



# **MCAA**

## Mill Creek Athletic Association

**MILL CREEK SOFTBALL ASSOCIATION  
OPERATIONAL GUIDELINES  
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## **Section 1: Organizational Overview**

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

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

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

**6U Tee Ball:** Ages 4, 5, 6 (Must be 4 as of January 31st for Spring season & June 30<sup>th</sup> for Fall season)

**8U Pee Wee:** Ages 7, 8

**10U Minor:** Ages 9, 10

**12U Major:** Ages 11, 12

**14U Junior:** Ages 13, 14

**18U Senior:** Ages 15, 16, 17, 18 (if enough players register)

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

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

Each player's age shall be the age she was as of December 31, the year prior to the Spring Season. (Example: If the Spring Season is held in 2014, it would be the player's age on December 31, 2013 at 11:59:59 PM). This follows the ASA Rule Book for a player's age.

**1.4 Seasonal Play:** **1.4.1** Spring Season shall begin in February and end in May. This season will end to align with the Pre Tri-County and Tri-County All-Star tournaments.

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

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

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

## 1.6 Money Management

### 1.6.1 Income Generating Activities

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

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

All non-county residents will pay an “out of county” fee to be determined by Gwinnett County Parks and Recreation. This fee applies to all non-county residents in recreational and travel ball leagues.

**1.6.1.2** MCSA shall provide scholarships to families, if they are unable to afford the registration fee. This must be approved by the MCSA Director. Only one scholarship is available to one family in a calendar year. Multiple requests for a scholarship must be approved by the MCSA Director. Scholarships are not offered to travel ball players.

**1.6.1.3 Sponsorships:** All team or scoreboard sponsorships for seasonal, travel, and All-star teams will fall under the following guidelines. Sponsorships are highly recommended as an avenue for teams to raise money to support additional team expenses (team banner, trophies, team party, etc.). To maintain accurate information, no team, coach, team mom or sponsor will bypass any procedures set forth.

Sponsorships shall be required of each team if:

- 1) There is a budget shortfall, and the money collected would be needed to fund the softball season.
- 2) A park partnership project with GCPR has been identified and MCAA needs funds to support that project.
- 3) MCSA has identified a specific project to improve the facilities at the park and MCSA needs funds to support that project.

In each case, all funds would be retained by MCSA and only plaques provided to sponsors; no banners would be purchased by MCSA.

For each sponsorship, a portion will be retained to offset expenses incurred by MCSA; the remaining balance will be allotted to the designated team to cover their reimbursable expenses, based on the following table (Travel Teams see subsection 1.6.3.3):

Level	Amount	Banner (ordered by MCSA)	Plaque (ordered by Team)	Team Reimbursement <sup>1</sup>
Gold	\$500	2 fields	1 plaque	\$320
Silver	\$250	1 field	1 plaque	\$150
Bronze	\$150	n/a	1 plaque	\$125

<sup>1</sup> - Team reimbursement could change based on cost incurred by MCSA or events covered by Section 6.1.2.2.

**Note:** All sponsorship banners will be 4’x6’. MCSA and Gwinnett County Parks & Recreation (GCPR) reserve the right to approve all banner designs prior to printing. In case of sponsor provided banners, an electronic copy of the banner (jpeg or other acceptable format) shall be approved by MCSA and GCPR prior to installation.

**Scoreboard Sponsorships**

Years	Number of Panels <sup>1</sup>			
	1	2	3	4
1	\$1,000	\$2,000	\$2,500	\$3,000
3	\$2,500	\$3,500	\$3,750	\$5,100
5	\$3,500	\$5,000	\$6,000	\$7,000

1 - All panels are 30"h x 53"w

**Note:** Scoreboard sponsorships will be considered park sponsors and funds will be held by MCSA to cover costs for 1) installation & removal of sponsor panels, 2) general expenses incurred in MCSA’s operations. Pricing above is suggestive and can be adjusted by Director.

**1.6.3.1 Sponsor Payment:** All Sponsor payments made by businesses (no sponsorships from individuals) shall be made payable directly to MCAA. The business will receive a receipt to use in designating the payment as a donation for tax purposes. Should a parent, friend, family member, or coach choose to sponsor a specific item/event for the team, and pay for it directly, this item shall not be considered a sponsorship by the park, but a good deed by a volunteer, and as such will not need to go through MCAA.

**Procedures:**

- 1) Team representative will be responsible for obtaining sponsorships and submitting check payable to MCAA along with a completed and accurate Sponsorship Form to the MCSA Treasurer, or Team Mom Coordinator, who will then provide to the MCSA Treasurer.
- 2) MCSA Treasurer will 1) maintain record of sponsorship and amount available for reimbursement, 2) notify team mom of the amount available via Team Mom Coordinator or directly, and 3) for Gold & Silver Sponsors, order, manage approval process and oversee installation of banners.

**1.6.3.2 Team Reimbursement – Seasonal & All-Star Teams:** Each team will be reimbursed from their available sponsorship funds upon submission of a completed reimbursement form with original receipts attached. Verification and determination of reimbursable expenses will be made by MCSA. For seasonal teams, requests for reimbursement are due within 30 days of the last game of the season. For All-Star teams, requests for reimbursement are due within 30 days of the last tournament game. After the corresponding cutoff dates, funds not requested for reimbursement may become part of the general fund and available for use by MCSA.

**1.6.3.3 Team Reimbursement – Travel Teams:** Due to the complexity and variation in team related expenses, each team will be required to maintain its own checking account (see Section 8.5.3). Sponsorships made payable directly to the travel team will not receive a tax receipt. If travel team sponsorships are made payable to MCAA, and do not require a tax receipt, the full amount of the sponsorship will be passed through to the travel team. For sponsorships requiring a tax receipt, travel teams shall follow the same procedures required of Seasonal and All-Star teams as outlined above with the exception that travel teams shall be required to purchase their own banners, plaques, etc. In addition, MCSA shall not pay for any uniforms, softballs, umpire fees or other expenses on behalf of Travel teams.

#### **1.6.4 Fundraisers**

A profit generating fundraiser shall be held whenever MCSA identifies 1) a project to improve the softball facilities or 2) a budget shortfall and funds are needed to fund the season; or in support of a GCPR project.

**6.1.3.2** Players and parents shall be required to participate equally in the fundraiser. This includes all rec and travel ball teams.

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

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

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

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

#### **6.3 Expense Approval**

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

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

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

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

Director of Softball

Assistant Director of Softball

Softball Secretary

Softball Treasurer

Team Mom Coordinator

Scheduling Coordinator (Appointed by Director)

Equipment Manager (Appointed by Director)

Field Coordinator (Appointed by Director)

Travel Team Coordinator (Appointed by Director)

Technology Coordinator (Appointed by Director)

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

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

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

**Softball Secretary:** This position will be the recording arm of MCSA. Responsibilities will include: - Taking notes at any meetings of the Softball Board and ensuring Action Items are documented Distributing minutes of each meeting to facilitate communication and ensure all people understand their follow-up items and deliverables - Assist with the Player Registration Process for both MCSA and Dixie Youth/Softball (DYB) ensuring all databases are current in support of the Softball draft, and all paperwork is submitted to DYB. - Assist with the draft process to ensure all players are placed on teams. - Support the All-Star selection process & documentation with any associated organizations – Assist the Softball Director with any non-financial administrative items that may arise

**Softball Treasurer:** Oversee all financial related matters associated with MCSA. - Maintain the MCSA Checking Account - Ensure timely payment for all vendors servicing MCSA - Develop budgets for each season and determine if sufficient funds are being generated to support our spending needs - Proactively raise any issues associated with the financial management of MCSA. – Collect sponsorship funds from each team and maintain accurate accounting of funds collected and to whom they are disbursed.

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

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

**Field Coordinator:** Coordination of a “Bogan Work Day”, where coaches, parents, and volunteers come to the park and perform required field maintenance. Take stock of each field and request the county to perform maintenance as required. Manage vendors associated with Field Improvement projects. Up-keep of maintenance equipment like field tractors, etc.

**Equipment Manager:** Oversee all equipment related items. - Take inventory of all equipment on hand, and ensure it is in good working order. - Ensure sufficient supply of equipment for each season, and order replacements as necessary. - Manage the delivery and collection of equipment at the beginning and end of each season.

**Travel Ball Coordinator:** - Act as focal point for all Travel Coaches request for information. - Represent Mill Creek Softball Association at all relevant meetings. - Communicate all ASA rule and calendar related

information to all coaches. - Coordinate "Tryout Day" for all Spring travel teams. - Ensure all Travel Coaches act ethically and in accordance with Coaches Code of Conduct. - Make recommendations regarding coaching selection. -Schedule field times to Travel Ball coaches

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

### **2.3 Elections & Appointments:**

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

**2.3.2** Should any board member resign during the course of the season; the Softball Director has unilateral authority to appoint a replacement to that position. Should the Softball Director resign, the Assistant Director will assume the Director's position and appoint a replacement for his vacated position.

**2.3.3** The Directors position must be elected from the existing board or previous board members that were/are in good standing, however all other positions are open for advanced and floor nominations at the annual elections.

### **2.4 Meetings and Events**

**2.4.1** The Softball Board shall meet at least once prior to each season, or as often as needed to ensure all matters associated with Softball are being addressed in a timely fashion. Date and Location shall be posted on the Website. Open meetings to address the MCSA Board may be requested by notifying the MCSA Director.

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

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

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

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

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

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

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

**July** • Fall Sign-Ups Begin

**August** • Fall Practice Begins

**September** • Fall Season Begins

**October** • Fall Season Ends

**November** •

**December** •

**January** • Spring Sign-Ups

**February** • Spring Practice Begins

- March** • Spring Games Begin;
- April** •
- May** • Spring Season Ends; Battle of the Creek Tournament held
- June** • All-Star Tournaments

## **Section 4: Player Registration**

### **4.1 Registration Fees**

**4.1.1** Registration fees shall be set in accordance with MCAA guidelines as a non-profit organization. Fees shall be used to offset all costs associated with running the league. All excess funds that remain at the end of the season shall be used to improve the Bogan Park facilities, replenish the equipment inventory, or support Park Partnership projects.

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

### **4.2 Registration Dates**

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

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

### **4.3 Registration Process**

**4.3.1** Announcement of Registration dates shall occur at least 14 days prior to registration.

Announcement methods may include school mailings, newspaper announcements, web page messages, and/or email blasts.

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

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

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

### **4.4 Payment Method**

**4.4.1** On-Line registration shall accept major credit cards.

**4.4.2** Walk-up registration shall accept cash, checks and major credit cards.

### **4.5 Refunds**

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

**4.5.2** Refunds may be provided prior to the start of the season at the discretion of the MCSA Director.

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

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

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

### **5.1 Application Process**

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

- 5.1.2 Coaches that have been awarded a team should express interest at the end of the last season coached.
- 5.1.3 New and previous coaches will be required to fill out the online volunteer application each season.
- 5.1.4 Applications shall be made available via the web site and at walk-up registration events.
- 5.1.5 Applications shall be submitted to the Softball Director per the required timelines to be considered as a coach.

## **5.2 Selection Process**

- 5.2.1 All applications shall be reviewed by the Softball Director for consideration.
- 5.2.2 Upon developing a complete list, the coaches list shall be reviewed with the Softball Board.
- 5.2.3 If there are more coaches than teams, the Coaching Selection Criteria shall be as follows:
  - Has the individual coached for MCSA before, and if yes...
  - Has there been negative feedback regarding the coach's behavior, knowledge, or approach?  
(Complaints about playing time or position placement shall not be deemed valid as these are at coach discretion).

Has the coach/team demonstrated poor performance?

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

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

- 5.2.4 For new coaches, review of the applications and interviews with the Softball Director, Asst. Softball Director, or other members of the MCSA Board may be required prior to selection.
- 5.2.5 Upon completion of interviews, the Softball Director, will compile a list of recommended coaches for each league (including Travel Ball). That list shall be voted on by the Softball Board. Should there be disagreement among the board, the MCSA director shall hold the tiebreaking vote. Should a prospective coach choose to appeal not being awarded a team, it may be escalated to the MCSA President for review.
- 5.2.6 Notification will be provided to volunteers per the timelines associated with the Softball Calendar.

## **5.3 Background Checks**

- 5.3.1 All coaches, including assistants and Team Moms will be subject to background checks.
- 5.3.2 Should background checks reveal any information that may be considered an issue, the Softball Board reserves the right to reject volunteer applications.

## **5.4 Code of Conduct**

- 5.4.1 All coaches shall sign a Code of Conduct that clearly states behavioral expectations. Signing of the Code of Conduct shall be an indication that they understand coaching is a privilege and not a right, and that MCSA reserves the right to revoke those privileges at any time if behavioral issues arise and persist.

## **5.5 Year-End evaluations**

- 5.1 All coaches may be subject to a year-end evaluation that may include input from any and/or all of the following:
  - 5.5.1.1 Survey of player parents
  - 5.5.1.2 Review of team record
  - 5.5.1.3 On and off field behavior of the coaches by members of the MCSA Board
  - 5.5.1.4 Input from coaching peers

## **5.6 Responsibilities**

- 5.6.1 Teach players the fundamentals of Softball in accordance with the MCSA mission.

**5.6.2** Provide support for Bogan Park workday to perform seasonal maintenance on the fields which MCSA plays.

**5.6.3** Perform field prep as required if they are home team and have the first game of the day for weekend schedules. If last game of day, return scoreboard brains to the Softball Room, replace bases with anchor plugs and place bases against the dugouts, and turn off their field and scoreboard lights.

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

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

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

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

### **6.1 Player Evaluation Tryouts**

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

**6.1.2** Tryouts will consist of hitting, running, throwing, and fielding evaluations.

**6.1.3** All players are required to participate in a tryout for their age group. If a player is not able to attend tryouts, the coaches will discuss the player's ability and slot accordingly. If the player is new and/or coaches have no knowledge of ability, then that player will be a hat pick at the end of the draft.

**6.1.4** Players in all leagues except Senior will be required to play with their age group unless a valid medical excuse is presented with a doctor's note to play down an age group or be within 3 months of age to play up an age group. Exceptions to this rule may be made to fill an older age group. Experience and player ability will be taken in consideration. This must be approved by the MCSA Board.

**6.1.5** Girls must declare as a pitcher at try-outs for Minor and up. If a girl does not declare as a pitcher at try-outs, she can only pitch one inning a game during season unless forced due to injury or a declared pitcher voluntarily vacating a team.

**6.1.5.1** 10U Minor Pitching: Girls who have declared as pitchers will be evaluated after standard evaluations. Coaches will grade each pitcher and will be separated into A and B groups. The number of A pitchers will be determined by the number of teams. All other pitchers who were not graded A pitchers will be considered B pitchers. Coaches will draw draft order and select A pitchers. A and B pitchers who are locked will automatically go to the coach and they will not be able to select another A and/or B pitcher. Remaining coaches will draft from the available A pitchers who aren't locked. If a coach picks/locks the highest rated pitcher, then that coach will have the last pick for the B pitcher. Alternatively, if a coach picks/locks the lowest rated A pitcher, then that coach will have the first pick for B pitcher. All other declared pitchers who were not selected are available to pitch more than one inning. A coach does not have to pick a B pitcher unless it is their lock.

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

### **6.2 Player Drafts**

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

**6.2.2** Each draft must have either the MCSA Director or Assistant Director and at least one other MCSA board member present during the process.

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

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

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

**6.2.3.2** Each team will be given one pick per round. Only exception to this rule will be when a team has multiple locked players in the same round. Each additional locked player will become that team's next round pick until additional locks are exhausted. For example, if a coach has two locks in the second round, their next pick will be in the fourth round. If a coach has two locks in the second round and one lock in the third round, then their next pick would be in the fifth round. Once pitchers are selected (Minor and above), they will be treated as locks in the draft.

**6.2.4** Coaches may lock one player other than their own daughter(s). They must obtain written consent from the player's parents. The Player Lock Form must be completed and turned in to the MCSA Board Members presiding over and prior to the start of the player draft for the age group in which that coach participates. Lock forms will not be accepted after drafting for that age group begins.

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

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

### **6.3 Player Notification**

**6.3.1** All coaches shall notify their players within 48 hours of being drafted.

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

### **6.4 Pick-up Players**

During the season, it may be necessary to pick up a player from another team in order to field the minimum number of players to compete. Pick up players are only used when enough rostered players are not able to make a game and not to replace less skilled players during the season. Teams are not required to use pick up players, but it is suggested in lieu of taking a forced "out" during the game or forfeiting at game. Teams will take all best efforts to play games as scheduled; however, if a team is unable to field a enough players, from the roster plus pick up players, to avoid forfeiting, the game can be rescheduled, as long as notice is given to the softball board by 6:00pm the preceding day.

#### **6.4.1 When to Pick Up Players**

Teams are eligible to pick up players to meet the following maximum number of players:

- 6U and 8U teams can pick up to get to 10 players
- 10U and above can pick up to get to 9 players

#### **6.4.2 Pick Up Player Process**

1. You need permission from the parents to pick up a player. If possible, always try to let the player's team coach know that you are picking up their player.
2. If picking up a player from a younger age division, always ask if she has played up before and if so, how many times. If it is three or possibly three, then you need to find another player.
3. If possible, you should try to pick up a similar skilled player(s) as the one unable to make the game. If you are missing your #9 hitter, who is a first-year player, it may not look good to pick up the #1 player in the league. Use your best judgement.

#### **6.4.3 Restrictions to Pick Up Players**

1. Players must be registered to play for the Current Season at Bogan Park and play in the same or younger age division as the team needing to pick up.
2. Player must bat last in the lineup.
3. Cannot play pitcher or catcher.
4. You cannot pick up a player from a higher age division, REGARDLESS of her age.
5. IMPORTANT: While you can pick up a player from a younger age group, she can only play 'up' three times and still be eligible to play with her team in post season tournaments. A player who plays up more than three times will not be eligible to play in the younger age group.

## **Section 7: All-Star Selection Process**

### **7.1.0 Overview:**

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

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

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

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

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

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

**7.3.3** After the initial list of All-Star candidates has been generated (7.3.2), each coach will have an opportunity to review the list and may then nominate **one** additional player from his/her own team that they feel is deserving of consideration for All-Star selection but was not nominated by other coaches during the season. This nominee must be submitted to the softball director prior to the All-Star selection meeting. No player will be added to the list/pool once all the coaches have gathered for the All-Star selection meeting.

**7.3.4** A final **pool** of All-Star candidates will be generated by combining the lists of names from sections 7.3.2 (players nominated throughout the season) and 7.3.3 (player added by coach prior to the selection meeting) and removing the names of players for whom commitment forms have not been completed

and returned (7.3.1). Each member of the All-Star team must come from this final **pool** of candidates (7.3.4), unless additional players are needed to field a team. In this case, additional players will be chosen from the pool of commitments.

**7.3.5** At the close of the season, the softball director will call a meeting of the league's coaches for the purpose of selecting the All-Star team. At the beginning of the meeting, each coach will submit a list of twelve names from the final pool of All-Star candidates (7.3.4) that they believe are most deserving of a selection. Any player receiving a unanimous vote from **all** coaches is awarded a spot on the All-Star team (note: if all twelve players are selected unanimously, then the selection process is complete, and the team has been selected). Once the unanimous votes are tallied, this will officially end the first round of voting. If twelve players are not selected unanimously a second round will take place. The second round will begin when all coaches submit a new list of players that corresponds with the number of slots still available on the All-Star team. (For example, if five players receive a unanimous vote during the first round of selections, each coach will generate a list of seven players from the diminished pool of candidates.) During this second round, any player who receives a minimum vote of 75% of the coaches is added to the All-Star team (note: the 75% rule would mandate that 3 of 4, 4 of 5, 5 of 6, 5 of 7, or 6 of 8 coaches must agree on each candidate depending on the number of teams in that age group). Once the lists are reviewed and the votes tallied, this will officially end the second round. If additional selection rounds are necessary, coaches are encouraged to continue to discuss individual candidates, team needs, etc. to help build consensus and the 75% rule will continue to be applied to each round thereafter. In the unlikely event that the number of players receiving votes from at least 75% of the coaches exceeds the number of remaining slots on the All-Star team, players with the greatest number of votes should be added to the team and the process should continue. If this is not possible, the draft will come to a stop and the Board will proceed to selecting the All-Star Head Coach as laid out in rule 7.4.3. Once selected, the head coach of the All-Star team will select a player from this round to exclude from the team with voting to resume thereafter. When at least two rounds of voting have been completed AND at least ten of the twelve players have been selected, the head coach of the All-Star team may choose the players for the remaining 1 or 2 slots if they exist. These players, however, must come from the diminished list of players remaining in the pool of All-Star candidates at the end of the most recent round of selections.

## **7.4 Coaching Selection Process**

**7.4.1** Coaches wanting to manage the All-Star team should notify the Softball Director prior to the All-Star player selection, preferably at least one week prior to the All-Star player vote.

**7.4.2** After the players have been selected, those coaches who have a child on the team, or been a Head Coach without a child in the league will be eligible to coach the team. If no Head Coach from the regular season volunteers to coach the team, any Assistant or Volunteer with a child on the team will be eligible to coach the team.

**7.4.3** If more than one coach has expressed interest, and/or has a child on the team, there will be an anonymous vote consisting of the following people: - Coaches from that league. The coach receiving a simple majority will be named Head Coach.

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

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

**7.5 Registration Fees/Sponsor Money**

**7.5.1** A registration fee will be required for All-Star play. This amount will be determined by the softball board based on the entry fees for each tournament and the cost of the All-Star uniforms. If requested, the softball board shall provide all expenses related to All-Star uniforms and tournament fees.

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

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

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