

**Policies and Procedures of the
Imperial Beach Girls Softball League**

Amended February, 2022

ARTICLE I - PURPOSE

The purpose of the IBGS shall be to organize and supervise the playing of youth softball under the rules and regulations of the United States National Softball (USA Softball), the Southern California USA, and the South San Diego USA District. IBGSB is currently classified by all USA Softball governing bodies as a Junior Olympic “B” League. The USA Softball program stated purpose of the Junior Olympic “C” program is to provide a recreational program and championship tournaments for recreational teams registered with USA Softball.

ARTICLE II - REGISTRATION

- Players will register with the league at the beginning of the playing season. For a child to register for the IBGS season, the following must be done:
 1. Complete a registration form, signed by at least one parent or guardian of the child.
 2. Pay the registration fee or make alternative payment arrangements.
 3. Fulfill any outstanding obligations to IBGS, including, but not limited to, financial obligations.
- A child may not practice or play in any game unless she is officially registered and all fees have been paid or alternative arrangements have been made. Previous violation of Standards of Conduct will be handled on a case-by-case basis. Unregistered children are not allowed on the playing fields or in the dugouts during practice or games.

ARTICLE III – GENERAL POLICIES

1. Games will be played following the rules and regulations of USA Softball. The Board will issue supplemental playing rules for each division, which modify these rules to meet the needs of the IBGS League.
2. All players must compete in a uniform, supplied by the league. The uniform will include jersey with the IBGS logo and random number. This jersey shall be worn at ALL games scheduled by IBGS. Any jersey worn during any type of play outside of recreation season (GFL, Select, etc) shall display Imperial Beach Girls Softball.
3. NO jewelry may be worn at any time by any player (practices or games).

4. There should be an adult female, 18 years old or older, present at all team activities to assist in the supervision of the players. This includes, but is not limited to, practices, games, and any other organized team activity such as a team party.
5. A representative for each team should be present at every General Membership meeting and Division Representatives meeting.
6. No smoking is allowed in the sports park, on school grounds or playing fields.
7. No alcoholic beverages are allowed on the school grounds or in IB Sports Park.
8. The IBGSB President, Vice President, Chief Umpire, or Risk Manager may cancel games for bad weather or any other safety reason.
9. The league's regular playing divisions will be T-Ball, 8U, 10U, 12U, 14U, and if feasible 16u or High School.

ARTICLE IV – TEAM MANAGER SELECTION

- The quality of the team managers is important to the success of the IBGS program. The selection of the team managers shall be done as follows:
 1. Any adult, 18 years of age or older, submits an application to manage a team.
 2. The Board will review each division's applications to determine their fitness to manage.

The managers shall be evaluated based on the following:

 - a. Their ability to teach players to play the game.
 - b. Their past managing and coaching experience.
 - c. Their knowledge of the game.
 - d. Their temperament and demeanor on the field and toward the players.
 - e. Their time they have to dedicate to practice and games.
 - f. Their understanding of their responsibilities to IBGS and to USA Softball.
 3. In the event that there are more qualified managers than needed, the Board shall pick those they deem to be the best qualified to be the team managers.
 4. All adult volunteers within the league must obtain an USA Softball approved background card by completing the background process through USA Softball.

ARTICLE V – TEAM COACH SELECTION

- Team managers shall select their coaches. The coaches must be at least 18 years of age and must submit an application for Board approval. All coaches must obtain an USA Softball approved background card by completing the background process through USA Softball.

ARTICLE VI– JUNIOR COACH SELECTION

- Team managers may choose to use junior coaches to assist them in their duties. The junior coaches must submit an application for Board approval. All junior coaches must obtain an USA Softball approved background card by passing a background check.

ARTICLE VII – TEAM MANAGER RESPONSIBILITIES

- **Selection 1: Team managers have the following responsibilities:**
 1. Setting a high standard of conduct and sportsmanship as an example for their players, parents, fans, and anyone else whom may happen to view the manager’s behavior.
 2. Ensuring all team activities, including but not limited to play, practice, team parties, etc., are conducted in a safe manner. This includes ensuring all equipment, playing fields, practice fields, etc., are in proper condition to be safely used.
 3. Make all efforts to ensure that a female adult (18 years of age or older) is present at all team activities.
 4. Selecting their team using the protected player and team draft procedures detailed later in this document.
 5. Attending all player tryouts in preparation for participation in the draft.
 6. Coordinating all team activities.
 7. Attending General Membership meetings and all meeting called by the Divisional Representative (or a designated representative).
 8. Having a thorough working knowledge of the USA Softball and IBGS playing rules, the IBGS By-Laws, Policies and Procedures, and changes that occur throughout the year.
 9. Holding a team parent meeting before the season begins to inform coaches, team, and team parents of events they should be aware of. This includes the date and time of General Membership meetings, field work parties, snack bar duties, other league activities, etc. Holding periodic parent meetings to provide updated information.
 10. Maintaining all equipment issued, distribution of uniforms, and returning uniforms/equipment/keys at the end of the season.
 11. Turning in a completed volunteer list to IBGS Risk Manager by the designated due date.
 12. Presenting the team in full uniform for any league event (I.e. Opening day, Picture day, Closing day), and all scheduled games.

13. Make sure there are enough parent volunteers to operate the snack bar during their assigned week.

• **Section 2: Game responsibilities:**

1. Deliver a copy of the team line-up to the official scorekeeper at least fifteen (15) minutes before game time.
2. Have a team of at least eight (8) players ready to play no later than five (5) minutes after the scheduled game time. If not, the game is forfeited.
3. Notify the Chief Umpire at least 24 hours before a scheduled game that the team will not have enough players to play to avoid a forfeit of umpire fees.
4. Provide the official scorekeeper when you are the home team. When you are acting as the official book, you should track the pitchers and have your scorecard signed by both managers and the official at the conclusion of each game.

ARTICLE VII– PROPERTY PLAYERS

- The managers of all, 8U, 10U, 12U, 14U, 16U and high school teams are allowed to select four (4) players which include their own daughter(s) before the player evaluations to be part of their team.
 1. Each of these players is considered a property player for this manager for this season only.
 2. Property players will not participate in the evaluations or the draft.
 3. For a player to be a property player on team, the player and one of the player’s parent/guardian must agree in writing on a form provided by the league.
 4. A player must be completely registered prior to the draft to be eligible to be considered a property player.
 5. The list of property players complete with all signatures must be turned into the Player Agent by the set date and time.
 6. “Sister Option” is available for property players. If sister is chosen by a manager and the parents requests, they both be kept on the same team, the manager must protect the sister as well or forfeit the player. Each sister will be deemed an equal pick.
 7. To ensure balanced competition, no manager shall have more than one known established pitcher as a property player.
 8. A player may decide to withdraw from the property player status prior to the draft. Property player is no longer protected and goes into the “fishbowl” selection.
 9. The property player status of any player is subject to Board approval and league eligibility requirements.

ARTICLE IX– PLAYER EVALUATIONS

1. One evaluation will be held per division with the exception of T-Ball.
2. All players who are non-property players should attend the evaluation. Approved protected players are not to participate.
3. Any player who is not protected and who does not participate in the evaluation will not be eligible for the draft. These players will be assigned to teams after all players who participated in the evaluations have been drafted. They will be assigned using the “fish bowl” method described later in this document.
4. All “unprotected” players, playing in the 8U, 10U, 12U, 14U, 16U and High school divisions will go through the evaluations. The player Agent will assign T-Ball players to the managers.
5. Evaluations will be held at fields designated by the Board.
6. Each player will be tagged with an assigned number at the evaluations check in. Coaches will privately rank players using their own ranking methods.
7. After fielding, hitting, and batting evaluation, there shall be an evaluation for any pitchers and catchers.
8. The purpose of the evaluations is to help managers assess the skill level of the players prior to the draft.
9. Players with the approval of a parent may choose to be protected or be evaluated and compete at a division above their age level. For safety reasons the Board may decline to allow a player to play at a division above their age level.

ARTICLE X – DRAFTING PLAYERS

1. The player draft will be held at times and locations scheduled by the Board. Each division will draft at a different time. Only managers and one coach from the division and the Player Agent will be allowed to attend the draft. The Player Agent may request board member assistance at any time during the draft.
2. Only managers may speak for their teams. Should a manager be unable to attend, the manager must designate a representative to speak for the team.
3. All disputes will be addressed by the Player Agent.
4. Managers will draw numbers to determine the order in which they will draft. At the end of each round, the order will be reversed (e.g. five teams drafting draws numbers one to five. Round one

order of selection is one, two, three, four, and five. Round two order of selection is five, four, three, two, and one. Round three is the same as round one, etc.)

5. Teams who have less than four protected players will draft players ahead of the others until they have four players each. The managers with the least will go first following the order specified in the draw. First time managers will receive priority order over returning managers on filling vacancies on the property player list. Once each team has four players, the process will start again with the manager who drew number one.
6. If a player is drafted and uses the “sister option,” the sister is automatically taken as the next pick in the draft. Sisters may only be placed on separate teams with the approval of the parent/guardian.
7. The managers will draw from the “fish bowl,” as players become eligible. The managers will continue to select in the order of the draft starting with manager who would have been drafted next when the draft ended until each team reaches the Board pre-designated number of players per division (depending on registration numbers). In the event of a loss of player(s) due to resignation or injury in which a team falls below the Board’s pre-designated number of players per division, that team shall be entitled to draw from the “fish bowl” in order of the draft starting with the manager who would have selected next. This will be done by the Player Agent.
8. To ensure some degree of fairness to this process, there should be at least two girls in the “fish bowl” before the drawing. If a manager has two (2) consecutive picks there should be three (3) players in the fishbowl before drawing. However, if a fully registered player has been in the “fish bowl” for over seven calendar days, the manager next in line must take the player. With Board approval, a player may be “fish bowled” prior to the seven calendar days. Managers do not have the option to not take a player from the “fish bowl.”
9. At the completion of the draft, there will be fifteen (15)-minute time limit for conducting any trades, negotiated through the Player Agent. There will be no trades after the allotted time.
10. After the completion of the draft a player may not change teams or divisions.

ARTICLE XI – REPLACEMENT PLAYERS

1. A replacement player is one who has volunteered to play on a team other than his or her own in a higher division for that game.
2. A team may use a replacement player only when they have less than nine (9) players at game time.

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3. A team may use a maximum of (3) players (10U, 12U, 14U, 16U) or four (4) player (8U).
4. A team may not play with more than nine (9) players (10U, 12U, 14U, 16U) or ten (10) players (8U) while using replacement players.
5. A replacement player may only play in the outfield, may not pitch or play in the infield.
6. All replacement players must be placed in the bottom of the batting order.
7. If a regular player for the team arrives and the addition puts the team over the above specified limit, they must be substituted for a replacement player in order to be placed in the lineup. The manager may choose not to use the late arriving player and continue to use the replacement player. The manager must immediately notify the official scorekeeper of any changes.
8. The manager may decide at the start of a game to not use a late arriving player and tell the scorekeeper at that time the player will be ineligible.
9. If the manager violates any of these rules, the game can be ruled a forfeit. A violation may be brought to the Chief Umpire by anyone at any time. The game will not be stopped for an alleged violation.
10. During interleague games a replacement player may play at or above her own division but must play in the outfield and bat in the bottom of the batting order.

ARTICLE XII - UMPIRES

1. Umpires for all league games (except T-Ball) will be provided by the league from a professional umpire association (as long as funds permit, otherwise volunteer umpires will be supplied). The Board has the discretion to use volunteer umpires as needed for any division.
2. The umpires control the game.
3. Only team managers are allowed to call time-out to discuss with the umpire the outcome of any decision.
4. Umpires are not to be harassed by anyone. Should anyone in attendance, including managers, coaches, players, parents, or anyone else, become unruly disruptive to the conduct of the game; the umpire is authorized to eject that person from the playing field and game site. The umpire may choose, but is not required, to warn the offending person before taking action. The Board may take disciplinary action against such person in accordance with the league By-Laws.
5. If the manager of a team believes that the umpire's ruling is in contradiction to the playing rules, the manager may bring the matter to the attention of the league's Chief Umpire.

6. If the manager of a team believes an umpire's actions are unprofessional, the manager should bring the matter to the attention of the League's Chief Umpire.

ARTICLE VIII - SCOREKEEPER

1. Each team shall appoint at least one volunteer to be the team's scorekeeper.
2. The home team must supply the official scorekeeper for the game who shall remain impartial.
3. Divisional supplemental playing rules will be kept on hand by the manager and be reviewed by the umpire and both managers before the start of each game.
4. The official scorekeeper will get the official game start time from the umpire and record it in the scorebook.
5. Each manager and umpire should sign the official score sheet after the game.

ARTICLE XIV – ALL-STAR TEAM PLAYER AND MANAGER SELECTION

- The selection of a team to play in championship tournaments is stated goal of USA Softball Olympic 'C' Division. The IBGS league will field All-Star teams in each division, except T-Ball. The older division teams will compete in tournaments leading up to the USA Softball Championship series. The goal is to prepare and field the most competitive teams the league can produce to succeed in the USA Softball Championship series, starting with the South San Diego District tournament. An equal goal is the selection of manager, coaches, and players who will be good ambassadors for the league, demonstrating the quality of our organization. To accomplish this goal, the managers and players will be selected as stated in Article XIV-Section 1.
- **Section 1: All-Star Manager Selection**
 1. Prior to the Board Meeting in April, managers and coaches active in the league during the spring season may volunteer to manager the All-Star team by submitting their names and application to a Board member. The Board may not select the All-Star Manager prior to the date stated in the USA Softball "Yellow Book." The Board shall consider the following before approving the manager's selection:
 - a. The leadership and competence the manager/coach has demonstrated during the season.
 - b. The sportsmanship the manager/coach that has displayed on and off the field during the current and past seasons.

- c. The ability of the manager/coach to meet the personal time demands to hold frequent, quality practices.
- d. The ability of the manage/coach to manage the finances of a tournament team.
- e. Other factors the Board feels are relevant.
- f. Possession of a valid USA Softball approved background card.

- **Section 2: All-Star team Coach Selection**

1. Team managers may select their (3) coaches from among the managers and coaches who were registered in the league from the current spring season only. The team will assume the financial responsibilities of all additional coaches (I.e. background upgrades, uniforms, etc.) Uniforms shall bear players last name. No "Nicknames".
2. The Board must approve the selection of one team mom/dad to assist them with their team duties.
3. The Board must approve the selections of the team mom/dad.
4. Possession of a valid USA Softball approved background card.

- **Section 3: All-Star Team Player Selection**

1. Players must be registered with IBGS prior to March 15th to be eligible to participate in All-Stars.
2. The selection of players for the All-Star team is subject to USA Softball rules regarding eligibility.
3. An open try-out will be held for each division after May 1st (date to be decided at April's board meeting) for each division for all eligible players. If needed, additional tryouts may be held.
4. The selected All-Star manager of each division and his or her coaches will be responsible for selecting their teams from the players that attended the open try-outs.
5. The manager should select a minimum of (12) players up o a maximum of (15) players permitting enough players attend tryouts. The Board must approve any team with less than (12) players.
6. Once a team is selected, changes to the team composition shall be made only with the approval of the Board.
7. Any player who has played in a higher age division during the previous spring season must play in her correct age division and must provide a copy of her birth certificate.

8. If a player is not chosen for a team in their current age division, that player may be selected by a manager from a higher age division to join the team.
9. If a player is chosen for a team and they decline to play for that team they are not eligible to play for any other All-Star team.

- **Section 4: Alternate All-Star team**

1. **IBGSB** Board of Directors may choose to have alternate All-Star team in any division depending on the amount of players participating for try-outs as well as qualified managers.

ARTICLE XV – GFL TEAM PLAYERS AND MANAGER SELECTIONS

- The select of a team to play within GFL (Girls Fast Pitch League) or alternative summer/fall recreation travel league and represent IBGS in friendly tournaments is supported by IBGS. The league will attempt to field a GFL team in each division, except T-Ball. The goal is to prepare and field the most competitive team the league can produce to prepare for the following years of tournament play. An equal goal is the selection of managers, coaches, and players who will be good ambassadors for the league, demonstrating the quality of our organization. To accomplish this goal, the managers and players will be selected as follows.

- **Section 1: GFL Manager Selection**

1. At the July General Membership meeting, the Board will announce the selected managers for the GFL teams. Priority is given to the current year's All-Star manager. In the event that he/she declines, the Board must consider the following before approving the manager's selection:
 - a. The leadership and competence the manager/coach has demonstrated during the season.
 - b. The sportsmanship that manager/coach has displayed on and off the field during the current and post seasons.
 - c. The ability to manage/coach to meet the personal time demands to hold frequent, quality practices.
 - d. The ability of the manager/coach to effectively teach players and treat the with respect.
 - e. The ability of the manager/coach to manage the finances of a tournament team.
 - f. Other factors the Board feels are relevant.

g. Possession of a valid USA Softball approved Background check.

- **Section 2: GFL Team Coach Selection**

1. Team managers may select three (3) coaches to assist them with their coaching duties. The team will assume the financial responsibilities of all additional coaches (i.e. background check, uniforms, etc.)
2. The Board must approve the selections following the guidelines established for manager selection.
3. Possession of a valid USA Softball approved Background check.

- **Section 3: GFL Team Player Selection**

1. Players will be selected from IBGS registered players with the exception of two (2) players who may be selected from players outside the league for the 8U, 10U, 12U, 14U, 16U and High School teams. The 14U and High School GFL manager may select up to four (4) players from outside the league permitting not enough registered players attend try-outs.
 2. The selection of players for the GFL team is subject to USA Softball rules regarding eligibility.
 3. There will be open try-outs to be held in August for their specific divisions. If needed, additional tryouts may be held.
 4. The selected GFL manager of each division and his/her coaches will be responsible for selecting their teams from the players that attended the open try-outs.
 5. The manager should select a minimum of (12) players up to a maximum of (15) players permitting enough players attend try-outs. The Board must approve any team with less than (12) players.
 6. Once a team is selected, changes to the team composition shall be made only with the approval of the Board.
 7. Players may choose to play in a higher age division.
- Because of the competitive nature of tournament play, managers are under no obligation to guarantee a minimum amount of playing time to any player.

ARTICLE XVI – SPORTSMANSHIP

- Good sportsmanship and personal conduct standards are essential to the proper operation of the league. Every person associated with the league is required to demonstrate a high degree of good sportsmanship and personal conduct. These standards apply to everyone associated with the league including managers, coaches, players, parents, spectators, and anyone else present at a league game, league practice, or any other league activity. To help guide those who do not fully comprehend what good sportsmanship and personal conduct are, the following Standards of Conduct are provided. These Standards of Conduct are intended as good sportsmanship guidelines and are not meant to be all inclusive.
- **Section 1: Standards of Conduct**
 1. Only positive encouraging comments are allowed in order to foster an environment in which players learn to play the game and enjoy themselves.
 2. Obscene language, derogatory remarks, or taunting comments aimed at anyone, but especially players, umpires, managers and/or coaches, will not be tolerated.
 3. A manager is the only person allowed to question an umpire about a decision. Opposing managers are not allowed to discuss rulings with each other, only with the umpire.
 4. Managers are responsible for the conduct of their coaches, players, and themselves.
 5. Umpires are responsible for the conduct of the spectators at a game.
 6. Managers should attempt to control their parents and fans.
 7. Spectators may not interfere with the game or any official in the conduct of their duties. These officials include umpires, scorekeepers, and/or Board of Director members in the course of their duties.

ARTICLE XVII – SANCTIONS

- The board may issue sanctions for violations of Standards of Conduct. Anyone who observes an action they feel is in violation of the Standards of Conduct should report the incident to the Board. The President shall cause the matter to be investigated and the results of the investigation presented to the Board. The Board will take appropriate action depending on the severity of the offending act. These actions include, but are not limited to, the following:
 1. A verbal warning of the offending person(s).

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2. A written warning to the offending person(s).
3. A suspension from active participation in league activities for a period of time.
4. Removal from a position with a team or the league.
5. Restriction from the league fields or other activities.
6. Referral to the USA Softball District, State, or National officials for action in accordance with their respective rules and regulations.
7. Other actions with the Board deemed appropriate to the circumstance.

ARTICLE XVIII – RATIFICATION OF THE POLICIES AND PROCEDURES

These Policies and Procedures of the Imperial Beach Girls Softball League, adopted by the Board of Directors on this date 4/12/22, shall supersede all previous Policies and Procedures issued by the Imperial Beach Girls Softball League.

Cela Hunter 4/12/22
Signature of Board President Date

[Signature] 04/12/22
Signature of Board Secretary Date