

2025 RGFPSL Bylaws



About this Manual	4
Version History	4
Revision History	4
Contributors	4
Article I: Name and Location	6
Section 1: Name	6
Section 2: Location	6
Article II: Purpose and Objective	6
Section 1: Mission Statement	6
Article III: NorCal Membership	6
Section 1: League Membership	6
Article IV: Board of Directors	7
Section 1: Election of Board Members	7
Section 2: Board Members	8
Section 3: Executive Committee	8
Section 4: Term	9
Section 5: Vacancies	9
Section 6: Indemnification	9
Section 7: Removal of Directors	10
Section 8: The Board	11
President	11
Vice President	11
Secretary	12
Treasurer	12
Team Account Specialist	13
Player Agent	13
Registrar	13
Equipment Manager	14
Field Coordinator	14
Sponsor Coordinator	14
Fundraising Coordinator	15
Uniform Coordinator	15
Umpire-In-Chief	16
Snack Bar Coordinator	16
Division Representatives (6&U, 8&U, 10&U, 12&U, 14/16&U)	17
ThunderCats/All-Star Coordinator (USA B/C)	17
Scheduler	18
Rebels Program Director (USA A Coordinator)	18
Social Media/Web Director	19
Advisor – Past President (non-voting member)	19
Assistant UIC (Non-voting member)	19



Assistant Registrar (non-voting member)	20
Snack Bar Assistant(s) (non-voting member(s))	20
Article V: Disciplinary Action	20
Section 1: Discipline Procedure	20
Section 2: Grounds for Discipline	21
Section 3: Penalties	21
Article VI: Meetings	22
Section 1: Annual Meeting	22
Section 2: Notice of Meeting – Board Members and the Public	22
Section 3: Special Meetings	22
Section 4: Transaction of Business	22
Article VII: Finances	23
Section 1: Capital and Uses	23
Section 2: Registration and Sponsor Fees	23
Section 3: Equality	23
Section 4: Authorization	23
Section 5: Report	24
Section 6: Audit	24
Section 7: Financial Aid (Sponsorships)	24
Section 8: Reimbursement of Registration Fees	24
Section 9: Board Expenditures/Reimbursements	25
Section 10: Higher Education Scholarship	25
Article VIII: Committees	26
Section 1: Appointment of Committees	26
Section 2: Committees	26
Article IX: Amendments	27
APPENDIX Reference Documents	28

About this Manual

Version History

Revision Number	1.1
Effective Date	2/4/2025
Owner	RGFPSL Secretary
Approvers	RGFPSL Board of Directors
Status	Final

Prepared by:	Karla Burket
Date:	2/5/2025
Document version:	1.1

Revision History

Version	Date	Revision Description	Revised by
0.1	12/28/2023	Initial Draft (2023 Final)	n/a
0.2	11/25/2024	Committee Revisions	Bylaw Committee
1.0	12/2/2024	Board Revisions/Vote	Board
1.1	2/4/2025	Formatting	Karla Burket

Contributors

The following individuals contributed to the preparation of this document. For clarification or questions regarding the information contained in this document, please contact any of these individuals:

Name	Title/Role	Email Address
Andy Smith	President	president@rocklinsoftball.org
Dave Moylan	8U Division Rep	8U@rocklinsoftball.org
Rudy Agullio	Umpire- In- Chief	umpire@rocklinsoftball.org



Name	Title/Role	Email Address
Dustin Smith	USA B Representative	usab@rocklinsoftball.org
LeeAnneDra Marchese	USA A Representative	usas@rocklinsoftball.org
Michelle Whitten	6U Division Representative	6U@rocklinsoftball.org
Nicole Hara	Secretary	secretary@rocklinsoftball.org
Karla Burket	Registrar	registrar@rocklinsoftball.org



Article I: Name and Location

Section 1: Name

This organization shall be known as the Rocklin Girls Fast Pitch Softball League (RGFPSL), hereafter referred to as the league.

Section 2: Location

The League boundaries shall consist of all areas within the Rocklin Unified School District borders as recorded with the Northern California Girls Softball Association (NCGSA), hereafter referred to as NorCal.

Article II: Purpose and Objective

Section 1: Mission Statement

The purpose of the league is to promote recreational and competitive softball fostering social, physical, mental, and moral development of 4 to 18-year-old girls.

A program of friendly competition with the goal of educating players about sportsmanship, teamwork, fellowship, courtesy, discipline, and integrity shall be promoted.

Article III: NorCal Membership

Section 1: League Membership

All girls meeting the requirements of age and residence set forth in the Operational Rules of the League, any participating adults and parents of League players shall be eligible for NorCal Membership.

1. The Board will vote on continued membership in NorCal Softball each year.



Article IV: Board of Directors

Section 1: Election of Board Members

One week prior to the regular May meeting, all board members must submit their intentions for the following year. The president will then submit to the board at the regular May meeting a list of board positions becoming available September 1 or currently vacant. Any board member wishing to move into a vacant position may indicate so at the May meeting. The board will vote by secret ballot on those position changes. When a board member fills a vacant position/his or her position becomes available and may then be occupied by another board member in a secondary vote by secret ballot. This process will repeat as necessary until establishing the positions open for general election. Within one week after the May meeting, the president will distribute notice to league members soliciting applications for open positions.

Any eligible person wishing to apply for a position on the Board of Directors must submit an application to the President one week prior to the regular June meeting, this includes any existing board member who is reaching the end of their current term and wishes to be re-elected. The president will distribute all received applications to all board members prior to the regular June meeting. The board members will review the applications to consider the candidates. The new board members will be elected by a majority vote by secret ballot during the June meeting.

The election of the president position will differ from the other board positions.

Any current or past board member, regardless of which year of their term they are currently in, may apply for the position of president if it is available. Interested board members must submit their applications to the secretary at least one week prior to the May board meeting. The secretary will distribute all applications to the board five days prior to the May board meeting. The board members will review the applications to consider the candidates. The new president will be elected by a majority vote by secret ballot at the regularly scheduled board meeting in May, prior to voting on any other positions. The person elected president will begin a new two-year term in September of that year regardless of how many years of their current term have been served.

The following board positions will be open for election during even years: President, Secretary, Player Agent, Equipment Manager, Sponsor Coordinator, UIC, 6U Division Rep, 10U Division Rep, 14/16U Division Rep, Rebels Program Director (USA-A Coordinator).

The following board positions will be open for election during odd years: Vice President, Treasurer, Registrar, Facilities Coordinator, Uniform Coordinator, Snack Bar Coordinator, 8U Division Rep, 12U Division Rep, ThunderCats/All Star Coordinator (USAB/C), Scheduler, Social Media/Web Director.



All adult volunteers will complete a background check, become SafeSport certified, and be in good standing with RGFPSL, GSSA, and USA Softball for the current season. This includes incident reports, complaints, survey results responses, etc. aligning to the league mission statement.

Section 2: Board Members

The voting positions of office shall include: President, Vice-President, Secretary, Treasurer, Umpire-In-Chief, Equipment Manager, Field Coordinator, Player Agent, Registrar, Sponsor Coordinator, Snack Bar Coordinator, Uniform Coordinator, Division Representatives (5 & Under, 8 & Under, 10 & Under, 12 & Under, 14/16 & Under), Scheduler and USAS A Rep, and USAS B Rep, NorCal Rep, Web-Master.

Members holding voting positions shall attend all board meetings as well as serve as the Board Member on Duty at league functions 4 or more per season as needed. Must volunteer in some capacity at Down and Dirty and Piece of the Rock and any league events.

The non-voting positions of office shall include Advisor/s, Assistant UIC, Assistant Snack Bar Coordinators, and Treasurer's Assistant, Manager Rep.

Members holding non-voting positions may attend meetings, serve on committees and serve as Board Member on Duty but they have no requirement to do so. These positions are filled by nomination from a current voting member and voted in by a majority vote of the board.

Individuals may be dismissed at any time at the discretion of the board. Mandatory meetings are the September, December and May. Required 2-3 BOD based on number of games in the season.

Individuals filling a voting and/or non-voting position on the board of directors, must be at least 21 years of age.

No board member may serve with a member of the same family or household in a position that has access to league finances (signers or debit card holders on the league bank accounts) without board approval.

Section 3: Executive Committee

Nine current Board Members serve as the members of the Executive Committee. They are the President, Secretary, Vice President, Player Agent, UIC, Registrar, Scheduler, USAS A Director and Treasurer.

Except for the power to amend the bylaws, the Executive Committee shall have all the powers and

authority of the Board of Directors in the intervals between meetings of the Board of Directors and is subject to the direction and control of the full Board.



If a position on the Executive Committee is vacant, a current board member in good standing, shall submit a request to become an interim Executive Committee member. Final approval will be voted on by the Board.

Section 4: Term

The term of office shall be two years. The term will begin on September 1 of year one and will terminate on August 31 of year two.

If a board member joins the board after September 1, any portion of that year served will be considered their full first year.

There is no limit to the number of terms a board member may serve if re- elected.

Section 5: Vacancies

Vacancies due to resignation, incapacity, or other reasons will be accepted. If an officer of the Board is absent from 3 Board meetings during the year without explanation or neglects duties, the Executive Board will review the position and recommend to the Board whether the officer has left his/her position vacant.

The board may remove the officer from their position at the next regular meeting with two-thirds of the board. The Secretary will notify the removed officer with a mailed certified letter within 48 hours of the vote.

1. Vacancies occurring in elected offices before the expiration of that term shall be appointed by the President with the approval of a two-thirds vote of the remaining Board.
2. A board member in good standing may move to the current open position with the approval of two-thirds of the board, held by secret ballot at that meeting.
3. During interim vacancies, current board members will fill the vacant position's job duties. Within one week of the board member's removal, the president will distribute notice to league members soliciting applications for open positions.
4. The president may also appoint an individual outside of the board, with the approval of the executive committee.

Section 6: Indemnification

(a) Right of Indemnity. To the full extent by law, this league shall indemnify its Board Members and other persons described in Section 5238 (a) of the California Corporation Code, including persons formerly occupying such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with any "proceeding", as that term is used in such Section and including action by or in the right of the league, because such person is or was a person described by such Section and including action by or in the right

of the league, by reason of the fact that such a person is or was a person described by such. "Expenses" as used in this Bylaw, shall have the same meaning as in Section 5238(a) of the California Corporation Code.

1. Approval of Indemnity. Upon written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporation Code, the Board shall promptly determine in accordance with Section 5238(e) of the Code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the Board shall authorize indemnification. If the Board cannot authorize indemnification because the number of Board Members who are parties to the proceeding with respect to which indemnification is sought is such as to prevent the formation of a quorum of Board Members who are not parties to such proceeding, the Board or the attorney or other person rendering services in connection with the defense shall apply to the court in which such proceeding is or was pending to determine whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met
2. Advancement of Expenses. To the full extent permitted by law and except as is otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these Bylaws in defending any proceeding covered by these Bylaws shall be advanced by the league prior to the final disposition of the proceeding upon receipt by the Club of an undertaking by or on behalf of such person that the advance will be repaid unless it is ultimately determined that such person is entitled to be indemnified by the league therefore.

Section 7: Removal of Directors

A Board Member may be removed by a quorum vote of the current Board. Request for removal of a Board member(s) must be in the form of a written submission via Incident Report to the Board.

1. The Incident Report must be submitted to the Board and approved for further review.
2. Approved Incident Reports approved shall warrant a special meeting of the Board in which both sides of the complaint shall be presented.
3. Individuals listed in the Incident Report will be notified no less than 24 hours prior to the Special Board Meeting.
4. Both sides will have an opportunity to state their case before the Board in this meeting. Thereafter, a secret ballot vote for the removal of said Board Member will occur.
5. The board members up for removal can vote by secret ballot.
6. Proxy votes will not be accepted.
7. All officers are subject to dismissal for any reason of misconduct or for any act that would discredit the League.
8. Resignations will be by written notice to the League and must be accepted by the Board. In the event the full board cannot convene for a special meeting, the Executive Committee may remove board members with two-thirds vote by secret ballot.

Causes for immediate removal from a position as a board member include but are not limited to:

1. Convicted of a felony.
2. Convicted of a misdemeanor involving:
3. Any sort of lewd or violent act.
4. An act involving the abuse of drugs and or alcohol.
5. An act involving the abuse or neglect of a child/children.
6. Willful destruction of property of the league.
7. Any act compromising the safety of a league member.
8. Neglect of duties.
9. Any infractions as it relates to the finances of the league or any team. Including but not limited to misappropriations of funds or embezzlement.

Section 8: The Board

The Board of Directors shall consist of the above-mentioned Board Members and shall be in good standing with RGFPSL, GSSA, and USA Softball (USAS). It shall be the duty of the elected Board Members to appoint qualified people to assist with their positions as necessary for the operation of the League.

The duties of the Board Members and those appointed to other positions apply to both Spring, All Star and Fall Ball seasons and shall include, but not be limited to, the following:

President

1. Should have served at least one year on the Board of Directors.
2. Is the Chairperson of the Board of Directors and presides over all meetings of the League.
3. Shall observe that all rules, policies and principles of the League are obeyed.
4. May authorize expenditures up to \$750.00 per action without Board approval.
 - a. Will notify the Treasurer and provide necessary receipt(s).
5. May remain as an advisor to the Board after completing term(s) in office.
6. Serves as a member of the Executive Committee.
7. Shall reserve fields for all practices and games through the City of Rocklin.

Vice President

1. have served at least one year on the Board of Directors.
2. Presides in the absence of the President.
3. Shall act as an aide to the President and assist the President with all local and NorCal activity.



4. Shall organize and chair committees for opening and closing ceremonies.
5. Shall arrange for and supervise team pictures for Fall Ball, Spring Rec and All Stars.
6. Shall select and purchase trophies and awards with a minimum of two bids and Board approval.
7. Serves as a member of the Executive Committee.
8. In the absence of NorCal rep position being filled shall attend all NorCal meetings, representing the League and report to the Board.
9. May authorize expenditures up to \$750.00 per action without Board approval.
 - a. Will notify the Treasurer and provide necessary receipt(s).

Secretary

1. Shall maintain permanent minutes and records of business transacted at each meeting and transmit a copy to the Board Members within one week after the scheduled monthly Board meeting.
2. Shall maintain a running history of the League.
3. Shall be responsible for or consulted on all public correspondence including but not limited to registration, fundraisers, meetings, events, etc. via press releases in local newspapers, flyers, and websites.
4. Shall be responsible for logging all injuries and submitting insurance claims.
5. Shall maintain the league calendar.
6. In absence of Manager rep position being filled shall prepare coaches and managers packets for the coaches and managers meeting.
7. Shall prepare and send out thank you letters to those vendors/individuals' rendering services.
8. Coordinate and oversee the annual Higher Education Scholarship process.
9. Sends out executive board votes, tallies votes and reports to board via meeting minutes.
10. Shall notify charged individuals of impending disciplinary review from incident reports. See Article V of bylaws.
11. Serves as a member of the Executive Committee.
12. Will develop the emergency response plan with oversight from the President.
13. Shall maintain Google workspace in conjunction with Webmaster.

Treasurer

1. Is responsible for all monies and bank deposits.
2. Shall receive and distribute all funds of the League as authorized by the Board.
3. Shall maintain a running history of the League's financial records.
4. Shall submit a financial report at all Board meetings.
5. May authorize expenditures up to \$750.00 per action without Board approval.
 - a. Will notify the Treasurer and provide necessary receipt(s).
6. Shall maintain a budget for all League expenses.

7. Is responsible for all IRS and state tax duties and liability insurance (filing and fees).
8. Serves as a member of the Executive Committee.
9. A financial report shall be made available to the public within ten (10) days upon receipt of written request by the league Treasurer.

Team Account Specialist

1. Is responsible for all team accounts.
2. Shall receive and account for all monies.
3. Shall maintain a running history of the teams' accounts.
4. Shall submit a financial report to teams, division reps, budget committee and board upon request.
5. Shall request and keep all team budgets up to date.
6. Is responsible for turning in all receipts and related documents to the Treasurer for IRS and state tax duties and liability insurance (filing and fees).

Player Agent

1. Shall supervise and collect stats on Game Changer for Draft Committee
2. Shall organize and oversee player evaluations
3. Shall serve as committee chair for the Team Formation and Draft Committee
4. Responsible for late registration and working with the registration team.
5. Shall conduct player evaluations with assistance from each Division Representative.
6. Shall conduct live draft of players at Coach-A-Pa-Looza and maintain secrecy of the order in which players were drafted.
7. Attends the All-Star draft for the purpose of recording team selection and final rosters.
8. Shall send email in Team Sideline to all players not making the All-Star teams within 24 hours of the draft meeting.
9. Will build Recreation, ThunderCat, Rebel, All Star and Fall Ball teams within Team Sideline.
10. Serves as a member of the Executive Committee.
11. Shall help ensure that Rec Coaching Staffs are in compliance with Operating Rules.

Registrar

1. Shall arrange for team and League insurance, background check and required certifications.
2. This includes distribution of badges to coaching staff or division representatives to be dispersed.
3. Maintains a list, in the Big Snack Bar, of currently registered coaches.

4. Shall recommend registration dates for the upcoming year for board approval at the regular meeting in October.
5. Shall prepare and produce online registration in Team Sideline and order and distribute signage banners and information flyers for registration.
6. Shall communicate all team/player information to the Player Agent, USAS A Rep, USAS B Rep and NorCal.
7. Shall create a budget for related expenses.
8. Shall be responsible for monitoring financial aid payments.
9. Will coordinate with the Team Managers for All Stars and USAS A/B/C teams, which will be required to obtain and present birth certificates, proof of residency and photos.
10. Serves as a member of the Executive Committee.

Equipment Manager

1. Shall maintain equipment storage facility.
2. Shall be in charge of all player equipment and ensure all player equipment is in good condition and working order before each season begins.
3. Shall purchase necessary equipment with at least two bids and Board approval.
4. Shall disburse and collect equipment from team coaches.
5. Shall maintain an inventory of each team's equipment.
6. Shall present final inventory at December meeting.
7. Shall create a budget for related expenses.
8. Shall maintain a supply of line up sheets and distribute them to teams as needed.

Field Coordinator

1. Shall develop a plan for field improvement and maintenance.
2. Shall organize and schedule field day(s)/workday(s) for improvements (if required).
3. Shall notify division representatives with information to be provided to coaches and managers.
4. Shall oversee the condition and preparation of the fields.
5. Shall create a budget for related expenses.
6. Shall oversee all field equipment and ensure all field equipment is in good condition and working order before the season begins.
7. Will coordinate the installation and removal of the banners with the Sponsor/Fundraiser Coordinator.
8. Will schedule Field Prep volunteers for all tournaments.

Sponsor Coordinator

1. Is responsible for obtaining sponsors for all teams before jerseys are printed, if possible.

2. Shall work with Player Agent for team names, sponsors, and team colors.
3. Shall seek prize donations from area merchants for opening ceremonies.
4. Shall prepare and send thank you letters to all League sponsors.
5. Shall obtain, research, and present fundraising opportunities to the Board for consideration and vote.
6. Shall coordinate the installation and removal of the banners with the Facilities Coordinator.
7. Shall coordinate and oversee all fundraising activities (Raffle sales, Opening Ceremonies prizes, etc.) and provide presentations from three vendors, if applicable.
8. Is responsible for the collection, recording, and transfer of monies to the Treasurer.
9. Shall maintain detailed records of financial gain/loss for each sponsorship and fundraising activity and report such findings to the Board.
10. Shall review all USAS B/C sponsor/fundraiser activities prior to implementation.
11. Shall create a budget for related expenses.
12. Shall coordinate the distribution of sponsor plaques.
13. Attend community outreach programs, to solicit league sponsorships/donations.

Fundraising Coordinator

1. Shall maintain inventory of spirit wear.
2. Shall manage spirit wear square.
3. Shall manage at least 3 fundraisers per calendar year.
4. Shall present the board with budgets for each fundraiser.
5. Shall chair fundraising committee.
6. Shall work in conjunction with sponsorship to invite sponsors to all league events.
7. Shall present any new spirit wear options to the board for approval.
8. The board-approved vendor shall be used for all spirit wear.
9. Shall manage spirit wear for the postseason.
10. Shall be a standing budget committee member to help evaluate league fundraising needs.

Uniform Coordinator

1. Shall annually provide a 3-bids for League uniforms for Board approval.
2. Shall have uniforms ready for all players before the season begins and for, All-Stars and Fall Ball team.
3. Shall bring 3 options of font for spring fall and post season to December meeting for board approval.
4. Shall bring 2 jersey options for spring fall and postseason to the December meeting for board approval.
5. Shall arrange for the purchase and/or sale of league spirit wear, as approved by the Board.

6. Shall be responsible for maintaining product inventory and purchase/sale records.
7. Shall create a budget for related expenses.
8. Shall work with sponsorship coordinator to manage placement of sponsors with teams.
9. Shall be responsible for ThunderCats jerseys when participating in Fall Ball

Umpire-In-Chief

1. Shall serve as primary contact for all umpires and scorekeepers.
2. Shall conduct meetings/clinics (at least one field and one rule clinic) for umpires, coaches, managers and scorekeepers for information, mechanics and rule interpretation.
3. Shall schedule school/clinics for certification of umpires.
4. Shall evaluate/test the skills and knowledge of the umpires and when possible, seek coach/manager input of umpire evaluation.
5. Shall schedule all umpires, both paid and/or volunteer for games.
6. Shall manage Umpire Payroll and submit Payroll Pay sheets to the Treasurer.
7. Shall receive official protests from team managers for presentation to the Board.
8. Shall create a budget for related expenses.
9. Serves as a member of the Executive Committee.
10. Work as a liaison between the Board, NorCal, GSSA, Region 10, USAS and all coaches/managers to maintain positive and beneficial relationships amongst all involved with our umpires and in the League.
11. Shall purchase umpire shirts through the Uniform Coordinator.
12. Shall purchase umpire equipment.
13. Collect W-9 Forms
14. Maintain the Umpire Page on the league website and all other related RGFPSSL Umpire social media accounts.

Snack Bar Coordinator

1. Shall be responsible for the coordination and operations of the League snack bar.
2. Shall be responsible for scheduling snack bar workers including interviews prior to hiring and periodic reviews during season.
3. Shall be responsible for maintaining product inventory, supplies and purchase/sale records.
4. Shall present menu and menu prices for season games and tournaments to the board for approval in the January board meeting.
5. Shall be responsible for the collection, recording, and transfer of monies to the Treasurer.
6. Shall create a budget for related expenses and collect W-9 Forms
7. Shall be responsible for sending in the payroll to the treasurer on a weekly basis during the active season.
8. Shall recruit and train staff for snack bars.

9. Shall be responsible for collecting and maintaining all cash deposit forms.

Division Representatives (6&U, 8&U, 10&U, 12&U, 14/16&U)

1. Should have previous experience as a manager or coach.
2. Shall be responsible for coordination and managing relations with their respective divisions in an impartial manner.
3. Shall be responsible for the recruitment of coaches and managers within their division. Assist Player Agent in their division draft.
4. Shall be responsible for a weekly e-mail including upcoming events, issues, and other reminders to their respective division. The Secretary will be copied on these weekly e-mails.
5. Shall be first point of contact to instruct managers and coaches regarding League rules, By-laws, and coach/manager development.
6. Shall ensure all Coaches are ACE/PCA certified a minimum of one week prior to start of practice.
7. Shall submit ACE/PCA certification documentation to league Treasurer for reimbursement of coach ACE/PCA certification fees and all background check documentation to the league Registrar if required.
8. Shall not have an immediate family member playing in the division they represent. Shall not be a coach/manager/team staff member in the division they represent.
9. Shall not be a coach/manager/team staff member in the division they represent.

ThunderCats/All-Star Coordinator (USA B/C)

1. Shall be responsible for coordination and representation of all League-sponsored ThunderCats and All-Star teams.
2. Shall assist the Board in the recruitment, selection, and development of all staff within these programs.
3. Shall instruct all ThunderCats and All-Star postseason Managers and Coaches of League rules and by-laws.
4. Shall conduct post season tryouts at the League designated levels, i.e., 8U, 10U, 12U and 14/16U.
5. Shall submit all team and/or player changes made to the board for approval.
6. Shall work with the Registrar and Treasurer to determine registration fees separately from recreation-ball fees; fees may be adjusted up or down throughout the season for additions and deletions to the tournament schedule.
7. Shall serve as chairperson of the Fireworks Booth Committee as well as the ThunderCats/All Stars Tryouts Committee.
8. Shall be conducting in coordination with Player Agent the All-Star Draft.
9. Shall create a budget for related expenses.
10. Responsible for holding separate ThunderCats/All Star coach information meetings.

11. Responsible for holding a parent information night for All Stars and ThunderCats.
12. Shall maintain welcome packages for all coaches and managers for ThunderCats and All Stars
13. Shall submit all artwork for ThunderCats apparel to the board for approval.

Scheduler

1. Shall prepare all practice and game schedules and provide any changes to these schedules directly to Division Reps, the UIC, and the coaches and managers.
2. Shall create a budget for related expenses.
3. Shall request practice schedules from ThunderCats and Rebels spring, fall, winter and post season.
4. Shall prepare and communicate the practice schedule for spring, fall winter and post season.
5. Shall assist the tournament director with the preparation of tournament brackets for the Piece of the Rock tournament.
6. Shall be responsible for setting/revising field lighting schedule usage.
7. Shall create BOD schedule in Team Sideline
8. Shall coordinate and reserve fields with the Rocklin Unified School District
9. Shall bring to the board for a vote all opportunities for Inter League play during the spring season.
10. Shall help coordinate staff for snack bar and field prep for all events with Snack Bar coordinator and Field Coordinator
11. Shall work in conjunction with Manager Rep and Player agent to determine the timeline for awards for the spring season.
12. Shall be a member of the exec committee.

Rebels Program Director (USA A Coordinator)

1. Will Chair and preside over the Rebels committee meetings.
2. Will be the first point of contact for coaches/managers regarding bylaws, op rules and team development.
3. Serves as a member of the Executive Committee.
4. Shall be responsible for coordination of, and manages relations for, all Rebels teams.
5. Shall present to the board for a vote the committee recommendation for coaches/managers.
6. Shall oversee Rebels tryouts at the League designated levels.
7. Shall report all team and/or player changes made to the Board and/or Executive Board.
8. Shall work with the budget committee to establish fees for Rebels season before the October board meeting.
9. Shall submit a budget for related expenses.
10. Responsible for holding a parent information night for current/potential Rebel parents.

11. Responsible for obtaining copies of proof of residency for all Rebels players prior to presenting rosters to the Board for vote.
12. Shall obtain and submit Rebels team budgets to the board for approval.

Social Media/Web Director

1. Shall maintain the League's web page, Facebook, other social media, and email accounts.
2. Shall work with any board member in obtaining information to be provided and include on the web page.
3. Shall act as 'help desk' for Board members utilizing the web page, email accounts, and on-line registration system.
4. Shall create and maintain a budget for related expenses.
5. Shall create Tournament volunteer schedule in Team Sideline.
6. Work with the registrar with marketing duties
7. Shall work in conjunction with the Secretary to maintain the league newsletter.
8. Shall work with Registrar to market rec programs.
9. Shall work with USA A Rep and coaches to highlight players and advertise tryouts on Social media.
10. Shall maintain google workspace in conjunction with the Secretary.

Advisor – Past President (non-voting member)

This position may only be filled by anyone who has served as the President of the League. There may at any time be any number of Advisors to the Board. The duties of the position are as follows:

1. Shall act as an advisor to the President and the Board
2. Shall assist any Board member with his or her activities if necessary.

Assistant UIC (Non-voting member)

1. Shall serve as secondary contact for all umpires and scorekeepers.
2. Shall assist UIC in conducting meetings/clinics (at least one clinic) for umpires, coaches, managers and scorekeepers for information and rule interpretation.
3. Shall assist the UIC in scheduling schools/clinics for certification of umpires.
4. Shall assist the UIC in the evaluation/testing of the skills and knowledge of the umpires and when possible, seek coach/manager input of umpire evaluation.
5. Shall assist the UIC in scheduling all umpires, both paid and/or volunteer for games.

Assistant Registrar (non-voting member)

1. Shall assist the Treasurer with her/his assigned duties.

Snack Bar Assistant(s) (non-voting member(s))

1. Shall assist the Snack Bar Coordinator in her/his assigned duties.

Article V: Disciplinary Action

Section 1: Discipline Procedure

Disciplinary action against a league volunteer, player, contractors, parent or spectator) will only be considered if a written request (Incident Report Form) is presented to the President and Secretary and/or Executive Committee prior to a Special Meeting. Disciplinary action is any restrictive penalty up to and including removal from the league. Written notice of impending action must be given to the charged individual from the RGFPSL Secretary at least 48 hours prior to the Board meeting at which time the action will be discussed. The charged, witnesses and reporting individual will be able to speak for limited time at the discretion of the board at the Special Meeting.

The executive board reserves the right to suspend any further league activity while disciplinary proceedings are under review until such time that a special meeting may be held with the full Board of Directors.

Disciplinary action requires a majority vote of the attending Board Members so long as a quorum is present.

Any serious egregious/dangerous misconduct requiring the immediate removal of a coach, assistant, coach, manager, or player (to include parents, spectators and umpires) from any League game or function, by either an umpire or member of the Board, will result in immediate suspension from the game/ or function in progress and possibly the next scheduled game. The umpire or Board Member shall submit a written report (Incident Report Form) to the President and Secretary and/or Executive Board of the League within 24 hours of misconduct. The Board reserves the right to suspend all future league activity until the Board or Executive Board can convene to discuss and vote on the matter.

The charged individual may appeal the board's decision, in writing, to the President and/or Vice-President of the League within 48 hours of being notified of the board's decision. The President will hold a special closed session meeting of the Executive Board within five days of

the appeal. At this meeting, the charged individual will be allowed to speak on her/his behalf, a closed session vote will take place, and the board's decision will be final.

Section 2: Grounds for Discipline

There shall be standards of conduct expected from every member, and all persons associated with the team. Team managers and coaches will be held responsible for the actions of spectators. A player, manager, coach or any person(s) associated with the team shall not commit any of the following violations but not limited to:

1. Commission of acts that are contrary to the objectives and purposes of Rocklin Girls Fastpitch Softball League or USA Softball.
2. Violation of state or local laws.
3. Failure to pay fees.
4. Misuse, misappropriation or embezzlement of funds.
5. Destruction of property.
6. Unsportsmanlike Conduct
7. Engaging in physical violence, such as an attack on an umpire, league official or fellow participant.
8. Use of vulgar or abusive language toward an umpire or other participant.
9. Engaging in a fight or verbal conflict with another participant or spectator.
10. Commission of fraud, such as monetary or playing under a false name or age.
11. Participation in a league activity when not meeting eligibility requirements.
12. Knowingly participating with or against individuals or teams which are suspended.
13. Violation of USA Softball substance abuse policies.
14. Bullying, hazing, emotional misconduct, physical misconduct or harassment in any capacity.
15. Misconduct that reasonably calls into question the member or participant's suitability to participate in league activities.
16. Violation of the league social media policy
17. Violation of the League Code of Conduct as agreed to on behalf of the family during registration.
18. Solicitation of league players to outside programs.
19. Non-Compliance with League Playing Rules or other League Policies.

Section 3: Penalties

The board may provide penalties in the form of league coaching, written warning, probation, suspension or loss of membership.



A participant who is subject to suspension shall be subject to a minimum penalty of a one game suspension and a maximum penalty of expulsion from the league.

Suspension is defined as not being allowed to participate in any capacity at all team or league activities including but not limited to practices, games, clinics, team parties, opening/closing ceremonies, etc.

Article VI: Meetings

Section 1: Annual Meeting

The first meeting of the League year will be held in September in preparation for the upcoming season. If any positions are not filled by election, the President may fill these positions by appointment with the approval of the elected Board Members.

Section 2: Notice of Meeting – Board Members and the Public

Board Members will receive written notice of the Board meeting in the minutes, which are provided to them at least five (5) days in advance of each meeting. Location and time of our Board meetings must also be placed on the League website. If there are any persons present at the board meeting that are non-board members, the meeting must go to a closed session during discussions and voting by the board members.

Section 3: Special Meetings

The Executive Committee or President may call special meetings at their discretion.

Section 4: Transaction of Business

Meetings of the Board of Directors shall be held as required for the transaction of business after all Board Members have been notified of the time and place. A majority of the Board Members (one plus half of the current number of Board Members) must be present at a meeting to constitute a quorum for the purpose of transacting business.

Any matters not specifically addressed in these bylaws will follow the guidelines set forth in Roberts Rules of Order.

Article VII: Finances

Section 1: Capital and Uses

The capital of RGFPSL shall be obtained through fees of membership, fundraising, voluntary donations and tournament proceeds. This league shall be a non-profit organization and shall be categorized by the IRS as a 501c3. The organization shall not be conducted or operated for profit.

Section 2: Registration and Sponsor Fees

Registration fees and sponsor packages will be determined in a meeting by the Board before each season's registration. The fees shall be initiated to defray the operating expenses of the League.

Section 3: Equality

The Board of Directors shall decide all matters pertaining to the finances. No individual team shall have an advantage over any other team regarding expenditures. The exception is the USAS/Post season teams who could fundraise individually within the guidelines of the USAS/Postseason program.

Section 4: Authorization

1. All monies shall be deposited to the credit of the League and all monies disbursed by check within 14 days of the time of the receipt.
2. Two authorized members of the Board shall sign all checks written for \$1000 or more.
3. The Treasurer, President or Vice President may provide a single signature on checks for amounts less than \$1000.
4. No league monies are to be managed through personal financial accounts including personal money transfer technology.
5. No board member may serve with a member of the same family or household in a position that has access to league finances (signers or debit card holders on the league bank accounts) without board approval.

Section 5: Report

A financial report shall be made available to the public within ten (10) days upon receipt of written request.

Section 6: Audit

The Treasurer's books shall be reviewed at the discretion of the Board. The Auditor shall be a designee of the Board.

Section 7: Financial Aid (Sponsorships)

1. In the event of hardship situations, the Executive Board may approve deferred payments or waiver of any league fees if requested in writing at the time of registration and then reviewed by the Executive Board for approval. The name of hardship will be kept private between the President, VP, Treasurer, Registrar and Player Agent.
 - a. RGFPSL may request the waived fees to be worked off, field prep, snack bar duties, etc.

Section 8: Reimbursement of Registration Fees

1. Reimbursement of registration fees will be provided if requested prior to February 10th for the Spring season (exception for 14/16u will be within 48 hours of notification of high school tryouts) and August 10th for the Fall Ball season. A \$25 processing fee may apply and can be deducted from the reimbursed amount.
2. If registration is cancelled prior to the close of open registration, the registrant may be granted a reimbursement up to and including the full registration amount.
3. In the event of a hardship, if the request for reimbursement form must be submitted and can be accepted after the above dates, the Board reserves the right to review the request for approval or denial. If the request is approved, reimbursement may be granted up to and including the full registration amount, minus the operational costs (i.e. uniforms, insurance, etc.).
4. In the event that the League cannot place a registered player on any age-appropriate team, a refund will be issued.
5. In the event of a natural disaster or health crisis the league will determine if any refunds can be given based on expenses spent in the season.

Section 9: Board Expenditures/Reimbursements

Board members that make purchases as necessary to ensure league operations may request reimbursement within 30 days and must include an itemized receipt.

Certain board members can authorize league members to make emergency purchases for the continued operation of the league as necessary in the following amounts.

- President – Up to \$750
- Vice President – Up to \$750
- Treasurer – Up to \$500

Section 10: Higher Education Scholarship

Annually, the Rocklin Girls Fast Pitch Softball League will provide a minimum of \$2000.00 to be awarded to girls at a local high school. Funds will be distributed among scholarship winners at the discretion of the Board of Directors.

RGFPSL will accept applications from young women who have exhibited excellence in the classroom, on the playing field and within their communities.

Eligibility:

- Must have played a minimum of 2 years with RGFPSL
- Must have a 3.0 or better GPA (B average during grades 9, 10 & 11)
- Must be currently enrolled at a local high school and completed the junior year of high school
- Must enroll in a college (Community, State, or University)
- Must have outstanding personal character, sportsmanship and leadership qualities

Rules:

- Recommendation letter from one of the following; Assistant Principal, School Counselor or Softball Coach
- Must have volunteered within the league
- Completed Application/Questionnaire
- Copy of Transcript
- Due no later than April 30 each year
- Attach a recent photo
- Criteria:
 - GPA and Transcript
 - Application/Questionnaire
- RGFPSL Participation Awarding the Scholarship: Winners to attend the April or May RGFPSL Board meeting
- Upon receipt of proof of enrollment in community, state or university, a check shall be issued to the college for the winners to use toward tuition, books and lab fees.

No checks will be issued directly to the student. Proof of enrollment in college must be sent within 12 months of award. Verification of enrollment must include twelve (12) or more units per semester. Send to: RGFPSL President, 2351 Sunset Blvd., Suite 170-129, Rocklin, CA 95765

Article VIII: Committees

Section 1: Appointment of Committees

All voting members of the Board must participate on a minimum of three (3) league committees per year. Positions in bold are the committee chair. Other named positions are required to participate on that committee and may choose to participate in others. Committees are added/deleted/changed based on the needs of the board.

Section 2: Committees

Bylaws Committee (President, Player Agent, UIC, USA B Rep, USA A Rep, VP, Secretary, Treasurer): Edit/update/change league bylaws and operating rules annually.

Executive Committee (President, Vice President, Treasurer, Player Agent, Registrar, USAS A Director UIC): Conducts time sensitive league business (votes) in between regularly scheduled board meetings.

Opening/Closing Ceremonies Committee (Vice President, Snack Bar Coordinator, Field Coordinator, Sponsor Coordinator): Organizes all aspects of opening and closing ceremonies for delegation to the board for participation.

Pitch, Hit and Run Committee (Advisor): Organizes and delegates responsibilities for the annual Pitch, Hit, and Run event.

Draft/Eval Committee Chair (Player Agent Standing members USAB Rep, Manager Rep, Division reps.) Shall participate in and plan in player evaluations for draft and prepare and organize draft.

Coach/Manager Interview Committee (Player Agent, 8U, 10U, 12U, 14/16U Division Reps, UIC): Shall conduct coach and manager interviews and present to board for approval at the January regular board meeting

Piece of the Rock Committee (President, Field Coordinator, Scheduler, Snack Bar Coordinator, UIC/Assistant UIC): Plans and executes Piece of the Rock Tournament for full board support or delegates to approved A or B teams to run.



Fireworks Booth Committee (Post Season Coordinator, Treasurer): Organizes and executes set up, inventory, scheduling and sales of league fireworks booth.

Rebel/ThunderCat/All-Star Committee (President, USAS-A Coordinator, Post-Season Coordinator): Organizes and executes coach selection, tryouts, player selection and fundraising for Rebels, ThunderCats and All-Star teams.

Fundraising Committee (Sponsors, Team Account Specialist Standing members, Uniform Coordinator) Goal of committee is to organize fundraising efforts including community events and spirit wear. The committee will bring full budgets for events for approval of the full board. Sub committees may be created and open to all membership to achieve approved fundraisers. Budget/Project Committee (Chair – President, VP, Treasurer)

Budget/Project Committee (Treasurer, President, Vice President, Team Account Specialist) Budget committee will review the previous year's finances to determine and project the leagues needs in the next year. They are responsible for giving the recommended program costs for all league programs. The proposed budget must be submitted at the annual meeting in September.

Coach Development (Vice President, USAB Rep, USAA rep) - The goal of this program is to ensure the coaches. have opportunities for support and coaching clinics throughout the year. This includes coordinating Rebels and ThunderCats coaches attending rec practices.

Field/Equipment Committee (Field Coordinator, Equipment Manager) - Maintain field equipment, player equipment, plan work parties, budget and plan for field upgrades, schedule field prep for tournaments, schedule field prep for spring season.

Article IX: Amendments

These Bylaws shall be adopted and/or amended by a majority vote of the Board of Directors at any regular or special meeting. A complete history of the amendments to the Bylaws shall be recorded in the files of the League and be maintained by the Secretary.



APPENDIX Reference Documents

Links to external documents and libraries (Infrastructure, Application Support)

