



# OPERATING POLICY

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## About this Manual

### Version History

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### Revision History

Version	Date	Revision Description	Review By
1.0	2/2/2022	-Bats/Helmets only provided to 6u teams - The league Scheduler will schedule all practices.	Renee Erwin
1.1	6/4/2022	Clarified sponsorship/fundraising funds within the Thunder program.	Renee Erwin
1.2	7/11/2022	-Addition of committees and requirements -Removed dissolved position summaries -Addition of sponsorship within the Thunder program.	Renee Erwin
2.0	9/7/2022	Annual Board Review	Renee Erwin
2.1	10/10/2022	-Addition to coach and manager responsibilities to the Board. -Adjusted league calendar - Changed Thunder to Select only and created name RGS All-Stars. - Adjusted uniform and visor policy -Addition of recreational fundraising policy.	Renee Erwin
2.2	11/02/2022	-Updated team formation guidelines - Addition of Thunder practice policy	Renee Erwin
2.3	1/18/2023	Addition of residency requirements for Thunder and All-Stars programs	Renee Erwin
2.4	4/19/2023	Addition of the Junior Coach role	Renee Erwin
3.0	7/20/2023	Annual Board Review	Renee Erwin
3.1	9/25/2023	Removal of Thunder Coach and Plyer selection from the Thunder Player Agent role. This will be handled by the Thunder Special Advisor.	Cassi Ponzio
3.2	1/14/2024	-Update Section II, Umpires	Kelly Joy

		-Update Section VII, for 8u pitching evaluations and 8u team formations.	
4.0	8/9/2024	Annual Board Review	Kelly Joy

**Contributors**

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

Name	Title
Samantha Enright	Vice President
Briana Scott	Chief Player Agent
Renee Erwin	Secretary
Cassi Ponzio	Scheduler

Staying consistent with the Roseville Girls Softball Operating Policy, this document was reviewed in July 2024 for the annual review by the Policy Committee.

**Section I: Board of Directors**

The Board of Directors shall direct the administration and general affairs of this league. The Board consists of Elected Officers and Appointed Positions as indicated below. All Board Members are allowed one vote in matters that come 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 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 his or her 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 a representative or set designee to attend NorCal meetings; submitting notes to the Board at the monthly board meetings.
- Shall serve as a representative or set designee to attend quarterly Youth Sports Coalition (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 or designate access and scheduling of the League's social media platforms.
- Shall be responsible for setting/revising field lighting schedule usage.

### **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 communication to divisions/teams.
- Shall manage the standings on the League 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 the 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 quarterly at board meetings.
- Shall be responsible for all IRS and state tax duties and liability insurance (filing and fees).
- Shall serve as the committee chair for the Budget Committee.

### **Secretary**

- Shall maintain the permanent minutes and records of business transacted at each meeting and transmit a copy to the Board Members within one month after the scheduled monthly board meeting.
- Shall maintain a running history of the League.

- Shall prepare coaches and managers packets for the coach and manager 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 the Core4.
- Shall assist the 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 rules, Bylaws, Operating Policy, and coach/manager development.
- Shall ensure all volunteers have completed their background check and are SafeSport certified.
- Shall not be a parent/coach/manager/team staff in the division they represent.
- Shall report any issues or concerns that arise to the Chief Player Agent within 24 hours.
- Shall assist the Equipment Manager with gear check out/in.
- Shall respond to emails within 48 hours of initial contact.

### **Thunder Player Agent**

- Shall be responsible for the coordination and representation of all 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 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.
- Shall assist in planning and organizing the Thunder BBQ.
- Shall be responsible for coordination of the independent panel for player evaluation and selection.
- Shall be responsible for the coordination of the independent panel for manager and coach interviews and selection.

### **Registrar**

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

### **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 is in good condition and working order before each season begins.
- Shall oversee the process of changing box locks each season.
- Shall oversee ensuring 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) and notify division player agents with information to be provided to coaches and managers.
- Shall coordinate the installation and removal of banners with the Sponsor/Fundraising Coordinator.
- Shall present final inventory at the December board meeting.
- Shall create a budget for related expenses.
- Shall make minor purchases through the season to ensure safe and continuous softball operations per the 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 the December board 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 with Board approval.
- Shall be responsible for obtaining sponsors for all teams in partnership with each Core4.
- Shall work with Division Player Agents and Uniform Coordinator to confirm team names and sponsors.
- Shall seek prize donations from sponsors and area merchants.
- Shall obtain, research, and present fundraising opportunities to the Board for consideration and vote.
- Shall coordinate the installation and removal of 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 co-coordinate with Snack Bar/Vendor Coordinator the Fourth of July Parade, Sylvia Besena Holiday Parade, and Holiday Tree decoration with the City of Roseville.
- Shall co-coordinate with Snack Bar/Vendor Coordinator RGS night with local high schools during the Spring Season.

### **Uniform Coordinator**

- Will provide two bids for League uniforms for Board approval in every odd numbered year in November for presentation at the 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 a primary contact for all umpires.
- Shall conduct meetings/clinics for umpires, coaches, and managers for information and rule interpretation. This will include a minimum number of trainings 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 for umpire evaluation.



- Shall receive official protest 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).
- Shall act as the UIC for spring season tournaments and or assign a designee.
- Shall oversee administrative functions for umpires, such as scheduling and payroll.

### **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 the committee chair for the Special Event Committee(s).
- Shall co-coordinate with Sponsor/Fundraising Coordinator the Fourth of July Parade, Sylvia Besena Holiday Parade, and Holiday Tree decoration with the City of Roseville.
- Shall co-coordinate with Sponsor/Fundraising Coordinator RGS night with local high schools during the Spring Season.

### **Scheduler**

- Shall prepare all practice and game schedules and provide any changes to these schedules directly to the coaches, managers, and UIC as applicable.
- Shall prepare and communicate the practice schedule for the season.
- Shall be responsible for coordinating with the Vice President for setting and revising field lighting schedule usage.

### **Coach and Player Development Coordinator**

- Shall mentor and support coaches and implement effective coaching strategies.
- Shall coordinate player development clinics.
- Shall coordinate coaches and managers clinics.
- Shall collaborate with the Vice President to schedule clinics with local high schools.
- Shall assist in the update of the "coaches corner" for the League website.

### **Advisor- Past president (non-voting member)**

In addition to the above-named officers and 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 as requested by the Executive Committee.
- Shall assist any Board Member with their activities as needed upon request.

### **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 for each team playing at the fields, and will be available to answer questions, act as a liaison with the UIC to 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 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.

## **Section II: Umpires**

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 5th 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 and older) 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 for our umpires. The UIC also has the responsibility to rule on all protests. By local rule, the UIC 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 and Umpire Leadership**

The Assistant Umpire-In-Chief (AUIC) is Responsible for assisting in this 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 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 the Senior Umpire is offered (this 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 responsible for assisting in running training stations under the supervisor 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 has completed their “probationary” year and was invited to full Senior Umpire status by the Umpire-In-Chief and Assistant Umpires-In-Chief. Senior Umpires oversee guiding the Mid-Senior Umpires in the new task of training Junior Umpires, running training stations under the supervision of the UIC and AUICs, training the Junior Umpires through the 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 or her first game period 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, Umpire Leadership shall schedule a minimum of six training sessions of four hours each. 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 and coach meeting in which a badged female representative from each team is present will take place at home plate with the umpire before game time to review local rules and answer any questions.

Once the game begins, the umpire is in charge. Only the female representative 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 the female representative feels a decision has been made that is not within the rules, a formal protest may be entered (see Bylaws).

All umpires shall complete a postgame report in Team Sideline within 48 hours of the assignment.

### **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

Senior Umpires who attend National Umpire School (NUS): \$65

Adult and Senior Umpire USA Certified: \$60

Mid-Senior Umpires USA Certified: \$55

### 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 the training division. Should a Junior Umpire work as a Solo Umpire, they will receive the below pay rate. Should a Senior Umpire work a game as a Solo Umpire, they will receive either the below pay rate or their typical pay rate, whichever is greater.

Division	Dual Umpire Rate	Solo Umpire Rate
14u	\$35	\$70
12u	\$30	\$60
10u	\$25	\$50
8u	\$20	\$40
6u	Not Applicable	\$10

### Bonus Program

For non-Senior Umpires, a bonus of \$45 will be given at the end of the season for all Junior Umpires with a minimum of 10 games worked (excluding tournaments), provided the post-game report was completed for each game. 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

Solo umpires shall be paid consistent with the prevailing rates as established by NorCal Girls Softball Association. Umpires scheduled a game with two umpires working shall split the prevailing rate for that game.

## Section III: Team Management Staff

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

### Part 1: Selection of Team Staff

The Board will open registration for any interested person. The Board may engage in a process for selection of team staff as needed. This process may include but is not limited to interviews, review of annual survey results, and consideration of precious disciplinary action.

For the summer season please refer to Section IX of this document.

For Fall and Spring seasons, the Head Coach and Manager volunteer first and are assigned to the team. Once the team is formed additional Core Four staff will be named by the Head Coach and Manager.

### 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 (Core4). **A minimum of two members of the Core4 must be female.** RGS will cover the cost associated with the registration and background check of these individuals. These positions shall include:

- Head Coach
- Manager
- 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 Head Coach

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

### Responsibilities within the Coaching Staff:

- The coach works directly with the manager of the team. They shall work in collaboration and in the best interest of the team.
- The head coach must attend all required RGS trainings and meetings.
- It is the responsibility of the head coach and manager to work together to ensure cohesiveness amongst all members of the Core4 ensuring everything is done for the benefit of the players.
- The head coach, with support of the manager, has the authority to request the Board remove their coaches if they feel the management team is not working in

the best interest of the players (the Executive Committee has the right to deny the manager's request).

#### Responsibilities to the Players:

- The main responsibility of a coach is to teach.
- Teach the fundamentals of the game. This includes 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 Rulebook 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 the 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 gave 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 a learned behavior. Nothing brings a team down faster than discipline problems or bad attitudes. Get 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 and coach orientation, the rules clinic, and any required Board trainings and meetings.
- The head coach is responsible for being aware of all 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/ manager are required to act as the "field manager.". As such, the coach/ manager assumes all the responsibilities for the conduct of the game.

### **The Manager**

The manager may be male or 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 the team.

### Responsibility within the Coaching Staff

- It is the responsibility of the head coach and manager to work together to ensure cohesiveness amongst all members of the Core4 ensuring everything is done for the benefit of all players.
- The manager works directly with head coach of the team. They shall work in collaboration and in the best interest of the team.
- The manager, with support of the coach, has the authority to request the Board remove their coaches if they feel the management team is not working in the best interest of the players (the Executive Committee has the right to deny the manager's request).
- The manager must attend all required RGS trainings and meetings.

### Responsibilities to the Players:

- The manager is responsible for the team members actions on the field as well as at any league event which they are directed to remain together as a team.
- 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 the team at all League meetings. These include the manager and coach orientation, the rules clinic, and any necessary board meetings.
- The manager should also ensure that the coaches, team parents, 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 the Games:

- The coach/manager are 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 T-Ball, 6u and 8u).
- The manager will ensure all players attending a game will play the minimum playing time.
- The manager will ensure that pitching changes are communicated to the opposing team.



- In the event that a game does not have an assigned RGS umpire, the manager is to ensure that a badged member of the Core4 who has completed the RGS 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.
- The manager will submit the final score through Team Sideline.

#### Responsibilities to the Parents:

- After the team has been formed, they must organize a meeting of the parents and players to communicate to them the expectation 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 the parents or identified family members 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 the 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 Assistant Coach**

The assistant coach may be 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 a game.
- The assistant coach is expected to attend the coach 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 Core4 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 of 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 Core4, 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 (exception: 8u requires a scorekeeper in the Fall Season). 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 1 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. Score keepers from each team are encouraged to sit together.
- Teams 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 scorekeeper will be used to settle any disputes or protest.

- Gamechanger may also be used at the expense of the team and is not provided by the League. Should Gamechanger be used, a report must be generated to settle a dispute

#### Scorekeeper Clinic:

- A scorekeepers training session will be offered before the Spring 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 opting during tournaments, teams are required to set up and take down their fields prior to and immediately after each game.

- Field setup includes dragging and/or raking, chalking, and staking bases and the pitching rubber.
- Takedown involves removing the bases and pitching rubber and locking all league equipment safely in the RGS equipment boxes.
- Setup is assigned to the home team, and so the brunt of the field crew work hours occurs when your team is the home team.

If you can get at least two volunteers from your team to act as a field crew 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.

#### **Part 2: Removal of Team Staff**

See Bylaws, Section III, Article V.

## **Section IV: The Players**

Roseville Girls Softball League exists for the purpose of fostering, developing, promoting, and expanding recreational softball for girls aged 4 to 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 years old to participate with the League.
  - o Spring: Age divisions are set by USA Softball. The division a player will play is determined by their age as of August 31<sup>st</sup> prior of the calendar year for which they are signing up to play.
  - o Fall: Age divisions are set by USA Softball. The division a player will play is determined by their age as of August 31<sup>st</sup> of the current calendar year for which they are signing up to play.
- Players must reside or attend school within the defined boundaries.
  - o 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 functions.

## **Section V: The Spectators**

Roseville Girls Softball 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 and penalties.
- Spectators should not loiter behind the backstop. At the discretion of the umpire, BMIC, and/or Team Staff, spectators can be asked to clear the area within 8 feet of the backstop. Team staff shall only request their spectators to move.
- Through registration each player's family agrees to the Code of Conduct on behalf of the entire family and guests 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, tobacco, and cannabis use (including but not limited to cigarettes, cigars, vapes, pipes or pins etc) and any illegal substance, are not permitted at any Roseville Girls Softball sanctioned event.

## **Section VI: The Seasons Summary**

### **Part 1: Fall Season**

The fall season of play will run from August to October. The fall season is open to players in the 8u, 10u, 12u, 14u, and 16u divisions. 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 submit a requested roster of players and teams are then classified for playing during the season.

We will follow NorCal Girls Softball Rules during this season.

### **Part 2: Spring Season**

The spring season of play will run February to May. This spring season is open to players in the 6u, 8u, 10u, 12u, 14u, and 16u divisions. This spring season is open to all players of varying skill levels and experience across all age divisions with a focus on recreational development. Each registered player is placed on a team following the RGS team formation process as laid out in Section VII.

We will follow RGS Playing Rules during this season.

### **Part 3: Summer Season**

Thunder Select and Thunder All Stars teams are formed according to guidelines established by

USA Softball of Northern California. Thunder Select teams form in January and play through

July. Thunder All-Stars teams form at the conclusion of the recreational season.

Thunder teams

follow USA Softball Tournament Rules during this season. Individual tournaments may have

their own rule set.

## **Section VII: Spring Team Formation**

### **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.

- T-Ball: ages 4-5
- 6u: ages 5-6
- 8u: ages 7-8
- 10u: ages 9-10
- 12u: ages 11-12
- 14u: ages 13-14
- 16u: ages 15-16

\*T-Ball and 6u may be combined if necessary due to low enrollment.

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

### **Move-Up Requests**

A move-up request must be filled out during the designated period set forth by the League. To be considered for a move-up request, players must have played a minimum of two seasons in their current age division. Meeting minimum qualifications does not guarantee an approved move up request; the Board will review all request and approve them on a case-by-case basis.

### **Number of Players per Team**

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

- T-Ball: 8 players

- 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**

Players who wish to pitch must declare this during the registration period. The League will conduct pitching evaluations prior to the start of the spring season so that pitchers can be rated for the purposes of the draw. Players in the 8u division will be asked to attend by invitation only based on registration questions. The Board will select a committee to conduct pitching rankings. Coaches will be asked in the summer and fall season who their primary pitchers were for the season. Those pitchers will be required to attend pitching evaluations for the spring season. Pitchers will be rated into the following categories based on various criteria including experience, age, athletic ability, and skill level.

#### 8u

- Pitcher
- Still Developing

#### 10u/12u/14u/16u

- P1- Strong pitcher.
- P2- Developing pitcher.
- Unranked- Not assigned as a pitcher.

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, and they will not be permitted to pitch in any official game. Those identified as pitchers but only want to pitch 1 inning per game for the entirety of the season, will still need to attend pitching evaluations. Those identified as pitchers from prior coaches but do not attend pitching evaluations will be required to complete a no pitch contract or may be assigned as a pitcher by the Board of Directors under special circumstances.

### **Part 3: T-Ball and 6u Team Formation**

The T-Ball and 6u divisions are considered non-scoring divisions and therefore teams are formed through coach request and guided team placement.

### **Coaching 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 T-Ball and 6u divisions are 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 T-Ball and 6u divisions are considered separate divisions.

### **The Draw**

Players in the T-Ball and 6u divisions 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 on:

- Coach request.
- Buddy request.
- School of attendance.
- Listed schoolteacher.

### **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 towards 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 request 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-Stars 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 request.

### **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 on the following criteria:

- The head 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-Stars players per team.
- Pitchers
  - o 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 pitching evaluations.
    - If a team already has one or two pitchers based off coach pairing or buddy requests, that team will not be permitted to select a pitcher until all teams have at least one pitcher.
    - The head coach holds the final decision for vote.
    - If a team does not have a representative the Player Agent will assign a pitcher.
  - o No more than two pitchers per team unless every team already has two pitchers assigned.
  - o No pitching trades will be permitted.
- Sister Request
- Thunder All-Stars
  - o Distribute equally amongst the teams. Note: A team may have up to two Thunder All-Stars players based off coach pairings, buddy requests, and sibling requests, even if there are teams without one assigned.
- School of Attendance
  - o The Chief Player Agent and the 8u Player Agent will attempt to group players together based off neighborhoods and schools of attendance while distributing experienced and inexperienced players.
- Guided Placement
  - o The remaining players and 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 (example, 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 division 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.

- The team representative will select a random number to determine team number.
- The manager and coach's daughters will be placed on those teams first.
- One round of open picks will occur where the manager and/or coach can pick a player from any category.
  - o The open picks will go in the order of the random number selected at the beginning of the draft.
  - o The pick cannot be a duplicate pick from a primary category (P1, Thunder Select/All-Stars, Catcher) if there is not enough for each to have a minimum number of 1 player from that category.
  - o The head coach ultimately holds the decisions-making power in selecting the open round pick if they and the manager do not agree on said pick.
  - o If there is a team without an assigned head coach or manager and/or a team representative 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:

<b>10u Draft Order</b>	<b>12u Draft Order</b>	<b>14u/16u Draft Order</b>
P1	P1	P1
P2	P2	P2
10u Thunder	12u Thunder	14u/16u Thunder
8u Thunder	10u Thunder	12u Thunder
Catching Experience	Catching Experience	Catching Experience
2 <sup>nd</sup> year 10u with experience	2 <sup>nd</sup> year 12u with experience	2 <sup>nd</sup> year 14u/16u with experience
1 <sup>st</sup> year 10u with experience	1 <sup>st</sup> year 12u with experience	1 <sup>st</sup> year 14u/16u with experience
1 <sup>st</sup> year 10u without experience	1 <sup>st</sup> year 12u without experience	1 <sup>st</sup> year 14u/16u without experience

## **Section VIII: Fall Ball Team Formation**

### **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 31st of the current calendar year for which they are signing up to play.

- 8u: ages 7-8
- 10u: ages 9-10
- 12u: ages 11-12
- 14u: ages 13-14
- 16u: ages 15-16

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

### **Move-Up Requests**

A move-up request must be filled out during the designated period set forth by the League. To be considered for a move-up request, players must have played a minimum of two seasons in their current age division. Meeting minimum qualifications does not guarantee an approved move up request; the Board will review all requests and approve them on a case-by-case basis.

### **Number of Players per Team**

The number of players per team will be determined by the Board based off 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 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: Team Formation**

Coaches shall submit a list of players and volunteers 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 teams as necessary.

## **Section IX: Thunder Program**

### **Part 1: General Information**

The Thunder (Select) and Thunder (All-Stars) programs are Select B programs. The Thunder programs are not travel ball programs. They are designed to provide an “ADDITIONAL” opportunity for players who wish to improve their softball skills beyond the regular recreational season but who have not yet reached junior Olympic “A” classification skill level. The Board reserves the right to make any changes to this process as needed.

### **Programs**

There are two Select B 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 All-Star tournaments. All-Star players shall participate in the spring recreational league. This season is from May – July. This season is from May to July. Thunder All-Stars players shall participate in this spring recreational season.

### **Age Divisions**

- 8u: Ages 7-8 (No Select Program Available, only All-Stars)
- 10u: ages 9-10
- 12u: ages 11-12
- 14u: ages 13-14
- 16u: ages 15-16

### **Move-Up Requests**

A move-up request must be filled out during the designated period set forth by the League. To be considered for a move-up requests, players must have played a minimum of two seasons in their current age division. Meeting minimum qualifications does not guarantee an approved move up request; the Board will review all requests and approve them on a case-by-case basis.

### **Number of Teams and Participation**

There will be one Thunder Select team in each of the 10U, 12U, and 14U age divisions, unless the formation of a second team is approved by the Board. There will be one Thunder All-Stars team per age division unless otherwise approved by the Board.

To be eligible to try out for a Thunder Select team, players must be registered to participate in the spring recreational league. All players on the Thunder Select roster must be drafted onto an active regular recreation league team.

Prior to the recreational season, there are no practice limitations for Thunder Select teams. Once recreational season practices start, Select team contact is limited to 1 day per week. USA Softball Select events do not count as a contact. Select practices cannot conflict with any league events including practices, games, or special events. Contact is defined as any team meeting or activity.

### **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, teams usually consist of 12 players.

### **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 we'll 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 Player Agent who will be assisted by a panel of non-biased evaluators. Each player will be assigned a rank from the evaluators. The Thunder Player agent will compile all scores and rank players in order, then provide them to the head coach.

### **Part 4: Coach and Manager Selection**

All coaching and manager candidates must submit an application for consideration. An independent panel will be selected by the Thunder Player Agent with approval of the Board for the purpose of selecting the Thunder coaching staff. The panel will review the applications and conduct applicant interviews. Selection 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 and Team Placement**

Players will be ranked based on their measured and scored areas. The top eight ranked players will be offered a place on the roster of the Red Team based on their overall score. The coaching staff will select additional players from the pool of evaluated and scored players to complete the Red Team roster. Once the Red Team is formed, this process will repeat for the Blue Team (if formed at the Board's discretion). If the Red Team would like to select a 13th player, they may do so after the Blue Team has been formed. 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 during the same season. Thunder Select players are not eligible to participate in Thunder All Stars during the same year.

## **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 the 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 and 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 teams associated program (Example; 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.

- 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 the team postseason they 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.

## **Section X: Fundraising and Sponsorship**

### **Purpose**

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

### **Scope**

Fundraising is defined as an organized activity of soliciting and collecting money for support of Roseville Girls Softball operations, field maintenance, and equipment needs; or as it pertains to team expenses. It includes requests for cash, donation of goods, the sale of goods, auctions, etc – the proceeds of which are applied to 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 nonprofit 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.
- 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 activities should not occur if it may be detrimental to the good name or community standing of the League.
- Raffles are only hosted by the League. Raffles must retain at least 90 percent of the gross receipts from the raffle go directly to Roseville Girls Softball (per CA Penal Code 320.5).
  - o 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 RGS Treasurer.
  - o Individual teams 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. RGS officers or members of

an RGS coaching staff do not take or seek to take advantage of their positions 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, sexual orientation, age, religion, disability, or political belief.
- Sponsorships can be revoked at any time without refund for violating this policy.

## **Section XI: Calendar and League Events**

### **Part 1: Setting the Calendar**

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

### **Part 2: Thunder Select Tryouts**

Tryouts for the Thunder Select Season 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 8u, 10u, 12u, 14u, and 16u divisions in the spring season. Please refer to Section VII Part 2 (typically scheduled the third 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 the membership (typically scheduled in January, February, March, and 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 division will host their own draw (typically scheduled the first week of February).



### **Part 6: Managers and 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 score book at this clinic, if not already received at equipment handout (typically scheduled the first 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 (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, and 14u and 16u divisions of the spring recreational season. 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 and Uniforms**

## **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. Below is a list of items that may be issued to a team:

- (1) Equipment Bag
- (1) Catchers Gear
- (1) First Aid Kit (for 14u and 16u divisions only)
- (1) Tee (for T-Ball and 6u divisions only)
- (1) Bucket
- (1) Key to Equipment Boxes
- Practice Balls
- Game Balls

Batter's 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 sliding mats and extra tees that can be available for use as needed. They can be checked out on a first come, first serve basis, it 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 are allowed in 14u and 16u divisions only.
- Helmet (recommended)- must have NOCSAE symbol and include a face mask as required by USA Softball.

## **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
- (1) Rake
- (1) Chalker
- (1) Drag
- (1) Batter's Box Template
- (1) Pitching Rubber
- (4) Nails
- (1) Hammer
- (1) Base Digger
- (1) Chalk Bucket
- (1) Chalk Scoop
- Several Bags of Chalk
- First Aid Kits

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:

- T-Ball, 6u, and 8u- 10 inch RIF
- 10u- 11 inch Dream Seam
- 12u, 14u, and 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
  - o Spring and Fall recreational season: Black Pants
  - o Thunder Select and All-Stars: navy, red, black, gray or white pants (color selection determined by the team)
- Socks (decided on by team)
- Additional items may be decided on by individual teams.

All teams will wear the jerseys supplied by the league and their required color softball pants. The League issued jersey cannot be altered in any way. The League issued visor is optional to wear but cannot be substituted. The League issued 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 seasons will be determined based on the random team number assignment (subject to availability by the uniform printer). No trading of colors is allowed.

## **Section XIII: Fields and Schedules**

### **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. RGS teams are to use only the fields allocated to RGS unless advanced approval is given by the Board of Directors.

#### **Field Equipment Boxes**

Please refer to the equipment section in this Operating Policy.

#### **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.

In the fall season, when on RGS allocated fields, RGS teams are responsible for setup and tear down of the fields, including putting away and locking all equipment, despite being assigned as the home or visitor team. All RGS teams are responsible for field set up and break down for all games on RGS hosted fields.

In the spring season, the assigned home team is responsible for preparing and setting up the field for play including dragging the field, chalking the field, and setting up bases. The visitor team is responsible for putting away and locking all equipment and dragging the field at the end of the game.

Please refer to the field setup guides available on the League website under the download section for more information.

### **Part 2: Practices and Practice Games**

#### **Practices**

The RGS 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. Additional practice can be added upon field availability when requested through the RGS Scheduler.

### **Practice Games (Spring Season only)**

All Spring teams are scheduled to participate in one preseason practice game. Practice games are intended to be the final umpire training. These games do not count toward standings.

## **Part 3: Game Schedules**

### **Spring Season**

This spring season shall consist of scheduled games via the RGS Scheduler. Each team shall be scheduled for a minimum of eight games (T-Ball and 6u) or twelve games (8u and above)

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.

T-Ball and 6u division will generally play Saturdays. The 8u, 10u, 12u, 14u and 16u divisions will Generally play Saturdays and one weeknight game. Team schedules can be found the League website.

### **Fall Season**

The fall season is scheduled by NorCal Girls Softball. RGS teams will play interleague against teams in neighboring leagues. This consists of a pre-season seeding tournament, Sunday game play, and a closing tournament.

### **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. T-Ball and 6u division games may not be made up.

## **Section XIV: Playing Conditions**

### **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 send additional communication to cancel practices if the City of Roseville's AQI is over 150 for the AirNow.gov app.

**Fields Closed:**

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 thresholds, the Board will inform the coaches/managers that the field status has been updated to "Closed" and all League activities should end immediately.

If teams are playing on a non-RGS allocated field (example: 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 whether and playable field conditions for our RGS allocated fields.

Field status updates by The City of Roseville are provided by 3:00 pm each day. 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.

**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**

**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 Division Player Agent 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 T-ball, 6u, and 8u age divisions.

Selection: This award is selected by the manager and coach of each 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 Division Player Agent 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 Division Player Agents from 10u to 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 the 10u, 12u, 14u, and 16u divisions.

### **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.