

2015 Constitution and By-Laws
Tuolumne County Girls Fastpitch

We, the members of Tuolumne County Girls Fastpitch, recognizing this softball League as an organization, instituted for the purpose of providing a means to promote girls softball within the league boundaries; and believing that we are responsible for cultivating the camaraderie and interpersonal skills for young ladies that come from participation in the game of softball; in order that we may provide the young ladies of this League with a means of developing skills that will last a lifetime, properly govern this organization, preserve the principals of good sportsmanship, and provide for cooperation among ourselves and with other Leagues, do hereby adopt the following constitution and by-laws.

Article I- Name

The name of this organization will be Tuolumne County Girls Fastpitch.

Article II- Location

The principal place of business of this Organization is Tuolumne County.

Correspondence shall be sent to:

TCGF

13775-A Mono Way #333

Sonora, CA 95370

League boundaries as defined by TCGF are all areas within Tuolumne County.

Article III- Mission Statement

The purpose of TCGF is to provide all participants the opportunity to play softball through the teaching of fundamentals, teamwork, fellowship, discipline, integrity and good sportsmanship.

Article IV- TCGF Membership

Section 1. TCGF League Membership

All girls meeting the requirements of age and residence set forth in the by-laws of the League, or any participating adults or parents of League players, shall be eligible for membership.

Article V- Government

- A. The Tuolumne County Girls Fastpitch will be governed by an elected board, which will be known as the Board of Directors, or the Board
- B. The Board will consist of the President, Vice President, Secretary, Treasurer, Umpire-in-Chief, Registrar, Player Agent(s), Equipment Manager, Facilities Safety Manager/Insurance Liaison, Publicity Chairperson/Fundraising Committee, Sponsor Chairperson/Uniforms.
- C. The new Board shall be elected by the governing board at initial kick off board meeting in October. The candidates shall submit a letter of intent and board will vote in closed session to accept new board members. Letter of intent for open Board positions will be accepted at any Board meeting, if not filled during initial kick off.
- D. Board members may serve consecutive years. They may be re-elected every two years.
- E. Any officer may be removed by a two-thirds vote of the total Board membership following complaints brought before the Board and approval. Request for removal of Board member(s)/Coaches should be in the form of a written submission to the Board. Letters approved by the Board shall warrant a special meeting of the Board in which both sides of the complaint shall be presented. Individuals listed in the letter will have their opportunity to state their case before the Board in this meeting. Thereafter, a ballot vote for the removal of said Board member/Coach/Manager shall be held in which the members of the Board present at said meeting shall be afforded the opportunity to vote. All officers are subject to dismissal for any reason of misconduct or for any act that would discredit the League. Any Coach, Manager or member of the Board who is convicted of any of the following at any time during their services for the League shall be immediately and permanently dismissed at a special closed session of the Board, if needed.
 - 1. Convicted of a felony
 - 2. Convicted of a misdemeanor involving a lewd or violent act, an act involving the abuse of drugs and or alcohol, or an act involving the abuse or neglect of a child/children.
 - 3. Any other act the Board deems by a 2/3 majority vote to be a detrimental influence upon the children of the League.
- F. Resignations will be by written notice to the Board.
- G. All Board members, Coaches and other League volunteers shall submit upon

Application to a criminal background check. Any and all said criminal background checks implemented and the information and findings found within shall be held at the utmost discretion and in complete confidentiality within the confines of the Board. A special executive session of the Board will be held to inform applicants of reason(s) they are turned down for a position due to a criminal background check. Any member of the Board that is found by the Board to have breached said confidentiality shall be subject to immediate dismissal.

- H. Every effort shall be made to fill Board vacancies within 30 days. If a position is vacant the President must distribute duties and oversee their completion.
- I. Absence of any Board Member from properly scheduled board meetings is tracked by the League Secretary and presented to the Board after two absences so the Board may properly notify absent member that upon a third absence their presence will be required at the following Board Meeting to present reasons and support cause for absences. In the event any Board Member misses three properly scheduled meetings in a term of office the General Board will be presented with absent member's attendance record for determination to establish reasonableness of absences. At this meeting the Board Member charged with absence is required to present their case. After charged Board Member presents case then charged Member is to leave the Board room so the Board can discuss and present resolutions with a motion, second, and a vote. A 2/3 vote is required by the General Board to remove any Board Members and vote is done by ballot unless there is a consensus. The votes are tallied by the league Secretary. Once the decision is made the charged member is allowed to return to the meeting and the decision is read. This process may be repeated for any absence beyond the third and at the request of any board member.
- J. Voting by e-mail is not allowed for items that require a 2/3 vote, that would change the By-laws, that would vote out another member, or are in regards to a disciplinary action. A board member wishing to submit a motion via e-mail must seek approval from the President first. E-mail voting must follow proper protocol with a motion containing all pertinent details a time limit and any attachments necessary to provide satisfactory information. The motion must have a second, followed by votes. The motion must be submitted as a separate e-mail and not an attachment for another source. The secretary must record all responses and tally the vote then announcing the results. Any one Board member may request the e-mail vote to be tabled to the next meeting for purposes of proper discussion and the opportunity to communicate in person.
- K. In the event of a disciplinary action, the Player Agent of the associated division will be excluded from voting. After all discussion of the issue from the floor has taken place, the

final vote may be held in a closed door session of the Board members at the request of any of the parties involved or by majority vote of the Board.

L. Conflict of Interest Clause:

1. No business shall be conducted with a Board member in which that member will make money from the business.
2. No member will involve themselves in any motion or vote if they have any conceivable personal interest in the outcome of the decision, if the question is affecting them or they brought a complaint against another to the attention of the Board.

Article VI – Dissolution Clause

Upon dissolution of Tuolumne County Girls Fastpitch all monies and properties shall be donated in good faith to a non-profit association which further enables girl's athletics in Tuolumne County. No part of the net earning, properties, gains, profits, dividends or assets of this organization on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any member or director of this organization. Upon dissolution of the organization and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of the corporation to such other organization or organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exception under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

Article VII - Duties of Board Members

The following is an outline of the responsibilities for the official positions held. In the event an individual holds multiple seats, this person will be allowed only one vote on all matters brought before the Board. If two people hold one seat, only one vote will be allowed per position. All Board Members are to attend Board meeting for the purpose of communicating duties and ideas for their particular positions. No Bonded Board member may sign a check presented to themselves or another family member. Board members are responsible for keeping and maintaining a current binder to track Board actions and to keep record of their positions duties and needs. The Binder will house a current set of By-Laws, league meeting minutes, and TCGF Rules of order. All Board members are officers of TCGF and are responsible for policing games and events to insure the code of conduct is being fulfilled.

A. President

1. Chairperson of the Board
2. Presides over all league matters.
3. Lead representative to other Leagues, agencies, businesses, the media and individuals.

4. Receives requests, proposals, protests, or problems arising in the Association and presents the same to the Board for their action.
5. Selects and heads protest committee, comprised of Player Agent, Umpire-In-Chief, and one coach/manager for other divisions without affiliation with the teams involved.
6. May sign league checks and in this capacity, needs to be bonded. May not write checks to Self from league funds.
7. May attend any and all meetings involving the league, with the exception to the Nominating committee meetings.
8. Other duties assigned to the league operation in accordance with NSA and rulebooks and directives.
9. Shall have authority to take immediate disciplinary action against any Coach, Manager or League member for any serious violations of these by-laws.
10. The President is a voting member of the Board. The President votes as the seventh member of the board in the case of a tie.
11. Authorizes Board Members to represent League interests with regard to purchases.
12. Present at games once a week to be determined unless prior arrangements are made for a board member to be there in absence.
13. Present on all Saturday events unless prior arrangements are made for a board member to be there in absence.
14. Member of all committees to serve as needed under the committee head.
15. May not coach a team unless a team is without a coach due to unforeseen circumstances. Board must approve.
16. Works with Standard Park and Vice President to coordinate scheduling and field use.

B. Vice President

1. Presides in the absence of the President, works with all Board members and carries out such duties and assignments as may be delegated by the President.
2. Responsible for organizing (including planning and budget) of Players Clinic and Coaches Clinic.
3. Responsible for Picture day schedule and maintaining contact with photographers.
4. Along with the Fields Manager secures playing and practice fields.
5. Chairperson for Rules Committee.
6. The Vice President is a voting member of the Board.
7. Oversees and delegates to player agents preseason clinic duties.
8. Writes, publishes and disperses game schedules.
9. Present at games once a week to be determined unless prior arrangements are made for a board member in their absence.

C. Secretary

1. Records proceedings of general meetings.
2. Solicits agenda items, prepares and distributes agenda, meeting minutes, and information

necessary for all meetings as well as confirming attendance of Board members and those with agenda items.

3. Keeps accurate list of all members and players
4. Takes care of correspondences and materials related to the Association.
5. May sign league checks and in this capacity, needs to be bonded. May not write checks to self from league funds.
6. Together with the President, signs legal documents of the Association.
7. Files incorporation papers and maintains non-profit status along with the Treasurer.
8. Notifies all Board members of upcoming Board meetings.
9. Types Board approved Constitution, By-Laws, and Division Rules and is responsible for the distribution of these documents to the Board and all coaches.
10. Formulates the following documents (but not limited to):
 - Thank you letters
 - Sponsorship letters
 - Proposals
11. Responsible for issuing a copy of by-laws, handbooks and forms to all coaches. Have all Coaches sign off on receipt of league materials.
12. The Secretary is a voting member of the Board.
13. Present at games once a week to be determined unless prior arrangements are made for a board member to be there in absence.

D. Treasurer

1. Signs checks and in this capacity, must be bonded. May not sign checks to self from league funds.
2. Dispenses Association funds as approved by the Board.
3. Reports status of the Association funds and fiscal matters.
4. Keeps Association books and fiscal records, works with Secretary on non-profit status.
5. Prepares budget and assumes responsibility for the Association finances.
6. Prepares regular monthly written reports to the Board and files an Annual Report.
7. Makes all records, receipts, and accounts available to the Board upon request.
8. Complies with Article XI of the By-laws.
9. The Treasurer is a voting member of the Board.
10. Responsible for contacting and following up on non-sufficient fund checks that are returned to the Association.
11. Coordinates registration information
12. Picks up mail from the mailbox.
13. Present at games once a week to be determined unless prior arrangements are made for a board member to be there in absence.

E. Umpire-In-Chief

1. Before the season begins, sets up a list of qualified umpires and submits them to the Board for final approval.

2. Responsible for Umpire School of Instruction and is available for the rule interpretation.
3. May designate an acting Umpire-In-Chief during his/her absence. This assistant is not considered a Board member and must be Board approved.
4. Responsible for canceling games due to rain, and rescheduling all called games as soon as possible and notifying President, Coaches and Umpires of the cancellations.
5. Responsible for dispersing and checking time cards for accuracy prior to being submitted to the treasurer.
6. The Umpire-In-Chief is a voting member of the Board.
7. Present at games once a week to be determined unless prior arrangements are made for a board member to be there in absence.
8. Present on all Saturday events unless prior arrangements are made for a board member to be there in absence.

F. Registrar

1. Collects all registration forms and money from registration events, makes and maintains data bases of all eligible players.
2. Compiles a list of all players by age division, distributes copies of lists to Player Agent and maintains a list of all players on the waiting list (after teams have been formed).
3. Together with the Treasurer provides to Player Agents lists of players with deficient registration requirements.
4. May designate an assistant for all non-financial tasks. The assistant is not considered a member of the Board.
5. The Registrar is a voting member of the Board
6. Provides registration information to Publicity Chair to aid in the distribution of publicity flyers sent out for general membership.
7. Present at games once a week to be determined unless prior arrangements are made for a board member to be there in absence.

G. Player Agent

1. Represents all registered members and their interests and in doing so should avoid acting as Player Agent in which a family member plays.
2. Receives current registrations from Registrar
3. Compiles a list of all teams per age division and maintains a list of all players on the waiting list (after teams have been formed).
4. Assigns players from waiting lists to teams and is responsible for requested and required rosters.
5. May designate an assistant to function on behalf of the Player Agent during absence, the assistant is not considered a member of the Board.
6. Notifies Coaches and Parents of players with deficient registration packets and funds due.
8. The Player Agent(s) is a voting member of the Board.
9. Notifies Uniform Coordinator of new players.

10. Assist with player clinics.
11. Present at games once a week to be determined unless prior arrangements are made for a board member to be there in absence.

H. Equipment Manager

1. Regularly inspects and evaluates all property and equipment.
2. Keeps all equipment in good repair.
3. Suggests equipment, supplies, and scorebooks to be purchased.
4. Retains playing equipment during off-season and reissues equipment to proper teams at the beginning of the season and in time for start of practices.
5. Prepares an inventory of equipment at the beginning and end of the playing season.
6. Submits a budget to the Board for the current season, to include bids for recommended equipment and supply purchases.
7. Responsible for maintaining an adequate supply of catcher's gear, approved batting helmets with face masks, bats, T's, balls and equipment bags.
8. May designate an assistant to function on their behalf during absences. This assistant is not considered part of the Board.
9. The Equipment Manager is a voting member of the Board.
10. Present at games once a week to be determined unless prior arrangements are made for a board member to be there in absence.

I. Facilities Safety Manager/Insurance Liaison

1. Responsible for obtaining proper school use permits and Standard field use permits.
2. Primary communication liaison with schools and other organizations that TCGF has field use rights.
3. Communicates concerns to the Board, makes recommendations, and helps facilitate resolution to problems that arise regarding field usage and changes.
4. Makes recommendations to the Board on field improvements, including bid/cost figures.
5. The Field Maintenance Chairperson is a voting member of the Board.
6. Oversees proposals for field needs and submits all proposals to Board prior to submitting to any school or facility.
7. Researches insurance bids and communicates information to the Board.
8. Secures insurance and contacts President and Player Agent.
9. Deliver copies to President and Player Agent.
10. Delivers bill to treasurer.
11. May designate assistants for all non-official tasks. The assistants are not considered Board members.
12. The Insurance Liaison is a voting member of the Board.
13. Present at games once a week to be determined unless prior arrangements are made for a board member to be there in absence.

J. Publicity Chairperson/Fundraising Committee

1. Responsible for all league publications these may include but are not limited to newspaper articles, advertisements, flyers, website, and newsletters.
2. Obtains Board approval for all printed publications, prior to printing.
3. Works with President as point person for public relations activities for the Association.
4. Determines and recommends the most appropriate means to disseminate information to the membership and community.
5. Receives all information for submittal to media
6. Oversees Recruiting activities and works with Registrar on the distribution of membership flyers.
7. The Publicity Chairperson is a voting member of the Board.
8. Distributes signs and flyers to elementary schools
9. Oversees information placed on website.
10. Organizes and manages all fundraising efforts to aid in covering the League operating expenses.
11. Works with the Board to recognize the financial needs of the season and set fundraising goals.
12. Prepares and presents fundraising recommendations to the Board for consideration.
13. May solicit and select a committee to assist with carrying out fundraising projects. This committee is not considered voting members of the Board.
14. Present at games once a week to be determined unless prior arrangements are made for a board member to be there in absence.

K. Sponsor Chairperson/Uniforms

1. Makes every attempt to secure enough sponsors for Season
2. May solicit and select a committee to assist with securing sponsors. This committee is not considered voting members of the Board.
3. Works with the Treasurer in the collection of moneys due the League from Sponsors.
4. Provides a list of sponsors assigned to teams to the Uniform coordinator.
5. Responsible for acquisition and distribution of team sponsor plaques and end of season team trophies.
6. Sponsorship fees to be set by the Board.
7. The Sponsor Chairperson is a voting member of the Board.
8. Works with team Coaches by communicating remaining sponsorship requirements as they are enlisted to help provide their own team with a sponsor and distributes league secures sponsors to teams that require assistance in obtaining a sponsor.
9. Researches bids and communicates information to the Board.
10. Secures bids and orders uniforms for all teams for all playing seasons.
11. Distributes uniforms to all teams prior to the beginning of each playing season.
12. May designate assistants for all non-official tasks. The assistants are not considered Board members.
13. The Uniform coordinator is not a voting member of the Board.

14. Present at games once a week to be determined unless prior arrangements are made for a board member to be there in absence.

Article VIII- Coaches

- A. The coach of a Tuolumne County Girls Fastpitch Team will be a person at least eighteen years of age. Coaches are responsible for keeping their coaching staff, players and spectators under control at all times which during games must be identified by the league or they may not be on the field or in the dugout.
- B. Coaches may appoint assistant coaches to assist them in keeping their staff, players and spectators under control at all times.
- C. Coaches will assume full responsibility for signing for equipment and keys issued to their teams.
- D. Use of equipment other than during the playing season shall require approval by the Board.
- E. Coaches shall forbid the use of vulgar language, liquor, illegal drugs, or tobacco on the playing field during practices, games or other activities where players are present as per the Code of Conduct.
- F. Coach should have a team parent meeting at the beginning of the season to explain safety, discipline, substitution, league activities and their own goals.
- G. Responsible for receiving all necessary forms from the parents as determined by the Registrar.
- H. Coaches will immediately inform the Player Agent of any injuries occurred during games or practices and fill out an incident report on league form and give it to said Player Agent.
- I. The coach will enter the time and date of the injury in the scorebook if it occurs during a game or make note of the injury if it occurs during a practice.
- J. Coaches will inform the Player Agent within 48 hours of any player dropping from a team.
- K. Coaches will receive a League handbook from the Vice President with instructions and necessary forms at the mandatory Coaches Clinic. It is their duty to review and follow the guide-lines set down in their handbook.
- L. Coaches must follow all rules and amended rules approved by the Board.

Article IX- Membership

- A. General membership in the Association will consist of parents, grandparents (relatives or Board approved adults) or guardians of active ball players and Coaches and appointed officials.
- B. Board Membership will consist of those elected from the General Membership.
- C. Any child meeting the age requirements, and who resided within our official boundaries, regardless of race, color, creed, or religion, shall be eligible to participate.

- D. Financial hardship cases will be considered by the Board for scholarships based upon the player submitting a written request to the Board. Scholarship players will be offered a volunteer position for the parent or guardian and additional fundraising opportunities.
 - a. Parents and/or Guardians will be expected to volunteer a minimum of 8 hours per scholarship, at the discretion of the Board, performing duties assigned by the Board.
- E. Girls are considered active participants and shall perform reasonable duties (e.g. policing diamonds, participating in fundraising, etc.) required by the League.

Article X- Meetings

Section 1: Regular Meetings

Regular meeting of the Board shall be held at such times and locations as the Board may determine, but no less than one meeting every month. These shall be open meetings. This is the suggested meeting structure for the year:

- A. The Board will set the calendar for the year at the October meeting.
- B. The Board will approve the Budget by the November meeting.
- C. The Board will meet no later than the month of November to set dates for registration and all matters relating to registration.
- D. The Board will meet to set procedures for Coaches in January.
- E. February meetings will be held with Coaches and their representatives. The main purpose of the meetings will be to review rules, establish duties and schedule monthly meetings.
- F. By February, the Board will meet to set up procedures for Opening Day.
- G. Notices of all meetings shall be given no less than two weeks in advance to all members of the Board. Separate notices need not go out if regular meetings have been placed on the calendar.
- H. A majority vote, at any regularly scheduled meeting shall govern.

Section 3: Special Meetings

Special meetings may be called by the President and three (3) board members or $\frac{3}{4}$ of the general Board membership. This meeting must be scheduled within 72 hours of written request, with notices going out to all Board members within 48 hours of the date and time of the meeting. The purpose of the special meeting shall be one topic only. Notices shall be by e-mail, text or phone call as dictated by the member.

Article XI- Finances

- A. The Board may decide all matters pertaining to finances of the Association and shall place all income in a common association treasury, directing the expenditures of same in such a manner as will give no individual or team an advantage over another.
- B. An audit may be conducted annually by an outside party appointed by the Board based on yearly funding availability.
- C. The Treasurer shall submit a budget to the Board by the November Board meeting.
- D. Any expenditure over \$100.00 will require approval by the Board. The Treasurer is empowered to pay normal league operating expenses up to \$300.00 without Board approval.
- E. The Board will determine fees for league before each season's registration.
- F. Board members are allowed one waived player registration for the Spring Season only following their election to the Board.
- G. Sponsorship amount will be determined by the Board.
- H. All player fees will include for the season; socks, shirts and insurance.
- I. Any TCGF member who fails to make restitution on any returned check including bank related charges, will no longer be allowed to write personal checks to the league. In addition, any TCGF member who writes two non-sufficient checks will no longer be allowed to write personal checks to the league. No player may participate in any league play until non-sufficient checks have been cleared.

Article XII- Policies

- A. Registration dates will be determined by the Board.
- B. Practices may not begin until the Vice President has submitted the necessary insurance forms to TCGF insurer. The Vice President will inform Player Agents and Coaches when this has been completed.
- C. Registration Fees, Fundraising monies, Opt out Payment or scholarship status must be received and approved by the Association prior to the first game or player must sit out until paid or cleared by the Board.
- D. In the event that there are not enough girls registered to form at least one full team for each age division, the 12U and 14U age divisions may be combined with consideration to safety.
- E. League Composition:
 Determination of age for playing will be as follows; the girls' age will be the age she is on December 31st prior to the playing season. This playing age will be in effect throughout the scheduled playing season and post-season tournaments. Birth certificates are required at time of registration.
 - 1. 6 & under will be girls ages 4-6
 - 2. 8 & under will be girls ages 7-8
 - 3. 10 & under will be girls ages 9-10
 - 4. 12 & under will be girls ages 11-12
 - 5. 14 & under will be girls ages 13-14

6. If age appropriate divisions are created then players with ability and playing experience may play up one division with a written request by the parent and Board. The Board may require a tryout with a minimum of 4 Board members present by the player to verify the player is capable of excelling at the new division. Request must be submitted to the board before player's clinic. If age appropriate divisions are created then players with no playing experience or with special circumstances may play down one division with written request by a parent and approval of Player Agent and Board. Every effort will be made to fill and field the age divisions as listed above.

F. 6 and Under

The T-ball Division (U6) will be comprised of the number of teams deemed appropriate by the number of players registered.

1. Every effort will be made to maintain eight players on a team. The T-Ball division age limits will be four years of age by December 31st prior to the playing season, through six years of age.
2. The daughters of the official coach and manager may be placed on the team prior to team formation.
3. Sisters in the same division will play on the same team unless different teams are specifically requested on the registration forms.
4. T-Ball players will be assigned to teams by geographical areas as closely as possible. Team assignment will be made by the Player Agent. Core team building guidelines will apply per Article VIII, Section B above.
5. The girls exceeding current vacancies may be placed on a waiting list in the order in which they sign up. Date and time will be noted on each girl's application.
6. The Board will give consideration to placement of sponsors and teams.
7. Every effort will be made to form a new team once each team reaches the 8 player minimum. Every effort will be made not to exceed 12 players.

G. 8 and Under

1. The 8 and under division will be comprised of the number of teams deemed appropriate by the number of players registered.
2. Every effort will be made to maintain eight players on a team.

3. For players under 6, written request must be submitted to the board and player must be approved for play.
4. The daughters of the official coach and manager may be placed on the team prior to team formation.
5. Sisters in the same division will play on the same team unless different teams are specifically requested on the registration forms.
6. Players will be assigned to teams by geographical areas as closely as possible. Team assignment will be made by the Player Agent. The Player Agent will make every effort to return girls to the team for which they played the previous season but not guaranteed.
7. The girls exceeding current vacancies may be placed on a waiting list in the order in which they sign up. Date and time will be noted on each girl's application.
8. The Board will give consideration to placement of sponsors and teams.
9. Any girl placed on a waiting list may be refunded her registration money after the season begins.
10. When a player resigns from a team, the Manager must immediately notify the Player Agent. The Player Agent must verify the resignation with the girl and her parents or guardian. Exceptional situations will be brought to the Board by the Player Agent for the resolution.
11. If at the end of sign-ups there are not enough girls to fill a team, the Board may drop the team and/or place the girls from the disbanded team(s) on another team by the Player Agent.

H. 10 and Under

1. The 10U Division will be comprised of the number of teams deemed appropriate by the number of players registered.
2. Every effort will be made to maintain ten players on a team and not exceed 12 players.
3. The daughters of the official coach and manager may be placed on the team prior to team formation.
4. Sisters in the same division will play on the same team unless different teams are specifically requested on the registration forms.
5. 10U Players will be assigned to teams by geographical areas as closely as possible. Team assignments will be made by the Player Agent. The Player Agent will make every effort to return girls to the team for which they played the previous season but not guaranteed.
6. The girls exceeding current vacancies may be placed on a waiting list in the order in which they registered. Date and time will be noted on each girl's application.
7. The Board will give consideration to placement of sponsors and teams.
8. Any girl placed on a waiting list may be refunded her registration money after the season begins.
9. When a player resigns from a team, the manager must immediately notify the Player Agent. The Player Agent must verify the resignation with the girl and her parents or guardian. Exceptional situations will be brought to the Board by the Player Agent for resolution.

10. If at the end of sign-ups there are not enough girls to fill a team the Board may drop the team and/or place the girls from the disbanded team(s) on another team by the Player Agent.

I. 12 and Under

1. The 12U Divisions will be comprised of the number of teams deemed appropriate by the number of players registered.
2. Every effort will be made to maintain ten-twelve players on a team. Every effort will be made to form a new team at 12 players and to not exceed 14 players.
3. The daughters of the official coach and manager may be placed on the team prior to team formation.
4. Sisters in the same division will play on the same team unless different teams are specifically requested on the registration forms.
5. 12U players will be assigned to teams by geographical areas as closely as possible. Team assignment will be made by the Player Agent. The Player Agent will make every effort to return girls to the team for which they played the previous season but not guaranteed.
6. The girls exceeding current vacancies may be placed on a waiting list in the order in which they sign up. Date and time will be noted on each girl's application.
7. The Board will give consideration to placement of sponsors and teams.
8. Any girl placed on a waiting list may be refunded her registration money after the season begins.
9. When a player resigns from a team, the manager must immediately notify the Player Agent. The Player Agent must verify the resignation with the girl and her parents or guardian. Exceptional situations will be brought to the Board by the Player Agent for resolution.
10. If at the end of sign-ups there are not enough girls to fill a team the Board may drop the team and/or place the girls from the disbanded team(s) on another team by the player agent.

J. 14 and Under

1. The 14U Division will be comprised of the number of teams deemed appropriate by the number of players registered.
2. Every effort will be made to maintain twelve players on a team. Every effort will be made not to exceed 14 players.
3. In the event that there are not enough players to fill the 14U Division the 12U and 14U age divisions may be combined with consideration for safety.
4. Sisters in the same division will play on the same team unless different teams are specifically requested on the registration forms.
5. 14U players will be assigned to teams by geographical areas as closely as possible. Team assignment will be made by the Player Agent. The Player Agent will make

every effort to return girls to the team for which they played the previous season but not guaranteed.

6. The girls exceeding current vacancies may be placed on a waiting list in the order in which they sign up. Date and time will be noted on each girl's application.
7. The Board will give consideration to placement of sponsors and teams.
8. Any girl placed on a waiting list may be refunded her registration money after the season begins.
9. When a player resigns from a team, the manager must immediately notify the Player Agent. The Player Agent must verify the resignation with the girl and her parents or guardian. Exceptional situations will be brought to the Board by the Player Agent for resolution.
10. If at the end of sign-ups there are not enough girls to fill a team the Board may drop the team and/or place the girls from the disbanded team(s) on another team by the player agent.

Article XIII-Amendments

This Constitution and By-Laws, or any section thereof, may be amended or replaced by a majority vote of the Board. The Board is required to discuss and vote on changes proposed by general membership. It is the intention of the Board, to review all matters presented, with the understanding that great care will be taken to try and maintain the language as stated in the NSA and TCGF rules.

- A. The following is the procedure to be followed with reference to By-Laws and Rules Amendments:
 1. The Vice President is the chairperson for the rules committee.
 2. At least three additional board members shall be appointed to the committee by the Board.
 3. Coaches and parents may speak at board meetings, submit concerns in writing to the Board and committee for consideration.
 4. The committee shall be responsible for reviewing the rules during December and recommending changes in writing to the Board no later than the January meeting. The committee is bound to present all properly submitted suggestions and proposals.
- B. The By-Laws shall be amended in the following manner:
 1. Amendments, restrictions or changes must be put in writing and a copy given to the Vice President.
 2. Written reasons for each amendment must be entered into official record for future reference.
 3. It must be carried by a $\frac{3}{4}$ majority vote of the members at the By-Law adoption meeting.

- C. The playing rules shall be amended as follows:
1. All amendments must be submitted to the Rules committee by the January meeting, in writing and signed by the Author. A vote will be taken at the January meeting.
 2. Each amendment presented at the December meeting must be seconded, read and then open to discussion. Further changes may be made to an amendment during discussion. The final version must be read again and voted on.
 3. Provisional rules may be put into effect on an emergency basis before the first game of the season, by presenting the rule, seconding it, discussing and voting on it, during a meeting before the season starts.
 4. Written reasons for each amendment must be entered into the official record for future reference.
 5. The amendment will become effective on the date of the vote.
 6. Any changes will be properly published and distributed to all appropriate team staff.

Article XIV-Rules

Rules will follow NSA rules with Rule Adoptions approved by the board.

Article XVI- Umpires

- A. The Umpire-In-Chief shall summarize the basic rules and issues to teams prior to season start.
- B. An umpire may eject a player, manager, coach, or spectator from a game when, in their opinion, individual is intentionally placing himself/herself or someone else in jeopardy, creating a safety hazard, or displaying UNSPORTSMANLIKE conduct.
- C. There may be two umpires at play-off games/closing tournament.
- D. Umpiring will not be done by elected Board personnel except when no regular umpire is available and excluding the Umpire in Chief.
- E. Umpires must call time before any member of a coaching staff can enter the playing field.
- F. Conditions of the playing field shall be determined by the Umpire-In-Chief at the beginning of each game.
- G. Assigned umpires have the responsibility and authority to “call a game” when playing field is unsafe to play on (i.e. darkness, or weather conditions).
- H. Behind the plate Umpire will be in charge of checking out official scorebooks to the game that they are officiating. He/She will also be in charge of signing the books and checking them back in.
- I. Umpires will check out their equipment.
- J. Behind the Plate Umpires will call in any problems that may have occurred to the Umpire-In-Chief before the end of the day the game occurred.

Article XV- Scorekeeping

- A. Home team will provide a score keeper to keep official book and report to the umpire.

Article XVI- Safety

- A. NO JEWELRY of any kind is to be worn during games or practices. No taping of jewelry will be allowed. The only exception will be Medical Alert.
- B. Players should wear rubber cleats. Steel cleats are not allowed.
- C. Batting helmets equipped with face masks are required. Offensive players must wear a helmet while on the field. A player not wearing a properly equipped helmet when batting will be called out at home plate.
- D. Hair should be secured or braided out of the player's face.
- E. Team members must be kept within designated areas during play (i.e. batter's box, team bench or pitcher's warm-up area) where there is no danger for a team member or spectator being hurt.
- F. Any player under a doctor's care must have a doctor's release before she can resume playing for TCGF.
- G. All injuries that occur during practices or games must be reported to the Player Agent.
- H. Catchers MUST wear headgear and shin guards when warming up pitchers.
- I. Batting helmets must not be removed from a batter's head while on the playing field. If an Umpire feels a batting helmet is intentionally removed, the batter/runner is out.

Article XVII- Code of Conduct

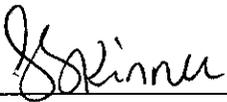
In accordance with TCGF By-Laws part G. The Association is adopting a Code of Conduct. The Code of Conduct establishes unacceptable behavior and penalties for violations. Any person wishing to report a complaint or a code of conduct infraction must do so in writing within 48 hours of the event to any Board member. The TCGF Board reserves the right to issue a verbal and or written warning based on evidence provided at the Board meeting presiding over the issue. All complaints or violations will be followed up with notification to all involved parties.

- A. Any ejected player/coach/manager MUST leave the field immediately. Failure to do so may result in a maximum penalty for the violation. If the ejected player/coach/manager continues any disruption, they will be suspended for one additional game and placed on probation. An incident report will be completed and forwarded to the Board President. The minimum penalty is one (1) game suspension, following the incident. The maximum penalty is a two (2) game suspension and probation, one year from the date of the incident.
- B. No player/coach/ manager/spectator shall:

1. Be physically aggressive toward any person, player, official, umpire, scorekeeper, league director, agency representative, or spectator. This includes any unwanted physical contact including, but not limited to, shoving, or striking a person before, during or after a game. (in alignment with league insurance policy) During a game, the person will be immediately ejected. Penalty: Terminated for one year.
2. Use of profanity and/or racial, sexual, religious, or disability-based slurs, threats, or intimidations before, during or after a game.(in alignment with league insurance policy). Minimum Penalty: Immediate ejection and 2 game suspension. Maximum Penalty: Terminated for one year.
3. Be verbally abusive toward any player, official, league director, representatives, or spectators. This includes but is not limited to, use of profanity and/or racial slurs, harassment, threatened, or intimidation before, during or after a game. (in alignment with league insurance policy). If during a game, the person will be ejected. Minimum penalty: Immediate ejection and 8 game suspension. Maximum penalty: suspension for two years.
4. A suspension means the suspended member is not to be at any TCGF location during a TCGF practice, game or other official or unofficial event.
5. A hearing may be requested by the player/coach/manager/spectator. An Eligibility and Reinstatement Committee will be appointed by the TCGF Board of Directors to hear the appeal.

End

Official By-laws of Tuolumne County Girls Fastpitch Adopted on: 10/8/15

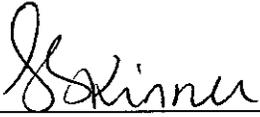


 (President)



 (Secretary)

The Adoption has been Amended on: ~~11/19/15~~ 12/10/15



 (President)



 (Secretary)