

NORTHWEST GIRLS SOFTBALL

LEAGUE RULES

Amended: January 2020

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SECTION 1 – LEAGUE INFORMATION

A. LEAGUE ORGANIZATION: Northwest Girls Softball-Fastpitch

B. MAILING ADDRESS: P.O. Box 34721, Las Vegas, Nevada 89133

C. LEAGUE PHONE NUMBER: See Website

D. LEAGUE EMAIL ADDRESS: nwgs.lasvegas@gmail.com

E. LEAGUE WEBSITE: www.northwestgirlssoftball.com

J. Board of Directors: See Website for current listing.

SECTION 2 – LEAGUE MISSION STATEMENT

Northwest Girls Softball (the “League”) is a non-profit organization run solely by volunteers, whose mission is to provide an opportunity for our community’s children to learn the game of softball in a positive and safe environment, and develop an understanding of fairness, sportsmanship, and teamwork toward everyone.

SECTION 3 – EXECUTIVE BOARD OF DIRECTORS

The League Bylaws set forth by the Board shall be evaluated on a yearly basis for possible amendments.

EXECUTIVE BOARD OVERVIEW:

This section outlines each of the Executive Board positions and the responsibilities associated with each position. All the Executive Board positions listed shall have the right to vote on any Board issue so long as it is not a conflict of interest to their respective position.

EXECUTIVE BOARD MEMBER REQUIREMENTS:

It is the responsibility of each Member to attend every Board Meeting.

- ◆ Each Board Member shall assist with the construction and cleanup of Opening Day and End of Season ceremonies.
- ◆ Each Board Member shall participate in the League’s semi-annual fundraiser(s).

1. President

The President shall:

- ◆ Conduct the affairs of the League and execute the policies established by the Board.

- ♦ Communicate to the Board such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the League.
- ♦ Present a report in cooperation with the Vice President about the condition of the League at the annual meeting.
- ♦ Conduct the League in conformity with the policies, principles, rules, and regulations of the USA Softball (“USA”), as agreed to under conditions of the charter issued to the League.
- ♦ Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the League such contracts and leases they may receive, and which have had prior approval from the Board.
- ♦ Investigate complaints, irregularities, and conditions detrimental to the League and report thereon to the Board as circumstances warrant.
- ♦ With the assistance of the Player Advocate, examine the application and supporting proof of age documents of every player and certify age eligibility before the player may be accepted for evaluations and draft.
- ♦ Represent the League at meetings.
- ♦ Chair with cooperation from the Vice President at all Board meetings.
- ♦ Coordinate with the Vice President, Player Advocate, and Division Reps in responding to player- related complaints, disputes, and concerns.
- ♦ Vote on matters before the Board so long as it is not a conflict of interest to his or her position or involves a matter regarding his or her child.

2. Vice President

The Vice President shall:

- ♦ In the absence or disability of the President, conduct and execute all affairs of the League. When so acting, the Vice President shall have all the powers of the President.
- ♦ Vote on matters before the Board so long as it is not a conflict of interest to his or her position or involves a matter regarding his or her child.
- ♦ Organize and implement All Stars formation with cooperation of Player Advocate.
- ♦ All communication shall be copied to the President.

3. Player Advocate

The Player Advocate shall:

- ♦ Review all player applications and confirm age eligibility.
- ♦ Coordinate player evaluations.
- ♦ Conduct, with assistance of Division Reps, the formation of divisions/teams (based on number of registering players).
- ♦ Conduct, with assistance from the Board, the draft each season.
- ♦ Record all player transactions and maintain an accurate and up-to-date record thereof.
- ♦ Prepare team rosters and submit all rosters to USA within two weeks of draft.
- ♦ Coordinate with Division Reps and **Vice President** in responding to player-related and manager-related complaints, disputes and concerns.

- ♦ Coordinate with Executive Board the transfer or pick up of players for all Divisions.
- ♦ Prepare All-Star/Tournament team eligibility rosters.
- ♦ Organize and implement All Star formation with cooperation of Vice President
- ♦ Vote on matters before the Board so long as it is not a conflict of interest to his or her position or involves a matter regarding his or her child.
- ♦ All communication shall be copied to the President.

4. Secretary

The Secretary shall:

- ♦ Be responsible for recording the activities of the League and maintain appropriate files and necessary records, and posting on the public website.
- ♦ Supervise division representatives.
- ♦ Provide copies of minutes to Board members to be ratified at the next meeting.
- ♦ Give notice of all executive and regular Board meetings to the appropriate members.
- ♦ Keep the minutes of the meetings of the Board and Executive Board.
- ♦ Prepare the annual calendar and update it with the Board at each meeting.
- ♦ Notify Members, Directors, Officers, and committee members of their election or appointment.
- ♦ Coordinate the Pitch, Hit and Run competition each Spring.
- ♦ Vote on matters before the Board so long as it is not a conflict of interest to his or her position or involves a matter regarding his or her child.
- ♦ Receive and submit player injury forms.
- ♦ All communication shall be copied to the President.

5. Treasurer

The Treasurer shall:

- ♦ Receive funds and deposit them a depository approved by the Board.
- ♦ Pay all bills and balance bank statements monthly.
- ♦ Keep records for the receipt and disbursement of all League funds.
- ♦ Prepare and submit an annual budget to the Board and be responsible for the proper execution thereof.
- ♦ Prepare and present an annual financial report to the Board.
- ♦ Prepare or manage the league's annual tax filing to the IRS and for submission to the Executive Board.
- ♦ Keep a record of and coordinate all player scholarships, family voluntary repayment schedules, and contracts.
- ♦ Present to the Board a financial report at each Board meeting.
- ♦ Vote on matters before the Board so long as it is not a conflict of interest to his or her position or involves a matter regarding his or her child.
- ♦ All communications to be copied to the President.

SECTION 4 – BOARD OF DIRECTORS

BOARD MEMBER OVERVIEW:

This section outlines each of the Board Members positions and the responsibilities associated within each position.

BOARD MEMBER REQUIREMENTS:

It is the responsibility of each Member to attend every Board Meeting.

- ◆ Any Board Member with at least three (3) un-excused absences for meetings set forth will be subject to removal from the Board by a majority vote of the Board.
- ◆ Members of the League who are on probation or suspension are not permitted to run for or serve on the Board.
- ◆ Each Board Member shall assist with the construction and cleanup of opening day and end of season ceremonies.
- ◆ Each Board Member shall participate in the league's semi-annual fundraiser(s).

1. Equipment/ Field Manager

The Equipment/Field Manager shall:

- ◆ Maintain a proper inventory of safe equipment as required by USA.
- ◆ Order and distribute game balls.
- ◆ Be responsible for the ordering, distribution, maintenance, and return of all equipment.
- ◆ Assist the City Park Officials and USA for repairs to fields and other improvements.
- ◆ Assist with obtaining bids (minimum of 3 bids) for any major upgrades including cost estimates, plans, and timeline of projects and how it will impact the League.
- ◆ Supervise maintenance of fields, and make report issues to the Board regarding any field maintenance contractor.

2. Division Representatives

Division Representatives shall:

- ◆ Assist the Player Advocate with all player evaluation dates.
- ◆ Assist the Player Advocate with assigned divisions.
- ◆ Assist the Player Advocate with all player promotions.
- ◆ Assist the Player Advocate in age eligibility.
- ◆ Communicate league activity to Managers and Coaches.
- ◆ Observe the conduct of Managers and Coaches during practices and games throughout the season and correct any identified concerns.
- ◆ Keep abreast of player-related issues including roster changes, vacancies, long-term injuries, etc.
- ◆ Distribute important league information to their specific division coaches via email.

- ♦ Review player of the week nominations and select a recipient with an assigned Board member.
- ♦ Coordinate receipt of player injury forms with the Secretary.
- ♦ Vote on matters before the Board so long as it is not a conflict of interest to their respective position or involves matter regarding their child.

3. Concession Director

The Concession Director shall:

- ♦ Manage the concession stand and all workers with the assistance of a co-director, and coordinate the scheduling of volunteers.
- ♦ Be responsible for maintaining the concession stand and meeting all health department regulations.
- ♦ Be responsible for opening and closing the concession stand during all scheduled games.
- ♦ Select the appropriate volunteers to work the concession stand.
- ♦ Carry a health card license.
- ♦ Be responsible for ordering food and other items used.
- ♦ Organize and train the members of the concessions committee.
- ♦ Vote on matters before the Board so long as it is not a conflict of interest to his or her position or involves a matter regarding his or her child.

4. Uniforms/Pictures/Trophies

The Uniform/Pictures/Trophies Director shall:

- ♦ Solicit and secure bids for league uniforms.
- ♦ Solicit and secure bids for team pictures.
- ♦ Solicit and secure bids for placement/placement trophies.
- ♦ Organize team picture days during the regular season and All Stars.
- ♦ Order Plaques for league sponsors.
- ♦ Vote on matters before the Board so long as it is not a conflict of interest to his or her position or involves a matter regarding his or her child.

5. Scheduler

The Scheduling Director shall:

- ♦ Ensure that schedules and scores are updated daily when the season is active.
- ♦ Post important information on league activities and help distribute important league information to all Board members via email.
- ♦ Schedule all practices and games for the season and ensure that schedules are posted on the league website.
- ♦ Work with USA/permit holder to secure the use of fields for each season.
- ♦ Ensure game and practice schedules are reported to USA in required time frame for field permits.

- ♦ Vote on matters before the Board so long as it is not a conflict of interest to his or her position or involves a matter regarding his or her child.

SECTION 5 – LEAGUE AGE STRUCTURE

Any girl between the ages of 4 and 18 who meets certain individual criteria is eligible to play in the League. A player's league age is defined as the age that the child is as of December 31st of the previous year. A player may not play more than one division over her League age at registration.

- A. 6U Division: League age 4-6 years old
- B. 8U Division: League age 6-8 years old
- C. 10U Division: League age 8-10 years old
- D. 12U Division: League age 10-12 years old
- E. 14U Division: League age 12-14 years old
- F. 16-18U Division: League age 14-18 years old

SECTION 6 – PLAYER REGISTRATIONS

- ♦ Registration dates will be determined by the Board for the upcoming season and will be posted online in a timely manner.
- ♦ Registration will be completed when teams are full.
- ♦ The cost for registration will be determined on a season by season basis.
- ♦ Registrations dates, locations and times will be announced before each season. All registration may be online.
- ♦ Registration fees are due at Registration. Accepted forms of payment are check, cash, debit card or money orders. Any registration fee that is returned not paid will be subject to a \$50.00 fee and the affected registered player may not take the field or receive her uniform until fee and registration is brought current. Any player with a balance from a prior season may not register until the balance is paid in full.
- ♦ Players may request C only on their registration (at registration only). The Board may determine that a player will be made available in the B draft notwithstanding the request. If player was a B player the previous season, the player will need to be reclassified with Board/USA approval prior to the draft.
- ♦ Player registration fees includes a full uniform. A team may not require additional funds from players for any reason. Please notify your division representative if a coach violates this.
- ♦ All League concerns shall be brought first to the head coach, followed by division representative, followed by Player Advocate and Executive Board, prior to contact of USA Commissioner.

SECTION 7 – MANAGER AND COACH PROCESS

- ♦ A coach can only “Head Coach” one team per season. Upon Board approval, he/she may also Head Coach a secondary team.
- ♦ Managers and Coaches must be at least sixteen (16) years of age, be background checked, ACE certified and agree to adhere to the League’s policies and procedures at all times.
- ♦ All team staff must wear a league provided USA card when on the field or in the dugout.
- ♦ All team staff must complete background check and ACE certification no later than the **designate date set forth by the NWGS board.**
- ♦ If a game is forfeited for any reason, both teams will be held responsible to pay umpire for forfeited game.
- ♦ The League will provide registration/insurance for 4 coaches per team. The team is welcome to carry more than four but will be responsible for the additional fees.
- ♦ All League concerns shall be brought first to your head coach, followed by division representative, followed by Player Advocate and Executive Board before contact of USA Commissioner.
- ♦ Head coach will ensure there is a background checked/ACE certified female in the dugout or on the field at all times during practices and games.
- ♦ All team/league adult staff members (i.e. manager/coaches/team parent volunteers) that enter the field of play or the dugout or may have individual contact with a JO player must be individually registered, background checked, and ACE certified through the Nevada USA mandatory registration system.
- ♦ No coach is ever guaranteed a team in any given division **including returning coaches.**

SECTION 8 – PLAYER ASSESSMENTS/TRY-OUTS AND PLAYER LIST

- ♦ Player assessments/try-outs are held each season so that teams can be balanced as much as possible. Coaches and selected Board Members are to observe the players so that teams can be selected with a good mix of pitchers, fielders and hitters. Player assessment/try-outs never cause players to be excluded from teams; it only helps in distributing players amongst teams.
- ♦ Player assessments/try-outs shall be held prior to the draft.
- ♦ All players must attend Player assessments/try-outs unless they are on an existing team reported to the Player Advocate prior to the registration.
- ♦ All players participating in softball for the first time will be placed in the C division unless they attend the player assessment/try-out and are drafted to the B division.
- ♦ A player that is currently on a C team may have the option to try-out for the B division. If not drafted to a B team, she may return to her C team without penalty.
- ♦ Players not attending Player assessment/try-out will not be eligible for primary selection in the draft. These players will be placed into a “blind draw”. These girls will be placed on a team in C division. A known B player, pitcher, or catcher, not attending the player assessment/try-out, may be identified by the board and be made available for the B draft, or made available in the pitcher or catcher draft round, as applicable.

- ◆ Prior to Player assessment/try-out, the Player Advocate shall make a player list showing the names and league age of each player eligible for the draft. This list is to be distributed to each Coach at evaluations.
- ◆ Prior to the draft, the Player Advocate shall provide a list of eligible players to be drafted along with any notes specified on each player's application.
- ◆ Prior to the draft, all pitchers and catchers will be disclosed to the Coaches.
- ◆ To be designated as a pitcher or catcher, the player must have pitched or caught 20% of her team's outs in league games in the immediately preceding season, be a known pitcher or catcher, or have tried out as such at assessments.

SECTION 9 – PLAYER VACANCIES

Vacancies occur regularly throughout the season for a variety of reasons.

A. Coaches shall notify the Player Advocate immediately upon becoming aware that a player may leave the team for any reason.

B. Once it has been determined that it is appropriate to replace a player on a roster, the following steps **may** be taken:

- ◆ The Coach has the option to take the next player on the waiting list, or the team may be assigned a player from the waiting list.
- ◆ The Player Advocate shall contact the player and her parent(s) to inform them of the available spot.
- ◆ **If it is economically feasible for the league to do so (I.E. uniforms, etc.)**

SECTION 10 – TEAM SELECTION

All players in the League will be placed on teams in the following manner dependent on the guidelines described in Section 5 (League Age Structure). Note: If a member of the Board has a child in the draft, that member shall not be present for the applicable division unless the member is a coach or the league's Player Advocate.

A. 6U Division-League age 4-6 years old:

There are no player assessments/try-outs for this age Division. The Player Advocate will place each player onto a team. Requests can be made at time of registration by a parent/guardian to have their child play for a specific manager or with another child. Each Manager in this Division may request up to 6 players as long as those players have requested them on their player application. The League will do its best to honor such requests, but cannot guarantee placement of a child on to a particular team.

B. 8U through 16U Divisions:

Player assessments/try-outs will be held for each age Division where both B and C Division Coaches will have the opportunity to evaluate all eligible players. All players that did not return to their previous season's team roster are to be evaluated and attend tryouts to determine which division they shall play in. (i.e. No player may move up more than one age division. For example, a player age eligible for the 8U division may play in the 8U or 10U divisions, but not 12U or higher.

- ◆ Returning teams with five (8) or more players and at least one League Manager/Head coach from their previous season will be recognized as an existing team. In the B division, an existing team must include one qualifying pitcher and catcher. If the head coach position is vacated, one of the previous season's staff members may have first right to apply to the board for the vacated position.
- ◆ In the C division, teams with four (5) or more players will be considered if there are enough players to adequately fill all teams' rosters including their own. In the event of a tie (same amount of returning players) and there are enough returning players to fill all rosters, the Board will select the returning team based on the following criteria; seniority, behavior, knowledge, and experience. Remaining positions will be filled by the draft or blind draw.
- ◆ Any player may request to return to the team she participated on during the previous season and will be accepted by that team. Any player not wishing to return to her previous team will be placed in the draft.
- ◆ Team merging/splitting is NOT permitted.
- ◆ A new team will be constructed of the Head Coach's daughter only, and will fill its roster via draft or draw.
- ◆ If a team is abandoned, meaning the Head Coach and coaching staff have left the team, the Board may appoint a head coach. The team will be considered an existing team, not a new team, and will follow returning team rules including draft order.
- ◆ In order for a player to return to her existing team, she must have played on that team the prior season, or the prior Fall if the player was rostered to a High School softball team in the Spring. If she did not play the prior season with League, they must go in the draft.
- ◆ In the B division, if a team is otherwise eligible to return, but without either a pitcher or catcher, the Head Coach may declare a pitcher/catcher, as applicable, from the current roster. The Head Coach must ensure that the declared player pitches or catches, as applicable, 20% of the team's outs in the upcoming season. A Head Coach violating this requirement will be suspended from coaching the following season and the team will forfeit all games.
- ◆ If Player Advocate receives a letter from a parent/player with wishes for player to be selected in the B draft vs. being a pitcher/catcher in the B division said player will not pitch/catch one inning. A Head Coach violating this requirement will be suspended from coaching the following season and the team will forfeit all games.

C. Draft

Any specific draft rules adopted by the Board will supersede these rules as applicable.

- ◆ The Player Advocate will conduct a player draft as soon as possible after evaluations have been completed.
- ◆ The draft is open to one representative per team only.
- ◆ The B Division will complete its draft first.
- ◆ The C Division will follow with selecting players that are available after the B Division draft has been completed.

- ♦ The draft order will be determined by the previous regular season standings. The team with the lowest overall standing will draft first and the team with the best overall standing the prior season will draft last. Newly formed teams to the league will have first draft pick. Teams moving up age division will pick after any new team(s) with their standings dictating order. Team(s) moving up a classification (C to B) will pick next with their standings dictating order.
- ♦ In case of one division in an age group, the draft order will be as follows: new teams, C team coming up division, C existing, B team coming up division, Existing B division (example for a 12s division would be as follows: new team, 10C coming up to 12s, 12C existing, 10Bs coming up to 12s, teams moving from 12C to 12B, 12B existing. When one division is made, it will be a B division. To return to B/C division, teams finishing with a less than .500 record may be reclassified as C.
- ♦ Pitcher and catcher rounds will be completed first.
- ♦ If a team has an existing pitcher or catcher (player A) and another player (Player B) that qualifies for both, they must declare Player B has the opposite of Player A.
- ♦ If requested by a family, age eligible siblings must be placed on the same team. If a girl with one or more siblings is chosen, then her siblings will be assigned to the team's lowest draft slot.
- ♦ Once all teams have drafted the allotted number of players, as determined by the Player Advocate in advance to the draft, any players having not been drafted shall be entered onto a waiting list as described as above.
- ♦ In an age division with B and C divisions (such as 10B and 10C, 12B and 12C), a B team may only select a player qualifying as a pitcher or catcher, or who tried out as a pitcher or catcher, (i) in the pitcher or catcher draft round, as applicable, or (ii) with any of the team's first three (3) draft picks in the general player round. The Head Coach must ensure that the drafted player pitches or catches, as applicable, 20% of the team's outs in the upcoming season. A Head Coach violating this requirement will be suspended from coaching the following season and the team will forfeit all games.

D. Classification Guidelines

- ♦ For a team to be reclassified from a C to B team, they must finish above .500 and finish in 1st or 2nd place in their division.
- ♦ The Board may reclassify teams in order to balance divisions.
- ♦ A team cannot be reclassified B to C without permission from the Board and USA.
- ♦ Teams in the 8, 10 and 12 divisions will be disbanded if their record is not .500 or above in League games over the spring and fall seasons combined (a calendar year). Teams that move from C to B in the Fall must finish .500 or above in League games in the fall or will be disbanded after the fall season. B teams, and qualifying C teams moving up to B, that are not disbanded may return in the Spring as B teams with up to eight (8) returning players, which must include a pitcher and a catcher who qualified as such in the prior season. C teams that are not disbanded may return in the Spring as C teams with up to five (5) returning players. All teams may return from the Spring to the Fall season regardless of their record in the Spring if they have at least five (5) returning players, which, for B teams, must include a pitcher and a catcher who qualified as such in the prior season.

- ♦ **No team is guaranteed to move in any age or division.**
- ♦ If necessary to complete division, the Board has discretion to exempt a team from the pitcher/catcher rule.
- ♦ 16/18U summer league teams are not considered intact teams unless they come as a High School team.

SECTION 11 – PLAYER TRADES

- ♦ Player trades must be completed at the draft prior to leaving draft room. No trades will be considered afterward.
- ♦ All trades must be approved by the Executive Board and must be determined to be in the best interest of each player.
- ♦ Blind draws and keeper players cannot be traded. Pitchers and catchers selected in the pitcher or catcher round may only be traded for a pitcher or catcher also selected in the pitcher or catcher round.

SECTION 12 – LEAGUE GROUND AND PARK RULES

- ♦ All Las Vegas City and Clark County park rules must be followed.
- ♦ Negative cheering, inappropriate contact with umpires or the opposing team's players or fans, and vulgar or inappropriate language, is not permitted. The Head Coach is responsible for the behavior of the team's fans, and shall ensure that they comply with the League conduct policies.
- ♦ Alcohol is not permitted at any game or practice facility.
- ♦ Tobacco of any kind is not permitted on the playing field, in the dugout or around players at any time.
- ♦ No smoking or nicotine products are permitted in or around the stands/dugouts etc. This includes e-cigarettes.
- ♦ No artificial noisemakers of any kind.
- ♦ Teams are responsible for cleaning up the dugout and spectator area after each game. Teams are responsible for raking practice fields after each practice.
- ♦ The home team will occupy the 3rd base dugout, unless back to back games are played, in which case the team(s) playing the prior game shall remain in the same dugout.
- ♦ Teams must show up for all scheduled games regardless of weather conditions, unless notified by a League official. Only a League official or umpire can cancel or postpone a scheduled game. These games only will be rescheduled, time permitting.
- ♦ Each team will be given a snack bar duty. The head coach must ensure there are 3 volunteers available for two hours; one of them may be a minimum age of 16. If snack bar duty is not fulfilled, (i) the team will forfeit its most recent prior win, or its next win if the team has no wins, (ii) the head coach will be suspended for the next game, and (iii) the team will be rescheduled for snack bar duty at a later date.

SECTION 13 – LOCAL DIVISION RULES

The League adheres to and will follow rules outlined in the USA “Official Regulations and Playing Rules” Rule Book for the current year, except where amended by our local rules. Local rules as outlined here will supersede the USA Rule Book. Each Head Coach shall carry a rule book along with the League’s local rules with them at each game. All Coaches are responsible for knowing and following the rules.

Each team will be supplied with a minimum of one (1) USA Rules Book and a set of League rules.

- ♦ During the season, each team shall meet no more than three times per week on a field and one time per week at a batting cage.
- ♦ A coach cannot hold a practice with more than two players in same age division outside the regular season. The regular season runs from the draft through closing ceremonies.
- ♦ **Consequences for these actions is at the discretion of the NWGS executive board.**
- ♦ The winning team must submit scores and pitcher/catcher outs for both teams to the division representative or League scorekeeper and opposing team within 24 hours after game time. Failure to do so will result in the Head Coach being suspended for the next league game. If no additional league games follow, the Head Coach will be suspended for the first League tournament game.
- ♦ *See rules for each age Division of play.*

SECTION 14 – PLAYER EQUIPMENT

- ♦ All equipment, including bats, must be USA approved.
- ♦ Head coaches are responsible for their equipment. Any abnormal damage or breakage will be reviewed by the Board and determined as to who will replace it.
- ♦ Head coaches must turn in their equipment at a designated time and place to be determined each season by the Equipment Manager. All equipment will be accounted for or fees will be assessed accordingly.
- ♦ No clothing depicting alcohol, gaming, or that has vulgar or inappropriate sayings will be allowed.
- ♦ Players helmets must have a USA approved facemask.
- ♦ **Players in 14U and below, and are playing an infield position are required to wear a face mask**
- ♦ Players playing in 14U division or higher may wear metal cleats at the player’s own risk. Only molded cleats, no metal cleats, are permitted in the 12U division or below.

SECTION 15 – FINANCES

- ♦ All funds received, and disbursements made shall be to or from a League account at an FDIC insured financial institution, as approved by the Board.
- ♦ A receipt is required to be given to the Treasurer for all transactions. A reimbursement request shall be done in writing. Please see the Request for Reimbursement Form located on the website under the Important Documents.

- ◆ The Board must approve any expenditure over \$500 prior to orders being placed or purchases being made, unless the items are already contained in the approved annual budget.
- ◆ The Treasurer shall provide, monthly, an up to date financial report and make it available to the Board for review at each Board meeting.
- ◆ Each team is required to obtain a minimum of one sponsor in the amount of \$350. The entire amount is to be utilized by the League. These funds will be utilized in part for fields, maintenance, and umpire fees.
- ◆ Additional sponsorship funds can be obtained by a team (no limit) and must be paid to the League. The League retains 10% of any additional sponsorship money to help defray League expenses and keep registration fees as low as possible. The teams may use and remaining funds for team related expenses in the current season. Any funds that are not utilized during the same season shall be paid to the League. Teams must submit receipts for reimbursement (by the designated date set forth by the league treasurer).
- ◆ A team may obtain a sponsor for a tournament. The sponsor shall write check for the exact amount. The League will not retain 10%.
- ◆ All sponsorship checks must be submitted to the League with a completed sponsorship form. The form is located on the League website under Documents.

END OF LEAGUE RULES.