

CENTRAL CALIFORNIA AMATEUR SOFTBALL ASSOCIATION BY-LAWS

(Revised: October 2, 2011)

ARTICLE ONE General Provisions

1.01 NAME: The name of this association shall be Central California Amateur Softball Association abbreviated as CCASA (“CCASA”).

1.02 OBJECTIVES: The objectives of the CCASA shall be:

- a. To promote amateur softball for all persons regardless of race, color, creed, religion, sex, national origin, or physical ability.
- b. To promote all forms of amateur softball including, youth’s, women’s, men’s, and co-ed.
- c. To establish regulations, code of conduct and playing conditions for all within the guidelines of ASA standards.
- d. To conduct organized and well executed tournaments including invitational, qualifiers, and championship events.
- e. To support all divisions of play including local, regional, area, and national levels.
- f. To promote, organize and conduct clinics and training courses in the skill of amateur softball play.
- g. To assist local organizations in developing softball programs.

1.03 JURISDICTION: CCASA is an affiliated member of the Pacific Coast Region of the Amateur Softball Association (“ASA”). The constitution and by-laws of the ASA are adopted by the CCASA, and are incorporated by reference in the “ASA Code”. The CCASA’s territory shall include the following counties and all independent cities and towns located within the boundaries of said counties: Madera, Fresno, Kings, Tulare, Kern, San Luis Obispo, Santa Barbara, Mono, and Inyo.

1.04 DEFINITIONS: Unless otherwise specifically noted, all words, terms and phrases used in these by-laws are in accordance with current ASA Code.

1.05 AMENDMENTS: The CCASA by-laws may be proposed to be amended by any CCASA voting council member. The written proposed amendment must be submitted to the Executive Committee no later than thirty (30) days prior to the Annual Meeting for review, and recommendation. The Executive Committee will present the proposed amendments at the Annual Meeting to Voting Members. A two-thirds majority vote is required for a proposed amendment to be adopted.

ARTICLE TWO

Memberships

2.01 TYPES: Memberships in the CCASA shall consist of teams, softball association leagues, umpires, scorekeepers, and such other additional classes of members as specified herein, upon paying the required annual registration fee. All teams and umpires shall be registered with ASA.

2.02 REGISTERED LEAGUES: To qualify as a registered league, each team in the league must join the CCASA and be composed of four (4) or more teams playing a minimum of ten (10) games, scheduled over a seventy-five (75) day period (2-1/2 months) or other schedule approved by the CCASA Executive Committee.

2.03 TEAMS: To qualify as an independent team, a team must be of an amateur status according to the rules as specified in the ASA Code, and playing an independent schedule. Players on such teams are subject to the classification system in the CCASA.

2.04 UMPIRES: Umpires must be registered and certified, and pass an annual rule examination before umpiring in the Association tournaments or any other tournaments leading to championship play. (Association, Regional, Area, Zone, Sections, or National)

2.05 REGISTRATION FEES: the Executive Committee will vote such fees upon each year, with a simple majority required for approval.

2.06 OTHER MEMBERSHIPS: The Association shall also have the following classes of membership:

- a. Allied Members. This class of membership consists of other associations that enter into an alliance agreement with CCASA.
 1. Any Association may enter into such an alliance with CCASA, with the approval of the Executive Committee.
 2. Each Allied Member shall pay an annual registration fee as set forth by the Executive Committee.
- b. Individual Members. This class of membership consists of people that are either competing or non-competing individuals.
 1. Competing members are those who automatically acquire membership in the CCASA when their team pays its annual registration to its affiliated association in accordance with the established eligibility rules of the association for competition. Such member's name and other pertinent information shall appear on the team's official roster. These members may be, but are not limited to players, coaches, trainers, and scorekeepers.
 2. Non-competing members are those individual members who are participants in softball and are not competing members. These members may be, but are not limited to league board members, team parent, etc. Each member shall pay the annual registration fee as directed by the Executive Committee.
- c. Life Members. This class of memberships is those individuals who desire to aid in the promotion of the game of softball, and who have been previously members of A.S.A., or who have served as members of the CCASA Commissioners Council of the CCASA. Life members shall pay a lifetime registration fee of \$100.00, \$25.00 of which shall be retained by CCASA and the remaining \$75.00 shall be sent to ASA. Those members shall be entitled to attend the annual meeting of ASA, without voice, and shall receive the official publication of ASA as often as it is printed. An Official Guide, and membership plaque will be issued to each member, as well as life member, a lifetime pass to all games conducted and sanctioned by CCASA. Each life member shall have one (1) vote at the CCASA Annual Meeting.
- d. Association Council. This class of membership shall be the only class allowed to vote on all matters at the Annual Meeting, and at any other time as directed by the Executive Committee. Voting council member shall be limited to the following:
 1. All members of the Executive Committee.
 2. The Association Council as follows:
 - i. County Commissioner.
 - ii. County JO Administrator.
 - iii. County Umpire in Chief.
 - iv. Umpire Assignors
 - v. All appointed Directors; Umpire Training, SP, Church, Hall of Fame, etc.
 - vi. Special Staff as appointed by the Association Commissioner.
 - vii. Retired Board Members with fifteen (15) or more years of recognized service to CCASA/ASA.

- viii. From each county, three (3) representatives. (The county's Commissioner, JO Administrator and county UIC will select one representative to the Association Council.) Each county may have six (6) voting members.
 - (1) Nominated members must be active in the softball program.
 - (2) Must be a resident of the county, which nominated. Can be from any community through participating City Recreation leagues, adult and youth programs, coaching, scorekeepers, softball league boards, players, sponsor or other active member.
 - (3) Representatives will be nominated by November 20 of each year and forward to the Association office. Representatives are eligible for re-nomination each year.
 - (4) Term shall run from January 1 through December 31. Each shall serve for a one (1) year period, with staggered terms.
 - (5) Executive Committee shall approve all nominations prior to the Annual Meeting. The committee will have the right to refuse a nomination and can change the term from one year to two (2) years if deemed necessary for the betterment of the Association.
- i. Life member in good standings within the association area.
- j. Association Commissioner emeritus from the association area.

ARTICLE THREE
Officers and Duties

3.01 TITLES: The titles of the executive officers of the CCASA consist of ASSOCIATION COMMISSIONER, DEPUTY ASSOCIATION COMMISSIONER, COMMISSIONER EMERITUS, JUNIOR OLYMPIC COMMISSIONER, DEPUTY JUNIOR OLYMPIC COMMISSIONER, UMPIRE-IN-CHIEF, DEPUTY UMPIRE IN CHIEF, PRESIDENT, VICE PRESIDENT, FIRST VICE PRESIDENT, SECRETARY, TREASURER, COUNTY COMMISSIONERS, PLAYER REPRESENTATIVE, THE AT-LARGE PLAYER REPRESENTATIVE(S), ONE AT LARGE VOTING COUNCIL MEMBER, and YOUTH COMPLIANCE OFFICER.

3.02 ASSOCIATION COMMISSIONER:

- a. **Selection:** Appointed by the CCASA Board of Directors.
- b. **Term of Office:** Until he or she resigns or is removed.
- c. **Duties:** The duties of the Association Commissioner are to be the principal liaison between the CCASA and ASA, plus the following:
 - 1. Responsible for all money and dues owed to the ASA. Team and Umpire fees must be processed within 30 days of receipt.
 - 2. Awarding and supervising all tournaments in the CCASA area.
 - 3. Appointing Junior Olympic Commissioner an Umpire-In-Chief, a Treasurer, and others as may be required.
 - 4. Responsible for establishment of an ASA championship classification code to determine team and/or player classifications to be used in the CCASA.
 - 5. Coordinating an annual meeting of the CCASA, and filing a complete report of this meeting with the ASA Executive Director.
 - 6. Filing a financial report within seven (7) months of the conclusion of CCASA's fiscal year.
 - 7. Enforcing the rules and regulations of the ASA in the CCASA's territory as promulgated by the code and official rules.
 - 8. Advancing teams' rosters and affidavits to the National Tournaments.

9. Insuring the CCASA is incorporated and that all reports required be filed according to the deadline established by the state and federal government.
10. Insuring an At Large Player Representative, and Player Representatives are appointed or elected as deemed appropriate.
11. Notifying the ASA National Office with instruction on:
 - a. Method to be used to distribute registration material.
 - b. Instructions of where to drop ship registration material.
12. Insuring all unused registration materials are returned to the National office.
13. Insuring all ASA championship tournament bids and reports are forwarded to the National Office.
14. Setting up JO coaches and umpire schools/clinics in the CCASA.
15. Submitting proposed legislation to the ASA code, procedural code, and playing rules.
16. Insuring teams/coaches/umpires receive current code and rules as part of their registration.

3.03 DEPUTY ASSOCIATION COMMISSIONER:

- a. **Selection:** Appointed by the CCASA Board of Directors.
- b. **Term of Office:** The Deputy Association Commissioner will serve a term of 1 year and is eligible for re-appointment by the Association Commissioner.
- c. **Duties:** The duties of the Deputy Association Commissioner are to act in the absence or removal of the Association Commissioner.

3.04 COMMISSIONER EMERITUS:

- a. A CCASA Association Commissioner who has served for 8 or more years in a satisfactory manner will be a Voting Member of the Executive Committee for a period of four years when he/she retires.
- b. Every four years the BOD will review the CCASA Commissioner Emeritus membership status and either renew for four more years or remove the individual from the BOD position.
- c. A Commissioner Emeritus shall have all his/her expenses paid by the CCASA to attend any CCASA or ASA meetings or events.

3.05 ASSOCIATION JUNIOR OLYMPIC COMMISSIONER:

- a. **Selection:** The CCASA Association Commissioner shall appoint the Association Junior Olympic Commissioner as outlined in the ASA code.
- b. **Term:** The Association JO Commissioner will serve a term of 1 year, with renewal by the Association Commissioner for another 1 year term.
- c. **Removal:** The Association JO Commissioner may be removed for just cause.
- d. **Vacancy:** If the Association JO Commissioner position becomes vacant, it shall be filled by Appointment of the Association Commissioner.
- e. **Duties:**
 1. Responsible for the overall operation of the GFP-A program and the ACE/coaches training program of the association.
 2. Insures registration programs are available on line for the GFP-A, and the ACE programs for players and coaches.
 3. Works with the tournament committee regarding the number of tournaments and type of youth tournaments that are assigned.
 4. Conduct training for the Class "A" team coaches on procedures and necessary documentation towards championship play annually.

5. Is responsible to insure that those teams going to championship play have the proper documentation and are signed off on by an authorized CCASA representative.
6. Works for and reports directly to the CCASA Commissioner.
7. This position will be an ASA voting council member unless the CCASA Commissioner and the BOD determine otherwise.
8. Must attend the PCR-14 Annual meeting, the Annual ASA Council meeting, and the Bi-Annual JO workshop and other such meeting as needed or send a CCASA representative.
9. Assist as needed at association championship play in the GFP A –B –C tournament play.
10. Provides a training program for the County JO Administrators dealing with handling, processing of forms for tournament and Championship play events.
11. Coordinates through the County Commissioner on any and all requests for their staff use.
12. May be assigned as the Association, National Championship Play Tournament Director in youth or adult events.
13. Member of the Senior Staff Commission.

3.06 DEPUTY JUNIOR OLYMPIC COMMISSIONER:

- a. **Selection:** Appointed by the CCASA Board of Directors.
- b. **Term of Office:** The Deputy Junior Olympic Commissioner will serve a term of 1 year and is eligible for re-appointment by the Association Commissioner.
- c. **Duties:** The duties of the Deputy Junior Olympic Commissioner are to act in the absence or removal of the Junior Olympic Commissioner.

3.07 CCASA UMPIRE IN CHIEF:

- a. **Selection:** The CCASA Association Commissioner shall select and appoint the Umpire in Chief as outlined in the ASA code.
- b. **Term of Office:** The Association Umpire in Chief will serve a term of 1 year, with renewal by the Association Commissioner for another 1 year term.
- c. **Removal:** The Association Umpire in Chief may be removed for just cause.
- d. **Vacancy:** If the Umpire in Chief position becomes vacant, it shall be filled by appointment of the Association Commissioner.
- e. **Duties:**
 1. Responsible for the overall operation of the tournament umpire program.
 2. Responsible to ensure all umpires are trained, registered and classify those umpires for some type of tournament play level.
 3. Must conduct special training for those umpires wishing to umpire in tournaments at local, Regional and National championships.
 4. Will nominate tournament umpires for National championship play and Special Olympic events for final approval by the CCASA Commissioner.
 5. Selects & handles the information to be posted to the umpire website.
 6. Handle umpire sales and select items to be sold. Will have authority to order directly online from ASA for stock replenishment.
 7. Must attend the bi-annual Umpire workshop.
 8. May attend the ASA Council meeting on a bi-annual basis, on an off year from the umpire meeting with the approval of the commissioner.
 9. Assistant Umpire in Chief will be the Chairman of the tournament committee.
 10. Required to prepare necessary reports dealing with umpire training, selection, or other vital information.
 11. May be assigned as Association Championship Play Tournament Director.

12. Will establish a staff to handle:
 - i. Recruitment, training & registration programs to be conducted by the County Umpires in Chief.
 - ii. The Assistant Umpire in Chief, working with the CCASA Commissioner, standardizes and streamlines the paperwork to tournament directors, along with the documentation used by the event Umpire in Chief to process final reports to the CCASA office & tournament directors. This may include tournament Umpire in Chief training.
 - iii. Conduct special training clinics for those umpires wishing to be selected for tournaments. Insure those seeking to be selected for next level of play has the opportunity to do so.
 13. Umpire in Chief or his representative will attend the Umpire in Chief 3 day meeting during the ASA Annual Council Meeting each November.
 14. Umpire in Chief and one umpire staff member will attend the January Umpire in Chief School in OKC on the off year. They will also attend the National Umpire in Chief Training School.
- f. **Discipline:** The Association Umpire in Chief may be subject to certain forms of discipline, including, but not limited to, reprimands or removal at any time for just cause.

3.08 DEPUTY UMPIRE IN CHIEF:

- a. **Selection/Term of Office:** Shall be appointed by the Association Commissioner upon recommendation of the Association Umpire in Chief on an annual basis and be eligible for re-appointment.
- b. **Duties:** Deputy Umpire in Chief shall represent the CCASA at all CCASA meeting and be eligible for appointment to CCASA committee assignments.
 1. Shall attend the regional and area meetings in the absent of the Association Umpire-In-Chief.
 2. Shall be a member of the Executive Committee.
 3. Make recommendations to the Association Umpire in Chief on Deputy County Umpire in Chief & Area Assignors vacancies.
 4. Manager over the County Umpires in Chief, their operations, local training and registration.
 5. Assist the Association Umpire-In-Chief in his tasks and duties.
 6. Will assist the Association Umpire in Chief in selection of Umpires for assignment to ASA National Tournaments.
 7. Must be a registered ASA umpire in the association.
- c. **Vacancy:** If position becomes vacant, the position shall be filled by appointment by the Association Commissioner upon recommendation of the Association Umpire in Chief.
- d. **Removal:** May be removed for just cause by the Association Commissioner.

3.09 PRESIDENT:

- a. **Selection:** Will be by progression from having served as Vice President for one year.
- b. **Term of Office:** Shall be one year from date of annual meeting.
- c. **Duties:** Shall preside at all CCASA meetings, enforce by-laws and rules of order to conduct an agenda driven, planned meeting.
 1. Preside/vote at all sessions of the Executive Committee and Council.
 2. Direct the policies of the CCASA as established by the Board of Directors.
 3. Appoint all committees/chairpersons, and create annual AD HOC committees.
 4. Perform duties necessary for the proper and efficient conduct of the CCASA business.
 5. Represent the CCASA at ASA and Pacific Coast Region matters.

6. Provide vision, direction, and supervision to other elected and appointed members for the betterment of the Association.
 7. Shall be responsible for investigation/resolution of any deficiencies or allegations represented to the National office from the CCASA.
 8. Will insure all CCASA Board business is executed to the highest of standards and ASA code/rules.
- d. **Vacancy:** Whether temporary or permanent, the Vice President shall act as President in their absence. If the President resigns or is removed, the CCASA Commissioner's Council can elect a new President by a majority vote to preside until the next annual meeting.
 - e. **Removal:** The President may be removed by a two-thirds vote of the CCASA's Executive Committee.

3.10 VICE PRESIDENT:

- a. **Election:** Will be by progression after having served as First Vice President for one year.
- b. **Term of Office:** Shall be one year from the date of the annual meeting.
- c. **Duties:** Shall perform the duties of the President in their absence.
 1. Shall be a voting member of the Executive Committee.
 2. Shall be the coordinator of committee activity/functions.
 3. Shall serve at the President's preference to chair special investigations, committees, or projects.
 4. Will be responsible for the agenda, planning, and execution of the annual meeting.
 5. Will be available for committee assignments.
- d. **Vacancy:** Whether temporary or permanent, the First Vice President shall act as Vice President in their absence. If the Vice President resigns or is removed, the CCASA Commissioner's Council can elect a new Vice President by a majority vote to preside until the annual meeting.
- e. **Removal:** The Vice President may be removed by a two-thirds vote of the CCASA's Executive Committee.

3.11 FIRST VICE PRESIDENT:

- a. **Election:** Will be elected from the Association's voting membership. Must be put on the ballot by the Executive Committee. Nomination may be presented to the Executive Committee in writing 20 days before or nominated at the scheduled annual meeting.
- b. **Term of Office:** The First Vice President shall serve a term of one year. However election to this office launches this individual on a three-year commitment through the office of Vice President, and CCASA president.
- c. **Eligibility:** An individual who has served as President is ineligible to be elected as First Vice President for a period of three (3) from the end of his term as President.
- d. **Duties:** Those duties promulgated by the President and Vice President:
 1. Will be a voting member of the Executive Council.
 2. Will organize and staff any new projects or committees assigned.
 3. Will serve at the favor of the President and Vice President for additional duties.
 4. Will be the initial Executive contact for arbitration, investigations, and actions for and against the CCASA.
 5. Will be the initial coordinator for any National tournament preparations.
 6. Will be responsible for awards of recognition and achievement at the annual meeting.
 7. Shall approve voting members as certified by the Secretary prior to any vote.
 8. Will be available for committee assignments.
- d. **Vacancy:** If the First Vice President position becomes vacant, it shall be filled by appointment by the Association Commissioner till the next Annual meeting, where normal election process will be used.

- e. **Removal:** A Vice President may be removed by a two-thirds vote of the CCASA's Executive Committee.

3.12 **SECRETARY:**

- a. **Election:** Will be elected from the CCASA's Association voting council.
- b. **Term of Office:** The Secretary is elected for a term of two years (every odd year), and is eligible for re-election at the annual meeting.
- c. **Duties:** The Secretary is the official recorder for all meetings.
 - 1. The Secretary is a voting member of the Executive Committee.
 - 2. The Secretary shall record actions of all CCASA business that has need to or shall be reviewed later.
 - 3. The Secretary will be responsible for correspondence with Association membership.
 - 4. The Secretary will be the official historian of the Association.
 - 5. The Secretary will maintain addresses for prior Officers for a period of seven years.
 - 6. The Secretary will maintain addresses for registered Leagues within the CCASA, and separate travel teams.
 - 7. The Secretary will be responsible for communication of the annual meeting time and place.
 - 8. CCASA Secretary will be responsible to prepare and submit the CCASA annual meeting report to ASA.
- d. **Vacancy:** If the Secretary position becomes vacant the position shall be filled by appointment of the Association Commissioner till next annual meeting where the normal election process shall be used to fill the vacancy.
- e. **Removal:** The Secretary may be removed by a two-thirds vote of the CCASA's Executive Committee.

3.13 **TREASURER:**

- a. **Selection:** The Association Commissioner shall appoint the Treasurer for a term of two years (every even year) and is eligible for re-appointment at the annual meeting.
- b. **Duties:** The Treasurer shall be CCASA's Chief Financial Officer, and process/record financial operations of the Association.
 - 1. Shall make an annual report to the Executive Committee at the annual meeting each year.
 - 2. Shall make a report to the Executive Committee at the annual meeting.
 - 3. Shall make a report on fiscal status at each meeting called by the President.
 - 4. Shall prepare and recommend an annual budget to the Executive Commission.
 - 5. Shall monitor income and disbursements and ensure proper accounting documentation is maintained.
 - 6. The Treasurer is a voting member of the Executive Committee.
- c. **Vacancy:** For any reason will require a complete audit of funds within fourteen (14) days of receipt of resignation or removal of Treasurer from office. The Association Commissioner and First Vice President will conduct audit, and findings will be reported to the Executive Council within the same Fourteen (14) day period. All bank holdings will be immediately frozen until the Executive Council report is complete. The Association Commissioner will assume responsibilities of the Treasurer until the following election of officers, or until the Association Commissioner and Executive Committee unanimously agree on appointment of a successor.
- d. **Removal:** The Association Commissioner for just cause may remove the Treasurer from office.

3.14 **CCASA ASSOCIATION PLAYER REPRESENTATIVE:**

- a. **Selection:** The CCASA Association Commissioner may appoint an Association Player Representative, or he can appoint a Fast Pitch player representative and a Slow Pitch Player

repetitive as outlined in the ASA code. Each representative would support their group in all matters dealing with player classification, and FP/SP programs.

- b. **Term of Office:** The Player Representative will serve a term of 1 year, with renewal by the Association Commissioner for another 1 year term.
- c. **Removal:** The Association Player Representatives may be removed for just cause.
- d. **Vacancy:** If a player representative position becomes vacant, it shall be filled by appointment of the Association Commissioner.
- e. **Duties:** Player representative(s) shall represent this association at all CCASA, Regional, Western and ASA meetings, along with other area meetings as deemed necessary by the CCASA Commissioner.
 - 1. FP representative will oversee the MFP Travel League Program.
 - 2. FP representative shall conduct one MFP tournament each year covering Class A, B or C.
 - 3. SP representative shall conduct one SP tournament each year covering Class C, D or E.
 - 4. May be assigned as Association Championship Play Tournament Director.
 - 5. Will sit on approved hearing boards as selected.
 - 6. Will be eligible to be assigned to committees within the association.
 - 7. Can be selected to be chairman or Vice-Chairman of Association Committees.
 - 8. Must be knowledgeable of player eligibility rules and process, sign championship rosters for teams, to include National Tournament Entry forms and player pickup forms. Copies of all these documents must be processed to the CCASA office within 5 days.
 - 9. Reports to the Association Commissioner.
 - 10. Member of the Senior Staff Commission.
- f. **Discipline:** The Association Player Representatives may be subject to certain forms of discipline, including, but not limited to, reprimands or removal at any time for just cause.

3.15 ASA AT-LARGE VOTING COUNCIL MEMBERS:

- a. **Appointment:** One position is assigned to the J.O. Commissioner position. The Commissioner shall appoint additional Voting Council Members.
- b. **Term of Office:** A maximum of five (5) years as Voting Council Member with an additional two (2) years as Alternate Voting Council Member.
- c. **Vacancy:** If a Voting Council Member position becomes vacant, the Alternate Voting Council Member shall serve until a new Voting Council Member is appointed.
- d. **Removal:** The Commissioner or the Association Board of Directors may remove at-large Player representatives for just cause.
- e. **Competing Associations:** No person affiliated with a competing softball association and/or organization is eligible for office or to serve as a Voting Council Members.
- f. **Duties:** Voting Council Members shall represent this Association at the annual meetings, the Regional meeting and other meeting as determined by the CCASA Commissioner.

3.15.5 ASA AT-LARGE ALTERNATE VOTING COUNCIL MEMBER:

- a. **Appointment:** The Commissioner shall appoint.
- b. **Term of Office:** A maximum of two (2) years.
- c. **Vacancy:** If the Alternate Voting Council Member position becomes vacant, the Commissioner shall fill the position for the current term length.
- d. **Removal:** The Commissioner or the Association Board of Directors may remove the Alternate Voting Council Member for just cause.
- e. **Competing Associations:** No person affiliated with a competing softball association and/or organization is eligible for office or to serve as Alternate Voting Council Member.
- f. **Duties:** Alternate Voting Council Member may represent this Association at the annual meetings, the Regional meeting and other meeting as determined by the CCASA Commissioner.

3.16 COUNTY COMMISSIONER:

- a. **Selection:** The CCASA Commissioner shall appoint a County Commissioner for each county within the association boundaries.
- b. **Term:** The County Commissioner shall serve for a period of 1 year with renewal by the Association Commissioner annually.
- c. **Removal:** The County Commissioner may be removed for just cause.
- d. **Vacancy:** If the County Commissioner position becomes vacant, it shall be filled by appointment of the Association Commissioner.
- e. **Duties:**
 - 1. You are the senior ASA Representative for your county. You report directly to CCASA Commissioner.
 - 2. You are responsible for any ASA business in your county to include operations within the county, adult, youth, umpires, ACE training and tournaments.
 - 3. May be assigned as Association Championship Play Tournament Director.
 - 4. Directs, supervises, and writes internal procedures for his staff in the day to day operations.
 - 5. Supervises and oversees the County JO Administrator and UIC operations.
 - 6. County staff is required to report to the County Commissioner on all softball matters within the county.
 - 7. Ensures the At Large County Council staff members are involved and provide assistance in the overall operations of the county as needed.
 - 8. Ensures registration materials are ordered and provided and distributed in a timely manner to the county staff.
 - 9. Make recommendations for appointment of staff vacancies to CCASA Commissioner.
 - 10. Directly responsible for the Adult program within the county for ASA registration.
 - 11. Required to make “direct” contact will all recreation departments and the “Softball Coordinator” on an annual basis.
 - 12. When hosting a tournament, coordinate with your touching counties commissioner assistance. Contact the Association office if further assistance is needed.
 - 13. Approve sanctioned ASA events. Responsible for all monies and fees due to the CCASA. Fees must be remitted within 30 days of receipt.
 - 14. May be appointed to conduct or assist in hearings on disqualifications, league failure to conduct proper business practices and accounting practices.
 - 15. Handle interpretation of eligibility and/or administrative rules dealing with the ASA Code and/or Association Policy.
 - 16. Handle and process requests for tournament insurance by sanctioned youth leagues and adult tournament directors. Ensure payment and sanction fees are process within 10 days to the association office.
 - 17. Know player eligibility rules and process. Sign championship rosters if needed to include the player pickup form.
 - 18. County Commissioner will be responsible for coordinating, handling staff/umpire lodging for any association events conducted within the county. If your county is assigned a tournament, you are responsible to handle sales for that event along with running the event.
 - 19. Assist other association county tournaments with man power if requested.
- f. **Discipline:** A County Commissioner may be subject to certain forms of discipline, including, but not limited to, reprimands or removal at any time for just cause.

3.17 COUNTY JO ADMINISTRATORS:

- a. **Selection:** The County JO Administrator shall be recommended by the County Commissioner and appointed by the CCASA Commissioner

- b. **Term:** 1 years with optional re-appointment for addition 1 year.
- c. **Removal:** The County JO Administrators may be removed for just cause.
- d. **Vacancy:** If the JO Administrator position becomes vacant, it shall be filled by appointment of the County Commissioner and Association Commissioner.
- e. **Duties:** Be familiar with the ASA Junior Olympic Program. Cannot serve in any official capacity with a team, league or organization that is a member of CCASA. Promote the ASA and Association programs to the softball community.
 - 1. Attend and participate in CCASA meetings.
 - 2. Required to make “direct” contact with each youth recreation league and Board of Director’s meeting in the County on an annual basis.
 - 3. Support CCASA events as assigned and take a leadership role in the organization of events in the county.
 - 4. May be assigned as Association Championship Play Tournament Director.
 - 5. Provide the Presidents of youth leagues with the registration program, the All Star team program and ACE training operations, as well as necessary policy and forms to register and payment procedures. Plan and conduct necessary ACE training. Ensure documentation is correct and processed to the Association office within 15 days after receipt.
 - 6. Reports directly to the County Commissioner and assists when needed.
 - 7. Work together with the county staff as a team to insure consistency of information and actions.
 - 8. Assist with events under the County program. This may include participating in organization of tournaments, clinics and schools. Plan to attend league tournaments in your county, along with attending CCASA hosted tournaments and activities.
 - 9. Assist in tournaments assigned to your county.
- f. **Discipline:** A County JO Administrator may be subject to certain forms of discipline, including, but not limited to, reprimands or removal at any time for just cause.

3.18 **COUNTY UMPIRE IN CHIEF:**

- a. **Selection:** The County UIC shall be nominated by the County Commissioner in conjunction with the CCASA UIC and appointed by the CCASA Commissioner.
- b. **Term:** The County UIC appointment will be for 1 year with an additional 1 year approval.
- c. **Removal:** The County UIC may be removed for just cause.
- d. **Vacancy:** If the County UIC position becomes vacant, it shall be filled by appointment of the County Commissioner and Association Commissioner.
- e. **Duties:**
 - 1. Works directly for and reports to the County Commissioner.
 - 2. Must be a team player and responsible for the day to day umpire training and registrations.
 - 3. Must be goal oriented and maintain a high degree of performance & appearance.
 - 4. Must be willing to donate volunteer hours to accomplish the task of improving officiating skills in the county.
 - 5. Must continue your training to a goal of umpiring in an ASA National tournament.
 - 6. Responsible to visit city recreation games and youth league games to observe and recruit umpires with potential to umpire at the tournament level, whether it is Slow Pitch or Fast Pitch, B-C-D-E level. Report weekly the number contacts to the County Commissioner. Report the Umpire Name, cell/phone number to the County Commissioner who will pass the information on to Umpire staff and the Association Executive Assistant.
 - 7. Responsible for registration and testing of umpires, obtaining and distributing registration materials and assisting new umpires in obtaining uniforms and equipment.

8. Required to attend a Regional or National Umpire school within two years of accepting the county UIC position.
 9. Conduct and/or coordinate clinics within assigned county following guidelines established by the Association UIC and staff. Observe umpires and assist them in their improvements.
 10. Be prepared to assist the Director of Training with a least one CCASA Rules Clinic or school each year.
 11. When acting as a tournament UIC, follow the guidelines in the UIC Handbook.
 12. Assist in tournaments assigned to the county
- f. **Discipline:** A County Umpire in Chief may be subject to certain forms of discipline, including, but not limited to, reprimands or removal at any time for just cause.

3.19 COUNTY AT LARGE COUNCIL VOTING MEMBERS:

- a. **Nomination:** The County Commissioner along with the county staff will nominate a member to their county at large voting (2) council positions.
- b. **Term:** The county at large voting members will serve a term of 1 year with renewal by the County Commissioner & Association Commissioner for another 1 year term.
- c. **Removal:** The County At Large voting member may be removed for just cause.
- d. **Vacancy:** If the County At Large Council member position becomes vacant, it shall be filled by appointment of the County Commissioner & Association Commissioner.
- e. **Duties/Requirements:**
 1. Must be an active member in the CCASA softball program.
 2. Must reside in the county nominated.
 3. Individual is eligible to be assigned to committees and hold the chairman or vice chairman positions and vote on matters before the committee along with writing policy.
 4. Can be nominated and hold a position on the Board of Directors if elected by the voting council members.
 5. Attend as a minimum, the October CCASA Annual meeting and one other general meeting. May be requested by the county staff to attend county meetings and workshops in the local area.
 6. As an active county staff member, assist the County Staff when called upon and perform duties as assigned. May be asked to help at Association championship play tournaments.
 7. Assist in tournaments assigned to that county.
- f. **Discipline:** A County At Large Voting member may be subject to certain forms of discipline, including, but not limited to, reprimands or removal at any time for just cause.

3.20 YOUTH LEAGUE FINANCIAL COMPLIANCE OFFICER:

- a. **Selection/Term of Office:** Shall be appointed by the Association Commissioner on a bi-annual basis to serve a term of 1 year. Eligible for reappointment at Association Commissioner's convenience.
- b. **Duties:** Responsible for assisting the Association Commissioner and staff, as required to conduct the normal business of the CCASA in advising youth leagues.
 1. Collect financial information from youth leagues such as bank account location and account signators.
 2. Provide financial forms to the youth leagues and keep on file copies of completed forms.
 3. Provide assistance when requested by youth leagues in filing required financial reports.
- c. **Vacancy:** Shall be filled by appointment of the Association Commissioner.
- d. **Removal:** May be removed from office by the Association Commissioner for just cause.

ARTICLE 4
Board of Directors & Executive Committee

4.01 THE BOARD OF DIRECTORS:

- a. **Members.** The Board of Directors shall consist of the following:
 - 1. Association Commissioner *
 - 2. Commissioner Emeritus
 - 3. Umpire In Chief
 - 4. Junior Olympic Commissioner*
 - 5. President
 - 6. Vice President
 - 7. First Vice President
 - 8. Secretary
 - 9. Treasurer
 - 10. Association Legal Counsel
 - 11. Assistant Umpire In Chief
 - 12. County Commissioners
 - 13. Association Player Representative
 - 14. At Large Player Representative *(* ASA National voting council members)
- b. **Voting:** Each member of the Board of Directors shall have one (1) vote on all issues presented unless said member(s) is/are involved in a personnel matter or action.
- c. **Duties.** The Board of Directors shall direct the general affairs of the CCASA including:
 - 1. Setting policy for the CCASA.
 - 2. Overseeing the finances of the CCASA.
 - 3. Recommending and approving special recognition and achievement awards.
 - 4. Other such duties outlined in the by-laws and that are in the best interest of the CCASA.
- d. **Meetings.** All meetings are open to the general membership of the CCASA except when it is necessary for the committee to meet in "Executive Session".
 - 1. Executive session meetings shall be for the purpose of discussing personnel matters and other such matters that in the best interest of the CCASA shall be brought to the attention of the committee.
 - 2. Should a personnel matter that involves a Board of Directors member be brought before the Executive Session, said member shall not be allowed to participate in the session.
 - 3. Agenda items for Executive Committee meetings are to be submitted in writing to the Association Commissioner or President no later than twenty (20) days prior to a scheduled meeting.

4.02 THE EXECUTIVE COMMITTEE:

- a. **Members.** The Executive Committee shall consist of the following:
 - 1. Association Commissioner
 - 2. Umpire In Chief
 - 3. Junior Olympic Commissioner
 - 4. President
 - 5. Association Player Representative
- b. **Voting:** Each member of the Executive Committee shall have one (1) vote on all issues presented unless said member(s) is/are involved in a personnel matter or action.
- c. **Duties.** The Executive Committee shall oversee the day-to-day operations of the CCASA including:
 - 1. Overseeing the operating finances of the CCASA.
 - 2. Have charge of the general affairs of the CCASA between meetings.

3. Taking immediate actions in any situation deemed to be an emergency pending approval by the Board of Directors.
 4. Adjusting policies and fees in accordance with actions taken by the ASA Council or the Pacific Coast Region. Any such adjustments shall only be effective until the next Annual Meeting.
 5. Other such duties outlined in the by-laws and that are in the best interest of the CCASA.
- d. **Meetings.** Meetings may be called by the CCASA Commissioner or any two of the other members of the Executive Committee.

ARTICLE FIVE

Standing Committees

5.01 BY-LAWS & CODE OF CONDUCT COMMITTEE:

- a. Review ASA Code, CCASA By-Laws and CCASA Code of Conduct as necessary.
- b. Recommend changes to the Board of Directors.

5.02 THE CLASSIFICATION COMMITTEES:

- a. The committees shall meet as necessary to classify players, teams and pitchers.
- b. The committee shall have the authority to recommend to the Association Commissioner a classification status for any and all players, pitchers and/or teams, as it deem necessary for the competitiveness of the teams in tournament and championship play.
- c. **Members:** The Classification Committee shall be comprised of appointed CCASA members.
 1. The Association Commissioner in conjunction with the President, Vice President, & 1st Vice President, shall select the Committee Chairperson and members.
- d. **Duties.** There are specific duties assigned to the Classification Committee:
 1. Establish written rules and guidelines for the classification for each classification.
 2. Classify players, pitchers and teams according to those guidelines.
 3. Review and determine the classification of any disputed classification.
- e. **Voting.** A simple majority of the committee members shall be used to determine a classification after all discussion has been taken.
- f. The CCASA Commissioner will select members from the Classification Committee, and other such persons as may be required, to represent the CCASA at the Regional Classification Review.

5.03 ADULT LEAGUES:

5.04 YOUTH LEAGUES:

5.05 UMPIRES COMMITTEE:

5.06 TOURNAMENTS COMMITTEE:

ARTICLE SIX

Special and Ad Hoc Committees

6.01 THE HISTORIAN HALL OF FAME COMMITTEE:

- a. This committee shall consist of at least 5 members and shall provide and publicize the CCASA Hall of Fame.
- b. The CCASA President, Vice President, & 1st Vice President will appoint the Committee Chairperson and the members.
- c. The Hall of Fame Committee shall have specific assigned duties.
 1. Review and recommend for approval by the Executive Committee nomination requirements and procedures for the CCASA Hall of Fame & Honor.

2. Periodically review the requirements and procedures and submit any changes to the Executive Committee for approval.
3. Request nominations from the general membership for the Hall of Fame consideration each year. Establish deadline date for applications.
 - i. Develop a list of nominees and present the list to the Executive Committee.
 - ii. Review the nominees and reduce the list to those nominees that have made the most outstanding contributions to softball and the success of the sport within CCASA.
 - iii. Vote on those nominees and make selections contingent that all requirements for induction have been met.
 - (1) Two (2) men
 - (2) Two (2) women
 - (3) One (1) umpire
 - iv. Submit the selected names to the Executive Committee for final approval.

6.02 JUNIOR OLYMPIC AWARDS-RECOGNITION-JO SCHOLARSHIPS COMMITTEE:

- a. The Junior Olympic Awards Committee shall select Junior Olympic participants for awards.
 1. Association All – Tournament Team.
 2. Junior Olympic Scholarships.
 3. Any other appropriate award(s) as deemed necessary by the Committee and approved by the Executive Committee.
- b. **Members.** The members of the Committee shall be appointed by the President, Vice President, & 1st Vice President.
 1. Junior Olympic Commissioner shall be the Committee Chairperson.
 2. Association Commissioner or Executive Assistant.
 3. President.
 4. Vice President.
 5. Two Junior Olympic Voting Association Council Members as appointed by the President.
 6. Umpire In Chief (or Assistant UIC)
 7. One other Executive Committee member as appointed by the President.
- c. **Duties.** The Committee shall be assigned specific duties.
 1. Approve and announce Junior Olympic Award procedures.
 2. Select nominations for each award.
 3. Announce and publicize the candidates and winners for each award.
 4. Select and host appropriate awards presentations and ceremonies.
 5. Write policies and procedures for membership to be approved by the Executive Committee.

6.03 AD HOC COMMITTEES: The CCASA Commissioner and the President shall appoint Ad Hoc Committees for a one (1) term as deemed necessary.

ARTICLE SEVEN
Meetings

7.01 ANNUAL MEETING: There shall be an annual meeting of the CCASA.

- a. **Date.** The annual meeting of the CCASA shall be scheduled at the discretion of the Executive Committee. The date of the meeting shall be at least thirty (30) days after fees for the upcoming year are formally proposed and submitted to the executive officers of the CCASA.
- b. **Site.** The location of the annual meeting shall be determined by the CCASA Commissioner, Executive Assistant and President. The location selected will be for the annual meeting for the following year.

- c. **Notice.** A notice of the date, time and location of the annual meeting as well as an agenda shall be sent to the voting membership by the secretary at least thirty (30) days prior to the meeting date. The notice shall include a request for written nominations from the voting membership for all elected positions.
- d. **Voting.** On all matters coming before the annual meeting, each voting member under Article 2, and 3, shall be entitled to one (1) vote.
 - 1. Unless otherwise stated, a simple majority is required for and item/issue/matter to pass.
 - 2. Candidates for office, their spouses and significant others, may cast votes for election of officers, however they shall not be present in the room during any discussions attendant to the election of officers.
 - 3. Mail, E-mail, or Fax Vote. When ordered by the President, a mail, E-mail, or Fax vote on any action that might be lawfully being taken at any regular meeting of the Executive Committee can be used. If and when such a vote is to be used, the Association Commissioner shall:
 - i. Mail, E-mail, or Fax each member of the Executive Committee a clear statement of the question to be decided.
 - ii. Request that the vote be returned signed by the Committee member, by a given date.
 - iii. Close the voting on the date given.
 - iv. Along with an individual not related to the issue, count the votes submitted. And
 - v. Notify all officers and members of the results of the vote immediately by phone, mail, E-mail, or FAX.
 - vi. File and make available to officers and Council Members copies of the mail, E-mail, and/or faxed votes.
- e. **Proxy.** A voting member may be allowed to vote on all matters at the annual meeting by proxy, provided:
 - 1. Authorization for a proxy vote is obtained from the Association Commissioner at least one (1) week prior to the date of the annual meeting. Such authorization must be obtained by a written request by the voting member. If the proxy is to be an individual other than the voting member, the individual must be identified and specified in the request.
 - 2. The written proxy is not transferable and is subject to the approval of the President or Association Commissioner. The proxy vote shall not be allowed under the guidelines of Article 5.01(d)2. (Voting by Mail, E-mail, Fax).
 - 3. An individual proxy properly certified according to the procedures outline is entitled to be in attendance at all meetings (except Executive sessions) at the annual meeting of the CCASA with the privilege of voting (one (1) vote) on all matters that come before the voting membership.

7.02 SPECIAL MEETINGS: The President may call a special meeting of the Executive Committee or any committee when business requires or when directed to do so upon the written petition of two-thirds (2/3) of the members of that committee, or instructed to do so by the Association Commissioner.

7.03 ORDER OF BUSINESS: Robert's Rule or Order shall be the primary law for all meeting of the CCASA. The order of business at the Annual Meeting shall be:

- a. Roll Call of voting membership.
- b. Reading of minutes of the last meeting. Approval and/or corrections and approval of minutes vote required.
- c. Committee Reports given to membership.
- d. Unfinished Business
- e. New Business
- f. Recognition's and awards.

- g. Election of incoming officers.
- h. Adjournment.

ARTICLE EIGHT

Standards of Conduct

8.01 STANDARDS OF CONDUCT: The following standards of conduct are part of the ASA Code and the Central California ASA rules, regulations, and/or policies. Every ASA member shall respect these standards. A manager, coach, player, or other individual affiliated with a team, or individual otherwise participating in ASA events shall not engage in any of the following actions:

- a. Unsportsmanlike conduct or any derogatory action on or off the playing field.
- b. Verbal or physical attack or threat upon an umpire or an ASA official.
- c. Other abusive behaviour.
- d. Destruction of property.
- e. Violation of state or federal law.
- f. Non-payment of team incurred debts.
- g. Writing checks with non-sufficient funds or account-closed checks to the Central California ASA, an ASA umpire, a sanctioned ASA tournament, or an ASA team.
- h. Failure to provide current team accident and liability insurance.
- i. Playing under an assumed name or falsifying an official ASA document.
- j. Perpetration of fraud against an ASA official, team or individual.
- k. Perpetration of larceny perpetrated against an ASA official, team or individual.
- l. Use of any ASA logos or trademarks without express permission.
- m. Commission of any acts that are contrary to the objectives and purposes of ASA.
- n. Forfeiting a game in championship play.
- o. Competing with or against individuals or teams who are disqualified from ASA play.
- p. Any other acts of disqualification as listed in the ASA Code.

Violation of any of the above standards may result in suspension or disqualification.

8.02 COMPLAINT PROCEDURE: It is not the purpose of Central California ASA to police its teams, coaches, managers, or players, other individuals affiliated with a team, or individuals otherwise participating in ASA events. However, when the ASA Code or Central California ASA rules, regulations, and/or policies alleged to have been violated, the following complaint procedure will be applied.

- a. An Official Complaint Form must be filed.
- b. This form is available from the Association Commissioner's office and from the County Commissioners. The complaint must contain the following:
 - 1. Names and addresses of parties;
 - 2. The alleged violation; and
 - 3. All supporting evidence and/or documentation that forms the basis of the complaint.
- c. A non-refundable money order or cashier's check in the amount of \$50.00 made out to Central California ASA must be included with the Complaint Form.
- d. Evidence substantiating the violation must accompany and be listed on the complaint form (witness statements, documentation, photos, etc.). Witnesses to the violation must be named and their addresses and phone numbers listed in the complaint. Witnesses for or against the accused may testify at the hearing (a maximum of four (4) per side). Written statements from witnesses unable to attend are acceptable.
- e. Receipt of the complaint will be acknowledged by mail from the Association Commissioner's office.

8.03 DISQUALIFICATION HEARINGS: A hearing will be held if it is determined by the Association Commissioner of the Central California ASA that reasonable cause exists to believe the complaint alleges a violation of specific rules in the ASA Code or Central California ASA rules, regulations, and/or policies that may require an individual's disqualification from participation in ASA activities. A hearing will only be held if the Association Commissioner determines that disciplinary action could result in the individual's suspension or disqualification if the alleged violation is proven true.

- a. If a hearing is deemed necessary, that hearing will be held before a three member Hearing Board appointed by the Association Commissioner.
- b. The hearing will be scheduled at a convenient location within a reasonable time after all required information is received.
 1. If a hearing is scheduled, all parties shall be notified in writing at least five (5) days prior to that hearing date. This notice will identify the hearing date, the location of the hearing, and a statement of the specific complaint being acted upon.
 2. Either party (complainant or accused) may request no more than one (1) postponement. A new hearing date will be scheduled and parties will be notified in writing
 3. A maximum of four (4) individuals for the accused and four (4) for the accuser may give testimony.
 4. If the individual(s) being charged fails to appear, the hearing shall proceed and the hearing board will take appropriate action.
 5. All testimony will be considered in determining the facts and an appropriate penalty shall be determined as necessary. When conducting the hearing, the Hearing Board will also consider the past record of the accused, including previous official complaints, and testimony given by those in attendance.
 6. The Central California ASA may also conduct an independent investigation into any charge brought as a means of proving or disproving the charges before, during, or after the hearing date.
 7. Within fourteen (14) days after the hearing, the Chairperson of the Hearing Board shall notify all parties of the hearing board's decision.
 8. A Member of the Board of Directors who witnesses or has irrefutable evidence of a violation of the ASA Code and the Central California ASA rules, regulations, and/or policies at a sanctioned event may immediately remove a manager, coach, player, other individual affiliated with a team, or individual otherwise involved in ASA events from further participation in that tournament. A disqualification hearing will be held as soon as possible to determine if further action needs to be taken by Central California ASA.
 9. Any manager, coach, player, other individual affiliated with a team, or individual otherwise involved in ASA events disqualified from participation in the Central California ASA will forfeit all rights and privileges given a member under the ASA Code, Pacific Coast Region and Central California ASA rules, regulations, and/or policies. The forfeit of said rights and privileges shall include, but not be limited to:
 - i. Representing himself or herself as an eligible ASA manager, coach or player to anyone affiliated with ASA softball.
 - ii. Practicing, managing, coaching or participating at any time with anyone affiliated with ASA softball.
 - iii. Recruiting for an ASA softball team.
 - iv. Competing with or against any ASA softball team.
 - v. Disqualified individuals may not be on the field, score keep, be in or around the dugout, relay verbal advice or instruction, or send signals to a team from any location.
- c. If a complaint is upheld and it results in disqualification or suspension; the individual has the right to appeal in writing within fourteen (14) days to the Association Commissioner. That the Association Commissioner or his/her designee shall consider appeal whose decision shall be

final. An additional hearing may be heard at his/her sole discretion. The Association Commissioner shall notify the parties of his/her decision in writing within a reasonable time after the appeal is filed.

- d. If an individual is found violating the terms of his disciplinary penalty, a minimum of twelve (12) additional months will be added to the original penalty.

Date: October 2, 2011



Marshall Ochylski, President

Date: October 2, 2011

Jessica Grove, Secretary