



**Thousand Oaks Girls Softball Association
Operating Procedures**

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Section I: Roles & Responsibilities

Article I - Officers and Duties

A. President

1. Shall preside at all meetings of the membership, the BOD, and be an ex-officio member of all committees, except the nominating committee.
2. Shall coordinate and administer the rules, policies and principles of TOGSA.
3. Shall be the spokesperson for the league, community, USA Softball and all other governing bodies.
4. Votes to break ties.

B. Vice President

1. Shall assist the President and in the absence of the President, assume the responsibilities of the President.
2. Shall coordinate Opening and Closing Day ceremonies.
3. Shall act as liaison officer for the league.
4. Shall become President upon the inability of the President to perform his or her duties.
5. Shall be responsible for securing field allocations for the league.
6. Shall be responsible for the Division Directors.

C. Treasurer

1. Shall receive all monies for the league and deposit same in the name of TOGSA in a bank approved by the BOD.
2. Shall keep and maintain books and records in an orderly fashion.
3. Shall submit annual financial statements to the State of California at the end of the fiscal year.
4. Shall obtain a City of Thousand Oaks Business License (annually).
5. Shall maintain Non-Profit status (annually).

6. Shall submit annual tax returns to federal, state and local authorities on a timely basis.
 - Federal Return: Form 990
 - State Return: Form 199
 - Annual Registration Renewal Form to Attorney- General State of California.
7. Shall submit a statement of information (bi-annually).
8. Shall give a report at each regular meeting of the BOD.
9. Shall investigate all accidents and write an accident report for league insurance purposes.
10. Shall coordinate all league insurance (annually) and BOD insurance (annually).
11. Shall see that the league is incorporated as a non-profit corporation in accordance with the corporate laws of the state of California. The Treasurer will make sure that the proper paperwork is kept up to date.
12. Provide regular reporting on member past due status and ongoing collection efforts.
13. Oversee the financial stability of TOGSA and the Snack Shack.
14. Segregate snack shack revenues from Umpire fees to avoid comingling of funds.

D. Player Agent

1. Shall be Agent to all players in the league.
2. Shall investigate all grievances between players and team management.
3. Shall be responsible for coordinating and organizing all league evaluations.
4. Shall be responsible for coordinating and organizing all league drafts.
5. Shall keep a current file of all registration.
6. Shall develop and maintain the practice schedules and calendar of field use for all TOGSA Rec Ball (Spring and Fall).

E. Director Rules & Ethics

1. Shall maintain, distribute, and update the TOGSA By Laws.
2. Will work with the President, and Division Directors to make rules consistent and available to Managers.

3. Shall assist the Coaching Director in the assembly and distribution the Managers Handbook each season.
4. Shall act as an advisor and research questions pertaining to the rules of the league.
5. Shall act as parliamentarian and sergeant at arms at all meetings.
6. Shall lead investigation and due diligence on complaints or charges brought by the General Membership as they pertain to league code of conduct.
7. Shall appoint a sub-committee, composed of the BOD to receive, review and investigate unethical behavior, violations or abuses of the league and board rules, or violation of player or parent code of conduct. This committee will consist of a minimum of three members and a maximum of five members. The committee will present a recommendation to the voting BOD.
8. Shall dispense all USA Softball rule books.

F. Director of Registration

1. Shall complete all Manager and Board member background checks.
2. Shall submit all background checks to USA Softball as early as possible to allow for approval in time for opening day.
3. Shall keep a current file of all registration.
4. Shall be responsible for league and USA Softball registration and selection, with the approval of the BOD and team personnel.
5. Shall be responsible for recruitment of league members.

G. Umpire in Chief

1. Shall obtain and coordinate all youth and USA Softball umpires for TOGSA.
2. Shall see that all youth umpires are trained under USA Softball rules and regulations. Shall oversee that all non-youth umpires are certified with the USA Softball. This may include contracting with an umpire organization that oversees certification and scheduling of umpires.
3. Shall provide explanation and ruling on all questions regarding rules of the game.

H. Secretary

1. Shall keep accurate records of proceedings and activities of all meetings of the General Membership.
2. Shall report minutes of the Board Meetings in an accurate and timely manner to the Board and the General membership.
3. Shall oversee the procedures of the voting of membership, count and certify the election results.
4. Shall maintain the leagues Master calendar.

I. Division Director

1. Shall be the main source of information for all Managers and Coaches of their division.
2. Shall recruit Managers for all teams in their division.
3. Shall supervise Draft Night for their division.
4. Shall act as Division spokesman at all Board of Directors meetings.
5. Schedule mid-season meeting with division managers and coaches.
6. Shall not have a child participating in their division.
7. Shall attend one to two games of each team within their division and attend playoff games.

J. Communications and Marketing Director

1. Shall act as a liaison for TOGSA and the Press.
2. Shall be responsible for flyers and all advertising used in the recruitment of players.
3. Shall make every effort to promote the league name.
4. Shall be responsible for updating the leagues social media sites, such as Facebook.
5. Shall be responsible for drafting and/or coordinating league communication emails and flyers.

K. Field Maintenance and Equipment

1. Shall keep an accurate inventory of all equipment.

2. Shall be responsible for all aspects of TOGSA field maintenance.
3. Shall organize and supervise field maintenance days.
4. Shall act as liaison between TOGSA and the School District and Parks and Recreation personnel.
5. Shall inspect all playing areas regularly for hazards that could result in injuries to players, coaches and spectators.
6. Shall be responsible for informing and training all coaches and managers in the proper care of TOGSA fields.
7. Shall order and dispense all equipment for the league.

L. Uniforms, Awards and Picture Coordinator

1. Shall order and dispense all uniforms for the league.
 - i. Provide samples and estimates of all uniforms including All Stars by Player evaluations.
 - ii. Provide sample sizes for players for fitting and ordering.
2. Shall order all awards for the league.
 - i. Provide samples and estimates of all trophies including All Star tournament trophies by Player evaluations.
 - ii. Provide samples and estimates and artwork for:
 - iii. Event T-Shirts
 - iv. Academic Sweatshirts
 - v. TOGSA merchandise
3. Shall keep an accurate inventory of all uniforms.

M. Fundraising Coordinator

1. Shall coordinate all sponsors for TOGSA.
2. Shall be in charge of all fund raisers.
3. Works with the Treasurer on fiscal matters and the Board of Directors.

4. Shall follow through with letters of appreciation and distribute sponsor plaques or appropriate gifts at the end of the year.

N. Tournament Director

1. Shall schedule All-Star tournaments for TOGSA participation.
2. Shall organize all aspects of TOGSA hosted tournaments.
3. Shall dispense All-Star tournament schedules.
4. Shall assemble a committee to assist in tournament planning activities.
5. Shall perform within established budget guidelines.

O. Scheduler

1. Shall develop and maintain all regular Spring Rec Ball season game schedules.
2. Shall schedule field preparation days in coordination with the Director of Field Maintenance and Equipment.
3. Shall coordinate interleague games per division as needed.
4. Updating team schedule and standings on Team Sideline.

P. Webmaster

1. Shall set up and maintain a Website that will be useful to the general membership as a source of league information along with store items.
2. Shall post All-star schedules and documents to website.
3. Shall update tournament results on tournament App.

Q. Auxiliary Team Parent

1. Shall be responsible to recruit, organize & supervise TOGSA volunteer auxiliary members.
2. Shall be responsible for the Team Parent checklist and meeting.
3. Shall support the Uniform and Awards Coordinator for end of the season trophies and awards.
4. Shall assist in league communication efforts.
5. Shall distribute sponsor plaques or appropriate gifts at the end of the season.

R. Director of Coaching and Clinics

1. Shall be responsible for training for all managers and coaches.
2. Shall be responsible for conducting player clinics.
 - i. Player Clinics
 1. Hitting
 2. Fielding
 3. Base Running
 4. Catching
 - ii. Work with established pitching coaches to schedule Player clinics
3. Coordinate pitching lessons for 6U and 8U players and establish player and parent contracts.
4. Shall be responsible for preparation of manager and player training materials.

S. Snack Shack Coordinator

1. The Snack Shack will be a non-Board and non-voting position in years where the position is a paid position or is being compensated by the league in some manner. In years where the position is not being compensated, the Snack Shack Coordinator will be a Board position with voting rights.
2. When the position is being compensated, the compensation for the position will be evaluated prior to the beginning of each season.
3. Shall manage all aspects of the Snack Shack.
4. Shall develop a menu with pricing and profitability prior to Opening Day.
5. Shall report to the Treasurer.
6. Schedule volunteer sign-ups.

Article II - Elections

- A. The nominating committee (if needed) shall include the current Secretary of the current board.

- B. The Secretary will develop a ballot of potential candidates for the next year's elected board of directors.
- C. No more than three, candidates shall be entered on the ballot for each elected position as described in the league's by-laws.
- D. A board member who does not complete their current term of office or leaves the board without cause, shall be ineligible to be considered or elected for a position in the current term or for a term of office in the following board term year. In the event the board member's departure was with cause and the member desires to run for a position in the following board term year, the BOD shall treat the former board member as they would any other candidate subject to the rules contained herein.
- E. The ballot shall be approved by a majority vote of the current board of directors.
- F. The approved ballot shall be posted in an appropriate manner two (2) weeks in advance of the election of the board of directors.
 - 1. An appropriate manner shall include:
 - i. Posting the approved ballot at the snack shack
 - ii. Posting the approved ballot on the league's web site
 - iii. Any other method as approved by the current board of directors by a majority vote
- G. The election period shall be the time starting when the election ballot is posted and the date of the election.
- H. All members of the general membership shall have an opportunity to discuss the views of the candidates in advance of the election.
- I. At no time shall candidates for the board of directors, current board members, or any member of the general membership engage in activities directly or indirectly during the election period to:
 - 1. Campaign with banners, signs or any other form of collateral
 - 2. Buy votes, either monetarily, with incentives or with favors
 - 3. Swap votes
 - 4. Intimidate, coerce, or threaten potential voters and or other candidates.

Any such activities will disqualify the candidate(s) involved in such activities, regardless of direct or indirect involvement by the candidate.

- K. The election shall be held on Closing Week of the league's recreational season.
- L. All ballots shall be cast during Closing Week by paper or electronic voting.
- M. There shall be no absentee ballots and or advance voting for candidates.
- N. Each member family in good standing of the general league membership shall have the ability to cast one ballot per registered player with one vote per elected board position in private ("One player/One vote").
- O. The voting booth shall be staffed by the nominating committee during the course of the voting process.
- P. Each voting member must provide proof of identification prior to voting.
- Q. Each member shall sign the league's registration list as evidence to prevent "ballot stuffing" or other such activities.
- R. Votes shall be in the form of:
 - 1. "Yes"
 - 2. "No"
 - 3. Blank
- S. All ballots will be counted in private and jointly by the nominating committee.
- T. In the event of multiple "yes" votes on the ballot for the same board position for multiple candidates, such ballot will not be counted for such position.
- U. The final count shall be certified by the league's Secretary and presented no later than the next scheduled board meeting.
- V. All results shall be kept confidential until presented to the board.
- W. The Board shall ratify the election results by a majority vote. In the event that the board does not ratify the election results, the board shall perform one of the following or both:
 - 1. Initiate a recount by a select committee formed for such purpose.
 - 2. Cause a new election to be held at the next earliest possible date.
- X. The Board shall inform all candidates and post the election results within 24 hours of ratification.

- Y. All ballots shall be destroyed following the ratification of the election by the Board of Directors.
- Z. Board positions not filled during general Board of Directors elections are considered open and may be filled at any time by the BOD with a majority vote.

Article III – Attendance

- A. All voting board positions are expected to attend 2/3 of all scheduled board meetings and 50% of all TOGSA activities.

Article IV – Board Meetings

- A. A “quorum” is considered a majority of Board members in office for a given season.
- B. Each Board member shall have one vote, regardless of the number of positions they may hold.
- C. President shall set dates for the BOD meetings. Special meetings may be called by the President providing all members are properly notified or an attempt has been made to notify members.
- D. League Secretary, or designate, shall take minutes of each meeting.
- E. Meeting minutes from the prior BOD meeting shall be reviewed and approved at the start of each meeting.
- F. General membership may attend scheduled BOD meeting.
- G. General membership may speak at the BOD meetings with prior notification to the Board to provide ample time to include speaker on the agenda.
 - 1. A member that is scheduled to speak will be given a maximum of 5 minutes to speak to the Board.
 - 2. Player statistics may NOT be presented as part of member speaker presentation.

Article V – Resignations

- A. Resignations from the Board of Directors (voting and non-voting) can be made in one of three ways described below. Board resignations do NOT require a Board vote for acceptance.
 - i. Written

- i. Post (mail) – Resignations made by post are deemed accepted and in effect from the date of the post mark on the envelope.
 - ii. Hand delivered - Resignations made by hand delivery, i.e. a signed resignation in writing and delivered to a Board member, are deemed accepted and in effect from the date of the resignation is received by a member of the Board or date specified on the resignation, whichever date is later.
 - iii. On receiving a resignation, the Board member must immediately notify the Executive Board of receiving a resignation.
 - ii. Electronic Media – Resignations made by electronic media (email, verified text, or verified social media post) are deemed accepted and in effective from the date and time of the resignation was sent or posted. On becoming aware of a resignation, the Board member must immediately notify the Executive Board of resignation.
 - iii. Verbally – Resignations made verbally in a Board meeting are deemed accepted and effective at the end of the Board meeting, or the resigning Board member leaves the meeting room, or a motion is made and approved to accept the resignation in the board meeting, which ever comes first.
- B. Withdrawal of Resignation – Request for withdrawal of resignation must be made in writing and requires a two-thirds vote of the Board for approval.

SECTION II: Policy and Procedures

Article I – Grievance Procedures

- A. Grievance Committee
 - 1. President, Vice-President, Rules and Ethics, Secretary, Player Agent, and Division Director of Division in question.
- B. Grievance Process
 - 1. Any TOGSA member in good standing can file a grievance with the league regarding any issue with the league except for playing rules. For playing rules, issues must go through either the Umpire in Charge or respective Division Director.
 - 2. A grievance may be filed with the league using Grievance Form.
 - 3. Grievance form must be signed by submitter.
 - 4. Grievances may be submitted to any member of the Grievance Committee. Submitted grievances will be review by the Grievance Committee made up of the President, Vice-President, Rules and Ethics, Secretary, Player Agent, and if applicable, the respective Division Director.
 - 5. Grievance Committee will present the grievance to the Board and provide any recommendations to address the issue. The Board of Directors shall discuss grievance and approve the recommended grievance resolution.

Article II – League Discipline

- A. The BOD shall have the authority to suspend, discharge, or otherwise discipline any member, umpire, or other person whose conduct is detrimental to the league.
- B. Spectators shall not participate in unsportsmanlike conduct, harassment, or interfere with the progress of the game. Those who engage in this type of behavior may be ejected from the field by a member of the BOD or the Umpire.
- C. Any person suspended, discharged, or expelled must leave the premises until such time they are reinstated by the BOD.
- D. Youth Umpires – Zero Tolerance For Negative Treatment Towards Youth Umpires
 - 1. Any verbal abuse or intimidation towards a youth umpire by a manager or coach will result in immediate suspension for the current game and the next game and the practices in between.

2. Team managers are expected to control their respective players, coaches, parents, and spectators. Any verbal abuse or intimidation towards a youth umpire by a spectator will result in the immediate ejection of the team manager, coach or other team member for the current game and the next game and practices in between.

E. Number of Red Cards a manager/coach is allowed before disqualification

1. Manager or coaches receiving three or more Red Cards during registration period for one season (Rec Ball and All-Star) – Board has the authority to prevent a manager, coach, manager/coaching candidate from managing, coaching, or participating in on-field activities (i.e., games, practices, or warm-ups, etc.). See Section III, Article II, Rule H.

SECTION III: Team Formation

Article I - Team Leadership

A. Manager and Coaches Selections

1. Managers

- i. Anyone wishing to become a manager of a TOGSA team must submit their name to the Player Agent or Division Director prior to evaluations. After evaluations, request to be a manager will be accepted as the need for managers arises.
- ii. All manager candidates must be approved by the BOD prior to the draft.
- iii. A majority vote by the BOD will be used to select and approve managers.

B. All managers, co-managers, coaches, team parents, and Board members are required to submit to a background check, Safe sport, and concussion training.

1. All other background checks must be submitted to USA Softball in time for approval by the USA Softball prior Opening Day.
2. The League will pay for up to four background checks per team:
 - i. (1) Manager,
 - ii. (2) Coaches
 - iii. (1) Team Parent

Additional background checks will be paid for by parents.

D. In the event that a manager resigns, or a replacement is needed the replacement must be approved by the BOD.

E. A team representative (manager or coach) shall attend a mandatory TOGSA Coaches Clinic prior to Opening Day. Any excused absence must be cleared by the BOD in advance. If a team representative is unable to attend the Coaches Clinic, a suitable coach's clinic offered by USA Softball during the month of February and March, may be substituted in place of TOGSA's Coaches Clinic with the advance approval of the BOD.

Article II - Registration

- A. Registration, when possible, shall be held at least two months before opening day.
- B. A medical consent form shall be filled out by the player's parent or guardian.
- C. A standard registration form shall be used.
- D. Parents shall be required to accept the TOGSA Code of Conduct by Opening Day.
- E. A schedule of evaluations shall be published to all registrants.
- F. If there are more registrations than available teams, managers, or fields, registrants shall be assigned to a waiting list based on date of registration.
- G. Refunds shall be 100% before Draft. Minus \$50 after 1st practice to 1st game. No refunds after 1st game.
- H. ("Red Card") Request Not to Play for a Manager/Coach/Player

A "Red Card" is a confidential request made by a player to not to play for a specific manager or coach, or with a specific player.

- 1. A Red Card must be submitted to the President, Vice-President, or Player Agent in writing and must be received prior to end of evaluations. Red Cards received after evaluations may not be granted.
- 2. Each player may submit only one Red Card per season.
- 3. Each Red Card received will be vetted by appointees of the BOD for cause.

Article III - Age of Divisions

- A. Age is determined by how old a player shall be as of August 31st of the year the season is played.
 - 1. 6U 4-1/2-6 years old.
 - 2. 8U 7-8 years old.
 - 3. 10U 9-10 years old.

4. 12U 11-12 years old.
5. 14U 13-14 years old.
6. 16U 15-16 years old.

B. A player can be moved up or down a division if the manager, Division Director and Player Agent feel that player she should be moved for safety considerations.

Article IV - Team Formation and Draft

A. Evaluations

Evaluations shall be used to rank players for the draft in order to achieve balanced and fair teams.

1. Evaluations shall be held approximately two months before the opening day with provisions for rainouts and make-ups.
2. Evaluations are not required for 6U players.
3. Each Division Director and the Player Agent shall be responsible for running evaluations for their division.
4. Each division shall have three (3) independent evaluators to observe and rank the players in the following categories:
 - i. Throwing from the infield and from the outfield
 - ii. Fielding
 - iii. Hitting
 - iv. Timed run from home to first and from second to home
5. The ranking system shall be numerical with 1 being lowest and 5 being the highest.
6. Any player interested in pitching shall be evaluated separately for those positions. Any known pitcher who does not evaluate as a pitcher may not pitch during the Spring season. The exception to rule is the player was injured at the time of evaluation, but the player must still notify that they are a pitcher. Injury must be validated by a doctor.
7. All final player rankings shall be developed by the Player Agent.

8. All qualified players that evaluate as pitchers shall be ranked and listed as pitchers.

B. Playing Up

1. Third-year 6U players have the option to play up in 8U without Board approval and they must register and evaluate as an 8u player.
2. First and second year 6U players must have Board approval in order to play up in 8U division.
3. Players in divisions 8U, 10U, and 12U wishing to be a candidate to play up one division above their age appropriate division during the rec ball season must participate in evaluations in **both** their age appropriate division and the division they wish to play up into.

C. Players wishing to play up must rank as one of the top athletes in the “play-up division” and have Board approval.

D. Team size are limited so that players shall have as much opportunity as possible to participate offensively and defensively during games. However, to accommodate players who have registered after the conclusion of evaluations and the draft, team size may be expanded by above the stated limits.

1. Teams shall have a target size of 9 to 12 players.

E. Draft process shall be used to create balanced and fair teams. It is **IMPORTANT** that any discussions about players and/or draft order during the draft process are not to leave the room! **THEY MUST BE STRICTLY CONFIDENTIAL!**

1. Only players who have registered with the league shall be considered eligible for the draft. A registered player is a player who has submitted all of their registration materials, either electronically or in hardcopy to the Player Agent 72 hours prior to the start of the Draft. Any player registering after the draft deadline shall be considered for the Post Draft process, unless otherwise provided for by the Player Agent.
2. The President, Division Director and Player Agent shall run the draft. The Director of Rules and Ethics may attend to advise on league rules and policies.
3. One and only one team representative (manager or co-manager) shall attend the draft to make team selections. (No exceptions) If he/she cannot attend, he/she may appoint a proxy manager to draft for them. The proxy shall be approved by the Division Director and the Player Agent.
4. No spouses, children, etc. shall be allowed at the Draft.

5. The use of cell phones during the draft shall be limited to emergencies only.
6. Once the draft has started, no one shall be allowed to leave the room. In the event that a manager must leave the room, all draft materials, notes, and cell phone shall be left in the manager's seat.
7. The Player Agent, Division Director and other manager's participating in the draft may approve by unanimous approval two people to co-manage a team if the co-manger's daughters combined do not create a team with an unfair advantage and if there is a need for managers.
8. If there are not enough managers for the number of players, a team(s) may be drafted by the Division Director regardless. The Division Director shall conduct a parent meeting to recruit a manager from the team(s).
9. Only the Player Agent shall be responsible for coordinating and submitting a list of all ranked eligible players by division for the draft process. At the beginning of the draft a discussion shall take place to confirm the ranking and slotting of managers daughters. All returning All-Stars players shall be noted by level of All-Star participation: Gold, Silver, and Bronze.
10. All girls with Rec League pitching experience shall be rated and ranked.
 - i. General guidelines of an experienced pitcher :
 1. Pitched in a recreational, all-star and/or fall season and has interest in pitching in the upcoming season.
 2. New to the League and known to be a quality pitcher and/or;
 3. Known to meet the quality of a ranked pitcher.
 - ii. A player may request to be excluded from being considered as a pitcher. In doing so, the requesting player shall be ineligible to pitch in the current season. If that player pitches during the season, that game will be counted as a forfeit. Exceptions will be dealt with case by case by the BOD.
11. There shall be a 3 minute maximum time limit for picking a player, or the next highest rank player shall be assign to the team.
12. The player selection order of the draft shall be determined by randomly selected numbers by the managers attending the draft.
13. Managers shall not trade, swap, or barter with other managers their draft order position.
14. The draft shall proceed from lowest to highest number constituting one round, then highest to lowest number, constituting the next round. This shall continue until all the players have been selected.

15. Prior to the start of the draft, the managers shall be assigned their own daughters in the round in which they are ranked. Manager's daughters shall be placed on the draft board and placed in the applicable round based on evaluation results. Then if there are any objections there shall be a discussion of the managers, Division Director and Player Agent, which may or may not result in a change in the rankings.
16. In the event that there is a manager without a daughter in the division manager may request that a player to be assigned in the daughter draft ranking provided there is agreement from the other managers in the division.
17. If the Manager's daughter is a ranked pitcher, she shall be assigned to the manager in the pitcher's round provided that she ranks equal to or higher than the number of teams eligible for the draft. For example, if there are seven teams and a player is ranked as the number ten pitcher, the Manager shall not be required to select his daughter in the pitcher's round. The first round shall be the pitcher's round. The pitcher's round shall continue until each team has made a selection. The pitcher's round shall consist of pitchers only. Selection of a non-pitcher in this round is prohibited. A manager shall be able to exclude his/her daughter from being considered as a pitcher. In doing so, the player shall be in-eligible to pitch in the current season.
18. The second round follows the pitchers round and the draft shall proceed with the last manager from the pitching round getting the first pick in the second round. The draft shall follow a serpentine process.
19. Members of the same family shall be protected from the draft if they so desire. When the first sister is selected by a manager, he/she commits themselves to pick the other sister in the round they are ranked in. Parents who wish their children to play on opposing teams must submit a letter of intent to the Player Agent. Managers shall be notified prior to the draft as to the parent's decision.
20. If a parent does not want their child to play for a particular manager ("Red Carding a manager"), they must notify the Player Agent prior to the Draft in writing. The targeted manager shall not be advised unless the player is drafted by that manager. At that time, the Player Agent shall advise the manager that the picked player is unavailable. The manager may not ask questions about why a player or players are not available or what other players are not available. The manager shall then make another selection. A parent may only card **ONE** Manager as to not manipulate the Draft.
21. If a Manager does not want a particular player on his or her team, he/she must notify the Player Agent prior to the draft in writing. The targeted player will be identified during the round that they would be projected to be drafted.
22. Players that do not participate in evaluations:

- i. Known players shall be ranked by the Player Agent and by Division Director of their respective age group.
 - ii. Players without previous playing experience (“unknown”) in TOGSA shall be placed in a pool and selected randomly by lottery to any team.
- 23. After the draft, managers shall hold an open discussion about their respective teams and may adjust their rosters through trades as long as the trades are approved by the Player Agents. Once managers have left the room the rosters are final with the exception of newly registered players.
- 24. Team colors shall be assigned on Draft day in reverse order of the Draft. (Team one gets last pick of team color). Team uniforms shall be handed out when the league receives the team sponsor check.
- E. Post Draft process shall be used to assign players to teams who register after the draft registration deadline has passed or have not completed evaluations.

Players who register after opening ceremonies will be considered for team placement due to but not limited to relocation or injury recovery. Assuming there is a team opening for the late registrant, approval will be required by the division director, player agent and affected team manager.

- 1. The Post Draft process is used for all divisions holding a Draft.
 - 2. All Post Draft players shall be registered with the League by submitting their registration materials directly to the Player Agent, either electronically or in hardcopy.
 - 3. The President, Player Agent, and the Division Director will evaluate and assign placements requests on a case-by-case request.
- F. Practice field selection shall be assigned at the Coaches Clinic or draft.

Article V - Team Uniforms & Names

- A. The following items are considered part of the official uniform.
 - 1. Jerseys shall be supplied by the league and retained by the players at the end of the season.
 - 2. Any USA Softball or league required equipment shall be provided by the player.
 - 3. Jerseys shall not be altered in any way.

Article VI - Scheduling

- A. Schedule shall be provided by the BOD.
- B. Sundays and holidays should be open if possible.
- C. No games shall be rescheduled with the exceptions of rainouts and incomplete games or other causes due to acts of nature without prior approval by the Division Director and Player Agent and scheduled with the UIC. If in the judgement of the Division Director and Player Agent a manager is avoiding a make-up game to enable a better seeding in the post season champions, the Player Agent and Division Director may declare the game a forfeit.

Article VII - Championships

- A. Playoff games to determine League champion in 8U, 10U, 12U and 14U divisions shall be scheduled each year depending on the number of teams participating.
- B. In all playoff and championship games, the home team advantage shall go to the team with the higher seed.
- C. Game Duration
 - 1. Playoff games shall be no new after one hour and thirty minutes, (1hr, 30min).
 - 2. Championship games shall be 7 innings with no time limit for 10u, 12u, 14u and 5 innings for 8u.
- D. Trophies and or recognition awards (Max Award and Most Improved Player) shall be handed out at Closing Day ceremonies.
 - 1. 6U will receive participation awards.
 - 2. 8U winner and runner up awards for the League Championship.
 - 3. 10U-14U the winner and runner up of the League Championship will receive an award.
 - 4. Each team will be allotted a Most Improved and a Max Award. There will be one of each award per team. Teams will not be allowed to purchase additional awards.

Article VIII - Team Discipline

- A. Spectators or team members shall not participate in unsportsmanlike conduct, harassment, or interfere with the progress of the game. Those who engage in this type of behavior may be ejected from the field by a member of the BOD or the Umpire.

- B. Players' attendance at games and practices are mandatory. Multiple unexcused absences are not acceptable. If, in the opinion of the manager, a player has had too many absences, the manager may contact the Player Agent. A player may be benched for disciplinary reasons if the Player Agent and the Division Director are consulted and agree with the decision. The opposing team must be notified prior to the start of the game.
- C. The Player Agent may suspend the player from the team with the BOD approval.
- D. Due to CVUSD restrictions, the following are the times we are allowed on all of the Los Cerritos fields on weekends. **ACTIVITY** on Los Cerritos Fields before 8am on Saturdays and 10am on Sundays must be approved by the BOD. We could lose our privilege to use the fields. Violation of this rule will result in loss of practice field times.
 - 1. Saturday after 8:00 A.M.
 - i. Any group-organized activity including playing catch before 8:00 AM is considered being on the field. Violation of this rule will result in loss of practice field times
 - 2. Sunday after 10:00 A.M.
 - i. Any group-organized activity including playing catch is considered being on the field. Violation of this rule will result in loss of practice field times
- E. No passengers allowed on the ATV. Drivers must be over 16 years old and hold a valid driver's license.
- F. There shall be no parking in the yellow zones at Los Cerritos fields.
- G. There shall be no parking in the yellow zone at the Boys and Girls club during the week.
- H. On Field Parking
 - 1. Placards will be provided to the following for parking on the field grounds. If you forget your placard you will not be allowed to park on that day.
 - i. Board members
 - ii. Umpires
 - iii. Handicap Placards

SECTION IV: TOGSA Rules

The current edition of the Amateur Softball Association Rule Book will govern all rules and regulations used during the current season, except as listed below or as noted in the Divisional Addendums, starting with Section 5. The addendums have been added for reasons of safety, participation, fairness and enjoyment. It is the responsibility of the Managers, Coaches, Division Directors to thoroughly understand the USA Softball Rules, the addendums and the intent of the game.

Article I - Equipment & Safety

- A. All players will wear batting helmets while batting and base running during tryouts practices and games. Helmets shall have approved facemasks.
- B. Catchers must wear catchers, helmets, shin guards, and chest protectors.
- C. Bats shall be USA Softball approved softball bats and shall not be modified in any way.
- D. All players will have non-metal cleats, except for 14U and above.
- E. Any player warming up a pitcher must wear a **catcher's helmet, not a batting helmet.**
- F. A First aid kit will be issued to each team at the beginning of the season. Each team is responsible to provide First aid supplies at all practices and games, including ice or ice packs. Additional first aid supplies will be kept in the Snack Shack.
- G. All managers are required to carry copies of player medical release forms for all practices and games.
- H. Players are encouraged to wear fielding masks, especially players playing first base, third base, and pitcher.

Article II - The Game

- A. International tiebreaker shall be used in the 8th inning and beyond. (See Division rules for exceptions.)
- B. Sunset rules, Darkness and Rain: Games called due to Sunset rules darkness or rain will be counted as complete after four complete innings or three and one half innings if the home team is winning. If the game is not complete under the conditions above, then the game may be rescheduled and continued from the point from which it was called.

- C. Mercy Rule: Is not in effect for league or championship play, except for interleague play.
- D. Umpires will demand that the managers expedite teams on and off the field: one minute or five warm-up pitches.
- E. A team must field at least:
 - a. 6U, no minimum.
 - b. 8U to 14U teams with a roster of ten or more must field seven of the teams own players before a game can start.
 - c. 8U to 14U teams with a roster of nine or less must field six of the teams own players before a game can start.
 - d. There will be a ten-minute grace period to allow players to show up on a team. This grace period will not count as game playing time.
- F. If one of the players must leave, dropping the team to seven players (six for team rosters with nine players or less), the game shall be forfeited. Exception is player leaves game due to injury.
- G. No games shall be rescheduled with the exceptions of rainouts and incomplete games or other causes due to acts of nature without prior BOD approval. All games needing to be rescheduled due to rainout or other acts of nature shall be handled by the Director of Scheduling with prior BOD approval.
- H. If there is one official Umpire and two games to play; the game that is being played for first or second place gets the Umpire or the Upper Division gets the Umpire. If there is no umpire for a scheduled game, the game will be played with a volunteer umpire.
- I. Intentional walk: Will not be allowed except for 12U and 14U which will follow USA softball rules.
 - a. Definition: when the catcher stands or sets up for a pitch that is obviously out of the strike zone. Or when the catcher gives a sign like holding her arm outstretched to instruct the pitcher to pitch way out of the strike zone
 - b. It is not illegal for the catcher to give a sign in the normal way for a pitch that may not be a strike.
- J. If a player throws one or more pitches during play in an inning, that constitutes an inning pitched.

Article III - Game Day Field Maintenance

- A. **Home Team Managers** will set up and chalk the field. Home Team managers on Field-I must stay on the fields at the Snack Shack until all Snack Shack workers are in their cars and exiting the field. This is to insure their safety.
- B. **Visiting Team Managers** at Los Cerritos Field one is responsible for picking up and locking the bathrooms and returning the key to the Snack Shack before it closes. Also Visiting team is responsible for locking up all equipment after the last game on their field. Also their field is to be watered first and then dragged using the ATV before leaving.
- C. **Both Teams:** Each team is responsible for making sure that all trash and loose articles are picked up or stored at the end of each game for their dugout and spectator trashcans. Trash bags go to the snack shack at Los Cerritos School.
- D. Failure of either team to complete the above tasks will result in lost practice time.

Article IV - Players

- A. It is *recommended* that teams are to have no more than 12 rostered players to maximize playing time
- B. No player shall sit out two consecutive innings, the offending manager shall be subject to the penalty as defined in Section IV, Article VI, section E.
- C. Managers shall encourage his/her players to play different positions, including the infield.
- D. If a player arrives after the start of the game, she will be inserted at the end of the batting order.
- E. All players present will bat in order during the game. (Bat around)
- F. If a batter or runner is injured or sick and cannot continue to play, the player who made the last out will take her place at the plate or on the bases. If she cannot continue to play due to injury, there will be no penalty for her spot in the batting order next at bat. If a player must leave the game before it is over, an out will be taken for her next turn at bat, one time only.
- G. Notify the opposing manager prior to the game if a player needs to leave the game early.

- H. Offensive team is allowed one conference per inning. Defense is allowed one conference per inning.

Article V - Substitutes

- A. In order to pull a player up, a team must have the minimum number rostered team members available to start the game, as specified in Section IV, Article II, sub-section E. They can then pull up a maximum number of players to make nine players in line-up. A team with eight players will be able to pull up only one additional player. If a team does not have a minimum of seven players they will forfeit the game. Exception, see Section IV, Article II, sub-section E, rule c.
- B. Players may be pulled up one Division as set forth in Section IV, Article V, sub-section A.
- C. Pulled up players will not be allowed to pitch.
- D. In the event that a player is pulled up and an existing team member arrives after the start of the game, the team will be required to keep the pulled up player in the batting order.
- E. Managers may not pull up the same player more than two consecutive times. Exceptions will be reviewed case by case.
- F. Pulled up players must play in the outfield and bat last in the order.
- G. Division Directors shall create a list of players (Pull Up List) from their division who wish to be pulled up if the need arises. Managers pulling up player must first pull a player off the Pull Up List create by the Division Director from the lower division. For non-interleague, pulling up from same division is not allowed. A team may ask opposing team to have one of their players play defense only and only in the outfield. Player from the opposing team must be player who made the last out in previous inning.
- H. During interleague play with another league, TOGSA team may pull substitute players from same division team only after first attempting to pull up all eligible players from lower TOGSA division. Maximum number of players that can be substituted/pulled up is set forth in Section IV, Article V sub-section A.
- I. Players cannot be pulled up during end of season tournament, playoffs, or championship.

Article VI - Penalties

- A. It is the Home Teams responsibility to provide the official scorekeeper. If the home team is unable to provide an official scorekeeper, and the visiting team is able, the visiting team will be awarded the option of the home team advantage.
- B. Any team that does not follow the mandatory playing time rules will be subject to disciplinary action including forfeiture of the game to loss of the home team advantage.
- C. Any team that does not play a girl that is in attendance and is able to play, even after arriving after the official start of the game, and is not under disciplinary action will forfeit the game.
- D. A team starting with eight players will not be penalized for the ninth position in the batting order.
- E. Any team that sits a player out two or more consecutive innings will forfeit the game unless cleared and accepted by the opposing manager.
- F. Any team the does not play a player in the infield at least one inning in during a game shall forfeit the game. Exception: The team manager and Division Director agree that it would be a safety issue to allow the player to play the infield or the player requests not to play the infield. Manager must notify the Division Director that a player requests not to play the infield. Division Director must notify all other division managers of the exclusion.
- G. Violation of the pitching restrictions will result in forfeiture of the game in which the violation occurred if a protest is submitted. The single exception is Interleague play.
- H. A team pitching a player who was excluded from pitching during the Spring season, see Article IV, sub-section A, rule 6, shall forfeit each game in which the player pitched, including interleague play. Repeated violation may result in suspension, expulsion, or other penalty applied to manager as determined by the Board.
- I. A team playing an ineligible player shall forfeit the game.

Article VII - Batting & Scoring

- A. All teams will use bat around or round robin batting.
- B. In all divisions, except 6U, the names of the pitchers and specific inning the pitcher pitched, shall be recorded in official scorebook. Managers from both teams should verify the pitchers names and inning pitched before signing the scorebook and scorecard.

Article VIII - Protests & Scoring

- A. Protests: A protest may be made about rules, not on a judgment.
- B. Protest must be recorded in the Home team's scorebook at the time of the protest and before the next pitch by direction of the umpire and signed by the umpire. Protest must be submitted in writing by the Manager to the Umpire in Chief along with a \$75 cash or check made out to TOGSA within 24 hours.
- C. The protest will be reviewed by the Umpire-in-Chief.
- D. When a protest is ruled favorably the \$75 will be refunded.
- E. If the protest is ruled unfavorably the \$75 will become a donation to TOGSA.

Article IX - Settling Ties

- A. First tiebreaker is head to head competition.
- B. Second tiebreaker is least number of runs allowed, i.e., Runs Against.
- C. Third tiebreaker is run differential in all games for the team that are tied.
- D. Fourth tiebreaker is coin-toss.
- E. Playoff or Championship Game ties will be broken by using the International Tie Breaker after the fourth inning if in the opinion of the Umpire that time or daylight will expire or rain is imminent.

SECTION V: 6U Rules

- A. Teams will have a minimum of six players and balanced teams will be created by the division director.
- B. Pitching distance is 30 feet, base distance is 60 feet.
- C. A 10" safety ball shall be used (Worth RIF Level 1) will be used.
- D. Every player shall play the entire game on defense. Only the pitcher (in the pitcher's circle), catcher, first, second, and third basemen and the shortstop may assume a position on the infield. All other players must position themselves in the outfield. The outfield is defined as ten (10) feet behind the base lines.
- E. Since no score is kept at this level and no umpire is assigned, no official written lineups will be submitted and official scorekeepers are not necessary. Coaches are expected to have a written lineup for their own use for organizational purposes. Coaches are to insure a positive environment where everyone wins and each player has a good time.
- F. All games will be one hour and fifteen minutes (1 hour 15 minutes). The games must be stopped by the coaches at the one-hour and fifteen minute (1 hour 15 minute) mark to insure the field is ready for the next game.
- G. On offense all players will bat round robin. Each batter will be pitched up to 4 pitches from a coach pitcher. If the last pitch results in a foul ball, the batter will get additional pitches until the batter either misses the ball completely or fails to swing. After that the batter will be given the opportunity to hit the ball off the "T". The batter may take up to 2 swings to hit the ball before returning to the dug-out resulting in an out.
- H. An arc will be 10 feet in front of home plate from first base to the third base foul lines. Any batted ball which does not travel past that foul line is a foul ball.
- I. Each half inning will consist of the team at bat hitting through the entire batting order. The batting order is defined as the complete lineup of players in attendance that game.
- J. A base runner may be called out and removed from the bases. However, all remaining batters in the lineup shall still bat in that half inning, even if the base runner called out is the third out in the inning.

- K. Coach pitchers must pitch the ball from the pitcher's mound. The player pitcher may stand anywhere behind the pitching rubber with both feet in the pitching circle when the adult coach is pitching.
- L. The coach pitcher must make every attempt to get out of the way and not interfere with the play on the field. If a batted ball hits a coach pitcher, the ball is dead and no runners may advance. It is a no pitch and replayed.
- M. No base stealing or lead offs are allowed. All base runners must remain on the bases until the ball is hit. If a runner is off the base when the ball is hit, the ball is dead, the runner returns to the base and the batter bats again. Plate is cold.
- N. The ball is called dead once the ball is thrown into or through the pitchers circle. The pitcher does not have to have control of the ball in the circle. If the base runners have already passed the halfway line at the time the ball crosses the pitchers circle, they will advance to that base, otherwise they will be returned to the last base reached safely.
- O. The defensive team may have up to two (2) coaches on the field (in the outfield grass) to assist in instructing the players. Those coaches shall also act as umpire for that half inning and must be fair and unbiased. -
- K. Special care should be taken to teach the basics of the game, good sportsmanship and safety. Encourage cheering in good taste. Games should always end in a tie.
- L. There will be no throwing of bats during any games or practices.
- M. Coaches shall insure that each player rotates between infield and outfield each inning, whenever possible, with equal playing time in the infield and outfield during games and throughout the season.
- N. Facemasks shall be optional for all defensive players. The league will have a limited amount of facemasks available and may be checked out by the team manager.

Note: Any revisions or modifications to the above rules will be made by the Division Director with the BOD approval and will go into effect the first of the week following notification and acknowledgement to and from all managers.

SECTION VI: 8U Rules

- A. Ten girls will be allowed on the field. The tenth player must play an outfield position and may not play the infield. Outfield positions must start each defensive play from the grass. Ten-inch “Worth Blue Dot” softball will be used for all 8-under games and practices.
- B. Sixty foot bases, thirty foot pitching distance.
- C. Games will be one hour and twenty minutes, (1 hour, 20 minutes), with no new inning to be started after time limit has expired and a drop dead of 1 hour, 30 minutes.
- D. Four run rule is in effect innings 1 through 4. From the fifth inning on a team may score as many runs as needed to go up by four runs. For example if a Team A is losing 6-1 in the top of the 5th inning, they can score up to nine runs, five runs to tie the score and four runs to get ahead.
- E. After “no new inning” has been called and prior to drop dead time, game is over if the home team goes ahead in scoring. No further scoring or play is allowed. Home team wins game.
- F. Score will revert back to last complete inning if stopped for rain or darkness or drop dead and home team is not up to bat and is not ahead. If home team is up to bat and score is tied or home team is ahead, score stands.
- G. No player shall sit out more than one inning per game. Violation of this rule, the offending manager shall be subject to the penalty as defined in Section IV, Article VI, section E. Violation of rule is subject to team roster size as determined by the Board.
- H. Each player shall play at least one inning in the infield each game, unless it is determined by the team manager and Division director that it would be a safety issue to allow the player to play the infield or the player requests not to play the infield. Manager must notify the Division Director that a player requests not to play the infield. Violation of this rule, the offending manager shall be subject to the penalty as defined in Section IV, Article VI, section F. This rule does not apply to playoffs.
- I. Each half inning consists of three outs or Run rule per inning, whichever comes first.
- J. The umpire will call the pitches.
- K. Swinging at a pitch will earn a strike.
- L. Standard foul ball rules apply in determining the batter’s eligibility to receive another pitch.
 - 1. Coach’s pitch will make their best effort to simulate a windmill or standard underhand pitch, so long as pitch is legal, and is in or around the strike zone. See

Rule T - Coach Pitch below. The Coach Pitcher will inherit the strike count during the first half of the season

- O. If a batter is hit by a pitch, the batter and umpire will have the option of taking their base or continuing the at bat. Batters hit by a coach pitch will not be take 1st base.
- P. Runners may advance one (1) base on any overthrow except when the ball is being thrown to the pitchers circle. This rule will apply to the first half of the season. In the second half of the season the pitcher must be in control of the ball.
- Q. Stealing allowed except during designated pitcher pitching.
- R. No stealing home.
- S. Sliding is encouraged.
- T. Two offensive coaches on field in coaches box only. If they are under 18 years old they must wear a batters helmet.
- U. Pitching Restrictions:
 - 1. After two consecutive innings the pitcher shall be replaced. Pitchers may reenter the game.
 - 2. If a pitcher continually hits batters, it will be at the discretion of the umpire to force the pitcher to be replaced. Not the offensive manager.
 - 3. All pitching restrictions will be removed during playoffs and championship play.
 - 4. A team may not pitch player who was excluded from pitching during the Spring season, see Section III, Article IV, sub-section A, rule 6, including interleague play.
- V. Base Running
 - 1. One stolen base per pitched ball
 - 2. One base advance per batted ball on an overthrow.
- W. Face masks and/or mouthpieces are highly recommended for infield defensive players.
- X. Coach Pitch.
 - 1. Coach pitcher must be a dugout coach or manager that has been USA Softball background checked and listed with TOGSA as a manager or coach of the team.

2. First Half of Season - Once the count reaches four balls, the batter's coach pitches. The coach must pitch from the 30' mound. The coach pitch should simulate the average 8U "kid pitch" with respect to height and velocity. The strike count carries over to coach pitch and the coach assumes the number of remaining strikes left as the number of pitches. Whether a pitch is "hittable" will be determined by the game umpire. The batter must hit the ball fairly within the remaining number of pitches available. A foul ball on the last pitch, which is not caught on a fly, is not an out. The batter must either strike out or put the ball in play.
3. Second Half of Season –Rules will be reviewed at the mid-season division managers meeting and must receive BOD approval.

Note: Any revisions or modifications to the above rules will be made by the Division Director with the BOD approval and will go into effect the first of the week following notification and acknowledgement to and from all managers.

SECTION VII: 10U Rules

- A. Ten Players on field: six infield and four outfield. Eight players minimum to start a game. Ten minute grace period before game forfeit.
- B. 60-foot bases, 35 foot pitching distance.
- C. 11-inch Worth RIF-10 will be the official ball.
- D. Games will be one hour and twenty minutes, (1 hour, 20 minutes), with no new inning to be started after time limit has expired and a drop dead of 1 hour, 30 minutes or 7 innings.
- E. After “no new inning” has been called and prior to drop dead time, game is over if the home team goes ahead in scoring. No further scoring or play is allowed. Home team wins game.
- F. Score will revert back to last complete inning if stopped for rain or darkness and home team is not up to bat and is not ahead. If home team is up to bat and score is tied or home team is ahead, score stands.
- G. No player shall sit out more than one inning per game. Violation of this rule, the offending manager shall be subject to the penalty as defined in Section IV, Article VI, section E. Violation of rule is subject to team roster size as determined by the Board.
- H. Each player shall play at least one inning in the infield each game, unless it is determined by the team manager and Division director that it would be a safety issue to allow the player to play the infield or the player requests not to play the infield. Manager must notify the Division Director that a player requests not to play the infield. Violation of this rule, the offending manager shall be subject to the penalty as defined in Section IV, Article VI, section F. This rule does not apply to playoffs or interleague.
- I. Outfielders will play on the grass at Los Cerritos fields and play 20 feet from baseline at Wildflower Park until pitch is released. The baseline is defined as an imaginary straight line between the center of first base and second base and the center of second and third base.
- J. Two offensive coaches on field in coaches box only. If they are under 18 years old they must wear a batters helmet.

- K. No defensive coaches shall be on the field of play while their team is not at bat, unless in the event of a time out.
- L. Base runners must make attempt to avoid contact on close plays as to avoid collisions with defensive players.
- M. Four run rule is in effect innings 1 through 5. Unlimited runs in innings 6 & 7. During interleague play, home team league run rule will apply.
- N. **Pitching**
Pitchers are allowed to pitch a total of 6 innings per 2 consecutive games. A pitcher may pitch a total of 6 innings in games one and two, then another 6 innings in game three and four and so on. One pitch constitutes an inning. Violation of this rule will result in a forfeit of the game. This rule may be reviewed and modified as per the note at the end of this section.
2. At the end of the game, innings pitched by each pitcher and which inning they pitched will be noted in pen on the Home team's scorebook (signed with umpire at end of game) that will be delivered to the Snack Shack. The scorebook must be signed by both Managers.
 3. A team may not pitch player who was excluded from pitching during the Spring season, see Section III, Article IV, sub-section A, rule 6, including interleague play.
- O. There are no pitching restrictions for Interleague, Playoffs, and Championship Games, except pitcher exclusion, see Section III, Article IV, sub-section A, rule 6.
- P. Face masks and/or mouthpieces are highly recommended for infield defensive players.

Note: Any revisions or modifications to the above rules will be made by the Division Director with the BOD approval and will go into effect the first of the week following notification and acknowledgement to and from all manager.

SECTION VIII: 12U Rules

- A. Nine players on field; six infield, three outfield. Eight minimum to start game. Ten minute grace period before forfeit.
- B. Official ball: Twelve inch Worth Dream Seam.
- C. Games will be one hour and twenty minutes, (1 hour, 20 minutes), with no new inning to be started after time limit has expired and a drop dead of 1 hour, 30 minutes or seven innings.
- D. After “no new inning” has been called and prior to drop dead time, game is over if the home team goes ahead in scoring. No further scoring or play is allowed. Home team wins game.
- E. Score will revert back to last complete inning if stopped for rain or darkness and home team is not up to bat and is not ahead. If home team is up to bat and score is tied or home team is ahead, score stands.
- F. No player shall sit out more than one inning per game. Violation of this rule, the offending manager shall be subject to the penalty as defined in Section IV, Article VI, section E. Violation of rule is subject to team roster size as determined by the Board.
- G. Each player shall play at least one inning in the infield each game, unless it is determined by the team manager and Division director that it would be a safety issue to allow the player to play the infield or the player requests not to play the infield. Manager must notify the Division Director that a player requests not to play the infield. Violation of this rule, the offending manager shall be subject to the penalty as defined in Section IV, Article VI, section F. This rule does not apply to playoffs or interleague.
- H. Five run rule is in effect innings 1 through 5. Unlimited runs in innings 6 & 7. During interleague play, home team league run rule will apply.
- I. 60-foot bases, 40 foot pitching distance for 12U.
- J. Base runners must make attempt to avoid contact on close plays as to avoid collisions with defensive players.
- K. Two offensive coaches on field in coaches box only. If they are under 18 years old they must wear a batters helmet.
- L. No defensive coaches shall be on the field of play while their team is not at bat, unless in the event of a time-out.

- M. There are no pitching restrictions for Interleague, Playoffs, and Championship Games, except pitcher exclusion, see Section III, Article IV, sub-section A, rule 6.
- N. If in the event that the team's P1 is injured and injury is substantiated by a prior's doctor's note, the team shall have the option of requesting another pitcher to pitch for their team as the substitute primary pitcher with the prior consent of the requested pitcher's team manager. The substitute primary pitcher shall not be penalized for filling in for the requesting team.
- O. Face masks and/or mouthpieces are highly recommended for infield defensive players

Note: Any revisions or modifications to the above rules will be made by the Division Director with the BOD approval and will go into effect the first of the week following notification and acknowledgement to and from all managers

SECTION IX: 14U Rules

- A. Nine players on field; six infield, three outfield. Eight minimum to start game. Ten minute grace period before forfeit.
- B. Official ball: Twelve inch Worth Dream Seam.
- C. Games will be one hour and twenty minutes, (1 hour, 20 minutes), with no new inning to be started after time limit has expired and a drop dead of 1 hour, 30 minutes or seven innings. . Score will revert back to last complete inning if stopped for rain or darkness and home team is not up to bat and is not ahead. If home team is up to bat and score is tied or home team is ahead, score stands.
- D. 60-foot bases, 43 foot pitching distance for and 14U.
- E. No player shall sit on the bench consecutive inning in a game.
- F. Two offensive coaches shall be on the field in coach's box only. If they are under 18 years old, they must wear a batter's helmet.
- G. No defensive coach shall be allowed on the field of play while their team is not at bat, unless in the event of a time-out. Every effort shall be made to insure that no player shall sit out a second inning until all players on the team have sat out one inning.
- H. Five run rule is in effect innings 1 through 5. Unlimited runs in innings 6 & 7. During interleague play, home team league run rule will apply.
- I. Local rules can be adapted to accommodate interleague play.
- J. Reentry and free substitution is allowed.
- K. All players shall bat.
- L. Face masks and/or mouthpieces are highly recommended for infield defensive players
- M. Metal cleats will not be allowed during the recreational season, but will be optional during All-Stars.
- N. A team may not pitch player who was excluded from pitching during the Spring season, see Section III, Article IV, sub-section A, rule 6, including interleague play.
- O. There are no pitching restrictions for Interleague, Playoffs, and Championship Games, except pitcher exclusion, see Section III, Article IV, sub-section A, rule 6.

Note: Any revisions or modifications to the above rules will be made by the Division Director with the BOD approval and will go into effect the first of the week following notification and acknowledgement to and from all managers.

SECTION X: All-Star Rules & Regulations

Article I – Mission Statement

The *Thousand Oaks Girls Softball (TOGSA)* All-Star Program strives to provide eligible participants with an opportunity to participate in the highly competitive postseason tournament softball environment. It shall be recognized that these All-Star team(s), manager(s), coach(s), player(s) and parent(s) are representing the **TOGSA** Program. All-Stars typically run from Memorial Day Weekend through the mid July.

Although a higher level of competition and winning will be more evident than in regular season activities, every effort shall be made to promote teamwork, sportsmanship and fair play as the core values for all participants and their families.

All persons, players, parents, fans and spectators are required to follow **TOGSA** rules, regulations, policies, and to cooperate with the league, Board of Directors and team managers.

ASA remains the governing board over all TOGSA All-Star activities. Therefore, ASA National Codes and the Official ASA Rule Book shall take precedence regarding any omitted or conflicting guidelines stated herein.

Article II – Team Formation

The goal of the Gold All-Star team is to assemble the best possible team to take the TOGSA league to the National Championship. Formation and regulation of TOGSA All-Star Team(s) shall be governed by the current version of the Southern California USA Softball Junior Olympic Rules & Regulations Book “Yellow Book”. For a copy or information on the “Yellow Book”, go to www.socal-asa.com. In the event that there is insufficient interest or player representation to form an All-Star team from within the TOGSA League, players are free to tryout to participate with any qualified “Independent B-Rec” or “A-Travel” team they desire. The goal of the Silver and Bronze All-Star teams shall be to assemble the most competitive teams possible to compete in tournament play. TOGSA shall use a selective process for both players and team staff for All-Star team formation. The BOD and Division Directors shall evaluate division player talent and decide the number of All-Star teams to be formed.

- A. Letters of Participation forms shall be distributed by team managers to all players in divisions that are eligible for All-Star play no later than the date designated of the current season by the BOD.

- B. Letters of Participation shall be signed and returned to the Player Agent prior to the All-Star draft by interested players to be selected for All-Star play no later than the date designated of the current season by the BOD.
- C. All players to be considered eligible for All-Star play shall conform to all USA Softball tournament play rules. Specifically:
1. Players must choose between All-Star and Travel ball play by March 31st, as specified by USA Softball. Date is subject to change by USA Softball. All-Star players shall **not** participate with a Travel Team after March 31st. "Participate" is defined as taking part in a practice, practice game, scheduled game or tournament. A single tryout is not participation; however, multiple tryouts are participation.
 2. Divisions shall not have more than four (4) players who have played Travel type ball at any time after January 1st of the current year, unless specifically allowed by the So-Cal USA Softball Western District Commissioner in writing.
 3. An all-star team may not be selected, practice or play together before the date designated by USA Softball of the current season.
 4. Players must play a minimum of 75% of the current season games that are used to determine the standings within the league they represent.
 5. All players who play up during the regular season are eligible for the All-Star team in their age eligible division only. Any exceptions to this shall be decided by the TOGSA Board.
- D. The Player Agent has final word on player eligibility and must approve any transfers between teams. It is the responsibility of the All-Star Team Manager to notify the Player Agent prior to any changes.
- E. Players do not have a choice of Gold, Silver, or Bronze teams with the exception of pitchers (see Article III,E.3.ii).
- F. A player shall remain committed to their All-Star Team for the duration of their All-Star season.
1. Scheduling conflicts including but not limited to activities and vacations and other shall have an impact on player selection.
 2. Playing time is a function of ability and practice time commitment.
- G. In the event that a player departs their All-Star Team without cause, as determined by the Board, the parent(s) and player may be subject to action by the TOGSA Board.
- H. Upon completion of a player's All-Star team activity (end of season); they are free to participate on any All-Star, Travel A or other team with which they desire.

- I. All-Star managers and coaches shall not have a requirement to play all players during a tournament game or during the tournament season.
- J. It is mandatory that families of All-Players volunteer and support the TOGSA Memorial Day weekend tournament.
- K. TOGSA team colors shall be BLUE, WHITE or BLACK. The TOGSA Board must approve use of any other colors.
- L. All uniforms shall be approved by the TOGSA Board.
- M. No spouses, children, guests, etc. shall be allowed at the All-Star selection meeting.
- N. The use of cell phones during the All-Star selection process shall be limited to emergencies only.
- O. Once the All-Star selection process has started, no one shall be allowed to leave the room. In the event that a manager must leave the room, all All-Star selection process materials, notes, and cell phone shall be left in the divisional team Manager's seat.
- P. Only the Player Agent, Tournament Director, Managers and Director of the Division being selected may attend that Division's all-star selection meeting. In addition, the President, Vice President, and Director of Rules and Ethics may attend the all-star selection meeting.

Article III – Team Selection

- A. The League shall utilize a “Top Qualifying Pool” and “Top Players” selection process for all Gold and Silver All-Star Teams.
- B. The board will evaluate All-Star manager candidates.
- C. All players who meet eligibility requirements will be placed in a pool for consideration. Each divisional team Manager shall nominate up to five (5) players from their team who meet eligibility requirements for consideration for the Gold All-Star team. Divisional team Managers will have an opportunity to nominate eligible players that are not members of their team and have not been nominated by their current divisional team Manager. This shall be known as the *Top Qualifying Pool*.
 - 1. Only players who have agreed to participate in All-Star play by signing and returning their Letter of Participation by the indicated due date are eligible for nomination by their divisional team Manager.
- D. From the *Top Qualifying Pool*, the divisional team Managers, shall vote for the *Top 8 Players* on the Gold All-Star team using a blind ballot.

1. Selected players must receive a 2/3 vote from the eligible divisional team Managers.
2. Divisional team Managers shall not be eligible to vote for players from their own team.
3. Balloting continues until all *Top 8 Player* positions are filled.
4. In the event of a dead lock, the Division Director shall lead an open discussion in order to reach a consensus on the *Top 8 Players*.
5. The manager will then have an opportunity to select between three and five wild card players to complete the roster.

E. Player Selection Process

1. The Manager shall complete the roster per the guidelines specified, starting with the *Top 8 Players* as previously identified.
2. A minimum of three (3) and a maximum of five (5) wild card players shall be selected from the *Top Qualifying Pool* for the Gold if there is no Silver team formed. A minimum of three (3) and a maximum of four (4) wild card players shall be selected for the Silver and Bronze teams.
3. If a *player* declines to play for the team which they are selected.
 - i. The *player* that declines to play may be eliminated from any All-Star participation for the balance of the calendar year. Any exceptions shall be approved by the board
 - ii. For Pitchers only. If a pitcher is elected to the Gold team and is not likely to pitch, then any member of All-Star Committee may recommend to the board that the player be moved to the Silver team. This shall also hold true for a Bronze team.
 1. Approved by the BOD
 2. Player's intent must be noted *prior* the All-Star Draft
 - iii. The Manager may select a replacement player(s) from any eligible names remaining in the *Top Qualifying Pool* list to maintain a roster of up to 12 players.
4. The Silver team roster SHALL NOT be started prior to completion of the Gold team formation. As follows, a Bronze roster may not be started prior to completion of the Silver team.

- F. If the All-Star team qualifies for the State tournament, the Team Manager may pick up an eligible player(s) from a non-qualified All-Star team in the league, up to the maximum allowed per tournament rules.
- G. This process shall be repeated for the Silver and Bronze All-Star team(s).
- H. All All-Star selection ballots and notes shall be turned into the Player Agent at the conclusion of the All-Star selection meeting.
- I. All All-Star information is strictly confidential, this includes, but not limited to voting records, ballots, notes, and discussions.

Article IV - All-Star Team Manager Eligibility

The objective of TOGSA is to assemble the best possible management and coaching staff available from within the league to guide, coach and manage the selected All-Star teams in order to achieve the Leagues stated All-Star goals.

- A. Prospective All-Star Managers shall submit their names, noting desired division and classification (Gold, Silver, etc.) by the date as determined by the BOD.
 - 1. All current managers and named coaches and board members, shall be eligible to manage an All-Star team.
 - 2. Prospective managers must have completed the USA Softball/ACE Coaches Clinic and Safe Sport and Concussion protocol certified in the current year.
 - 3. Any USA Softball guidelines or limitations placed on managers' eligibility will be adhered to completely.
 - 4. Prospective managers must have completed the applicable TOGSA background check policy.
 - 5. Managers shall be selected based upon the following criteria:
 - i. Practice plan preparation and execution
 - 1. The Division Director will evaluate all manager candidates while conducting a practice.
 - ii. Past coaching experience
 - iii. Sportsmanship
 - iv. Competitiveness
 - v. Support of the league

6. In the event that applicable manager candidates do not exist, the TOGSA Board will have the ability to elect the most qualified candidate, exclusive of specified eligibility guidelines.

Article V – Manager Selection

- A. The Board will review all manager candidates and will vote by a simple majority to approve candidates for the position of All-Star manager.
- B. Division Director, divisional team Managers, and Player Agents (if not already participating in the voting as a manager in that division) shall approve and select by a majority vote through the use of a blind ballot the Gold Team Manager from the list of approved All-Star Manager candidates. The above named group members shall have one vote. This process shall be completed for each Silver and Bronze All-Star Team in each division (8U, 10U, 12U, and 14U). The President shall cast the deciding (tie breaker) vote in the event of an even number of members in the selection committee defined herein.

Article VI. Coach Selection

- A. Coach Selection Process
 1. The primary coaching staff must have completed the applicable USA Softball/ACE Coaches Clinic and Safe Sport and Concussion protocol certified in the current year.
 2. Selection of a primary coaching staff outside the above noted group or in the event that there are problems with agreement on the named coaching staff, the board shall be advise and vote.

Article VII - All-Star Manager Responsibility

Manager should hold the appropriate team meeting at the earliest convenience after final selection of team.

- A. Discuss & define financial responsibilities, time commitments, and possible practice schedule.
- B. Extra expenses related to approved uniform accessories, equipment, team gear, or other similar items shall be discussed and approved by the team families.
- C. Confirm that All-Star player parents/guardians have a copy of the TOGSA All-Star Guidelines.
- D. All-Star Teams are required to compile an All-Star Notebook, which will include the following:

1. A team roster including team manager, coaches, team mom and other appropriate contacts.
2. Copies of certified birth certificates for all players.
3. Individual player pictures.
4. Copy of signed All-Star Letter of Participation for each roster player.
5. Proof of league insurance and applicable claim forms.
6. Signed medical release or applicable TOGSA registration form for each player.
7. D1-D6, may be replaced by the USA Softball's VTD individual Photo ID Card.

E. Each Manager is responsible for coordinating the team's finances with the League Treasurer.

1. INCOME: All sponsorship donations, parent deposits or other income shall be made payable to Thousand Oaks Girls Softball Association.
 - i. When submitted to the League Treasurer, donation or income amounts should include Sponsor Name/Address/Contact and amount donated.
2. EXPENSES: Team expenses can go through the League Treasurer whenever possible.
 - i. Team expenses that are paid by the Manager or a team member are reimbursable through the League Treasurer, only when applicable documentation is provided and have prior approval from the League Treasurer.

Article VIII - Financing / Fundraising Activities

- A. The cost to play All-Stars shall be determined by majority vote of the Board of Directors prior to the pre All-Star parent meeting.
- B. All-Star Teams will be financially responsible for all expenses not covered by the All-Star fee including but not limited to additional discretionary apparel, equipment, travel, lodging, meals, and entertainment while participating in tournaments.
 - 1. Team parents and sponsors generally pay these expenses.
 - 2. The board must approve all discretionary apparel.
- C. Team Donations above the Team Sponsorship amount are always encouraged. Extra donations for a team can be used at team(s) discretion with prior approval of the league's treasurer. All donations above the Team Sponsorship amount require a minimum of 10% be retained in TOGSA league's general donation fund.
- D. All-Star fundraisers shall also be used to help defray the costs of All-Star teams. Individual team fundraising activities cannot begin before May 1st of the applicable year.
- E. An Expense/Income statement for all fundraising events MUST go through the league Treasurer prior to the event.
- F. The team manager or team parent shall be responsible for submitting a timely and accurate accounting of team finances to the League Treasurer, even if this responsibility is delegated to a team parent. Timely is defined by within 30 days of the end of the All-Season.
- G. If a team qualifies for State or National tournaments the following are the financial responsibilities of the team
 - 1. All team and individual expenses are the responsibilities of the teams and families involved
 - 2. A separate accounting of the team's finances is required prior to the event
 - 3. Fund Raising is encouraged especially since events tend to be week long out of town and possibly out of state events
 - 4. TOGSA League will pay for all entrance and any additional USA Softball fees
 - 5. TOGSA Board will review any team's request for additional funding or contribution from the league to the event and will be decided based on the league's current year's All-Star profit and expenses from operations and on past history.

- I. Proceeds from specific team fundraisers, held off the league facility, shall benefit the team(s) involved in and coordinating such events. Please see D above.
- J. The Manager and/or Team shall send a thank you and acknowledge all contributions.
 - 1. While a letter is sufficient in most cases, plaques, team photos or some other “keepsake” is suggested for major contributors.
 - 2. Any balance remaining in the All-Star Team accounts shall be placed into TOGSA league’s general donation fund.
- K. In order for any donated equipment or equipment purchased with sponsor donations to qualify as a tax deductible contribution the equipment must become the property of TOGSA, and shall be placed into the league equipment area.
 - 1. “Donated” or “Purchased” equipment shall be defined as any item having a unit cost of more than \$100.00.

Article IX - All-Star Code of Conduct

Team Managers are responsible at all times for the behavior of their team staff, players and families. Any unsportsmanlike conduct or conduct by Players, Families, Managers and Coaches who violate the League and USA Softball code of conduct shall not be tolerated and are subject to the League and USA Softball penalties.

- A. There are no alcoholic beverages allowed at any tournament events, including parking areas. Use of or being under the influence of alcohol, drugs, or other similar substances is strictly forbidden at all tournament complexes, during games or practices.
- B. Smoking or use of any tobacco product on the playing field or when in direct supervision of the children is strictly forbidden. Smoking on a tournament complex, in general, shall be permitted as designated by the tournament facility.
- C. Engaging in unsportsmanlike conduct, fighting, publicly audible foul or abusive language, violent display of temper, or any other action or conduct which is otherwise considered to be detrimental to the best interest of the League is forbidden.
- D. All persons, players, parents, fans and spectators are asked to support their team and are welcome to cheer. Jeering, chanting, or noise making in an effort to distract the pitcher, batter, or other players and/or actions targeting any other team members, which is deemed excessive by Tournament Officials, the Umpire or TOGSA membership shall not be permitted.

- E. Failure of any person(s) to adhere to or be in violation of any of the above, or other such action deemed by the TOGSA Board to be detrimental to the best interests of our League shall be subject to action by the TOGSA Board. Such action shall include any or all of the following:
1. Immediate removal from the complex.
 2. Suspension from the next following game.
 3. Suspension and/or expulsion of the offending individual from the All-Star Team.
 4. Suspension and/or expulsion of the Player from the All-Star Team.
 5. Suspension and or expulsion from TOGSA.
- F. Complaints or problem solving during the All-Star season shall be handled in the following manner.
1. Issue brought directly to the applicable manager and if not resolved proceed to option b.
 2. Issue brought to the Player Agent and if not resolved proceed to option c.
 3. Issue brought to the TOGSA Board. If not resolved.

Article X - Tournament Committee

- A. A tournament committee shall be formed if TOGSA plans to host a tournament.
1. The committee shall have a minimum of five members and a maximum of eight members.
 2. All parents, managers, coaches and board members shall be eligible for the committee.
- B. The Board of Directors shall by a majority vote approve a League tournament.
- C. The tournament committee shall be chaired by the current TOGSA Tournament Director.
- D. The TOGSA Treasurer shall manage all tournament finances. The All-Star Tournament shall be profitable (positive net cash operation) to the League. All profits shall belong to TOGSA.
- E. The All-Star Committee shall submit a budget for TOGSA Board approval by prior to the pre All-Star parent meeting.

- F. If at any time, the All-Star Season and/or an All-Star Tournament fails to meet their expenses, the TOGSA Board of Directors has the right to find remedies and/or cancel the season or Tournament.
- G. In the event of cancellation, the League shall return any sponsorships or donations on a prorate basis less any reasonable expenses.

SECTION IV: Select Rules & Regulations

Article I – Mission Statement

The *Thousand Oaks Girls Softball (TOGSA)* Select Program strives to provide eligible participants with an opportunity to participate in a more competitive tournament softball environment. It shall be recognized that these Select team(s), manager(s), coach(s), player(s) and parent(s) are representing the **TOGSA** Program. Select typically run from January 1st through March 31st.

Although a higher level of competition and winning will be more evident than in regular season activities, every effort shall be made to promote teamwork, sportsmanship and fair play as the core values for all participants and their families.

All persons, players, parents, fans and spectators are required to follow **TOGSA** rules, regulations, policies, and to cooperate with the league, Board of Directors and team managers.

USA Softball remains the governing board over all TOGSA Select activities. Therefore, USA National Codes and the Official USA Rule Book shall take precedence regarding any omitted or conflicting guidelines stated herein.

Article II – Team Formation

The goal of the Select team is to assemble the best possible team for the Select play. TOGSA shall use a selective process for both players and team management for the Select team formation. The BOD shall evaluate division player interest and talent in order to decide the number of Select teams to be formed.

A. Information regarding the Select teams formation shall be distributed by the player agent to all members of TOGSA. All players to be considered eligible for Select play shall conform to all USA Softball tournament play rules. Specifically:

1. Players must play a minimum of 75% of the Spring recreational season games that are used to determine the standings within the league they represent.
2. No player shall play up for Select in 10u, 12u or 14u. Players requesting to play up from 6u to 8u Select must get approval from USA Softball Western District Commissioner.

B. Select does not have gold/silver/bronze levels within the divisions, as they do in All-Stars. If the interest and talent is evident in an age division, the board may approve multiple teams being formed, calling them A/B teams.

C. The Player Agent has final word on player eligibility and must approve any transfers between teams, if applicable to an age division. It is the responsibility of the Select Team

Manager to notify the Player Agent prior to any changes.

- D. If a player attends Select evaluations it is presumed by The Board of directors and Select managers of the intent of the player and players family to participate in the upcoming Select season. A player must decline within 24 hours of notification of team placement. Failure to comply with the rules/process stated *can* lead to penalty up to *and/or* including disqualification for player in the following Allstar and/or Select season *per Board Review*.
- E. A player shall remain committed to their Select Team for the duration of their Select season and all conflicts must be communicated to the Player Agent as soon as they are known.
- F. Once the team events (practices and games have begun) and in the event that a player departs their Select Team without cause the parent(s) and player may be subject to action by the TOGSA Board. Failure to comply with the rules/process stated *can* lead to penalty up to *and/or* including disqualification for player in the following Allstar and/or Select season *per Board Review*.
- G. Select managers and coaches shall not have a requirement to play all players during select games or during the select tournament season.
- H. All uniforms shall be approved by the TOGSA Board.

Article III – Team Selection

- A. The League shall invite all interested Select players to an evaluation organized by the TOGSA player agent.
- B. Only players who have agreed to participate in Select by completing the player interest form and attending the player evaluation will be considered for placement on a Select team. Any exceptions to these prerequisites will be reviewed by the TOGSA Board of Directors to establish potential player eligibility.
- C. Evaluations shall be used to rank players for the selection of the team rosters.
- D. The Player Agent shall be responsible for running evaluations.
- E. Each division shall have three (3) independent evaluators to observe and rank the players in the following categories:
 - 1. Fielding Grounders and Throwing from the infield
 - 2. Fielding Flyballs and Throwing from the outfield
 - 3. Hitting
 - 4. Base Running
 - 5. Pitching (if applicable to player)
 - 6. Catching (if applicable to player).

- F. The ranking system shall be numerical with 1 being lowest and 5 being the highest.
- G. All final player rankings shall be developed by the Player Agent and shall be available for the approved Select managers to review when selecting their roster.
- H. Player Selection Process
 - 1. Managers shall independently complete the roster selection to maintain a roster of up to 12 players, utilizing the independent evaluators rankings, provided by the Player Agent. Completed Roster will be submitted to the player agent for final approval. Any player agent concerns regarding final Select roster selection will be brought to the BOD for review/approval.
 - 2. If a *player* declines to play for the team which they are selected.
 - If applicable, the Manager may select a replacement player(s) from any eligible names remaining in the evaluation list to maintain a roster of up to 12 players.
 - 3. If applicable, The B team roster SHALL NOT be started prior to completion of the A team formation.
 - 4. If applicable, once the A team roster has been set the B team selection will be completed based on the following process set forth in Article III- Team Selection H1 and H2.
- I. All Select information is strictly confidential, this includes, but not limited to voting records, ballots, notes, and discussions

Article IV - Select Team Manager Eligibility

The objective of TOGSA is to assemble the best possible management and coaching staff available from within the league to guide, coach and manage the Select teams in order to achieve the Leagues stated Select goals.

- A. Prospective Select managers shall submit their names, noting desired division and classification to the Board of Directors.
 - 1. All previous managers, coaches and board members, shall be eligible to manage a Select team.
 - 2. Prospective managers must have completed all the USA required clearances, certifications and background check policy.
 - 3. Managers shall be selected based upon the following criteria:
 - Past coaching experience

- Sportsmanship
 - Competitiveness
 - Support of the league.
4. In the event that applicable manager candidates do not exist, the TOGSA Board will have the ability to elect the most qualified candidate, exclusive of specified eligibility guidelines.

Article V – Manager Selection

- A. The Board will review all manager candidates and will vote by a simple majority to approve candidates for the position of Select manager.
- B. Board of Directors shall first select through the use of a blind ballot the A Team Manager from the list of approved Select Manager candidates. Each eligible board member shall rank all potential manager candidates from top preference to last preference in order. This process shall be completed for each Select manager in each division (8U, 10U, 12U, 14U). The manager candidate with the most number of top rankings will be the A Select team manager. The president shall cast the deciding (tie breaker) vote as needed.
- C. The candidate with the most number one rankings will be named the Select A team manager. In the event that a B team is formed the manager selection for these teams will not occur until after the A team roster has been set.
- D. B team managers will be offered a manager position based on the next highest ranking established on the blind ballot vote completed by the Board of Directors. Prospective managers will have the option to decline the B Select manager position if their daughter has been placed on a different ranked team.
- E. All potential B Select Managers will be invited to attend and observe at Select player evaluations.

Article VI. Coach Selection

- A. Coach Selection Process
1. The primary coaching staff must have completed the applicable USA required clearances, certifications and background check policy.
 2. The primary coaching staff will be selected by the Select manager.
 3. Selection of a primary coaching staff outside the above noted group or in the event that there are problems with agreement on the named coaching staff, the board shall be advised and vote.

Article VII - Select Manager Responsibility

- A. Manager should hold the appropriate team meeting at the earliest convenience after final selection of the team.
- B. Discuss & define financial responsibilities, time commitments, and practice schedule.
- C. Extra expenses related to approved uniform accessories, additional tournament fees (if applicable), team gear, or other similar items shall be discussed and approved by the team families.
- D. Confirm that Select player parents/guardians have a copy of the TOGSA Parent Code of Conduct.
- E. Select/Tournament Teams are required to compile an Select Notebook or Binder, which will include the following:
 - 1. A team roster including team manager, coaches, team mom and other appropriate contacts.
 - 2. Certification of completion of background checks and USA Softball SafeSport for the team manager and coaches.
 - 3. Copies of certified birth certificates for all players.
 - 4. Individual player pictures.
 - 5. Proof of league insurance and applicable claim forms.
 - 6. Signed medical release or applicable TOGSA registration form for each player.
 - 7. E1-E7 may be replaced by the USA Softball's VTD individual Photo ID Card.
- F. Each Manager is responsible for coordinating the team's finances with the League Treasurer.
 - 1. **INCOME:** All donations, sponsorships or fundraising must go through the TOGSA Treasurer.
 - i. When submitted to the League Treasurer, donation or income amounts should include Sponsor Name/Address/Contact and amount donated.
 - 2. **EXPENSES:** Team expenses can go through the League Treasurer whenever possible.

- ii. Team expenses that are paid by the Manager or a team member are reimbursable through the League Treasurer, only when applicable documentation is provided and have prior approval from the League Treasurer.
- iii. Team Donations above the Team Sponsorship amount are always encouraged. Extra donations for a team can be used at team(s) discretion with prior approval of the league's treasurer. All donations above the Team Sponsorship amount require a minimum of 10% be retained in TOGSA league's general donation fund.

SECTION XI: Indemnification and Insurance

Article I - Indemnification

The Thousand Oaks Girls Softball Association, Inc. (hereinafter TOGSA, or Association) shall, to the maximum extent permitted by law, indemnify each of its Agents against expenses, judgments, fines, settlements, and other amounts arising by reason of the fact any such person is or was an agent of the Association. For purposes of this section, an "Agent" of the Association includes any person who is or was an officer, director, employee, or other agent of the Association; or is or who was serving at the request of the Association as an officer, director, employee, or agent of another Association, partnership, joint venture, trust or other enterprise; or was a director, officer, employee, or agent of an Association that was a predecessor Association of the Association or of another enterprise at the request of such predecessor Association.

Article II - Insurance

The Association shall have power to purchase and maintain a bond or insurance policy on behalf of any Agent of the Association against any liability asserted against or incurred by the Agent in such capacity or arising out of the Agent's status as such whether or not the Association would have the power to indemnify the Agent against such liability under this Section XI. The Association will also purchase a Fidelity Bond to cover financial loss due to criminal activity. The President shall make proposals and recommendations to the executive for the type of insurance to be obtained by the Association as well as coverages and limits of coverage. At a minimum, the President shall propose a policy of Commercial General Liability Insurance and Directors and Officers Insurance. The executive committee shall approve those proposals and recommendations prior to procurement of any policy of insurance. To the extent that it is commercially available, any policy of insurance that is procured by the Association shall cover players, coaches, managers, team officials, members of the Board of Directors and administrators. Insurance may be provided under the umbrella of USA Softball Insurance.