

WINFIELD YOUTH SOFTBALL ORGANIZATION

BYLAWS

Effective (August 1, 2015)

The Winfield Youth Softball Organization (WYSO) is established for the purpose of administering and promoting softball program/s for the youth of the Winfield area of Carroll County. The Winfield Youth Softball Organization, represented in these by-laws as **WYSO**, is a non-profit organization dedicated to the recreation and athletic endeavors of the youth of the Winfield area. The WYSO is recognized as the governing body of the recreational In-House program, Central Maryland League Program and Maryland STARS Program and all teams representing Winfield in various sanctioned leagues in Carroll County and the greater metropolitan area.

WYSO Program Definitions:

In-house

- Falls under the direction of the In-house Coordinator.
- Players register for program during January and February.
- All players that register get to play.
- Teams are arranged to balance the level of each team – draft, requests, or simply the In-house Coordinator assignment may be used. Requests are permitted for reasons such as carpooling, coaches, etc.
- Roster size shall be determined by the In-house Coordinator to best fit the players who register for the In-house Program.
- Practice from mid-March through mid/end of April when the season starts.
- Youngest level play simulated games using Instructional Field
- Teams of ages that best suits the demographics of the girls registered will be organized and fielded.
- All games are played at Mayeski Park and/or other facilities permitted by WYSO.
- Teams play 1-3 games a week from mid/end April through mid-June (when school lets out). Optionally include an end of season In-house All-Star game and/or Championship Playoffs.
- No player shall be excluded from an In-house team for financial reasons.
- Teams focus should be on fun, recreations and basic skill development.

Winfield Sting

- Selected via group and/or individual tryouts in August.
- Falls under the direction of the Winfield Sting Coordinator.
- Teams of ages 10U, 12U, 14U, 16U, and 18U may be fielded.
- Multiple teams may be fielded at an age group if the number of players justifies it.
- Roster size for each team shall be 10-15 players.
- Teams may play in the fall, but the schedule shall be limited to no more than 10 games, 5 double headers in a fall league.
- Teams practice once per weekend during the fall.
- Teams practice indoor from December through end of March and then practice outdoors. Outdoor practices are limited to no more than 2 per week.

- Teams start league (CML, Mason Dixon, other) mid-April through mid-July to include opening season and end of season League (CML) tournament.
- Games are played at WYSO facilities and/or the opponent's facility. Weekday schedule includes a single or doubleheader if needed due to make up and lighted field is available. Weekend schedule includes a single or doubleheader. Due to WYSO field limits, 50% of weekday games are to be scheduled as away games.
- Teams may play no more than 20 games during their league season. The Sting Coordinator may approve a league schedule of more than 20 games if tournament play is reduced.
- Once the season begins teams will practice twice per week providing field availability to the total number of teams in the entire WYSO.
- Teams may also play in up to 3-5 tournaments in addition to their league beginning and end of season tournaments.
- All tournaments except for their beginning and end of season league tournaments shall be tournaments sanctioned by national level governing bodies such that the tournament is covered by this bodies insurance.
- No more than 1 tournament may require overnight stays.
- Team focus should be in skill development, fun, and recreation.
- No player shall be turned away because of financial issues on part of her family.
- During league play, minimum playing time standards shall be enforced on a per game basis. During tournaments minimum playing time standards shall be enforced on a tournament basis.

Stars

- Selected via group and/or individual tryouts in August.
- Falls under the direction of the Maryland STARS Coordinator.
- Teams may be fielded at 10U, 12U, 14U, 16U, and 18U.
- Multiple teams may be fielded at an age group if the number of players justifies it.
- Roster size for each team shall be 10-15 players.
- Teams may play in the fall, but the schedule shall be limited to no more than 4-5 tournaments.
- Teams practice indoor from December through end of March and then practice outdoors. Outdoor practices are limited to no more than 2 per week.
- Teams do not play any league ball.
- Season for STARS starts mid-April for younger teams and mid/end May for older teams. Both end their season no later than the first weekend of August.
- Stars Team spring/summer schedule will vary based on age group. Younger teams will play 10-12 tournaments with no more than 3 requiring over-night stays. Older teams, 16U, 18U may play no more than 12 tournaments and no more than 6 may require over-night stays.
- Exceptions to these schedule guidelines for tournaments requiring overnight stays may be granted by the STARS Coordinator.
- All tournaments shall be tournaments sanctioned by national level governing bodies such that the tournament is covered by this bodies insurance.
- No player shall be turned away because of financial issues on part of her family.

- No defined minimum playing time standards per tournament shall be enforced, but it is suggested that players receive no less than 60% of the total time playing a position where position included any of the 9 in the field. DP, DH, EP, AP, DEFO, FLEX, etc.

These by-laws have been developed and approved by the Executive Board, whose purpose and authority is to govern and operate the WYSO. Any changes to these by-laws will be in accordance with the laws contained herein. All meetings of the WYSO shall follow Roberts Rules of Order.

1. Executive Board (EB): Herein referred to as EB, is the governing body of WYSO and consists of: 1). Commissioner, 2). Chief Financial Officer, 3). Secretary, 4). Maryland STARS Program Coordinator; 5). Winfield Sting Program Coordinator, 6). In-House Program Coordinator, 7). Maryland STARS Treasurer, 8). Winfield Sting/In-House Treasurer, and 9). Equipment Coordinator.

Members of the EB will be nominated by the Winfield softball community in October each year and will be elected in November each year by a vote of the EB. Board members will serve a minimum of one (1) year in that capacity. The term of office for the EB will be from November 1 through October 31 of any year. The term of office for any EB member may be extended by a majority vote of the current EB.

Any vacancies in the EB will be filled by appointment by the Commissioner subject to EB approval.

2. No action shall be undertaken by the WYSO or any of its members that would lead to any individual or subgroup to benefit physically or financially. All activities and the results therefrom shall benefit the organization as a unit. In addition, all equipment/materials/supplies/software, etc. procured by members of the WYSO organization must receive pre-approval by the Equipment Coordinator or the EB prior to ordering and/or paying for same. All equipment/materials/supplies/software, etc. procured by the WYSO is the property of the WYSO and will be shared by all organizational programs. Any member found in violation of this section, by converting or attempting to convert equipment/material/supplies/software, etc. for his or her own use, shall be removed from the EB and WYSO membership.

3. The WYSO is an equal opportunity organization and no individual will be refused membership to the organization on the basis of their race, color, national origin, creed or physical disability.

4. No compensation or special consideration will be made to any member of the WYSO and /or EB for any effort and/or commitment that is provided. This applies to all coaches, members of the EB, or any other person who performs a function or provides a service for the WYSO. This does not apply to outside personnel who are contractually obligated to provide services for the WYSO. This includes umpires and any person and/or company hired to provide special training for the athletes and coaches.

5. The EB will be responsible for all expenditures of funds. All organization expenditures and operations must be approved in advance. A majority of the EB is required in order to effect any vote. The quorum needed to conduct official business is 5 (five). Any members not present forfeit their voting rights unless they have submitted their vote in writing prior to the vote of record by the EB.

6. Registration Fees: The EB will determine the costs of registration for athletes for all programs and any additional costs necessary to cover operating costs. All funds received are for the sole purpose of operating WYSO, its teams, league costs, equipment, umpire fees, field maintenance, and any other miscellaneous fees needed to effect the functional operation of the organization. Effective November 2011, members of the EB, including the Maryland STARS Treasurer and the Sting/IH Treasurer will be afforded a waiver of program registration fees. This waiver does not include additional costs or fees for equipment, uniforms or spirit wear items.

7. Commissioner: Will be elected by the EB for a term of one (1) year as described elsewhere in these bylaws and is responsible for the general administration of the WYSO. Duties include, but are not limited to: calling and conducting all meetings of the EB, acting as primary contact for WYSO with the Winfield Recreation Council and any and all Department of Recreation and Parks officials, overall coordination of In-House and Travel team operations and field use, and any other duties as determined by the EB.

The Commissioner will have the final decision on any and all disputes or situations not resolved at the various program levels. The Commissioner's decision will be considered final.

In the event a problem occurs concerning a member of the EB or any person/s acting on behalf of the WYSO, the Commissioner, after consultation with the EB has the authority to effectively remove that person from membership in the WYSO and designate a replacement.

8. Maryland STARS Coordinator: Will be elected by the EB for a term of one (1) year as described elsewhere in these bylaws and is responsible for the overall operation and management of the organization referred to as the Maryland STARS. Duties include, but are not limited to: conducting tryouts for all Maryland STARS teams; approving any and all proposed team schedules coaches and assistant coaches. Be responsible for all STARS financing and fundraising activities. He/she will maintain affiliations with all necessary local, regional and national softball organizations and serve as a resource to coaches and assistant coaches. He/she will ensure that all coaches/teams are properly sanctioned and insured by appropriate state, local and national softball associations in order to participate in relevant softball sporting events. In addition he/she will obtain outside sources of information and instruction to the benefit and development of its players and coaches. Activities include arranging, hosting, and scheduling pitching clinics; catchers' clinics, coaches' clinics and/or hitting clinics.

He/she has the authority to assign or delegate all reasonable and necessary activities associated with the Maryland STARS organization, including, but not limited to: sponsorships, fund-raising, uniform coordination, Spirit-wear, conducting and hosting

tournaments, web-site maintenance, tournament directing, trading pin design activities. He/she shall also coordinate field schedules with the Commissioner; Sting Coordinator and In-House Coordinator.

9. Winfield Sting Coordinator: Will be elected by the EB for a term of one (1) year as outlined elsewhere in these bylaws and is responsible for the overall operation and management of the organization referred to as the Sting/Winfield Sting.

Duties of the Sting Coordinator include, but are not limited to representing WYSO and its travel teams at all meetings with Departments of Parks and Recreations and other meetings held for the purposes of establishing league formats, schedules and tournaments and any league functions prior to, during and after the softball season. The Sting Coordinator is responsible for tryouts, and for making coaching selections and for seeing that all information is forwarded to all Sting teams/coaches and any that any and all concerns of the travel team coaches is presented to the EB for consideration and resolution. These duties may be amended by agreement of the Sting Coordinator and the EB as deemed necessary to meet the needs of the Sting league teams and to provide and maintain a continuous and efficient operation.

He/she has the authority to assign or delegate all reasonable and necessary activities associated with the Sting organization, including, but not limited to, sponsorships, fund-raising, uniform coordination, Spirit-wear, conducting and hosting tournaments, web-site maintenance, tournament directing, and trading pin design activities. He/she shall also coordinate field schedules with the Commissioner, Maryland STARS Coordinator and In-House Coordinator.

10. In-House Coordinator (IH): Will be elected by the EB and serve a term of one (1) year as outlined elsewhere in these bylaws and is responsible for the overall operation and management of the organization referred to as the In-House program..

Duties of the IH Coordinator include, but are not limited to: serving as contact person between the EB and the league representatives, coordination of field use for the In-House activities, dispute resolution, coordination of league game schedules with league representatives, overall management of all In-House activities, including league registrations, sponsorships, and fundraising activities, and uniform ordering and distribution and league rules for all current age groups (i.e., k-1; 2-4; and 5-8). Responsibilities also include ensuring all decisions and revisions enacted by the EB are implemented, coordinating and scheduling of umpire assignments where applicable, conducting meetings involving all league representatives to discuss the operations and league set-ups and /or to discuss proposed changes to the In-House Leagues, and the primary contact person with the Commissioner.

He/she has the authority to assign or delegate all reasonable and necessary activities associated with the In-House organization, including, but not limited to: sponsorships, fund-raising, uniform coordination, Spirit-wear, post season All-Star teams, trophies, tournaments, and web-site maintenance. He/she shall also coordinate field schedules with the Commissioner, Maryland STARS Coordinator and Sting Coordinator.

11. Chief Financial Officer (CFO); Maryland STARS/Winfield Sting League – In-House Treasurers:

Effective November 2011, the financial administration of WYSO is revised to provide for the creation of a chief financial officer and two treasurers. One treasurer will be responsible for the fiscal affairs of the Maryland STARS and the other treasurer for the fiscal affairs of the Sting/In-House program.

Each treasurer will be elected by the EB and have check-writing authority in an amount not to exceed \$5,000.00. (NOTE: For amounts in excess of \$5,000.00 Executive Board approval is required.)

The CFO will be elected by the EB, serve a term of 1 (one) year as provided elsewhere in these bylaws and is responsible for providing monthly/annual reports to the Recreation Council and Carroll County Department of Recreation and Parks as required.

Examples of Treasurer/s duties include, but are not limited to, the following:

- Maintaining accurate and up-to-date records of receipts and expenditures;
- Providing monthly reports to the CFO that include beginning balance; receipts; expenditures, and ending balance;
- Depositing monies in a timely manner;
- Paying bills in a timely manner;
- Maintaining player payment records;
- Providing monthly reports to the CFO as required

12. Fund-raising Coordinator: Effective November 1, 2006 fund-raising activities are the responsibility of each program coordinator (i.e., Maryland STARS Coordinator, Sting Coordinator and the In-House coordinator). Each program coordinator will assign or designate an individual or group of individuals who will be responsible for identifying, coordinating, and finalizing any and all fund-raisers. The purpose of having fund-raisers will be to meet any financial obligations of the organization and to maintain registration fees that are consistent and accessible for the community at large. The type of fund-raiser being considered must be presented to the EB for its approval prior to the start of the season. All teams must participate in the WYSO League fund-raiser. Additional fund-raisers may be conducted to help defray the cost of Team travel and Tournament expenses. All additional fund-raisers must be approved by the EB. The EB reserves the right to review all expenditures of said funds.

13. Secretary: Will be elected by the EB for a term of 1 (one) year as described elsewhere in these bylaws and is responsible for preparing and distributing minutes of all organizational meetings. The minutes are to be distributed to all members of the EB within one (1) week of the meeting date. The Secretary will retain all original minutes and must be prepared to effect a transfer of all original minutes in the event there is a change of Secretary. All original minutes are to be kept in a safe location for a minimum of three (3) years.

14. Equipment Coordinator: The Equipment Coordinator will be elected by the EB and serve a term of one (1) year as outlined elsewhere in these bylaws. The Equipment Coordinator will be responsible for maintaining an up-to-date inventory of all equipment being used, its distribution to the various teams and its return at the conclusion of the softball season, the purchasing of new equipment, disposal of outdated or damaged equipment, securing all necessary materials and/or equipment needed to maintain and properly mark all playing fields, general maintenance of the playing fields, coordination of Field Day prior to the beginning of league play and any other duties as deemed necessary to effect a safe and efficient playing environment.

15. Uniform Coordinator: Effective November 1, 2006, each program coordinator (i.e., Maryland STARS Coordinator, Sting Coordinator and In-House Coordinator) will assign or delegate a uniform coordinator. He/she will be responsible for procuring all team uniforms and post season awards. The Uniform Coordinator is to secure a minimum of three (3) bids for uniforms and awards and present that information to the EB for final decision. In the event a suitable arrangement can be made between the Uniform Coordinator and the providers of uniforms and awards, the EB may waive the additional bids and agree to accept the standing arrangement. The Uniform Coordinator will be responsible for the distribution of the Travel Uniforms and the return at the end of the playing season.

16. Sponsor Coordinator: Effective November 1, 2006, each league coordinator (i.e. Maryland STARS Coordinator, Sting Coordinator and In-House Coordinator) shall designate or delegate a sponsor coordinator. He/she is responsible for securing and coordinating sponsors for all teams in the WYSO. The Sponsor Coordinator will contact all current sponsors at the conclusion of each season and inquire as to the continued support of the sponsors for the next season. This information will be presented to the EB at the first general meeting held after the conclusion of play. The Sponsor Coordinator will also be active in the solicitation of new sponsors as needed. The Sponsor Coordinator in conjunction with the Uniform Coordinator will determine which type of award will be presented to each sponsor at the conclusion of the season. Sponsorship fee will be determined by the EB. All Sponsors must be approved by the EB.

To help defray the cost of Travel and Tournament expenses, Teams are encouraged to solicit additional sponsors. The EB reserves the right to review and approve all policies and procedures related to sponsorships and how sponsor funds are apportioned.

17. Concession Coordinator: Effective November 2011, the concession coordinator/s shall be appointed by the Commissioner and be responsible for the effective operation, stocking, and maintenance of the concession stand. The duties of the coordinator include, but are not limited to: purchasing of all supplies, establishing the menu items, overseeing game day operations of the concession stand, establishing a policy for the staffing of the concession stand by all teams during the softball season, making any and all arrangements with providers of supplies to the satisfaction of the EB, and the inventorying of all remaining supplies at the conclusion of play. At the discretion of the Coordinator, a coordinator for each league may be established to carry out the duties of staffing and managing the concession stand on game days. The Concession Coordinator will keep an accurate financial record of all purchases and income generated by the

concession stand. These records and funds will be submitted to the CFO weekly. At no time is the Concession Coordinator to be in possession of funds longer than one week unless prior arrangements have been made with the CFO.

18. Field Maintenance: Effective November 2011, field maintenance activities are the responsibility of each program coordinator. Examples of duties include, but are not limited to coordination of all field day activities. He/she will identify work to be done at all field locations where WYSO sanctioned teams are permitted to play. At present, those locations include four fields at Mayeski Park; one each at South Carroll HS; and Century HS and one field at Legore Memorial Field. All program coordinators are required to assist with all necessary activities for the care and upkeep of all field locations.

19. Coaches are subject to background checks in accordance with present Carroll County Department of Recreation and Parks regulations. Any person not in agreement with this policy will not be allowed to coach or assist with any team. Also this will preclude membership in the WYSO. All coaches and assistants are required to be certified by the NYSCA and/or an equivalent. The WYSO will be responsible for all training fees and membership dues for certified coaches. This requirement is to enforce the purpose of the WYSO to provide a positive environment for the athletes and their families. All coaches will be required to sign a Coaches' Ethics acknowledging their agreement with and adherence to prescribed code of conduct and acceptable behavior while functioning as coach. Any deviation from the Code of Ethics by any coach will subject that coach to scrutiny by the EB, forfeiture of game(s) and/or dismissal as coach. The WYSO EB reserves the right to select and/or deny any applicant for a coaching position.

20. Teams: All teams playing under the WYSO must be approved by a majority vote of the EB. No team may represent WYSO in any league, tournament, and/or other events without the sanction of the EB.

21. The WYSO will maintain affiliation with the Winfield Recreation Council and the Department of Parks and Recreation of Carroll County through the participation in the recreation council meetings as they are called. The WYSO will also maintain affiliation with the Amateur Softball Association (ASA), USSSA and PONY or equivalent organizations.

22. The WYSO will call one meeting for the South Carroll Community at large to review, discuss and/or make recommendations on the direction of the WYSO for the upcoming season. This meeting is to be held after registration and prior to the beginning of the season. All financial records and organizational meeting minutes will be available for review at this meeting. In addition, program coordinators are required to notify EB members of their intent to conduct program meetings. Notification must be made 24 hours prior to the start of any proposed meeting.

23. All members of the WYSO will abide by the operating procedures contained herein, approved by the EB and in effect.

APPROVED: _____