**Crosby Sports Association**

**P.O. Box 75 Crosby, Texas 77532**

**Constitution and By-Laws**

**Amended March 2017**

**Article-I: Name**

The name of this organization is Crosby Sports Association, Crosby, Texas. It is a local youth sports program that promotes recreational baseball and softball and creates an opportunity to expose players within our recreational divisions to a higher level of play.

**Article-II: Articles of Organization**

The articles of organization of a constituent organization include: (a) the by-laws of such organization, and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is corporation) or the articles of association by whatever name (in case in which the organization exists as an unincorporated association).

**Article-III: Purpose**

**Section 1:** The objectives of the Crosby Sports Association are:

1. To create and promote a youth sports program consistent with the Association guidelines that serves the Crosby and greater Crosby area.
2. To instill in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority.
3. To raise the standards of competitive competition through a supervised program under the rules and regulations set forth by the Association in order to accomplish these objectives.

**Article-IV: Basic Policies**

**Section 1:** The following are basic policies of the Association:

1. The organization shall be non-commercial, non-sectarian, and non-partisan.
2. No CSA youth games or mandatory practices shall be scheduled on Wednesdays or Sundays.
3. The name of the organization, or the names of any member in their official capacities, shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose note appropriately related to promotion of the objectives of the Association.
4. Deleted by Amendment 1997
5. No part of the net earnings of the Association shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
6. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code, or (2) by any organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code.
7. Any member may be determined “undesirable” and may be cancelled upon recommendation of the Board of Directors by a 2/3 vote of those present at any regular or special called board meeting. The person being considered “undesirable” shall have the right to be present and give testimony of his/her behalf at the special called meeting.
8. Drafts on Bank accounts shall require two authorized signatures.

**Article-V:** **Relationship with Dixie- Deleted by Amendment 2012**

**Article-VI:** **Membership**

**Section 1:** Regular Membership will include all registered Spring Recreational youth players, youth player parents or legal guardian, Adult Coed Softball players, umpires and lifetime sponsors. These members and only these members will have voting rights. Membership under the age of 18 does not have voting rights.

**Section 2:** Only regular members in good standing, or individuals approved by the Board, may be elected or appointed by the Association to hold any official position (coach, assistant coach, team mom, etc.) within the Association.

**Section 3:** Officers/Board Members and their election:

1. The Board shall consist of President, Vice-President, Secretary, Treasurer, all league commissioners (as many as are needed), Concessionaire, Publicity Officer, Uniform Coordinator, Webmaster, and Equipment/Field Manager, and past President of previous year.
2. Every officer shall be considered a member of the board of directors (hereinafter referred to as the Board).
3. The Executive Officers shall consist of the President, Vice-President, Secretary, and Treasurer.
4. Officers shall be elected by ballot in the month of May; pursuant to the guidelines set forth in **Article XVI.**
5. Officers shall assume their office duties August 1st and shall serve until July 31st of the following year
6. As a result of their long, faithful, and meritorious service to the Crosby Sports Association, and the desire of the Association for their continued involvement, Bobby Michalsky and Annie Michalsky are appointed life- long members and Board Members with full privileges and appurtenant thereto.

**Section 4: Vacancies**

1. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the board, notice of such election having been given.
2. In the case of a vacancy occurring within the office of President, the Vice President shall serve notice of the election.

**Section 5: Reason to Remove**

1. By (2/3) two-thirds vote of the Board, any member may be removed for failure to perform duties or if they are considered an undesirable person. A “member” definition is described in Article VI, Section 1. An officer or chairman **will be** removed from office automatically if (3) consecutive meetings are missed without justification or probable cause. Reinstatement of office for missing meeting may be effected by two-thirds (2/3) majority vote of the board.
2. Any member removed by the Board will serve a three (3) year suspension before being allowed to return to an official position within the Association. Reinstatement into the Association requires two-thirds (2/3) majority vote of the Board.
3. Any Board member that resigns and leaves the Board must wait one (1) year before running for any position on the Board. At the time of resignation, the board has the right to waive one (1) year wait period by a 2/3 vote. The waiver will be noted in the minutes.

**Section 6: Executive Board (President, Vice-President, Secretary, Treasurer)**

1. **Starting after August 1, 2012-** Only after serving on the Board for minimum of one complete term will members be allowed to hold an Executive Board position. Executive Board Position will be a two (2) year term. Starting in August 2012 the President and Treasurer will be for 2 years and in August 2013 the Vice president and Secretary will come up for election and after being elected he/she will begin serving a 2 year term. Every even year the President and Treasurer position will be placed on the ballot. Every odd year the Vice-President and Secretary will be placed on the ballot. An executive board member can decide to run for another executive board position without resigning from the current position. If elected to a different executive position a resignation will be turned in and the board will vote on who will fill the remaining term in accordance with the by-laws.

**ARTICLE-VII: Duties of Officers**

**Section 1: The President shall:**

1. Coordinate and direct the work of the officers and committees of the Association in order that the objectives and purpose may be promoted;
2. Confirm that a quorum is present before conducting any business at any meeting of the Association;
3. Preside at all meeting of the Association;
4. Appoint Chairmen of special committees subject to approval of the Board;
5. Be authorized to sign on bank accounts;
6. Be a member ex-officio of all committees; meaning the President can participate with voting rights within an appointed committee;
7. Perform such other duties as may be prescribed in the By-Laws or assigned by the Association;
8. Oversee and assist Treasurer in the performance of his/her duties

**Section2: The Vice- President shall:**

1. Act as an aide to the President;
2. Preside in the absence of the President;
3. Be authorized to sign on bank accounts);
4. Oversee Sponsorships;
5. Secure and Oversee Umpires for the Association;
6. Perform other duties as assigned by the President or Association Board;
7. Oversee and assist Treasurer in the performance of his/her duties

**Section 3: The Secretary shall:**

1. Record the minutes of all meetings of the Association and provide copies to all Board members no later than one week after the meeting;
2. Have a current copy of the By-Laws;
3. Maintain the attendance records of all officers of the Association and make a report of delinquent attendance at all Board and General Body meetings;
4. Maintain all membership lists;
5. Conduct all correspondence as may be directed by the Association;
6. Compile and keep a record of all events and activities to be presented General Body;
7. Be authorized to sign on bank accounts;
8. Assist the Uniform Coordinator;
9. Perform other related duties to promote the objectives of the Association deemed necessary by the Board

**Section 4: The Treasurer shall:**

1. Have custody of funds of the Association and make deposits as required;
2. Keep books of bank account and financial records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks for three (3) years;
3. Make disbursements as authorized by the President and Board of Directors in accordance with the budget adopted by the Association;
4. Be authorized to sign on bank accounts;
5. Present a financial statement at general meetings, Board meetings, and at other times as requested by Board that include expense and income reports;
6. Make a full report at the meeting at which new officers assume their duties;
7. Submit books to the audit committee as requested;
8. Select a Certified Public Accountant (CPA) to prepare and oversee the preparation of the Budget Committee;
9. Work with and coordinate with CPA to prepare and submit tax documents before tax due date;
10. Shall serve on the Budget Committee;
11. Coordinate and work with President and Vice President as directed/required;
12. Shall record minutes of any meeting of the association in which the secretary is absent;
13. Perform other related duties to promote the objectives of the Association deemed necessary by the Board

**Section 5: The League Commissioners shall:**

1. Be in charge of and responsible for registration of players in his/her league;
2. Confirm all birth records and eligibility requirements prior to player selection;
3. Conduct try-outs in his/her league;
4. Conduct Drafts in his/her league; see **Article XIV** for details and procedures;
5. Ensure equal opportunity for each player in selection for team rosters;
6. Submit a written set of ground rules and game schedules to the Board for approval and post the ground rules in each dugout;
7. Make sure the umpires are aware of the ground rules posted in the dugouts;
8. Select an assistant League Commissioner;
9. Conduct all other functions concerning his/her league subject to Association approval;
10. Maintain and be responsible for his/her field(s) upkeep and cleanliness;
11. Give Maintenance Coordinator, President and/or Vice-President as much of a notice as possible when field maintenance materials are needed;
12. Perform other related duties to promote the objectives of the Association deemed necessary by the Board

**Section 6: The Assistant League Commissioner shall:**

1. Act as an aide to the League Commissioner. (as it pertains to managing play during the season.)
2. Act in an advisory capacity to the Board of Directors without voting power.

**Section 7: The Concessionaire Manager shall:**

1. Supply, purchase and stock all concession goods and materials as needed during seasons of play;
2. Record and report all income and expenses to the Treasurer;
3. Maintain account of all receipts, invoices, monies, and coordinate with the treasurer for making deposits as required;
4. Be responsible for daily operation, work, schedules, inventory, and deliveries;
5. Sign on credit accounts for concession purposes only;
6. Advise and direct Assistant Concessionaire;
7. Shall find and coordinate food related vendors for CSA opening day;
8. Develop and maintain contracts with opening day vendors;
9. Perform other related duties to promote the objectives of the Association deemed necessary by the Board

**Section 8: The Assistant Concessionaire shall:**

1. Act as an aide to the Concessionaire;
2. Assume all responsibilities of the concessionaire in his/her absence;
3. Coordinate with Concessionaire and members on schedules, supplies, records, ordering, deliveries, repairs, invoices, receipts, income, and expenses;
4. Perform other duties as required by the concessionaire or Association

**Section 9: The Equipment/Field Manager shall:**

1. Maintain inventory and list of all CSA baseball and softball equipment;
2. Secure bids on all major purchases and equipment requested by the Association;
3. Be responsible for dispensing and collecting all equipment issued to each coach;
4. Reissue All-Star equipment under same regulations;
5. Be responsible for all servicing and preventative maintenance of field maintenance equipment; keeping fuel at the complex for all maintenance equipment
6. Keep accurate records of all field equipment maintenance intervals;
7. Coordinate the needs of each league Commissioner as pertaining to their respective field stipulation during regular season play;
8. Have the authority to refuse payment for any unauthorized purchase being charged to the maintenance budget;
9. Perform other related duties to promote the objectives of the Association deemed necessary by the Board

**Section 10: The Publicity Officer shall:**

1. Promote the activities and functions of the Association year round;
2. Send out notification in advance of all activities and functions of the Association;
3. Assist each league commissioner in promoting and publishing each league activities;
4. Assist Vice-President and/or sponsorships committee in finding Sponsorships for the Association;
5. Responsible for finding Non Food Related Vendors for CSA opening day;
6. Responsible for developing and maintain contracts for opening day vender;
7. Coordinate the Team Mom meeting;
8. Perform other related duties to promote the objectives of the Association deemed necessary by the Board

**Section 11: The Uniform Coordinator shall:**

* 1. Solicit a minimum of (3) three bids to be submitted to the board no less than 30 days prior to sign-ups for a majority approval of vendor;
  2. Coordinate and supply clothing for sizing at sign-ups;
  3. Coordinate the delivery and distribution of uniforms;
  4. Submit a complete list of teams and team sponsors to the BOD;
  5. Assist in finding sponsors;
  6. Perform other related duties as required by the Association deemed necessary by the board

**Section 12: The Webmaster shall:**

1. Be responsible for finding webhosting for the CSA webpage;
2. Maintain and update the webpage;
3. Upload minutes to a prescribed location on the CSA webpage within one week of receiving the minutes from the secretary;
4. Perform other related duties to promote the objectives of the Association deemed necessary by the Board

**Section 13: All Officers shall:**

1. Perform the duties outlined in these By-Laws and those assigned from time to time by the Association;
2. Be required to attend all General Body Meetings, Board Meetings, and Special Called Meetings;
3. Take part in all fundraising activities of the Association;
4. Participate in field work days and/or concession preparation and any other tasks needing attention prior to CSA opening day, tournaments or any other activity at CSA needing work to be completed prior to;
5. Be removed from office automatically if three consecutive meetings are missed without justification or probable cause. Reinstatement of office may be effect by two-thirds (2/3) majority vote of the Board;
6. Be removed from office by two-thirds (2/3) majority vote of members present at any regular scheduled or special called meeting of the Association if they are flagrantly derelict in their duties or in direct conflict with the rules and regulations of the Association;
7. Return all equipment, records, checkbooks, ledgers, receipt records, and supplies to the Association upon termination, or delivery to their successors. All official materials within (15) days following the meeting at which their successor assumes their duties;
8. Transact necessary business in the interval between Association Meetings and such other business as may be referred to it by the Association;
9. Present a report at the General Body meetings of the Association;
10. Prepare and submit a budget for the year to the Association for adoption;
11. Approve routine bills within the limits of the budget

**Articles-VIII: Meetings**

**Section 1:** General Body Meeting of the Association shall be held as needed.

**Section 2:** Board Meetings of the Association shall be held once a month, except during regular season play, unless otherwise scheduled by the Board.

**Section 3:** “Special Called” Meetings of the regular members may be called by:

1. The Board.
2. By any three (3) of the elected officers at their discretion.
3. Upon written request of ten (10) regular members.
4. The President.
   1. The President shall call a “special called” meeting to consider a specific subject.
   2. The Secretary shall notify all officers of any “special called” meetings by phone or email at least five (5) days prior to meeting, or as soon as practical depending on urgency.
   3. No business other than that specified in the notice of the meeting shall be transacted at any “special called” meeting of the Association.

**Section 4:** A majority of the members of the Board shall constitute a quorum at any Board Meeting and a majority vote of those present shall govern, except when otherwise especially provided. For General Body Meetings, a quorum shall consist of (12) twelve members, including at least (6) six Board members present with a minimum of 2 executive board members.

**Section 5:** Only regular members shall be entitled to vote at any General Body Meeting of the Association.

**Section 6:** All Board Meetings of the Association will be conducted by an agenda. The agenda shall include:

1. Call the meeting to order and record the time
2. The reading and approval of previous meetings minutes by the Secretary.
3. The Treasurers Report.
4. The Secretary’s Report on delinquent attendance of Officers
5. Items from the last meeting (old business) that need to be discussed
6. Items placed on the Agenda prior to the meeting. (new business).
7. Adjourn and record time
8. Any eligible member may bring to the boards or General Body’s attention matters to be discussed without actions being taken until the next scheduled meeting. At time limit of (5) five minutes will be placed on the discussion with no rebuttal being take from members present. To qualify for open discussion, the member must be placed on the agenda (48) hours prior to the start of the meeting. The Board will determine by a two-thirds (2/3) majority vote if an item should be considered for emergency action.

**Article-IX: Standing and Special Committees**

**Section 1:** Only Members of the Association or individuals approved by the Board shall be eligible to serve in any elected or appointed position and/or committee.

**Section 2:** The Board may create such standing committee as it deems necessary to promote the objectives of the Association and carry on the work of the Association. The term of each Chairman shall be for (1) one year or until the selection of a successor.

**Section 3:** The chairman of each standing committee shall present a plan of work to the Board for approval. No committee work shall be undertaken without the consent of the Board.

**Section 4:** The following standing committees will be selected for each new fiscal year at the discretion of the BOD:

1. **Auditing Committee** shall consist of a minimum of (3) three members. The Auditing Committee shall have the duty to review all cash receipts and to verify that all funds are expended in accordance with the exempt purpose of the Association that of promoting a recreational softball/baseball program for the local youth. The Auditing Committee shall meet in May and report to the Board its findings, including any misuse of funds, by the August Board meeting or General Body meeting.
2. **Fundraising Committee** shall be appointed by the Board and shall serve for (1) one year from election. All fundraising activities for the Association shall be approved by the Fundraising Committee, excluding individual team fundraising that do not involve soliciting funds from businesses. The committee shall be made up of a minimum of (4) four members, to include the vice president, secretary and publicity officers.
3. **Budget Committee** has the responsibility of reporting and recommending a budget for the upcoming year to the board by the December Board Meeting for the upcoming season. The committee shall be made up of a maximum of (7) seven members, to include the treasurer and treasurer elect.
4. **Sponsors and Signs/Banners Committee** shall solicit sponsors for all teams and having sponsor signs/banners made for advertising. The committee shall be responsible for the selection and coordination with the sign/banner contractor. The committee shall also be responsible for delivery of sponsor plaques to the sponsors.
5. **Protest Committee** shall be headed by the commissioner of the league in which a protest is filed, unless the league commissioner is a coach, assistant coach, or the parent of a child on one of the teams involved. In that circumstance the President or Vice-President shall head the protest committee. The head of the committee shall select a maximum of (4) four officers to serve. The committee shall accept protest under the allowable time and hear evidence from both sides and make a ruling that is final.

**Article-X: Fiscal Year**

The fiscal year of the Association shall begin January 01 and end December 31.

**Article-XI: Parliamentary Authority**

The rules contained in the current edition of Roberts Rule of Order, New revised Edition shall govern the Association in all cases in which they are applicable and are not in conflict with these By-Laws or the Articles of Incorporation.

**Article-XII: Amendments**

**Section 1:** The By-Laws may be amended by a two thirds majority vote of members present at any General Body meeting of the Association, or by majority vote during a General Election, Provided:

1. The proposed amendments shall have been proposed by a revision committee and a written copy submitted to and approved by the board.
2. Following the above procedure a written copy of these proposed amendments shall be presented and read at one Board Meeting or General Body Meeting and displayed publically.
3. A (30) thirty day notice shall be given to the membership before voting on the proposed amendment(s).

**Article-XIII: Conduct**

**Section 1:** The use of alcohol or drugs shall be specifically prohibited from all Association functions. Any coach, player, player parent, member or official within the Association using alcohol or drugs shall be terminated from membership and not allowed to participate at any of the Associations fields or functions until such time as the Board approves reinstatement.

**Section 2:** Each coach, parent and other Association official/member shall promote and maintain good sportsmanship at all times; including and not limited to all league practices, games and any other Association functions. Each coach, parent or other Association official/member shall comply with the NYSCA (National Youth Sports Coaches Association) coaches’ and parents’ code of ethics and any additional Association rules set by the Board. Coaches shall treat all other coaches, Association officials and umpires with courtesy and respect. Players are also expected to treat all coaches, Association officials and umpires with courtesy and respect.

**Section 3:** Any youth member that is displaying undesirable behavior or behavior that is threatening or intentionally inducing or creating a hazard to other youth members will be subject to suspension and complete removal from CSA for the remainder of that year. (Example; player gets angry for striking out and throws bat or helmet into dugout and hits, nearly hits and/or injures another youth member). The first offense will be the board’s decision to impose on the player either a warning **or** immediate termination from the current season of play. If the board decides to impose only a warning for the first offense, any subsequent undesirable behavior will be an automatic removal from CSA for the remainder of that season. The board has the right to waive the suspension by a 2/3 vote.

**Section 4:** Disciplinary Guidelines for any coach, parent or other CSA official/member shall be as follows: Enforcement of playing rules at league games shall be the sole responsibility of the umpire(s) who have been assigned to the game. Enforcement of additional League conduct rules shall be the joint responsibility of the division commissioner, umpires assigned to that game, any Board members present at the game and any other League officials who have been given authority by the Board.

Violations of conduct rules for membership include (but are not limited to) the following:

* Foul language;
* Derogatory remarks made to umpires, coaches, League officials or players;
* Improper decorum in the dugouts or on the fields;
* Cheating or fraud of any kind;
* Destruction of league or county property;
* Continued use of improper equipment or wearing of an improper uniform after being warned;
* Malicious conduct of any kind;
* Violation of any other official baseball/softball guidelines of general conduct;

If a coach, parent or other Association official/member is ejected from a game for any of the aforementioned violations, he/she must leave the playing field immediately and the ballpark within 10 minutes of the ejection. (The ejected person can only return to the park and field to pick up a player once the game is completed.)

* It is the head coaches job to maintain parent behavior of his/her team
* If a parent is ejected for any of the above mentioned violations of conduct, the head coach must also be ejected with that parent

Failure to act accordingly will result in the forfeiture of the game and suspension from the league for the rest of the season. Additionally, the league may pursue criminal trespass charges if the police are required to remove someone from the ballpark.

In addition to the ejection from the game, the coach or other Association representative and/or fan will receive the following suspension and penalties:

1. 1st Offense: Suspension for the next team game.
2. 2nd Offense: Suspension for the next four (4) games.
3. 3rd Offense: Suspension for the greater of 12 games or the remainder of the season
4. 4th Offense: Lifetime expulsion from coaching in any Association division.

If the offense occurs at the end of the season, the proscribed suspension will continue into the following fall and/or spring season the violator participates in.

These penalties are automatic and do not require a ruling by a league official or a vote by the Association board. The ejected person may appeal to the Board. After investigating the facts and circumstances surrounding the misconduct, the Board may overrule the suspension or continue with the necessary penalty, but any overruling of the suspension must be approved by two-thirds (2/3) majority vote of the Board.

**Article-XIV: Guidelines for Team Selection of Regular Season and All Star Teams**

**Section 1: Spring season team draft and player selection:** The commissionersof all age divisions shall execute team drafts in the same manner for the spring season. If the commissioner of a league is also coaching in that league then another Board member will run that draft. These procedures shall be followed by both boys and girls divisions.

1. **Coach Selection:** The commissioner shall select head coaches at his or her discretion for as many teams needed to field the number of players registered for the season. Once the head coaches have been selected, each head coach may select one and only one assistant coach to enter the draft with. If the head coach and/or selected assistant coach have one or more children playing in the league they are coaching, those players shall automatically be assigned to the team they are coaching. If a head coach doesn’t have an assistant the commissioner should make every attempt to help the coach find an assistant. If this cannot be done, Pre-Draft procedures shall be followed to make sure all teams start the draft with the same number of players on each team. See Article XV, Section 1(H) for Pre-Draft Procedures.
2. **Try-outs:** Try-outs and drafts shall be held for both boys and girls in the following age divisions: 5-6, 7-8, 9-10, 11-12, 13-14 and 15-16. Try-outs shall be conducted by the division commissioner and must be completed prior to the draft. It is highly recommended that all players in each age division come to try-outs. In the appropriate age divisions, the Commissioner shall make all coaches aware which players can pitch and/or catch and make sure all pitchers and catchers have a chance to try-out.
3. **Eligible players to be drafted:** The official list of available players that can be drafted shall be prepared by the commissioner of each age division and will consist of all players that have been registered to play for the spring season, paid all applicable registration fees and showed up at designated league try-outs. Any player that does not meet these criteria shall automatically go into a random drawing (also referred to as a hat pick) during the second part of the draft procedures and are NOT eligible to be selected by any team during the first part of the draft.
4. **Players with siblings, etc.:** Players that are in the same household and are members of the same immediate family (siblings) shall be drafted together. These are typically referred to as two-fers. When one of the two siblings is drafted or randomly assigned to a team, the other sibling is automatically assigned to the team also as that team’s next round draft pick or assigned player. Players will not be considered a two-fer or placed on the same team because “they carpool” or for any other reason.
5. **Objections to specific coaches:** If a parent has a specific problem with a specific head coach, the parent is allow to make a single request not be selected by that coach’s team. The request must be written and submitted to the commissioner no later than the day of try-outs. If the request is not submitted to the commissioner in writing prior to the end of try-outs, the request shall be considered null and void. This request cannot be guaranteed, but shall be considered and an attempt will be made to fulfill the request.
6. **The two parts of the draft:** The draft shall consist of two main parts. The first part is to establish a team draft order and draft or select players from the official list of available players for each age division. The second part is the random assignment of players that did not attend try-outs. At the conclusion of the draft, all players that registered and paid all applicable fees shall be assigned to a team.
7. **Team draft order:** To start the draft, the commissioner shall establish the team draft order. The commissioner shall put together a hat with a piece of paper for each team participating in the draft. Each piece of paper will have consecutive numbers from one up to the total number of teams for that league. The pieces of paper will be folded up and placed into a hat. Each team representative will draw a number out of the hat to establish the official draft order.
8. **Pre-Draft Procedure:** In the case that a team or teams starts with a different number of players than the other teams, the Commissioner shall determine the best course of action to fairly and equitably even out the teams. The Commissioner’s decision must be agreed upon by a majority of the coaches.
9. **The Draft:** The draft shall be executed by rounds. There will be no enforcement of age balancing. The coach drafting should consider all factors (including skill level, age, potential coach/team mom, etc.) and select the best available player. The first round will start with Team #1 selecting a player from the official list of available players. Once the player has been drafted, the player shall be assigned to the team selecting them and the selected player shall be removed or scratched off the official list of available players. Next, Team #2 will select a player from the official list and so on. Once the team with the highest number selects a player, this completes the first round of the draft. The second round will be executed in the reverse order of the first round, starting with the team that chose the highest number out of the hat and working backwards, ending with Team #1. The third and fourth round will be executed like the first and second rounds respectively. This forward and backward draft order (referred to as the snake method) will continue as long as there are enough players from the official list of available players to complete a full round, either forwards or backwards. If there are not enough players left on the official list of available players to complete a full round, the first part of the draft shall be considered complete. The remaining players shall go into a hat to be picked randomly by teams in the second part of the draft.
10. **Random assignment of players:** The second part of the draft shall consist of assigning players to a team from the remaining players not selected in the first part of the draft. Each player in this part of the draft shall be written on a piece of paper, folded up and placed in to a container, usually a hat. These players shall be chosen one at a time, team by team, in the official team draft order until all players have been assigned to a team. To begin the second part of the draft, the Commissioner shall check the count of each team to make sure all teams have the same number of players. If for any reason, the teams do not have the same number of players, the draft shall continue in the official team draft order, skipping those teams with a higher player count until all teams have the same number of players. The assignment of players shall then continue in the official draft order until all players have been picked from the hat. When each team has their turn in order, the team representative shall reach into the hat and pull out one player name. This player will then be assigned to the team that picked the player’s name out of the hat. After all players have been assigned to a team, the commissioner shall once again verify the player count for each team. Each team should have the same or one more player than all other teams. If for any reason a team has two more players than the lowest team player count, the commissioner shall remove the last non-sibling player assigned to the team and reassign that player to the team that has too few players. Once the team player count has been verified by the commissioner, the official registration forms shall be handed out to the teams. This will complete the draft process.
    1. **Late Registration Players:** If the BOD allows late registration players into a division post drafts and team formations, the following procedure should be followed: The commissioner shall continue the draft order to place a player on a team. Therefore, the team that would have been next in the draft order will have to accept the late registered player on their team. This will continue in that draft order until no further late registered players in that division. This will be the most fair order to assign players to the teams within a division.
11. **Trades:** After the draft is complete, trades are allowed but MUST BE COMPLETED on the same calendar day as the draft. To complete a trade, both teams must agree to the trade and get approval from the commissioner. If approval is not granted by the commissioner on the day of the draft, the trade shall be void.

**Section 2: All-Star Selection**

1. **Head Coach Eligibility:** Any coach chosen to become part of any All-Star coaching staff must be an Association member in good standing. Any coach that was ejected from a game, suspended or considered a problem coach or an undesirable member during the season will only be eligible to coach pending Board approval.
2. **Head Coach Selection:** The head coach of the spring season first place team will have the option of being the All-Star coach for his/her respective league. If he/she declines, the head coach of the second place team will have the option to be the All-Star team head coach and so on. If none of the head coaches choose to take the All-Star head coaching position, the officially listed assistant coach of the spring season first place team will have the option of being the All-Star head coach. If he/she declines, the official assistant coach of the second place team will have the option and so on. If none of the aforementioned coaches chooses to take the All-Star head coaching position, the commissioner of the league shall work with the remaining coaches in placement order to select a qualified candidate to take the position.
3. **Older Team Vs. Younger Team consideration:** The first All-Star team will always be considered an “older” team in their age division.  For example, if the league is a 9 and 10 year old division, the first All-Star team is considered a 10U team (10 and under team) and can roster both 9 year old and 10 year old players.  A "younger" team is defined as a 9U team (9 and under) in this example and shall only roster players that are 9 years old or younger in the age division.  If the situation arises where the first selected All-Star head coach has a younger aged player and wants to coach only the younger players as the second All-Star team, the coach shall be selected as the second All-Star head coach.  Then, the normal procedures shall be followed to select the first All-Star team head coach and roster the first All-Star team.  The exception to the normal procedures is that the player associated with the coach that has chosen the younger All-Star team would automatically be selected to the second All-Star team and shall not be in consideration to be selected to the first All-Star team.  The first All-Star team shall be completely rostered before any other players can be considered for a second, younger All-star team.
4. **The rest of the coaching staff:** The All-Star head coach will choose his/her coaching staff from the remaining regular season coaches of his/her respective league.
5. **Player eligibility for All-Star Play:** A player is only eligible to play on the All Star team(s) in which he/she registered and played for during the regular spring season. A player cannot register and play for his/her own age division and then be eligible to be selected to the All-Star team in any higher age division. Any exceptions to these rules must be brought before the Board and approved by the Board by a 2/3 majority vote.
6. **Nomination and Selection of All-Star Players:** Each regular season head coach and primary assistant coach will nominate twenty (20) eligible players within their respective age division. These player nominations should be selected carefully and should be chosen based upon skill level and availability to play in the All-Star tournaments. If necessary, the commissioner can but is not required to hold try-outs so the nominating coaches can be familiar with the top players from each team. To hold try-outs, each head coach shall send all players he/she considers to have the skill level to compete in the All-Star tournament. Players can be nominated even though they could not make any necessary try-outs. Once all nominations are cast, the commissioner shall compile the results. The first five (5) most nominated players are automatically selected and placed on the first All-Star Team. If there are multiple players tied for the fifth player, the first All-Star team’s head coach shall have the choice to select the player he/she wants. The remaining players of the roster are selected by the All-Star head coach and shall include the players associated with any coaches of the All-Star team.
7. **A Second All-Star Team within the same league or age division:**  If there are enough players to support a second All-Star team, the commissioner can choose to create a second All-Star team. The second All-Star head coach shall follow the same procedures followed in selecting the first All-Star team head coach with the exception that any coach or player already selected to the first All-Star team shall not be in consideration for the second All-Star team coaching staff or team. The first All-Star team shall be rostered first in its entirety before the second All-Star team coaches or roster can be considered. This is to create the most competitive overall team as the first All-Star team to represent the league for the Association. Once the first All-Star team is completely rostered, the next five (5) most nominated players available from the nomination tally list are automatically selected and placed on the second All-Star Team. The remaining players of the roster are selected by the second All-Star head coach and shall include the players associated with any coaches of the second All-Star team.
8. **Player chooses not to be selected to the All-Star team:** If a player is nominated to the first All-Star team and chooses not to be selected to the first All-Star team, the player is not eligible for any other All-Star teams for that season in any capacity. This means the player is not to be considered for the second All-Star team and the player shall not be considered as an alternate or potential replacement if any players are removed from the All-Star rosters of any All-Star team.
9. **Substitutions or Alternates:** If there is only one All-Star team in a given age division up to three alternates may be selected to the first All-Star team. This cannot be done, however, for age divisions where a league is sending two All-Star teams. This is done to try to make the second All-Star team as competitive as possible. If any All-Star team loses a player for any reason and must remove that player from their team roster, that team may add any available player within the same age division that is not already on another All-Star team and that has not already chosen not to play in All-Stars. If a Division does not have enough kids to complete an All Star team that coach may go to the younger Division and select a player, but only **after** the younger division has completely rostered their All Star team(s). Any exceptions to these rules must be brought before the Board and approved by the Board by a 2/3 majority vote.
10. **Costs associated with the All-Star team(s):** Any and all costs associated with each All-Star team including uniforms, tournament fees, transportation, travel or any other costs shall be shared by each participant. All fundraising efforts are determined by the All-Star coaching staff and/or team parents.

**Article-XV: Non CSA Team or Entity Usage Facility Guidelines**

When the commissioner of a field/division at CSA does not have his/her field scheduled to be used either for a CSA created organization **or** by a CSA created organization, Non-CSA teams may use the fields. However, these teams must adhere to guidelines set forth by the Board and may be charged a field maintenance or facility usage fee. The fee and guidelines will be determined by the Board. The amount of non-CSA teams allowed to utilize the fields will be determined by the Board according to field availability. Non CSA teams must take care of the CSA fields per commissioner instructions and guidelines or the non-CSA teams will be banned from using the fields per board decision.

**Article-XVI: Election Criteria**

**Section 1:** The Association shall hold annual elections in May according to Article VI, Section 2: (d), of the By-Laws and individuals seeking office shall sign up for eligible positions.

**Section 2:** The Association shall adhere to the following criteria regarding elections and election related activities:

1. **When:** Elections shall be held on the third Thursday in May; however the exact date may be altered depending on approval of the board
   1. Member voting times shall be from 5:30pm till 9:00pm
   2. Early balloting may be performed under the direction and supervision of the Executive Board and Election Chair.
2. **Who:** Any member as defined in Article VI.
3. **Where:** All elections shall be held at the CSA complex; however the location may be altered upon the Board approval.
4. **How:** 
   1. **Nominations:** Individuals will sign up for eligible positions.
   2. **Communication:** The Board shall:
      1. Develop communication notices of election; (ie: Election Board)
      2. Post communication notices; including related information (1) month in advance of the election.
      3. Post list of duties and responsibilities of all positions that are up for election at the site of the election board
      4. Select a neutral chairperson, with Board approval to oversee the entire election process.
      5. Update communication notices as required;
      6. Close all nominations on the second Tuesday of May
   3. **Balloting: The Executive Board shall:**
      1. Set up election booth, box, and ballots; (Chairperson confirms)
      2. Verify membership voting; (Chairperson validates)
      3. Oversee election process; (Chairperson validates)
      4. Count and confirm all election results; (Chairperson validates)
      5. Assign or solicit aid during the process as needed; (Chairperson approval required)
      6. Authorize elective representatives during counting. (Chairperson presentation required)
      7. Report results of elections to General Body and Board. (Chairperson presentation required)
      8. See and obtain Election Chairperson approval on all matters.
   4. **Election Chairperson shall:**
      1. Not currently hold or be seeking an elected position;
      2. Agree to and be nominated by the Nomination Committee;
      3. Be a member in good standing per Article VI.
      4. Be approved by a (2/3) two-thirds majority vote of the board;
      5. Approve, validate, and confirm all election matters;
      6. Including any further needs or improvements.
   5. **Election Results:**
      1. Results of the election shall be posted on the park bulletin board as soon as the outcome is verified and validated by the Election Chairperson.

**Article-XVII: Adult Softball**

**Section 1:** Adult Softball (also referred to as Coed Softball or Coed) will be considered a separate non-youth CSA created league and will therefore not have to follow the draft selection process other youth leagues:

1. Coed Softball will be governed by CSA.
2. Coed softball seasons will be established by the CSA BOD.
3. The monetary fees, payments and due dates of payments to CSA will be determined by the Board.
4. The size of the Adult Softball League will be determined by the Board based on amount of field space available.
5. Cancellation of any season or game will be made by the board for any reason the board deems necessary.
6. The board can remove or ban any adult coed softball player or team from the CSA fields if that person or team is deemed undesirable by the board.

**\*Amended by the By-Law Committee March 2017\***

1. Initial Committee Approval: March 2017

2. CSA Board of Directors Approval: April 13, 2017

3. CSA General Body Approval: \*\*Placeholder for general body approval date\*\*

**Committee Members**

**Jason West: Chairperson**

**Mike Tobey: Member**

**Phillip Handley: Member**

**William Daniel: Member**

**Robin Snell: Member**