

**BY-LAWS**

**OF THE**

**SOUTH FAYETTE**

**BASEBALL AND SOFTBALL**

**ASSOCIATION**

Updated on 2/11/2018  
Updated on 12/2/2015  
Updated on 1/28/16  
Updated on 4/10/16  
Updated on 5/8/16  
Updated on 6/12/16  
Updated on 4/9/2017  
Updated on 11/12/2017

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# **SOUTH FAYETTE BASEBALL & SOFTBALL ASSOCIATION BYLAWS**

## **Article I. Purpose/Mission**

The Officers, Commissioners, Managers, and parent volunteers are obligated to provide all interested boys and girls of South Fayette Township the opportunity to participate in the sport of baseball or softball. The Association will make every effort to identify the most competent managers to ensure the children receive the best instruction possible, while also providing a safe, inclusive environment that emphasizes the important values of life, including teamwork, sportsmanship, loyalty and self-esteem.

As the children mature and develop their skills, it is the responsibility of the Association to identify ways to accommodate those individuals who require a more challenging, and competitive level of play to best prepare them to compete at the high school level, or beyond.

## **Article II. Membership Requirements**

**Section 1:** Membership in this Association shall be open to all individuals that are at least 18 years of age and of good moral character and reputation.

**Section 2:** There shall be two classes of membership, the first of which shall be called the Board of Directors, and the second shall be called Regular members.

**Section 3:** Any Regular member can become a member of the Board of Directors. Board of Directors members and Regular members that have attended 5 meetings within the association year (November through following October) shall elect all officers and plan all activities for the SFBSA. Regular members and the Board of Directors may be allowed the privileges of the floor and can vote if they attend 5 or more meetings annually.

## **Article III. Meetings**

**Section 1:** The regular meeting of the SFBSA shall convene once a month unless written notice is given stating a different date and time of the meeting.

**Section 2:** The regular monthly meeting of complete membership shall be in the months of January, February, March, April, May, June, August, October and November.

**Section 3:** Four officers from the Board of Directors and one member from each branch of the active sports shall constitute a quorum for meeting. Majority vote rules.

**Section 4:** Special meetings shall be called by the Secretary at the direction of the President.

**Section 5:** Unless your occupation requires you to work on Sunday nights, you are expected to attend all 9 monthly meetings. You can no longer stand in for someone. If you miss more than 5 meetings in a calendar year, you may not be eligible to manage a team and will not be eligible to vote in the annual election the following year.

## **Article IV. Officers**

**Section 1:** The officers of the Association shall consist of the following: President, Vice President, Secretary, Treasurer, Equipment Manager, Boys Commissioner, Girls Commissioner, Field Scheduler, Concessions Manager and Tournament/Travel Director.

**Section 2:** No member shall hold two offices at the same time, unless a current member resigns mid-year. The President has discretion to make a temporary appointment of a current officer to the open position.

**Section 3:** The nominations of officers shall be held every year at the meeting in October. Elections are held at the November meeting.

**Section 4:** The newly-elected officers shall take office immediately following the November meeting.

**Section 5:** Officers of the Board of Directors may succeed themselves.

**Section 6:** All officers shall be members of the Board of Directors. All officers shall be elected by ballot of all voting members present at the November meeting.

**Section 7:** At least one officer should attend the Township's Parks & Recreation board meeting and South Fayette Athletic Association meeting.

## **Article V. Duties of Officers**

**President:** The duties of the President are to, in general, be in complete charge of the conduct of all businesses of the Association. He/She shall preside at all meetings. He/She shall find or appoint the members to fill the necessary positions to run the Association as efficiently as possible for that year. He/She shall be a member of all committees and keep informed of all changes.

**Vice President:** The Vice President shall perform all the duties of the President during his absence or inability to serve. The VP shall be responsible for carrying out all that is designated by the President and fundraising.

**Secretary:**

The Secretary shall keep a complete record of all of the Association's business, which shall be open at all times to the Board of Directors. All records shall be maintained appropriately.

The Secretary shall be an officer of the Association. He/She shall record all minutes for all meetings. He/She will post it on the Web Page before the next month's meeting. The Secretary shall post all meetings on the Web Page for all Regular members and Board of Director members.

The Secretary shall be responsible for collecting & maintaining coach's clearances. The Secretary shall also communicate with other members of the Association at the direction of the President and Board of Directors.

**Treasurer:**

The Treasurer shall keep a complete accurate record of all of the Association's finances which shall be open at all times to all members and the Board of Directors

The Treasurer is authorized to receive all money due to the Association

The Treasurer shall make a statement as to the Association's receipts and its disbursements at each meeting.

All monies of the Association shall be deposited in a Bank to be approved by the Board of Directors and be subject to withdrawal only upon the check of the SFBSA

**Equipment Manager:**

The Equipment Manager shall be responsible for buying, disbursing and handling the repairs of all athletic equipment and fields, including establishing Field Maintenance days.

He/She shall buy necessary equipment approved by the Board of Directors for the operation of all of the sports teams, and shall submit bill of sale to the Treasurer.

**Field Manger:**

The Field Manager shall coordinate all aspects of SFBSA's facility maintenance. This will include but not be limited to field maintenance, coordination of field maintenance schedules, field equipment upkeep, and any other items required for field and facility needs.

**Boys**

**Commissioner:**

The Boys Commissioner shall be responsible for all items related to the baseball side of the Association, including but not limited to the list of duties available for reference.

**Girls**

**Commissioner:**

The Girls Commissioner shall be responsible for all items related to the softball side of the Association, including but not limited to the list of duties available for reference.

**Field**

**Scheduler:** The Field Scheduler shall be responsible for scheduling field times for practices, games and tournaments.

**Concessions**

**Manager:** The Concessions Manager shall be responsible for maintaining and managing the concession stand and scheduling and training the concession workers.

**Tournament/**

**Travel Director:** The Tournament Director shall be the key point person regarding all business that has to do with the All Star Tournaments, including posting tournaments on the MCAA website, and managing expectations for Travel Baseball.

**Article VI. Removal of Officer Clause**

With the concurrence of 3/4 of the board members voting at the meeting may remove any officer of the Board of Directors with cause and elect a successor for the unexpired term. No officer of the Board of Directors shall be expelled without an opportunity to be heard, setting forth the reasons of the Board for such expulsion.

**Article VII. Paid Officers**

No officer or member shall receive any compensation or remission of dues for personal services rendered with the exception of mileage expenses at the current government rate per mile for the Equipment Manager and Concessions Manager. The expenses should be approved by the President or Vice President and the Treasurer.

**Article VIII. Disciplinary Action (Players, Managers, Coaches or Parents)**

**Section 1:** Any member of the Association in violation of the Code of Conduct will be subject to a discipline by the Disciplinary Committee made up of 5 Board of Director members. The first offense will result in a verbal warning and a one game suspension, and will be on probation indefinitely. These charges will be discussed by the Disciplinary Committee in a meeting prior to decide if this first offense will warrant a warning or suspension. A second offense will result in a further suspension or expulsion by majority vote of the Disciplinary Committee. Any member having been suspended, however, may be reinstated after one year by a majority vote of the members present at a regular meeting.

**Section 2:** The SFBSA will reserve the right to determine if the individual that has been suspended will be permitted to remain as a spectator on the playing surroundings. If that person or persons does not comply that game may result in a forfeit.

**Section 3:** Any member or parent who has been removed from the playing field by an umpire for conduct unbecoming will have a disciplinary hearing to determine if the member or parent will be permitted to remain with the Association. Disciplinary action may result in a verbal warning up to and including dismissal from the Association. In the event the member or parent is dismissed from the Association, re-application must be approved by the Board of Directors.

**Section 4:** Every member and parent shall be responsible to sign and adhere to the SFBSA Code of Conduct at time of registration.

## **Article IX. Non Profit Organization**

The SFBSA is a non-profit organization with administrative staff and coaching staff serving without monetary compensation.

## **Article X. Rules Committee**

The Rules Committee consists of the Board of Directors and the League Commissioners. The Committee must attend the rules meeting. The Rules Committee shall consist of at least 5 members. The Boys & Girls Commissioners should be responsible for presiding over the rules meeting. The playing rules will be reviewed by the Rules Committee annually and all rule changes must be approved by the Rules Committee.

## **Article XI. Disciplinary Committee**

The Disciplinary Committee consists of the Board of Directors. The Committee will consist of at least 5 members. The Committee must attend all regular meetings. If any immediate disciplinary action is needed, the Disciplinary Committee may call a private meeting to discuss what, if any, action will be taken. A disciplinary meeting must consist of no less than 3 Disciplinary Committee Members. The Secretary is to take notes and witness what was discussed. The Secretary will inform the Association of the results.

## **Article XII. SFBSA Managers Responsibilities**

### **MEETINGS:**

**Section 1:** All Manager's are expected to attend at least 5 meetings. All meetings are held on the 2<sup>nd</sup> Sunday of each month. The time is 7:00 PM. The meeting months are January, February, March, April, May, June, August, October and November. Meeting attendance will be a criteria in the coach selection process. Board of Directors has discretion to appoint coaches as needed.

**Section 2:** All Manager's are expected to attend all SFBSA Board meetings beginning at the Coach Pitch level. If you do not attend at least five (5) meetings, you may not be eligible to manage a team the following year and will not be eligible to vote in the annual elections.

**Section 3:** Every November the Board of Directors will evaluate the managers and rules of the past year.

**Section 4:** An attendance sheet will be available at each meeting for the coaches and managers to sign in.

**Section 5:** A manager is allowed to have up to and including 3 assistant coaches to assist with practices and games. All assistant coaches are subject to board review and approval.

**Section 6:** All Manager's will be responsible to provide a \$100 post-dated deposit check to receive their coaching equipment. All equipment assigned must be returned within the calendar year and the deposit check will not be cashed. If the equipment is not returned, the check will be cashed.

**Section 7:** All Home Team Manager's should be responsible for field preparation prior to game and after game, including but not limited to dragging fields, putting in bases, pulling out bases, etc. Each respective team should clean up their respective dugouts after each game.

**Section 8:** All Managers and assistants are required to have a Pennsylvania Child Abuse History Clearance and a Pennsylvania State Police (PSP) Criminal Record Check. Additionally, a fingerprint based federal criminal history (FBI) submitted through the PSP is required if the volunteer has not been a resident of PA for the past 10 years.

Volunteers who are not required to get the FBI certification must still swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344. Clearances are valid for 5 years. If Managers have clearances from coaching other sports, those clearances will be subject to approval by the Board of Directors.

If a criminal record check is turned in with a prior offense listed, the Secretary will inform the President and the appropriate League Commissioner. The President, League Commissioner and Secretary will meet with the coach to obtain additional details regarding the offense and make a determination based on Pennsylvania Background Check requirements if the coach is able to participate in the Association.

<https://www.compass.state.pa.us/CWIS>

[http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/S\\_001769](http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/S_001769)

<..\Clearance Info\Volunteer Affidavit.pdf>

## **SPRING BALL:**

**Section 1:** Spring Ball is played from the beginning of March until the end of June, including practices and games. (15U Fast Pitch and Colt Leagues, if available, do not start until Mid-May due to High School season)

**Section 2:** Spring Ball is played at the T-ball level and up to Colt League on the baseball side and 8U Slow Pitch, 10U – 18U Slow & Fast pitch on the softball side. Spring Ball will follow birthdate cutoff requirements of 04/30 for baseball players of age 8 and above, and beginning with the 2018 Spring Season players of age 5/6/7 will be governed by the new age cutoff date of 08/31 and 12/31 for softball.



**Section 3:** All Managers should know and follow the Rules of Play that are distributed to the Managers by the Boys & Girls Commissioners each year.

### **FALL BALL:**

**Section 1:** Fall Ball is played starting from the middle of August (September for softball) until the end of October. No more than 12 home games will be played. If additional home games are played, it is up to the Manager to pay umpire fees, the teams will be responsible for the costs.

**Section 2:** Fall Ball is played at the Coach Pitch level and up to Pony League on the baseball side and 8U Slow Pitch, 10U – 15U slow & fast pitch on the softball side. Fall Ball players should register for where they will be playing in the upcoming Spring season (CVC & GPSL Rules require that players play at the level they would in the Spring).

**Section 3:** All Managers should know and follow the Rules of Play that are distributed to the Managers by the Boys & Girls Commissioners each year.

### **KEEPING RESPONSIBILITY FOR YOUR TEAM UNTIL THE NEXT JANUARY MEETING:**

**Section 1:** You remain responsible for your regular season team until the following January meeting for phone chain/email purposes.

**Section 2:** After the January meeting you should communicate with your last year's team to remind them of Spring registration sign up dates. If you move or cannot do this, then please give your roster to one of your assistant coaches or a Board Member.

**Section 3:** You must return your equipment at the date set by the Equipment Manager each year in August if you are not managing a Fall Ball team. If you are managing a Fall Ball team you must return your equipment in November.

### **CANCELING OF GAMES:**

**Section 1:** You can only cancel a game within a reasonable time of the game starting due to weather only.

**Section 2:** The scheduler will try to accommodate the team before the schedule is made out with proper notice. After schedules are made, there is no canceling of games.

**Section 3:** Canceling a game for any other reason other than weather or a major school function impacting player participation is prohibited.

**Section 4:** The Home Team Manager must notify the opposing team, umpires and the concession stand at latest by 60 minutes prior to the start of the game.

## **COMMISSIONERS:**

**Section 1:** Boys and Girls Commissioners must make sure all of the above is getting done and the Rules of Play are being followed.

**Section 2:** PHONE CHAIN/EMAIL CHAIN ---- Commissioners are responsible for calling the managers in their own divisions.

**Section 3:** Commissioners should take responsibility and try to work out any problems that may occur during the course of the year. All problems must go to the Commissioners first and then to the Board of Directors second.

## **Article XIII. Draft Procedures**

### **Equal Draft**

All South Fayette Teams that will be competing with other South Fayette Teams in the same division are to attempt an equal draft and equal talent. All South Fayette Teams that will be competing outside of South Fayette will be governed by the rules of play provided by the league they participate.

Siblings will automatically be put on the same team.

## **Article XIV. Player Eligibility**

**Section 1:** Beginning in 2018 and thereafter, players joining the SFBSA must be age 5 on or before August 31st of the same year of the Spring season. .. The cutoff date shall remain April 30th in 2018 and thereafter for boys born on or before April 30, 2011. The cutoff date for boys born after April 30, 2011 shall be August 31st. The cutoff date for girls' softball is December 31st of the year prior to the current Spring season (i.e., cutoff for 2018 Spring season is December 31, 2017).

**EXCEPTION:** Girls that reach age 5 by August 31st of the Spring season may play tee ball and girls that reach age 7 by April 30th of the Spring season may play 8U softball.

All parents must supply the Association with a copy of the child's birth certificate at the time of registration and register to play at the corresponding age level. For the 2018 season only, parents of children age 6 only may request approval from the Board to play up in age level as described in Section 2. Notwithstanding the above, at the request of the Board and subject to parental consent, players may be moved up to play at a different level to fill teams at certain age levels.

**Section 2:** SFBSA requires all players to play in their given age groups. However, for the 2018 season only, a 6-year old player may move up to the next division in baseball or softball. No other ages may play up. If a 6-year old moves up, parents must sign a waiver allowing the child to play at the next division. Additionally, he/she will not be eligible for All Stars as a 6-year old and he/she will play 3 years at the next level (coach pitch baseball or 8U softball).

Approval shall be granted by the Board of Directors prior to the first scheduled game of the season. A tryout will be made available with at least three Board of Directors in attendance to determine the two criteria required for a 6-year old player to move up. It must be determined by at least two of the three board members that a player is (1) determined to cause a potential danger to other – tee-ball players as a result of their size, strength or skill and (2) he/she can safely play at the higher level.

Parents/guardians of girls eligible for 8U slow pitch softball may request that the child play up to 10U fast pitch softball since the SFBSA does not offer 8U fast pitch. Approval shall be granted by the Board of Directors prior to the first scheduled game of the season. A tryout will be made available with at least three Board of Directors in attendance to determine the two criteria required for an 8U player to move up to 10U Fast Pitch Softball. It must be determined by at least two of the three board members that a player is: (1) determined to cause a potential danger to other 8U softball players as a result of their size, strength or skill or (2) that she can safely play at the higher level. Unless otherwise stated herein, no other ages may play up. If an 8U player moves up, parents must sign a waiver allowing the child to play 10U fast pitch softball.

**Section 3:** Any player granted by Board approval to play in an older age group (referred to as “playing up”) MUST PLAY ALL SFBSA approved games at the older age level for that entire season.

**Section 4:** A player may never play at a younger age level unless reasonable accommodations are appropriate which must be evaluated and approved by the Board of Directors.

**Section 5:** No player can play on two teams that will take away playing time from the regular rostered team without the approval of the Board of Directors. If a player is playing in an outside league, in-house games should take precedence.

**Section 6:** No player from outside the Township can play for the Association (with the exception of Fall Ball). Failure to disclose a registered player from outside the Township will result in dismissal from the Association and forfeiture of games played by that individual. Players from outside the township are permitted to register in South Fayette only if there is not a team at the age group and/or division within the players SCHOOL DISTRICT. This rule is subject to Board discretion.

**Section 7:** Players selected for a tournament team MAY NOT miss regular season games in order to attend tournament practices. Penalty: First Offense – Suspension of first 2 games next season. Subsequent Offense – player will be prohibited from tournament participation

**Section 8:** All-Star selections: must make 75% of regularly scheduled in-house games up to the All Star voting date. Exceptions may be considered to the 75% rule in regards to special circumstances (injury, etc.), but the circumstances to allow the exception must be Board Approved. Must also

need to commit to availability for at least 2 out of 3 of the tournaments. Performance for in-house games, Travel league play, and Combine performance (if applicable) may be used for determination of being an All Star player. The Spring Season's Summer All Star teams that were selected through the SFBSA All Star voting process will be the next year's Sunday League Travel Teams. In order to participate in these Sunday League Travel Teams, all travel team players must also play in the in-house season.

**TEAM OUTLINES AND AGE ELIGIBILITY:**

**BASEBALL:**

<u>Division:</u>	<u>Ages:</u>
T-Ball	5-6 Years Old by August 31
Coach Pitch	7 Years Old by August 31
Coach Pitch	8 Years Old by April 30
Minor League	9-10 Years Old by April 30
Little League	11-12 Years Old by April 30
Pony League	13-14 Years Old by April 30
Colt League	15-16 Years Old by April 30

**SOFTBALL:**

<u>Division:</u>	<u>Ages:</u>
8U Slow Pitch	7-8 Years Old by Dec 31
10U Slow Pitch	9-10 Years Old by Dec 31
10U Fast Pitch	9-10 Years Old by Dec 31
12U Slow Pitch	11-12 Years Old by Dec 31
12U Fast Pitch	11-12 Years Old by Dec 31
15U Slow Pitch	13-15 Years Old by Dec 31
15U Fast Pitch	13-15 Years Old by Dec 31
18U Fast Pitch	16-18 Years Old by Dec 31

**2018 Little League® Age Chart  
FOR BASEBALL DIVISION ONLY**

Match month (top line) and box with year of birth. League age indicated at right.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AGE
2014	2014	2014	2014	2014	2014	2014	2014	2013	2013	2013	2013	4
2013	2013	2013	2013	2013	2013	2013	2013	2012	2012	2012	2012	5
2012	2012	2012	2012	2012	2012	2012	2012	2011	2011	2011	2011	6

## **Article XV. TRAVEL LEAGUES**

The travel teams that were selected through the SFBSA All Star voting process will be governed by the SFBSA. The SFBSA will provide field time, insurance and supplies to those travel teams that were SFBSA All Stars the prior year and continue to play together through the next season and play in-house. Any events hosted by the SFBSA will also be considered SFBSA sponsored tournaments.

## **Article XVI. CODE OF CONDUCT (Officers, Managers, Coaches, Parents, Players and Relatives)**

The reason we operate this Association is for the teaching of organized Baseball and Softball. Winning should never come before teaching and enjoyment. Teach your players properly and your season will be satisfying. Teach not only the art of playing, but sportsmanship and fair play. You are the example. The following rules will be followed. Failure to do so could lead to dismissal from the Association.



## SOUTH FAYETTE YOUTH BASEBALL AND SOFTBALL ASSOCIATION CODE OF CONDUCT

For purposes of this document, the term **Member** refers to SFBSA Board Members, Coaches, Parents, Fans, Players, Officials and anyone else who may be involved in the SFBSA or an SFBSA Event (including but not limited to in-house or travel baseball/softball practices and games, tournaments, fundraisers, league meetings, etc.)

As a **Member** of the South Fayette Baseball and Softball Association (SFBSA), I agree to represent the SFBSA in positive and appropriate manner following this **Code of Conduct** document.

1. I will treat other **Members** in a civil manner and with respect
2. I will not engage in or tolerate behavior that endangers the well-being of a child (including but not limited to screaming, fighting, bullying, teasing, ridiculing, throwing equipment, etc.)
3. I will not swear or use abusive language on the bench, in the field, or in the stands at any SFBSA event
4. I will accept the decision of the officials as being fair and will not use any verbal or physical abuse of any kind against any official no matter what the call
5. I will lead by example and show good sportsmanship and emphasize teamwork. I will be a positive role model and help teach the game of baseball and softball to the best of my ability.
6. I will respect the property and fields of the SFBSA (including all equipment, Morgan, Fairview, Cuddy, Sturgeon, etc.)
7. I will comply with all rules for baseball and softball that were established by the league and the SFBSA
8. I will remember that the SFBSA is for the benefit of all of the kids and should be fun for them and teach them the fundamentals about baseball and softball

I further understand that for violation of this **Code of Conduct**, I could be subject to consequences that may lead to discipline, suspension or termination from the SFBSA as reasonably determined by the SFBSA Board Members. Should any concern arise about another **Member**, I will contact an SFBSA Board Member.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

## **Article XVII. By-Laws**

By-Laws cannot be suspended. The by-laws of this Association may be amended, annulled, or new by-laws made at a regular meeting by a 2/3 majority vote of the members present, provided that the proposed amendment or annulment or proposed new by-laws shall have been presented in writing and read at a prior regular meeting of the Association.

## **Article XVIII. Tax Code Provision**

Upon the dissolution of the corporation or the organization, the Board of Directors or governing staff shall, after paying or making provision for the payment of all of the liabilities of the corporation or organization, dispose of all the assets of the corporation or organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501©(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States internal Revenue Law), as the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation or organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.