

# East Greenbush Girls Softball League

## Travel Team Rules and Guidelines

2024

All Travel Team play is governed by USA Softball rules and regulations and the guidelines of the East Greenbush Girls Softball League (EGGSL).

### I. GENERAL

- A. Each team shall have a maximum of 15 girls.
- B. All players must be registered in the EGGSL. All players must be active members of an EGGSL Recreation League team
  - 1. Exceptions:
    - a. Intermediate age (not necessarily level) players and above who play a scholastic sport during the Recreation season.
    - b. Players selected out of EGGSL boundaries, who are not able to obtain a release from their town little league.
- C. Eligibility for travel team play is based on USA Softball divisions of play.
- D. All rules of the EGGSL pertaining to conduct and safety shall apply. Local rules at away games shall also apply as applicable.
- E. Each team has the option to participate in the local travel leagues (Hudson Mohawk, Capital District, etc.), host games and run the concession stand for home game, if applicable. Each team shall establish the rest of their season's game schedule including any combination of tournament games, individual games, practices, and scrimmages.

### II. SELECTION OF MANAGERS AND TEAM STAFF

- A. Any member of the league may nominate themselves as a travel team manager by contacting the Travel Director before the nomination date. The Travel Director shall provide at least 14 days' public notice of the travel team manager nomination date.
- B. Nominations of managers will be brought to the Board of Directors by the Travel Director for discussion and approval by a majority vote. Prior to the approval of any manager, the Board of Directors shall ensure completion of a satisfactory background check.
- C. The Travel Director shall provide all prospective managers with a copy of the Travel Team Rules and Guidelines. The Travel Director shall obtain authorization from all prospective managers for a background check.

- D. Prospective managers will be interviewed by the Board of Directors. The Board of Directors will evaluate prospective managers based on criteria including but not limited to the following:
  - 1. Previous managerial experience
  - 2. Team and coach evaluations
  - 3. Commitment to the league
- E. The team manager will select their support staff and send them to the Travel director for background checks and Board of Directors approval. Suggested team staffing could include the following:
  - 1. One manager
  - 2. Three coaches
  - 3. One scorekeeper
  - 4. Two team parents
  - 5. Chaperons - chaperons must be at least 25 years of age and female
- F. Board of Directors approval must be granted for each staff person before that person may participate. Prior to the approval of any staff member, the Board of Directors shall ensure completion of a satisfactory background check.
- G. All team staff members will be required to register with USA Softball and complete the background check, Safe Sport, and ACE Certification.

### **III. SELECTION OF TRAVEL TEAM PLAYERS AND REPLACEMENTS**

- A. Initial Selection
  - 1. The Travel Director shall, with the Board of Directors approval and input from the team manager, select the dates for the travel team tryouts. The tryouts shall be open. Public notice of the tryout dates shall be provided by the Travel Director at least 14 days in advance.
  - 2. The Travel Director shall coordinate the tryout ensuring that:
    - a. All players attending the tryout are age-eligible
    - b. At least two independent raters witness each tryout and provide input to the team manager
    - c. The tryouts are conducted in an unbiased manner
  - 3. The team manager(s) will be responsible for running the on-field activities associated with the tryouts.
  - 4. The team manager will be solely responsible for selecting team members. Once the Travel Team holds their tryout, the team manager will complete their roster. If the team manager feels that the tryout does not yield a satisfactory number of attendees qualified for travel play, the team manager may seek players from other sources to fill the team roster.

Candidates for travel teams must attend at least one tryout to be eligible, except in special cases. If a player cannot attend the generally scheduled tryouts, a private tryout can be scheduled at the discretion of the travel managers.

5. If an age division has multiple teams authorized by the Board of Directors, the "A" Team will be selected before any "B" Team is selected and so on. The managers will notify players that are selected for the team. The managers and the Travel Director should coordinate notifications such that all candidates are notified of their status simultaneously to the maximum extent practical. The Travel Director will notify players that are not selected for a team.
6. The travel manager must provide the Travel Director with a complete team roster for approval. The Travel Director will review the selections for reasonableness and bring any concerns to the Board of Directors if necessary. Following approval, travel managers will register their teams with USA Softball. USA Softball registration will include both paper registration and virtual registration on the NESB register play website (<https://nesb.registerplay.com>).

#### B. Subs and Roster changes

1. Only players on the current approved USA Softball roster are allowed as pick-up players as this is what our insurance covers. Any coach requesting moves should go to the Travel Director.
  - a. For non- USA Softball games and scrimmages, no approval is required to pull in a player from another team in the same age group.
  - b. For USA Softball games – A USA Softball pick-up player form (paper and virtual) is required to be approved by the USA Softball Commissioner. Players are only allowed to sub for teams that are of the same skill classification of the travel team that they play for.
2. Roster Changes - All roster changes need to be sent to the Travel Director. This includes additions and deletions. A team can add a rec player at any time to their roster.

#### IV. TRAVEL TEAM FUNDS AND EXPENSES

- A. Teams may raise funds to help defray the costs of the Travel season. Funds raised will be subject to the following:
  1. Each travel team must designate one person as the team treasurer. In the absence of such a designation, the head coach will be the team treasurer.
  2. Financial activity reports are to be in a form supplied by the league Treasurer.
  3. Reports are due to the President/League Treasurer as well as the Travel Director and team parents by August 15<sup>th</sup> of travel season. The report can either be by hard copy or email, but must be received by the Treasurer as well as the Travel Director even if there has been no financial activity.

4. The failure to report on the dates due may result in a penalty as the Board of Directors deems appropriate.
5. All documents, records, checks, etc. of the travel team are subject to inspection by the League at all times, upon three days' notice.
6. Travel teams will be assigned bank accounts, debit cards, and checks by the League Treasurer.
7. Funds may be used as the entire team decides. Any disagreements will be settled at the discretion of the Travel Manager.
8. All travel teams will be charged a general maintenance fee (per player) as determined by the Board of Directors each year. The fee also allows for a discount code for rec players again which
9. Funds raised may be used for:
  - a. Paying tournament entry fees, or similar fees, the team is charged to participate in games/events the team has scheduled to play in (e.g., umpire fees, donations, etc)
  - b. Purchasing team equipment.
  - c. Defraying costs of traveling to out-of-town tournaments
  - d. Reimbursement of player fees.
  - e. Purchasing custom uniforms, socks, visors, bat bags, jackets, team clothing, etc.
  - f. Paying the costs of training sessions, visits to batting tunnels, clinics or professional skill instructors, etc.
  - g. Paying for team/player insurance as required for the team's participation in scheduled games/events.
  - h. Paying all fees required to participate in softball organizations (e.g., USA Softball, Hudson-Mohawk, etc.)
  - i. Travel teams are required to reimburse EGGSL for any fees paid on behalf of the Travel team.
10. Any other use of money not described in Section 8 must be approved by the Board of Directors prior to being spent
11. No player may be forced to participate in fundraising activities beyond those required by the League
  - a. If a player does not participate in team fundraising and those funds are to be used for tournament entry fees, clinics or training sessions etc. that player is responsible for paying a prorated share of those costs or they may not participate (this includes tournaments).

- b. If a player does not participate in fundraising that is to be used to purchase custom gear or defray travel expenses, that player must pay the full cost of those items.
  - c. Any training or safety equipment purchased with money from team fundraising will be made available to all players on the team, regardless of their participation in the fundraising activities.
12. Under no circumstances will funds raised by a team be paid out to the team members even if all funds raised have not been spent. Unused funds will not be carried forward to the next season. Any funds not spent or approved to be spent by the last game played by that team become League funds to be used as part of the general League budget.
  13. Any customized uniforms, jackets, bat bags etc. purchased with money from a fundraiser is the property of the player.
  14. Any bats, mitts, balls or training or protective equipment purchased with money from fundraisers is property of the League and is to be turned into the League at the conclusion of the season. If a coach continues to the subsequent season, equipment can be carried for that season.

#### **V. MANAGER'S RESPONSIBILITIES**

Responsibilities include but are not limited to the following:

- A. Each Manager is responsible for choosing their staff; collecting signed background check authorizations from every staff member; and submitting the names and forms to the Travel Director. The Travel Director shall present the staff to the Board of Directors for approval.
- B. Each manager is responsible for ensuring that no parent or volunteer will be allowed to coach, go in the dugout or in any way participate in any team activity if they have not been approved by the Board of Directors.
- C. The responsibility for team members belongs to the manager. The manager or designated staff member is to remain with the team at all times, both on and off the field, until players are released by the manager to their parent/guardian.
- D. EACH MANAGER MUST SET A GOOD EXAMPLE OF SPORTSMANLIKE CONDUCT AT ALL TIMES AND MUST REPRESENT THE LEAGUE AND THE PLAYERS IN EXEMPLARY FASHION. MANAGERS ARE RESPONSIBLE FOR MAINTAINING CONTROL OVER THE CONDUCT OF THE TEAM'S COACHES, PLAYERS AND SPECTATORS.
- E. The team manager has full right to expel a player from the team as deemed necessary.
- F. The manager will hold a meeting with coaches, players and parents for the purpose of discussing rules, regulations and team information. At least one member of the Board of Directors should also be in attendance. Each family will receive a copy of the Travel Team Rules and Guidelines and rules of conduct from the Constitution. The Manager is responsible for collecting copies of the player/parent agreement signed by every player and their parent/guardian. The Manager must submit these forms to the Travel Director prior to starting practice. Each player/parent will be required to sign the medical release and the player/parent agreement.

- G. Each Manager is responsible for completing a USA Softball team roster and having these rosters signed by the governing officials. It is the Managers responsibility to verify that all players on their roster are eligible by collecting birth certificates, verifying that all players are of the proper age for their level and that they are registered with the League.
- H. Each Manager should consider creating a "Team Book" which can be carried to every game and practice. The Team Book can contain the Managers' copy of their completed and approved USA Softball rosters; a birth certificate for every player; a signed medical release form for each player; copies of the League's Insurance binder; and, if necessary, a picture of each player.
- I. Each manager is responsible for holding regular team practices to teach the skills of the game.
- J. Each Manager is responsible for returning all league equipment at the end of the season.
- K. Each Manager along with their designated Team Treasurer is responsible for organizing all fund-raising activity, payment of Team expenses, and tracking of all financial transactions. Team Managers will provide financial reports to League officials as stipulated in Section IV.A.3.
- L. Each Manager is responsible for assigning parents to work in the concession stand for all home games played on Winne field.
- M. Each Manager is responsible for arriving early for home games and preparing the field for play and for any field maintenance in support of any games hosted by their team at the EG fields.
- N. Each Manager is responsible for completing any other duties as assigned by the League.
- O. ANY MANAGER THAT SUBMITS OR ATTEMPTS TO SUBMIT AN ALTERED OR FRAUDULENT ROSTER OR COMMITS ANY OTHER ACT THAT JEOPARDIZES THE EGGSL STANDING WITH HUDSON MOHAWK OR USA SOFTBALL WILL BE REMOVED AS MANAGER AND WILL BE EXPELLED AS A MEMBER OF THE LEAGUE FOR A TERM TO BE DETERMINED BY THE BOARD OF DIRECTORS.**

## **VI. PLAYER/PARENT RESPONSIBILITIES**

- A. Being selected for a travel team is an honor and a significant commitment. Players chosen for Travel teams are expected to attend all games and practices, barring emergency situations. Actual playing time for each individual is the prerogative of the manager. Each parent should understand the coach's philosophy on playing time and position assignments PRIOR to committing to the team.
- B. All team members are expected to follow the orders of the manager and will be under the manager's supervision at all times during games.
- C. Players and parents will act in a way that exhibits good sportsmanship at all times. The team Manager is responsible for the behavior of the team's coaches, players and parents and all players and parents agree to follow the instructions of the Team Manager at all team activities.
- D. Each player and parent must sign a USA Softball roster certifying that they are eligible to play for the team. Each player and parent must sign and return the Player/Parent Agreement and emergency treatment form and submit a birth certificate and, if necessary, picture.
- E. Each player/parent is responsible for paying all fees as designated by the league and/or completing all fundraising activities.

- F. Each player/parent is responsible for cooperating with the team manager so that they may complete the Managers responsibilities.
- G. Each parent is responsible for sharing equally in staffing the concession stand for all home games played at Winne Field.
- H. Each parent is responsible for sharing equally in field maintenance which will be required in support of all home games played on the EG fields.
- I. ANY PARENT THAT SUBMITS OR ATTEMPTS TO SUBMIT FRAUDULENT ROSTER INFORMATION WILL BE EXPELLED AS A MEMBER OF THE LEAGUE FOR A TERM TO BE DETERMINED BY THE BOARD OF DIRECTORS.

**Player/Parent Agreement Form**

**For the team manager:**

I, \_\_\_\_\_ have read the travel team rules and guidelines

(Manager's Signature)

and agree to comply with them at all times during the season.

**For the player:**

I, \_\_\_\_\_ have read the travel team rules and guidelines

(Player's Signature)

and agree to comply with them at all times during the season.

**For parent/guardian:**

As part of my daughter's participation in travel team play, an adult member of our family will agree to work in the concession stand or on field maintenance at home games during the season at the East Greenbush fields.

I have read the travel team rules and guidelines and agree to comply with them at all times during my daughter's participation.

There will be no consumption of alcoholic beverages and/or illegal substances permitted on the premises during any team functions either home or away.

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Signature of parent/guardian