first week of every month, at the very least, to ensure all matters associated with Softball are being addressed in a timely fashion. Date and Location shall be posted on the Website. Open meetings to address the ASA Board may be requested by notifying the ASA Director. ASA shall be represented at all AAA events by a member of the ASA Board. All board meetings shall be open to the public and minutes for each meeting will be taken and made available to the board within

weeks of the meeting date. Minutes shall be distributed to all ASA Board Members by the ASA Secretary. Two elected members must be present to hold a vote on any changes to rules, By-Laws or Guidelines.

3.12 Voting Rights

Each elected and appointed member of the Archer Softball board shall have 1 vote with regard to all matters relating to these Operational Guidelines and any other issue that may require oversight by the Softball Board. The Softball Director shall mediate in case of disagreement and will facilitate all voting discussions and will cast the tie-breaking vote if voting results in a tie.

3.13 Privileges

3.14 Community Support

In the event that there is insufficient support for the growing ASA program, the AAA Executive board may vote to delay and/or cancel a specific season. The scope of effort will require a significant amount of support from the community, and we must have the assistance to run the program efficiently.

Section 4: Softball Annual Calendar

November •

December •

January • Spring Sign-Ups; Player Draft

February • Spring Practice Begins

March • Spring Games Begin

April •

May • Spring Season Ends; AAA Invitational All-star tournament

June • All-Star Tournaments

July • Fall Sign-Ups

August • Fall Season Begins

September •

October • Fall Season Ends

Section 5: Player Registration

5.0 Registration Fees

Registration fees shall be set in accordance with AAA guidelines as a non-profit organization. Fees shall be used to offset all costs associated with running the league. All excess funds that remain at the end of the season shall be used to improve the Harbins Park facilities, replenish the equipment inventory, or to support Park Partnership projects. All non-county residents will pay an "out of county" fee to be determined by Gwinnett County Parks and Recreation

5.3 Registration Dates

Fall Registration will be determined by the ASA Board, with concurrence with the AAA executive board. It shall be consistent with the need to start practices prior to the start of school.

5.4 Registration Process

Announcement of Registration dates shall occur at least 14 days prior to registration. Announcement methods may include school mailings, newspaper announcements, web page messages, and/or email blasts. On-line registration shall be the preferred method of registration. For those without internet access, there will be at least 1 walk-up registration to be held at a location with Public Access. Registration shall be closed when each team is considered to be full by the Softball Director. Should teams not be filled after tryouts, late registration will be allowed for up to 1 week after practices begin, unless the Softball Director approves the late registration.

5.5 Payment Method

On-Line registration shall accept major credit cards. Walk-up registration shall accept cash and check only or credit cards if a laptop with internet access is available.

5.6 Refunds

AAA has a no Refund policy.

"Medical purposes", and a letter from a registered physician shall be required for verification purposes. AAA board of directors will review at the annual meeting.

If a child does not come to 75% of the practices, the board has the right to remove this child from the team, refund the registration fees and place the next available child on the waiting list on the team.

Section 6: Coach Selection & Responsibilities

6.0 Application Process

Coaches shall express interest by contacting the Softball Director. Coaches that have been awarded a team should express interest at the end of the last season coached. Coaches shall be required to apply via an application form. Previous Coaches will be required to fill out the volunteer application each season. Applications shall be made available via the web site and at walk-up registration events. Applications shall be submitted to the Softball Director per the required timelines to be considered as a coach.

6.1 Selection Process

All applications shall be reviewed by the Softball Director for consideration.

Upon developing a complete list, the coach's interviews shall be held with the Softball Board.

If there are more coaches than teams, the Coaching Selection Criteria shall be as follows:

Has the individual coached for AAA before, and if yes... has there been negative feedback regarding the coach's behavior, knowledge, or approach? (Complaints about playing time or position placement shall not be deemed valid as these are at coach discretion).

Has the coach/team demonstrated poor performance?

Did the coach fail to demonstrate a commitment to the players and/or park? If there is no reason NOT to give a coach a team, then prior coaches shall be given priority in team awards.

For new coaches, review of the applications and interviews with the Softball Director, Asst. Softball Director, or other members of the ASA Board may be required prior to selection.

Upon completion of interviews, the Softball Director, will compile a list of recommended coaches for a particular league (including Travel Ball). That list shall be voted on by the Softball Board. Should there be disagreement among the board, the AAA director shall hold the tiebreaking vote. Should a prospective coach choose to appeal not being awarded a team, it may be escalated to the AAA President for review. Notification will be provided to volunteers per the timelines associated with the Softball Calendar.

6.2 Background Checks

All coaches, including assistants and Team Moms will be subject to background checks.

Should background checks reveal any information that may be considered an issue, the Softball Board reserves the right to reject coaching applications.

6.3 Code of Conduct

All coaches shall sign a Code of Conduct that clearly states behavioral expectations. Signing of the Code of Conduct shall be an indication that they understand coaching is a privilege and not a right, and that AAA reserves the right to revoke those privileges at any time if behavioral issues arise and persist.

6.4 Year-End evaluations

All coaches may be subject to a year-end evaluation that may include input from any and/or all of the following:

Survey of player parents.

Review of team record.

On and off field behavior of the coaches by members of the ASA Board.

Input from coaching peers.

6.5 Responsibilities

Teach players the fundamentals of Softball in accordance with the ASA mission.

Provide support for Harbins Park workday to perform seasonal maintenance on the fields which they play.

Perform field prep as required if they are home team and have the first game of the day for weekend schedules.

Manage the behavior of all assistant coaches and parents during games and practices.

Adhere to all aspects of these Operational Guidelines

6.6 Be familiar with and adhere to the modified Dixie Youth/Softball format played at AAA.

Section 7: Recreational Program Player Selection Process

7.0 Player Evaluation Tryouts

Tryouts shall be held a minimum of 4 weeks prior to the start of the season.

Tryouts will consist of Hitting, Running, Throwing, and Fielding evaluations.

All players are required to participate in a tryout for their age group.

Players in all leagues except Senior will be required to play with their age group unless a valid medical excuse is presented with a doctor's note to play down an age group or be within 3 months of age to play up an age group. Exceptions to this rule may be made to fill up an older age group. Experience and player ability will be taken in consideration. This must be approved by the ASA Board.

Girls must declare a pitcher at Try-Outs: If a girls does not declare being a pitcher at Try-Outs, she is not allowed to pitch against other AAA teams during season unless forced due to injury or a declared pitcher voluntarily vacating a team.

7.1 Player Drafts

Each league will have a player draft within 1 week of the tryout.

Each draft must have their League Director or at least one AAA board member present during the process.

Draft Procedure shall be as follows:

Draft order shall be determined by pulling numbers from a hat.

Odd numbered rounds shall begin with the first team on the list, and even numbered rounds beginning with the last team on the list.

Each team will be given one pick per round.

We will always attempt to honor ride shares as long as the teams in the age group are evenly drafted and appear evenly competitive.

AAA will honor requests by parents to have siblings play on the same team.

Player rosters will be submitted to Team Mom Coordinator for ordering uniforms.

7.2 Player Notification

All coaches shall notify their players within 48 hours of being drafted.

Should they be unable to reach those players within 1 week, they shall be awarded a replacement player. Replacement players will be selected from a waiting list if one exists.

Section 8: All-Star Selection Process

8.0 Overview:

AAA will participate, at minimum, in the Gwinnett County Pre Tri-County and Gwinnett County TriCounty All-Star Tournaments. AAA will conform to all requirements of the Tri-County organization and rules that govern them.

8.1 Eligibility

If a player has not participated in at least 80% of the regular season games, she shall not be eligible for all-stars unless it was for medical reasons.

8.2 Player Selection Process

All-Star teams for each age group will be chosen via the following methodology: All coaches will provide the parents of the players on their team with a form that explains the commitment and expectations regarding participation in All-Stars. For a player to be eligible for consideration during the All-Star selection process this form must be completed and signed by the parent affirming their understanding of and intention to meet the expectations explained therein.

During the Spring Regular Season, each Head Coach must submit a list of player(s) from their team that they feel should be eligible for inclusion in the All-Star selection process. Each coach should make it a priority to watch multiple games of the other teams so they may assess the talents of the players on the other teams. The purpose of this nomination process is to provide multiple opportunities for each player to be considered, to create a list of All-Star candidates based on performance throughout the year, and to give each player an equal chance of being selected.

A final pool of All-Star candidates will be generated by combining the lists of names from coaches and removing the names of players for whom commitment forms have not been completed and returned. Each member of the All-Star team must come from this final pool of candidates.

At the close of the season, the softball director will call a meeting with the league's coaches for the purpose of selecting the All-Star team. At the beginning of the meeting, each coach will submit a list of twelve names from the final pool of All-Star candidates (3.3) that they believe are most deserving of a selection. Any player receiving a unanimous vote from all coaches is awarded a spot on the All-Star team at this time (note: if all twelve players are selected unanimously, then the selection process is complete and the team has been selected). Once the unanimous votes are tallied, this will officially end the first round of voting. If all twelve players are not selected unanimously a second round will take place. The second round will begin when all coaches submit a new list of players that corresponds with the number of slots still available on the All-Star team. (For example, if five players receive a unanimous vote during the first round of selections, each coach will generate a list of seven players from the diminished pool of candidates.) During this second round, any player who receives a minimum vote of 75% of the coaches is added to the All-Star team (note: the 75% rule would mandate that 3 of 4, 4 of 5, 5 of 6, 5 of 7, or 6 of 8 coaches must agree on each candidate depending on the number of teams in that age group). Once the lists are reviewed and the votes tallied, this will officially end the second round. If additional selection rounds are necessary, coaches are encouraged to continue to discuss individual candidates, team needs, etc. to help build consensus and the 75% rule will continue to be applied to each round thereafter. In the unlikely event that the number of players receiving votes from at least 75% of the coaches exceeds the number of remaining slots on the All-Star team, players with the greatest number of votes should be added to the team and the process should continue. If this is not possible, the draft will come to a stop and the Board will proceed to selecting the All Star Head Coach as laid out in rule 4.3. Once selected, the head coach of the All-Star team may select which player from this round to exclude from the team. When at least two rounds of voting has been completed AND at least ten of the twelve players have been selected, the head coach of the All-Star team may choose the players for the remaining 1 or 2 slots if they exist. These players, however, must come from the diminished list of players remaining in the pool of All-Star candidates at the end of the most recent round of selections.

8.3 Coaching Selection Process

Coaches wanting to manage the All-Star team should submit this request in writing (email is fine) to the Softball Director, one week prior to the All-Star player vote.

After the players have been selected, those coaches who have a child on the team, or been a Head Coach without a child in the league will be eligible to coach the team. If no Head Coach from the regular season volunteers to coach the team, any Assistant or Volunteer with a child on the team will be eligible to coach the team.

If more than one coach has expressed interest, and/or has a child on the team, there will be an anonymous vote consisting of the following people: - Coaches from that League.

If there is a tie vote, the league coaches will revote and if there is still a tie after this vote, the Softball Director will decide. (The only time this will not apply is when the Softball Director is being considered as the coach then the board member hosting this specific meeting will be the deciding vote).

The Head Coach has the right to select his assistant coaches.

8.4 Registration Fees/Sponsor Money

A registration fee will be required for All-Star play. This amount will be determined by the softball board based on the entry fees for each tournament and the cost of the All-Star uniforms. The softball board will list this information on the All-Star form noted in section 3.1. AAA shall provide all expenses related to All-Star uniforms and tournament fees.

Any activities, awards, or equipment funded outside the All-Star registration shall be split equitably among the parents of the players on the team. No sponsor checks will be allowed for All-Star teams until after the team has been selected.

Section 9: Travel Ball Guidelines

9.0 Overview

In order to provide a higher level of competition for those players who desire to play at that level, AAA will support a Travel Softball program.

9.1 Eligibility

All players who comply with the age requirements of a particular team are eligible to try out for that team.

9.2 Player Selection Process: Travel Teams for each age group will be chosen via the following methodology:

Each travel coach will determine the tryout process for his team, and the number of players the team will carry.

Player selection is at the discretion of the head coach of each team. Coach's decisions are final, and shall only be reviewed by the AAA Softball & Travel Director if there is a valid concern over the selection process. Upon finalizing the roster for his team, each coach shall notify the players who made the team personally.

Should the team roster not be full after the first tryout, or at the time players are announced, the coach may request a second tryout, where players may be asked to tryout a second time, or open it to additional players. That coach is responsible for advertising, recruiting, and setting the date for that tryout.

Coaches may make changes to the roster, including asking players to leave, and replacing them with new players, if they feel it is in the best interest of the team. **You must notify the AAA Softball & Travel Director if a player is cut.**

9.3 Travel Ball Coaching Selection Process

Coaches interested in coaching a travel team for their age group should express interest to the AAA Softball & Travel Director NO LATER THAN AUGUST 1, and ideally at the end of the Spring/Summer Softball season.

All coaches shall be subject to the same requirements stated in Section 6.

9.4 Financial Management/Registration Fees/Sponsor Money/Fundraising

Each coach shall develop a budget estimate prior to tryouts so that he may determine how much money he will need to support that team's season for the current year.

Each coach shall determine the fundraising requirements for his team prior to tryouts, so that he may inform all parents at tryouts of the expectations.

Team fundraisers must be an approved form of fundraising. Approval comes from Archer Athletic Association.

Each coach shall set up an account to be used exclusively for team financial matters. All fees/funds collected and paid on behalf of his team should be handled through this account. Exception: A team may still use AAA to manage their Softball account if they choose. The team funds will remain in the AAA account and can be withdrawn by completing a check request form with attached receipts. The manager/head coach is responsible for team accounting.

9.4.1 Teams Using AAA Account Option: All donations and sponsorships made payable to AAA are tax deductible and will be deposited into the AAA account. These funds will remain in the AAA account and can be withdrawn by completing a check request form with attached receipt.

9.4.2 Teams Using Team Account option: All donations and sponsorships made payable to AAA are tax deductible and will be deposited into the AAA account. A check will then be issued to the coach from AAA for the entire amount of sponsorship or donation. This money will be accounted for by the coach and used for his team's expenses for that season.

Each coach shall be responsible for his team and ensuring each player is registered and paid online by the deadlines set forth for each season. Teams that are not fully registered will not be able to secure practice slots on AAA fields until registration has been completed.

For Fall Teams: The entire team must be registered by the opening of the Fall Rec Registration date set by the Softball Board.

For Spring Teams: The entire team must be registered no later than January 31st. Full payment is due by Jan. 31st.

Travel Softball registration fees will be set each December by the Softball board.

Teams only will receive the following from AAA: 1. fees paid for the season.

Sponsorship of /Travel Ball shall be subject to the same requirements as REC Ball.

Coaches shall periodically review with the parents of the team the status of the team budget. At the end of the season should there be a surplus remaining in the account, those funds shall be spent on the players of the team for that season or shall be divided equally among the players on the team and returned to the parents. Upon closure of the season, the coaches may be requested to submit a budget report to AAA Softball Board, and verify that funds have been depleted. A season is defined as a fall season and a spring season, thus having two seasons per year.

At any point during the season you may be requested to submit a statement to the AAA Softball board for review. Upon request the team account statement must be received by AAA within 48 hours of request.

9.4.3 Travel Coaches Responsibilities/Standards of Behavior:

Coaches are expected to represent AAA with integrity and good sportsmanship. Provide a positive role model to players and parents with a positive attitude and professionalism. Unsportsman like conduct, obscene language or unruly behavior from any coach/manager will not be tolerated.

Alcoholic beverages of any form are not allowed in any game, tournament or park.

Although coaches cannot be responsible for the conduct of other adults, as a Manager/Coach, you should take the necessary actions to intervene and counsel parents/fans of players from your team whenever possible. Said parents/fans are subject to ejection from the park per the host's park rules.

Have an understanding of the rules of the game of Softball.

Should any coach (head, assistant, or manager), for any reason, be ejected from a game before, during, or after is required to report that ejection to the Softball Director and Travel Coordinated with 24 hours of ejection.

Ejection rules: Coaches/players ejected from a game are automatically suspended from their next scheduled game. A second ejection may result in the Board taking further disciplinary action, up to and including expulsion from the League.

Appeals of suspension: A coach/player that is suspended from a game can appeal such suspension to the Board. Appeals must be made within 24 hours to the Executive Council (President, Vice President/Treasurer, Communications Director, and Softball Commissioner) via email, phone or personal contact. The person under said suspension must remove him/her self from the game in question and can only appeal the subsequent games suspension. While the appeal is under the consideration of the Executive Council or the Board, said individual is not subject to the suspension until a response is formed from the Executive Council or the Board. Matters where automatic outs or sportsmanship issues that result in ejection by the umpire or the host Park, are not subject to appeal

Travel ejection rules and appeals: Ejection rules, suspensions, and appeals of suspension will be enforced based on the tournament rules in which you are playing. Coach are responsible to familiarize themselves with these rules.

AAA will review with the coach/manager the details of the ejection to determine if further disciplinary action or suspensions may be warranted. AAA reserves the right to receive additional information on ejections from umpires, tournament directors, park directors and other coaches prior to decisions being made.

9.5 Pickup Players

Coaches may pickup players for tournaments. Teams that need/want to pick up an additional player for a tournament must have a signed waiver and kept on file. A pickup player that plays in 3 tournaments in a season must register with AAA. A registration fee payment will be required in full prior to participation.

Original Draft

Date: 09/22/2016

By: AAA Softball Board

Date Approved: 09/24/2016

Date of Last Revision: 1/16/2017

Revised By: Glenn Clark

Date Approved: