

**CONSTITUTION OF THE
OKLAHOMA HIGH SCHOOL FAST PITCH SOFTBALL
COACHES ASSOCIATION**

ARTICLE I

NAME:

The name of the organization shall be: The Oklahoma High School Fast Pitch Softball Coaches Association.

ARTICLE II

CREATION OF THIS ORGANIZATION:

This organization was created with the consent of a representative group of softball coaches. Which is governed by the OSSAA.

ARTICLE III

OBJECTIVES:

The objectives of this association shall be:

- **Section I** -- To help maintain the highest possible standards in athletics, the coaching profession, and to work together for the improvement of the conditions in Oklahoma High School Softball.
- **Section II** – To secure a better understanding of the problems of high school coaching and to place at the disposal of coaches sources of information.
- **Section III** – To endeavor to improve all phases of high school softball by aiding the coaches in securing a more thorough understanding of the sport.
- **Section IV** – To have a representative group of coaches to which may be referred athletic problems of general interest in the hope of creating better relationships between schools, players, fans, and officials.
- **Section V** – To promote good fellowship and social contacts among coaches.

ARTICLE IV

MEMBERSHIP:

- **Section I** – There shall be classes of membership in this association, active, and associate.
- **Section II** – Active memberships shall include those actively engaged in the profession of coaching or promoting softball in the schools in good standing with their state activities association.
- **Section III** – Associate membership shall include any individual who is interested in good standing with the state activities association.
- **Section IV** – All membership enrollments will close September 21st. Those wishing to become members after the deadline may pay a **\$100.00 late fee. Memberships will close October 1st. To nominate a player for All-Region teams, head coach must be a member of the OHSFSCA.** Those individuals losing their cards after they have been issued may receive new cards for a \$5.00 fee.
- **Section V** – The Board of Directors will recognize outstanding accomplishments of member coaches according to the following criteria:
 - A. 100 Victories --- Plaque
 - B. 200 Victories --- Plaque
 - C. 300 Victories --- Plaque

- D. 400 Victories --- Plaque and Watch
- E. 500 Victories --- Play at Home Statue
- F. 600 Victories --- Desk Clock
- G. 700 Victories --- Granite Award
- H. 800 Victories --- Silver Plate
- **Section VI** – The Board of Directors will annually select **three members** of the association for outstanding contributions to the game of softball and designate those members as “Coaches of the Year”. Criteria for the selections and the selection itself will be the responsibility of the Board of Directors. The criteria for selection will be:
 - A. Nominations are taken at the October Executive Board meeting.
 - B. Nominations are voted on by the board at that time.
 - C. The nominees are selected from the Large, Middle, and Small East/West

ARTICLE V

CANCELLATION OF MEMBERSHIP:

- **Section I** – Membership in the association shall be suspended at the end of the fiscal year. Suspension shall be lifted with the payment of annual dues. The fiscal year of the association shall be from the OCA convention’s registration date to that same date the following year.
- **Section II** – Any membership may be suspended by two-thirds votes of the Board of Directors.
- **Section III** – Any member whose membership has been canceled by a vote of the Board of Directors may appeal directly to the association for reinstatement at the regular annual meeting held during the OCA convention. The action of the majority of the members present shall be final.
- **Section IV** – Members leaving their active support or coaching roles during a membership year shall automatically be associated members for the remainder of their membership year. An active member changing schools after enrollment takes that membership with them if such membership was purchased by the member. Membership purchased by the school of such a member remains with the school that purchased the membership.
- **Section V** – Coaches that leave during season. In the event that another coach is required to take over in the middle of a season, the new coach must purchase a membership at that time, if they have not already joined the association.

ARTICLE VI

DUES:

- **Section I** – Annual membership dues of the association shall be determined by the Board of Directors. Association needs, inflation, operation costs and services shall guide that determination. Active and association memberships shall command the same dues.

ARTICLE VII

COMMITTEES WITHIN THE ORGANIZATION:

BOARD OF DIRECTORS, REGION REPRESENTATIVES, ADVISORY BOARD, RANKERS, ALL STATE SELECTORS:

- **Section I** – The Board of Directors shall consist of the President, Vice-President, President-Assistant, Executive Secretary, Region Representatives (8), and past presidents.
- **Section II** – The Board of Directors shall have complete control and management of the affairs, fund, and property of the association.

- **Section III** – Region representatives will be elected by the membership of their district. Such selections will be made for a one-year term. Election of the board members and region during OCA clinic representatives shall be a function of the annual general meeting at the OCA convention.
- **Section IV** – Advisory Board members will be assigned by the Board of Directors and the body. Each class will have a representative. Advisory members will be active for a two year term.
- **Section V** – Annually there are 8 rankers, 6 are assigned by the board of directors at the Executive Board meeting in July (3 East/3West), two are then chosen by the body at the OCA convention (1 East/1 West). These are to be spread equally by class and geography.
- **Section VI** – All State Selectors - In every class there will be 5 people on east and 5 people west chosen. Two are chosen by the class at the July OCA meeting and one will be selected by the Board of Directors.

ARTICLE VIII

OFFICERS OF THE BOARD OF DIRECTORS:

- **Section I** – A president and a vice-president shall be elected bi-annually by members of the association to serve two years with the vice-president assuming the presidency at the expiration of the president’s term. **These positions shall be filled by members from opposite regions of the state as determined by the OCA East-West region guidelines.**
- **Section II** – In order to be eligible for the office of president or vice-resident, the candidate must have served at least one year as a member of the Board of Directors.
- **Section III** – The Board of Directors has the authority to select an executive secretary. (This is a paid position; Salary and expenses – and a non-voting position). He/She is assigned as needed.
- **Section IV** – The Board of Directors shall have at their desecration the responsibility for creating and filling special appointive offices to meet the needs of the association. Such offices can be eliminated by the Board of Directors.
- **Section V** – With reclassification or addition of new classes with in softball, it will be the express responsibility of the Board of Directors to provide reorganization of the directorship to provide equitable representation for all classes. Such equitable representation should be based on the number of teams per class as near as feasible and reasonable.
- **Section VI** – **The position of presidential assistant shall be elected bi-annually by the members of the association and shall be from the same side of the state as the president. This position shall be a voting member of the Board of Directors.**

ARTICLE IX

ELECTION OF OFFICERS OF THE BOARD OF DIRECTORS:

- **Section I** – Nominations shall be made by the Board of Directors and /or from the floor in an open meeting..
- **Section II** – The election shall be under the direction of the highest officer not in contention.
- **Section III** – The candidate for each office who receives the majority of votes cast for the office shall be elected.
- **Section IV** – In the absence of the vice-president, a senior member of the Board appointed by the Board of Directors shall fill this office until the next election.

ARTICLE X

DUTIES OF OFFICERS WITHIN THE COMMITTEES:

- **Section I** – It shall be the duties of the President:
 1. Preside over all meetings of OHSFSCA and create an agenda for such meetings.
 2. Set dates for final All-State selection and Executive Board meetings.
 3. Provide executive secretary with a newsletter to all coaches, which communicates the dates and other association news.
 4. Attend meeting of Advisory Board with OSSAA.
 5. Communicate with OCA about clinic meeting times and scheduled speakers.
 6. Preside over All-State selection meeting process.
 7. Attend All-State weekend activities.
- **Section II** – It shall be the duties of the Vice-President:
 1. Preside over all meetings in absence of the President.
 2. Conduct All-State selection meeting for their side of the state.
 3. Be responsible for over-seeing for coaches ranking process.
 4. Chair the Hall of Fame selection committee.
 5. Attend Advisory Board with OSSAA.
 6. Be responsible for creation and maintenance of association web page.
 7. Attend All-State weekend activities.
- **Section III** – It shall be the duties of the Presidential Assistant:
 1. Attend all meetings of the association.
 2. Preside over All-State final selections in absence of president.
 3. Check in All-State players at practice facility.
 4. Assist in the production of membership packets for July clinic.
 5. Attend All-State selection meeting.
 6. Attend All-State weekend activities.
- **Section IV** – It shall be the duties of the Executive Secretary:
 1. Keep accurate recordings of all association meetings.
 2. Provide copies of minutes from previous meetings to all members at the time of the next meeting.
 3. Mail out newsletters as provided by the president of association.
 4. Notify all non-members schools/coaches concerning membership and other pertinent deadlines by August 10th.
 5. Mail out All-State meeting notifications and nomination forms.
 6. Schedule all activities of All-State games. (Banquet, lodging, facilities).
 7. Collect All-State ads and forward them to member in charge of All-State program.
 8. Notify President of those players who have not fulfilled advertisement requirements.
 9. Attend All-State selection meeting
 10. Provide list of coaches to President and Vice-President prior to All-State selection meeting.
 11. Provide a list of members to Region Representatives by October 5th.
 12. Help with agenda of business meeting.
 13. Have copies of Constitution for new members.
 14. Have available region alignments.
 15. Keep a detailed financial ledger of all association income and expenditures.

16. Be responsible for payment of all bills of association.
 17. Provide members of financial statement prior to general business meeting.
 18. Attend Advisory Board meeting at OSSAA.
 19. Provide executive board member with detailed financial statement.
 20. To assist the executive secretary in the performance in these duties the association will provide them with a computer.
- **Section V** – It shall be the duties of the Region Representatives:
 1. Attend all meetings of the Board of Directors.
 2. Serve as an advisor to the Executive Board.
 3. Preside over region meetings during business portion of the OCA Clinic.
 4. Establish site and time of All-Region meeting for All-Region player selection. Notify coaches of site, dates, and time of the meeting
 5. Notify all non-members that October 1st is the deadline for joining the association in order to get a senior girl nominated for the All-Region team.
 6. Comprise potential nominees and send to presidential assistant.
 7. Be responsible for informing region members of association business and deadlines.
 8. The Region Representatives are responsible for presiding over the selection of All-Region players from the recommendations from the region members.
 9. Attend All-State selection meeting.
 10. Release All-Region team selections during week 18 of the OSSAA calendar.
 11. Attend All-State weekend activities.
 - **Section VI** – It shall be the duties for the Advisory Board:
 1. Serve a 2 year term
 2. Be a liaison between OHSFSCA and the OSSAA
 3. Attend all Executive Board meetings.
 - **Section VII** – It shall be the duties of the Rankers:
 1. Serve a 1 year term
 2. Receive rankings from coaches
 3. Calculate rankings
 4. Report rankings
 - **Section VIII** – It shall be the duties of the All-State Selectors:
 1. Serve a 1 year term
 2. Attend All-State meeting
 3. Select All-State by individually reviewing All-Region team members

ARTICLE XI

COMMITTEES:

- **Section I** – The president shall have the power to appoint any necessary committee.

ARTICLE XII

MEETINGS:

- **Section I** – The regular meeting of the association shall be held at the annual OCA convention.
- **Section II** – A quorum shall consist of the active members present.
- **Section III** – Executive Board meeting before OCA Convention (July) – Board of Directors, prior Region Representatives, Advisory Board Members, and Past Presidents. This meeting will address issues/concerns for the start of the season and the OCA convention.

- **Section IV** – OCA Convention meeting – Board of Directors and Body. This meeting is for vital information for the upcoming season.
- **Section V** – All Region meeting – Board of Directors representative, Region Representatives, and coaches in that region. This meeting is to discuss issues/concerns that occurred during the season and to select the All-Region team.
- **Section VI** – All-State meeting – Board of Directors, Region Reps, and All-State selectors. This meeting is to select the All- State teams.
- **Section VI** – Executive Board meeting after All-State Selections (October) – Board of Directors, Advisory Members, present Region Representatives, and Past Presidents. This meeting would address any present issues/concerns or those brought to our attention during all B – 6A district meetings, prepare for up coming year, approve All-State teams, and prepare for All-State weekend
- **Section VII** – Advisory Board meeting with OSSAA (October) – Board of Directors and Advisory Board. This meeting is to present recommendations from the Board and Body to the OSSAA for next year’s season.

ARTICLE XIII

VOTING:

- **Section I** – Only active members shall be allowed to vote.
- **Section II** – Voting shall be either by voice, ballot or hands.

ARTICLE XIV

ORDER OF BUSINESS FOR MEETINGS:

- **Section I**
 1. Call to order by the president.
 2. Report of the Board of Directors. (Select chairman).
 3. Report of the softball Advisory Committee. (Select chairman).
 4. Reading of the minutes of the previous meeting.
 5. Committee reports.
 6. Old business (Financial statement).
 7. New business.
 8. Adjournment.

ARTICLE XV

AMENDMENTS:

- **Section I** – Any proposed amendment shall be submitted in writing to a member of the Board of Directors.
- **Section II** – The proposed amendments. Together with the opinion of the Board of Directors, shall be read at the regular meeting. A two-third majority of the active members present shall be necessary for the adoption of the said amendment.

ARTICLE XVI

ALL-REGION TEAM SELECTIONS:

- **Section I**
 1. The All-Region team will consist of the following.
 - A. Eighteen girls will be selected from the “West” 6A and 5A schools.

- B. Eighteen girls will be selected from the “East” 6A and 5A schools.
- C. Eighteen girls will be selected from the “West” 4A and 3A schools.
- D. Eighteen girls will be selected from the “East” 4A and 3A schools.
- E. Eighteen girls will be selected from the “West” 2A, A, and B schools.
- F. Eighteen girls will be selected from the “East” 2A, A, and B schools.

- **Section II**

1. The All-Region coaches shall nominate and select All-Region coaches for that regional team.
2. Criteria for nomination and selection for the coaches.
 1. Membership of OHSFCA.
 2. Minimum of three years head coaching experience or five years as an assistant.
 3. A coach who has been an All-State coach may be selected again after three years.

- **Section III** – Criteria for selection of All-Region players:

1. The coach of the player selected must be a member of the OHSFCA and must show proof of card at the meeting if there is a question of membership. Region reps will notify coaches who are not members.
2. All information on the All-State nomination form **must** be completed. If not completed the nomination will be thrown out. Coaches need to look over their information to make sure that everything is filled out before nominations are taken. If a coach is new to the school and does not have the player’s career stats, they need to indicate that on the form
3. A maximum of four players per school may be named to the All-Region team and each schools coach will rank their own players.
4. Players are chosen by primary fielding position listed. The only exception to this rule, if a girl has played more than one position for a high school, than they can be chosen for either position.
5. For each team your first 9 selected are by position, then you are to pick 2 more pitchers by rank , 1 more catcher, and the rest are (6) utility by ranking order. Make sure their positions are listed.
6. Second team players will be those nominated by the coaches, who did not make the first region team. Only the first team will be printed in the paper.

- **Section IV** – Region Representatives

1. Region rep will oversee the regional meeting.
2. The reps will collect all All State nomination forms when the coaches arrive and will highlight the primary position that the player is being submitted for.
3. The rep will collect all information after the meeting and will take it to the All State meeting.
4. The rep will be present at the All State meeting.
5. Region reps will make seven copies of the region sheets for small schools and five copies for middle and large schools for the All State selection committee.
6. The rep will submit the first all region teams to the newspaper. The second team will not be submitted.

- **Section V** – Coaches may tell their players after the meeting.

ARTICLE XVII

ALL-STATE TEAM SELECTION AND GAMES:

- **Section I** – The OHSFSCA will sponsor an annual girls All-State softball game and banquet to be held in June. The Board of Directors will have the sole authority to choose the site of the annual game and banquet.
- **Section II** – It shall be the responsibility of the Board of Directors to establish a standard procedure for naming the coaches of the All-State game.

- **Section III** – Rules, regulations, and standards governing the selection procedures for All-State shall be established by the Board of Directors.

ARTICLE XVIII

ALL-STATE TEAM SELECTION PROCEDURES AND RULES:

- **Section I**

1. The All-State teams and coaches will be announced by week 18 of the OSSAA calendar.
 - A. Eighteen girls will be selected from the “West” 6A and 5A schools.
 - B. Eighteen girls will be selected from the “East” 6A and 5A schools.
 - C. Eighteen girls will be selected from the “West” 4A and 3A schools.
 - D. Eighteen girls will be selected from the “East” 4A and 3A schools.
 - E. Eighteen girls will be selected from the “West” 2A, A, and B schools.
 - F. Eighteen girls will be selected from the “East” 2A, A, and B schools.

- **Section II**

1. The All-State selection committee shall nominate and select All-State coaches for the six All-State teams.
2. Criteria for nomination and selection for the coaches.
 1. Membership of OHSFCA.
 2. Minimum of three years head coaching experience or five years as an assistant.
 3. A coach who has been an All-State coach may be selected again after three years.

- **Section III** – Criteria for selection of All-State players:

1. The coach of the player selected must be a member of the OHSFCA.
2. All information on the All-State nomination form **must** be completed. If not completed the nomination will be thrown out. Coaches need to look over their information to make sure that everything is filled out before nominations are taken. If a coach is new to the school and does not have the player’s career stats, they need to indicate that on the form.
3. A maximum of three players per school may be named to the All-State team. One player from the same school may be named as an alternate.
4. Players are chosen by primary fielding position listed. The only exception to this rule, if a girl has played more than one position for a high school, than they can be chosen for either position.
5. For each team your first 9 selected are by position, then you are to pick 2 more pitchers by rank, 1 more catcher, and the rest are (6) utility by ranking order from the four regions. Make sure their positions are listed. Example of selection process: After these procedures are complete the #1 utility will move into the pool. A #2 utility from one region cannot move up unless the #1 in her region has made the All State team. No utility player can go in above another player in her region at her position. (Ex: Utility #1, a SS cannot make All State ahead of the #1 SS in her region). A lower ranked player from one region may make it over a higher ranked player from another region.
6. There shall be 12 alternates selected to the All-State team: #1 Alternate and #2 Alternate. These two are the first to move up regardless of position. Then 2 Pitchers, 2 Catchers, 2 Corner Infielders, 2 Middle Infielders, and 2 Outfielders. The alternates can only replace the same teams player if a player can not attend All State weekend.
7. There will be a board member on each All State table to answer questions. Board members assigned to table must collect all nomination forms and highlight the primary position before the meeting starts.

8. There will be a region rep at each table to do paperwork. The region rep will not be at the table with the class they are active in.
 - **Section IV** – Executive Secretary will send a list of the players chosen for each team to the paper.
 - **Section V** -- Coaches may tell their players the day after the Executive Board meeting.