

TRAVEL SOFTBALL BY-LAWS

Heat Travel Softball Association Division of Penn Township Athletic Association

HTSA HEAT SOFTBALL BY LAWS

Created: January 17, 2024

Following are the travel team rules and responsibilities as adopted by the Travel Board and Travel Team Committee, recognized and ratified by the PTAA Body.

The goal of HTSA Travel Softball is to provide an opportunity to further develop softball skills for those players interested in competition above and beyond the PTAA, or any other, in-house program.

I. Name and Purpose:

- A. This Association shall be named, known, and styled as Heat Travel Softball Association (HTSA), and shall be governed by an elected and appointed group herein called the Travel Board.
- B. The Purpose of HTSA is to provide softball players a competitive year-round program within PTAA to further develop their softball skills.

II. Membership:

- A. Any Person of good moral character shall be eligible for membership regardless of sex, race, creed, or national origin.

III. Meetings:

- A. A general membership meeting shall be held every month of each year unless waived by a majority of the Travel Board. At a minimum, the Travel Board shall meet once per quarter.
- B. Special meetings of the general membership may be called by the Director at such times as he/she may deem necessary.

- C. Special meetings of the Travel Board shall be called by the Director whenever he/she shall deem necessary, or at the request of three (3) members of the Travel Team Committees.

IV. Elected Officers/Appointed Officers:

- A. The elected officers of HTSA shall be the Director, Assistant Director, Treasurer, and Secretary.
- B. The elected officers will be elected in November prior to the December PTAA meeting.
- C. The appointed officers will be selected by the elected officers in January of each year, and will include Travel Team Committee members.
- D. The Term of the elected and appointed officers shall be one calendar year running from January 1 through December 31.

V. Travel Director Responsibilities:

- A. Shall be the Chief Executive Officer of HTSA; he/she shall preside at all meetings of the members and Directors; he/she shall have general and active management of the business of HTSA; he/she shall see that all orders and resolutions of the Travel Board are carried out.

VI. Travel Assistant Director Responsibilities:

- A. Shall have the same power as the Director, when acting in the absence of the Director by proxy from the Director or under formal direction from the Director.

VII. Travel Secretary Responsibilities:

- A. Shall attend all sessions of the Travel Board and all membership meetings, and acts as the clerk thereof; he/she shall record all votes and minutes of all proceedings.

VIII. Travel Treasurer Responsibilities.

- A.** Shall oversee all HTSA team treasurers and accounts.
- B.** Shall work in conjunction with PTAA Treasurer Director for HTSA financial reporting.

IX. Travel Team Committee Selection:

- A.** Each calendar year the body of the Travel Board shall appoint a Softball Travel Team Committee. Members must include representatives of each age group.

X. Team Committee Responsibilities:

- A.** Annual review of tournament rules prior to the February HTSA meeting.
- B.** Annual review of commitment documentation

XI. Elected Travel Board Responsibilities:

- A.** Oversee all matters of the travel teams and report to the Travel Director.
- B.** Act as a liaison between the Travel Team Committees, Travel Team Managers, and the Travel Board.
- C.** Coordinate field schedules with the PTAA In-House Baseball, PTTA Baseball, and PTAA Softball Boards.
- D.** Coordinate field use with the Penn Township Recreation Board and other township officials as necessary.
- E.** Ensure that rules set forth by the Travel Team Committee are followed by the Travel Team Managers selected by the Travel Team Committee.
- F.** The Travel Board will be responsible for coordinating uniforms, bags, and helmets for the teams.

XII. Travel Team Manager Responsibilities:

- A.** The Travel Team Managers will be selected and approved by the Travel Board.
- B.** Additional player selections for each travel team will be the responsibility of the Travel Team Managers with oversight from the Travel Board.
- C.** The Travel Team Managers shall be responsible for adhering to the guidelines as established by this document.
- D.** The Travel Team Managers shall be responsible for coordinating practice equipment and game equipment necessary for their team needs.
- E.** Travel Team Managers are responsible for the necessary team and HTSA fund raising.
- F.** This association considers it a privilege to be elected as a Travel Manager, and as such, this privilege may be revoked by a majority vote of the Travel Board.

XIII. Travel Team Manager Eligibility:

- A.** All PTAA and non PTAA members are eligible to coach any team of any age bracket.
- B.** Interested members must complete and submit a manager application from to the Travel Board. Approved applicants based on developed criteria (i.e. background checks, prior managerial experience, knowledge of game, etc.) will then be interviewed by the Director and Assistant Director of HTSA. Outside advisors or groups may, from time to time, be asked to participate in the process by approval of the Travel Board.
- C.** If a suitable candidate cannot be identified as set forth in this section XIII, then all eligibility parameters will be expanded to other interested parties.
- D.** If no Travel Team Manager can be Identified by August 1st, no travel team will be formed for that age group.

XIV. Travel Team Players:

A. Eligibility:

- i. All players **MUST** register for tryouts through the PTAA website and or link to the PTAA Website from HTSA website.

B. Selection Process:

- i. The selection process will be determined annually by the HTSA Travel Board.

XV. Additional Items:

A. The HTSA travel softball season runs from August 1 through July 31st.

B. All budgets and costs associated with uniforms, league fees, umpire fees, etc. will be the responsibility of each individual Travel Team Manager.

- i. Parents of players interested in participating on a travel team will be informed of the additional estimated financial responsibility involved prior to the beginning of the travel team season during the online position acceptance process.
- ii. Travel team players will play a per player registration fee during online position acceptance process in the PTAA website.
- iii. All HTSA Travel Teams may be responsible to staff the concession stand over-and-above what is required for PTAA in-house participation (i.e. HTSA sponsored tournaments and fundraisers). Concession stand staffing will be coordinated by the PTAA concession stand director in conjunction with the Travel Board and PTAA Softball Director.
- iv. The minimum extent of PTAA support for the travel teams will be to provide insurance for the teams as well as use of the PTAA facilities and field equipment.
- v. HTSA will host one or two fundraisers per year.
- vi. Any fill-in players that are needed during the course of the Travel season, who have not previously registered through PTAA website during the current season,

must complete a paper waiver in order to participate on any Travel softball team in any capacity.