



## OPERATING POLICY



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## About this Manual

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### Version History

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## Revision History

Version	Date	Revision Description	Revised by
1.0	2/2/2022	<ul style="list-style-type: none"> <li>- Bats/Helmets only provided to 6u teams</li> <li>- The league Scheduler will schedule all practices.</li> </ul>	Renee Erwin
2.0	6/4/2022	<ul style="list-style-type: none"> <li>- Clarified sponsorship/fundraising funds within in the Thunder program.</li> </ul>	Renee Erwin
3.0	7/11/2022	<ul style="list-style-type: none"> <li>- Addition of committees and requirement(s)</li> <li>- Removed dissolved position summaries</li> <li>- Addition of sponsorship policy within Thunder program.</li> </ul>	Renee Erwin
4.0	9/7/2022	<ul style="list-style-type: none"> <li>- Annual Board Review</li> </ul>	Renee Erwin
5.0	10/10/2022	<ul style="list-style-type: none"> <li>- Addition to coach and manager responsibility to the Board.</li> <li>- Adjusted league calendar.</li> <li>- Changed Thunder to Select only and created name RGS All-Stars.</li> <li>- Adjusted uniform and visor policy.</li> <li>- Addition of recreational fundraising policy.</li> </ul>	Renee Erwin
6.0	11/02/2022	<ul style="list-style-type: none"> <li>- Updated team formation guidelines</li> <li>- Addition of Thunder practice policy</li> </ul>	Renee Erwin
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9.0	07/20/2023	<ul style="list-style-type: none"> <li>- Annual Board Review</li> </ul>	Renee Erwin
9.1	9/25/2023	<ul style="list-style-type: none"> <li>- Removal of Thunder Coach &amp; Player selection from the Thunder Player Agent Role. This will be handled by Thunder Special Advisor.</li> </ul>	Cassi Ponzio
10.0	1/14/2024	<ul style="list-style-type: none"> <li>- Update Section II, Umpires</li> </ul>	Kelly Joy



		Update Section VII, 8u pitching evaluations and 8u team formation	
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## Contributors

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## Section I: Board of Directors

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The Board of Directors shall direct the administration and general affairs of this organization. The Board consists of Elected Officers and Appointed Positions as indicated below. All Board Members are allowed one vote in matters coming before the Board except as noted. If a member holds more than one position on the Board, they are limited to one vote. Board Members are expected to attend all Board Meetings and be active participants in the management of the League.

### President

- Should have served at least one year on the Board of Directors.
- Shall act as the Chairperson of the Board of Directors and presides over all league meetings.
- Shall ensure the league rules, policies and principles of the League are obeyed.
- Shall assist managers and coaches with the development of their knowledge and skills to teach the game of girls fastpitch softball.
- Shall remain as an advisor to the Board after completing term(s) in office.
- Shall obtain required use permits for facilities utilized by the League and provide insurance certificates to all schools containing those fields (if required).
- Shall coordinate and oversee the annual scholarship process.
- Shall select and purchase trophies and awards within budget.

### Vice President

- Should have served at least one year on the Board of Directors.
- Presides in the absence of the President.
- Shall act as an aide to the President.
- Shall serve as representative or set designee to attend NorCal meetings submitting notes to the Board at the monthly Board meeting.
- Shall serve as representative or set designee to attend quarterly YSC meetings.
- Shall submit appropriate papers to NorCal as necessary and coordinate payment with the Treasurer.



- Shall facilitate league and program needs as it pertains to facilities and equipment.
- Shall oversee access and scheduling of the League's social media platforms.

## Chief Player Agent

- Shall maintain a running history of Player Agent activities for the League.
- Shall create a budget for related expenses.
- Shall conduct the player draw with assistance from each Division Player Agent.
- Shall form teams on Team Sideline.
- Shall manage the duties of the division player agents.
- Shall coordinate the communication to divisions/teams.
- Shall manage the standings on the website.
- Shall arrange for and supervise team pictures.
- Shall oversee the award selection process for the spring postseason.
- Shall be responsible for logging all injuries and submitting insurance claims.
- Shall serve as Committee Chair for the Team Formation Committee.

## Treasurer

- Shall be responsible for all monies.
- Shall set and maintain an annual budget with the input of the Board.
- Shall receive and distribute all funds of the League as authorized by the Board.
- Shall maintain a running history of the League's financial records.
- Shall submit a financial report at all Board meetings.
- Shall be responsible for all IRS and state tax duties and liability insurance (filing and fees).
- Shall serve as Committee Chair for the Budget Committee.



## Secretary

- 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.
- Shall maintain a running history of the League.
- Shall prepare coaches and managers packets for the coaches and managers meeting.
- Shall keep disciplinary records.
- Shall oversee the collection of mail.
- Shall serve as Committee Chair for the Bylaw/Operating Policy/Playing Rule Review Committee.

## Division Player Agents

- Should have previous experience as a badged volunteer.
- Shall be responsible for coordination and managing relations with their respective divisions in an impartial manner.
- Shall be responsible for the recruitment of Core 4.
- Shall assist Chief Player Agent in their division team formation.
- Shall be responsible for regular communication including upcoming events, issues, and other reminders to their respective division.
- Shall be the first point of contact to instruct managers and coaches regarding League rules, Bylaws, Operating Policy, and coach/manager development.
- Shall ensure all volunteers are background checked and SafeSport certified.
- Shall not be a coach/manager/team staff member in the division they represent.
- Shall immediately report any issues or concerns that arise to the Chief Player Agent within 24 hours.
- Shall assist the Equipment Manager with gear check out and turn in.
- Shall handle contact tickets within 48 hours of initial contact.



## Registrar

- Shall arrange for and ensure compliance of team and League insurance, background checks, and SafeSport.
- Responsible, along with Chief Player Agent and Treasurer, for recommending dates, format, and cost for registration.
- Responsible for late registration and working with the Chief Player Agent on the waitlist.
- Shall prepare and produce online registration.
- Shall communicate all team/player information to the Player Agent, Secretary, and NorCal organization.
- Shall be responsible for monitoring deferred registration payments.
- Will coordinate with the Team Managers for Thunder Select/All-Star teams, which will be required to obtain and present birth certificates and photos.
- Shall issue refunds as set by the Board and communicate to the Chief Player Agent and Treasurer.

## Field Manager

- Shall maintain a storage facility in partnership with the Equipment Manager.
- Shall generally oversee everything field related.
- Shall oversee all field equipment and ensure all field equipment is in good condition and working order before each season begins.
- Shall oversee the process of changing box locks each season.
- Shall oversee ensuring the field boxes are stocked on a weekly basis.
- Shall purchase any necessary equipment with a minimum of two bids and Board approval.
- Shall develop a plan for field improvement and maintenance.
- Shall organize and schedule field day(s)/workday(s) for improvements (if required). Shall notify division representatives with information to be provided to coaches and managers.
- Will coordinate the installation and removal of the banners with the Sponsor/Fundraiser Coordinator.





- Shall present final inventory at December meeting.
- Shall create a budget for related expenses.
- Shall make minor purchases through the season to ensure safe and continuous softball operations per league bylaws.
- Shall serve as Committee Co-Chair for the Field and Equipment Committee.

## Equipment Manager

- Shall maintain a storage facility in partnership with the Field Manager.
- Shall oversee all player/team equipment and ensure all player/team equipment is in good condition and working order before each season begins.
- Shall disburse and collect equipment from team coaches.
- Shall purchase necessary equipment with a minimum of two bids and Board approval.
- Shall maintain an inventory of each team's equipment.
- Shall purchase team and umpire equipment as needed.
- Shall present final inventory at December meeting.
- Shall create a budget for related expenses.
- Shall serve as Committee Co-Chair for the Field and Equipment Committee.

## Sponsor/Fundraising Coordinator

- Shall create sponsorship levels for approval by the Board.
- Is responsible for obtaining sponsors for all teams.
- Shall work with Player Agent for team names, sponsors, and team colors.
- Shall seek prize donations from area merchants.
- Shall obtain, research, and present fundraising opportunities to the Board for consideration and vote.
- Shall coordinate the installation and removal of the banners with the Field Manager.
- Shall coordinate and oversee all fundraising activities.



- Is responsible for the collection, recording, and transfer of monies to the Treasurer.
- Shall maintain detailed records of financial gain/loss for each fundraising activity and report such findings to the Board.
- Shall coordinate the purchase and distribution of sponsor banners and plaques in accordance with the League's budget.
- Shall attend community outreach programs to solicit league sponsorships/donations.
- Shall serve as Committee Chair for the Community Outreach Committee.

### Uniform Coordinator

- Will provide 2 bids for League uniforms for Board approval in every odd numbered year in November for presentation at December Board meeting.
- Will have uniforms ready for all players before the season begins.
- Will arrange for the sale of League spirit wear.
- Shall coordinate the purchase of League merchandise within budget.
- Is responsible for maintaining product inventory and purchase/sale records.

### Umpire-In-Chief

- Shall serve as primary contact for all umpires.
- Shall conduct meetings/clinics for umpires, coaches, managers and scorekeepers for information and rule interpretation. This should include a minimum number of training as determined by the Board.
- Shall schedule school/clinics for certification of umpires.
- Shall evaluate/test the skills and knowledge of the umpires and when possible, seek coach/manager input of umpire evaluation.
- Shall schedule all umpires.
- Shall receive official protests from team managers for presentation to the Board.
- Shall create a budget for related expenses.
- Will work as a liaison between the Board, NorCal, USA Softball, and all coaches/managers to maintain positive and beneficial relationships amongst all involved with our umpires and in the League.



- Shall purchase umpire shirts through the Uniform Coordinator.
- Shall work with the Equipment Manager to purchase equipment.
- Shall name and oversee training of Assistant Umpire-In-Chief(s).

### Snack Bar/Vendor Coordinator

- Is responsible for the coordination and operations of vendors at primary league events.
- Shall negotiate profit-share with vendors.
- Will lead research on future snack bar facilities.
- Is responsible for the collection, recording, and transfer of monies to the Treasurer.
- Shall serve as Committee Chair for the Opening/Closing Committee.

### Thunder Player Agent

- Shall be responsible for coordination and representation of all League-sponsored Thunder teams.
- Shall assist the Board in the recruitment, selection, and development of managers and coaches within these programs.
- Shall instruct all Thunder managers and coaches of League rules and bylaws.
- Shall report all team and/or player changes made to the Board.
- Shall oversee the collection of all funds owed to the League by post season teams and/or players.
- Shall work with the Treasurer to determine budget and expenses for the Thunder programs.
- Responsible for Thunder coaches information meeting.
- Responsible for holding a parent information night.
- Shall create and manage program FAQ.
- Shall serve as Committee Chair for the Thunder Committee.

### Scheduler

- Shall prepare all practice and game schedules and provide any changes to these schedules directly to the coaches and managers.
- Shall prepare and communicate the practice schedule for the season.



- Shall be responsible for setting/revising field lighting schedule usage.

## Advisor – Past President (non-voting member)

In addition to the above-named Officers an advisory position of Past President exists. 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: ● Shall act as an advisor to the President and the Board.

- Shall assist any Board Member with his or her activities if necessary.

## Board Member-In-Charge

The Board shall (when available) appoint a Board Member-in-Charge (BMIC) for each day that games are played and at each location during tournaments, playoffs, and during additional games when deemed necessary. The BMIC will identify him or herself to the management of each team playing at the fields, and will be available to answer questions, solve disputes, and maintain control over the conduct of the games. The BMIC represents the Board and their actions and decisions carry the full weight of the Board of Directors.

## Committees

Committees will assist the Board of Directors with important elements of league planning. Committees will allow involvement from League Members that cannot commit to the time needed to serve on the Board.

The suggested makeup of committees will be as follows:

- Each committee is limited to a maximum of eight people and should include a minimum of two Board Members.
- Committees can be deemed internal or external by the Board.
- Each Board Member must participate in a minimum of one committee.
- Executive Committee members can serve on any committee and do not count towards the maximum number of participants.

The Vice President will send communication to all Board Members asking for their choices in what committees they would like to participate on. Communication will be sent to the membership with the committees being offered and an option for the member to select which committees they would be interested in.



The Committee Chair will select participants from members of the Board and/or League membership. The committee list will be submitted to the President for final approval. The Committee Chair is responsible for providing updates at each Board meeting.

For committees who do not have an assigned chair, a chair will be chosen by a Board vote. The committee list will then be approved by the President.



## Section II: Umpires

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Roseville Girls Softball hires local youth and adults to perform umpire duties for our games. This has ensured a high-level of consistency in rule enforcement and interpretation. Most youth umpires are current and former players in the League, many of whom are currently playing at the high school level. The umpire program is a training program designed to teach life skills to the participants of the program. Consistent with our recreational philosophy, the umpires in this program are part of the League's efforts to support youth development.

### Youth Umpires

The Roseville Girls Softball umpire program accepts youth umpires that are 5<sup>th</sup> graders or above, that register and attend RGS Umpire training. All youth umpires will need to be registered with USA Softball.

### Adult Umpires

The Roseville Girls Softball umpire program accepts adult umpires 18+ that register and attend RGS Umpire training. All adult umpires will need to be registered with USA Softball which includes a background check and SafeSport certification.

### Umpire-In-Chief

The Umpire in Chief (UIC) is responsible for the supervision, training, and scheduling of our umpires. The UIC also has the responsibility to rule on all protests. By local rule, the Umpire in Chief may umpire in a regular game. In the event of a protest during that game, our Assistant UIC (or other appropriate elected Board Member) will act as Umpire in Chief for the purpose of settling that dispute. The UIC receives a stipend of \$2,500 per calendar year.

### Assistant Umpire-In-Chief & Umpire Leadership

The Assistant Umpire in Chief (AUIC) is responsible for assisting in the supervision, training, and scheduling of our umpires. By local rule, the Assistant Umpire in Chief may umpire in a regular game. The Assistant UIC receives a stipend of \$750 per calendar year. Umpire Leadership receives a stipend of \$600 each per calendar year.

### Levels of Umpire

**JUNIOR UMPIRE:** A Junior Umpire is any umpire that has joined the Roseville Girls Softball Youth Umpire Program and has not been promoted to Mid-Senior or Senior status by the Umpire-in-Chief. A Junior Umpire is qualified according to their rule knowledge and mechanics. A



Junior Umpire can advance as far as they desire so long as they are not working in a division that they play in or would be playing in if they played.

**ADVANCED JUNIOR UMPIRE:** An Advanced Junior Umpire is a Junior Umpire that is trained in and consistently works in the 12u division or below. This is a Junior Umpire that is being evaluated by the Umpire-in-Chief and the Assistant Umpires-in-Chief for promotion to Mid-Senior status.

**MID-SENIOR UMPIRE:** A Mid-Senior Umpire is an Advanced Junior Umpire that has been evaluated by the Umpire-in-Chief and the Assistant Umpires-in-Chief and invited to join the Senior Umpire crew. A Mid-Senior Umpire must complete one season as a Mid-Senior Umpire before full promotion to Senior Umpire is offered (this year is a “probationary” period to see if the Mid-Senior Umpire is ready and qualified to become a leader in the program). Mid-Senior Umpires are in charge of assisting in running training stations under the supervision of a Senior Umpire, training Junior Umpires in the lower divisions, and being qualified to work all divisions of play offered by Roseville Girls Softball.

**SENIOR UMPIRE:** A Senior Umpire is a Mid-Senior Umpire that completed their “probationary” year and was invited to full Senior Umpire status by the Umpire-in-Chief and Assistant Umpires-in-Chief. Senior Umpires are in charge of guiding the Mid-Senior Umpires in the new task of training Junior Umpires, running training stations under the supervision of the UIC and AUIC’s, training Junior Umpires through Mid-Senior Umpires in all divisions, and being qualified to work in all divisions of play offered by Roseville Girls Softball.

**NATIONAL SENIOR UMPIRE:** A National Senior Umpire is a Senior Umpire that has attended a National Umpire School. A National Senior Umpire has all responsibilities and qualifications of a Senior Umpire as well as being qualified to work a National Tournament hosted by USA Softball if they choose.

## Umpire Training

Each umpire is given a minimum number of hours of training prior to officiating his/her first game. Follow-up is done throughout the season to reinforce proper techniques, answer questions, and evaluate performance. Training for umpires begins in January and includes both classroom and field work.

Prior to the Spring Season, the Umpire Leadership shall schedule a minimum of six training sessions of four hours. Each non-senior umpire must attend a minimum of four sessions to work the season unless excused. Each senior umpire must attend a minimum of two sessions unless excused.

During the Spring Season, the Umpire Leadership shall offer two additional training sessions to refresh and address any rule clarifications and mechanics. Prior to the Fall season, the Umpire



Leadership shall offer two additional training sessions to address NorCal’s specific rule set. Umpires wishing to work the Fall season must attend at least one training.

## Umpire Job

Umpires are expected to be at the field at least 15 minutes before the start of the game. They must inspect the field and player equipment to be used in the game (bats, helmets, etc.). A manager/coach meeting will take place at home plate with the umpires before game time to review local rules and answer any questions. Once the game begins, the umpire is in charge. Only the manager or badged female coach of a team is authorized to talk to the umpire during the game. The umpire is directly responsible for ensuring a smooth flow of the game and for making all calls and rule interpretations necessary during play. Should disputes arise, the umpire's decision is final. If a manager feels a decision has been made that is not within the rules, a formal protest may be entered (see Bylaws).

## Responsibility toward Umpires

It is the duty of all associated with our League to recognize that our umpires are young individuals doing their very best. All participants must keep this in mind during games and will, at all times, conduct themselves in a manner above reproach. League members and/or spectators should never approach an umpire after a game to discuss calls.

## Umpire Pay Schedule

The following umpire levels are salaried, and receive the according rate per game, regardless of division worked. These levels do not qualify for the bonus program.

### SALARY PAY:

Senior Umpires who attend National Umpire School (NUS):	\$45
Adult & Senior Umpire USA Certified	\$43
Mid-Senior Umpires USA Certified	\$40

### DIVISION PAY RATES:

Junior umpires (and Senior umpires working a solo game) receive the following rates per game based on the division of the game. Junior umpires are also eligible for the bonus program. Typically, junior umpires only work solo games in the 6u division, which is used as an umpire training division.

Division	Dual Umpire Rate	Solo Umpire Rate
14u	\$35	\$70
12u	\$30	\$70
10u	\$25	\$60
8u	\$20	\$50
6u	\$10	





#### BONUS PROGRAM:

For non-Senior umpires, there is an additional \$2 payout given at the end of the season for each game worked (excluding tournaments). The bonus is awarded for umpires that worked their assigned games and did not have any “no-shows” during the season. With one “no-show”, the bonus is cut in half. With two “no-shows”, the bonus reverts to \$0. With three “no-shows”, the umpire will be dropped from the program.

#### FALL BALL:

Umpires shall be paid consistent with the prevailing rates as established by NorCal Girls Softball Association.



## Section III: Team Management Staff

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One of the strengths of the Roseville Girls Softball League is the participation of our volunteers. Our managers, coaches, and team parent(s) are expected to instill confidence, make the players feel valued, and keep them safe.

### Selection of Team Staff

The Board will open registration for any interested person. The Board has the right to select or not select any team staff for any reason.

### Core Four

RGS shall require that all adults be background checked and complete any certifications as required by USA Softball. RGS teams shall include a minimum of four team staff members, referred to as the Core Four. **A minimum of two members of the Core Four must be female.** RGS will cover the cost associated with the registration and background check of these individuals. These positions shall include:

- Team Manager (Must be female)
- Head Coach
- Assistant Coach
- Team Parent

Teams may add additional team staff if desired but must cover the cost of these individuals to obtain their registration and insurance. Summary of job descriptions may be found in the league operating policy.

### The Manager

The manager must be a female and must be at least 21 years old at the time of registration. The manager is in charge of and responsible for all activities of her team.

#### RESPONSIBILITIES WITHIN THE COACHING STAFF:

- It is the manager's job to make the management team a cohesive unit that works for the benefit of all the players.
- The coaches and team parent work for the manager.



- The manager has the right to direct coaching responsibilities as she sees fit.
- The manager has the authority to request the Board reassign her coaches if she feels the management team is not working in the best interests of the players (The Executive Committee has the right to deny the manager's request).
- The manager has the final authority over all team activities and personnel selection, although she may delegate some of this authority to other Board approved managing personnel on the team.
- The manager must attend all required RGS trainings and meetings.

#### RESPONSIBILITIES FOR THE PLAYERS:

The manager is responsible for her team members' actions on the field as well as at any league event at which they are directed to remain together as a team.

- The manager is to direct the playing activities, the training, the discipline, and the conduct of all the team members.
- The manager is to ensure all players are properly equipped to participate in the game.

#### RESPONSIBILITIES TO THE BOARD:

- The manager is required to represent her team at all League meetings. These include the manager/coach orientation, the rules clinic, and any necessary Board meetings.
- The manager should also ensure that the coaches, team parent(s), and scorekeepers attend the meetings required for those positions.
- The manager is responsible for being aware of all the rules and regulations of the League and our governing organizations. Failure to familiarize themselves with these rules and regulations will not be an excuse for failure to comply with them.

#### RESPONSIBILITIES DURING GAMES:

- The manager is required by our local rules to act as the "field manager". As such, the manager assumes all the responsibilities for the conduct of the game.
- The manager should submit their lineup cards to the scorekeeper 15 minutes prior to the start of the game (except for 6u/8u).
- She will ensure all players attending a game will play the minimum playing time.
- She will ensure that pitching changes are communicated to the opposing team.
- She represents the team in communications with the umpire and the opposing team.



- In the event that a game does not have an assigned RGS umpire, the manager is to ensure that a member of the badged Core 4 who has completed the RGS playing rules review class, umpires the game.
- The manager is to review the final score sheet for accuracy, including final score, pitcher names, and innings pitched.
- She will submit the final score through Team Sideline.

#### RESPONSIBILITIES TO THE PARENTS:

- After the team has been formed, she must organize a meeting of the parents and players to communicate to them the expectations of the Roseville Girls Softball League. A meeting scheduled 30 minutes prior to the start of the first outdoor practice is also acceptable.
- The manager must be sure her parents are informed of practices and games in a timely manner, either through Team Sideline, or another method.

## The Team Parent

The team parent may be a male or female and must be at least 18 years old at the time of registration.

#### RESPONSIBILITIES:

- The team parent is expected to attend all practices and games including sitting in the dugout and keeping the players orderly.
- The team parent will assist the manager in keeping control and order among team members. ● They will attend all team functions and assist the managing personnel as well as the players. They will protect the team from the harms and dangers that can often result from the lack of adult supervision.

## The Head Coach

The head coach may be male or female and must be at least 21 years old at the time of registration (unless otherwise approved by the Board).

#### RESPONSIBILITIES WITHIN THE COACHING STAFF:

- The coach reports directly to the manager of the team, who has final authority over all team activities.
- The head coach must attend all required RGS trainings and meetings.



#### RESPONSIBILITIES FOR THE PLAYERS:

- The main responsibility of a coach is to teach.
- Teach the fundamentals of the game. These include catching, throwing, and hitting.
- Teach that conditioning is the key to preventing injuries. Establish a consistent conditioning program for the girls that will take place at every practice. Establish warm-up exercises for both practices and games that will help prevent injuries. Coaches should look carefully at the section in the USA Softball Rule Book titled Safety Program Outline for technical coaching tips that ensure proper skill development and safety.
- Teach and instill a positive attitude for all team members. Help the girls remember that good sportsmanship is important, whether winning or losing. Demonstrating a positive attitude while losing develops character. Teach by example, as your attitude during practices and games is seen and remembered by these girls.
- Teach and instill a team attitude. Every player and position have a purpose. No one individual is more important than the team. Recognize the contributions of every girl during the game that helped the team. Whether it was several plays, one play, or simply a great attitude and being ready - - every contribution is important in each game.
- Teach and instill confidence. Every player has different levels of skill and ability. Make sure each player understands that your expectations are to have them play to THEIR abilities, not someone else's. Whether they win or lose, be sure they understand that it does not matter, as long as they give 100 percent. Compliment and praise positive work and show the girls that you have confidence in them. Remember, confidence builds confidence.
- Teach and instill discipline. Discipline is not natural - - it is learned behavior. Nothing brings a team down faster than discipline problems or bad attitudes. Set a positive tone by setting expectations of the girls. Be reasonable, fair, and positive in your rules.
- The coach will design practices that are appropriate to the skill level of the players.

#### RESPONSIBILITIES TO THE BOARD:

- The head coach is required to represent their team at all League meetings. These include the manager/coach orientation, the rules clinic, and any required Board trainings and meetings.
- The head coach is responsible for being aware of all the rules and regulations of the League and our governing organizations. Failure to familiarize themselves with these rules and regulations will not be an excuse for failure to comply with them.

#### RESPONSIBILITIES DURING GAMES:



The coach is specifically limited to the duties of base coach or dugout coach.

## The Assistant Coach

The assistant coach may be a male or female and must be at least 18 years old at the time of registration.

### RESPONSIBILITIES WITHIN THE COACHING STAFF:

- The assistant coach will be responsible for helping the coach in training, instructing, and teaching players the fundamentals of softball.
- The assistant coach will take over the duties of the coach if the designated coach is unable to attend a practice or game.
- The assistant coach is expected to attend the coach's clinics offered by the Roseville Girls Softball League.

## The Junior Coach

The junior coach may be a male or female and must be assisting in a division lower than their own.

### RESPONSIBILITIES WITHIN THE COACHING STAFF:

- The junior coach will help the coach in training, instructing, setting up stations, field prep, and teaching players the fundamentals of softball.
- The junior coach should not be left in charge of a practice, game, or dugout.
- The junior coach is only permitted to assist on the field and dugout when the head coach and/or manager are present.
- The junior coach must pay for insurance and is not counted in the Core 4 staff.

## Characteristics of Good Coaches

Our previous coaches have listed the suggestions below as important characteristics of good coaches.

- Listen to staff and players.
- Set good examples. Treat players, staff, parents, and League officials with dignity and respect.
- Never belittle anyone - - especially players and officials.
- Establish all your ground rules and expectations up front.



- Distribute your time and attention to all players. The best way to accomplish this is to PLAN your practices ahead of time. Make sure every girl receives positive instruction during every practice.
- Above all, have fun. Develop team spirit. Remember, softball is a game - - not life and death. Treat it as such, have fun, and enjoy the game.

## Other Team Support

In addition to the Core Four, each team should have the following volunteers to fulfill other duties throughout the season to help with team responsibilities.

## Scorekeeper

All 10u-16u teams are required to have an official team scorekeeper. Managers must ask for a parent or other adult volunteer at their initial team meeting to fill this position. (You may have more than one to share the duty, but at least one is required.) Each team will be issued ONE scorebook. During games, the home team scorekeeper will keep the "official" game book. All scorekeeping disputes and questions will be answered according to that book. It is important not to lose this book, as it contains the record of all games played by your team.

### THE SCOREKEEPERS JOB:

- The official scorekeeper is expected to sit behind the backstop near home plate. Scorekeepers from each team are encouraged to sit together.
- Managers must submit their lineup cards to the scorekeeper 15 minutes prior to the start of the game. The lineup becomes the official batting order. All pitching changes must be reported and recorded by the scorekeeper.
- The scorebook will be used to settle any disputes or protests.
- It should be kept accurate, neat, and clean.
- At the end of the game, the home team scorekeeper will be expected to obtain both manager's signatures in the scorebook.
- Scorekeepers should bring several sharpened pencils to each game.

### SCOREKEEPER CLINIC:

- A scorekeeper's training session will be offered before the season begins. Each scorekeeper will receive complete instructions on their jobs, instruction on keeping a scorebook, and instruction on completing the required game forms.



- At least one representative from each team is required to attend.

## Field Crew

During regular season play (and often during tournaments), teams are required to set-up and take-down their fields prior to and immediately after each game. Field set up includes dragging and/or raking, chalking, and staking bases and the pitching rubber. Take down involves removing the bases and pitching rubber and locking all league equipment safely in the RGS equipment boxes. Set up is assigned to the home team, and so the brunt of the field crew work occurs when your team is the home team. If you can get at least two volunteers from your team to act as field crew (the more the better!), that means coaches and managers do not have to do it, and they can commit their time to the players and other pregame administrative activities.





## Section IV: The Players

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Roseville Girls Softball League exists for the purpose of fostering, developing, promoting, and expanding recreational softball for girls aged 4-16 in the Roseville area. The league shall promote friendly competition with the goal of educating players about the sport of softball, sportsmanship, teamwork, fellowship, courtesy, discipline, and integrity.

- Players must be aged 4 through 16 to participate with the League. The age is determined on August 31<sup>st</sup> of the year prior to the calendar year for which they are signing up to play.
- Players must reside or attend school within the defined boundaries.
  - If a player does not reside or attend school within the defined boundaries, an approved waiver must be on file.
- Each player by participating agrees to the Code of Conduct and understands that disciplinary action will be taken for any member or person associated with a team who does not show proper conduct at any Roseville Girls Softball function



## Section V: The Spectators

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Roseville Girls Softball League neither supports nor allows poor treatment of officials, players, managers, or coaches during a game. We take a very strong stance against this type of improper behavior. Any violation of the Code of Conduct shall result in disciplinary action by the Board.

- Spectators are not allowed to heckle or "ride" the umpires or members of the opposing team.
- Spectators are directed to remain behind fences and "out of play" lines to prevent possible spectator interference penalties.
- Spectators should not be within 8 feet of the fence line directly behind home plate. This area is reserved for official scorekeepers. A parent's presence directly in line with the pitcher can be either distracting or intimidating to pitchers and is considered poor sportsmanship.
- Spectators should not loiter behind the backstop.
- Each player by participating agrees to the Code of Conduct on behalf of their entire family and understands that disciplinary action will be taken for any member or person associated with a team who does not show proper conduct at any Roseville Girls Softball function.
- Alcohol is not permitted at any Roseville Girls Softball sanctioned event.



## Section VI: The Recreation Season Summary

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### Part 1: Fall Season

The fall season is a more competitive recreational program in which teams from our League play against teams from neighboring leagues. Coaches in this program can select their own players and teams are then classified for play during the season. (8u, 10u, 12u, 14u,16u)

We will follow NorCal Girls Softball Rules during this season.

### Part 2: Spring Season

The spring season of play will run February to May. The spring season is open to all interested players within our boundaries. No experience is necessary. Each registered player is placed on a team following the RGS team formation process as laid out in Section VII. (6u, 8u, 10u, 12u, 14u,16u)

We will follow RGS Playing Rules during this season.

### Part 3: Summer Season

The Thunder program is run during the summer (May to July). Thunder teams are formed from players that played in the spring recreational season. Players must try out and be selected to a team. Thunder teams play in tournaments starting at the conclusion of the spring rec season. (8u, 10u, 12u, 14u,16u)

We will follow USA Softball Tournament Rules during this season. Individual tournaments may have their own rule set.

**Note:** Thunder (Select) will follow their own program timelines.



## Section VII: Spring Team Formation

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### Part 1: General Information

Participants will be selected for a new team each year. The Board reserves the right to make any changes to this process as needed.

#### AGE DIVISIONS

Age divisions are set by USA Softball. The division a player will play in is determined by their age as of August 31<sup>st</sup> prior to the calendar year for which they are signing up to play.

- 6u – Ages 4, 5, 6
- 8u – Ages 7-8
- 10u – Ages 9-10
- 12u – Ages 11-12
- 14u – Ages 13-14
- 16u – Ages 15-16

\*14u and 16u may be combined if necessary due to low enrollment.

#### MOVE-UP REQUESTS

Players should have a minimum of one-year experience to request to play up in the next age division with Board approval. A move-up request must be filled out during the registration period. The Board must approve all move-up requests. Board Members may make exceptions as deemed appropriate.

#### NUMBER OF PLAYERS PER TEAM

The number of players per team will be determined by the current year's enrollment. As a general guide, the League will make every effort to use the following numbers:

- 6u – 8 Players



- 8u – 12 players
- 10u – 12 Players
- 12u – 12 Players
- 14u – 12 Players
- 16u – 12 Players [REGISTRATION](#)

## ISSUES

Any player that registers after the draw will be placed on a team by the Board based upon need if spots are available.

If all registered players cannot be placed onto teams due to lack of coaching or any other reason, priority will be given to players with parental coaches or by date of registration

## Part 2: Pitching Rankings

For the 8u division pitching evaluations, players will be invited based on their answers to the registration questions. They will be ranked as a pitcher or as still developing.

Participants who wish to pitch in the 10u, 12u, 14u and 16u divisions must declare this during the registration period. The league will conduct pitching evaluations prior to the start of the season so that pitchers can be rated for the purposes of the draw. Pitchers will be rated into three categories by considering various criteria including experience, age, athletic ability, and skill level.

- P1 – Strong Pitcher
- P2 – Developing Pitcher
- Unranked – Not assigned as a pitcher

The Board will select a committee to conduct pitching rankings. If a player that has been identified as a pitcher does not want to pitch for the current season, they will be designated as a non-pitcher for the draw, but they will not be permitted to pitch in any official game. Any game they do pitch in would be considered a forfeit.



## Part 3: 6u Team Formation

The 6u division is considered a non-scoring division and therefore the teams are formed through coach request and guided team placement.

### COACH PAIRINGS/PLAYER REQUEST

A manager and head coach may request to be placed together on the same team. The coaching staff may turn in a list of players they would like on their team prior to the end of the registration period.

### BUDDY REQUESTS

Each player in the 6u division is allowed to request one buddy; no daisy chains will be allowed, and the buddy request must be reciprocated. The Board will make every effort to honor buddy requests.

### SISTERS

Sisters in the same age group will be placed on the same team and do not count toward buddy requests.

### THE DRAW

Players in the 6u division that are signed up but not specifically requested by a coach will be placed onto a team by the Chief Player Agent and the 6u Player Agent. There is no public draw. The Board will form teams based off: coach's request, buddy request, school of attendance, and listed schoolteacher. Any registered four-year-old players will be distributed as evenly as possible onto teams.

## Part 4: 8u Team Formation

The 8u division is considered a non-scoring division and therefore the teams are formed through a guided team placement.

### COACH PAIRINGS

A manager and head coach may request to be placed together on the same team. This is not counted toward a buddy request.

### BUDDY REQUESTS

Each player in the 8u division is allowed to request one buddy; no daisy chains will be allowed, and the buddy request must be reciprocated. Buddy requests may not be honored if it causes a team to have an unfair advantage of having more than two pitchers that were evaluated or more than two Thunder All Star players. The Board will make every effort to honor buddy requests.



## SISTERS

Sisters in the same age division will be placed on the same team and do not count toward buddy requests.

## THE DRAW

The 8u division is a non-competitive division and teams are put together by the Chief Player Agent and the 8u Player Agent based off the following criteria:

- The coach and manager's daughters will be placed on the team first.
- Buddy requests for the coach and manager's daughters will be fulfilled, as long as it does not create an unfair advantage of having more than two pitchers or more than two Thunder All Star players per team.
- Pitchers
  - Coaches and managers will attend a remote meeting where teams will pick in a random order set forth at the beginning of the meeting.
    - Coaches and managers will be able to select from a pool of unassigned players that attended the pitching evaluations.
    - If a team already has one or two pitchers based off of coach pairings or buddy requests, that team will not be permitted to select a pitcher until all teams have at least one pitcher.
    - The manager holds the final decision for vote.
    - If a team does not have a coach or manager present the Player Agent will assign a pitcher.
  - No more than two pitchers per team unless every team already has two distributed.
  - No pitching trades will be permitted.
- Sister Request
- Thunder All-Stars
  - Distribute equally amongst the teams. Note: A team may have up to two Thunder All Star players based off of coach pairings, buddy requests, and sibling requests even if there are teams without one assigned.
- School of Attendance
  - The Chief Player Agent and 8u Player Agent will attempt to group players together based off of neighborhoods and schools of attendance while distributing experienced and inexperienced players.
- Guided Placement
  - The remaining players in the division will be placed onto teams by the Chief Player Agent and the 8u Player Agent with the best attempt to create fair and equitable teams.



## Part 5: 10u/12u/14u/16u Team Formation

The 10u, 12u, 14u, and 16u divisions are considered scoring divisions and therefore the teams are formed through a blind draw.

### COACH PAIRINGS

A manager and head coach may request to be placed together on the same team. If this causes an unfair advantage (i.e., both are P1 pitchers and there are not enough P1's for all teams to have at least one), then the request may be denied.

### BUDDY REQUESTS

There are no buddy requests allowed in these divisions.

### SISTERS

Sisters in the same age group will be placed on the same team.

### THE DRAW

Teams in the 10u, 12u, 14u, and 16u divisions are formed by a blind draw as required by USA Softball. Every attempt will be made to ensure that the teams are as evenly balanced as possible.

- Managers will select a random number to determine team number.
- The manager and coach daughters will be placed on those teams first.
- One round of open picks will occur where the coach/manager can pick a player from any category.
  - The open picks will go in the order of the random number selected at the beginning of the draft.
  - The pick cannot be a duplicate pick from a primary category (P1, Thunder Select/All-Star, Catcher) if there is not enough for each team to have a minimum of 1 player from that category.
  - The manager ultimately holds the decision-making power in selecting the open round pick if she and the head coach do not agree on said pick.
  - If there is a team without an assigned coach or manager and/or a coach/manager who does not attend the draft, they forfeit their right to the open pick.
- The remaining players are distributed randomly by category.
- No team receives a second player from the same category until each team has at least one.





- Players will be drawn in the following order:

10u Draft Order	12u Draft Order	14u/16u Draft Order
P1 P2 10u Thunder Select/All-Stars 8u Thunder All-Stars Catching Experience 2 <sup>nd</sup> Year 10u 1 <sup>st</sup> Year 10u No Experience	P1 P2 12u Thunder Select/All-Stars 10u Thunder Select/All-Stars Catching Experience 2 <sup>nd</sup> Year 12u 1 <sup>st</sup> Year 12u No Experience	P1 P2 14u/16u Thunder Select/All-Stars 12u Thunder Select/All-Stars Catching Experience 2 <sup>nd</sup> Year 14u/16u 1 <sup>st</sup> Year 14u/16u No Experience



## Section VIII: Fall Team Formation

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### Part 1: General Information

Participants will be selected for a new team each year. The Board reserves the right to make any changes to this process as needed.

#### AGE DIVISIONS

Age divisions are set by USA Softball. The division a player will play in is determined by their age as of August 31<sup>st</sup> prior to the calendar year for which they are signing up to play.

- 8u – Ages 6, 7, 8
- 10u – Ages 8, 9, 10
- 12u – Ages 10, 11, 12
- 14u – Ages 12, 13, 14
- 16u – Ages 14, 15, 16

\*14u and 16u may be combined if necessary due to low enrollment.

#### MOVE-UP REQUESTS

Players should have a minimum of two season experience to request to play up in the next age division with Board approval. A move-up request must be filled out prior to the registration period. The Board must approve all move-up requests. The Board may make exceptions as deemed appropriate.

#### NUMBER OF PLAYERS PER TEAM

The number of players per team will be determined by the current year's enrollment. As a general guide, the League will make every effort to use the following numbers:

- 8u – 12 Players
- 10u – 12 Players
- 12u – 12 Players
- 14u – 12 Players



- 16u – 12 Players

## REGISTRATION ISSUES

Any player that registers after the deadline will be placed on a team by the Board based upon need if spots are available.

If all registered players cannot be placed onto teams due to lack of coaching or any other reason, priority will be given to players with parental coaches or by date of registration.

## Part 2: Team Formation

Coaches shall submit a list of players/coaches they are requesting for the team. Every attempt will be made to ensure that the requests are accommodated. The Chief Player Agent will place unpaired players to teams to fill the teams as necessary.



## Section IX: Thunder Program

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### Part 1: General Information

The Thunder (Select) and Thunder (All-Stars) programs are the recreational competitive programs offered through Roseville Girls Softball. The Thunder teams will participate in local tournaments during the season. The Board reserves the right to make any changes to this process as needed.

#### PROGRAMS

There are two recreational competitive programs offered to participants.

- **THUNDER SELECT:** This team is formed in November/December/January and participates in a set tournament schedule as determined by USA Softball. The season is from January – July. Thunder Select players shall participate in the spring recreational league.
- **THUNDER ALL-STARS:** This team is formed in May at the conclusion of the recreational season and participates in local All-Star tournaments as determined by USA Softball. All-Star players shall participate in the spring recreational league. This season is from May – July.

#### AGE DIVISIONS

Age divisions are set by USA Softball. The division a player will play in is determined by their age as of August 31<sup>st</sup>. This determines the age division in which the player is eligible to play for Fall, Spring and Summer.

- 8u – Ages 7-8 (No Select Program Available / Only All-Stars)
- 10u – Ages 9-10
- 12u – Ages 11-12
- 14u – Ages 13-14

#### MOVE-UP REQUESTS

Players should have a minimum of two season experience to request to play up in the next age division with Board approval. A move-up request must be filled out prior to the registration period. The Board must approve all move-up requests. The Board may make exceptions as deemed appropriate.



## NUMBER OF TEAMS & PARTICIPATION

There will be one Thunder Select team per age division. Thunder Select players shall participate in the spring recreational league. Prior to the recreational season, Thunder Select teams are budgeted to practice 3x per week. During the recreational season (February to May), Thunder Select is allowed to practice only on Friday or Sunday if it does not conflict with a recreational season event.

There will be one Thunder All-Stars team per age division unless otherwise approved by the Board.

## NUMBER OF PLAYERS PER TEAM

The number of players per team will be determined by the Thunder Player Agent in conjunction with the individual head coaches. As a general guide, it is 12 players per team.

## Part 2: Eligibility

Any player that lives or goes to school within the Roseville Girls Softball boundaries is eligible for participation. There are no waivers allowed for Thunder team participation.

- Players must meet all eligibility guidelines set forth by USA Softball.
- Players may not be participating with any other team.
- Players will need to provide proof of age verification.
- Players must reside or attend school within the defined RGS boundaries.
  - Players will need to provide proof of residency verification.

## Part 3: Tryouts

The Thunder Select and Thunder All-Star programs are competitive programs and players must try out and be selected to a team. All players wishing to participate on Thunder must attend at least one tryout. All players will be evaluated for basic softball skills including but not limited to running, bunting, hitting, throwing, infield, and outfield. Additional evaluations of pitchers and catchers will take place to determine rankings of those specific positions. Tryouts will be scheduled and managed by the Thunder Advisor who will be assisted by a panel of non-biased evaluators. Each player will receive scores from the evaluators. The Thunder Advisor will compile all scores and rank players in order, then provide them to the Thunder Player Agent for review with the head coach.

## Part 4: Coach/Manager Selection

All coaching and manager candidates must submit an application for consideration. An independent panel will be selected by the Thunder Advisor with approval of the Board for the purpose of selecting the



Thunder coaching staff. The panel along with the Thunder Advisor will review the applications and conduct applicant interviews. Placement of managers/coaches will be determined by said panel.

## Part 5: Team Selection

All players will be ranked by the tryout evaluators and selected by the coaching staff based on player evaluations. Players will be notified within one week of tryout. Should any players drop during the season, the coach may select players from within RGS as approved by the Board.

### TOTAL SCORES & TEAM PLACEMENT

Players will be ranked based on their measured and scored areas. The top nine ranked players will be offered Red Team based on their overall score. The coaching staff, once in place, will have three wildcard picks to select any remaining player from the pool of evaluated and scored players. Once Red is formed, this process will repeat for the Blue Team (if formed at the Board's discretion).

\*If a player declines an invitation to play on a Thunder All-Star team, they are not eligible to participate on a different Thunder All-Star team.

## Part 6: Financial Policies

### FUNDING

The Thunder program is intended to pay for themselves via registration fees. With the help of the Thunder Player Agent, the RGS Board will approve a yearly budget that will be used to determine registration fees for that fiscal year. Additional items, outside the scope of the budget, may be funded by fundraising or sponsorship monies.

As much as possible, budgeted items are to be purchased by the appropriate RGS Board Member, using RGS funds and Board approved vendors. If items come in under budget, reimbursements to the team are not issued. RGS will make every attempt to utilize all funds for each budgeted item; if adjustments need to be made, they will be made in the next budget cycle.

If the approved annual budget includes team discretionary funds, team managers are required to manage the tracking of these funds and provide updates to the RGS Treasurer for reconciliation. Teams may use their discretionary funds for League appropriate items that benefit the team or program as a whole. Expense tracking and reimbursements must follow the process set in place by the RGS Treasurer. If the balance of discretionary funds at the end of the season exceeds \$20 per player, RGS will reimburse or credit each player equally in the amount of the remaining funds, not to exceed one-fourth of registration fees. Should discretionary funds remain after reimbursement, they will be absorbed by the league. Teams are highly encouraged to use these funds and not leave a balance.



## FUNDRAISING & SPONSORSHIP

Thunder teams are allowed to fundraise or recruit new League sponsors to help their team raise money. Teams must receive approval from the RGS Board before fundraising, soliciting, requesting, or accepting donations of any type from any League sponsor, and be in compliance with the RGS Fundraising and Sponsorship Policy.

Fundraising and sponsorship money must be safely and properly stored and accounted for, per the RGS Fundraising and Sponsorship Policy. Team managers are required to manage the tracking of these funds and provide updates to the RGS Treasurer for reconciliation. Revenue and expense tracking and reimbursements must follow the process set in place by the RGS Treasurer.

Fundraising and sponsorship monies must be used for approved expenses that benefit players in a fair and equitable way, as determined by the RGS Treasurer and Executive Committee and in compliance with the RGS Fundraising and Sponsorship Policy; funds must be used before the end of the season. Any money remaining will be transferred to the fundraising team's associated program (e.g., Thunder team money will benefit the entire Thunder program); fundraising and sponsorship money will not travel with the team post season it is earned or if the team exits the program. All receipts and reimbursements must be submitted to the RGS Treasurer within 30 days of either the end of the season or upon team disbandment.



## Section X: Fundraising & Sponsorship

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### Purpose

The policy identifies Roseville Girls Softballs position on fundraising and sponsorship practices and documents the standards expected in raising funds from the community.

### Scope

Fundraising is defined as the organized activity of soliciting and collecting money for support of Roseville Girls Softball operations, field maintenance, and equipment needs; or as it pertains to individual team's travel expenses. It includes requests for cash, donation of goods, the sale of goods, auctions, etc.—the proceeds of which are applied toward RGS activities.

Sponsorship is defined as the negotiated provision of cash, goods, or services in exchange for advertising, publicity, or other benefits provided by Roseville Girls Softball.

### Policy

- Funds collected in the name of the League, must be used solely for League purposes.
- Non RGS-sanctioned fundraisers are not approved and therefore may not use the RGS name, logo, or non-profit status; nor should they refer to any RGS programs, teams, or activities.
- All sponsorships and fundraising activities must have prior approval from the Executive Committee, comply with all relevant laws, be appropriate, and not conflict with the League or its core values.
- Spring and fall recreational teams or affiliated individuals are not allowed to run fundraisers unless approved by the Board on an individual basis. If approved, all fundraising activities will be required to follow the League's fundraising and sponsorship policies.
- Thunder teams are allowed to raise funds for operational expenses so long as funds are equally dispersed across all players from the team or program completing the fundraising.
- Funds must be used before the end of the season. Any remaining funds postseason will be transferred to the associated team's program. Funds will not travel with a team postseason they are earned or if the team exits the program. If a program disbands, remaining funds will be reallocated to the League.
- Money needs to be safely and properly accounted for. Funds are to be held in RGS bank accounts and accounted for using the financial management policies set forth by the RGS Treasurer.





- Any individual(s) not adhering to the policy are subject to disciplinary actions determined by the RGS Board.

## Fundraising Requirements

RGS supports fundraising activities that adhere to the following guidelines:

- No alcohol; legal fundraising only (no gambling).
- Communications regarding the fundraising activity shall clearly identify the League, be accurate, and not be deceptive.
- Fundraising activity should not occur if it will expose the League to financial risk.
- Fundraising activity should not occur if it may be detrimental to the good name or community standing of the League.
- If a player participates in a fundraising effort prior to team selection, she is not guaranteed to be placed on that team. If raising funds for a particular team event the player is not guaranteed to be a participant of said event.
- Raffles are allowed, so long as at least 90 percent of the gross receipts from the raffle go directly to Roseville Girls Softball (per CA Penal Code 320.5). Raffles must be registered with the CA Attorney General's Registry of Charitable Trusts at least 60 days before the scheduled date of the first raffle and all raffles for the year must be disclosed on the raffle aggregate financial disclosure report, filed by the League Treasurer. Individual teams within programs are prohibited from running raffles.

## Sponsorship Requirements

RGS supports sponsorships that:

- Are motivated by the objective of making a community contribution.
- Provide savings, discounts, or benefits that are tangible, ethical, and targeted for goods and services that are needed by the League. Benefits must go directly to the League. RGS officers or members of an RGS coaching staff must not take or seek to take advantage of their position to obtain personal benefits.
- Generate funding to continue, enhance, or extend projects and programs, facilities, and services of the League.
- Value the opportunity to assist youth and help make their community a better place in which to live.



- RGS sponsorships are not an endorsement of the person, business, or any products or services provided by the said person or business. Any use of the RGS logo implying such endorsement is an infringement.
- Sponsorships must not portray or depict people/material in a way that discriminates against a person or section of the community, or based on race, ethnicity, nationality, sex, gender, age, sexual orientation, religion, disability, or political belief.
- Sponsorships can be revoked at any time without refund for violating this policy.



## Section XI: Calendar & League Events

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### Part 1: Setting the Calendar

The League will make every attempt to set a complete League calendar prior to registration. Some dates may have to be shifted due to the way the calendar falls or for other reasons. Our season runs fall, spring, summer.

### Part 2: Thunder Select Tryouts

Tryouts for the Thunder Select team to participate in the USA Softball Select program.

(Typically scheduled in December)

### Part 3: Pitching Evaluations

Pitching evaluations will be used to rate players wishing to pitch in the 10u, 12u, 14u, and 16u divisions in the spring season. Please refer to Section VII Part 2.

(Typically scheduled the 3<sup>rd</sup> weekend of January)

### Part 4: Clinics

The League offers a series of clinics for both players and coaching staff. It is through these efforts that we can maintain the highest standards of play for which RGS is known. Clinics will be posted to our League website and promoted to League membership.

(Typically scheduled in January, February, March, November)

### Part 5: The Draw

The team draw is conducted in the 10u, 12u, 14u, and 16u divisions to equally distribute talent amongst the teams in each division for the spring season. Each age division will host their own draw.

(Typically scheduled the first week of February)

### Part 6: Manager & Coaches Meeting

The League will hold a managers and coaches meeting to go over the expectations of the League prior to the start of the spring season. All teams are expected to be in attendance.

(Typically scheduled the first week of February)



## Part 7: Scorekeeping Clinic

The League offers a scorekeeper's clinic to teams in the 10u, 12u, 14u, and 16u divisions. At least one representative per team should attend. Each scorekeeper in attendance will receive complete instructions on the job, keeping a scorebook, and completing the necessary post game paperwork. Each team will receive one scorebook at this clinic (if not already received at Team Equipment Handout).

(Typically scheduled the 1<sup>st</sup> week of March)

## Part 8: Team Equipment Handout

Each team is issued a set of equipment at the beginning of the season. This equipment is to be used appropriately, cared for, and returned at the end of the season. An itemized list of equipment is signed for by the manager or coach.

(Typically scheduled for the week before practices start in each season.)

## Part 9: Uniform Distribution

Each team will be issued their league uniforms (shirt and visor) at the beginning of the season.

(Typically scheduled for the week before games start in each season.)

## Part 10: Opening Ceremonies

Opening Day Ceremonies is a celebration that recognizes all RGS players, coaches, umpires, and sponsors. All teams are expected to participate in uniform. Teams will line up by division and team number, then parade around the field. Teams will be introduced along with their management staff and team sponsor. Most teams come in some sort of spirit wear or costume that matches their team's name. After the parade there is a short ceremony which includes the National Anthem, introductions of Board Members, Umpires, and ends with a PLAY BALL.

(Typically scheduled for the 2<sup>nd</sup> Saturday of March)

## Part 11: Picture Day

Picture day gives all teams the opportunity to get their official League photos taken.

(Typically scheduled for the 2<sup>nd</sup> Saturday of March)

## Part 12: Mid-Season Tournament

The League hosts a mid-season tournament for teams in the 10u, 12u, 14u, and 16u divisions of the spring recreational season. The format for this tournament is pool play seeded into a single elimination bracket. All teams are guaranteed a minimum of four games. Schedules are done using a blind draw.

(Typically scheduled the 3<sup>rd</sup> and 4<sup>th</sup> weekends of April)



### Part 13: Thunder All-Stars Tryouts

Thunder All-Stars tryouts will be conducted for teams in the 8u, 10u, 12u, 14u and 16u divisions.

(Typically scheduled the first Sunday in May)

### Part 14: End of Season Championship Tournament

The League hosts an end of season tournament for teams in the 10u, 12u, 14u, and 16u divisions of the spring recreational season. The format for this tournament is single elimination. Schedules are done using seeded brackets based on season standings.

(Typically scheduled the last week of May prior to Memorial Day)

### Part 15: Closing Ceremonies

Closing Ceremonies are held at the end of the regular season and are generally scheduled to occur immediately after the championship games of the spring season are played. All teams are encouraged to attend. During the ceremonies, the League will present several League awards, recognize the Thunder teams, and close out the season.

(Typically scheduled the last week of May before Memorial Day weekend)



## Section XII: Equipment & Uniforms

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### Part 1: Equipment

#### TEAM EQUIPMENT

Each team is issued a set of equipment at the beginning of the season. This equipment is to be used appropriately, cared for, and returned at the end of the season. An itemized list of equipment is signed for by the manager or coach.

- (1) Equipment Bag
- (1) Catchers Gear
- (1) First Aid Kit
- (1) Tee (6u only)
- (1) Bucket
- (1) Key to Equipment Boxes
- Practice Balls
- Game Balls

Batters' helmets and bats are available upon request. If additional equipment is needed, it can be obtained (if available) via checkout. The League owns other equipment such as pitching machines, sliding machines, and extra tees that can be made available for use as needed. They can be checked out on a first come, first serve basis, and must be coordinated with the Equipment Manager.

#### PLAYER EQUIPMENT

While the League does provide some basic equipment for team use, some equipment must be provided by the parents.

- Glove (required) – Size depends on division and player preference.
- Cleats (recommended) – Rubber cleats or tennis shoes must be worn. Metal cleats allowed in 14u/16u division only.
- Helmet (recommended) – Must have a NOCSAE symbol and include a face mask as required by



USA Softball.

- Bats (optional) – Must have USA Softball certification stamp as required by USA Softball (exception for 6u). Must say Official Softball.
- Defensive Face Masks (optional) – If desired, players may wear a defensive facemask.

### FIELD EQUIPMENT

The League provides basic equipment at each game field for the purposes of preparing the field for play. Each game field box should include:

- (1) Set of Bases
- Chalker
- (1) Rake
- (1) Drag
- (1) Batter's Box Template
- (1) Pitcher's Plate
- (4) Nails
- (1) Hammer
- (1) Base Digger
- (1) Chalk Bucket
- (1) Chalk Scoop
- Several bags of chalk

If teams notice that there is missing equipment at any of the fields, please notify the Field Manager.

### BALL SIZES

The League uses the following size and type of ball for League play:

- 6u and 8u – 10 Inch RIF
- 10u – 11 Inch Dream Seam



- 12u, 14u, 16u – 12 Inch Dream Seam

## Part 2: Uniforms

All teams are required to wear the uniform approved by the League.

### LEAGUE ISSUED UNIFORM

Each team is issued a set of uniforms that is to be distributed to the players on the team. These items are the property of the player and are kept at the end of the season.

- League jersey
- League visor (optional based on registration)

### PARENT-PROVIDED UNIFORM

In addition to the League issued jersey and visor, additional uniform items must be provided by the parents:

- Softball Pants
  - Spring/Fall Recreational Season: Black pants.
- Thunder Select/All-Stars: Navy blue/red/black/gray/white pants (color selection determined by team)
- Socks (decided on by team)
- Additional items may be decided on by individual teams.

All teams will wear the jersey supplied by the League and their required color of softball pants. The uniform cannot be altered in any way. The League issued visor is optional to wear but cannot be substituted. The visor can be altered to include player name or number and team name on the visor's side. No player will be permitted to play out of uniform. The color of each team's uniform for the spring and fall season will be determined based on the random team number assignment. (Subject to availability by the uniform printer). No trading of colors allowed.





## Section XIII: Fields & Schedules

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### Part 1: Fields

#### FIELD ALLOCATIONS

The City of Roseville allocates fields for us as part of the Roseville Youth Coalition. Each year field allocations may change slightly depending on the registration numbers of each League. Teams are to use only the fields allocated to RGS unless advance approval is received.

#### FIELD EQUIPMENT BOXES

Please refer to the equipment section.

#### FIELD SET-UP

Coaches and managers are responsible for the upkeep of our fields. For practices, the fields should be dragged before and after each practice slot. For games, the fields should be dragged and prepped before each game by the home team. The visiting team is responsible for putting away and locking all equipment and dragging the field at the end of the night. Please refer to the field set-up guides available on the RGS website under the download section for more information.

### Part 2: Practices & Practice Games

As a developmental and recreational League, practice is very important for all teams. We encourage teams to work together to share fields if necessary.

#### PRACTICES

The league Scheduler will schedule all practices. Teams should practice up to twice weekly until games begin. Once games begin, most teams will practice once a week.

#### PRACTICE GAMES

All spring teams are scheduled to participate in one day of practice games. Practice games are designed as the final umpire training. These games do not count toward standings.



## Part 3: Games Schedules

The spring season shall consist of scheduled games via the league Scheduler. Each team shall be scheduled for a minimum of eight games (6u) or twelve games (8u and above).

### GAME SCHEDULES

Spring game schedules will be available two weeks prior to the start of games. The League will put forth the best effort to schedule games for divisions on a set night, but it is not guaranteed.

6u will generally play Saturdays. 8u, 10u, 12u, 14u, and 16u will generally play Saturdays + 1 weeknight.

Team schedules can be found on our website at [www.rosevillegirlssoftball.org](http://www.rosevillegirlssoftball.org).

### MAKE-UP GAMES

Make-up games will be scheduled as available and are not guaranteed. Every effort will be made to fit in the games where available.



## Section XIV: Playing Conditions

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### Part 1: General AQI Policy

The league will monitor AQI daily when conditions require it. Communication will be sent to the coaches/managers for all teams at 3pm informing teams of RGS allocated field status, to include if fields are closed or scheduled for reinspect. The **AirNow** app will be used as the official monitoring system. The full City of Roseville number will be used, not individual neighborhood numbers.

**Reinspect:** If the AQI is over 100, the League will enter “reinspect” and teams are responsible for checking the AQI numbers before the start of practice and each half hour during practice. If the City of Roseville’s AQI reaches over 150, then the coach/manager should immediately end practice.

The Board may also send additional communication via the email and text feature of Team Sideline to cancel practices if the City of Roseville’s AQI is over 150 from the AirNow.gov app.

**Fields Closed:** If the AQI for the City of Roseville is over 150, RGS allocated fields are closed for all League activities for all divisions and levels of play. If a “reinspect” email or text is sent, and conditions worsen to over the 150 threshold, the Board will work to their best ability to inform the League that the RGS allocated field status has been updated to “Closed” and all League activities should end immediately.

If teams are playing on a non-RGS allocated field (i.e., a neighboring league game or tournament), the team will defer to the hosting league’s AQI policy. The team coaching staff is empowered to make decisions that best protect the safety of the athletes.

### Part 2: Weather and Field Conditions

Board Members and umpires will have the final decision pertaining to weather and playable field conditions for RGS allocated fields.

### Part 3: Temperature

Any RGS outdoor practices are to be canceled when temperatures reach 110 degrees Fahrenheit or higher at the time of practice.



## Section XV: League Awards & Scholarships

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### Part 1: League Awards

Roseville Girls Softball gives special recognition to players and team staff who have shown excellent skills, sportsmanship, and leadership throughout the season. These recognition awards are presented at closing ceremonies or an alternate recognition space.

#### SPORTSMANSHIP AWARD

The Sportsmanship Award is presented to one player from each team in all age divisions.

**SELECTION:** This award is selected by the players on each individual team.

#### CRITERIA:

- Teamwork
- Attitude
- Encouragement
- Mentor/Leadership

**PROCESS:** The manager of each team should have the players take a secret vote on what player from the team deserves this award. The player agent in each division will collect the award winners from each team manager and announce them during closing ceremonies.

#### MOST COACHABLE AWARD

The Most Coachable Award is presented to one player from each team in the 6u and 8u age divisions.

**SELECTION:** This award is selected by the manager and coach of each individual team.

**CRITERIA:** The award is designed to appropriately honor players who have demonstrated drastic improvement in the following categories during the season:

- Playing ability
- Confidence
- Social Skills
- Coachability



**PROCESS:** The player agent in each division will collect the award winners from each team manager and announce them during closing ceremonies.

### **MOST VALUABLE PLAYER AWARD**

The Most Valuable Player Award is presented to a number equal to 10% of the individual division in the 10u, 12u, 14u, and 16u age divisions.

**SELECTION:** This award is selected through the coaches and managers within their division.

**CRITERIA:** The award is designed to appropriately honor players who have demonstrated sportsmanship, teamwork, and exemplary skills throughout the season.



**PROCESS:** This process is organized by the Chief Player Agent and channeled through the Player Agents from 10u-16u divisions.

- Players are nominated by her team’s coach and manager. (Each team is allowed to nominate up to four players from their team).
- Once all nominations for each division are received, a summarized list of nominated players for each division is constructed and distributed, channeled through each Player Agent and back to each team. Only coaches, managers, and Player Agents will have access to this list. Once the list is received by the coach and manager, it is their responsibility to observe a nominated player’s performance during games.
- The Mid-Season Tournament provides a great opportunity for seeing players; however, we encourage coaches and managers to take note of strong players throughout the season.
- Each coach and manager will have an opportunity to vote on any nominated player during this time, up until a specified deadline date. (Each coach and manager will be given a specific number of allowable votes that can be used on any nominated player from any team in their age division).
- Furthermore, only one vote per player by a coach will be allowed and only one vote per player by a manager will be allowed.
- The coach and manager are not required to divulge their votes to each other.
- Each coach and manager will be required to send their votes in via e-mail by a specified deadline.
- Any votes submitted after this deadline will be invalid.
- Once all votes have been gathered (approved by the League President) to verify and tally the votes for each nominated player.
- The MVP selection will remain confidential and will be announced at closing ceremonies.

### **KRISTY REED AWARD**

Kristy Reed played with Roseville Girls Softball during the early 1980s. She died after playing only one season. She was an outstanding ballplayer. The Kristy Reed Award is presented to one player from each age division. Each girl receives a trophy, and her name is added to the perpetual League trophy with all former recipients of this award.

**SELECTION:** The nominations will be reviewed by a committee selected by the Board.



**CRITERIA:** The award is designed to appropriately honor players who have demonstrated the spirit, attitude and love of the game exemplified by Kristy in the following categories:

- Sportsmanship
- Teamwork
- Good Student
- Team Leader
- Positive Attitude
- Above Average Player

**PROCESS:** There will be one nominee from each team, chosen by the coach and manager. Nominations from each team are then voted on by a selection committee and announced at the ceremonies. Winners do not know in advance of their selection.

### COACH OF THE YEAR AWARD

The coach should exemplify Roseville Girls Softball mission to foster, develop, promote, and expand recreational softball for girls in the Roseville area. He/she should promote friendly competition with the goal of educating players about the sport of softball, sportsmanship, teamwork, fellowship, courtesy, discipline, and integrity.

**SELECTION:** The nominations will be reviewed by the President and a designated panel.

**CRITERIA:** The award is designed to appropriately honor coaches who have demonstrated the following characteristics:

- Player development
- Sportsmanship
- Teamwork
- Fellowship
- Courtesy
- Discipline
- Integrity



**PROCESS:** Any member of the League can submit a coach nomination through the designated form.

## Part 2: Tournament Awards

Roseville Girls Softball provides awards for teams finishing 1<sup>st</sup> or 2<sup>nd</sup> place in the mid-season and postseason tournaments in 10u, 12u, 14u, and 16u.

## Part 3: Scholarship Award

Roseville Girls Softball League offers a scholarship in the amount of \$250 or more to graduating seniors at each of the six Roseville High Schools (Antelope, Granite Bay, Roseville, Oakmont, West Park, and Woodcreek), plus at least two additional “at-large” scholarships.

**SELECTION:** This award is selected by the Scholarship Committee of Roseville Girls Softball.

**CRITERIA:** The areas of achievement listed below will be used by the committee in determining the recipients of the scholarship. These criteria should be used as reference points to be incorporated into the application by the student. The recipient should be a student who sets a good example for her peers and who is looked upon as a scholar and leader in the school community. The following are the attribute categories to be considered during the selection process:

- **PARTICIPATION:** Applicants must have been a member of the Roseville Girls Softball League in any capacity for at least four seasons.
- **SCHOLARSHIP:** A minimum of a ‘B’ (3.0 on a 4-point scale) grade average (un-weighted).  
Citizenship or behavior grades should also be exemplary.
- **CITIZENSHIP:** Community involvement through volunteer work in a club, church, civic organization, school organization, etc.
- **LEADERSHIP:** Serving in a leadership position in the school or community (i.e., student government, scouts, school club, civic organization).
- **EXTRA CURRICULAR ACTIVITIES:** Active participation in one or more school programs (i.e., band, drama, athletics, government, etc.). **GOALS FOR THE FUTURE** -- A direction for the future (i.e., career field, education, etc.).

Scholarship applications are available at each high school’s Career Center and need to be completed and returned to those centers by the School District’s deadline. Decisions on scholarship winners will be made and delivered to the applicant’s school. Announcements of the scholarship award may be made as per each individual school’s procedure; however, each recipient will be expected to receive her award at the League’s Closing Ceremonies.