

# **Penn Township Athletic Association Softball Division By-Laws**

Revision 1/25/2009

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## **Article I. PURPOSE**

The purpose of the Penn Township Athletic Association (PTAA) Softball Division organization is to provide a recreational softball program that will operate within the guidelines established by the PTAA By-Laws. This program will be open to all girls living within the Penn Trafford School District regardless of race, creed, or ability to perform and will be supervised by volunteers to the best of their ability.

## **Article II. GOVERNING BODY**

- A. The PTAA Softball Division Board of Directors is the governing body of the organization and is comprised of the following officers:
  - 1. Director
  - 2. Assistant Director
  - 3. Secretary
  - 4. Fast Pitch Coordinator
  - 5. Equipment Manager
  - 6. Field Maintenance Manager
  - 7. Director of Concessions
- B. Election of the officers on the Softball Division Board of Directors
  - 1. The officers shall be elected for a term of one year and shall serve without gratuity. The term for elected officers starts January 1 and ends December 31. Officers may run for consecutive years.
  - 2. Election of the officers shall be held prior to or no later than one month after the general election of the PTAA Board of Directors.
  - 3. All candidates for elective officers shall have attended at least 75% of the general membership meetings from the previous year.
  - 4. Elections for each officer shall occur by secret ballot except when only one candidate has been nominated for that position, in which case the Secretary will cast a single vote to elect the only nominated person to that position.
- C. The officers shall carry out the duties and responsibilities of the organization and shall make recommendations and decisions regarding matters pertaining to management, finance, and the operation of the organization.
- D. Any matter of questionable nature that affects the integrity of the PTAA or the Softball Division may be resolved with a temporary ruling by a majority vote of the officers. This decision will be binding until the next PTAA Board of Directors meeting, at which time the issue will be officially resolved, and the temporary ruling will be superseded with a permanent ruling.

## **Article III. RESPONSIBILITIES OF OFFICERS**

- A. Director
  - 1. shall be responsible and accountable for the operation of the Softball Division and its respective leagues.
  - 2. shall represent the Softball Division on the PTAA Board of Directors.

3. shall keep all player applications and team rosters.
  4. shall have the power to call special meetings and appoint committees when necessary.
  5. shall preside at all Softball Division meetings.
  6. shall preside as chairman for all Softball Division committees.
- B. Assistant Director
1. shall be subordinate in authority only to the Director.
  2. shall, in the absence of the Director, act on behalf of the Director with all authority given to the Director.
  3. shall, in the event of the incapacity or absence of the Director for more than one month, succeed to the office position of Director for a remainder of unexpired term.
- C. Secretary
1. shall keep accurate minutes of all meetings for the Softball Division.
  2. shall record all votes and minutes of committee meetings.
  3. shall keep a record of membership attendance.
  4. shall be responsible for maintaining the Softball Division By-Laws.
- D. Fast Pitch Coordinator
1. shall ensure that all orders and resolutions of the Softball Division Board of Directors pertaining to the Fast Pitch subdivision be implemented.
- E. Equipment Manager
1. shall be responsible for maintaining a current inventory record of all equipment distributed and purchased.
  2. shall coordinate the distribution and collection of equipment in conjunction with League Representatives or team managers.
  3. shall make recommendations on purchases for budgeting requirements.
  4. shall serve as a member on the purchasing committee.
- F. Field Maintenance Manager
1. shall oversee the conditions and needs of all PTAA softball fields (a field includes the playing area, backstop, dugouts, benches, fencing, bleachers, and other unspecified areas associated with the field).
  2. shall recommend necessary actions needed to maintain the softball fields.
  3. shall request and schedule maintenance crews as needed.
  4. shall coordinate maintenance activities and report such activities to the Director and to the Field Maintenance Director on the PTAA Board of Directors.
- G. Director of Concessions
1. shall oversee the management of all concessions for the Softball Division activities at any and all locations.
  2. shall act as a member on the PTAA Concessions Committee, which manages operation of the concessions for PTAA.

## **Article IV. LEAGUE REPRESENTATIVES**

- A. shall be elected prior to the draft by a consensus of general membership or elected at the draft by a consensus of all managers in the respective league.
- B. shall be responsible for communicating announcements affecting their league to the league managers.
- C. shall be responsible for scheduling their league practices and games.

- D. shall maintain their league rules and distribute copies to their league managers, the Director, and the Secretary
- E. shall coordinate the distribution and collection of equipment between the Equipment Manager and their league managers.
- F. shall preside as chairman of their league.
- G. shall coordinate tournament team tryouts and manager and player selections.
- H. shall assemble a list of all league call-up players, comprised of players allowing consideration for occasional *playing-up* in the next older league when any older team has insufficient attendance, and shall supply the list to the League Representative of the next older league.

## **Article V. MANAGERS**

- A. shall be appointed by the Director, with input from the officers, based on a combination of the following considerations:
  - 1. participation in and contribution to softball work parties
  - 2. fulfillment of concession stand duties during the regular season and tournaments
  - 3. fulfillment of tournament responsibilities, such as field preparations, umpiring, and ticket sales
  - 4. seniority of *active* managers
  - 5. participation in and contribution to committees, such as sponsor and opening day committees
  - 6. reputation and conformity with the purpose of the organization
  - 7. strong concern for the welfare of the youth in the Penn Trafford School District
  - 8. compliance with the PTAA By-Laws and PTAA Softball Division By-Laws
- B. must remain in good standing in the Softball Division, which requires that:
  - 1. the manager or a representative attend at least 75% of all meetings,
  - 2. the manager or a representative participate in at least two of the four *primary* work parties, and
  - 3. the manager supply adequate concession stand personnel for the team's designated time slots during the regular season and the softball tournaments (Fast Pitch and Slow Pitch tournaments).
- C. shall be responsible for ensuring that a *Director-approved* assistant coach attends any practice or game in the absence of the manager.
- D. shall assemble a list of all team call-up players, comprised of players allowing consideration for occasional *playing-up* in the next older league when any older team has insufficient attendance, and shall supply the list to the League Representative.

## **Article VI. SOFTBALL DIVISION MEMBERSHIP**

- A. A member is an active manager regarded in good standing.
- B. Only members are eligible for voting at general membership meetings.
- C. Membership is in effect from the date of the player draft for the current season through the date immediately preceding the player draft for the next season.
- D. A manager who has been determined to be "not in good standing" by the Softball Division Board of Directors shall be suspended from membership. This manager shall not be eligible to vote at any general membership or league meetings and may be subject to further disciplinary or legal action, as deemed necessary, by the PTAA Board of Directors.
- E. All members shall be notified of general meetings by email, regular mail, or phone call at least one week prior to the meeting.

## Article VII. SOFTBALL DIVISION LEAGUE STRUCTURE

### A. Slow Pitch Leagues

SP6U.....	Ages 6 and under.....	Instructional League
SP8U.....	Ages 8 and under.....	Minor League
SP10U.....	Ages 10 and under.....	Major League
SP12U.....	Ages 12 and under.....	Preteen League
SP16U.....	Ages 16 and under.....	Teen League
SP19U.....	Ages 19 and under.....	Varsity League

### B. Fast Pitch Leagues

FP10U.....	Ages 10 and under
FP12U.....	Ages 12 and under
FP15U.....	Ages 15 and under
FP18U.....	Ages 18 and under

## Article VIII. PLAYER ELIGIBILITY

- A. A player must attend or reside in the Penn Trafford School District to be eligible to participate in the PTAA Softball Division.
- B. An acceptable proof of age (e.g., birth certificate) must be presented to the Director upon request.
- C. Each Player shall play in the league that corresponds with the player's age based on the Amateur Softball Association (ASA) regulation, which is the player's age on December 31 of the year preceding the playing season.
- D. Each player must remain in each league the minimum number of years spanning that league, unless the player's age forces advancement to the next older league.
- E. Any exception to Sections C or D (e.g., player requesting to play *up* or *down*), must be presented to the managers of leagues involved to obtain a preliminary ruling. If the managers approve the exception, it must then be presented to the Softball Division Board of Directors for official ruling. The Director has final veto power.

## Article IX. PLAYER DRAFT

- A. Each league shall have exclusive procedures for the player draft. The procedures must be agreed upon by majority vote of the league managers, with the Director having the tie-breaker vote.
- B. Each manager's child(ren) shall be assigned to his/her team without being charged a draft pick.
- C. Managers returning to the same league in which they served as manager the previous year shall retain their previous-year players who are returning to the same league.
- D. Managers new to a league shall inherit players returning to the league who were orphaned by non-returning managers.
- E. The SP6U, SP8U, and SP10U leagues shall honor as many player requests as possible, ensuring not to overpopulate teams.
- F. The SP12U, SP16U, and SP19U leagues shall honor *only* a player's request to be *re-drafted*. A re-draft request will make the player available for draft by any manager except the player's manager from the previous year.
- G. In the SP6U, SP8U, and SP10U leagues, the first round drafting order will be decided by a draw or majority consensus of the league managers. In all subsequent rounds, the draft order will be the reverse of the order from the immediately preceding round.

- H. In the SP12U, SP16U, and SP19U leagues, the drafting order will be based on team records from the previous year. In the first round, draft picks will start with the worst record and end with the best record. In all subsequent rounds, the draft order will be the reverse of the order from the immediately preceding round.
- I. Each team will receive a first round draft pick.
- J. Every effort will be made to equalize teams, remembering that *known better* players will be drafted in early rounds. Teams needing more players to fill their rosters may need extra picks in early rounds to help establish some equality in team rosters, relative to player ratings and roster sizes, to maintain fairness throughout league.
- K. Any player added to a league roster after the draft (e.g., due to an approved late registration or transfer from another league) shall be assigned to the team with the next draft pick. League Representatives shall maintain this order.
- L. Team rosters are limited to a maximum of 15 players.
- M. Team rosters may be adjusted if a team's roster exceeds 15 players or exceeds any other team's roster by more than one, as a result of the league's drafting procedures.

## **Article X. ALL-STAR GAME**

- A. This article does not apply to the SP6U league since this league does not hold an All-Star Game.
- B. League Representatives should attempt to schedule and coordinate a *for-fun* in-house All-Star Game at the end of the season. Each team should provide the same number of players to participate in this game.

## **Article XI. TOURNAMENT TEAMS**

- A. This article does not apply to the SP6U league since this league does not participate in tournaments.
- B. For each league, the League Representative shall coordinate selection of a tournament team manager and the tournament team players.
- C. Tournament team managers shall be selected at the player draft.
- D. For each league, a tournament team manager shall be selected for each tournament division associated with that league (e.g., the in-house SP16U League shall select a tournament team manager for the SP14U and SP16U tournament divisions if the next younger in-house league is the SP12U League) according to the following, listed in order of priority:
  - 1. The League Representative and league managers shall select the tournament team manager from the in-house managers of that league based on seniority, with consideration given to other managers so that no single manager monopolizes tournament teams.
  - 2. If the tournament team manager position cannot be filled from the league's in-house managers, the Softball Division Board of Directors, with advice from the League Representative and league managers, shall select a manager from the league's assistant coaches. If the tournament team manager position cannot be filled from the league's assistant coaches, the pool of candidates proceeds to managers outside the league and then to assistant coaches outside the league, as necessary. For each selection process, consideration should be given to each candidate's seniority, historical record, and reputation with PTAA.
- E. Alignment of in-house leagues can differ from tournament divisions (e.g., the in-house SP16U League can span the SP14U and SP16U tournament divisions if the next younger in-house league is the SP12U League), resulting in the potential for more than one tournament team associated with one league and thus requiring selection of more than one tournament team manager. The potential also exists that a tournament team will fail to be established due to insufficient players at tryouts, which in turn could lead to inconsistency of the established manager positions relative to Section D. If this occurs for a league in which more than one tournament team manager is pre-selected, established and non-established teams shall be determined and managers shall be adjusted according to the following.

1. An *established* tournament team is defined as a team that has at least 9 players (the minimum number of players required to field a team) at tryouts without requiring expansion to the next lower tournament division, whereas a *non-established* tournament team is defined as a team that has less than 9 players at tryouts without requiring expansion to the next lower tournament division. Upon request by the Softball Division Board of Directors, a pre-selected manager must provide the tryout roster (listing each players name, birth date, and playing age) for verification as proof of an established team.
  2. Managers of established teams shall retain their positions, regardless of seniority, unless the in-house position of a non-established-team manager is ranked higher than the in-house position of the established-team manager, in which case the non-established-team manager shall replace the established-team manager. The in-house positions, ranked from highest to lowest, are as follows:
    - 1) manager within the league, 2) assistant coach within the league, 3) manager outside the league, and 4) assistant coach outside the league.
  3. If two or more teams are determined to be non-established, a tournament team can be formed by combining the non-established teams or expanding to players from the next lower tournament division. The League Representative and league managers shall re-select the manager for the newly formed tournament team based on in-house positions and seniority of the involved pre-selected managers as specified in Section D.
- F. Tournament team player tryouts shall be held by the tournament team manager and may be a closed tryout (i.e., no spectators). The tournament team manager shall afford all eligible players a fair tryout. Other in-house managers or assistant coaches, preferably from the same league, shall score the tryouts. To ensure equivalent scoring, the same scorers shall be used at all tryouts. The 8 highest-scoring players will be awarded placement on the tournament team roster. The tournament team manager shall choose the remainder of the roster, not to exceed 15 players.
- G. Players shall not play up on tournament teams unless no tournament team is established for the division in which the player is eligible.
- H. Players from one softball subdivision (slow pitch or fast pitch) cannot try out for tournament teams in the other subdivision. If a team has insufficient players, rosters can be increased per Section I.
- I. If a tournament team will have insufficient players (as determined by the tournament team manager) for a tournament, substitute players must be selected from the following sources, listed in order of priority:
1. players who participated in the tournament team player tryouts
  2. players from PTAA teams in the same subdivision (slow pitch or fast pitch) as the tournament team
  3. players from PTAA teams in another subdivision
  4. players from outside PTAA that are residents within the Penn Trafford School District

## **Article XII. GENERAL LEAGUE RULES**

- A. Dugout areas are restricted to the manager, two assistant coaches, a scorekeeper, and a bat person.
- B. The visiting team shall have the field for warm-ups fifteen minutes prior to the start of the game. The home team shall have completed warm-ups prior to that time.
- C. Each player is guaranteed at least two innings at a defensive position and one at-plate appearance. This rule may be superseded by league-specific rules.
- D. Any player arriving after the start of a game jeopardizes any guaranteed playing time set forth by the by-laws or league rules.
- E. Managers may not discipline a player by not playing her. The manager must submit disciplinary issues in writing to the Director.
- F. Managers may not cancel or reschedule any games due to his/her inability to be present or due to the lack of roster players. If the manager cannot attend a game, the manager shall designate an assistant coach as acting manager. If the team will have insufficient roster players in attendance, the manager must use call-up



players or forfeit the game. Violation of this rule will place the manager on suspension and place the team in jeopardy of forfeiting any subject games.

- G. If a manager uses a call-up player due to anticipating insufficient roster players in attendance, the call-up player shall play at least two innings at a defensive position and be placed in the batting lineup after the team's roster players. If sufficient roster players attend the game, the manager may still play the call-up player out of courtesy. A call-up player may play no more than two innings at a defensive position if sufficient roster players are available. A specific call-up player cannot be used if that player's team has a scheduled game at the same time.
- H. The limit on number of runs allowed per inning shall be established at the league level based on a consensus of all managers in the league.
- I. Games will be considered final after five innings if one team is ahead by at least fifteen runs.
- J. A fifteen minute grace period shall be allotted for the start of a game due to an insufficient number of players in attendance. After the grace period expires, the game shall be forfeited if the number of payers remains insufficient.
- K. The home team manager of a game that is rained out, postponed, or not played for a legitimate reason will coordinate a make-up game time with opposing manager first and then contact the Game Scheduler for a compatible time and field.
- L. All managers must ensure that all make-up games are completed one week prior to end of the regular playing season.
- M. Games played on Field 1, 2, 3, or 5 have start times of 6:00pm and 8:00pm. The 6:00pm game is limited to one hour and forty-five minutes to allow adequate warm-up time for the teams playing in the 8:00pm game. If managers or umpires do not foresee completion of a full inning before 7:45pm, that inning shall not be started, and the game shall be declared complete. If an inning in progress is not complete by 7:45pm, the previous completed inning shall be considered the final inning, and the game shall be declared complete.
- N. The SP12U, SP16U, and SP19U leagues shall use the ASA rules to govern the required number of players to start and finish games.
- O. Protests shall be conducted per the ASA rules.

By-Law revision enacted 2/17/2017

### **Article XIII. FAST PITCH TRAVEL TEAMS**

- A. This article applies to Travel Fast Pitch programs starting at the 10u level and running thru the 23u level.
- B. It is recognized that the Fast Pitch programs at the 10u, 12u, 14u, 16, 18u and 23u levels needs to have a liaison Organization to facilitate PTAA business with Independent Tournament Associations. The Local Organization that will be officially recognized by PTAA will be known as 'Harrison City Heat'.
- C. 'Harrison City Heat' will act in accordance with the appropriate & corresponding PTAA Softball by-laws & PTAA By-Laws to assure Managers & Asst Managers are of good moral character & of good standing, with appropriate clearances for all activities.
- D. 'Harrison City Heat' will act as the contact organization and ad-hoc organization to PTAA, working along with PTAA Softball Board Members for all independent organizational tournaments run through PTAA.
- E. 'Harrison City Heat' will be an Independent, self-funded organization with a Private Director, Coaching staffs and Player Rosters. These individuals will have no voting rights for general PTAA business.
- F. 'Harrison City Heat' will be required to pay dues for all of its players in accordance with the PTAA Travel team registration fees, less any dues already paid for by Harrison City Heat players participating in PTAA in-house programs. Said fees will be paid to PTAA prior to the Official Opening Day for PTAA.
- G. 'Harrison City Heat' teams will provide assistance at Independent Tournaments run through PTAA. This assistance will include field preparation and concession stand volunteering in conjunction with PTAA members.
- H. 'Harrison City Heat' teams will be permitted to use all PTAA facilities, equipment and Organizational establishments, as so long as the teams are in good financial and moral standing with PTAA. All general rules of scheduling for 'Harrison City Heat' will default to the PTAA Softball by-laws and PTAA by-laws.