

GEGSA POLICY MANUAL

REVISION 5

Approved September 20, 2010

CONTENTS

A. General

1. Scope
2. Authorization
3. Safety

B. Administration

1. GEGSA Committee Organization
2. Sub-committee Duties and Responsibilities
3. Handbook
4. Coach Selection
5. Criminal Background Checks
6. Communications

C. House League

1. General
2. Team Formation/Rosters
3. Rules
4. Discipline

D. Travel Program

1. Purpose
2. General
3. Eligibility
4. Team Formation Guidelines
5. Coach/Manager Selection
6. Player Commitment
7. Program Commitment to Players
8. Post Season Tournaments
9. Elite Travel Team Coaches' Responsibilities to Travel Program

Appendix 1 GEPD Policy on Safety

Appendix 2 GEGSA Sub-committee Job Descriptions

Appendix 3 Procedure for Investigating Alleged Violations

Appendix 4 Coaching Contract, Codes of Conduct and Background Check Forms

Appendix 5 House League Rules

A - GENERAL

A.1 - SCOPE:

The GEGSA Policy Manual describes operating procedures of all softball programs and administrative procedures of the GEGSA.

A.2 - AUTHORIZATION:

The GEGSA Policy Manual is authorized by Article 18 of the GEGSA By-laws. Its provisions are in effect when approved by a majority vote of a quorum of the GEGSA Committee voting at a regularly scheduled GEGSA Committee meeting. The GEGSA Policy Manual should be reviewed annually by the GEGSA Committee and updated as required.

A.3 - SAFETY:

GEGSA Committee members and coaching staffs should be familiar with what actions to take when accidents occur or adverse weather such as lightning or high winds occur. See Appendix 1 for Glen Ellyn Park District (“GEPD”) policy in regard to these situations.

B - ADMINISTRATIVE

B.1 - GEGSA COMMITTEE ORGANIZATION:

The GEGSA Committee organization is described in Section B.2.

B.2 - SUB-COMMITTEE DUTIES AND RESPONSIBILITIES:

Sub-committee powers, duties, and responsibilities are described below. Sub-committee job descriptions are found in Appendix 2 of this manual.

(a) EXECUTIVE SUB-COMMITTEE

The Executive Committee shall consist of the Executive Co-Chair and five resident members of the GEGSA Committee living within the GEPD boundaries for at least 6 months that are elected by the Committee in the October meeting.

Powers: Acts on behalf of the entire GEGSA Committee on specific matters that may arise between regular GEGSA Committee meetings.

Description of Duties: As called on by the GEGSA Executive Co-Chair, the Executive Committee acts on any specific matter needing attention within a limited time period. All actions taken by the Executive Committee are to be reported to the GEGSA Committee at the next scheduled meeting of the full GEGSA Committee. Situations calling for action by the Executive Committee may include, but are not limited to the following:

Action taken against a player, coach, umpire, parent or a GEGSA Committee member not acting in the best interest of the girls softball programs. The procedure for investigating alleged violations of the Glen Ellyn Phillies Manager and Coaches’ Code of Conduct or the Glen Ellyn Park District Coaching Contract by managers and coaches is set forth in Appendix 3 of this manual.

Spending of funds not originally approved in the budget.

Only the GEGSA Executive Committee Members have the power to disburse GEGSA funds consistent within the policies and guidelines of Chapter V, Section 7 of the Glen Ellyn Park District Policy Manual.

(b) - DIVISIONS

Administration of the GEGSA is through the following divisions and their respective sub-committees that report to the Division Chair.

1. Operations Division Chair:
 - Equipment Sub-committee
 - Education Sub-committee
 - Finance Sub-committee
2. House League Division - Chair:
 - Instructional Division (Pixie and Pigtail Divisions) - Sub-committee:
 - Ponytail Division - Sub-committee:
 - Bobtail Division - Sub-committee:
 - Junior Girls Division - Sub-committee:
3. Travel League Division - Chair:
 - Over 19 League and High School Summer League – Sub-committee
 - 10u-14u Division – Sub-committee
 - Tournaments - Sub-committee:
 - Travel Uniform/First Aid Sub-committee:
 - Travel Umpire / Schedule Sub-committee:
4. Elite Travel Division Chair – Sub-Committee
5. Umpire Division - Chair:
 - Umpires - Sub-committee:
 - Scheduling - Sub-committee:
6. Marketing Division - Chair:
 - Concessions - Sub-committee:
 - Publicity - Sub-committee:
 - Fund Raising - Sub-committee:
 - Web – Sub-committee

STANDING SUB-COMMITTEES

Standing Sub-committees that report to the Executive Co-Chair are as follows:

- Nominating Sub-committee - Sub-committee:
- Emeritus Board - Sub-committee:

B.3 - HANDBOOK:

The GEGSA Committee should prepare an informational handbook annually to be updated on the web. Preparation of the Handbook is the responsibility of the Operations Chair. The Handbook can be found at (INSERT HYPERLINK HERE)

B.4 - COACH SELECTION:

The GEGSA Committee will appoint coaches (managers and assistants) annually from a list of applicants. In order to be considered for a coaching position the individual must submit an application by the date determined by the GEGSA Committee and complete the GEPD ASEP certification. The application form shall include the GEPD Coaching Contract and applicable Code of Conduct (see INSERT HYPERLINK TO COACHING CONTRACT AND CODE OF CONDUCT HERE).

The Commissioner for each Division will make recommendations to the GEGSA Committee from the list of applicants. Except for the Elite Travel Division, each Chair will review all applications, interview applicants as may be required, and will propose coaching assignments. Final selection of all coaches is by a majority vote of the GEGSA Committee.

B.5 - CRIMINAL BACKGROUND CHECKS:

The GEPD conducts mandatory criminal background checks on all GEGSA Committee members, team managers, and named coaches. The background check waiver and release form can be found at: (INSERT HYPERLINK TO BACKGROUND CHECK here)

B.6 – COMMUNICATIONS:

The GEGSA recognizes that an integral part of any organization is effective communication between all participants, including committee members, coaches, parents and players. The GEGSA also recognizes that, from time to time, certain participants will express, either orally or in written form, a statement or opinion that would be considered disconcerting, negative or challenging to a coach or the GEGSA program, or that could cause the potential for conflict. In order to avoid any escalation of any situation through misunderstandings and unnecessary emotional responses from such “critical” communications, the GEGSA requires:

1. All managers and coaches MUST immediately notify the respective Division Commissioner, the House League Chair, the Travel League Chair or the Executive Co-Chair of any and all “critical” communications to them from a parent for the GEGSA to address on behalf of that manager or coach.
2. If the “critical” communication is in writing, all managers and coaches MUST immediately forward the written “critical” communication from a parent to the respective Division Commissioner, the House League Chair, the Travel League Chair or the Executive Co-Chair for GEGSA to address on behalf of that manager or coach.
3. No manager or coach shall personally respond to any written “critical” communication before or after forwarding it to one or any of the people as listed from the GEGSA.
4. The GEGSA will not tolerate any “critical” communication about a parent, player or the program originating from any coaches or managers in our program.

C. HOUSE LEAGUE DIVISION

C.1 - GENERAL:

C.1 - TEAM FORMATION

Purpose and Goals

1. Develop a system for placing players on teams to provide each team with comparable talent without imposing excessive administrative overhead.
2. Establish guidelines to be used when adding and deleting teams.

C.2 - PLAYER DISTRIBUTION (GUIDELINES FOR ALL THREE DIVISIONS)

Commissioners for each of the three Divisions will use the following Guidelines in team formation:

1. Fairness, good sportsmanship and the “spirit of the game” should take precedence over rule technicalities.
2. It is impossible to make rules for every situation. The GEGSA Committee and League Chairs have the responsibility to ensure fairness. If and when exceptions, questionable situations/special circumstances arise, the Committee should be consulted/informed.
3. The names and player ratings used in making up the team must not be made public to coaches, parents or players.
4. While the GEGSA will consider requests for player distribution during team formation, there is no guarantee that those request will be honored. The GEGSA reserves the right to decline any request if, in the discretion of the GEGSA, such requests are not in the best interest of the League.
5. The GEGSA reserves the right to form teams in a manner consistent with its overall purpose which takes precedence over any technical rule application.

PONYTAIL DIVISION

1. Subject to C.2 Player Distribution Guidelines above, returning players can request that they return to the same team or enter the Unassigned Player Pool. The Ponytail Commissioner may, subject to C.2 Player Distribution Guidelines above, assign the returning players back onto the same team as requested.
2. New fourth graders and returning players who choose to enter the Unassigned Player Pool are distributed by the Ponytail Commissioner so that each team, to the extent possible, has the same number of third and fourth graders, and to provide overall competitive balance in the league.
3. New third graders are distributed by the Ponytail Commissioner to provide overall competitive balance in the league.

BOBTAIL DIVISION

1. Subject to C.2 Player Distribution Guidelines above, returning players can request that they return to the same team or enter the Unassigned Player Pool. The Bobtail Commissioner may, subject to C.2 Player Distribution Guidelines above, assign the returning players back onto the same team as requested.
2. New fifth graders are put into one of two pools:
 - Pool 1 - Top X players from the Ponytail Division. X will be two or three players for each Bobtail team. The number varies depending on the talent level from the prior year.
 - Pool 2 - All other players. (Placement into pools is based on input from the prior year’s coaches and traveling team coaches. Final list will be provided to incoming Bobtail Commissioner from prior years Ponytail Commissioner).
3. New sixth graders and returning players who elect to go into the Unassigned Player Pool are assigned by the Bobtail Commissioner based on their respective abilities so that each team, to the extent possible, has the same number of fifth and sixth graders, and to provide overall competitive balance in the league. The exact details should be determined by the Bobtail Commissioner based on the number and abilities of the players involved.

4. Players in the two pools will be distributed by the Bobtail Commissioner so that each team gets the same number of players from each pool, and to provide overall competitive balance in the league.

JUNIOR DIVISION

1. Team formation for the Junior Division will be determined by balancing competitive abilities, where possible, including the level of pitching and catching throughout the Division and through assignment of players through an Evaluation Session and subsequent draft. There will be no trading of any player from one team to another team.
2. Players are distributed as follows:
 - a. All pitchers, both 7th and 8th graders are identified by the Junior Division Commissioner, the House League Chair, the Junior Division coaches and, where available, travel level coaches. Pitcher ratings are generated using prior pitching history in house or travel games, knowledge of the respective Commissioners and coaches, and the evaluation scores generated at the Evaluation Session.
 - b. All catchers, both 7th and 8th graders are identified by the Junior Division Commissioner, the House League Chair, the Junior Division coaches and, where available, travel level coaches. Catcher ratings are generated using prior catching history in house or travel games, knowledge of the respective Commissioners and coaches, and the evaluation scores generated at the Evaluation Session.
 - c. Evaluation Session :
 1. All registered players will attend an Evaluation Session held prior to Draft Night.
 2. Prior to the Evaluation Session, the Junior League Commissioner will, with the approval of the Committee, identify an equal number of managers/head coaches as the number of teams that will be created for the Junior Division for that upcoming season.
 3. The identified Junior Division manger/head coaches and their respective assistant coach will attend the Evaluation Session to evaluate the players.
 4. All players will be evaluated by the managers/head coaches and assistant coaches, the Junior Division Commissioner and, where available, the House League Chair and travel level coaches. The evaluations will use a scale of 1 (least) to 5 (best). The “ratings” for all players will be generated using prior playing history in house or travel games, knowledge of the respective Commissioners and coaches, and the evaluation scores generated at the Evaluation Session. The respective ratings for each player will be the average of all the evaluations for each respective player.
 - d. Draft Night:
 1. On Draft Night, the Junior Division Commissioner and House League Chair will oversee the team selection process – the draft.
 2. The Junior Division Commissioner will prepare an equal number of slips of paper as the number of teams that will be created for the Junior League Division that year. Each slip will contain the name of one of the teams.
 3. The Junior Division Commissioner will then place each team identification slip into a blind draw.

4. Each identified team manager/head coach will then select from the blind draw one team identification slip identifying the name of the team they will coach that year. There will be no “trading” of team names.
5. After team names have been identified, the manager/head coach and their assistant coach will have their respective player(s) assigned to their respective teams. For the purposes of the draft, the children of the manager/head coach and assistant coach will count as that team’s respective first selection in each round of the draft relating to the rating level assigned to each such player.
By way of example only, Manager A of Team Z has a player who is rated as a “5” pitcher and the assistant coach has a player who is rated as a “3” player. Team Z is assigned both players. In the rounds where “5” rated pitchers are selected, Team Z’s selection is automatically that coach’s registered player as its initial selection. In the rounds where “3” rated players are selected, Team Z’s selection is automatically that coach’s registered player as its initial selection.
6. After all teams and children of the managers/head coaches and assistant coach has been assigned, the Junior Division Commissioner will then return the team identification slips into the blind draw.
7. The manager/head coach of each team, in alphabetical order by the first letter of the team name, will then select one team identification slip to determine the initial order by which the teams select players in the draft. The order of selection initially established will be used for the first round selection of players. The second round of selections will follow the inverse order of that of the first round. The third round will use the order of selection from the first round. The fourth round will use the order of selection from the second round. The alternating order of selection will then continue to be used until all players are assigned to a team. There will be no trading of places in the order of selection.
By way of example only, if there will be six Junior Division teams, identified as A, B, C, D, E and F in a given year, and the initial order of team selections is B, D, A, C, F, E, then the second round selection order will be E, F, C, A, D, B. The third round selection order will be B, D, A, C, F, E. The fourth round selection order will be E, F, C, A, D, B, etc.
8. Once the order of selection for the entire draft is determined, and subject to the assignment of coaches’ children in 2.d.5 above, the team manager/head coach for each team, using the order of selection established in 2.d.7 above, will select one “5” rated pitcher or the next highest rated available pitcher from the pool of all pitchers.
9. Once each team has one “5” rated pitcher or the next highest rated pitcher available, and subject to the assignment of coaches’ children in 2.d.5 above, the team manager/head coach for each team, using the order of selection established in 2.d.7 above, will select a “5” rated catcher or the next highest rated available catcher from the pool of catchers.
10. Once each team has one “5” rated pitcher and catcher or the next highest rated available pitcher or catcher and the assignment of coaches’ children pursuant

to 2.d.5 above, all remaining players will be classified as “Unassigned Players”.

11. The names of all Unassigned Players will be placed in five separate “pools” by their respective Evaluation Rating score. (i.e. all remaining “5” rated players are in one pool, all remaining “4” rated players are in another pool, etc)
12. The “draft” will then proceed by each level of ratings, starting with the “5” rated players pool. Subject to the assignment of coaches’ children in 2.d.5 above, each manager/head coach, using the order of selection established in 2.d.7 above, will draw a player from the “5” rated player pool until all players in that respective pool are assigned to teams. Should the “5” rated pool become depleted in the middle of a round, the team that has the next selection will select from the next highest rated player pool. (i.e. “4” rated player pool, etc.) The draft will continue until all players in all rated player pools have been assigned to teams.
13. Siblings who are registered and will play in the same Division, will be assigned to the same team that any of the family is assigned to, whether by way of being a coach’s daughter, through being a high rated pitcher or catcher, or through selection in the “draft”. For the purposes of the draft, the siblings assigned to any team by this section will count as that team’s respective first selection in each round of the draft relating to the rating level assigned to each such player.
14. All players who fail to attend the tryout or who register after the tryout will be assigned by the Junior Division Commissioner to teams in the order that they registered and in the order of selection established at Draft Night.
15. The teams created by the “draft” will be final. There will no trading of players at any time, whether before, during or after the draft.

COACHES’ CHILDREN

Subject to B.4. above, head coaches can request one assistant coach and have that coach’s daughter(s) placed on their team without going through the team formation process. This should continue and all current rules remain unchanged with the following changes:

1. Naming of assistant coaches is best done when the players first enter the league (3rd, 5th, and 7th graders).
2. A returning player (4th, 6th, and 8th graders) is not guaranteed the right to switch teams because the parent becomes an assistant coach on another team.

CONTRACTION (REDUCTION IN TEAMS) AND EXPANSION (ADDITION OF TEAMS)

1. General guideline:
Each Division’s Commissioner should consider reforming the league when contraction or expansion of teams would result in a non-competitive team.
2. Contraction:
Eliminating a team should be done in the case of a reduced number of players in the league. If a team loses its coaching staff, new coaches should be found for the team instead of disbanding it. Players from the team being disbanded should be treated in the same manner as all other players.

3. Expansion:
When teams are added, the new team should be competitive with the other teams in the Division.
4. Guidelines:
If in the discretion of the respective Division Commissioner and the House League Chair any team will not be competitive, then the entire Division should be reformed. The Division does not have to be reformed if ALL of the following are true:
 - a. All teams have experienced coaches comparable to the rest of the teams.
 - b. There are enough players who can be placed on each team, therefore all teams will have talent comparable to the other teams.
 - c. The GEGSA Committee agrees that each team cannot be competitive with the other teams.
5. Reforming the Division should be done as follows:
ALL players are distributed as follows:
 - a. Number one pitchers in each respective Division are identified by the Division Commissioner with the input of the Division coaches. Number one pitchers are then distributed as evenly as possible by the Division Commissioner to the teams. Remaining pitchers are then as evenly as possible distributed to the other teams.
 - b. All remaining players are then distributed by the Division Commissioner, where possible, so that all teams have equivalent numbers of players, and equivalent players from each grade in the Division to provide overall competitive balance in the Division.

C.3 - HOUSE LEAGUE RULES:

Playing rules for each Division in the House League are found at: (INSERT HYPERLINK TO RULES HERE).

C.4 - DISCIPLINE:

Coaching staffs should treat players with courtesy and respect, and should endeavor to improve the softball skills of each player. Players should not be subjected to abusive language or to punishments such as push-ups. Players whose actions require discipline should be reprimanded verbally, and told what is expected of them. Players that habitually miss games without notice can be disciplined by giving the player minimum playing time when they show up, in accordance with the league participation rules, and provided the player is informed of the action.

The GEGSA Committee should prepare discipline guidelines for inclusion in Appendix 3 and in the Handbook.

C.5 – ROSTERS:

The roster for each team as finalized by the respective Division Commissioner will be the roster used throughout the season. Except as provided in Rule E.9 Swing Players of the Ponytail, Bobtail and Junior Rules, each coach will allow only girls listed on the final roster provided by the Division Commissioner for their respective teams to practice or play in games. If a coach allows a girl who is not identified on the final roster for their respective team to practice or to play in any part of any game, the coach violates this rule. Violations of this provision will subject the team and coaches to discipline. Discipline to the team for

violations of this rule at practice will include but not be limited to forfeiting the next scheduled game on that team's schedule. Discipline for violations of this rule during a game will include but not be limited to a forfeit of that game. Coaches who violate this rule will be subject to the disciplinary process set forth in Appendix 3 of the Policy Manual. Repeated violations of this rule will be grounds, if established through the disciplinary process set forth in Appendix 3, for suspension or removal of the coach and coaches involved.

D - TRAVEL LEAGUE DIVISION

D.1 - PURPOSE:

The GEGSA Phillies Traveling Program provides an advanced level of coaching and competition in order to accelerate the development of the more skilled players. The girls will be chosen in accordance with Section D.4 of this manual, and will play an extensive schedule of game and tournaments against all-stars of other communities.

D.2 - GENERAL:

1. Administration of the travel program is the responsibility of the Travel Sub-committee, subject to approval of the GEGSA Committee. Administration of the Elite Travel program is the responsibility of the Elite Travel Sub-Committee.
2. Travel programs are registered with the ASA, and are provided at the 10U, 12U, 14U, 16U, and 18U age brackets. The number of teams varies from year to year, and is based on projections by the Travel Sub-committee of player demand and the availability of coaching staffs.
3. The Elite Travel Division teams are registered with the ASA. There may be one team offered at 16U and one at 18U, the determination whether to have a team at each age bracket is based on determination of the Committee with the advice of the Elite Travel Sub-Committee, and the Elite travel coaches.
4. The playing season generally runs from April through August. Full travel teams may also play limited games during the fall when approved by the GEGSA Committee. Elite Travel Division teams may play games during the fall when approved by the Elite Travel Sub-Committee.
5. The registration fee for full travel, partial season and Elite travel will be set on an annual basis by the Committee based on the recommendations of the Travel Chair and, where appropriate, the Elite Travel Sub-Committee.

D.3 - PLAYER ELIGIBILITY:

1. A *resident of the GEPD service area* is defined as a resident of the Glen Ellyn Park District, or a resident of the Glenbard South or Glenbard West attendance area.
2. Any player who meets the ASA age requirements and one of the following requirements is eligible to tryout for any 10U, 12U, and 14U travel team appropriate for the player's age:
 - (a) Resident of the GEPD service area;
 - (b) A member of a House League team during the current season, when the travel team season is after the House League season; or
 - (c) A member of a House League or Travel team during the previous season, when the travel team season is concurrent with the House League season.
3. Any player who meets the ASA age requirements is eligible to tryout for any 16U and 18U full travel team appropriate for the player's age.

4. Elite Travel Division:
 - (a) Any player who is within two years of the respective maximum age for the 16U Elite or the 18U Elite travel teams on January 1 of any given year is eligible to try out for the 16U Elite or 18U Elite travel team.
 - (b) No player who is more than two calendar years of the respective maximum age for the 16U Elite or 18U Elite travel teams is allowed to tryout for either team without prior approval of the Committee, by majority vote. Any player seeking such approval must make a request to the Elite Travel Sub-Committee who will advise the Committee regarding the playing ability and capacity of the requesting player to compete at either the 16U or 18U Elite travel level.

D.4 – TEAM FORMATION GUIDELINES:

1. Not less than seventy-five percent of the girls on a travel team shall be a resident of the GEPD service area unless not enough eligible candidates are available.
2. Teams shall be selected from the group of eligible girls who have tried out. The Travel Chair should exclude from participation any players who in his/her opinion do not have the ability to play age comparative softball or players who do not have the ability to play safely.
3. Full and Partial travel team selection will be by the team manager in consultation with the Travel Chair, the advice of the coaching staff and GEGSA Committee members. 18U Elite travel team selection will be by the team manager in consultation with the Elite Travel Sub-Committee, the advice of the coaching staff and GEGSA Committee members. 16U Elite travel team selection will be by the team manager in consultation with the 18U Elite team manager, the Elite Travel Sub-Committee, the advice of the coaching staff and GEGSA Committee members.
4. Selection of players should be based on the following criteria, each having equal weight:
 - (a) Tryout scores;
 - (b) Team manager's opinion;
 - (c) Player's loyalty to the GEGSA House and Travel programs;
 - (d) Player's attitude; and
 - (e) Past experience in GEGSA programs
5. Tryouts for full travel teams, except the Over 19 League and High School Summer Team(s), will take place on a consecutive Saturday and Sunday before Labor Day, as scheduled by the Travel Chair. Rain dates will also be scheduled by the Travel Chair if necessary. Spring tryouts will be held to fill open roster positions as scheduled by the Travel Chair.
6. Tryouts for Elite travel teams will take place on consecutive days at least three days prior to the scheduled tryout for full travel teams, as scheduled by the Elite Travel Sub-Committee. Players that tryout for the Elite teams may also tryout for full travel teams.
7. Tryouts for partial season teams will take place on a consecutive Saturday and Sunday in September or May, as scheduled by the Travel Chair.
8. Players must tryout to be considered. Make-up try-outs may be scheduled for players missing scheduled try-outs.
9. Team selection for full travel teams start the Sunday night after the second day of tryouts with coaches for the 16U and 18U in attendance. 12U & 14U coaches will meet on Monday, or as scheduled by the Travel Chair. 10u coaches will meet on Wednesday, or as scheduled by the Travel Chair.

10. Team selection for Elite travel teams will start the night the Elite team tryouts are completed.
11. Team selection for partial season teams start the Sunday night after the second day of tryouts with coaches for the 12U and 14U in attendance. 10U coaches will meet on Monday, or as scheduled by the Travel Chair.
12. Rosters for full travel and Elite travel teams will be posted on the GEGSA.org webpage for each respective travel team by 5 PM the Sunday after the tryouts for full travel teams. Rosters for partial season teams will be posted on the GEGSA.org webpage for each respective team by 5 PM the Sunday after the partial season travel team tryouts.
13. Full travel and partial season teams size shall be between 12 and 15 players. Elite travel team size shall be between 12 and 18 players.
14. At the 10U, 12U and 14U levels, GEGSA will sponsor full travel team and partial season travel teams defined as follows:

Full teams

- (a) are completely selected in August each year;
- (b) Practice may begin in the fall and indoor practice begins in January;
- (c) Regular season games begin after April 1st and may last into early August and travel teams may also play limited games during the fall;
- (d) 45-50 games will be played for 10U and 60-70 for 12U & 14U;
- (e) Games include 5-6 tournaments for 10u and 8-10 tournaments for 12U & 14U;
- (f) Players on full teams may not play in the House League; and
- (g) goals include play in regional and possible national tournaments

Full teams are evaluated annually based on the availability of qualified coaches and players.

Partial season teams

- (a) are selected in September each year with additional players added as needed in May;
- (b) may practice during the fall and indoors starting in January;
- (c) must play in the house program;
- (d) will practice one day per week during the house program;
- (e) limited practice games may be scheduled during the House season;
- (f) 15-20 games will be played for 10U and 30-45 for 12U & 14U;
- (g) 4-5 tournaments may be scheduled after the completion of the house program for 12U & 14U teams. 10U teams will play 2-4 tournaments; and
- (h) Goals may include metro and possible regional tournaments

15. Whether GEGSA will sponsor a 16U and 18U Elite travel team is evaluated annually based on the availability of qualified coaches and players. Elite teams defined as follows:

- (a) are completely selected in August each year;
- (b) Practice for the Elite travel teams will begin in the fall and indoor practices may begin as early as November;
- (c) Elite travel teams will play a significant number of games, the number to be determined by the Elite travel coaches with the oversight of the Elite Travel Sub-Committee;

- (d) Elite travel teams will play at least 8-10 tournaments, the exact number to be determined by the Elite travel coaches with the oversight of the Elite Travel Sub-Committee; and
 - (e) goals include play in regional and possible national tournaments
16. Player placement will be based on ability. Players may declare the following preferences prior to the tryouts:
- 10U, 12U, 14U
- (a) a desire to be placed on either a full travel team or a partial travel team;
 - (b) a desire to be placed only on a full travel team; or
 - (c) a desire to be placed only on a partial travel team.
- 16U and 18U:
- (a) a desire to be placed on a full travel team or an Elite travel team;
 - (b) a desire to be placed only on a full travel team; or
 - (c) a desire to be placed only on an Elite travel team.
17. New travel programs and changes to the rules stated above must be submitted to the GEGSA committee prior to July 1 each year. All changes will be discussed in the July committee meeting.
18. Some flexibility in the number of games & tournaments is given to the coaches in the above rules. Only the GEGSA committee can revise the minimum & maximums for player rosters, number of games and the number of tournaments.
19. It is assumed that each team will submit a balanced budget for their season. This may include additional instruction. If fund raising is required for training or additional post season tournaments, all fund raising must be complete prior to beginning these events.
20. All fundraising is to be collected and given to the GEPD staff representative. Funds will be allocated as approved by the GEGSA committee. Any unused funds will be transferred to the general fund raising account.

D.5 - COACH / MANAGER SELECTION

- (1) Managers of full and Elite travel teams, 16U and 18U need to be identified and approved by the GEGSA committee prior to tryouts.
- (2) Partial team managers should be identified whenever possible. Final adjustments may be necessary based on the placement of the girls.
- (3) Coach selection for full travel teams will focus on the following:
 - (a) skill level of the coach;
 - (b) experience as a travel coach;
 - (c) loyalty to the GEGSA program;
 - (d) parent/player feedback;
 - (e) sportsmanship of the coach; and
 - (f) recommendation of the travel sub-committee
- (4) The Elite Travel Sub-Committee will accept and review applications for candidates for Elite Travel coaches. The Elite Travel Sub-Committee will have discretion to interview candidates of its choosing, and to recommend to the Committee retention of certain candidates to act as Elite Travel coaches. The Committee must approve, by majority vote, the retention of all Elite Travel coaches.
- (5) Coach selection for Elite travel teams will focus on the following:

- (a) skill level of the coach;
 - (b) experience as a travel coach;
 - (c) loyalty to the GEGSA program;
 - (d) parent/player feedback;
 - (e) sportsmanship of the coach; and
 - (f) recommendation of the Elite Travel Sub-Committee
- (6) No Elite Travel coach may coach an Elite travel team on which their daughter(s) are players.

D.6 - PLAYER COMMITMENT:

Players are expected to make the following commitment to the travel program;

Players will attend at least 95 percent of all practices, games and tournaments.

Players will notify the team manager of planned absences at the beginning of the season or well in advance of scheduled games.

Players and their parents should help in fund raising activities when the program operates at a deficit. Fund raising will consist of working at the concession stand during a Glen Ellyn tournament, or similar activities.

The GEGSA Phillies Travel program will make exceptions to the availability commitment for girls who have conflicts resulting from family or work commitments, or special activities such as camps. Exceptions will be made only if there is another player who also cannot commit to the full schedule, and is available as a replacement.

D.7 - PROGRAM COMMITMENT TO PLAYERS:

The GEGSA is committed to providing players with the following:

The coaching staff will treat players with respect, and will endeavor to advance the softball skills of each player.

Players can expect approximately equal playing time for the player's position during non-tournament games.

During tournaments managers should try to give all players the opportunity to play during pool play or similar preliminary games. During elimination round games, the manager should field the best team that he can, and is not obligated to play all players. The manager should explain his strategy and actions to the affected players.

D.8 - POST SEASON TOURNAMENTS

GEGSA encourages our travel teams to set post season tournament goals. These goals are best set at the beginning of the year. The possibility of post season play needs to be discussed with parents as soon as teams are formed.

Teams that qualify for regional and national tournaments will be supported by GEGSA funds if available. However, these teams need to plan additional fund raising to cover the cost of travel to these tournaments.

For a team to 'qualify' for a post season tournament, it must:

- a. secure a bid from a qualifying tournament
- b. have at least 10 players available from the original team roster
- c. have a win/loss record of at least .600
- d. have fund raising completed in advance of the tournament to cover hotel expenses

D.9 - Elite Travel Coaches' Responsibility to Program:

1. The manager/head coach and coaches of the 16U and 18U Elite travel teams may be required, at the discretion of the Committee, to assist the 10U, 12U and 14U travel teams in designing practice drills, practice plans and practice schedules.
2. The manager/head coach and coaches of the 16U and 18U Elite travel teams may also be required, at the discretion of the Committee, to provide practice plans and drills for individual players on 10U, 12U and 14U travel teams.
3. The 18U Elite Travel team manager/head coach will be responsible, with the oversight of the Elite Travel Sub-Committee, for coordinating the assistance required in this section.

APPENDIX 1

GEPD POLICY ON SAFETY

1.0 LIGHTNING

In 2002 a Thor Guard Lightning Prediction System was installed. When conditions indicate that a lightning occurrence is probable, the system will activate horns and a flashing strobe light located on the North concession. Fields will remain clear until an all clear horn sounds. In addition to this system, all fields must be cleared at the first sighting of lightning. Any coach or umpire is authorized to suspend play. Evacuate the fields and take cover in your cars; do not stand under the concession stand roof. No games will resume unless there has been no lightning for at least 20 minutes. Delays should not exceed 45 minutes. Take no chances; games can be rescheduled.

2.0 First Aid Supplies

Coaches will be supplied with first aid supplies at the beginning of each season. Additional supplies are available in the hub first aid box.

3.0 Equipment

Coaches need to check all equipment prior to games. Contact any committee member for replacement equipment.

APPENDIX 2

JOB DESCRIPTIONS AND STANDING SUB-COMMITTEES

JOB DESCRIPTIONS

A. Executive Co-Chair

Reports to: Glen Ellyn Park District Executive Co-Chair and the GEGSA Executive Sub-Committee.

Powers: The GEGSA Executive Sub-Committee. Selects sub-committees and members of standing sub-committees. Forms temporary and permanent sub-committees as needed. Selects new GEGSA Committee members for open positions, as defined in the by-laws. Acts on behalf of the entire GEGSA Committee on emergency decisions, requiring immediate action. May issue awards to those individuals showing extra efforts in the areas of service or merit.

Description of Duties:

1. Oversees all GEGSA Committee and GEGSA Executive Sub-Committee meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
 - c. Entertaining motions, opening discussions, and calling for votes on issues brought to the Committee.
2. Oversees the day-to-day operations of the organization, including, making emergency decisions on behalf of the organization, except for those involving his/her team.
3. Obtains progress reports from all Chairs and Division Commissioners on items relating to their areas of responsibility.
4. Oversees progress of the following sub-committees and committee chairs that report directly to him/her.
 - a. Nominating sub-committee.
 - b. Special sub-committees.
5. Acts as the primary communicator to the Glen Ellyn Park District.

B. Operations Chair

Reports to: GEGSA Executive Co-Chair.

Powers: Sub-committee of the Operations Division.

Description of Duties:

1. Oversees Operations Division meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
2. Presents recommendations of the Operations Division to the GEGSA Committee and GEGSA Executive Committee, including:
 - a. Sign-up day events.
 - b. Other special events.
3. Oversees the day-to-day operations of the Operations Division, including:

- a. Making emergency decisions on behalf of the organization, except for those involving his/her team.
- b. Oversees progress of the following sub-committees:
 - i) Education
 - ii) Finance
 - iii) Equipment
- 4. Obtains progress reports from all sub-committee chairs that report directly to him/her.
- 5. Updates the Committee Chair on Operations Division progress.

B.1 Equipment Sub-committee

Reports to: Operations Chair.

Powers: Sub-committee of the Equipment Sub-committee.

Description of Duties:

- 1. Oversees Equipment Sub-committee meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
 - c. Directing the budgetary process.
- 2. Presents recommendations of the Equipment Sub-committee to the GEGSA Committee and GEGSA Executive Committee.
- 3. Reports Equipment Sub-committee progress to the Operations Chair.
- 4. Addresses with League Sub-committees equipment needs in the following areas:
 - a. Team equipment for each league.
 - b. First aid supplies.
 - c. Maintenance of pitching machines.
 - d. Storage facilities.
- 5. Maintains inventory of equipment.
- 6. Provides the organization's equipment specifications to the Glen Ellyn Park District.

B.2 Finance Sub-committee

Reports to: Operations Chair.

Powers: Sub-committee of the Finance Sub-committee.

Description of Duties:

- 1. Oversees Finance Sub-committee meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
 - c. Directing the budgetary process.
- 2. Presents the Treasurer's report to the GEGSA Committee annually.
- 3. Presents the Glen Ellyn Park District budget in cooperation with the Park District Program Supervisor.
- 4. Presents recommendations of the Finance Sub to the GEGSA Committee and to the GEGSA Executive Committee.

B.3 Education Sub-committee

Reports to: Operations Chair.

Powers: Sub-committee of the Education Sub-committee.

Description of Duties:

- 1. Oversees Education Sub-committee meetings, including:

- a. Setting the agenda.
- b. Directing the progress.
- c. Directing the budgetary process.
2. Presents recommendations of the Education Sub to the GEGSA Committee and to the GEGSA Executive Committee.
3. Reports Education Sub-committee progress to the Operations Chair.
4. Sub-committee responsibilities include:
 - a. Attending the Annual National Softball Coaches Clinic by at least one member of the sub-committee. Admission for at least one member to be included in the budget.
 - b. Disbursing educational literature to league Chairs.

C. House League Chair

Reports to: GEGSA Executive Co- Chair.

Powers: Sub-committee of the House League Division.

Description of Duties:

1. Oversees House League Division meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
2. Presents recommendations of the House League Divisions to the GEGSA Committee and GEGSA Executive Committee, including:
3. Oversees the day-to-day operations of the House League Divisions, including:
 - a. Making emergency decisions on behalf of the organization, except for those involving his/her team.
 - b. Oversees progress of the following House League Divisions:
 - i) Instructional League
 - ii) Ponytail League
 - iii) Bobtail League
 - iv) Junior League
4. Obtains progress reports from all sub-committee chairs that report directly to him/her.
5. Updates the Committee Chair on House League Divisions progress.

C.1 Instructional Division Sub-committee

Reports to: GEGSA League Chair.

Powers: Sub-committee of the Instructional Division Sub-committee.

Description of Duties:

1. Oversees Instructional Division Sub-committee meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
2. Presents recommendations of the Instructional Division Sub-committee to the GEGSA Committee and to the GEGSA Executive Committee, including:
 - a. Division rules by the December meeting.
 - b. Interview and recommend coaches for the upcoming season.
 - c. Determine number of teams by the Monday after the close of sign-up.
 - d. Determine number of games to be scheduled by the Monday after the close of sign-up.
3. Oversees the day-to-day operations of the Instructional Division under the guidelines defined in Amendment 1 of the GEGSA By-laws, including:

- a. Making emergency decisions on behalf of the organization, except for those involving his/her team.
 - b. Coordinating with the Umpire Chair or Scheduling Sub-committee the rescheduling of all games for the Division.
 - c. Providing the Schedule Sub-committee with all known dates of scheduling conflicts with school events.
4. Updates League Chair on Instructional Division Sub-committee progress.

C.2 Ponytail Division Sub-committee

Reports to: GEGSA League Chair.

Powers: Sub-committee of the Ponytail Division Sub-committee.

Description of Duties:

- 1. Oversees Ponytail Division Sub-committee meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
- 2. Presents recommendations of the Ponytail Division Sub-committee to the GEGSA Committee and to the GEGSA Executive Committee, including:
 - a. Division rules by the December meeting.
 - b. Interview and recommend coaches for the upcoming season.
 - c. Determine number of teams by the Monday after the close of sign-up.
 - d. Determine number of games to be scheduled by the Monday after the close of sign-up.
 - e. Post season tournament set up by the May GEGSA Committee meeting.
 - f. All-star game recommendations by the May GEGSA Committee meeting.
- 3. Oversees the day-to-day operations of the Ponytail Division under the guidelines defined in Amendment 1 of the GEGSA By-laws, including:
 - a. Making emergency decisions on behalf of the organization, except for those involving his/her team.
 - b. Coordinating with the Umpire Chair or Scheduling Sub-committee the rescheduling of all games for the Division.
 - c. Providing the Schedule Sub-committee with all known dates of scheduling conflicts with school events.
- 4. Updates League Chair on Ponytail Division Sub-committee progress.

C.3 Bobtail Division Sub-committee

Reports to: GEGSA League Chair.

Powers: Sub-committee of the Bobtail Division Sub-committee.

Description of Duties:

- 1. Oversees Bobtail Division Sub-committee meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
- 2. Presents recommendations of the Bobtail Division Sub-committee to the GEGSA Committee and to the GEGSA Executive Committee, including:
 - a. Division rules by the December meeting.
 - b. Interview and recommend coaches for the upcoming season.
 - c. Determine number of teams by the Monday after the close of sign-up.

- d. Determine number of games to be scheduled by the Monday after the close of sign-up.
 - e. Post season tournament set up by the May GEGSA Committee meeting.
 - f. All-star game recommendations by the May GEGSA Committee meeting.
3. Oversees the day-to-day operations of the Bobtail Division under the guidelines defined in Amendment 1 of the GEGSA By-laws, including:
 - a. Making emergency decisions on behalf of the organization, except for those involving his/her team.
 - b. Coordinating with the Umpire Chair or Scheduling Sub-committee the rescheduling of all games for the Division.
 - c. Providing the Schedule Sub-committee with all known dates of scheduling conflicts with school events.
 4. Updates League Chair on Bobtail Sub-committee progress.

C.4 Junior Girls Division Sub-committee

Reports to: GEGSA League Chair.

Powers: Sub-committee of the Junior Girls Division Sub-committee.

Description of Duties:

1. Oversees Junior Girls Division Sub-committee meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
2. Presents recommendations of the Junior Girls Division Sub-committee to the GEGSA Committee and to the GEGSA Executive Committee, including:
 - a. Division rules by the December meeting.
 - b. Interview and recommend coaches for the upcoming season.
 - c. Determine number of teams by the Monday after the close of sign-up.
 - d. Determine number of games to be scheduled by the Monday after the close of sign-up.
 - e. Post season tournament set up by the May GEGSA Committee meeting.
 - f. All-star game recommendations by the May GEGSA Committee meeting.
3. Oversees the day-to-day operations of the Junior Girls Division under the guidelines defined in Amendment 1 of the GEGSA By-laws, including:
 - a. Making emergency decisions on behalf of the organization, except for those involving his/her team.
 - b. Coordinating with the Umpire Chair or Scheduling Sub-committee the rescheduling of all games for the Division.
 - c. Providing the Schedule Sub-committee with all known dates of scheduling conflicts with school events.
4. Updates League Chair on Junior Girls Sub-committee progress.

D. Travel Chair

Reports to: GEGSA Executive Co-Chair.

Powers: Sub-committee of the Travel League Division.

Description of Duties:

1. Oversees Travel League Division meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.

2. Presents recommendations of the Travel League Division to the GEGSA Committee and GEGSA Executive Committee, including:
 - a. Interview and recommend coaches for the upcoming season, as needed.
 - b. Recommend number of teams for each age bracket by the August GEGSA Committee meeting.
 - c. Prepare Travel League Division budget by the February GEGSA Committee meeting.
 - d. Updates team formation guidelines by the August GEGSA Committee meeting
 - e. Oversee the preparation of schedules by the February GEGSA Committee meeting.
3. Oversees the day-to-day operations of the Travel League Division, including:
 - a. Making emergency decisions on behalf of the organization, except for those involving his/her team.
 - b. Coordinating with the Umpire Chair, the scheduling and rescheduling of all games for the Travel League Division.
 - c. Participate in decisions involving movement of personnel between the teams during the season, and make the final decision of any such move when agreements between the respective managers cannot be reached.
 - d. Coordinates umpire needs with the Umpire Chair.
4. Updates the Executive Co-Chair on Travel League Division progress.

D.1 Over 19 League and High School Summer Recreation League Division Sub-committee

Reports to: GEGSA Travel Chair.

Powers: Sub-committee of the Over 19 League and High School Summer Recreation Division Sub-committee.

Description of Duties:

1. Oversees Over 19 League and High School Summer Recreation League Division team(s)

D.2 10u to 14u Sub-committee

Reports to: GEGSA Travel Chair.

Powers: Sub-committee of the 10u to 14u Sub-committee.

Description of Duties:

1. Oversees 10u to 14u teams

D.3 Tournament Sub-committee

Reports to: GEGSA Travel Chair.

Powers: Sub-committee of the Tournament Sub-committee.

Description of Duties:

1. Oversees the Glen Ellyn tournament, ASA Tournaments and any Round Robins

D.4 Travel Uniform/First Aid Sub-committee

Reports to: GEGSA Travel Chair.

Powers: Sub-committee of the Uniform/First Aid Sub-committee.

Description of Duties:

1. Oversees the budgeting, purchasing and delivery of uniforms and first aid supplies.

D.5 Travel Umpire / Schedule Sub-committee

Reports to: GEGSA Travel Chair.

Powers: Sub-committee of the Umpire / Schedule Sub-committee.

Description of Duties:

1. Coordinates travel needs with program scheduler and umpire committees

E. Elite Travel Sub-Committee

The Elite Travel Sub-Committee will be comprised of the Travel Chair and two other members of the GEGSA Committee.

Elite Travel Sub-Committee Chair

Selection – The Elite Travel Sub-Committee Chair is elected by members of Elite Travel Sub-Committee

Reports to: GEGSA Executive Co-Chair.

Powers: Sub-committee of the Elite Travel Division.

Description of Duties:

1. Oversees Elite Travel Division meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
2. Presents recommendations of the Elite Travel Division to the GEGSA Committee and GEGSA Executive Committee, including:
 - a. Interview and recommend coaches for the upcoming season, as needed.
 - b. Recommend whether to sponsor teams for 18u and 16u by the August GEGSA Committee meeting.
 - c. Prepare Elite Travel Division budget by the February GEGSA Committee meeting.
 - d. Updates 18u and 16u Elite team formation guidelines by the August GEGSA Committee meeting
 - e. Oversee the preparation of 18u and 16u Elite team schedules by the February GEGSA Committee meeting.
3. Oversees the day-to-day operations of the Elite Travel Division, including:
 - a. Making emergency decisions on behalf of the organization, except for those involving his/her team.
 - b. Coordinating with the Umpire Chair, the scheduling and rescheduling of all games for the Elite Travel Division.
 - c. Participate in decisions involving movement of personnel between the 18u and 16u Elite travel teams during the season, and make the final decision of any such move when agreements between the respective managers cannot be reached.
 - d. Coordinates umpire needs with the Umpire Chair.
4. Updates the Executive Co-Chair on Elite Travel Division progress.

F. Umpire Chair

Reports to: GEGSA Executive Co-Chair.

Powers: Sub-committee of the Umpire Division.

Description of Duties:

1. Oversees Umpire Division meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
2. Presents recommendations of the Umpire Division to the GEGSA Committee and GEGSA Executive Committee.
3. Oversees progress of the Scheduling sub-committee.
4. Coordinates the needs of both the House, Travel and Elite Travel teams

5. Updates the Committee Chair on Umpire Division progress.

F.1 Umpire Sub-committee

Reports to: Umpire Chair.

Powers: Sub-committee of the Umpire Sub-committee.

Description of Duties:

1. Oversees the day-to-day operations of the Umpire Division, including:
 - a. Making emergency decisions on behalf of the organization, except for those involving his/her team.
 - b. Selects and trains umpires.
 - c. Obtains from the Schedule Sub-committee the dates for which games are scheduled and assigns umpires to those dates, including the rescheduled rainouts.
 - d. Turns in the payroll to the Glen Ellyn Park District Supervisor on a regular basis.

F.2 Schedule Sub-committee

Reports to: Umpire Chair.

Powers: Sub-committee of the Scheduling Sub-committee.

Description of Duties:

1. Oversees Scheduling Sub-committee meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
2. Negotiate field availability with the Glen Ellyn Park District.
3. Schedule all games for all divisions.
4. Obtain all known schedule conflicts from League Chairs.
5. Presents recommendations of the Scheduling Sub-committee to the GEGSA Committee and the GEGSA Executive Committee.

G. Marketing Chair

Reports to: GEGSA Executive Co-Chair.

Powers: Sub-committee of the Marketing Division.

Description of Duties:

1. Oversees Marketing Division meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
2. Presents recommendations of the Marketing Division to the GEGSA Committee and GEGSA Executive Committee.
3. Oversees the day-to-day operations of the Marketing Division, including:
 - a. Making emergency decisions on behalf of the organization, except for those involving his/her team.
 - b. Oversees the following sub-committees:
 - i) Fundraising
 - ii) Publicity
 - iii) Concessions
 - iv) Tournaments
4. Obtains progress reports from all sub-committee chairs that report directly to him/her.
5. Updates the Committee Chair on Division progress.

G.1 Fundraising Sub-committee

Reports to: Marketing Chair.

Powers: Sub-committee of the Fundraising Sub-committee.

Description of Duties:

1. Oversees Fundraising Sub-committee meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
 - c. Directing the budgetary process.
2. Presents recommendations of the Fundraising Sub-committee to the GEGSA Committee and the GEGSA Executive Committee.
3. Reports Fundraising Sub-committee progress to the Marketing Chair.

G.2 Tournament Sub-committee

Reports to: Marketing Chair.

Powers: Sub-committee of the Tournament Sub-committee.

Description of Duties:

1. Oversees Tournament Sub-committee meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
 - c. Directing the budgetary process.
2. Presents recommendations of the Tournament Sub-committee to the GEGSA Committee and the GEGSA Executive Committee.
3. Reports Tournament Sub-committee progress to the Marketing Chair.
4. Coordinates tournament activity with the Concessions Sub-committee.
1. Coordinates tournament activity with the Park District program Supervisor.

G.3 Publicity Sub-committee

Reports to: Marketing Chair.

Powers: Sub-committee of the Publicity Sub-committee.

Description of Duties:

1. Oversees Publicity Sub-committee meetings, including:
 - a. Setting the agenda.
 - b. Directing the progress.
 - c. Directing the budgetary process.
2. Presents recommendations of the Publicity Sub-committee to the GEGSA Committee and the GEGSA Executive Committee.
3. Reports Publicity Sub-committee progress to the Marketing Chair.
4. Sub-committee responsibilities include:
 - a. The overall promotion of the organization.
 - b. Publicizing league activities and game results.
 - f. Assisting on specific projects as required.

G.4 Web Sub-committee

Reports to: Marketing Chair.

Powers: Sub-committee of the Web Sub-committee.

Description of Duties:

6. Oversees the maintainane of the web site working closely with the hired web master

7. Recommends design changes to the web site
8. Updates general messages
9. Educates managers and division chairs on the use of the web

APPENDIX 3

Procedure for Investigating Alleged Violations of the Glen Ellyn Phillies Manager and Coaches Code of Conduct or the Glen Ellyn Park District Coaching Contract by Managers and Coaches

I. Introduction

This procedure outlines the appropriate course of action to be taken when an alleged violation of the “Glen Ellyn Phillies Manager’s and Coaches’ Code of Conduct” or the “Glen Ellyn Park District Coaching Contract” is brought to the attention of a GEGSA Committee member. Prior to selection every manager or coach is required to sign and agree to the provisions of these documents as they relate to the level of play that the coach has volunteered for.

The GEGSA highly recognizes that coaches are volunteers and dedicate considerable time to the teams and programs they support. However, it is also understood that each coach has agreed to adhere to the standards set forth by the Glen Ellyn Park District and the Glen Ellyn Girls Softball Association. Violations of these standards have an impact on the entire organization. As a result, any allegation must be properly reviewed for merit and appropriately acted upon.

II. Purpose

The purpose of this procedure is to develop a process to ensure that proper investigation into allegations of violations has occurred and to provide a consistent process for applying disciplinary actions when violations are discovered.

III. Process

- Step 1 -** Alleged violation brought to the attention of one of the Executive Co-Chairs, Travel Chair, Operations Chair, or any League Chair. An Executive Co-Chair should immediately be contacted.
- Step 2 -** The Informed Committee Chair brings alleged violation to the immediate attention of head coach.
- Step 3 -** Disclosure of individual(s) complaining of alleged violation should be made to the extent necessary to allow manager and/coach subject to complaint an opportunity to fully respond or defend him or herself. Otherwise, disclosure is at the discretion of the Informed Committee Chair.
- Step 4 -** Review and/or investigation of alleged violation and/or complaint performed by at least one member of the Executive Committee of GEGSA and the Informed Committee Chair. In the event one of the Executive Committee Members or the Committee Chair is subject of the complaint, then the remaining Executive Committee Members will conduct the investigation and/or review.
- Step 5 -** The investigation and/or review shall permit the manager or coach subject to the complaint an opportunity to fully respond to the allegations and defend him or

herself. Such a response, if requested by the manager or coach, shall include an opportunity to have third parties and other witnesses provide information to the committee reviewing the alleged violation or complaint.

Step 6 - Interviews of the manager's parents or players should not occur unless that manager and/or coach is provided advance notice.

Step 7 - Based on the results of the investigation and/or review, the Executive Committee Members shall convene to review the findings of the investigation. The Executive Committee shall have the authority to determine if a violation of any rule set forth in the Code of Conduct occurred. If it is concluded that no violation occurred, then no further action is necessary. A review of the investigation and results must be presented at the next scheduled GEGSA meeting and entered into the record.

Step 8 - In the event it is determined by the Executive Committee Members that a rule violation has occurred, the Executive Committee Members shall have authority to implement and/or recommend one of the following disciplinary measures:

1. **No action** is necessary because violation was considered minor and unintentional and the manager or coach has demonstrated actions to prevent recurrence. A review of the investigation and results must be presented at the next scheduled GEGSA meeting and entered into the record. It should be noted that failing to read tournament rules is not considered to be a defense for unintentional rules violations.
2. **Written warning** - which shall become part of manager's permanent file and may have impact on future coaching decisions. A review of the investigation and results must be presented at the next scheduled GEGSA meeting and entered into the record.
3. **Temporary Leave** - The Executive Committee Members may remove any manager or coach until an investigation can be completed and reviewed with the Committee, if it is determined that failure to take such action may be considered detrimental to the team or program. If a Manager or Coach is subsequently reinstated under the items 1 or 2 above, a review of the investigation and results must be presented at the next scheduled GEGSA meeting and entered into the record. All Temporary Leaves must be reported immediately to the Glen Ellyn Park District Program Supervisor, if the Supervisor was not available for the meeting
4. **Probation** - which shall become part of manager's permanent file and may have impact on future coaching decisions, means any further violation without good cause will result in suspension and/or removal of the manager or coach. A review of the investigation and results must be presented at the next scheduled GEGSA meeting and entered into the record.
5. **Suspension** - which shall become part of manager's permanent file and may have impact on future coaching decisions. Suspensions longer than four days are subject to GEGSA Committee review as outlined in Step 9 below. Specific terms of a Suspension will be defined at the time the penalty is administered and may include limited or no contact with the team for a specified number of days or games. If the Suspension is for an equivalent of four days or less, a review of the investigation and results must be presented at the next scheduled GEGSA meeting and entered into the record. All Suspensions must be reported immediately to the Glen Ellyn Park District Program Supervisor, if the Supervisor was not available for the meeting.
6. **Removal** - which shall become part of manager's permanent file. To be affirmed by the GEGSA Committee as outlined in Step 9 below and reported immediately to the Glen Ellyn Park District Program Supervisor, if the Supervisor was not available for the meeting.

Step 9 - Review of Levels of Authority

The Executive Committee Members shall have the absolute authority to implement the discipline set forth in (1) or (2). In the event that the Executive Committee Members determines that it is necessary to remove a coach or manager while a violation is investigated, they may place the coach or manager on a Temporary Leave (3). In the event the Executive Committee Members conclude disciplinary action as set forth in (4), (5) or (6) is warranted, then they shall jointly submit such a written recommendation to the GEGSA Committee setting forth the basis for their recommendation, and only the GEGSA Committee by majority vote has the authority to approve such a recommendation. The GEGSA Committee shall be permitted to reduce or increase any recommended disciplinary action recommended by the Executive Committee Members. The review and vote of any disciplinary action required by the GEGSA Committee shall take place at the earliest possible date, subject to the rules pertaining to the meetings provisions under Section 14.00 of the GEGSA By-Laws.

Step 10 -

Facts and/or circumstances of violations of rules and/or the code conduct will differ, and therefore it is not prudent to develop rigid standards of disciplinary action relating to each infraction. However, recognizing that both the Executive Committee Members and GEGSA Committee should be permitted flexibility in dealing with alleged violations based on facts and circumstances, the following disciplinary guidelines generally will be followed in connection with the referenced violations:

(i) No action (To be noted in the record of the next scheduled GEGSA Committee Meeting)

(ii) Warning (violations to be noted in the record of the next scheduled GEGSA Committee meeting and made part of the manager's or coach's permanent file for future evaluative purposes)

(iii) Probation (To be noted in the record of the next scheduled GEGSA Committee meeting and made part of the manager's or coach's permanent file for future evaluative purposes)

X Three or more Written Warnings for various but non-repetitive violations.

X Second violation of "warning" infractions within the same season

(iv) Suspension or Removal (To be noted in the record of the next scheduled GEGSA Committee meeting and made part of the manager's or coach's permanent file for future evaluative purposes)

X any violation of probation terms, unless good cause exists

X criminal behavior

X participation in physical altercation, unless self defense

X knowingly violating any GEPD rule relating to the safety of players

- X Knowing and repeated violations of the rules regarding proper team play, including using girls that are not part of the final rosters
- X acts of dishonesty
- X continued yet unintentional violations for failure to follow tournament rules. It should be noted that failing to read tournament rules is not considered to be a defense for unintentional rules violations.

APPENDIX 4

COACHES APPLICATION FORM

The Coaches' Application Form can be found at: (INSERT HYPERLINK to COACHES' APPLICATION HERE)

COACHING CONTRACT

The Coaching Contract can be found at: (Insert HYPERLINK to Coaching Contract Here)

CRIMINAL BACKGROUND CHECK WAIVER

The Criminal Background Check Waiver can be found at: (INSERT HYPERLINK to CRIMINAL BACKGROUND FORM HERE).

APPENDIX 5

**HOUSE LEAGUE RULES
GLEN ELLYN GIRLS SOFTBALL ASSOCIATION**

**INSTRUCTIONAL LEAGUE - PIXIE DIVISION
RULES AND REGULATIONS - 2010**

INSERT HYPERLINK TO PIXIE DIVISION RULES HERE

PIGTAIL LEAGUE RULES AND REGULATIONS - 2010

INSERT HYPERLINK TO PIGTAIL RULES HERE

**PONYTAIL, BOBTAIL AND JUNIOR LEAGUE
RULES AND REGULATIONS - 2010**

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