



Operations Document

ODI. Board of Directors (BOD)

- a. Shall follow all rules stated in the By-Laws.
- b. Voting members of the BOD are made up of the ExBOD and all Director Level members.
- c. The BOD acts to govern non-ASA issues that will apply to IGSA operations.
- d. Shall establish rules outside ASA by majority BOD vote.
- e. The President shall hold no other position on the BOD.
- f. ExBOD members shall be a last resort in filling an open BOD position. Every effort should be made to fill the position from the existing registrant population.
- g. Quorum of at least seven voting members to vote on any item at a meeting.
- h. An ExBOD or Director Level member who misses three consecutive meetings may be subject to the following:
 - i. Lose voting rights.
 - ii. Must apply to BOD to reinstate voting rights.
 - iii. May be removed from their position by the ExBOD if deemed necessary.

ODII. Executive Officers of the Board of Directors (ExBOD)

- a. Shall follow all rules stated in the By-Laws.
- b. May serve a maximum of two terms consecutively at any one position.
- c. Elections shall follow the ExBOD Election Process Document.
- d. If the ExBOD members currently held position does not end at the same time as the position that they are attempting to run for, then an ExBOD member must vacate the current position prior to running for a new ExBOD position.
- e. Shall follow the specific Process Document that applies to their position.
- f. Responsible for maintaining their position's Process Document.
- g. Updated Process Documents must be submitted to the Secretary no later than Aug 1.
- h. Responsible for reviewing all Operational and Process Documents.
- i. Shall report to the BOD quarterly on all decisions and votes.

ODIII. Director Level

- a. Shall follow all rules stated in the By-Laws.
- b. Director Level members:
 - i. Director of 6u Division
 - ii. Director of 8u Division
 - iii. Director of 10u Division
 - iv. Director of 12u & 14u Division
 - v. Director of Apparel



- vi. Director of Batting Cages & Equipment
- vii. Director of Clinics
- viii. Director of Fields and Scheduling
- ix. Director of Fundraising and Community Services
- x. Director of Insurance
- xi. Director of Marketing
- xii. Director of Registration
- xiii. Director of Scheduling
- xiv. Director of Snack Bar
- xv. Director of Snack Bar - Assistant
- xvi. Director of Spirit Products
- xvii. Director of Team Parents and Opening Day
- xviii. Director of Tournaments
- xix. Director of Umpires (UIC)
- xx. Director of Volunteers
- xxi. Director of Website

- c. Directors shall follow the specific Process Document that applies to their position.
- d. All Directors are responsible for maintaining their position's Process Document.
- e. Updated Process Documents must be submitted to the Secretary no later than Aug 1.

ODIV. Coordinator Level

- a. Shall follow all rules stated in the By-Laws.
- b. Coordinator Level members:
 - i. All Star Liaison Coordinator
 - ii. Angels Night Coordinator
 - iii. First Aid Coordinator
 - iv. Scorekeeping Coordinator
- c. Must attend all appropriate meetings as determined by the ExBOD, but have no voting rights.
- d. Coordinators shall follow the specific Process Document that applies to their position.
- e. All coordinators are responsible for maintaining their position's Process Document.
- f. Updated Process Documents must be submitted to the Secretary no later than Aug 1.

ODV. Players Dues

- a. Registration fees are determined by BOD on an annual basis for each season of play.
- b. Refunds will be handled per Refund Process Document.
- c. Financial assistance will be allowed per Financial Assistance Process Document.

ODVI. Age Groups and Eligibility

- a. Age is determined as of January 1 of league season.
- b. Age chart (based on acceptable registration)
 - i. 14u – 14 and under



- ii. 12u – 12 and under
 - iii. 10u – 10 and under
 - iv. 8u – 8 and under
 - v. 6u – 6 and under
- c. No child under 4.5 years old shall be allowed to register for any season.
- d. Playing out of division:
- i. Playing up from 8u, 10u, or 12u will be allowed in the Spring Season per the Play Up Request Process Document.
 - ii. Playing up from 6u to 8u in Spring is at the discretion of the Player Agent or President, based on availability in the 8u division.
 - iii. Playing up for All Stars will be by formal application to the ExBOD only after May 1st or the appropriate ASA deadline for that year.
 - iv. Playing up in the Fall Season is allowed; so long as the age group that is being requested is the same age group they will be registered for in the following Spring Season and there is availability. Of age registrants get first priority.
 - v. Playing down for safety reasons will require the Player Agent, or Presidents, approval.
- e. Travel Ball players will be allowed to play in IGSA per ASA regulations for eligibility.
- f. All ASA rules will apply unless otherwise amended by the BOD.

ODVII. Team Formation

- a. Spring
- i. Head Coaches must apply per Spring Head Coach Application Process Document
 - ii. 6u & 8u teams will be formed by the President, Player Agent and Division Directors if required.
 - iii. The 8u division will have a pitching evaluation to insure that each team has enough pitching.
 - iv. 10u, 12u, and 14u will be formed per the Evaluation and Draft Process Document.
 - v. President will have oversight of all team formations, evaluations, and draft processes.
- b. All Star
- i. Number and Level of teams to be decided by the BOD.
 - ii. Coach and player selection dates per ASA rules.
 - iii. Head Coaches must apply per All Star Head Coach Application Process Document.
 - iv. The All Star process shall follow the process in the All Star Coach, Team, and Player Selection Process Document.
- c. Fall Select and Recreational Levels
- i. Number and Level of teams to be decided by the BOD.



- ii. Head Coaches must apply per Fall Ball Head Coach Application Process Document.
- iii. Players will be selected per the Fall Ball Coach, Team, and Player Selection Process Document.

ODVIII. Scheduling & Field

- a. Director of Fields and Scheduling will assign all practice and game fields.
- b. Availability of fields per the City of Irvine.
- c. Teams may only use assigned field.
- d. Priority of schedule and field per Director of Fields and Scheduling with ExBOD approval.

ODIX. Etiquette & Conduct

- a. All IGSA BOD members, coaches, players, and parents shall be held accountable to the IGSA and ASA Code of Conduct and Ethics Document.
- b. All Umpires shall be held to the ASA code of conduct.
- c. Any breach of etiquette or conduct should be reported the Player Agent within 48 hours of the occurrence.

ODX. Adult Volunteer Responsibility

- a. All
 - i. Submit Background Check Forms annually.
 - ii. Adhere to the Codes of Conduct that apply.
 - iii. Follow the IGSA mission statement and By-Law philosophy section B1.
- b. Head Coach
 - i. Submit necessary season application form.
 - ii. Attend necessary player evaluations.
 - iii. Attend necessary player drafts.
 - iv. Attend required meetings as required by the Director of Coaching and/or ExBod Members.
 - v. Attend required clinics as required by the Director of Coaching and/or ExBod Members.
 - vi. Maintain a minimum of 2 and maximum of 4 background checks, with 1 female background check mandatory in that group.
 - vii. Follow the Head Coach Process Document as presented by Director of Coaching.
 - viii. Stay at all league events until every player has been picked up by an adult.
 - ix. Being a Head Coach is at the discretion of the IGSA ExBod and the privilege to be a Head Coach may be revoked if deemed necessary.
- c. Assistant Coach
 - i. Attend required meetings as required by the Director of Coaching.



- ii. Attend required clinics as required by the Director of Coaching.
 - iii. Follow the Assistant Coach Process Document as presented by Director of Coaching.
 - iv. Stay at all league events until every player has been picked up by a responsible adult when the Head Coach is unable.
- d. Team Parent
- i. Follow the Team Parent Process Document as presented by the Team Parent Director.
- e. Snack Bar
- i. Follow the Snack Bar Volunteer Process Documents as posted in the Snack Bar by the Snack Bar Director.

ODXI. Game Procedures

- a. 6u to follow the 6u Game Procedure Process Document.
- b. 8u to follow the 8u Game Procedure Process Document.
- c. 10u to follow the 10u Game Procedure Process Document.
- d. 12u to follow the 12u Game Procedure Process Document.
- e. 14u to follow the 14u Game Procedure Process Document.
- f. Substitute player
 - i. Substitutes are only to be used when the team has 8 players or less available. You may not use a substitute player for your 10th player. You may only field a maximum of 9 players when using substitutes.
 - ii. In the Spring and Fall Recreation Season, you may use a substitute registered IGSA player. Every effort must be exhausted to find a player from the same division or use a fill in player from the opposing team. A lower division player may be used, once all other options have been exhausted, with the approval of that division's commissioner. The substitute player may not pitch or catch. The substitute may play 1 inning of infield. You must inform the other coach who your substitute(s) is (are) that you are using. The substitute players must bat at the bottom of the order
 - iii. The coaches should work together as much as possible to make sure that each team is fielding at least 9 players during their turn defensively in the field. The player making the last out the offensive inning before should be used to cover an outfield position for the defensive team that does not have enough players.
 - iv. In the Fall Select Season, the use of a substitute registered IGSA player will be allowed in non- tournament games per ODXI, but the use of substitutes during tournaments must follow the tournaments rules. All Fall Select rules will supersede this rule.
 - v. If a player is going to be used from a lower division to substitute, make sure that their coach, division directors, and player agent are aware that you are using such a player. The player may not miss their own game, or practice, to substitute for a team.



- g. There are no substitutes allowed in All Stars.
- f. Tournament Rules will supersede any of the previous rules.
- g. No substitutes will be allowed in a Spring IGSA Tournament.
- h. Where a rule is not defined in these documents, ASA rules will apply.

ODXII. Protests

- a. All protests will be regulated by the ASA rulebook.
- b. Protest must be brought to the attention of the game Umpire at the time of occurrence and prior to the next pitch taking place.
- c. Protest must be noted in the official scorebook.
- d. All protests must then be made in writing to the Umpire-In-Chief.
- e. A \$25 non-refundable fee for the protest must be paid within 24 hours of submission.
- f. Umpire-In-Chief will notify the ExBOD of all protests and final ruling.

ODXIII. Grievances

- a. The grievance will be presented to the Grievance Committee Chairperson
- b. Grievance Committee
 - i. Player Agent – Chair Person
 - ii. Vice President
 - iii. Director of Coaching
 - iv. Appropriate Division Commissioner
 - v. President with have oversight and settle any tied issues.
 - vi. Secretary will document the process but not vote.
 - vii. Should a conflict of interest exist with a member the President will appoint a replacement member from the BOD. The President may not be the replacement.
- c. The grievance must be registered with the Chairperson within 48 hours of the occurrence.
- d. The process will follow the Grievance Process Document.

ODXIV. Team Website Policy

- a. Team Websites are encouraged by IGSA.
- b. These should private sites that only team members have access to.
- c. Websites should follow the IGSA Mission Statement and By-Law philosophy section B1.
- d. Refrain from using any player's name, part of their name, or nickname without written authorization from that player's parent or legal guardian.
- e. Standings should not be posted in any form.
- f. Tournament and Game results may be posted.

ODXV. Photography & Video Policy



- a. A coach has the right to question any person(s) that they feel may not be attached to a team or the league that is taking photographs or video of the girls.
- b. If a photographer/videographer has been vouched for by either team, or league officials, then they may be allowed to take photographs or video.
- c. The process of taking photographs or video may not interfere with game play or player safety.

ODXVI. Operations Documents Amendments

- a. Any amendment to the Operations Documents must be voted on by a majority (greater than 50%) of the BOD for its adoption.
- b. Amendments may be proposed at anytime.