



## **Mill Creek Softball Association Operational Guidelines**

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#### **Original Draft**

**Date: 08/06/08**

**By: MCSA Softball Board**

**Date Approved:**

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**Revised By: MCSA Softball Board**

**Date Approved:**

## **Section 1: Organizational Overview**

**1.0 Mission:** Mill Creek Softball Association will develop the softball skills of our youth and teach them the spirit of good sportsmanship. We will encourage healthy competition by providing a safe, fun, learning oriented environment for the children of our community to play softball.

**2.0 Organization:** Mill Creek Softball Association (MCSA) is the Softball organization of Mill Creek Athletic Association (MCAA) and will be governed by the by-laws of that organization. These operational guidelines are intended to provide direction for the softball organization. Should any discrepancy exist between the by-laws of MCAA and the operational guidelines of MCSA, the laws of MCAA shall prevail.

**3.0 Leagues:** The organization will have 6 leagues that will be supported based on the ages of the girls as set forth in the ASA/Tri-county guidelines, and will support a Travel Softball program for those who desire playing at a higher level of competition throughout the season.

**6-U (T-Ball):** Ages 5, 6 (Must be 5 by April 1 for Spring Season, July 1 for Fall Season)

**8-U (PeeWee):** Ages 7, 8

**10-U (Minor):** Ages 9, 10

**12-U (Major):** Ages 11, 12

**14-U (Junior):** Ages 13, 14

**16-U (Senior):** Ages 15, 16 (if enough players register)

**Travel :** 1 team per age group for 10U – 14U

(Note: Exceptions may be made, but must be approved by the Softball Director, MCAA President, and MCAA Vice President)

Each player's age shall be the age she was as of December 31 , the year before the Spring season. (Example: If the spring season is held in 2006 it would be the players age on December 31 , 2005, at 11:59:59PM). This follows the ASA Rule book for a player's age.

## **4.0 Seasonal Play**

**4.1** Spring Season shall begin in February and end in May. This season will end to align with the Pre Tri-County and Tri-County tournaments.

**4.2** Fall Season shall begin in August and shall proceed through the end of October.

**4.3** The number of teams per league shall be determined based on capacity of that field, and/or the need to share those fields with other sports associated with the MCAA program.

**5.0 Revision of Operational Guidelines:** Per the by-laws of MCAA, annual elections for the Softball Board shall occur as required. A “Mill Creek Softball Change Request Form” shall be made available to the general community, where they may request a change to the operational guidelines, including the League Rules. Upon being elected, the Mill Creek Softball Association Director shall review the Operational Guidelines and revise them as necessary. This includes rule changes and changes in policy. In order for the rules to be approved, the changes must be approved by a majority of the voting members of the Softball Board.

## **6.0 Money Management:**

### **6.1 Income Generating Activities**

#### **6.1.1 Registration Fees**

**6.1.1.1** Registration fees shall be set in accordance with MCAA guidelines as a non-profit organization.

**6.1.1.2** Fees shall be used to offset all costs associated with running the league. All excess funds that remain at the end of the season shall be used to improve the Bogan Park facilities, replenish the equipment inventory, or to support Park Partnership projects.

**6.1.1.3** All non-county residents will pay an “out of county” fee to be determined by Gwinnett County Parks and Recreation

**6.1.1.4** MCSA shall provide scholarships to families, if they are unable to afford the registration fee. This must be approved by the MCSA Director.

**6.1.2 Sponsorship:**

**6.1.2.1** For the Spring Season, each team (including travel) shall be responsible for bringing at least 1 sponsor to MCSA. The sponsorship shall go toward advertising the sponsor, offsetting the expenses of MCSA, and toward covering team expenses based on the following table:

<u>Each Sponsorship Example:</u>		
<u>Amount</u>	<u>Sponsor Donates</u>	<u>Team Gets</u>
\$150	Team Picture on 8x10 plaque	\$135
\$250	3x5 banner on 1 field and 8x10 plaque	\$170
\$1,000	3x5 banner on all 7 fields and 8x10 plaque	\$530

**6.1.2.2 Sponsor Payment:** All Sponsor payments made by businesses shall be made payable directly to MCAA. The establishment will be provided the MCAA tax id number to use in designating the payment as a donation for tax purposes. Should a parent, friend, family member, or coach choose to sponsor a specific item/event for the team (team banner, pants, trophies, team party, etc.), and pay for it directly, this item shall not be considered a sponsorship by the park, but a good deed by a volunteer, and as such will not need to go through the MCSA account.

**6.1.2.3 Team Reimbursement - Rec Ball:** All rec teams will be reimbursed upon the submission of Sponsor check and form.

**6.1.2.4 Team Reimbursement – Travel Ball:** Due to the complexity and variation in team related expenses, each team will be required to maintain its own checking account (see Section 9-5.0)

1Travel ball teams will be reimbursed the full amount of the sponsorships, but shall be required to buy their own banners, plaques etc. The park shall not pay for any uniforms, softballs, umpire fees or other expenses on behalf of Travel teams.

**6.1.2.5 Sponsorships shall only be required during the Fall season if:**

**6.1.2.5.1** There is a budget shortfall, and the money collected would be needed to fund the Softball season.

**6.1.2.5.2** A park partnership project with GCPR has been identified and MCAA is in need of funds to support that project.

**6.1.2.5.3** Banners will not be provided in the Fall Season, only plaques.

### **6.1.3 Fundraisers**

**6.1.3.1** Each Spring, a profit generating fundraiser shall be held.

**6.1.3.2** Players and parents shall be required to participate equally in the fundraiser.

**6.1.3.3** Fundraisers shall only be required in the Fall season if:

**6.1.3.3.1** There is a budget shortfall, and the money collected would be needed to fund the Softball season.

**6.1.3.3.2** A park partnership project with GCPR has been identified and MCAA is in need of funds to support that project.

**6.2 Non-Profit Organization:** Mill Creek Softball Association is a not-for-profit organization. All monies raised from registration fees, fundraisers, sponsors, etc. shall be placed into a Mill Creek Softball Association account at the same banking institution as MCAA. Any expenses required to run the day to day operations will be funded through this account, and require only the MCSA Softball Director and MCSA Treasurer to sign. However at the end of each season, all remaining profits shall be allocated to improving Bogan Park or supporting the needs of Mill Creek Softball Association.

### **6.3 Expense Approval**

**6.3.1** All expenses greater than \$2500 must have the approval of the Softball Director and Softball Treasurer.

**6.3.2** All checks signed by anyone on behalf of the Mill Creek Softball Association must bear two (2) signatures. Any of the following will be considered acceptable: Softball Director, Softball Treasurer, Executive Board President of MCAA and Executive Board Treasurer of MCAA. A reasonable attempt should be made to have the Softball Board sign all checks, with the Executive Board members to be used only in the event of an emergency.

## **Section 2: Softball Board of Directors**

**1.0 Board Structure:** The Softball Board of Directors shall consist of the following

- 1.1** Director of Softball
- 1.2** Assistant Director of Softball
- 1.3** Softball Secretary
- 1.4** Softball Treasurer
- 1.5** Team Mom Coordinator
- 1.6** Equipment Manager (Appointed by Director)
- 1.7** Scheduling Coordinator (Appointed by Director)
- 1.8** Travel Team Coordinator (Appointed by Director)
- 1.9** Technology Coordinator (Appointed by Director)

**2.0 Roles & Responsibilities:** Each member of the board shall be responsible for ensure that MCSA is run as safely, smoothly and effectively as possible. In addition, each member shall have specific responsibilities that include but are not limited to the following:

**2.1 Softball Director:** This position shall govern all activities related to the Mill Creek Softball Association. This includes: - Overall coordination of the Softball calendar - Oversight of the player registration process - Oversight of the coaching selection process - Representation of MCSA at any organizational events unless delegated to another Softball Board Member - Overall management of the MCSA finances - Oversight of the Softball portion of the MCAA web site - Oversight of the execution of each Spring and Fall season for MCSA - Allocation of Field Times to League Directors/Travel Ball

**2.2 Assistant Softball Director:** This position shall be the back-up to the Softball Director, and shall assume responsibilities for portions of the Softball program that the Softball Director may need assistance with. The primary responsibility will be to support the execution of each Softball season, ensuring that all elements of the program are supported appropriately.

**2.3 Softball Secretary:** This position will be the recording arm of MCSA. Responsibilities will include: - Taking notes at any meetings of the Softball Board, and ensuring Action Items are documented - Distributing minutes of each meeting to facilitate communication and ensure all people understand their follow-up items and deliverables - Assist with the Player Registration Process for both MCSA and DYB

ensuring all databases are current in support of the Softball draft, and all paperwork is submitted to DYB. - Assist with the draft process to ensure all players are placed on teams. - Support the All-Star selection process & documentation with any associated organizations – Assist the Softball Director with any non-financial administrative items that may arise

**2.4 Softball Treasurer:** Oversee all financial related matters associated with MCSA. - Maintain the MCSA Checking Account - Ensure timely payment for all vendors servicing MCSA - Develop budgets for each season and ensure we are generating enough revenue to support our spending needs - Proactively raise any issues associated with the financial management of MCSA.

**2.5 Team Mom Coordinator:** Responsible for managing team related events, and communicating with Team Moms for each team at Bogan Park and ensuring teams are supporting the appropriate administrative items. - Choose vendors for picture day and ordering uniform - Oversee and manage all activities associated with Fund Raising - Ensure sponsor money is collected from each team - Coordinate volunteers to handle fund raising and sponsorship collection. Facilitate Communication with Team Moms for all of the following: Fund Raising, Picture Day, Opening Day Ceremony - Coordinate volunteers to handle picture day and uniform order delivery.

**2.6 Equipment Manager:** Oversee all equipment related items. - Take inventory of all equipment on hand, and ensure it is in good working order- Ensure sufficient supply of equipment for each season, and order replacements as necessary.- Manage the delivery and collection of equipment at the beginning and end of each season. - Coordination of a “Bogan Work Day”, where coaches, parents, and volunteers come to the park and perform required field maintenance. Take stock of each field and request the county to perform maintenance as required. - Manage vendors associated with Field Improvement projects. - Up-keep of maintenance equipment like field tractors, etc.

**2.7 Travel Ball Coordinator:** - Act as focal point for all Travel Coaches request for information - Assign field times to all coaches - Represent Mill Creek Softball Association at all relevant meetings - Communicate all ASA rule and calendar related information to all coaches - Coordinate “Tryout Day” for all Spring travel teams. - Ensure all Travel Coaches act ethically and in accordance with Coaches Code of Conduct. - Make recommendations with regard to coaching selection. -Schedule field times to Travel Ball coaches

**2.8 Scheduling Coordinator:** Act as the single point of contact for all game and practice related questions. Assign practice time for all leagues and teams. Create, maintain, and distribute game schedule for all leagues and teams. Ensure umpires are scheduled for all games. Verify all Umpire invoices are correct for payment. Contact all coaches when practice, games, etc are canceled or rained out.

**2.9 Technology Coordinator:** To make weekly changes to and keep the Softball section of the MCAA website up-to date with messages, schedules, calendar, scores and standings, etc.

### **3.0 Elections & Appointments:**

**3.1** Elections shall be held in accordance with MCAA by-laws and shall run 1 full year, encompassing 2 complete seasons.

**3.2** Should any board member resign during the course of the season, the Softball Director has unilateral authority to appoint a replacement to that position.

**3.3** The Directors position must be elected from the existing board, however all other positions are open for advanced and floor nominations at the annual elections.

### **4.0 Meetings and Events**

**4.1** The Softball Board shall meet on the first Thursday of every month, at the very least, to ensure all matters associated with Softball are being addressed in a timely fashion. Date and Location shall be posted on the Website.

**4.2** MCSA shall be represented at all MCAA events by a member of the MCSA Board.

**4.3** All board meetings shall be open to the public and minutes for each meeting will be taken and made available to the board within weeks of the meeting date. Minutes shall be distributed to all MCSA Board Members by the MCSA Secretary and copied to the MCAA Executive President and Secretary.

**4.4** Two elected members must be present to hold a vote on any changes to rules, By-Laws or Guidelines.

**5.0 Voting Rights:** Each *elected* member of the MCSA board shall have 1 vote with regard to all matters relating to these Operational Guidelines and any other issue that may require oversight by the Softball Board. Each *appointed* member of the MCSA board shall have ½ a vote with regard to all matters relating to these Operational Guidelines and any other issue that may require oversight by the Softball Board.

**6.0 Privileges:** All members of the Softball board shall have their registration fees for Softball waived in appreciation for their volunteered time.

**7.0 Community Support:** In the event that there is insufficient support for the growing MCSA program, the MCAA Executive board may vote to delay and/or cancel a specific season. The scope of effort will require a significant amount of support from the community, and we must have the assistance to run the program efficiently.

### **Section 3: Softball Annual Calendar**

**November** •

**December** •

**January** • Spring Sign-Ups; Player Draft

**February** • Spring Practice Begins

**March** • Spring Games Begin 4; Fundraiser

**April** •

**May** • Spring Season Ends

**June** • All-Star Tournaments

**July** • Fall Sign-Ups 1

**August** • Fall Season Begins 1

**September** •

**October** • Fall Season Ends 1

## **Section 4: Player Registration**

### **1.0 Registration Fees**

**1.1** Registration fees shall be set in accordance with MCAA guidelines as a non-profit organization.

**1.2** Fees shall be used to offset all costs associated with running the league. All excess funds that remain at the end of the season shall be used to improve the Bogan Park facilities, replenish the equipment inventory, or to support Park Partnership projects.

**1.3** All non-county residents will pay an “out of county” fee to be determined by Gwinnett County Parks and Recreation

### **2.0 Registration Dates**

**2.1** Spring registration dates shall be determined by vote at a county sponsored Parks and Recs meeting held with all county parks in the month of November.

**2.2** Fall Registration will be determined by the MCSA Board, with concurrence with the MCAA executive board. It shall be consistent with the need to start practices prior to the start of school.

### **3.0 Registration Process**

**3.1** Announcement of Registration dates shall occur at least 14 days prior to registration. Announcement methods may include school mailings, newspaper announcements, web page messages, and/or email blasts.

**3.2** On-line registration shall be the preferred method of registration. For those without internet access, there will be at least 1 walk-up registration to be held at a location with Public Access.

**3.3** Registration shall be closed when each team is considered to be full by the Softball Director, or no later than 1 week prior to tryouts.

**3.4** Should teams not be filled after tryouts, late registration will be allowed for up to 1 week after practices begin. A late registration fee of \$35.00 be charged for all registrants after Registration closes.

#### **4.0 Payment Method**

**4.1** On-Line registration shall accept major credit cards

**4.2** Walk-up registration shall accept cash and check only.

#### **5.0 Refunds**

**5.1** Refunds shall only be allowed for Medical purposes, and a letter from a registered physician shall be required for verification purposes.

**5.2** Other refunds may be provided prior to the start of the season at the discretion of the MCSA Board.

**5.3** No refunds shall be given upon completion of 50% of regular season games.

**5.4** If a child does not come to 75% of the practices, the board has the right to remove this child from the team, refund the registration fees and place the next available child on the waiting list on the team.

## **Section 5: Coach Selection & Responsibilities**

### **1.0 Application Process**

**1.1** Coaches shall express interest by contacting the Softball Director.

**1.2** Coaches that have been awarded a team should express interest at the end of the last season coached.

**1.3** New Coaches shall be required to apply via an application form. Previous coaches are not required to fill out a form, but may do so if desired.

**1.4** Applications shall be made available via the web site and at walk-up registration events.

**1.5** Applications shall be submitted to the Softball Director per the required timelines to be considered as a coach.

### **2.0 Selection Process**

**2.1** All applications shall be reviewed by the Softball Director for consideration.

**2.2** Upon developing a complete list, the coaches list shall be reviewed with the Softball Board.

**2.3** If there are more coaches than teams, the Coaching Selection Criteria shall be as follows:

**2.3.1** Has the individual coached for MCSA before, and if yes...

**2.3.1.1** Has there been negative feedback regarding the coaches behavior, knowledge, or approach? (Complaints about playing time or position placement shall not be deemed valid as these are at coach discretion).

**2.3.1.2** Has the coach/team demonstrated poor performance?

**2.3.1.3** Did the coach fail to demonstrate a commitment to the players and/or park?

If there is no reason NOT to give a coach a team, then prior coaches shall be given priority in team awards.

**2.3.2** For new coaches, review of the applications and interviews with the Softball Director, Asst. Softball Director, or other members of the MCSA Board may be required prior to selection.

**2.3.3** Upon completion of interviews, the Softball Director, will compile a list of recommended coaches for a particular league (including Travel Ball). That list shall be voted on by the Softball Board. Should there be disagreement among the board, the MCSA director shall hold the tiebreaking vote. Should a prospective coach choose to appeal not being awarded a team, it may be escalated to the MCSA President for review.

**2.3.4** Notification will be provided to volunteers per the timelines associated with the Softball Calendar.

### **3.0 Background Checks**

**3.1** All coaches, including assistants and Team Moms will be subject to background checks.

**3.2** Should background checks reveal any information that may be considered an issue, the Softball Board reserves the right to reject coaching applications.

### **4.0 Code of Conduct**

**4.1** All coaches shall sign a Code of Conduct that clearly states behavioral expectations.

**4.2** Signing of the Code of Conduct shall be an indication that they understand coaching is a privilege and not a right, and that MCSA reserves the right to revoke those privileges at any time if behavioral issues arise and persist.

## **5.0 Year-End evaluations**

**5.1** All coaches may be subject to a year end evaluation that may include input from any and/or all of the following:

**5.1.1** Survey of player parents

**5.1.2** Review of team record

**5.1.3** On and off field behavior by members of the MCSA Board

**5.1.4** Input from coaching peers

## **6.0 Responsibilities**

**6.1** Teach players the fundamentals of Softball in accordance with the MCSA mission.

**6.2** Provide support for Bogan Park workday to perform seasonal maintenance on the field which they play

**6.3** Perform field prep as required if they are home team and have the first game of the day for weekend schedules.

**6.4** Manage the behavior of all assistant coaches and parents during games and practices

**6.5** Adhere to all aspects of these Operational Guidelines

**6.6** Be familiar with and adhere to the modified Dixie Youth/Softball format played at MCSA.

## **Section 6: Recreational Program Player Selection Process**

### **1.0 Player Evaluation Tryouts**

**1.1** Tryouts shall be held a minimum of 4 weeks prior to the start of the season.

**1.2** Tryouts will consist of Hitting, Running, Throwing, and Fielding evaluations.

**1.3** All players are required to participate in a tryout for their age group.

**1.4** Players in all leagues except Senior will be required to play with their age group unless a valid medical excuse is presented with a doctor's note to play down an age group or be within 3 months of age to play up an age group.

**1.5** Girls must declare a pitcher at Try-Outs:

If a girls does not declare being a pitcher at Try-Outs, she can only pitch one inning a game during season unless forced due to injury.

**1.6** Should MCSA be unable to field a Senior program, 15 year old players who have not yet entered 9 grade will be permitted to play with the understanding that they are ineligible for All-Stars.

### **2.0 Player Drafts**

**2.1** Each league will have a player draft within 1 week of the tryout.

**2.2** Each draft must have their League Director or at least one MCSA board member present during the process.

**2.3** Draft Procedure shall be as follows:

**2.3.1** Draft order shall be determined by pulling numbers from a hat.

**2.3.2** Odd numbered rounds shall begin with the first team on the list, and even numbered rounds beginning with the last team on the list.

**2.3.3** Each team will be given one pick per round.

Only exception to this rule will be when a team has two picks in the same round (coach's daughter and the assistant coach's daughter fall in the same round). For example, both coach's daughters are second round picks. This team would get two second round picks (both daughters) however there next pick would be in the fifth round (normal draft order from 2.3.2 above)

and the last pick in the fifth round. Basically, they must skip two rounds. This rule will be effect throughout the draft no matter were it occurs...1st round or 5th round.

**2.3.4** MCSA will honor requests by parents to have siblings play on the same team.

**2.3.5** Player rosters will be submitted to Team Mom Coordinator for ordering uniforms.

### **3.0 Player Notification**

**3.1** All coaches shall notify their players within 1 week of being drafted.

**3.2** Should they be unable to reach those players within 1 week, they shall be awarded a replacement player. Replacement players will be selected from a waiting list if one exists.

## Section 7: All-Star Selection Process

### 1.0 Overview:

**1.1** MCSA will participate, at minimum, in the Gwinnett County Pre Tri-County and Gwinnett County Tri-County All-Star Tournaments.

**1.2** MCSA will conform to all requirements of the Tri-County organization and rules that govern them.

**2.0 Eligibility:** If a player has not participated in at least 80% of the regular season games, she shall not be eligible for all-stars unless it was for medical reasons.

**3.0 Player Selection Process:** All-Star teams for each age group will be chosen via the following methodology:

**3.1** All coaches will provide the parents of the players on their team with a form that explains the commitment and expectations regarding participation in All-Stars. For a player to be eligible for consideration during the All-Star selection process this form must be completed and signed by the parent affirming their understanding of and intention to meet the expectations explained therein.

**3.2** During the regular season **after every game, each Head Coach and one assistant coach (or head coach's designee),** must submit a **separate** list of player(s) **from** the **opposing** team that they feel should be eligible for inclusion in the All-Star selection process (maximum of 2 names per list). The two lists may or may not contain the same names and should be based solely on player performance for that particular game. All four lists (two per team) should be turned in to the softball director or assistant director with the date and score of the game. The purpose of this nomination process is to provide multiple opportunities for each player to be considered, to create a **list** of All-Star candidates based on performance throughout the year, and to give each player an equal chance of being selected. At the end of the season, the softball director or his designee will merge these lists to generate an initial list of All-Star candidates.

**3.3** After the initial list of All-Star candidates has been generated (3.2), each coach will have an opportunity to review the list and may then nominate **one** additional player from his/her own team that they feel is deserving of consideration for All-Star selection but was not nominated by other coaches

during the season. This nominee must be submitted to the softball director prior to the All Star selection meeting. No player will be added to the list/pool once all of the coaches have gathered for the All Star selection meeting.

**3.4** A final **pool** of All-Star candidates will be generated by combining the lists of names from sections 3.2 (players nominated throughout the season) and 3.3 (player added by coach prior to the selection meeting) and removing the names of players for whom commitment forms have not been completed and returned (3.1). Each member of the All-Star team must come from this final **pool** of candidates (**3.4**).

**3.5** At the close of the season, the softball director will call a meeting with the league's coaches for the purpose of selecting the All-Star team. At the beginning of the meeting, each coach will submit a list of twelve names from the final **pool** of All-Star candidates (3.4) that they believe are most deserving of a selection. Any player receiving a unanimous vote from **all** coaches is awarded a spot on the All-Star team at this time (note: if all twelve players are selected unanimously, then the selection process is complete and the team has been selected). Once the unanimous votes are tallied, this will officially end the first round of voting. If all twelve players are not selected unanimously a second round will take place. The second round will begin when all coaches submit a new list of players that corresponds with the number of slots still available on the All-Star team. (For example, if five players receive a unanimous vote during the first round of selections, each coach will generate a list of seven players from the diminished pool of candidates.) During this second round, any player who receives a minimum vote of 75% of the coaches is added to the All-Star team (note: the 75% rule would mandate that 3 of 4, 4 of 5, 5 of 6, 5 of 7, or 6 of 8 coaches must agree on each candidate depending on the number of teams in that age group). Once the lists are reviewed and the votes tallied, this will officially end the second round. If additional selection rounds are necessary, coaches are encouraged to continue to discuss individual candidates, team needs, etc. to help build consensus and the 75% rule will continue to be applied to each round thereafter. In the unlikely event that the number of players receiving votes from at least 75% of the coaches exceeds the number of remaining slots on

the All-Star team, players with the greatest number of votes should be added to the team and the process should continue. If this is not possible, the head coach of the All-Star team may select which player from this round to exclude from the team. When at least two rounds of voting has been completed AND at least ten of the twelve players have been selected, the head coach of the All-Star team may choose the players for the remaining 1 or 2 slots if they exist. These players, however, must come from the diminished list of players remaining in the pool of All-Star candidates at the end of the most recent round of selections.

#### **4.0 Coaching Selection Process**

**4.1** Coaches wanting to manage the All-Star team should submit this request in writing (email is fine) to the Softball Director, one week prior to the All-Star player vote.

**4.2** After the players have been selected, those coaches who have a child on the team, or who are volunteers with child in the league will be eligible to coach the team.

**4.3** If more than one coach has expressed interest, and/or has a child on the team, there will be an anonymous vote consisting of the following people: - Coaches from that League.

**4.4** If there is a tie vote, the league coaches will revote and if there is still a tie after this vote, the Softball Director will decide. (only time this will not apply is when the Softball Director is being considered as the coach then the board member hosting this specific meeting will be the deciding vote).

**4.5** The Head Coach has the right to select his assistant coaches.

#### **5.0 Registration Fees/Sponsor Money**

**5.1** MCSA shall provide all expenses related to All-Star uniforms and tournament fees.

**5.2** Any activities, awards, or equipment funded outside the All-Star registration shall be split equitably among the parents of the players on the team. No sponsor checks will be allowed for All-Star teams until after the team has been selected.

## **Section 8: Travel Ball Guidelines**

**1.0 Overview:** In order to provide a higher level of competition for those players who desire to play at that level, MCSA will support a Travel Softball program.

### **2.0 Eligibility**

**2.1** All players who comply with the age requirements of a particular team are eligible to tryout for that team.

**3.0 Player Selection Process:** Travel Teams for each age group will be chosen via the following methodology:

**3.1** MCSA shall hold a “tryout day” in the month of September. Tryouts shall be announced and advertised to ensure the general public is aware of the tryouts.

**3.2** Players shall register prior to tryouts to get a scope of number of players trying out.

**3.3** Each travel coach will determine the tryout process for his team, and the number of players the team will carry.

**3.4** Player selection is at the discretion of the head coach of each team. Coaches decisions are final, and shall only be reviewed by the MCSA Softball & Travel Director if there is a valid concern over the selection process.

**3.5** Upon finalizing the roster for his team, each coach shall notify the players who made the team personally by October 15<sup>th</sup>.

**3.6** Should the team roster not be full after the first tryout, or at the time players are announced, the coach may request a second tryout, where players may be asked to tryout a second time, or open it to additional players. That coach is responsible for advertising, recruiting, and setting the date for that tryout.

**3.7** Coaches may make changes to the roster, including asking players to leave, and replacing them with new players, if they feel it is in the best interest of the team. It is recommended that this be reviewed with the MCSA Softball & Travel Director prior to doing so.

**3.8** By February 1, a final roster is due to the MCSA Softball & Travel Director so that all players may be registered with MCSA.

#### **4.0 Travel Ball Coaching Selection Process**

**4.1** Coaches interested in coaching a travel team for their age group should express interest to the MCSA Softball & Travel Director NO LATER THAN AUGUST 1, and ideally at the end of the Spring/Summer Softball season.

**4.2** The coaching selection process referenced in Section 5-2 shall be followed.

**4.3** All coaches shall be subject to the same requirements stated in Section 5.

#### **5.0 Financial Management/Registration Fees. Sponsor Money/Fundraising**

**5.1** Each coach shall develop a budget estimate prior to tryouts so that he may determine how much money he will need to support his season for the following year.

**5.2** Each coach shall determine the registration fees/fundraising requirements for his team prior to tryouts, so that he may inform all parents at tryouts of the expectation.

**5.3** Each coach shall set up a checking account to be used exclusively for team financial matters. All fees/funds collected and paid on behalf of his team should be handled through this account.

**5.4** Each coach shall be responsible for paying the MCSA registration fees for his team directly from his team account.

**5.5** Each team shall be reimbursed the cost equivalent of playing a rec ball season. This shall be determined using the formula: Uniforms+Game Balls. All other funds required to support team requirements shall be the responsibility of the team to raise through additional registration fees, fundraising, and sponsorships. All players should be requested to participate equally in fundraising and sponsorship to a minimum level, with any funds raised above those levels going to support team activities.

**5.6** Sponsorship of Travel Ball shall be subject to the same requirements as Rec Ball, with each sponsor

**5.7** Coaches shall periodically review with the parents of the team the status of the team budget. At the end of the season should there be a surplus remaining in the checking account, those funds shall be spent on the members of the team, or shall be divided equally among the players on the team and returned to the parents.

**5.8** Upon closure of the season, the coaches may be requested to submit a budget report to MCSA, and verify that funds have been depleted.

