

# **PWLL Operations Manual**

**Current as of 3/8/2023**

# Table of Contents

<b>I.</b>	<b>Introduction.....</b>	<b>5</b>
	1.1 Welcome.....	5
	1.2 Mission Statement .....	5
<b>II.</b>	<b>Philosophy and Goals.....</b>	<b>6</b>
	2.1 The Value of Sports .....	6
	2.2 PWLL Philosophy .....	6
	2.3 Goals and Objectives.....	6
	2.4 Parent Participation and Standards.....	7
<b>III.</b>	<b>Board of Directors .....</b>	<b>9</b>
<b>IV.</b>	<b>Policies and Procedures.....</b>	<b>10</b>
	4.1 Introduction .....	10
	4.2 Registration Procedure .....	10
	4.3 Parent Orientation Meeting.....	10
	4.4 Medical Information .....	11
	4.5 Uniforms and Equipment .....	11
	4.6 Field Usage.....	11
	4.7 Weather and Game Cancellations.....	11
	4.8 Rescheduling Games.....	12
	4.9 PWLL Divisions.....	12
	4.10 PWLL Rules – General.....	13
	4.11 Game Protest Policy .....	13
	4.12 All-Star Team Selection and Information .....	13
	4.13 Player Draft.....	14
	4.14 PWLL Board Member Election Policy.....	15
	4.15 PWLL Registration Fee Refund Policy .....	16
	4.16 PWLL Minutes Policy.....	16
	4.17 PWLL Social Media Policy.....	16
	4.18 PWLL Board Meeting Schedule Policy.....	17
	4.19 PWLL Credit Card Processing Policy .....	17
	4.20 PWLL Registration Fee Policy .....	17
<b>V.</b>	<b>Volunteer Requirements .....</b>	<b>18</b>

5.1 Background Checks.....	18
5.2 ACE Coaches' Certification.....	19
<b>VI. Responsibilities and Expectations, Codes of Conduct.....</b>	<b>21</b>
Responsibilities and Expectations - Players.....	22
Prince William Lassie League Code of Conduct - Players.....	23
Responsibilities and Expectations - Parents.....	24
Prince William Lassie League Code of Conduct – Parents.....	25
Responsibilities and Expectations – Coaches.....	26
Prince William Lassie League Code of Conduct - Coaches.....	27
Responsibilities and Expectations - Umpires.....	28
Prince William Lassie League Code of Conduct - Umpires.....	28
Responsibilities and Expectations – Board Members.....	29
Prince William Lassie League Code of Conduct –Board of Directors.....	29
<b>VII. Enforcement of the Codes of Conduct.....</b>	<b>30</b>
7.1 General.....	30
7.2 Who To Complain To.....	30
7.3 Contact the Board.....	30
7.4 What the PWLL Will Do in Response to a Complaint.....	30
7.5 Disciplinary Action – Parent.....	31
7.6 Disciplinary Action – Umpire.....	31
7.7 Disciplinary Action – Player.....	31
7.8 Disciplinary Action – Coach and Assistant Coach.....	32
7.9 Disciplinary Action – Board Member.....	32
7.10 Definition of Possible Disciplinary Actions.....	32
7.11 Factors Considered In All Disciplinary Actions.....	33
<b>VIII. PWLL Athletic Facilities &amp; Field Usage Policy.....</b>	<b>33</b>
8.1 Introduction.....	34
8.2 Purpose.....	34
8.3 Responsibility.....	34
8.4 Facility Use Rules and Regulations.....	34
8.5 Lightning Policy.....	35
<b>IX. Emergency Procedures.....</b>	<b>36</b>
Prince William Lassie League Injury and Incident Report Form.....	37

<b>X.</b>	<b>Concussion and Head Injuries .....</b>	<b>38</b>
	10.1 Purpose.....	38
	10.2 Policy .....	38
	10.3 Definition .....	38
	10.4 Procedure .....	39
	10.5 Currency .....	39
<b>XI.</b>	<b>County or State Emergency Announcements .....</b>	<b>40</b>
	<b>Appendix 1 Parents’ and Coaches’ Information .....</b>	<b>41</b>
	Parents’ Meeting .....	41
	Working with Parents.....	42
	<b>Appendix 2 PWLL Position Descriptions.....</b>	<b>43</b>
	Coach.....	43
	Division Director .....	44
	Equipment Director .....	44
	Parliamentarian.....	46
	President.....	47
	Publicity Director .....	47
	Registrar .....	49
	Secretary.....	50
	<b>Appendix 3 Frequently Asked Questions (FAQs) .....</b>	<b>51</b>
	<b>Appendix 4 Bylaws .....</b>	<b>52</b>
	<b>Appendix 5 League Rules.....</b>	<b>61</b>
	<b>Change Log.....</b>	<b>71</b>

# **I. Introduction**

## **1.1 Welcome**

Participation in sports programs is very valuable to our children's development. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem and fair play all contribute to the overall growth and maturation of young people. The Prince William Lassie League (PWLL) takes its responsibility as a youth sports League seriously and strives to offer quality programs that aid in the development of the youth of Prince William County.

We feel that open dialogue and communication with parents, coaches, and players make for a more successful program. In an effort to continually improve the quality of our league, we constantly look for ways to better educate our Board members, coaches, and all of our volunteers, on current trends in youth sports management and listen to feedback from those directly involved with the PWLL. Children's safety and fun are our primary goals; because of that all coaches must go through a criminal background screening before being allowed to participate, and USA Softball training before being allowed to coach a team.

As volunteer administrators, volunteer coaches, and parents we must never forget why we do what we do. It is not to satisfy our individual egos or relive our past, but to provide a positive, healthy experience for our children that teach the importance of team work, cooperation, ethics, playing by the rules, winning and losing with grace, respecting authority figures, and always striving to do one's best. This above all else, is what we are about, and it must be a cooperative effort between our board, our volunteer coaches, our officials, and our parents.

We believe that by working together, through training and education, we can raise the standards for youth sports and we can strive to continue the age-old notion that children's participation in organized sports should be FUN!

This manual was developed to serve as a reference for you, as a parent, coach, board member or volunteer, so you can better understand the philosophies and rules of PWLL regarding youth athletics and what you can do to make the program a positive experience for every participant.

## **1.2 Mission Statement**

The mission of the PWLL is to instill in the girls the ideals of good sportsmanship and to provide them a recreational sports outlet. The PWLL's safe and healthy recreational program is tailored to the needs of the community.

## **II. Philosophy and Goals**

### **2.1 The Value of Sports**

Sports are one of the greatest tools that exist in today's society to help children develop positive character traits and life values. Early adolescence is a time when children are looking for basic values that they can count on in their lives. Under the right conditions, many youth sport experiences can be enormously beneficial, teaching the importance of teamwork, cooperation, and hard work, among many other qualities. In spite of this enormous potential for good, many youth sports experiences, in which the focus on what is truly best for children strays, can be emotionally damaging and that damage can last a lifetime.

During the years in which most children are typically involved in organized sports they are learning about themselves psychologically, physically, emotionally, and socially. During this time their personalities are being molded, their bodies are going through all sorts of changes, and their minds are forming lasting impressions on the importance of sports in their lives. It is at this level that parents, coaches and administrators play the greatest role in making the sports experience positive, healthy, and safe. The results of children's experiences during these years are crucial, especially when we consider the positive role sports can play in their overall development.

Children learn many important lessons through sports that are basic to leading productive adult lives in our society. Sports provide an ideal forum to teach such valuable fundamentals as ethics, abiding by the rules, winning and losing with grace, coping with success and failure, respecting authority figures, and always striving to do one's best. These traits provide the building blocks that help young citizens of our communities become well balanced adults leading productive lives. A study conducted by Hardiness Research of Wyoming found that by a 2:1 ratio for boys and a 3:1 ratio for girls, those who participate in sports perform better in school, do not drop out, and have a better chance to attend and graduate from college.

The foundation for human development occurs during the early years of life. Individuals are exposed to many different learning situations that contribute to their potential for successful development in future endeavors. Activities at home, schools and clubs, play a role in a child's growth and development. Organized sports are near the top of that list.

Regardless of which sports they choose to pursue, children will reap the benefits of participation, as regular physical activity is the basis for a healthy and active lifestyle. Sports and fitness activities promote a variety of healthy states.

### **2.2 PWLL Philosophy**

The PWLL's philosophy is to offer a youth sports program in the community that emphasizes recreational play, skill development, fun, life skills and participation for all.

### **2.3 Goals and Objectives**

The PWLL program is designed to provide healthy activities and develop athletic, social, and life skills under good leadership. This manual is aimed at meeting the spirit and intent of this goal.

The Goals & Objectives for PWLL youth athletics are as follow:

#### **2.3.1 Goal #1 – To ensure the safety of our participants**

- Perform routine and preventative maintenance of facilities and equipment.
- Provide quality equipment.
- Provide proper training to coaches USA Softball's Achieve, Certify, Educate (ACE) program.
- Ensure the safety of our players from predators through the use of criminal background checks for all staff, coaches and umpires involved with the PWLL.

#### **2.3.2 Goal #2 – To offer participation opportunities regardless of race, creed, gender, religion or socio-**

## **economic status**

- The Prince William Lassie League is open to all girls in Prince William County. Period.

### **2.3.3 Goal #3 – To teach basic slow pitch softball fundamentals, skills and rules**

- Provide qualified volunteer coaching.
- Provide accessible rulebooks, training manuals, and videos upon request.

### **2.3.4 Goal #4 – To demand professionalism from board members and volunteers**

- Provide access to continuing education opportunities.

### **2.3.5 Goal #5 – To make good sportsmanship and fair play the standard**

## **2.4 Parent Participation and Standards**

Parents are the backbone of any youth sports program. Without their active participation and support, it would be impossible for the players to participate. The PWLL hopes that all of our parents will adopt and adhere to the following standards:

### **2.4.1 Standard #1 – Proper Sports Environment**

Parents must consider and carefully choose the proper environment for their children. This includes: determining the appropriate age and development for participation, the type of sport in which to play, the rules of the sport, the age range of the participants, and the acceptable level of physical and emotional stress.

### **2.4.2 Standard #2 – Programs Based on Well-Being of Child**

Parents must select youth sport programs that are developed and organized to enhance the emotional, physical, social, and educational well-being of their children.

### **2.4.3 Standard #3 – Drug, Tobacco, and Alcohol-Free Environment**

Parents must encourage a drug, tobacco, and alcohol-free environment for their children.

### **2.4.4 Standard #4 – Proper Perspective**

Parents must recognize that youth sports are only a small, though significant part of their children's lives.

### **2.4.5 Standard #5 - Training**

Parents must insist that coaches are properly trained and certified.

### **2.4.6 Standard #6 –Active Parental Role**

Parents must make a serious effort to take an active role in their children's participation in youth sports by providing positive support as spectators, coaches, or league administrators and as caring parents.

### **2.4.7 Standard #7 – Positive Role Models**

Parents must be positive role models exhibiting sportsmanlike behavior at games, practices, and home while giving positive reinforcement to their children and supporting their children's coaches.

### **2.4.8 Standard #8 – Parental Commitment**

Parents must demonstrate their commitment to their children's youth sports activities by annually signing a parental code of conduct.

### **2.4.9 Standard #9 – Safe Playing Conditions**

Parents must insist on safe playing facilities, healthy playing situations, and, when necessary, the application of

proper first aid.

#### **2.4.10 Standard #10 – Equal Play Opportunities**

Parents, coaches, and league administrators must provide equal sports play opportunities for all players regardless of race, creed, economic status or ability.

#### **2.4.11 Standard #11 – Drug & Alcohol-Free Adults**

Parents as coaches, fans, and league administrators must be drug and alcohol-free at youth sports activities.



### **III. Board of Directors**

The Board of Directors oversees and manages the affairs of the Prince William Lassie League. The board is elected annually. Members may at any time nominate individuals to serve on the board. Elections are held each September, with the elected board serving for the following twelve months.

Members of the Board of Directors typically fill one or more offices within the PWLL. Note that many offices are called Directorships e.g. a member of the Board of Directors may fill the Office that is titled “Director of Umpires”.

As described in the PWLL bylaws and policies, members of the Board of Directors are elected by the PWLL membership but Officers are elected by the PWLL Board of Directors from among the current members of the Board of Directors.

The current Board of Directors, their offices and their contact information can be found at the League website at <http://www.pwll.org>.

## **IV. Policies and Procedures**

### **4.1 Introduction**

Section IV consists mainly of PWLL policy unless specifically identified as being a procedure. All entries appear in the order they were added, to preclude ongoing renumbering. Formal actions taken by the PWLL Board of Directors such as consolidating playing divisions which are anticipated to last only one season will not be added to Section 4 of this manual but will instead reside in the PWLL's body of meeting minutes.

### **4.2 Registration Procedure**

#### **4.2.1 General**

1. Participants are able to register for athletic programs online, in person or by mail.
2. Any player that is registered during the specified registration period will be placed on a team. Any player registering after the registration deadline has passed may be put on a waiting list and added to a team if and when space becomes available.
3. Registration opening and closing dates, walk-in registration dates, times and locations, and other season-specific registration information can be found by visiting <http://www.pwll.org>, clicking on the "League Info" menu item at the top of the page, and clicking on the "Registration" submenu item below "League Info".

#### **4.2.2 Online Registration**

1. Visit <http://www.pwll.org>.
2. If you haven't got a userid, click on the "Register" link in the upper right corner of the screen and follow the prompts to create a userid and password.
3. If you have a userid, click on the "Login" link in the upper right corner of the screen and follow the prompts to register your player(s).
4. You can visit <http://www.pwll.org/documents> and click on the "Parents' Online Registration Guide" hyperlink to download a PDF file containing illustrated instructions for registering your players.

#### **4.2.3 Walk-in Registration**

1. Visit a walk-in registration session on one of the specified dates (see 4.2.3 above).
2. Staff will answer questions, help you complete a registration form and collect payment. Within a few moments your player(s) will be registered!

#### **4.2.4 Mail Registration**

1. Visit <http://www.pwll.org/documents> and click on the "PWLL Registration Form" link to download a printable registration form.
2. You can mail the completed form along with payment to:

Prince William Lassie League  
P O Box 1706  
Woodbridge, VA 22195

Or you can drop off the completed form and payment as specified on the Registration page described in 4.2.1 above.

### **4.3 Parent Orientation Meeting**

All coaches are encouraged to conduct a parents' meeting which should take place as soon as possible following the draft and/or team formation. This meeting is held in order to lay the foundation for open communication among coaches, parents and players.

At least one parent or guardian for each player should attend the meeting.

Important information including policies and procedures pertaining to safety and first aid, medical alerts, player and parent expectations, responsibilities, and team rules should be discussed with the parents in detail.

#### **4.4 Medical Information**

Parents or guardians should notify the coach of any pre-existing medical conditions listed on the emergency medical form that might affect their players during the course of the season (i.e. allergies, medications, physical limitations, etc.). Coaches should retain these forms at all times in order to assist medical personnel in the event of an emergency.

The coach or team volunteers will treat minor injuries. Minor injuries include such things as scraped knees or a skinned elbow.

When a major or life threatening injury or accident occurs at any PWLL activity (e.g. games, practices, picnics) the following steps should be followed:

1. 911 will be called immediately.
2. The player's Parent/Guardian will be contacted immediately.
3. Based on the professional decision of the responding medical unit, the injured person may be transported to the closest medical facility for immediate care.
4. If medical transportation and/or treatment is required, any applicable charges incurred will be billed to the parent's/guardian's insurance policy.

#### **4.5 Uniforms and Equipment**

The PWLL will supply each player with a team shirt and team equipment (e.g. catcher's gear, bats, balls, batting helmets). Unless otherwise indicated, equipment provided by the PWLL is the property of the PWLL. The Director of Equipment identified in Section III of this manual will maintain adequate control of equipment and ensure that all items issued to participants and coaches, other than team shirts, are returned at the conclusion of each season.

#### **4.6 Field Usage**

The PWLL works closely with the Prince William County Parks and Recreation Department to obtain fields and indoor gymnasiums for play and our annual draft.

1. No food or drinks may be brought into any gymnasium.
2. Playing fields and gymnasiums are owned and operated by Prince William County and are subject to their rules and regulations.
3. Use of school fields is on an "as available" basis unless specific fields are permitted to us by the Parks & Recreation Department. In all cases, school activities take precedence over PWLL use of school fields.
4. Abuse of facilities and fields, to include vandalism, intentional or unintentional damage, litter, etc., may result in the suspension of athletic activities and removal of participants.
5. Please remember to treat facilities with care and abide by all facility rules to ensure continued use.

#### **4.7 Weather and Game Cancellations**

1. The safety of the players, officials, and spectators is the primary concern in cases of inclement weather.
2. Once a game or practice has started, umpires, coaches and/or board members will have the responsibility to remove the players from the field if weather conditions become extreme (see the Lightning Policy in Section 8.5, below) and county officials may close the fields.
3. If directed to do so by a PWLL or county official, please find safe shelter until instructed to return to the playing field or until told that the game has been cancelled.

4. An electrical storm will be considered over 30 minutes after the last sighting of lightning. Light rain showers, without thunder and lightning will not justify delaying or canceling a game or practice.
5. If you are in doubt as to whether your game will take place, please call your coach, or check the PWLL website at <http://www.pwll.org> for game statuses.

## 4.8 Rescheduling Games

1. Games must be played when scheduled and their dates or times may not be changed at the discretion of individual coaches.
2. Cancelled games will be rescheduled as soon as possible by the Division Director and Director of Umpires
3. The only reasons games will be cancelled are listed below. All other games must be played as scheduled.
  - a. Weather or other unforeseeable circumstances make the field unsafe to play on or conditions that make traveling to the game site unsafe for participants.
  - b. The inability of the PWLL to provide an umpire.
  - c. The inability of a team to field a team – subject to not less than 48 hours' notice to the competing coach, Division Director and the Director of Umpires.
  - d. The PWLL adjusts the schedule for unusual or extenuating circumstances.

## 4.9 PWLL Divisions

The PWLL, for the safety of its players, is broken into several age divisions, based on and mandated by the current USA Softball Code.

### 4.9.1 Divisions

The PWLL Divisions are, with the corresponding USA Softball Code Junior Olympic (JO) Age Classifications, as follow:

Division Name	USA Softball JO Age Classification	PWLL Age Range
Instructional	8-Under	5 – 7 years
Pigtail	10-Under	8 – 10 years
Junior	14-Under	11 – 13 years
Senior	18-Under	14 – 18 years

### 4.9.2 Age Cutoffs

The age cutoff is a date used to define the age ranges of players within each Division. A player's division placement is based upon their age as of December 31<sup>st</sup> of the preceding year

### 4.9.3 Children Playing Up

1. The parent or guardian of a child who is in the upper age limit of a division may request that their child play up to the next age level by making their request to the Division Directors for the current and potential Divisions.
2. The involved Division Directors involved then make a decision on whether the player be allowed to play up and will advise the requesting parent or guardian of their decision, adjusting the player's registration, if needed, to reflect the division to which the player is assigned.
3. The Board of Directors may, in extraordinary circumstances, formally grant exceptions to the preceding.

### 4.9.4 Children Playing Down

No participant will be allowed to play in a Division (as defined in Section 4.8.1 above) for players younger than the participant's current (as defined in Section 4.8.3 above) age.

#### **4.10 PWLL Rules – General**

1. The PWLL is designed to be a recreational and fun league, with an emphasis on skill development. Some Divisions, depending on age, may be more competitive in nature, but the primary focus in all programs and divisions of play should be learning basic fundamentals of the sport and player participation.
2. The PWLL Board will make final decision on interpretations of all PWLL rules.
3. Specific rules for each PWLL Division are available on our website at [www.pwll.org](http://www.pwll.org).
4. Injuries must be reported by the coach to the umpire as soon as they happen. If a player is injured, play must stop immediately and she must be removed from the field of play until she is determined well enough to return without risking further injury (see Concussion/Head Injury Policy). In the event of serious injury, emergency medical services are called, the field is cleared and play is suspended until the injured person has been treated.

#### **4.11 Game Protest Policy**

1. In accordance with USA Softball's Rule 9, Protests, protests will not be considered if based solely on a decision involving the accuracy of judgement on the part of the umpire. The intent to file a protest based on a rule violation must be communicated to the umpire, the coach of the opposing team, and entered into both scorebooks at the time of the dispute. The team's head coach must then submit the protest, in writing, within 24 hours to the appropriate Division Director.
  - a. Protests must contain the following information:
    - b. The Date, Time, and Field of the game.
    - c. Names of the Umpire(s) and Coaches.
    - d. The Rule and Section of the Official USA Softball Rules or PWLL Rules and Regulations under which the protest is made.
    - e. The decision and conditions surrounding the making of the decision.
    - f. All essential facts involved in the matter protested.
2. Protests will be resolved by the protest committee. The Protest Committee shall consist of the President, Vice President, Director of Umpires, Liaison Officer and Division Directors other than the Division Director from the division the protest originates. The Director of Umpires will preside over the Protest Committee. In the event the Director of Umpires is not present, then the President, followed by the Liaison Officer, will preside over the Protest Committee. Each member of the Protest Committee has one vote on the committee and protests will be resolved by a simple majority. In the event any Board member is also serving as a Coach of a team in the Division the protest originates, he/she shall be disqualified from any protest decision concerning that Division. In the event that not all the Protest Committee members are present, a minimum of three members present are required to adjudicate any protest. One of the three members present must be either the Director of Umpires, President, or Liaison Officer to preside over the committee.
3. The committee will review the protest within 72 hours of the protest filing being received, and will announce its findings to both coaches involved.
4. In the event that a tournament game is protested, the protest filing must be made immediately following the game. The committee will review the protest within 24 hours of the protest filing being received.

#### **4.12 All-Star Team Selection and Information**

Coaches may select the all-stars for the team, or they may allow players to select players by popular vote as the all-stars for their respective teams. Selected players will be recognized with a medal awarded at our Closing Day ceremony and will be eligible to play in the All-Star game.

## **4.13 Player Draft**

In an effort to ensure competitive balance amongst teams, the following policy outlines the process for the PWLL draft held each year to establish its teams.

### **4.13.1 Draft Procedure**

The annual player draft date, times and location will be established and administered by the Board of Directors each year.

A draft will consist of all eligible players attending an evaluation session on the designated day and time, to help divisional staff assess their skills and abilities.

1. As the players check-in, they will each be provided a numbered sticker that will be placed on their shirt. This number will correspond to their name on a roster that each coach will have.
2. Players will participate in several drills designed to demonstrate their basic softball skills.
3. Each coach will have an opportunity to assess the players' skills and abilities, noting them on their rosters.
4. After the player assessments, the head coach for each team in the division and their Division Director will meet and draft players onto their teams.

### **4.13.2 Draft Participants**

1. The Division Director, or a member of the Board of Directors, must be present to supervise each division's draft.
2. Only Head Coaches for teams in a division will be allowed to draft players for their teams unless other arrangements were made.

### **4.13.3 Player Assignment Rules**

1. Minimum and maximum team roster sizes are determined prior to registration and governed by specific rules set by the Board of Directors.
2. After registration is completed, the Division Director will determine the number of teams in each age division (as defined in Section 4.9.1).
3. Once numbers of teams has been determined, players should be divided equally on all teams being drafted for each respective age group.
4. The head coach's child(ren) will automatically be placed on his or her team, unless otherwise requested. This also applies to the assistant coach's child(ren).
5. Siblings who play in the same age division must be taken on the same team unless otherwise requested by their parents.
6. Players returning to the same team that they played on the previous season do not need to attend the draft. They will be placed on the team automatically. This includes when an entire team moves up from one division to the next higher division; any rising players who are of age to move up may, if they wish, remain on that team in the new Division. Players not wishing to return to their former team must note that on their registration form, and attend the draft. Their former team is not eligible to draft them, and they may not return to their former team once the draft is completed.
7. The team finishing in last place in the previous season will draft first, with this order followed so that the teams draft in reverse order of the previous year's ending Division standing. To illustrate, the team who comes in first this year in the Division drafts last at next year's draft. If there are new teams, they have first draft picks,

then the order continues based on the prior year's standings.

8. Players will be drafted by age in descending order so that teams have an equal spread of players of each age in the Division.

#### **4.13.4 Improper Conduct During Draft**

Coaches, players and/or board members that seek to undermine the integrity of the draft in any way will be disciplined per the provisions of Section 7, as applicable

#### **4.13.5 Post-draft Player Trading**

Once the draft is concluded and all teams are formed, there will be no trades of players allowed between teams in a Division without the consent and approval of the applicable Division Director.

#### **4.13.6 Player Assignments to Teams**

Player assignments may be made at the discretion of the Division Director for any player playing within that Director's Division.

### **4.14 PWLL Board Member Election Policy**

- 4.14.1** At all meetings, except for the election of directors and officers, all votes shall be by show of hands unless voting by ballot is requested. When voting for members of the board of directors and officers, and if requested by any member of the Board of Directors present at a meeting, for voting on motions at meetings, ballots shall be used.
- 4.14.2** During elections for board members and officers, the President will, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the Board the results of board member and officer elections and the certified copy shall be physically affixed in the minutes book to the minutes of that meeting.
- 4.14.3** A request for nominations will be sent to all Prince William Lassie Leagues members by April 1<sup>st</sup> each year, along with a link to the nomination form. The nomination form will be made available on the pwll.org website and will contain instructions on how to submit a nomination.
- 4.14.4** Nominations for Board positions must be received by May 15<sup>th</sup> of each year. Nominees may submit a short biography or letter of introduction, also due by May 15<sup>th</sup>, that states their preference for any specific position on the PWLL Board, including any experience that makes them particularly qualified for that position or that indicates their willingness to be of general service on the PWLL Board, as well as any prior or current experience or interests that they feel will benefit the PWLL. Nobody for whom a nomination form has not been submitted and, when applicable, for whom an Associate Membership Application Form has not been received, will be considered to be a candidate for election to the PWLL Board of Directors. Nomination forms and accompanying documentation will be distributed to the current PWLL Board by May 25<sup>th</sup> of each year.
- 4.14.5** Candidates will be notified of their candidacy and their willingness to serve if elected will be ascertained no later than May 25<sup>th</sup> of each year. Nominees not currently serving on the PWLL Board may be invited to a special board meeting for the purpose of discussing areas of interest and to determine any prior experience that may make them particularly qualified for a specific position. Attendance at this meeting is mandatory unless other arrangements are made with the Board at least five calendar days prior to the meeting.
- 4.14.6** The election of members to the Board of Directors will take place during the regular June board meeting that will take place after the special board meeting.
- 4.14.7** The new Board will be announced within 5 calendar days on the pwll.org website, and by email to each candidate.
- 4.14.8** The election of the officers of the corporation will take place at the beginning of the July board meeting.
- 4.14.9** Emailed ballots are authorized by the PWLL Board of Directors during elections as specified in the Code of Virginia, Title 13.1 Corporations, Chapter 10 Virginia Nonstock Corporation Act, Article 7 Members and Meetings,

Section 13.1-847.1 Voting Procedures and Inspectors of Elections, Paragraph E. Such emailed ballots will be counted in all rounds of balloting for that specific election that may take place during the meeting to which they were submitted.

## 4.15 PWLL Registration Fee Refund Policy

**4.15.1** The Prince William Lassie League recognizes that, from time to time, players may need to withdraw from participating in the PWLL due to unforeseen circumstances. Registration fees are based on a variety of costs determined by the total number of teams and number of players registered on each team.

**4.15.2** Because many of these costs must be paid in advance, player withdrawals still result in a cost to PWLL. As such, we have adopted the following policy for refunds to accommodate people whose plans have changed while maintaining the financial responsibilities associated with each sports season:

Date	Refund
Prior to draft	Full Refund
After player is placed on a team	50% of Registration Fee is refunded
After Practice Starts	No Refund

**4.15.3** If any refund is issued under this policy for which original payment was made by credit card, the refund will not include the \$3 processing fee paid to our online registration system vendor and included with the original payment.

## 4.16 PWLL Minutes Policy

The Secretary shall record minutes of all PWLL Board, Membership, and other meetings as may occur, in accordance with the Bylaws Article III Section 6g “Secretary” and Article VIII “Books and Records”, as specified by the current version of Robert’s Rules of Order. They shall be retained as required by the Code of Virginia Title 13.1. Corporations, Chapter 10. Virginia Nonstock Corporation Act. Draft minutes shall be provided to the Board for review no less than 5 business days before the *next* regularly scheduled Board meeting.

## 4.17 PWLL Social Media Policy

### 4.17.1 Overview and Purpose

This policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

This policy contains guidelines for the PWLL community to engage in social media use. It also includes details of breaches of the policy.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek advice from the Board of Directors.

### 4.17.2 Underlying Principles

- This policy complements PWLL’s combined league rules:
- The board of directors is responsible for all matters related to this policy.

**4.17.2** Coverage. This policy applies to all persons who are involved with the activities of PWLL: board members, coaches, parents and spectators and players.

**4.17.3** Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:



- Social networking sites (e.g. Facebook, Twitter, Google+, Pinterest, Whatsapp, Snapchat, etc)
- Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- Review sites (e.g. Yelp, Urban Spoon, etc)
- Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
- Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
- Geo-spatial tagging (e.g. Foursquare, etc)
- Online encyclopedias (e.g. Wikipedia, etc)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc)
- Online voting or polls
- Public and private online forums and discussion boards
- Any other online technologies that allow individual users to upload and share content.

#### **4.17.3 Policy**

No Discrimination, sexual harassment and bullying

The public in general, and PWLL's volunteer staff, athletes and their families, reflect a diverse set of customs, values and points of view.

You must not post any material about PWLL or one of our members that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

When using social media you may also be bound by PWLL's rules, codes of conduct, and USA Softball rules.

#### **4.17.4 Reporting a Violation**

If you notice inappropriate or unlawful content online relating to PWLL or any of its members, or content that may otherwise have been published in violation of this policy or the PWLL codes of conduct, you should report the details with screenshots to any board member

### **4.18 PWLL Board Meeting Schedule Policy**

The standing time, date and location for each monthly meeting of the PWLL Board of Directors shall be at 6:30pm on the 2<sup>nd</sup> Monday of each month, at the Ferlazo Building.

### **4.19 PWLL Credit Card Processing Policy**

Deleted; the policy only applied to the 2020 seasons.

### **4.20 PWLL Registration Fee Policy**

**4.20.1** Registration fees for players for any single season are \$100 for one player in a family, \$150 for two players in a family and \$175 for three or more players in a family during the first 32 calendar days of a season's registration period and \$120 for one player in a family, \$180 for two players in a family and \$210 for three or more players in a family after the 32nd day of that season's registration period.

**4.20.2** For the purpose of registration, players must legally related to the registration system account holder to include biological, step, and/or foster children, to be considered to be in the same family.

# V. Volunteer Requirements

## 5.1 Background Checks

### 5.1.1 Purpose

This policy establishes procedures to enable the PWLL to protect our children by investigating the backgrounds of all adult volunteers who will be coaching or otherwise working with children involved in our programs.

### 5.1.2 General

1. Division Directors shall ensure that at all PWLL activities (including but not limited to games and practices) involving participants 18 years of age or younger, there will be present at least one (1) approved coach or assistant coach.
2. The first step in becoming a volunteer is to complete an USA Softball background check as described in Section 5.1.3 below, with a favorable outcome.
3. Any person who has been found guilty of, pled guilty or pled no contest to, regardless of adjudication, or has a pending charge pertaining to, any of the disqualifying offenses listed in this policy will be immediately disqualified from serving as a volunteer with the PWLL. The PWLL also reserves the right to disqualify a person for any crime that would be considered a potential risk to children and/or vulnerable populations. Any volunteer who willfully fails to comply with this background check policy shall be automatically disqualified.
4. This policy will apply to all volunteers participating in the PWLL. If there is any doubt as to who should have their backgrounds checked, the general rule is that anyone who would potentially have unsupervised access to children. Each volunteer will have his or her background checked every 12 months for as long as he or she continues to serve the PWLL as a volunteer.

### 5.1.3 Background Check Process

1. The PWLL will direct each volunteer subject to a background check to the appropriate USA Softball sponsored website in order to undergo an USA Softball background check. Once the volunteer completes the background check, the Director of Umpires will verify that the check was completed successfully. If the result of the background check reveals any disqualifier, as iterated in Section 5.1.4 below, the prospective volunteer will not be allowed to participate in PWLL activities in any other capacity than as a parent.
2. All volunteers subject to background checks must complete the process prior to the annual draft. No volunteer will be permitted to participate in the draft prior to successfully completing their background check. Volunteers recruited at or after the draft must successfully complete the background check process within seven days of accepting the position of coach or any other volunteer position or they will not be allowed to interact with the children until it is completed.
3. To help ensure confidentiality, only the Director of Umpires should be notified of a volunteer's criminal history. The Director of Umpire will share the results with only those individuals with a "need to know". Those individuals are currently identified as the appropriate Division Director, the individual involved, and members of the Board of Directors. The criminal background reports shall be kept in a secure location by the Director of Umpires for a period as required by applicable law.
4. Members of the Board of Directors play just as important a role in this screening program as does USA Softball. It is important for the integrity of the background screening program that all Board members verify that only those persons who are screened and who are not disqualified, coach, assist in the coaching of, or volunteer in any other way to work with the young people in the programs of the PWLL.
5. If a volunteer's background check reveals a conviction that appears on the list of disqualifiers in Section 5.1.4 below, the PWLL shall immediately disqualify him or her from volunteering with the PWLL in any capacity.
  - a. There is no appeal of a decision to disqualify a volunteer, if the volunteer's relevant criminal history is

accurate; all decisions are final.

- b. If a volunteer wishes to dispute the content of the profile report, he or she is responsible for providing any or all documentation to support his or her claim to the appropriate jurisdiction. The PWLL will be unable to approve the individual as a coach until the background check is successfully cleared.

#### **5.1.4 Disqualifying Criminal Offenses**

If a volunteer (1) has been convicted of, (2) has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes, or (3) has a record of a conviction of an equivalent offense in another state, the volunteer will be disqualified from volunteering in any capacity for any program conducted by the PWLL.

##### **5.1.4.1 All sex offenses**

Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

##### **5.1.4.2 All felony violence offenses**

Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

##### **5.1.4.3 All felony offenses other than violence or sex offenses within the past ten (10) years.**

Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

##### **5.1.4.4 All misdemeanor violence offenses within the past seven (7) years.**

Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.

##### **5.1.4.5 Two misdemeanor offenses within the past five (5) years or multiple offenses in the past ten (10) years.**

Examples include, but are not limited to: driving under the influence, drunk and disorderly, public intoxication, etc.

##### **5.1.4.6 All misdemeanor drug offenses within the past five (5) years or multiple offenses in the past ten (10) years.**

Examples include, but are not limited to: simple drug possession, possession of drug paraphernalia, etc.

##### **5.1.4.7 Any other misdemeanor offenses within the past five (5) years or multiple offenses in the past ten (10) years that would be considered a potential danger to children or is directly related to the functions of that coach.**

Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.

#### **5.1.5 Board**

##### **Member and Officer Background Check Currency**

Members of the Board of Directors and Officers who are not on the Board of Directors, will, in addition to the preceding background check provisions, if they have not completed a background check already during the current season per the provisions of paragraph 5.1 3, above, submit said background check within seven calendar days of being elected or appointed, otherwise they will be suspended from the Board and any Office they may hold until such time as the background check is submitted.

## **5.2 ACE Coaches' Certification**

### **5.2.1 USA Softball Registration**

1. All Prince William Lassie League team coaches must be registered with the USA Softball in order to coach a team.
2. Coaches may register with USA Softball at [\[Link will appear here shortly\]](#)
  - a. New coaches register by clicking on the "Create Profile" button. The following information is required to complete the form:

**Association:** VA - Central Virginia ASA

**Group:** JO (Youth) - Ige - League

**League:** PWLL

**Membership Type:** Head Coach or Coach

#### **5.2.2 USA Softball Background Checks**

USA Softball background checks are required for all head coaches and assistant coaches.

#### **5.2.3 USA Softball ACE Certifications**

1. All head coaches and assistant coaches are required to complete the ACE (Achieve, Certify, Educate) Level 1 Coaching Certification
2. All head coaches are required to complete the ACE Level 2 Coaching Certification within three years of becoming a head coach.

#### **5.2.4 Certification and Background Check Currency**

1. Returning coaches and assistant coaches must have their USA Softball Certification and background checks completed before the draft.
2. New coaches and assistant coaches must complete their USA Softball Certification and background check within 7 days of accepting a coaching position.

#### **5.2.5 For Further Information**

Coaches may contact the Director of Umpires or any Board member with any questions regarding USA Softball Certification or background checks..

## **VI. Responsibilities and Expectations, Codes of Conduct**

The layout of this section differs from that of previous sections to allow the pages in this section to be retained separately by PWLL participants.

All participants in the Prince William Lassie League sign a code of conduct which includes the statement that the signer will comply with all policies and procedures published in the Prince William Lassie League Operations Manual. Section VII of the this manual addresses enforcement of the codes of conduct.

Coaches in the PWLL shall maintain custody of their players' and parents' signed codes of conduct during a season.

Division Directors shall maintain custody of their coaches' and adult staff's signed codes of conduct during a season.

The Secretary shall maintain custody of the PWLL's Board of Directors signed codes of conduct during a season.

New codes of conduct must be signed before the first practice of each season.

## **Responsibilities and Expectations - Players**

Participation in youth sports programs can have a lasting and meaningful effect on children's lives. Therefore, it is the goal of the PWLL to provide the highest quality of athletic programs to ensure that a child's experience with sports is a positive one. It takes the cooperation of everyone involved, including the participant, to make this happen. Players have the following responsibilities and expectations when participating in any PWLL program:

1. Players will listen to their coaches and be respectful of their elders.
2. Players will take care of the facilities, equipment, and uniforms, which they are given or participate in.
3. Players will make sure to eat the right foods and drink plenty of water before, during and after practices and games.
4. Players will avoid all types of taunting and belittling remarks to their teammates or opponents.
5. Players will show good sportsmanship at all times, win or lose.
6. Players will not make sports a priority over schoolwork or family.
7. Players will participate for the love of the game and social interaction with peers.

### **Players will observe the following Dress Code at all practices and games:**

- Shorts must be at least fingertip length
- No undergarments may be visible
- Jeans may not be worn to practice or games.
- Athletic footwear, preferably non-metal cleats or sneakers, will be worn at all times while playing
- Team shirt must be worn at all games.
- No jewelry may be worn on the playing field.
- A batting helmet must be worn at all times when batting, 'on-deck', running bases, or when in front of the backstop fence for any reason while my team is at bat.

## Prince William Lassie League Code of Conduct - Players

You are participating in a sports program with the Prince William Lassie League (PWLL). Participation in sports programs is very valuable to your development into a responsible adult. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem and fair play all contribute to your overall growth and maturation. We are a community whose goals are to instill these values/qualities in all participants regardless of individual athletic ability or the final score of the game.

Players are expected to conduct themselves in a positive manner regarding their youth sports experience and accept responsibility for their participation by following the Players Code of Conduct. You must therefore agree to comply with the following standards:

1. I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
2. I will attend every practice and game that I can, and will notify my coach if I cannot.
3. I will expect to receive a fair and just amount of playing time, per PWLL rules.
4. I will do my very best to listen to and learn from my coaches.
5. I will be polite and will show respect to coaches, umpires, players and parents at PWLL activities and expect to be treated accordingly.
6. I will not use profanity at any practice, game, or League sponsored event.
7. I will refrain from the use of drugs, tobacco and alcohol at all PWLL activities
8. I will not attend practice or games while under the influence of any substance, prescription or non-prescription, without the consent and knowledge of both my parents and my coach.
9. I am responsible for all of my actions at any PWLL activity.
10. I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
11. I deserve to play in an environment that is free of drugs and alcohol and expect adults to refrain from their use at all youth sporting events.
12. I will do my very best in school.
13. I will remember that sports are an opportunity to learn and have fun.
14. I will comply with all PWLL policies and procedures as published in the PWLL Operations Manual.

### Players will observe the following Dress Code at all practices and games:

- Shorts must be at least fingertip length
- No undergarments may be visible
- Jeans may not be worn to practice or games.
- Athletic footwear, preferably non-metal cleats or sneakers, will be worn at all times while playing
- Team jersey must be worn at all games.
- No jewelry may be worn on the playing field.
- A batting helmet must be worn at all times when batting, 'on-deck', running bases, or when in front of the backstop fence for any reason while my team is at bat.

**I fully understand and accept the preceding standards. My signature below is my acknowledgment of my complete agreement with each standard contained in this document.**

_____	_____	_____
<b>Division</b>	<b>Team Name</b>	<b>Date</b>
_____	_____	_____
<b>Printed Name</b>	<b>Signature</b>	

## Responsibilities and Expectations - Parents

In order for a program to be truly successful, it takes the cooperation of everyone involved: players, coaches, officials, staff, spectators and especially parents. Parents have the following responsibilities and expectations when participating in any PWLL program:

### 1. Parents have a responsibility to their children.

To make sure that your child gets the most out of his or her playing experience, parents should show their unwavering support, including positive reinforcement of your child's performance and effort. This is absolutely essential, especially at an early age, to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity of any kind.

### 2. Parents have a responsibility to the coaches.

Coaches volunteer their personal time to spend it with your child. They need you to be supportive of their decisions and not undermine their efforts. If you don't agree with a coach, you are expected to tell that coach, but make certain it is done at the right time and place, in a non-confrontational manner and not in front of the children. Parents are also expected to drop off and pick up their children on time for games and practice, and it is highly encouraged for parents to stay and participate in order to maintain control of the group and to assist the coach as needed.

### 3. Parents have a responsibility to the league.

Board members cannot be at games and practices of all teams. Therefore, in order to maintain the positive nature of these programs, it is essential for parents/spectators to report any abusive behavior or any other situation that needs to be addressed to the Board. This is the only way that these programs can achieve their intended goals.

### 4. Parents/Spectators have a responsibility to other parents.

Personal gain and satisfaction should not be derived from a child's performance. Competition and taunting between parents is never acceptable, and no parent/spectator should ever feel embarrassed or disappointed by their team or child's performance. Good plays should always be cheered, and disappointments should always be consoled, no matter whose team it affects.

### 5. Parents have a responsibility to themselves.

It is your responsibility to watch your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest, because a lifetime of memories is being created before your very eyes.



## Prince William Lassie League Code of Conduct – Parents

Your child is participating in a sports program with the Prince William Lassie League (PWLL). Participation in sports programs is very valuable to the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem and fair play all contribute to the overall growth and maturation of young people. We are a community whose goals are to instill these values/qualities in all participants regardless of individual athletic ability or the final score of the game.

Parents are expected to conduct themselves in a positive manner regarding their children's youth sports activities and accept responsibility for their participation by following the Parental Code of Conduct: You must therefore agree to comply with the following standards:

1. I will remember that children participate to have fun and that the game is for our youth and not adults.
2. I understand that children play sports to have fun, make friends, and to learn new skills; therefore, I will praise effort as well as execution in order to keep sports in the proper perspective.
3. I will inform my player's coach of any physical disability or special needs that may affect the safety of my child or the safety of others.
4. I will become familiar with the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing or taunting, refusing to shake hands or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the players.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will ensure that my child treat other players, coaches, officials, and spectators with respect.
10. I will praise my child for competing fairly and trying hard.
11. I will promote the physical and emotional well-being of the players ahead of any personal desire I may have for my child to win.
12. I will respect the officials and their authority during games, will never question, discuss or confront coaches at the game, and will take time to voice my concerns at a later time with my player's coach.
13. I will be polite and will show respect to coaches, umpires, players and parents at PWLL activities.
14. I will demand a sports environment for my child that is free from drugs and alcohol and I will refrain from their use at all PWLL sporting events.
15. I will refrain from smoking within 20 feet of the player bench, bleachers, or the playing field.
16. I will ensure that my player adheres to the dress code at all times.
17. I am fully responsible for any and all actions taken by my child while she participates in PWLL activities of any sort.
18. I will comply with all PWLL policies and procedures as published in the PWLL Operations Manual.

**I fully understand and accept the preceding standards. My signature below is my acknowledgment of my complete agreement with each standard contained in this document.**

---

**Name of Child/Children**

---

**Division/Team Name**

---

**Date**

---

**Parent's Printed Name**

---

**Parent's Signature**

## Responsibilities and Expectations – Coaches

Coaches are essential to the success of the PWLL. They have the following responsibilities and expectations when participating in any PWLL program:

1. No coach shall leave practice until all players have been picked-up by their parents or guardians.
2. A coach should be enthusiastic without being intimidating. He or she should be sensitive to the children's feelings and genuinely enjoy spending time with them. He or she should be dedicated to serving children and understand that youth sports provide physical and emotional growth for participants. Remember, youth sports are for the children.
3. A coach needs to realize that he or she is a teacher, not a drill sergeant. He or she should help children learn and work to improve their skills. Personal gains are never a consideration. The job does not depend on winning. The best interests of the child are the best interests of the game.
4. The safety and welfare of the children never can be compromised. A coach will consider these factors above all others.
5. A coach needs a tremendous amount of patience. Don't push children beyond limits in regards to practice. Children have many daily pressures and the youth sports experience should not be one of them. Playing sports is meant to be fun.
6. A coach should care more about the players as people than as athletes. The youth sports program is a means to an end, not an end to itself.
7. A coach should encourage his players to dream and set lofty goals. It is important to remain positive and refrain from discouraging remarks. Negative comments are remembered far more often than positive affirmations.
8. A coach needs to remember that the rules of the game are designed to protect the participants, as well as to set a standard for competition. He or she never should circumvent or take advantage of the rules by teaching deliberate misconduct. A coach who puts his or her opponents' team at risk should not be involved with children.
9. A coach should be the first person to demonstrate good sportsmanship. He or she should take a low profile during the game and allow the kids to be the center of attention.
10. Parents and players place a lot of trust and confidence in the coach. The coach plays an important role in molding the athletic experience of the child.
11. A coach can measure success by the respect he or she gets from the players, regardless of victories or defeats. Children who mature socially and physically while participating in sports are the best indication of good coaching.
12. A coach must always Be Early, Be Prepared and Make It Fun! It is your leadership as a coach that children will remember over the games themselves.
13. Coaches are required to keep their players' emergency phone numbers and medical consent forms with them during all practices, games, and PWLL activities.

## Prince William Lassie League Code of Conduct - Coaches

Your players are participating in a sports program with the Prince William Lassie League. Participation in sports programs is very valuable to the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem and fair play all contribute to the overall growth and maturation of young people. We are a community whose goals are to instill these values/qualities in all participants regardless of individual athletic ability or the final score of the game.

Coaches are expected to conduct themselves in a positive manner regarding their players' youth sports activities and accept responsibility for their participation by following the Coaches' Code of Conduct: You must therefore agree to comply with the following standards.

1. I will place the emotional and physical well-being of my players ahead of a personal desire to win.
2. I will treat each player as an individual, remembering the large range of emotional and physical development within the same age group.
3. I will do my best to provide a safe playing situation for my players.
4. I will review and practice basic first aid principles needed to treat injuries of my players.
5. I will do my best to organize practices that are fun and challenging for all my players.
6. I will lead by example in demonstrating fair play and sportsmanship to all my players.
7. I will provide a sports environment for my team that is free of drugs, tobacco and alcohol and I will refrain from their use at all PWLL events.
8. I will be knowledgeable in the rules of slow pitch softball and I will teach these rules to my players.
9. I will use those coaching techniques appropriate for all of the skills that I teach.
10. I will remember that I am a youth sports coach and that the game is for children and not adults.
11. I will refrain from the use of alcohol at all PWLL activities and will prohibit their use by my players and their parents.
12. I will be polite and will show respect to Board members, coaches, umpires, players and parents at PWLL activities.
13. I will refrain from smoking within 20 feet of the player bench, bleachers, or the playing field.
14. I will take all necessary precautions to protect the equipment and property of PWLL, will keep safe any keys or access codes provided to me, and will not provide them to anyone not authorized to have them. I will return all equipment, keys and codes when it is no longer necessary for me to have them.
15. I will comply with all PWLL policies and procedures as published in the PWLL Operations Manual.

**I fully understand and accept the preceding standards. My signature below is my acknowledgment of my complete agreement with each standard contained in this document.**

Division	Team Name	Date
----------	-----------	------

Printed Name

Signature

## Responsibilities and Expectations - Umpires

The PWLL is dedicated to providing quality umpires for all of our games. In order to do so, we must hold ourselves accountable by staying abreast of current topics and trends in the recreation industry. Training officials is essential in maintaining a level of professionalism and credibility in our League. Officials attend regular meetings and training sessions and are encouraged to become certified under the USA Softball certification program.

## Prince William Lassie League Code of Conduct - Umpires

You are umpiring in a sports program with the Prince William Lassie League (PWLL). Participation in sports programs is very valuable to the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem and fair play all contribute to the overall growth and maturation of young people. We are a community whose goals are to instill these values/qualities in all participants regardless of individual athletic ability or the final score of the game.

Umpires are expected to conduct themselves in a positive manner while officiating at PWLL games and accept responsibility for their participation by following the Umpires' Code of Conduct: You must therefore agree to comply with the following standards.

1. I will encourage good sportsmanship by demonstrating positive support of all players, parents, coaches, fellow umpires and Board members at all times.
2. I will be polite and will show respect to coaches, umpires, players and parents at PWLL activities.
3. I will ensure that I am knowledgeable of the rules of each Division in which I officiate, and apply those rules equitably to all participants, teams and coaches.
4. I will not allow personal friendships and associations to influence my decisions during a contest.
5. I will refrain from the use of alcohol and will prohibit their use by coaches, parents and players at any PWLL activities.
6. I will refrain from smoking within 20 feet of the player bench, bleachers and the playing field.
7. I will remember that youth sports are an opportunity for children to learn and have fun.
8. I will place their safety above all else.
9. I will display patience and professionalism in the performance of my duties.
10. I will take all necessary precautions to protect the equipment and property of PWLL, will keep safe any keys or access codes provided to me, and will not provide them to anyone not authorized to have them. I will return all equipment, keys and codes when it is no longer necessary for me to have them.
11. I will comply with all PWLL policies and procedures as published in the PWLL Operations Manual.

**I fully understand and accept the preceding standards. My signature below is my acknowledgment of my complete agreement with each standard contained in this document.**

---

**Printed Name**

---

**Signature**

---

**Date**

## Responsibilities and Expectations – Board Members

The PWLL is dedicated to raising community standards in youth sports. In order to do so, we must hold ourselves accountable by staying abreast on current topics and trends in the recreation industry. Properly trained staff and officials are essential in maintaining a level of professionalism and credibility in youth sports.

### Prince William Lassie League Code of Conduct –Board of Directors

You are a member of the Board of Directors of the Prince William Lassie League (PWLL). Participation in sports programs is very valuable to the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem and fair play all contribute to the overall growth and maturation of young people. We are a community whose goals are to instill these values/qualities in all participants regardless of individual athletic ability or the final score of the game.

Members of the Board of Directors must act at all times with professionalism and in the best interests of the children involved by following the Board Member Code of Conduct, below. You must therefore agree to comply with the following Code of Conduct.

1. I will coordinate and administer programs for the children involved, not the adults.
2. I will ensure that I am knowledgeable in the area of youth sports.
3. I will do my best to provide a safe playing environment for all participants.
4. I will provide support for coaches, umpires, players and parents to provide a positive, enjoyable experience for all.
5. I will refrain from the use of alcohol and will prohibit its use by umpires, coaches, parents and players at any PWLL activities.
6. I will refrain from smoking within 20 feet of the player bench, bleachers, or the playing field.
7. I will require all coaches and umpires to be trained in the responsibilities of being an active participant within PWLL and that they uphold the Code of Conduct..
8. I will keep informed about current issues involving youth sports programs. I will be polite and will show respect to the fellow Board members, coaches, umpires, players and parents at all times.
9. I will make no unauthorized commitments or promises of any kind on behalf of or purporting to represent the PWLL.
10. I will put forth honest effort in the performance of my duties as a member of the PWLL Board of Directors.
11. I will not make use of my trusted position on the PWLL Board of Directors for private gain.
12. I will endeavor to avoid any actions that create the appearance that they violate the law, or the principles, standards and codes of conduct of the PWLL.
13. I will take all necessary precautions to protect the equipment and property of PWLL, will keep safe any keys or access codes provided to me, and will not provide them to anyone not authorized to have them. I will return all equipment, keys and codes when it is no longer necessary for me to have them.
14. I will comply with all PWLL policies and procedures as published in the PWLL Operations Manual.

**I fully understand and accept the preceding standards. My signature below is my acknowledgment of my complete agreement with each standard contained in this document.**

---

**Printed Name**

**Signature**

**Date**

## VII. Enforcement of the Codes of Conduct

### 7.1 General

The PWLL firmly believes that for the sports experience to be a positive, safe, and learning experience for our players, our Codes of Conduct must be honored and observed by all participants, including the players themselves, coaches, parents, umpires, and Board Members.

It is the duty of the PWLL to respond to allegations made against any coach, board member, parent, umpire or player that he or she has violated the applicable Code of Conduct. Below is the procedure for filing a complaint. The purpose of this procedure is to hear the concerns of those involved and to determine what, if any, action should be taken towards correcting the participant's behavior.

### 7.2 Who To Complain To

Anyone wishing to file a complaint regarding a parent, coach, umpire, player, Board Member, or other PWLL participant should contact the appropriate person, as listed below:

<b>Complainant</b>	<b>Complain To</b>
Player	Appropriate Division Director
Parent	Appropriate Division Director
Team Volunteer	Appropriate Division Director
Coach	Appropriate Division Director
Umpire	Director of Umpires
Board Member	President or Vice President

### 7.3 Contact the Board

Contact information for all members of the Board of Directors is found on our website at [www.pwll.org](http://www.pwll.org), under the League Info tab at [www.pwll.org](http://www.pwll.org), and in Section III of this manual.

### 7.4 What the PWLL Will Do in Response to a Complaint

It is the duty of the PWLL to respond to complaints in a timely fashion. This is an investigation of alleged actions, not a presumption of guilt.

When the PWLL receives a complaint, the Board will:

1. Gather information pertinent to the event under investigation from all involved. This may include coaches, spectators, umpires, parents and players.
2. The person about whom the complaint is filed will be contacted to set up a meeting to address the complaint. The meeting place and time will be agreed upon by the subject of the complaint and the appropriate Board member.
3. The Board members investigating the incident will report to the Board the nature of the complaint, the findings of the investigation and the recommended action.
4. The Board of Directors will consider the findings and recommendations, will determine the severity of the situation and will impose the appropriate disciplinary action.
5. A Board member, specified by the Board of Directors will notify all affected parties, and the disciplinary action, if taken, will be noted in the volunteer's file.

## **7.5 Disciplinary Action – Parent**

### **7.5.1 General**

In order to provide the Board with the flexibility to take appropriate action when a parent is found to have violated the Parents Code of Conduct, a range of possible actions exists.

### **7.5.2 Possible Disciplinary Actions**

Possible disciplinary actions for parents include (in no particular order):

1. Suspension from game in progress
2. Written or verbal warning
3. Probation
4. One game suspension (in addition to the game in progress)
5. Multiple game suspension
6. Season suspension
7. Indefinite suspension

These disciplinary actions are not a complete list. Extreme situations could merit harsher sanctions against the parent(s) including; but not limited to, arrest and prosecution.

## **7.6 Disciplinary Action – Umpire**

### **7.6.1 General**

In order to provide the Board with the flexibility to take appropriate action when an umpire is found to have violated the Umpire Code of Conduct, a range of possible actions exists.

### **7.6.2 Possible Disciplinary Actions**

Possible disciplinary actions for umpires include (in no particular order):

1. Suspension from game in progress. Pay may be pro-rated, based on the issue causing suspension.
2. Written or verbal warning
3. Probation
4. One game suspension (in addition to the game in progress)
5. Multiple game suspension
6. Season suspension
7. Indefinite suspension

These disciplinary actions are not a complete list. Extreme situations could merit harsher sanctions against the umpire including; but not limited to, arrest and prosecution.

## **7.7 Disciplinary Action – Player**

### **7.7.1 General**

In order to provide the Board with the flexibility to take appropriate action when a player is found to have violated the Player Code of Conduct, a range of possible actions exists.

### **7.7.2 Possible Disciplinary Actions**

Possible disciplinary actions for players include (in no particular order):

1. Suspension from game in progress

2. Written or verbal warning
3. Probation
4. One game suspension (in addition to the game in progress)
5. Multiple game suspension
6. Season suspension
7. Indefinite suspension

These disciplinary actions are not a complete list. Extreme situations could merit harsher sanctions against the player including; but not limited to, arrest and prosecution.

## **7.8 Disciplinary Action – Coach and Assistant Coach**

### **7.8.1 General**

In order to provide the Board with the flexibility to take appropriate action when a coach or assistant coach is found to have violated the Coaches' Code of Conduct, a range of possible actions has been developed.

### **7.8.2 Possible Disciplinary Actions**

Possible disciplinary actions for coaches include (in no particular order):

1. Suspension from game in progress
2. Written or verbal warning
3. Probation
4. One game suspension (in addition to the game in progress)
5. Multiple game suspensions
6. Season suspension
7. Indefinite suspension

These disciplinary actions are not a complete list. Extreme situations could merit harsher sanctions against the coach including; but not limited to, arrest and prosecution.

If the coach in violation is also a Board member, additional disciplinary actions may be taken as described in Section 7.11 Disciplinary Action – Board Member, below.

## **7.9 Disciplinary Action – Board Member**

### **7.9.1 General**

In order to provide the Board with the flexibility to take appropriate action when a Board Member is found to have violated the Board Member's Code of Conduct, a range of possible actions has been developed.

### **7.9.2 Possible Disciplinary Actions**

Possible disciplinary actions for coaches include (in no particular order):

1. Written or verbal warning
2. Probation
3. Suspension for the remainder of the current season from Board duties and responsibilities.
4. Indefinite suspension from Board duties and responsibilities.

These disciplinary actions are not a complete list. Extreme situations could merit harsher sanctions against the Board Member including; but not limited to, arrest and prosecution.

## **7.10 Definition of Possible Disciplinary Actions**



#### **7.10.1 Verbal Warning**

The PWLL will verbally discuss undesirable conduct with the individual. This discussion will outline the expectations of the Board and reinforce to the individual that conduct detrimental to the program will not be tolerated and could result in further disciplinary action. A verbal warning will be documented and filed with the PWLL body of records.

#### **7.10.2 Written Warning**

The PWLL will send a formal letter of reprimand to the individual stating that the undesirable conduct will not be tolerated and the next offense will lead to probation, game or season suspension. A copy of the written warning will be filed with the PWLL body of records.

#### **7.10.3 One or Multiple Game Suspension**

The PWLL will suspend the individual for one or more games. Suspended individuals will be banned from PWLL sponsored activities, games or season for the period of their suspension other than in their capacity as the parent of a player. The suspension will be documented and filed with the PWLL body of records.

#### **7.10.4 Season Suspension**

The PWLL will suspend the individual for the remainder of the current season. Suspended individuals will be banned from PWLL sponsored activities, games or season for the period of their suspension other than in their capacity as the parent of a player. The suspension will be document and filed with the PWLL body of records. Board members thus suspended may be nominated to return to the Board the following year.

#### **7.10.5 Indefinite Suspension**

The PWLL will suspend individual for an indefinite period of time. Suspended individuals will be banned from PWLL sponsored activities, games or season for the period of their suspension other than in their capacity as the parent of a player. After one calendar year from the date of suspension, the individual may make a formal request to the Board to be reinstated into the PWLL. The individual will then meet with the Board so the Board can determine whether he or she is capable of behaving within the spirit and letter of the PWLL's bylaws and policies. The suspension will be documented and filed with the PWLL body of records.

#### **7.10.6 Probation**

The probation period will last one calendar year from the date an individual is put on probation. If during that time period, the individual demonstrates any conduct that violates the appropriate PWLL Code of Conduct, the individual will be suspended for the season or indefinitely. The probation will be documented and filed with the PWLL body of records.

### **7.11 Factors Considered In All Disciplinary Actions**

When reviewing any complaint and deciding what action is most appropriate in a given situation, the Board must take into consideration a variety of circumstances including, but not limited to, the following factors (in no particular order):

- Input received from the Division Director.
- Number of offenses on file
- Remorse or lack thereof
- Apparent desire to reform or lack thereof
- Other quality attributes
- Child endangerment
- Violation of the law
- Prior complaints/review action
- Blatant disregard for the rules
- Extraordinarily poor judgment

## **VIII. PWLL Athletic Facilities & Field Usage Policy**

## **8.1 Introduction**

This policy applies to all athletic facilities included on the permit granted to PWLL by the Prince William County Parks and Recreation Department.

All athletic facilities in Prince William County are maintained by the Prince William County Parks & Recreation Department. These facilities are maintained for Prince William County residents.

## **8.2 Purpose**

The purpose of this policy is to provide guidance to allow management of PWLL assigned athletic fields in a manner to assure equitable distribution and maximal use of County facilities by the PWLL.

This will be accomplished by means of the following:

1. Outline available fields and dates of usage.
2. Define rules and regulations regarding use.
3. Outline facility-scheduling procedures and policies.
4. Manage the limited number of County athletic fields in a fair and equitable manner.

## **8.3 Responsibility**

It is the responsibility of the PWLL Director of Umpires, with input and assistance from each Division Director, to schedule sports practices, games and tournaments for all playing fields.

## **8.4 Facility Use Rules and Regulations**

### **8.4.1 Permit**

The PWLL is granted a permit listing the dates and times for all fields that have been allotted to the League by the Prince William County Parks and Recreation Department. This permit must be carried by the coaches, or in their absence, the assistant coaches, of all teams using the fields at all times.

### **8.4.2 Inclement Weather Notices**

In case of inclement weather, decisions on field status will be made by the Prince William County Parks and Recreation Department by 3:00 pm each weekday, and by 7:00 am on Saturdays. An updated status may be posted at noon on Saturdays. The PWLL will post the status each day as soon as possible following the County's announcement on our home page at [www.pwll.org](http://www.pwll.org).

### **8.4.3 Post-Game Field Conditions**

Teams must leave their fields in a clean, neat condition.

### **8.4.4 Private Vehicle Usage**

Private vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways, or in emergency zones. Only parking lots may be used for loading and/or unloading.

Vehicle access beyond all lockable gates is restricted to Prince William County maintenance personnel only.

### **8.4.5 Alcoholic Beverages**

Selling, opening, or possessing alcoholic beverages in any open container, or consuming any alcoholic beverage at a County sports location or in any County park is prohibited.

### **8.4.6 Hours of Operation**

Park and field hours are from 7:00 a.m. until dusk daily. Exceptions to the closing time will be made when the PWLL is using the lights for a night game, in which case the park and field will be open until 9:30 p.m.

### **8.4.8 Personal Property**

The PWLL is not responsible for damage or loss incurred by anyone using the park and fields.

## 8.5 Lightning Policy

Anytime lightning is visible,  
all players, coaches, fans and umpires should  
***Take Shelter Immediately!***

### 8.5.1 Notification

All umpires present at the park should be informed that the danger of lightning is present and they should stop their games, clear their fields, and seek shelter immediately.

The Umpire should instruct all players, coaches and spectators that danger is present and they should seek shelter immediately.

### 8.5.2 Shelter

**Safe places for shelter include** fully enclosed vehicles with windows up, and enclosed buildings.

**If adequate shelter is not available**, an individual should lay down, close to the ground.

**Unsafe shelter areas include**, all metallic objects like flag poles, fences, high mast light poles, metal bleachers, metal equipment boxes, etc. Individuals should also avoid water, open fields, or using the telephone.

### 8.5.3 How to Tell if You're Near Lightning

If you feel your hair standing on end or hear "crackling noises" you are in lightning's electric field. Immediately remove metal objects (including baseball cap), place your feet together, duck your head and crouch down with hands on knees.

### 8.5.4 If Anyone is Struck by Lightning

1. **CALL 911 IMMEDIATELY.**
2. People who have been struck by lightning do not carry an electrical charge and are okay to touch.
3. Apply CPR immediately if you are qualified to do so.

### 8.5.5 How Long Should You Wait?

Wait at least 30 minutes after the last lightning flash before resuming activities

### 8.5.6 When is it Safe to Continue?

The Umpire will instruct all players, coaches and spectators when the danger is past and that play can resume.

## IX. Emergency Procedures

In the event of an emergency or accident, the following steps should be taken:

1. A coach, umpire and/or adult at the field should assess the situation. Do not panic.
2. Administer first aid only if you are qualified to do so.
3. Have an adult stay with the injured person at all times.
4. If emergency assistance is needed, CALL 911. Provide the dispatcher with the following information:
  - Your name.
  - The exact location of the accident, injured person or incident.
  - The victim's condition.
  - The nature of the injury or incident and circumstances surrounding the emergency.
  - Stay on the line until instructed to hang up.
  - Return to the injury scene in case you are needed for other assistance.
  - Meet the emergency vehicle.
  - Provide the victim's medical information to the first responders.
5. Remember, at no time should you offer a diagnosis or express personal opinion as to the extent of the injury.
6. The Prince William County Parks and Recreation policy requires that serious injuries be reported to them within 24 hours. Examples of serious injuries include those that involve the following:
  - Loss of consciousness
  - Rescue squad is called
  - Parent or Guardian takes injured party for medical treatment
  - Person is unable to continue in the game/practice
  - Broken bone known or suspected
  - Administration of CPR, rescue breathing, first aid
  - Person falls off the bleachers
7. All injuries must be reported to the appropriate Division Director within 24 hours. Contact information for each Division Director is listed at the top of Prince William Lassie League Injury and Incident Report Form on the next page.
8. Any injury or incident that falls in these categories must be reported to the Park Ranger immediately by calling 703-792-6500. The Ranger will meet you at the field and take a report. The Park Ranger will request the information on the of Prince William Lassie League Injury and Incident Report Form on the next page.

# Prince William Lassie League Injury and Incident Report Form

Instructional Division Director: Kimberly Pond - 571-574-0300

Pigtail Division Director: Patrick Ware – 571-393-3938

Junior Division Director: Marcus Moyer – 850-313-0495

Senior Division Director: Mike Holmes – 571-242-4190

Name of Injured: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Name of Parent or Guardian: \_\_\_\_\_

Phone Number of Parent or Guardian): \_\_\_\_\_

Was the Parent/Guardian Notified: \_\_\_\_\_

Part of Body Injured: \_\_\_\_\_

Detailed Description of Injury: \_\_\_\_\_

\_\_\_\_\_

How Did Patron Get Injured? \_\_\_\_\_

Did the Patron Resume the Activity After the Injury? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Did the Patron Re-Injure or Aggravate a Previous Wound or Condition? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Was First Aid Administered? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Administered By: \_\_\_\_\_

Describe First Aid Treatment: \_\_\_\_\_

Was Rescue Breathing Administered? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Administered by whom: \_\_\_\_\_

Was CPR Administered? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Administered by whom: \_\_\_\_\_

Was the Rescue Squad Called? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Was the Injured Transported to Hospital? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Hospital Name: \_\_\_\_\_

Transported By Whom: \_\_\_\_\_

Did Injured Refuse Any Treatment? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

## **X. Concussion and Head Injuries**

### **10.1 Purpose**

The following policy and procedures are being implemented by the PWLL with the intent to reduce the potentially serious health risks associated with sports related concussions and head injuries.

### **10.2 Policy**

All PWLL coaches, umpires, and Board members must complete annual concussion training to recognize the signs, symptoms and behaviors consistent with sports induced concussions and be familiar with the County's requirement that participants, under the age of 18, suspected of a concussion or head injury must be removed from the activity, must seek medical attention and then must follow the proper procedures for returning to play.

### **10.3 Definition**

A concussion is a type of traumatic brain injury that is caused by a blow to the head or body that jars or shakes the brain inside the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

<b>SIGNS OBSERVED BY OTHERS</b>	<b>SYMPTOMS REPORTED BY ATHLETE</b>
<ul style="list-style-type: none"><li>• Appears dazed or stunned</li><li>• Is confused about assignment</li><li>• Forgets plays</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily</li><li>• Answers questions slowly</li><li>• Loses consciousness</li><li>• Shows behavior or personality changes</li><li>• Cannot recall events prior to hit</li><li>• Cannot recall events after hit</li></ul>	<ul style="list-style-type: none"><li>• Headache</li><li>• Nausea</li><li>• Balance problems or dizziness</li><li>• Double or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish</li><li>• Feeling foggy or groggy</li><li>• Concentration or memory problems</li><li>• Confusion</li></ul>

## **10.4 Procedure**

### **10.4.1 Concussion Training**

Coaches, assistant coaches, umpires and Board members are required view the “Heads Up: Concussion in Youth Sports” online course from the Center for Disease Control. This online course can be found at

<http://www.cdc.gov/headsup/youthsports/index.html>

### **10.4.2 Suspected Concussion Procedures**

**10.4.2.1** Any participant exhibiting the signs, symptoms or behaviors associated with a concussion or head injury must be immediately removed from the activity and may not again participate in any activity until cleared by an appropriate health care professional. REMEMBER WHEN IN DOUBT SIT THEM OUT!

**10.4.2.2** The injured participant may not return to practice or competition the same day that the sign, symptom or behavior associated with a concussion or head injury was observed.

**10.4.2.3** The injured participant’s parent or guardian should be immediately notified of the suspected concussion or head injury so that they can be evaluated by an appropriate health-care professional.

**10.4.2.4** An accident/injury report form must be completed and submitted to the Prince William County Parks and Recreation Department within 24 hours or on the next business day following the incident. Contact the League Secretary at [secretary@pwill.org](mailto:secretary@pwill.org) to obtain the forms and coordinate sending it to the County.

### **10.4.3 Medical Clearance**

The parent or guardian of a participant who is suspected of a concussion or head injury must submit written medical clearance from an appropriate health-care professional to their Coach prior to returning to any activity.

The Coach will provide a copy of the clearance to their Division Director.

Players will not be allowed to participate until this document is produced.

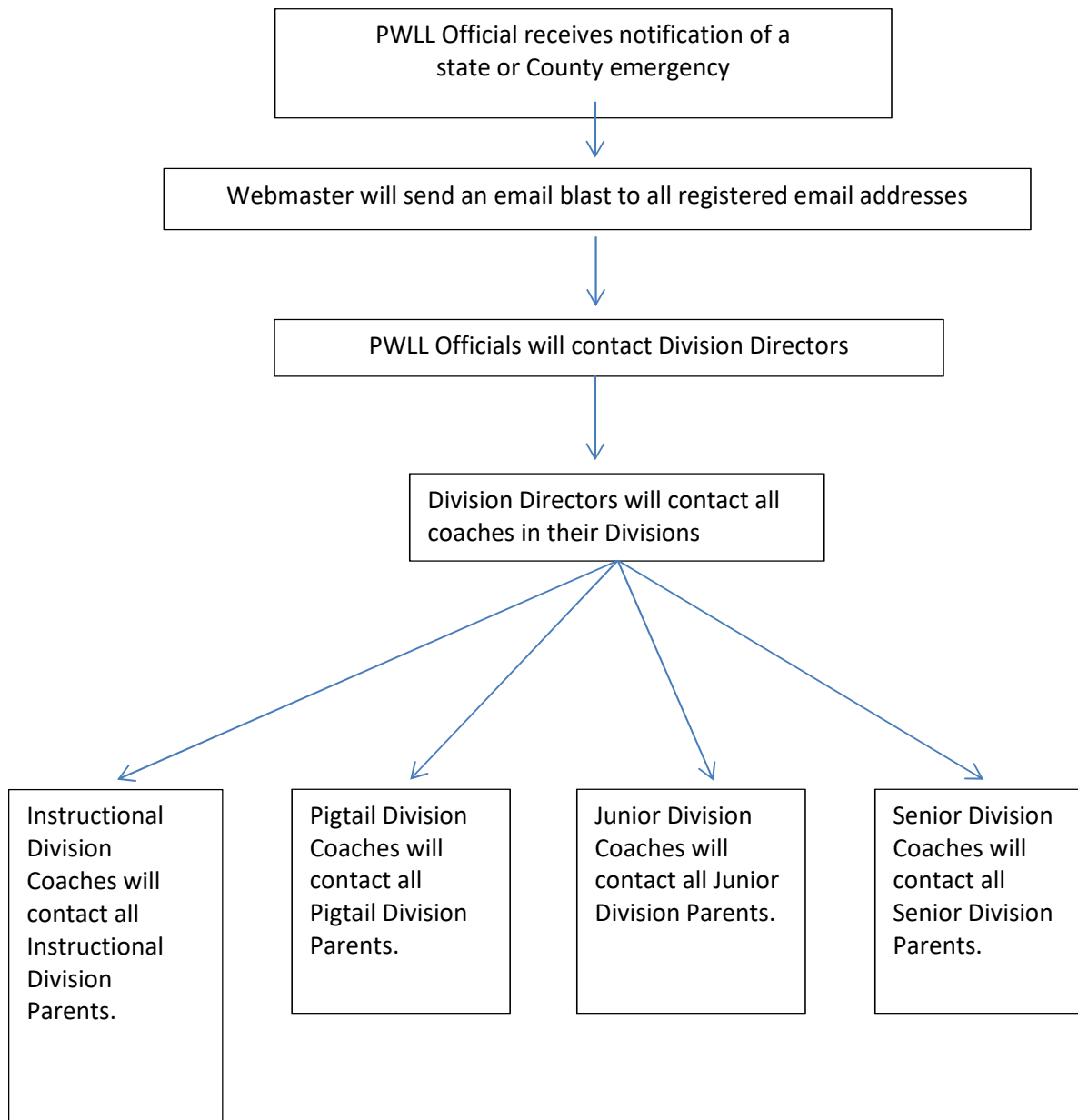
## **10.5 Currency**

All coaches, assistant coaches, umpires and Board members must have their “Heads Up: Concussion in Youth Sports” online course from the Center for Disease Control, or equivalent training, completed and proof of completion (e.g. training certificate) provided to the Secretary by the draft.

## XI. County or State Emergency Announcements

### PWLL Emergency Communication Plan

In the event that the League is notified of an emergency by the State or County, the following sequence of actions will be followed:





# Appendix 1 Parents' and Coaches' Information

## Parents' Meeting

### Why?

1. Affirms the goals and objectives of the coach and league.
2. Allows the coach the opportunity to find those parents interested in helping out with the team (i.e. beverages, assistant coaches, phone chain, end of season party planning, etc.)
3. Creates opportunity for coach to share his/her ideas on coaching, and participating from the beginning (i.e. responsibilities of the players, sportsmanship, practices, etc.)
4. Chance for the coach to review the rules for the game with parents.
5. Creates an open line of communication for parents.

### When?

Plan on having your parent meeting at the League's Meet Your Team Day. Details about this day, and sign up instructions will be provided in your Coach's package.

### What?

Distribute or review the following:

1. Coach's phone number and email address.
2. League playing rules.
3. Roster – for phone chain
4. Sign-up sheet for such duties as: beverages, party planners, team moms, phone chain start, etc.
5. Players health issues that might affect his/her participation.
6. Game cancellation number and procedure.

**Remember, coaches and parents must work together to make youth sports fun and enjoyable for the children who wish to participate.**

## Working with Parents

Coaching a youth league team is exciting and rewarding. From time to time, you may experience difficulty with parents. Some may want their children to play more or they might question. Know what your objectives are and do what you believe to be of most value to the team, not the parents.

- Know what your objectives are and do what you believe to be of most value to the team, not the parents.
- Encourage parental involvement. Always listen to their ideas and feelings. Remember, they are interested and concerned because it is their children who are involved.
- Express appreciation for their interest and concern. This will make them more open and at ease with you.
- No coach can please everyone. Don't try.
- Most important, be fair. If you treat all players as equals, you will gain their respect.
- Resist unfair pressure. You are the coach and it's your responsibility to make the final decisions.
- Don't blame the players for their parents' actions. Try to maintain a fair attitude.
- Make certain all parents know your ground rules. Have your rules, regulations, philosophy, practice dates and times, etc., printed and distributed to all parents. Have a Parent Meeting.
- Be consistent! If you change a rule or philosophy during the season, you may be in trouble. If you do change something, make sure the parents are informed as soon as possible.
- Handle any confrontation one-on-one and not in a crowd of people. Don't be defensive. Don't argue with parents. Listen to their views, remain calm and be courteous.
- Don't discuss individual players with other parents. The grapevine will hang you every time.
- Ask parents not to criticize their children during a practice or game. Don't let your players be humiliated, even by their own parents. Explain that you as the coach must be given complete control of your team when they are on your "turf".
- Make your parents aware that umpires, coaches and other league officials as volunteers should not be subject to public criticism.

Always remember that you will be dealing with children and parents with different backgrounds and ideals. One of your main challenges is to deal with these differences in a positive manner so it will be an exciting and enjoyable experience for all.

## Appendix 2 PWLL Position Descriptions

### Coach

<b>Title</b>	Coach
<b>Purpose</b>	Provide instruction, leadership and supervision to girls ages 5-18 in playing slow pitch softball.
<b>Duties</b>	Plan, organize and supervise practice sessions; assist League with planning, organizing, distributing and collecting uniforms and equipment; organize and supervise game situations; communicate with parents information regarding their child's athletic experience and behavior; work closely with PWLL board members to ensure all division and sport specific rules and policies are followed; performs related tasks as required.
<b>Qualifications</b>	Ability to work well with children of various ages; basic knowledge of USA Softball slowpitch softball; willingness to learn and follow division rules and guidelines; prior coaching experience helpful but not required; must pass a background check.
<b>Time Commitment</b>	6-10 hours per week depending on practice and game schedules; as a general rule, practices are held Monday – Saturday; 2-3 games per week; 3 games in one week is rare but possible.
<b>Supervision</b>	Division Director

## Division Director

<b>Title</b>	Division Director
<b>Purpose</b>	Provide leadership and supervision to coaches in the Division.
<b>Duties</b>	Ensure that all coaches abide by USA Softball and PWLL-specific rules and regulations; recruit coaches; plan, organize and supervise the drafting of children onto teams; plan, distribute game and practice times and locations to each of the Division's teams; resolve schedule conflicts; oversee ordering uniforms and equipment; attend monthly Board meetings; work with PWLL Secretary and coaches to organize and schedule team pictures for each team; work with PWLL's Director of Umpires to ensure that each coach and assistant coach has been subject to and passed a background check, and are certified under the USA Softball's ACE program; pass all required concussion training; field questions, concerns, praise and complaints from PWLL parents and players; disseminate league communications to coaches; serve as point of escalation for any division-related issues during the season; serve as coaches' point of contact for matters that require Board attention; track divisional scores and standings throughout the season; performs related tasks as required.
<b>Qualifications</b>	Ability to work well with other adults; ability to work well with children of various ages; knowledge of computer software (e.g. Microsoft Excel and Word); have an active email address; advanced knowledge of USA Softball and PWLL-specific softball rules and regulations; prior coordinating or coaching experience helpful but not required; must pass a background check.
<b>Time Commitment</b>	10-20 hours per week depending on number of teams during the season, and monthly PWLL Board meetings year round.

## Equipment Director

<b>Title</b>	Equipment Director
<b>Purpose</b>	Manage and maintain the equipment used by the PWLL.
<b>Duties</b>	Maintain up-to-date inventory of all equipment owned or used by the PWLL. Facilitate the distribution of equipment to the League's coaches. Responsible for field set up and tear down at the start of and end of the season. Keep the Board informed of ongoing equipment and materiel needs. Prepare and execute orders for new equipment and materiel as directed by the Board.
<b>Qualifications</b>	Ability to maintain equipment inventory; knowledge of current and potential vendor product pricing and availability; have an active email address; must pass an annual background check.
<b>Time Commitment</b>	1 - 4 hours per week during season. 1 hour or less per week during the off season.

## Parliamentarian

<b>Title</b>	Parliamentarian
<b>Purpose</b>	Provide leadership and supervision to coaches in the Division.
<b>Duties</b>	The Parliamentarian is responsible for ensuring all PWLL meetings are held in a proper and orderly manner in accordance with the current edition Robert's Rules of Order. He or she shall attend all PWLL meetings when possible, enforcing compliance when necessary by bringing points of order, ruling on procedural issues, identifying points that are out of order and other methods as prescribed by Robert's Rules of Order.
<b>Qualifications</b>	Ability to work well with the PWLL Board of Directors; familiarity with the current edition of Robert's Rules of Order; reliability in attending PWLL Board meetings; ability to frame business and other items in Robert's Rules-compliant manner; must pass a background check.
<b>Time Commitment</b>	1 – 2 hours per month, depending on cumulative meeting lengths and any required research in preparation for meetings.

## President

<b>Title</b>	President
<b>Purpose</b>	Provide leadership and supervision to coaches, Division Directors, and board members.
<b>Duties</b>	Ensure that all volunteers abide by League and County rules and regulations; recruit Board members; assist Division Directors with planning, organizing and supervising the drafting of children onto teams; work with the Director of Umpires to ensure that each coach and assistant coach has been subject to and passed a background check, and certified with A.C.E.; field questions, concerns, praise and complaints from PWLL parents and players; preside over monthly meetings; perform other tasks as required.
<b>Qualifications</b>	Ability to work well with other adults; ability to work well with children of various ages; knowledge of computer software (e.g. Microsoft Excel and Word); have an active email address; advanced knowledge of PWLL management, and USA Softball rules and regulations; prior board member experience required; must pass a background check.
<b>Time Commitment</b>	10-20 hours per week depending on number of teams during the season, and monthly PWLL Board meetings year round.

## Publicity Director

3/8/2023

<b>Title</b>	Publicity Director
<b>Purpose</b>	Provide information to all PWLL families, spectators and general public via Social Media and Online presence.
<b>Duties</b>	Keep all updated with what is going on with the league, the seasons being played, registration dates, fundraiser information, sponsorship updates, league needs (coaches, umpires)
<b>Qualifications</b>	Knowledge of Social Media platforms, active PWLL email address, having all information to provide at any given moment.
<b>Time Commitment</b>	20-30 hours per month depending on number of teams in the divisions during each season, sponsorship information, registration information, and monthly PWLL Board Meetings year round.



## Registrar

<b>Title</b>	Registrar
<b>Purpose</b>	Manage the PWLL online registration system and website, and manage the registration of the PWLL's players.
<b>Duties</b>	As specified by the bylaws: The Registrar is responsible for maintaining records of all players registered in the PWLL, disseminating player information to Division Directors, and maintaining the PWLL online registration system and web site, including Board interaction with and communications via. He or she is also responsible for providing data for annual mailings to the Secretary regarding current and previously registered players in a timely manner to allow distribution of league flyers, etc. and for providing final team rosters to the County Park Authority as and when required by the County.
<b>Qualifications</b>	Ability to work well with other adults including PWLL adult staff and parents; knowledge of standard office software (e.g. MS Office); have an active email address and reliable internet connection; advanced knowledge the PWLL online registration system; must pass an annual background check.
<b>Time Commitment</b>	Minimum of 10 hours per month, depending on the amount of online activity during any given month..

## Secretary

<b>Title</b>	Secretary
<b>Purpose</b>	Maintain records of the PWLL Board of Directors at a minimum, as required by the Code of Virginia.
<b>Duties</b>	As specified by the bylaws: The Secretary shall keep an accurate record of all activities at all meetings and shall handle all official correspondence under direction of the President. He or she shall maintain minutes of all Board meetings in permanent form and make them available to any member of the Board of Directors when requested. He or she will preside in the absence of the President and Vice President at all events and PWLL meetings, to include meetings of the Board of Directors.
<b>Qualifications</b>	Ability to take accurate notes; communicate well with the rest of the Board and others as required; write and maintain clear and accurate records; draft and publish clear and accurate correspondence; have an active email address; familiarity with standard office software (e.g. MS Office products); must pass an annual background check.
<b>Time Commitment</b>	Minimum of 5 hours per month, depending on the amount of writing required.

## **Appendix 3 Frequently Asked Questions (FAQs)**

### **1. What if the program is full or you have missed the registration deadline?**

You are encouraged to register early because participation in the PWLL is on a first come, first served basis. Those wishing to register after the registration deadline will be placed on a team if there is room available. If there is no room, their name will be placed on a waiting list and added at a later date if possible.

### **2. What do you have to do to become a youth coach?**

Our coaches are volunteers and a valuable part of our organization. Our Division Directors are responsible for the recruitment and assignment of coaches for all age groups. All coaches must pass a background check and be certified by USA Softball's ACE program before being allowed to coach. For more information please contact the appropriate Division Director. Contact information is available on our website at [www.pwll.org](http://www.pwll.org), under the League Info tab. If you are unsure as to which Division Director to contact, any Board member may provide assistance.

### **3. How do I know if the games have been called off due to inclement weather?**

If games or practices are cancelled, an announcement will be posted on our web page at [pwll.org](http://pwll.org). You should also be notified by your coach. You can also go to [www.pwll.org](http://www.pwll.org) – the current field status is displayed in the upper right corner of the web page.

### **4. How do I express a concern about a coach, umpire, parent or board member?**

Please contact your Division Director, or any board member. Contact information is available on our website at [www.pwll.org](http://www.pwll.org), under the League Info tab.

### **5. How do I sign my child up to play in the PWLL?**

You may register online ([www.pwll.org](http://www.pwll.org)), in person during walk-in registration, and by mail at P O Box 1706, Woodbridge, VA 22195.

### **6. I need directions to a field, how do I get there?**

Directions to all of our fields are listed on our website ([www.pwll.org](http://www.pwll.org)) under the League Info tab.

### **7. How do I get general information?**

For answers to most questions, you can call our registrar at 703-878-1225. You may also go to our website at [www.pwll.org](http://www.pwll.org).

# Appendix 4 Bylaws

## Prince William Lassie League, Inc.

### BYLAWS

#### **ARTICLE I – ORGANIZATION**

**Section 1.** Name of Organization. The name of the organization governed by these Bylaws is The Prince William Lassie League, Inc. (hereinafter “PWLL” or “the League”).

**Section 2.** Address. The PWLL’s principle address is PO Box 1706, Woodbridge, VA 22195.

**Section 3.** Objectives. The PWLL has not been formed for the making of any profit, or personal financial gain. The assets and income of the organization shall not be distributable to, or benefit the Directors, Officers, and/or Members of the PWLL, as as defined by these Bylaws.

**Section 4.** League Structure. The PWLL shall consist of up to five divisions. The Divisions shall consist of a maximum of teams with a maximum number of girls per team as defined by the PWLL Operations Manual. Division age alignments shall be in accordance with those used by USA Softball.

#### **ARTICLE II – BOARD OF DIRECTORS**

**Section 1.** Director Requirements. The PWLL shall be managed by a Board of Directors. Each director shall be at least eighteen (18) years of age and shall be a member or associate member of the PWLL during his or her Directorship.

**Section 2.** Number of Directors. The Board of Directors shall consist of fifteen (15) members. The number of Directors may be changed from time to time by amending these Bylaws, but said number shall never fall below three (3) persons. No decrease shall shorten the term of any director then in office. All members of the Board of Directors are Directors.

**Section 3.** Election of Directors

- a) The current PWLL Board of Directors shall elect Directors to the PWLL Board of Directors in accordance with the PWLL Operations Manual.
- b) All Directors may be re-elected at the end of their term of office.
- c) The election committee shall maintain election ballots for 30 days following the installation of any newly elected Director(s) or until 30 days pass following the resolution of any election protests.
- d) Each Director shall hold office until the expiration of the term for which he or she was elected, and until his or her successor has been duly elected and qualified, or until his or her prior resignation or removal as hereinafter provided.
- e) Directors’ terms will commence at the start of the next board meeting following their election and shall be approximately one year in length, ending at the start of the seating of new Directors at the next board meeting following the next election.
- f) All candidates nominated for election to the Board of Directors, prior to their being seated on the Board, must agree to undergo a background check, as specified in the PWLL Operations Manual.

**Section 4.** Removal of Directors.

- a) The Board of Directors may remove any member thereof for cause only, by a two-thirds vote of the Board of Directors then in office at any meeting of the Board of Directors for which there is a quorum, meeting in open session.
- b) A Director may resign at any time by giving written or electronic (email) notice to the Board of Directors.

- c) Unless otherwise specified in the notice, the resignation shall take place upon receipt thereof by a member of the Board of Directors or upon the postmark date of the resignation, if mailed.
- d) Acceptance of such resignation by the Board of Directors shall not be necessary to make it effective.

#### **Section 5. Newly Created Directorships.**

- a) Newly-created vacancies in the Board of Directors may be filled by a majority vote of the Board of Directors then in office at any meeting of the Board of Directors for which there is a quorum, meeting in open session.
- b) A Director elected to fill a vacancy caused by resignation, death, or removal shall be elected to hold office for the unexpired term of his or her predecessor.

#### **Section 6. Voting.**

- a) Each member of the Board of Directors shall be entitled to one vote on each matter submitted to a vote before a duly called and organized meeting of the PWLL Board of Directors.
- b) Only members of the Board of Directors vote.
- c) A simple majority of Directors attending a meeting at which a quorum is present shall constitute a majority to take formal action unless otherwise specified in these bylaws.

#### **Section 7. Committees.**

- a) The Board of Directors may designate from their number, an executive committee and other standing committees.
- b) Such committees shall have such authority as the Board of Directors may delegate, except to the extent prohibited by law. In addition, the Board of Directors may establish special committees for any lawful purpose, which may have such powers as the Board of Directors may lawfully designate.
- c) Election Committee: The Election Committee shall be appointed and convened by the PWLL President. The purpose of the Election Committee is to manage the election of PWLL Directors.
- d) Protest Committee: The Protest Committee shall consist of the President, Vice President, Director of Umpires, Liaison Officer and Division Directors other than the Division Director from the division the protest originates. The Director of Umpires will preside over the Protest Committee. In the event the Director of Umpires is not present, then the President, followed by the Liaison Officer, will preside over the Protest Committee. The committee shall be responsible for resolving all protests submitted in writing as covered in the PWLL Operations Manual. Each member of the Protest Committee has one vote on the committee and protests will be resolved by a simple majority. In the event any Board member is also serving as a Coach of a team in the Division the protest originates, he/she shall be disqualified from any protest decision concerning that Division. In the event that not all the Protest Committee members are present, a minimum of three members present are required to adjudicate any protest. Also, one of the three members present must be either the Director of Umpires, President, or Liaison Officer to preside over the committee.

### **ARTICLE III – OFFICERS**

**Section 1.** The Board of Directors may elect or appoint Officers to manage the daily operations of the PWLL. At a minimum, the Offices of President, Secretary and Treasurer must be filled. Other offices may, including but not limited to those listed in Section 4 of this Article, be filled or left vacant, depending upon the ongoing needs of the PWLL.

#### **Section 2. Election and Appointment of Officers.**

- a) Usually officers are elected by the Board at the meeting at which Directors are seated on the Board of Directors.
- b) When Offices become vacant during the course of a season the Board may elect individuals to fill the vacancies by majority vote at any Board meeting.
- c) The President or Acting President may fill such a vacancy by appointment between Board meetings. Such appointments must be confirmed by the Board at their next meeting in order for the new Officer to remain in that position.

**Section 3.** The term of office for all Officers of the PWLL shall be from the start of the meeting at which they are elected or appointed until the start of the meeting at which Directors are seated on the Board of Directors.

**Section 4.** Any two or more Offices may be held by the same person except for: the offices of the President and Secretary may not be held by the same person; and the Director of Umpires may not be a Divisional Director.

**Section 5:** Semantics. By tradition, most of the PWLL Officers are called Directors i.e. Director of Equipment, Director of Umpires, Divisional Directors, etc. NONE of the Directors described below are *necessarily* members of the Board of Directors, except as explicitly stated below, though some or all *may* be.

**Section 6.** The principle PWLL Officers are:

- a) President. The President shall be responsible for directing the affairs of the PWLL so as to further its purpose and objectives and to ensure that PWLL activities comply with the PWLL Articles of Incorporation and Bylaws. He or she shall preside at all regular and special meetings of the PWLL and at the meetings of the Board of Directors. He or she shall establish temporary and permanent committees as needed to conduct PWLL business and will act as liaison with the Prince William County Park Authority to include securing permission for use of fields necessary for PWLL play and practice.
- b) Vice President. The Vice President shall assist the President in furthering the purpose and objectives of the PWLL. He or she will preside in the absence of the President at all events and PWLL meetings, to include meetings of the Board of Directors.
- c) Director of Equipment. The Director of Equipment shall be responsible for procurement and distribution of League equipment. He or she is accountable for equipment of the League and shall maintain a record of custody of all permanent and expendable property. The Director of Equipment shall also be responsible for ordering equipment required for the operation of the PWLL
- d) Director of Umpires. The Director of Umpires shall be responsible for obtaining qualified people, either through a training and mentoring program, or by observance of their skills, to serve as official umpires at games scheduled in divisions of the PWLL. He or she shall prepare the initial regular season and tournament game schedules and provide them to the Division Directors. He or she shall assign umpires for all scheduled regular season, tournament and makeup games for each division, with the exception of the Instructional Division. In the absence of any of the scheduled umpires, He or she shall provide a substitute umpire of equal competence.
- e) Division Directorships
  - 1) There will be a maximum of five (5) Division Directorships as follows:
    - i) Director of the Instructional Division. The Director of the Instructional Division shall be responsible for directing the affairs of that Division. He or she shall disseminate items of interest to the coaches at regular or special meetings and shall preside at all Division meetings. He or she shall maintain the regular season and tournament game schedules initially provided by the Director of Umpires. He or she is responsible for being generally aware of the attitudes and feelings of the people in the Division on matters pertaining to the function of the League as expressed in the Articles of Incorporation and Bylaws. These feelings and attitudes shall be conveyed to the Board of Directors at regular intervals, or whenever the Director feels a problem may develop within the Division. He or she is a member of the Protest Committee and is entitled to one vote on a protest decision unless excluded by Article II, Section 6d.
    - ii) Director of the Pigtail Division. The Director of the Pigtail Division shall be responsible for directing the affairs of that Division. He or she shall disseminate items of interest to the coaches at regular or special meetings and shall preside at all Division meetings. He or she shall maintain the regular season and tournament game schedules initially provided by the Director of Umpires. He or she is responsible for being generally aware of the attitudes and feelings of the people in the Division on matters pertaining to the function of the League as expressed in the Articles of Incorporation and By-laws. These feelings and attitudes shall be conveyed to the President at regular intervals, or whenever the Director feels a problem may develop within the Division. He or she is a member of the Protest Committee and is entitled to one vote on a protest decision unless excluded by Article II, Section 6d.

- iii) Director of the Ponytail Division. The Director of the Ponytail Division shall be responsible for directing the affairs of that Division. He or she shall disseminate items of interest to the coaches at regular or special meetings and shall preside at all Division meetings. He or she shall maintain the regular season and tournament game schedules initially provided by the Director of Umpires. He or she is responsible for being generally aware of the attitudes and feelings of the people in the Division on matters pertaining to the function of the League as expressed in the Articles of Incorporation and Bylaws. These feelings and attitudes shall be conveyed to the President at regular intervals, or whenever the Director feels a problem may develop within the Division. He or she is a member of the Protest Committee and is entitled to one vote on a protest decision unless excluded by Article II, Section 6d.
  - iv) Director of the Junior Division. The Director of the Junior Division shall be responsible for directing the affairs of that Division. He or she shall disseminate items of interest to the coaches at regular or special meetings and shall preside at all Division meetings. He or she shall maintain the regular season and tournament game schedules initially provided by the Director of Umpires. He or she is responsible for being generally aware of the attitudes and feelings of the people in the Division on matters pertaining to the function of the League as expressed in the Articles of Incorporation and Bylaws. These feelings and attitudes shall be conveyed to the President at regular intervals, or whenever the Director feels a problem may develop within the Division. He or she is a member of the Protest Committee and is entitled to one vote on a protest decision unless excluded by Article II, Section 6d.
  - v) Director of the Senior Division. The Director of the Senior Division shall be responsible for directing the affairs of that Division. He or she shall disseminate items of interest to the coaches at regular or special meetings and shall preside at all Division meetings. He or she shall maintain the regular season and tournament game schedules initially provided by the Director of Umpires. He or she is responsible for being generally aware of the attitudes and feelings of the people in the Division on matters pertaining to the function of the League as expressed in the Articles of Incorporation and Bylaws. These feelings and attitudes shall be conveyed to the President at regular intervals, or whenever the Director feels a problem may develop within the Division. He or she is a member of the Protest Committee and is entitled to one vote on a protest decision unless excluded by Article II, Section 6d. The Director of the Senior Division shall be responsible for the administration of scholarships offered by the PWLL.
- 2) There may be less than five Division Directorships if there are less than five Divisions.
  - 3) No Division Director may coach a team in a Division he or she directs.
- f) Treasurer. The Treasurer shall receive, be the custodian of, and disburse all funds pertaining to normal operation of the PWLL. He or she will provide to the Board a draft budget no later than the November Board meeting prior to the start of the upcoming season and a final budget no later than the December Board meeting prior to the start of the upcoming season for review and approval. Any unbudgeted disbursements shall be subject to formal approval by the Board of Directors. He or she shall keep an accurate set of books, accounting for all funds received and disbursed, and shall make the books of the PWLL available for the annual audit or at any other time upon request of the President. He or she will submit an annual report to the State Corporate Commission and file all appropriate federal and state tax returns, as well as any other forms or papers required in order to maintain the PWLL's 501(c)7 tax-exempt status as required by law. He or she will serve as the PWLL's Registered Agent in the Commonwealth of Virginia as required by the State Corporate Commission.
  - g) Secretary. The Secretary shall keep an accurate record of all activities at all meetings and shall handle all official correspondence under direction of the President. He or she shall maintain minutes of all Board meetings in permanent form and make them available to any member of the Board of Directors when requested. He or she will preside in the absence of the President and Vice President at all events and PWLL meetings, to include meetings of the Board of Directors.
  - h) Director of Publicity. The Director of Publicity shall be responsible for dissemination of items of interest, on a regular basis, to the outside news media. He or she shall maintain a copy of newspaper clippings and other published materials for historical purposes. The Director of Publicity must work toward promoting the activities of the PWLL and its members in any way possible. He or she will coordinate publicizing registration dates and

times, interact with the Prince William County school system to obtain approval to distribute registration information in the local schools, and coordinate the distribution of registration materials in the schools, and other public locations as deemed appropriate.

- i) **Director of Ways and Means.** The Director of Ways and Means is responsible for matters pertaining to procuring the funds necessary for the operation of the PWLL, based on the current budget. The Board of Directors should decide each year what means will be used to raise these funds. He or she will supervise and coordinate the actions necessary to raise funds necessary to meet the Board of Directors budget for the current season. He or she should provide ideas for raising funds and will supervise and coordinate any plan of action approved by the Board of Directors.
- j) **Board Liaison.** The duties of the Board Liaison will be that of a safety officer and arbitrator. He or she will be a member of the Protest Committee and will facilitate relations between the Board and the membership, resolving issues involving any of the PWLL's membership or operating personnel by serving as an intermediary among the parties involved.
- k) **Parliamentarian.** The Parliamentarian is responsible for ensuring all PWLL meetings are held in a proper and orderly manner in accordance with the current edition Robert's Rules of Order. He or she shall attend all PWLL meetings when possible, enforcing compliance when necessary by bringing points of order, ruling on procedural issues, identifying points that are out of order and other methods as prescribed by Robert's Rules of Order.
- l) **Registrar.** The Registrar is responsible for maintaining records of all players registered in the PWLL, disseminating player information to Division Directors, and maintaining the PWLL online registration system and web site. He or she is also responsible for providing data for annual mailings to the Secretary regarding current and previously registered players in a timely manner to allow distribution of league flyers, etc. and for providing final team rosters to the County Park Authority as and when required by the County.

**Section 7. Seniority of Officers:** During the temporary absence of the President, the Vice-President shall act as President. In the event the President and Vice-President are absent, the Secretary shall act as President.

**Section 8. Removal of Officers:** The Board of Directors may, at any formal meeting at which two thirds of the existing Directors are in attendance, remove any Officer of the Corporation for any reason by a vote of two thirds of the Directors attending the meeting.

**Section 9. Operating Personnel.** The Operating Personnel shall consist of the Officers, Coaches, and all other appointees of the PWLL.

## **ARTICLE IV – MEETINGS**

**Section 1.** A majority of the entire existing membership of the Board of Directors shall constitute a quorum for any meeting of the Board.

**Section 2.** A majority of the Directors present, whether or not a quorum is present, may adjourn a meeting to another time and place.

**Section 3.** Time and Location of Board Meetings.

- a) The Board of Directors shall meet once each month at a date, time and location specified by the Board of Directors as specified in the PWLL Operations Manual. Meetings held on the usual date and usual location need not be announced but any changes to date or location require announcement at least five (5) calendar days prior to the meeting.
- b) The Board of Directors, at any regular or special meeting with a quorum, may, by an affirmative vote of two-thirds of the full existing Board of Directors (that is, two-thirds of the full roster of current Directors), or by unanimous consent of the entire current board outside of a meeting, cancel the next regular meeting.

**Section 4.** Special meetings may be called by the President, or by the acting President, or by a written or emailed request by at least 1/3 (one-third) of the existing Directors or Operating Personnel.

**Section 5.** Written, oral, or any other method of notice of the time and place shall be given for special meetings of the



Board of Directors in sufficient time for the convenient assembly of the Board of Directors. The notice of a special meeting must specify the purpose of such meeting and no other formal business may be conducted at a special meeting than that which appeared in the notice for that meeting. The requirement for furnishing notice of a meeting as described in Section 3 of this Article may be waived by any Director who signs a Waiver of Notice before or after the meeting or who attends the meeting without protesting the lack of notice. In the event that a special meeting takes place without notice as described in Section 3 of this Article, a meeting agenda must be provided at the time of the meeting which identifies the business to be conducted at it. Any meeting protests for lack of sufficient notice will be resolved by a majority vote of the current membership of the Board of Directors.

**Section 6.** An annual meeting of the membership shall be held during the annual Spring Opening Day ceremony, the specific date, location, and order of business of which shall be published on the PWLL website (<http://www.pwll.org>) no less than 15 business days prior to the meeting, and advertised in the Spring PWLL flyer or postcard. The order of business at this meeting shall be:

- Call to Order
- Determination of Quorum
- Explanation of Objectives of the League
- Old Business (business unresolved from the last meeting of the membership)
- Reports of Committees
- New Business
- Adjournment

**Section 7.** Quorum. A quorum shall consist of 10 percent of the current PWLL membership.

**Section 8.** A meeting of the operating personnel shall be held in the spring prior to the commencement of PWLL activities for the purpose of providing information about the coming season and explaining the objectives of the PWLL at such time and place as published on the PWLL website (<http://www.pwll.org>) no less than fifteen business days prior to the meeting and in the Spring PWLL flyer. Operating Personnel will meet as necessary throughout the year to ensure the efficient operation of the League. In addition to the operating personnel, this meeting shall be open to any member who wishes to attend.

**Section 9.** Except to the extent provided by law and these Bylaws, the act of the Board of Directors shall be according to the majorities specified by the current edition of Robert's Rules of Order, a quorum being present at such time.

**Section 10.** Any action authorized by resolution, in writing, to include via email messages, by all of the existing Directors entitled to vote thereon and filed with the minutes of the PWLL shall be the act of the Board of Directors with the same force and effect as if the same had been passed by unanimous vote at a duly called meeting of the Board.

**Section 11.** Except as may be otherwise provided by these bylaws, meetings of the PWLL shall be conducted in accordance with the current edition of Robert's Rules of Order.

## **ARTICLE V –MEMBERSHIP**

**Section 1.** The PWLL membership includes players, members, associate members and Directors.

- a) Players are girls who are registered in good standing in the PWLL.
- b) Members are the guardians or parents of players.
- c) Associate members are Prince William County residents sponsored by Members who wish to help further the mission and goals of the PWLL. Any person qualified to be an associate member may be admitted as an associate member upon application to the Board of Directors.
- d) Directors are adult members, including associate members, who have been elected to the Board of Directors (see Article III of these Bylaws).

**Section 2.** All girls who will be at least five (5) years of age and not more than 18 years of age on the December 31st

**3/8/2023**

Prince William Lassie League Operations Manual Page 57 of 71

before the current season will be eligible to participate as players.

**Section 3.** At least 80% of the League's players registered during any season must be legal residents of Prince William County, Virginia. The President and the Division Directors are responsible for ensuring that this percentage is maintained or exceeded at all times.

**Section 4.** Each prospective player, or her parent or guardian, must complete a registration form provided by the PWLL at the time of registration or must complete an online registration using the registration system at <http://www.pwll.org>. Any player, parent, or guardian who intentionally provides false information will cause that player not to be permitted to participate in PWLL activities during the current season.

**Section 5.** All registrations must be received or postmarked by the PWLL no later than a date specified by the Board of Directors which will be no later than the last day of registration each season. The Board of Directors will specify each season, before the first date of registration, the start and end dates for PWLL player registration for that season. Late applications must be presented to the Board of Directors for acceptance and assignment.

**Section 6.** Assignment of players to the teams of a Division will be handled by the Director of that Division as governed by the PWLL Draft Procedure.

**Section 7.** All players must complete a Emergency Medical Treatment Authorization Form provided by the League and have the form signed by their parent or guardian, prior to the first day of practice of the current season or, if they enter the PWLL after the start of the current season, immediately upon their entry into the PWLL.

**Section 8.** All players and PWLL coaches, Directors, umpires and parents must complete and sign the applicable PWLL Code of Conduct prior to the start of the current season or, if they enter the PWLL after the start of the current season, immediately upon their entry into the PWLL.

**Section 9.** Any player, PWLL member, associate member, or umpire, who intentionally provides false information to the League or who fails to submit the documents required in Sections 7 and 8 of this Article, will not be permitted to participate in PWLL activities during the current season.

**Section 10.** Any player or member may be removed from the PWLL for cause, including for conduct prejudicial against the good name or purpose of the PWLL by a two-thirds vote of the Board of Directors present at a meeting. No vote shall be taken until the member or player liable to be removed has been given an opportunity to answer the charges against them in person at said meeting. Players removed from the PWLL for cause may or may not receive any refund of their registration fees as specified by current PWLL discipline and refund policies.

**Section 11.** Memberships shall be effective from the date of registration and shall last until the last day of the calendar year of the current season. Player registrations shall be effective from the date of registration and shall last until the end of the day on the day of the current season's Closing Day Ceremony. Membership in the league may remain valid per the terms of this article in the event a season is cancelled.

## **ARTICLE VI – RULES OF PLAY**

**Section 1.** The Official Softball Rules furnished by The International Joint Rules Committee of the Amateur Softball Association shall be binding except as amended by this League. Changes to these rules must be adopted prior to the first day of practice of each season.

**Section 2.** A breach or violation of the playing rules during regular or scheduled games may result in an official protest filed against that team by the opposing team's coach, as described in the operations manual. The filed protest will be resolved by the Protest Committee. The decision of this committee will be final. The decision will be provided to the involved parties in writing. See Article II, Section 6d of these Bylaws.

## **ARTICLE VII – FINANCE**

**Section 1.** The PWLL shall maintain a checking account and such savings and other accounts as deemed necessary to properly manage PWLL funds.

**Section 2.** The Board of Directors shall decide all matters pertaining to the finances of the PWLL. Proposed expenditures for the PWLL will be approved by the Board of Directors. All changes in budget or expenditures shall be made by formal action of the Board of Directors at their regularly scheduled or special meeting.

**Section 3.** The Treasurer shall provide a draft budget for the upcoming season for approval by the Board of Directors at any regularly scheduled or special meeting of the Board of Directors no later than the November Board meeting prior to the start of the season.

**Section 4.** The Board shall approve a final budget for the upcoming season no later than the December Board meeting prior to the start of the season.

**Section 5. Contracts.** The Board of Directors may authorize any officer or officers, agent or agents of the PWLL, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument, in the name of and on behalf of the PWLL, and such authority may be general or may be confined to specific instances, provided, however, that under no circumstances may any officer or agent of the PWLL act on its behalf to contract for or bind the PWLL in matters where the dollar amount involved exceeds One Thousand Dollars (\$1,000.00), without having first received the written authorization of the Board of Directors by resolution, or otherwise. In the absence of previous board direction, and in order to eliminate unnecessary conditions or charges, only the President or Treasurer (in the President's absence or if the President negotiated the contract) or the Secretary (if the President and Treasurer are the same person and the President negotiated the contract) may bind the Corporation by signing contracts in excess of \$1,000.

**Section 6. Checks, Drafts, or Orders.** All checks, drafts, or orders for the payment of money, notes or evidences or indebtedness issued in the name of the PWLL shall be signed by such officer or officers, agent or agents of the PWLL, and in such manner as shall from time to time be determined by formal resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by either the Treasurer or the President of the Corporation. In the absence of a determination of the Board of Directors to the contrary by resolution, all checks, drafts, or orders for the payment of money, notes of evidence of indebtedness issued in the name of the Corporation wherein the amount involved exceeds One Thousand Dollars (\$1,000.00) shall be signed by the officers and agents of the Corporation as designated in Section 5 of this Article and, in addition, such instruments must be countersigned by another such officer or agent of the Corporation as determined by formal Board action and in the absence of such formal action, by the Secretary. Any check signatures or countersignatures will be in accordance with current requirements of the bank with whom the PWLL checking account is held.

**Section 7. Deposits.** All funds received by the PWLL shall be deposited into the PWLL's checking or other accounts as the Board of Directors may by formal resolution, select.

**Section 8. Investments.** The funds of the PWLL may, in the sole discretion of the Board of Directors, be invested in such securities, stocks, bonds, debentures, real estate, partnerships, joint ventures, and syndications as are permitted by law.

**Section 9. Gifts.** The Board of Directors may accept on behalf of the PWLL any contribution, gift, donation, bequest or devise for any purpose of the PWLL.

## **ARTICLE VIII – BOOKS AND RECORDS**

**Section 1.** The PWLL shall keep correct and complete books and records of and relating to all accounts and funds maintained by it or on its behalf and shall also keep and maintain correct and complete minutes of the proceedings of its Board of Directors.

**Section 2.** The PWLL shall keep complete records detailing the names and addresses of all contributors or donors; and these records shall for each such person or entity reflect the specific amount donated or contributed, as well as the date of each donation or contribution.

**Section 3.** All books and records of the PWLL may be inspected by any member of the public at large, any donor or contributor, or the agent or the attorney of such donor or contributor for any proper purpose at any reasonable time in the presence of a Board-specified Director or Officer at a mutually agreed upon location.

## **ARTICLE IX – AMENDMENTS**

**Section 1.** These Bylaws may be amended by an affirmative vote of two-thirds of the full existing Board of Directors (that is, two-thirds of the full roster of current Directors) at any regular or special meeting of the PWLL or of the Board of Directors.

**Section 2.** The text of the proposed amendment must be provided to all Board members at least seven (7) business days prior to such a meeting, in written or electronic (e.g. email) form.

## **ARTICLE X – WAIVER OF NOTICE**

Any requirement for notice imposed by the provisions of the Articles of Incorporation or these Bylaws may be waived by any person entitled to such notice. Such waiver may be effected either by: executing the waiver in writing, either before or after the fact; or attending a meeting without protesting or objecting to the transaction of any business on the grounds of a lack of notice.

In the event of a written waiver concerning a meeting of the Board of Directors, the document shall be delivered to the Secretary for inclusion in the minutes of that meeting.

## **ARTICLE XI. FISCAL YEAR**

The fiscal year of the PWLL shall be January 1 to December 31.

## **ARTICLE XII – DISSOLUTION OF THE PRINCE WILLIAM LASSIE LEAGUE**

The organization may be dissolved only with authorization of its Board of Directors given at any meeting called for that purpose, and with the subsequent approval by no less than two-thirds (2/3) vote of the members.

## **ARTICLE XIII – INDEMNIFICATION OF DIRECTORS AND OFFICERS**

Any director or officer who is involved in litigation by reason of his or her position as a director or officer of this organization shall be indemnified and held harmless by the organization to the fullest extent authorized by law as it now exists or may subsequently be amended (but, in the case of any such amendment, only to the extent that such amendment permits the organization to provide broader indemnification rights).

## **ARTICLE XIV – EFFECTIVE DATE OF BYLAWS**

The effective date of these Bylaws is February 6, 2017, or as amended.

Signed by Patrick Ware, President

Signed by Bill Rutherford, Secretary

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

Amended on 4/17/2020

\_\_\_\_\_  
Date approved

**Amended: 7/5/17, 1/13/20, 4/17/20**

# Appendix 5 League Rules

## LEAGUE RULES FOR PRINCE WILLIAM LASSIE LEAGUE 4/18/2022

### A. ADMINISTRATIVE

1. **GUIDELINES FOR TEAM SIZE.** Maximum team size is set by Division: Instructional Division – 12 players; Pigtail Division – 13 players; Junior Division – 14 players; Senior Division - 16 players.
2. **POST DRAFT ROSTER CHANGES.** Once teams have been formed, the trading of players may be allowed with the approval of both coaches and the Division Director.
3. **ROSTER DROPS.** A player who fails to show for four consecutive scheduled games will be reported to the Division Director and considered a drop out unless the coach excuses the absences. Players may only be dropped by the Division Director working in consort with the Registrar.
4. **ROSTERS.** Only those players on the final roster may play with that team. At no time may teams compete with players not registered to the League or players from other teams.
5. **Tobacco products.** No smoking/vaping or dipping will be permitted on the field or bench area. The bench area is defined as the area within 10 feet of the bench or on-deck circle.
6. **MEDICAL/DISCIPLINE.** A player will not be permitted to play if medical reasons or disciplinary action prohibits active participation. The Division Director must be informed of disciplinary action as soon as possible after the situation occurs.
7. **SCHEDULE.** The Director of Umpires will prepare playing schedules and provide them to the Division Directors. Once the season starts it is the responsibility of each Division Director to maintain the schedules. Requested changes of the published schedule by coaches should be submitted to the appropriate Division Director at least seven days (48 hours if the team is unable to field 9 players) prior to the regularly scheduled game. The appropriate Division Director will review all requests and has final authority on decisions to reschedule games. If this rule is abused, the team requesting the change could be liable to forfeit the scheduled game as determined by the appropriate Division Director. The affected Division Director will reschedule all postponed and incomplete games and provide that information to the Director of Umpires. Any game that is played but has not been scheduled or rescheduled by the appropriate Division Director will result in a loss credited to both teams involved.

### B. GAMES

The official softball rules of USA Softball are adopted and will apply except as amended by the league.

#### RULES COMMON TO ALL DIVISIONS

1. **TIME LIMIT.** USA Softball Rule 5, The Game, Section 3, Regulation Game and USA Softball Rule 5, The Game, Section 10, Time Limit Rule
  - a. REGULAR SEASON PLAY
    - 1) CLOVERDALE - Teams will play using the time limit designated for their division. In those games which are still in progress at the conclusion of the time limit, the inning in progress will be completed, plus one more inning (If one complete inning has been played since the time limit was reached, no more play will be permitted). **Under no circumstance may a game go longer than 2 hours.** A game is considered legal regardless of the number of innings completed if terminated under the provisions of this rule, or if terminated because of darkness. The game can end in a tie. No game shall proceed past 9:30 p.m. on a "school night". If a game is terminated due to darkness and a tie has not been achieved by the home team, the score will revert back to the score at the conclusion of the previous inning. That score shall be the final.
  - b. TOURNAMENT PLAY

The time limit rules shall apply with the following exceptions

- 1) All championship games will be played to a full 7 innings regardless of time.
  - 2) If regulation time has expired, or the 7th inning has been reached and the game is tied, then additional innings will be played, using USA Softball Rule 5, Section 11 (Tie Breaker Rule).
  - 3) USA SOFTBALL Rule 5, Section 9 (Run Ahead Rule) is modified to read: A run ahead rule must be used at all tournaments: 15 runs after three innings, 12 runs after four innings or 10 runs after 5 innings. Complete innings must be played unless the home team scores the runs ahead limit while at bat.
- 2. WEATHER.** If weather interferes with the completion of a game (Time Limit), then USA SOFTBALL Rule 5, Section 3, Article D (Suspended Game), shall take effect, or as directed by the Division Director. A Suspended Game shall be rescheduled, and play will pick up from the point the game was suspended. Each team's score keeper will meet immediately with the umpire, following the suspended game to compare score books. They will compare runs, outs, the last batter's ball/strike count and the time remaining on the game clock. Deference is given to the home team scorebook. Both coaches will notify the appropriate Division Director with the details of the game. When the game resumes, each team will use the same batting lineup from the suspended game. If there are players who are not present, then they shall be removed from the lineup. Any player(s) not present when the game was suspended will be placed at the bottom of the lineup. All players that show up late (after start of the game) will be placed at the bottom of the lineup, even if they were in the original lineup of the suspended game. If the player who was at bat when the game was suspended is not present, then the next person in the lineup will come up to bat and assume the ball/strike count when the game was suspended.
- 3. LIGHTNING GUIDELINES.** Prince William Lassie League will comply with the provisions of the USA SOFTBALL Guidelines for Lightning Safety. See USA SOFTBALL Safety Awareness Guide.
- a) Unless an advanced lightning detection device is in use, if activity has been suspended due to lightning, the umpire should wait at least 30 minutes after the last lightning flash or sound of thunder prior to resuming activity. Unless an advanced lightning detection device is in use, each time additional lightning is observed, or thunder is heard, the minimum 30-minute waiting period should be reset. A clear sky or lack of rainfall are not adequate indicators for resuming play. The minimum 30-minute return-to-play waiting period should not be shortened. Play should not be resumed even after the 30-minute waiting period if any signs of thunderstorm activity remain in the area or if the weather forecast indicates the threat is not over.
  - b) Cloverdale Park - or any other playing or practice venue with more than one field - shall be considered to be a single playing field as regards to closure under the provisions of the USA SOFTBALL Lightning Policy, i.e. if a game is halted for lightning at one field at Cloverdale Park, all games shall be halted. If more than one umpire is present and on duty at a multiple-field venue, any umpire may make the call to stop play, remove individuals from the field, and announce a warning to the spectators. If a game is halted after 7:15pm at Cloverdale only, then the games being played on field 2 "pigtail" and 4 "instructional" are effectively cancelled and will be rescheduled. If the game has started, we will reschedule the game as a "resumed game" when it's convenient for both the league and the affected teams.
- 4. PITCHING ARC.** USA SOFTBALL Rule 6C, Pitching Regulations (Slow pitch), Section 3, Legal Delivery, Article H. The ball must be delivered with a perceptible arc and reach a height of at least 6 feet from the ground, while not exceeding a maximum height of 10 feet from the ground.
- 5. BATTING ORDER.** The following rule shall supplement USA SOFTBALL Rule 7, Batting, Section 2, Batting Order, Article A. All players must be entered into the batting order at the start of the game and bat in that order for the entire game. Late arriving players will be added to the end of the batting order as they arrive. The plate umpire shall also be notified of the addition of the late player(s) to the lineup before that player(s) can begin play.
- 6. MINIMUM PLAYING TIME.** All eligible players must play a minimum of 2 (two) innings in the field and be entered into the field by the 3rd (third) inning and bat at least once in each game. Failure of a player to play the minimum offensive or defensive requirements will result in the offending team forfeiting the game. Any game terminated in accordance with Rule 1 will not cause a forfeit if the coach is unable to comply with this rule.

7. **EIGHT PLAYERS.** USA SOFTBALL Rule 4, Player, Coaches, Substitutes, Section 1, Players, Article D, Shorthanded Rule. Amended for all Divisions. No penalty (outs) will be assessed if a team plays with eight players. If eight or more girls are present, all must play, no exceptions. At no time will a team be able to play with less than eight players. If a team cannot field eight players from that team's roster, then they are subject to forfeiting the game. If both coaches and the Division Director agree to reschedule the game, then no forfeit will be assessed. Only those players on the final roster may play with that team. **At no time may teams play with players not registered to the League or players from other teams.**
8. **SCORING A FORFEIT.** USA SOFTBALL Rule 5, The Game, Section 6, Game winner, part c. Amended for all Divisions. The score of a forfeited game shall be twelve to zero in favor of the team that is not at fault.
9. **DEFENSIVE SUBSTITUTION RULE.** USA SOFTBALL Rule 4, Players, Coaches, Substitutes, Section 6, Substitutes and Prince William Lassie League Rule 6, Minimum Playing Time. Every team will use the unlimited substitution format. Any player may re-enter the field as often as desired as long as their position in the batting order does not change. It is not necessary to report changes made in the field to the other team.
10. **COURTESY RUNNER.** Courtesy runners will be allowed for an injured batter who reaches base safely. The opponent's Coach and the umpire must be advised during ground rules before the start of the game which players will require a courtesy runner, unless an injury takes place during the game. The substitute runner must be the person who made the most recent out, either as a batter, or as a runner. If more than one courtesy runner is needed per inning, then runners are chosen in reverse order of who made the last out (i.e., most recent out, second most recent out, etc.). However, no one may be a courtesy runner more than once per inning. A courtesy runner whose turn at bat comes while she is on base will be out. She will be removed from the base to bat. A second courtesy runner cannot be substituted at this time. A courtesy runner may be used for the catcher at any time (the courtesy runner will be the person who made the most recent out).
11. **THROWING THE BAT.** If a bat is determined by the Umpire to have been "thrown" instead of dropped after a hit ball (fair or foul) then the batter shall be given a verbal warning not to throw the bat, the coach shall also be given a verbal warning to talk to his players to not throw the bat. After **one** such warning, if another bat is in the Umpire's opinion "thrown" by a batter then an out shall be called and any advances by the team at bat shall be void on that play, all base runners shall move back to their positions at the time of bat.
12. **ILLEGAL SUBSTITUTION.** The League will not assert the USA SOFTBALL Rule 4, Players, Coaches, Substitutes, Section 6, Illegal Players.
13. **HOME TEAM.** The home team, as designated in the League game schedule, will occupy the bench along the first-base line and is responsible for the preparation and cleanup of the field before and after the game. This includes setting up of the bases and returning them to their appropriate storage location at the end of the game. The home team is ultimately responsible to ensure that both bench areas are cleaned at the end of play however, each team will be held accountable for their own bench areas being picked up and clean at the end of the game.
14. **UNIFORMS.** Players may wear athletic pants, softball pants or athletic shorts. The length of the shorts when worn at the waist must extend below the fingertips of the player. No undergarments may be visible. All players must wear the League issued shirt during scheduled League games. In the case of inclement weather, jackets may be worn. Athletic footwear must be worn. Metal cleats are not allowed. Penalty – Player may not enter the game or participate in practice until properly attired.
15. **CATCHER.** The catchers in all Divisions must wear catcher's mask (with throat guard), helmet, and chest protector. Shin guards are optional.
16. **CONDUCT.** The following rules shall supplement USA SOFTBALL Rule 10, Umpires.
  - a. No one may address the umpire or make disparaging remarks about the umpire or a ruling at any time during or immediately after the game. (**Exception:** The Head Coach **ONLY** may request a conference with the umpire to discuss a ruling.)
  - b. The catcher (and the team members in the bench area) shall not say "swing" or "strike" when a pitched ball is in flight. **PENALTY:** Warning for first offense; confinement to bench for second offense.

- c. No one may make a disparaging remark about any member of the opposing team. Examples of disparaging remarks include comments about a player's abilities ("she can't hit"; "she's up there for a walk"; "she's not going to swing", etc.) **PENALTY:** Warning for first offense; ejection for second offense. **NOTE:** This rule shall be interpreted by the umpire to the extent necessary to ensure orderly game proceedings. This allows this rule to be broadly interpreted to include spectators, if necessary.

- 17. PLAYER OR COACH EJECTION.** The following rule shall supplement USA SOFTBALL Rule 1, Definitions, Ejected Player. Anyone ejected from a game will not only sit out the remainder of that game, but also will not be allowed to play or coach in the team's next game to include the first game of the next season if that player or coach returns.
- 18. SUSPENSION OF PLAY.** The following rule shall supplement USA SOFTBALL Rule 10, Umpires, Section 4, Suspension of Play, Article I (Slow Pitch Only). Time shall be called by the umpire when the ball is in the infield under the control of an infielder and all base runners in the judgment of the umpire are not making a serious attempt to advance to the next base. (Example: A base runner who is looking at the defensive player with the ball and is walking to the next base is not considered to be making a "serious" attempt to advance to the next base.).
- 19. LAST INNING FLIP - FLOP RULE.** Regardless of visiting and home team designation at the start of the game, upon entering the last inning, the team which is behind by 12 or more runs will bat first. The team which is ahead in runs will bat in the second half of the inning, if needed. (Example: Prior to the last inning, the Team A is the visiting team and is leading by a score of 20-8. Team B will bat first in the unlimited run inning. Team A will bat second, only if Team B scores enough runs (scores 12 or more runs) to either tie the game or take the lead. If Team B ties or takes the lead by scoring 12 or more runs, Team A will then bat their half of the inning). The game can end in a tie.
- 20. BAT SHAGGER.** Either a designated adult or rostered member of the team (wearing a helmet) may retrieve a bat once a dead ball has been declared. Penalty – 1<sup>st</sup> offense – team warning. 2<sup>nd</sup> and any ensuing offenses strike on the batter. If the third out of the half inning has been called the next batter of that team shall start with a 0-1 count.
- 21. Pitcher.** All pitchers, regardless of division, are required to wear a protective face mask while occupying the pitching position, whether physically pitching or not.
- 22. Batting Trainers.** No batting trainers shall be used during games. Penalty – The offending team shall forfeit the game.



## RULES FOR INSTRUCTIONAL DIVISION

1. **PLAYER DEVELOPMENT.** The instructional season shall be divided into 4 phases; Session I, Session II, Session III, Tournament Play.
  1. **Session I** -Participants shall play in accordance with USA Softball & PWLL Rules with the following exceptions;
    - a. The batter shall receive 5 pitches. If the batter is unable to bat the ball fair after 5 pitches, a batting tee must be used to complete the at bat.
    - b. No balls or strikes shall be called.
    - c. All offensive players must at during each half inning.
    - d. Two defensive coaches may instruct from the field of play
    - e. Safe/Out calls shall be made by the base coaches and defensive coaches.
    - f. A completed game shall consist of 4 complete innings lasting no longer than 1 hour and 30 minutes.
  2. **Session II** - Participants shall play in accordance with USA Softball & PWLL Rules with the following exceptions;
    - a. Two defensive coaches may instruct from the field of play
    - b. Any defensive players in excess of the 10 positioned players shall be played in the outfield.
  3. **Session II** - Participants shall play in accordance with USA Softball & PWLL Rules with the following exceptions;
    - a. Two defensive coaches may instruct from the field of play
2. **USA SOFTBALL Rule 5, The Game, Section 3, Regulation Game and USA SOFTBALL Rule 5, The Game.**

This rule is amended to: Games will consist of a maximum of 4 full innings, each half inning will be complete when three outs have been called. Regardless of the number of innings played, no game will exceed an hour and a half. If the one- and one-half hour time limit has been reached before the completion of four complete innings the score shall revert back to that of the previous complete inning.
3. **PITCHING ARC.** Exception to Rules Common to All Divisions, Rule 3. The pitch must be delivered with a noticeable arc. A noticeable arc means a pitch that at a minimum exceeds the height of the batter's head not to exceed 10 feet while it is in flight to the plate. An offensive coach shall serve as pitcher for his/her team.
4. **PITCHING AND BASE DISTANCES.** USA SOFTBALL Rule 2, The Playing Field, Section 1, Official Distance Table. Youth Slow Pitch Division Girls 10 - U, is amended to pitching distance **25 feet**, base, **45 feet**.
5. **STRIKE ZONE MAT.** The mat will be 17 inches wide and 25 inches long. The mat will have a V shape that will allow it to abut home plate. Any legally delivered pitch with the proper arc requirement that makes contact with any part of the orange strike mat or one ball width outside of the mat (the blue section) will be called a strike.
6. **DEFENSIVE POSITIONS.** All outfielders must be in the outfield grass at the Cloverdale Field at the time the pitcher releases the ball. **PENALTY:** A warning for the first offense; a second or further violation will cause the ball to become dead and the batter awarded first base.
7. **THIRD STRIKE FOUL.** USA SOFTBALL Rule 7, Batting, Section 6, The Batter is Out, Article L (Slow Pitch Only). This rule is waived; a batter cannot strikeout on a foul ball.
8. **INFIELD FLY RULE.** USA SOFTBALL Rule 1, Definitions and Rule 8, Batter-Runner and Runners, Section 2, Batter-Runner is Out, Article I. The infield fly rule is waived.
9. **MAXIMUM RUNS PER HALF INNING.** The maximum number of runs per half inning is four. Once four runs are scored then that 1/2 inning is complete, and the other team will come up to bat. There shall be no maximum limit in the last inning of play.
10. **RUN AHEAD RULE.** USA SOFTBALL Rule 5, Section 9 (Run Ahead Rule), is modified to read: A run ahead rule must be used during regular season play: If a team is leading by 12 or more runs after 3 complete innings, the game is over.

- 11. RULES COMMON TO ALL DIVISION, RULE 8. EIGHT PLAYERS.** USA SOFTBALL Rule 4, Player, Coaches, Substitutes, Section 1, Players, Article D, Shorthanded Rule. This rule is amended **for regular season play** to: No penalty (outs) will be assessed if a team plays with seven players. If seven or more girls are present, all must play, no exceptions. At no time will a team be able to play with less than seven players. If a team cannot field seven players from that team's roster, then the team is subject to forfeiting the game. If both coaches and the Division Director agree to reschedule the game, then no forfeit will be assessed. **Only those players on the final roster may play with that team. At no time may teams play with players not registered to the League or players from other teams.**
- 12. RULES COMMON TO ALL DIVISION, RULE 21, SUSPENSION OF PLAY.** USA Softball Rule 10, Umpires, Section 4 I is modified to read: (Slow Pitch) When, in the judgement of an umpire, all immediate play is apparently completed, the umpire will call time e.g. when the ball is hit and an infielder shows control and is not demonstrating an attempt to make a play.
- 13. OVERTHROW.** USA SOFTBALL Rule 8, Batter-Runner and Runner, Section 5, Runners are Entitled to Advance Without Liability To Be Put Out, Article G is modified to read: A thrown ball that goes out of play will result in the runner advancing one base and not two as previously ruled. If the ball goes out of bounds the runner will take the base that they were headed to and "Time" will be called by the umpire and the play is over.
- 14. RULES COMMON TO ALL DIVISION, RULE 19, LAST INNING "FLIP - FLOP" RULE.** This rule is amended to: Adopt the "flip-flop" rule for the last inning (unlimited run inning) of play. If a team is trailing by (8) Eight or more runs the team that is trailing will bat, if they do not score enough runs to tie or go ahead the game is complete. The last inning will remain unlimited. The game can end in a tie.
- 15. DEFENSIVE TEAM'S BALL RETRIEVER.** In order to speed up the play of the game, the defensive team will use an adult to stand in front of the backstop behind the catcher and umpire to retrieve pitched balls missed by the catcher and return the ball to the pitcher. The ball retriever **MUST** remain silent. PENALTY: A warning will be given on the first violation. On the second violation by the same offender, the ball retriever will be removed for the remainder of the game and shall be replaced by another adult.
- 16. WALKS.** USA Softball Rule 8 Section 1 The batter becomes a bater-runner Part C is waived. A batter shall not be awarded first base after four balls have been called by the umpire. An at bat shall consist of no more than eight pitches (not to include any foul balls beyond the second strike). Effect – The batter is out.
- 17. Batter count.** USA SOFTBALL Rule 7, Batting, Section 3, Batting Position, B The batter shall assume a one ball, one strike count upon entering the batter's box. This rule is waived.

## RULES FOR PIGTAIL DIVISION

1. **RULES COMMON TO ALL DIVISIONS, RULE 1a (1), TIME LIMIT.** This rule is amended to: The time limit is one hour plus one more complete inning. In those games which are still in progress at one hour after the start of the game, the inning in progress will be completed, plus one more inning (If one complete inning has been played since the time was reached, no more play will be permitted). A game is considered legal regardless of the number of innings completed if terminated under the provisions of this rule, or if terminated because of darkness. The game can end in a tie. Ties will count as half win, half loss. If a game is terminated due to darkness and a tie has not been achieved by the home team, the score will revert back to the score at the conclusion of the previous inning. That score shall be the final.
2. **PITCHING ARC.** Exception to Rules Common to All Divisions, Rule 3. The pitcher must put a noticeable arc on the ball. A noticeable arc means a pitch that exceeds the height of the pitcher not to exceed 10 feet while it is in flight to the plate.
3. **PITCHING AND BASE DISTANCES.** USA SOFTBALL Rule 2, The Playing Field, Section 1, Official Distance Table. Youth Slow Pitch Division Girls 10 - U, is amended to the. Base distance is **55 feet**
4. **STRIKE ZONE MAT.** The mat will be 17 inches wide and 25 inches long the mat will have a V shape that will allow it to abut home plate. Any legally delivered pitch with the proper arc requirement that makes contact with any part of the strike mat (the orange) or one ball width outside of the mat (the blue) will be called a strike.
5. **DEFENSIVE POSITIONS.** All four outfielders must be in the outfield grass at the Cloverdale Field at the time the pitcher releases the ball. **PENALTY:** A warning for the first offense; a second or further violation will cause the ball to become dead and the batter awarded first base.
6. **THIRD STRIKE FOUL.** USA SOFTBALL Rule 7, Batting, Section 6, The Batter is Out, Article L (Slow Pitch Only). This rule is waived; a batter cannot strikeout on a foul ball.
7. **INFIELD FLY RULE.** USA SOFTBALL Rule 1, Definitions **and** Rule 8, Batter-Runner and Runners, Section 2, Batter-Runner is Out, Article I. The infield fly rule is waived.
8. **MAXIMUM RUNS PER HALF INNING.** The maximum number of runs per half inning is four. If four runs are scored before three offensive players have been put out that 1/2 inning is complete, and the other team will come up to bat. There shall be no maximum limit in the last inning of play.
9. **RUN AHEAD RULE.** USA SOFTBALL Rule 5, Section 9 (Run Ahead Rule), is modified to read: A run ahead rule must be used during regular season play: If a team is leading by 12 or more runs after 4 complete innings, the game is over.
10. **SUSPENSION OF PLAY.** USA Softball Rule 10, Umpires, Section 4 I is modified to read: **(Slow Pitch) When, in the judgement of an umpire, all immediate play is apparently completed, the umpire will call time. When the ball is hit the fielder(s) must make a play with the ball, either by making an attempt to make an out or returning the ball to the pitcher before time will be called.**
11. **RULES COMMON TO ALL DIVISION, RULE 19, LAST INNING FLIP – FLOP RULE.** This rule is amended to: Adopt the flip-flop rule for the last inning, (unlimited run inning), of play. If a team is trailing by eight (8) or more runs the team that is trailing will bat; if they do not score enough runs to tie or go ahead the game is complete. The last inning will remain unlimited. The game can end in a tie.
12. **DEFENSIVE TEAM'S BALL RETRIEVER.** In order to speed up the play of the game, the defensive team will use an adult to stand in front of the backstop behind the catcher and umpire to retrieve pitched balls missed by the catcher and return the ball to the pitcher. The ball retriever **MUST** remain silent. **PENALTY:** A warning will be given on the first violation. On the second violation by the same offender, the ball retriever will be removed for the remainder of the game and shall be replaced by another adult.

- 13. DEFENSIVE COACH.** The following rule shall supplement USA SOFTBALL Rule 4, Section 7, Part B. Effect: The coach(s) cannot be on the playing field to coach their team. Effect: 1<sup>st</sup> offense – ball on the batter, 2<sup>nd</sup> offense – ball on the batter and coach is restricted to the bench area, 3<sup>rd</sup> offense – ejection.
- 14. Batter count.** USA SOFTBALL Rule 7, Batting, Section 3, Batting Position, B The batter shall assume a one ball, one strike count upon entering the batter's box. This rule is waived.

## RULES FOR JUNIOR DIVISION

1. **RULES COMMON TO ALL DIVISIONS, RULE 1a (1), TIME LIMIT.** This rule is amended to: The time limit is one hour ten minutes plus one more complete inning. In those games which are still in progress at one hour after the start of the game, the inning in progress will be completed, plus one more inning (If one complete inning has been played since the time was reached, no more play will be permitted). A game is considered legal regardless of the number of innings completed if terminated under the provisions of this rule, or if terminated because of darkness. The game can end in a tie. Ties will count as half win, half loss. If a game is terminated due to darkness and a tie has not been achieved by the home team, the score will revert back to the score at the conclusion of the previous inning. That score shall be the final.
2. **PITCHING AND BASE DISTANCE.** USA SOFTBALL Rule 2, The Playing Field, Section 1, Official Distance Table Youth Slow Pitch G12 - U, is amended to **46 feet** pitching distance **60 feet** bases.
3. **OUTFIELD POSITIONING.** All outfielders must be positioned on the outfield grass at the time of the pitch.  
**PENALTY:** A warning for the first offense; a second or further violation will cause the ball to become dead and the batter awarded first base.
4. **THIRD STRIKE FOUL.** USA SOFTBALL Rule 7, Batting, Section 6, The Batter is Out, Article L (Slow Pitch Only). This rule is amended to allow one courtesy foul.
5. **INFIELD FLY RULE.** USA SOFTBALL Rule 1, Definitions and Rule 8, Batter-Runner and Runners, Section 2, Batter-Runner is Out, Article I. The infield fly rule is waived.
6. **DEFENSIVE TEAM'S BALL RETRIEVER.** In order to speed up the play of the game, when directed by the umpire, the defensive team will use an adult to stand in front of the backstop behind the catcher and umpire to retrieve pitched balls missed by the catcher and return the ball to the pitcher. The ball retriever **MUST** remain silent. **PENALTY:** A warning will be given on the first violation. On the second violation by the same offender, the ball retriever will be removed for the remainder of the game and shall be replaced by another adult.
7. **MAXIMUM RUNS PER HALF INNING.** The maximum number of runs per half inning is six. If six runs are scored before three offensive players have been put out that 1/2 inning is complete, and the other team will come up to bat. There shall be no maximum limit in the last inning of play.
8. **RUN AHEAD RULE.** USA SOFTBALL Rule 5, Section 9 (Run Ahead Rule), is modified to read: A run ahead rule must be used during regular season play: If a team is leading by 12 or more runs after 4 complete innings, the game is over.
9. **DEFENSIVE COACH.** The following rule shall supplement USA SOFTBALL Rule 4, Section 7, Part B. Effect: The coach(s) cannot be on the playing field to coach their team. Effect: 1<sup>st</sup> offense – ball on the batter, 2<sup>nd</sup> offense – ball on the batter and coach is restricted to the bench area, 3<sup>rd</sup> offense – ejection.
10. **Batter count.** USA SOFTBALL Rule 7, Batting, Section 3, Batting Position, B The batter shall assume a one ball, one strike count upon entering the batter's box. This rule is waived.

## RULES FOR SENIOR DIVISION

1. **RULES COMMON TO ALL DIVISIONS, RULE 1a (1), TIME LIMIT.** This rule is amended to: The time limit is one hour ten minutes plus one more complete inning. In those games which are still in progress at one hour after the start of the game, the inning in progress will be completed, plus one more inning (If one complete inning has been played since the time was reached, no more play will be permitted). A game is considered legal regardless of the number of innings completed if terminated under the provisions of this rule, or if terminated because of darkness. The game can end in a tie. Ties will count as half win, half loss. If a game is terminated due to darkness and a tie has not been achieved by the home team, the score will revert back to the score at the conclusion of the previous inning. That score shall be the final.
2. **PITCHING AND BASE DISTANCE.** USA SOFTBALL Rule 2, The Playing Field, Section 1, Official Distance Table Youth Slow Pitch G18 - U, is amended to **50 feet** pitching distance **65 feet** bases
3. **THIRD STRIKE FOUL.** USA SOFTBALL Rule 7, Batting, Section 6, The Batter is Out, Article L (Slow Pitch Only). This rule is amended to allow one courtesy foul.
4. **Courtesy Runner.** There will be one courtesy runner per inning allowed. The courtesy runner may be anybody on the roster. If the courtesy runner's position comes up to the plate while she is still on base, then there will be an out for the base runner and she will come to bat in her regular batting position.
5. **TIE GAMES.** If the score is tied at the end of regulation, extra innings will be played using the one (1) pitch rule. Batters will only receive one (1) pitch. If the pitch is a ball, then the batter will walk, if the pitch is a strike or foul, then the batter will be out.
6. **MAXIMUM RUNS PER HALF INNING.** The maximum number of runs per half inning is six. If six runs are scored before three offensive players have been put out that 1/2 inning is complete, and the other team will come up to bat. There shall be no maximum limit in the last inning of play.
7. **RUN AHEAD RULE.** USA SOFTBALL Rule 5, Section 9 (Run Ahead Rule), is modified to read: A run ahead rule must be used during regular season play: If a team is leading by 12 or more runs after 4 complete innings, the game is over.
8. **DEFENSIVE COACH.** The following rule shall supplement USA SOFTBALL Rule 4, Section 7, Part B. Effect: The coach(s) cannot be on the playing field to coach their team. Effect: 1<sup>st</sup> offense – ball on the batter, 2<sup>nd</sup> offense – ball on the batter and coach is restricted to the bench area, 3<sup>rd</sup> offense – ejection.

# Change Log

- 1 – Amended 8/4/2016 - General redrafting of bylaws for submission for final review.
- 2 – Formatted 10/8/2016 – General formatting of bylaws for submission to legal resource for review.
- 3 – Amended 12/31/2016 – Incorporated recommended changes from legal resource review, as approved at 12/15/2016 Board meeting.
- 4 – Final 2/6/2017 – Incorporated final recommended changes from legal resource review, as approved at 12/15/2016 Board meeting.
- 5 – Amended to incorporate section 4.13.6, adopted by Board prior to 2017 spring draft.
- 6 – Amended 5/25/2017 – Incorporated policies and codes of conduct adopted at 5/24/2017 Board Meeting
- 7 – Amended 6/22/2017 – Incorporated policies adopted at 6/21/2017 Board Meeting
- 8 – Amended 7/5/2017 – Incorporated bylaws changes adopted at 7/5/2017 Board Meeting
- 9 – Amended to incorporate section 4.14.15 prior to 2017 spring registration.
- 10 – Amended 8/4/2018 – Incorporated section 4.14.16 and amended sections 4.14.5 and 4.14.6, adopted at 8/3/2018 Board Meeting.
- 11 – Amended 1/8/2018 – incorporated policy 4.16
- 12 – Amended 3/7/2019 – Incorporated policy 4.17
- 13 – Amended 8/14/2019 – changed name of Voting Policy at 4.14 and added emailed ballot section at 4.14.9.
- 14 – Amended 10/14/2019 – Incorporated policy 4.18
- 15 – Corrected 10/16/2019 – Added missing final paragraph to policy 4.17
- 16 – Amended 11/19/2019 – Added position descriptions to appendix 2
- 17 – Amended 12/6/2019 – Added appendix 5, League Playing Rules
- 18 – Amended 1/13/2020 – Updated election timeline dates in the PWLL Board Member Election Policy (4.14) and updated bylaws. Added Credit Card Processing Policy at 4.19.
- 19 – Amended 2/10/2020 – Deleted consequences paragraph and signature sheet from policy 4.17, added fee schedule as PWLL Registration Fees Policy (4.20) and added policy/procedure compliance line to each Code of Conduct statement (Section VI).
- 20 – Updated 3/4/2020 – Added new Section 9 Emergency Procedures incident report form contact names and phone numbers
- 21 – Updated 3/9/2020 – Rationalized margins, corrected some page misalignments. Added wording governing custody of signed codes of conduct to the start of Section VI Responsibilities and Expectations, Codes of Conduct. Added 16U change to Junior Division in paragraph 4.9.1 Divisions
- 22 – Updated 4/14/2020 – Amended Article V Section 11 of bylaws to define term of membership when a season is cancelled and amended Board Member Election Policy to include requirement for Associate Membership Application Form for nominees with no children playing in the PWLL.
- 23 – Updated 10/12/2020 – Added paragraph 4.15.3 to the Refunds policy to clarify that the processing fee charged by our system provider is **not** refundable.
- 24 – Updated 7/29/2021 – Reformatted Registration Fee policy to number paragraphs and add paragraph 4.20.2 to clarify who can be registered as part of a family.
- 25 – Updated 8/28/2021 – Administrative update to update the Division Directors' names on the injury and incident report form
- 26 – Updated 8/30/2021 – Updated policy 4.9.1 to make the Pigtail Division a 12U division for the fall 2021 season, and updated league rules (Section A paragraph 8) to implement the policy requiring there be a minimum of 40 players in a division, for the division to play in a season.
- 27 – Updated 12/20/2021 – Updated policy 4.18 to change the time of the monthly Board meeting to 6.30pm, deleted policy 4.19 (applied only to 2020 seasons), and updated policy 4.20 to change registration fees from a single set to two sets, one for the first month and the other for the rest of the registration period.
- 28 – Updated 3/14/2022 – Updated Section 4, paragraph 4.1 to add third sentence
- 29 – Updated 4/18/2022 – Updated Appendix 5 League Rules to current version
- 30 – Updated 8/8/2022 – Updated policy 4.9.1 to make the Pigtail Division a 12U division for the fall 2022 season and to limit the maximum player age in that division to age 11.
- 31 – Updated 3/8/2023 – Updated point of contact data in Section IX Emergency Procedures. Updated policy 4.9.1 to make the Pigtail Division a 12U division for the spring 2023 season.