

# PACIFICA GIRLS SOFTBALL LEAGUE

## BY-LAWS

Revised: October 18, 2022

### 1. PURPOSE

Pacifica Girls' Softball League (the "PGSL") is organized to inspire the youth of Pacifica, regardless of race, creed or national origin through softball. The PGSL will provide girls ages four (4) to eighteen (18) with the opportunity to play softball in a positive, fair, instructional and safety-oriented environment with emphasis on the development of qualities such as leadership, teamwork, sportsmanship, citizenship and friendship while encouraging the development of the PGSL and with mindful adherence to the Code of Ethics of the USA Softball ("USAS") organization.

### 2. ORGANIZATION

#### 2.1. Board

##### 2.1.1. Composition

2.1.1.1. The Board of Directors (the "Board") of the PGSL will consist of 13 roles: President, Vice-President, Secretary, Treasurer, Publicity and Marketing Coordinator, Parent Coordinator, Snack Shack Coordinator, Coach Coordinator, Fundraising Coordinator, Field Manager, Field Strategist, Schedule Coordinator, and Equipment Manager (the "Voting Members").

2.1.1.2. The President, Vice-President, Secretary, and Treasurer are elected by the general membership per section 2.1.3 below. All other Board positions are appointed by the Board.

2.1.1.3. The Voting Members shall each serve for a term of two (2) years beginning September 1st of the election year.

##### 2.1.2. Qualifications

2.1.2.1. Board members are volunteers and not required to have a child playing in PGSL.

2.1.2.2. Board members may function as managers or coaches, however, cannot vote on Board matters concerning the team that they manage or coach.

##### 2.1.3. Elections

2.1.3.1. The President, Vice-President, Treasurer, Secretary shall be elected by the majority of the members of the General Membership in Good Standing who submit votes in any given election.

2.1.3.2. All members of the General Membership shall be notified via email at least 30 days prior to any election date in which the General Membership has a right to vote (the "Notice Period").

2.1.3.3. Any member of the General Membership with no unresolved investigations of improper behavior or previous findings of improper behavior defined in these bylaws (in "Good Standing") may nominate themselves or a similarly qualified candidate for elected positions during the Notice Period.

2.1.3.4. Voting requests and submissions will be executed via email or an electronic email-based survey application as determined by the Board using either: 1) The primary parent / guardian email address from the latest PGSL registration form; or 2) The email address on file for non-parent / guardian members of the General Membership.

2.1.3.5. Members of the General Membership are entitled to a maximum of one (1) vote per family.

- 2.1.4. Vacancies
  - 2.1.4.1. Removal of a member of the Board will require a quorum vote of the Board in good standing. Grounds for removal include: 1) Dereliction of duty; 2) Unexcused absences; 3) Unethical behavior; 4) Criminal behavior; 5) Conduct unbecoming an officer.
  - 2.1.4.2. Any vacancy of the Board will be filled for the remainder of the term by a majority vote of the remaining directors.
- 2.1.5. Roles and Duties of Board:
  - 2.1.5.1. President. The President sets the strategic directions and priorities for the PGSL. The President shall preside at all meetings of the PGSL and with the Board.
  - 2.1.5.2. Vice President. The Vice President shall assist the President and shall perform such duties assigned by the Board and will act as President in the absence or inability of the President. The Vice President provides oversight to the executions of tasks and projects owned by Board Members to ensure the strategic direction and priorities of the Board are met.
  - 2.1.5.3. Treasurer. The Treasurer shall have the responsibility for the custody of the PGSL funds and fiscal records, supervise financial reports, prepare budgets and reports monthly as desired by the Board. No payer shall ever be authorized by the PGSL to prepare a negotiable instrument payable to cash or to himself/herself as payee of said instrument. Requests for reimbursement must submit receipts to the Treasurer prior to payment. Expenditures over \$2,500 must be approved by the Board. The President shall have access to all accounts electronically. The Board may call for an outside audit at any time by majority vote. The Treasurer is responsible for maintaining the 501(c)3 status of the PGSL and is authorized to work with external accountants as needed.
  - 2.1.5.4. Secretary. The Secretary shall certify, authenticate and supervise the custody of the official records of the PGSL and perform other duties as prescribed by the Board. They will also be responsible for accurate minutes of all Board meetings and designated membership meetings and will submit copies of these minutes to the Board prior to the next scheduled Board meeting. The Secretary manages the election process.
  - 2.1.5.5. Publicity and Marketing Coordinator. The Publicity and Marketing Coordinator shall facilitate articles for the newspaper, manage sign-up flyers to the newspaper and surrounding schools, and procure banners for appropriate locations for advertisements. In addition, they shall facilitate items for the PGSL website and social media, keeping both updated on a weekly basis. This role will manage the Sponsorship Program. They will develop a publicity and marketing plan, and will track and report to the Board the completion of publicity and marketing activities.
  - 2.1.5.6. Parent Coordinator. The Parent Coordinator shall coordinate volunteers, including team parents, firework fundraising, snack shack volunteers, and other efforts requiring involvement of the General Members, especially for Fundraising efforts and Field Maintenance.
  - 2.1.5.7. Snack Shack Coordinator. The Snack Shack Coordinator is responsible for procuring and providing all items for sale at the Snack Shack, and for maintaining the Snack Shack container. The Snack Shack Coordinator works with the Parent Coordinator

to ensure parent volunteers are identified to run the Snack Shack during games and events.

- 2.1.5.8. Coach Coordinator. The Coach Coordinator will be responsible for providing league coaches with expectations, training, and support, including ensuring all coaches are certified. They will be the primary point of contact between the Board and the coaches in the league, and ensure the coaches understand their responsibilities as described in these bylaws. The Coach Coordinator is responsible for implementing the League Safety Program described in Section 4. The Coach Coordinator can identify and create the roles of division coordinators if required.
- 2.1.5.9. Fundraising Coordinator. The Fundraising Coordinator will plan and execute events to raise funds for the League, including attending community meetings regarding fundraising. The Fundraising Coordinator will track and report to the Board how much money each event raised and how many volunteer hours were required to support each event. The Fundraising Coordinator works with the Parent Coordinator to ensure sufficient volunteers for fundraising events, and is empowered to create a Fundraising Committee as needed.
- 2.1.5.10. Field Manager. The Field Manager will be responsible for field maintenance and general upkeep and inventory of field equipment. The Field Manager makes sure that work planned with the Field Strategist is executed. The Field Manager works with the Parent Coordinator to obtain sufficient volunteers for field maintenance activities, and is empowered to create Field Maintenance Committees as needed. The Field Manager also identifies non-routine field maintenance activities that are needed and works with the Field Strategist to make a plan to address them. The Field Manager tracks and reports to the Board completion of field maintenance activities and ongoing projects.
- 2.1.5.11. Field Strategist. The Field Strategist identifies what projects are needed for the PGSL fields and develops a plan for how to execute them, including estimating the cost of new projects. The Field Strategist creates the overall field maintenance plan for the Field Manager to execute, and is also responsible for the mechanical equipment used in field maintenance. The Field Strategist provides updates to the Board on project status.
- 2.1.5.12. Schedule Coordinator. The Schedule Coordinator will handle all scheduling of practices, league games, umpires, and reschedules. They will serve as liaison between the PGSL and USAS. This position will also ensure that all Umpires are trained in coordination with the Umpire in-Chief of Peninsula Sports Officials Association, or other official USAS umpiring body.
- 2.1.5.13. Equipment Manager. The Equipment Manager shall secure all USAS-approved equipment for league play. The Equipment Manager will create an equipment maintenance plan, and track and report to the Board completion of activities, as well as identify additional purchases that are needed. This role is also responsible for ordering PGSL uniforms.
- 2.1.5.14. Division Representative(s) (optional). The Division Representative(s) can help facilitate any needs of the PGSL and will serve as liaison between the coaches, the Coach Coordinator, the General Membership, and the Board. Ideally, each Division Representative should represent a specified age group and bring rule changes and issues from their represented

age group to the Board. However, this will be at the Board's discretion. They can also be responsible for safe working equipment for league play, shall report without delay to the Board of any emergency equipment that is needed, and provide receipts for all purchases to the treasurer without delay.

#### 2.1.6. Meetings

2.1.6.1. The Board will meet at least monthly during the PGSL season at a time and date designated by the President and agreed upon by the board. Notice establishing the item, place and date of such meetings will be given to each director at least seven (7) days prior to said meeting and posted in a location visible by the general membership such as the PGSL web site.

2.1.6.2. Notice to General Membership will be provided a minimum of 72-hours prior to the meeting.

2.1.6.3. A majority (more than 50%) of the Board shall constitute a quorum for the transaction of business. Non-filled positions don't count towards a quorum.

#### 2.2. Team

2.2.1. A team should consist of no more than fourteen (14) girls and no less than ten (10) girls. At the discretion of the Board, teams may be formed with appropriate age groups to develop evenly matched teams that promote the development of skills and sportsmanship, as defined in these bylaws.

#### 2.2.2. Staff

2.2.2.1. The managing staff of each team will consist of one head coach, up to three assistant coaches, and a team parent. Whenever possible, at least one of the coaches should be female. The managing staff of each team will be approved by the Coach Coordinator.

2.2.2.2. Prior to the start of the season, the Board can exclude a person from coaching by a 2/3<sup>rd</sup> majority vote. No reason is required to be given for removal. During the season the board can remove a staff member for any reason that is detrimental to the league.

2.2.2.3. Whenever possible, two coaches should be present at any PGSL practice or game.

2.2.2.4. Coaches must be 18 years of age or older and may be either male or female. Consideration for coaches less than 18 years may be given on a case-by-case basis with approval by the Board. All coaches must be certified by USAS as directed by the Board.

2.2.2.5. Coaches will always maintain a positive attitude.

2.2.2.6. No manager, coach or individual as defined under section 2.2 shall receive any salary, payment of money or other compensation for individual service or services provided to members of the PGSL. "Other compensation" includes any unique non-monetary benefit given to or bestowed upon an individual for service rendered to any PGSL member. Coach and Team Parent gifts presented by a team or team members are permitted.

#### 2.2.3. Staff Roles and Responsibilities.

2.2.3.1. Head Coach . Head Coaches shall be responsible for the team membership, their action on the field and at any PGSL event. A head coach represents the team in communications with the umpires and the opposing team. The head coach directs the

playing activities, the training, the discipline and the conduct of the team members. It is the Head Coach's responsibility to ensure that field preparation, dragging, chalking, setting and removing bases, and watering the field is done prior to scheduled games. It is also the Head Coach's responsibility to ensure that bases and other equipment are stored at the conclusion of the games. Failure to prepare the field in a manner that provides a safe, even playing surface will result in possible disciplinary action by the Board with actions taken at the Board's discretion.

2.2.3.2. Assistant Coaches. Assistant Coaches will train, instruct and teach players the fundamentals of the game as well as provide continual practice of the various skills involved in the game. An assistant coach may represent the team in communications with the umpires and opposing team in the absence of the head coach.

2.2.4. Team Parent. Each team should identify one team parent at the start of the season to aid in communication and coordination among the parents of that team, and to work with the Parent Coordinator of the league.

2.3. General Membership

2.3.1. The General Membership shall consist of parents/guardians, registered players, Board members, and team managing/coaching staff members based on the most recent year's registration.

3. SAFETY PROGRAM

3.1. The League Safety Program shall be instituted by the Coach Coordinator and approved by the Board. An effective safety program is a crucial and essential part of the League. The program shall include, but shall not be limited to, the following rules:

3.1.1. All bats shall meet USAS standards.

3.1.2. All players must wear a league-approved helmet with face guard, always, under all conditions whenever outside the dugout during a game.

3.1.3. Face Masks

3.1.3.1. For 6U, 8U and 10U teams, all players (including pitchers, infielders, and outfielders) must wear a USAS-approved safety facemask while in the field as a pitcher or player in practices and games. This includes warm-up throws and fielding practice for infield and outfield.

3.1.3.2. For 12U and older teams, pitchers and infielders must wear masks in practices and games; masks are also recommended for outfielders.

3.1.4. The managing staff of both teams will check playing areas for foreign objects such as glass, large rocks and any other hazards before games begin.

3.1.5. Only the team's players and a maximum of four (4) staff members may occupy the dugout during games. No youth or adult spectators are permitted in the dugout at any time during games or practices unless registered with the USAS and compliant with the League's insurance requirements.

3.1.6. Medical Kits/Medical Forms will be issued to each team. They must be present at all games and practices.

- 3.1.7. The league shall carry accident and liability insurance which is secondary to player's insurance/coverage.

#### 4. TEAM FORMATION

##### 4.1. Sign-Ups

- 4.1.1. All residents of the City of Pacifica who are interested in playing softball and meet the age requirements are eligible. Residents from other cities may also register at the discretion of the Board.
- 4.1.2. The league will provide a registration form to be completed by participants and parents or legal guardians. Registration forms will be filled out completely and either manually or electronically signed by parents/legal guardians before participation in the league is allowed.
- 4.1.3. A medical history form will be completed and signed by parents or legal guardians and submitted with the registration form. Any restrictions or physical limitations will be noted.
- 4.1.4. Financial limitations may hinder participation in the PGSL. Scholarships are awarded to players requesting aid on a case-by-case basis, with the approval of the Board.
- 4.1.5. PGSL may play guest teams (teams outside of the Peninsula league) during seasons. Guest teams must follow PGSL rules.

##### 4.2. Ages

- 4.2.1. A certified copy of a birth certificate, or other acceptable documents such as passports or Kaiser cards, may be required to participate in USA Softball recognized games.
- 4.2.2. The Board will determine the number of Divisions based on the number of girls of an age group registered. In some instances, age groups may be combined in order to create enough teams with enough participants. The Division Representatives shall ensure that the teams formed are competitively equal, to the extent possible, and that player skills are appropriately matched to the level of play for that Division. Under no circumstances shall player safety be put above any other priority.
- 4.2.3. 18U - Age of participating girls will be a minimum of 17 years and a maximum of 18 years of age as of January 1<sup>st</sup> of the current playing year.
- 4.2.4. 16U - Age of participating girls will be a minimum of 15 years and a maximum of 16 years of age as of January 1<sup>st</sup> of the current playing year.
- 4.2.5. 14U - Age of participating girls will be a minimum of 13 years and a maximum of 14 years of age as of January 1<sup>st</sup> of the current playing year. A player who is 14 years of age, but still in middle school can play this division.
- 4.2.6. 12U - Age of participating girls will be a minimum of 11 years and a maximum of 12 years of age as of January 1<sup>st</sup> of the current playing year.
- 4.2.7. 10U - Age of participating girls will be a minimum of 9 years and a maximum of 10 years of age as of January 1<sup>st</sup> of the current playing year.
- 4.2.8. 8U - Age of participating girls will be a minimum of 7 years and a maximum of 8 years of age as of January 1<sup>st</sup> of the current playing year.
- 4.2.9. 6U - Age of participating girls will be a minimum of 4 years and a maximum of 6 years of age as of January 1<sup>st</sup> of the current playing year.

- 4.2.10. Exceptions shall be dealt with on a case-by-case basis.
- 4.3. Draft
  - 4.3.1. A draft of players will be held prior to March 1<sup>st</sup> of the current playing year, if possible, and will be directed as assigned by the Board. To comply with the balanced teams and fair play agenda of this league all registered PGSL players will be rated on a scale from 1 to 4, one being the best and four being an inexperienced player. Players will attend an evaluation session prior to the draft. A player who is unable to be evaluated by the league will be assigned a rating number by the Player-Agent.
  - 4.3.2. A draft protocol may be adopted and/or revised when coaches and Board members agree with the intent of creating fair and balanced teams. The Board will certify the draft prior to the release of teams to assure fairness across all teams in each division.

## 5. BEHAVIOR

- 5.1. Everyone involved with any PGSL event (on the field, as a spectator, and electronically such as over social media) are expected to conduct himself or herself in a manner that is consistent with good sportsmanship. The PGSL Board is responsible for upholding all rules of play and conduct, especially those related to sportsmanship, harassment and/or bullying.
- 5.2. The following forms of behavior are unacceptable if they occur during any PGSL games, practices, or other sponsored activities, or as directed to other players or members of the league electronically or over social media. Engaging in these unacceptable behaviors may be cause for ejection from a game or cause for other disciplinary actions at the discretion of the Board, up to and including expulsion from the league:
  - 5.2.1. Use of foul or offensive language.
  - 5.2.2. Harassment of any kind as described by California law.
  - 5.2.3. Excessive arguing with umpires, with members of the opposing team, with parents, or with spectators.
  - 5.2.4. Use of extreme sarcasm, belittlement, or similarly degrading or distracting comments to players, coaches, or managers.
  - 5.2.5. Intentional violation of the PGSL playing rules in order to further a team's or an individual's position, score, or status.
- 5.3. Any member of the Board who witnesses unacceptable behavior has the responsibility and duty to talk to the offending adult(s) and remind them of these rules regarding conduct. Offending adults will receive one (1) verbal warning outlining the inappropriate behavior. After a second offense, any Board Member may eject those engaged in such behavior from the playing field and stands if deemed necessary by the Board member. A PGSL Board Member may call the City of Pacifica Police to support any such action. Any action by a Board member taken under this Section will be documented at the next Board meeting, either in person or through email, and once a decision is made according to this Section, cannot be challenged by the offending adult(s).
- 5.4. Managers and coaches (not umpires) are responsible for controlling the behavior of their players, their assistant coaches, themselves, and their fans. Umpires are responsible for play and sportsmanship on the field and are not expected to control or discipline spectators. The Board, at their discretion, may take direct action under this Section should the actions taken by the managers and coaches not be sufficient.

- 5.4.1. Managers and coaches must point out instances of unacceptable behavior by players to the player and proper behavior must be explained. Any such incident must be reported to the President within three days either in person or by email and reported to the Board at the next meeting. The Board, at their discretion, may take additional action should the actions taken by the managers and coaches not be sufficient, in their view.
  - 5.4.2. Coaches may discipline any player(s) who consistently engage in unsportsmanlike or other unacceptable forms of behavior. Such discipline cannot involve physical punishment but may involve restricting the playing time of the player or even suspension for one game. Such action must be reported to the Coaching Coordinator. The Board, at their discretion, may take additional action should the actions taken by the managers and coaches not be sufficient, in their view.
  - 5.4.3. The team Head Coach, in advance of any anticipated player suspensions, must notify the President and Coaching Coordinator. The Head Coach and/or Board will discuss the discipline problem and pending disciplinary action with the player's parents or guardian. Any additional actions taken by the Board will also be discussed with the player's parents or guardian. The parent or guardian may, at their discretion, make a written request to address the full Board regarding any action, but the decision of the Board is final.
- 5.5. Umpire Authority
- 5.5.1. Umpires have the authority to expel coaches engaging in unacceptable behavior from a game. There will be no appeal of an umpire's decision to eject a manager, coach or assistant coach.
  - 5.5.2. An umpire has the authority to end any game by forfeit of any team if the players, manager, coaches or the spectators are, in the umpire's judgment, out of control or are acting in a manner detrimental to the game.
  - 5.5.3. An umpire will report to the Umpire-In-Chief of Peninsula Sports Officials Association, within two days, any instance in which a manager, coach, player or spectator has been ejected from a game or caused the forfeiture of a game
- 5.6. Board Review and Action
- 5.6.1. Written charges of unsportsmanlike or unacceptable conduct (as outlined In Section 10.2) by a manager, coach, assistant coach, player(s) or any other member of the league will be promptly handled by the Board. The Board will review the situation and the information presented by all parties and may, at its discretion, request additional information or interview other individuals.
  - 5.6.2. The Board, by 2/3 vote in closed session may take one or more of the following actions against a manager; coach, assistant coach or other team personnel or player(s) found to have engaged in one or more forms of unacceptable behavior as outlined above:
    - 5.6.2.1. Official reprimand.
    - 5.6.2.2. Probation or suspension for one or more games or for the remaining part of the season.
    - 5.6.2.3. Removal from participation in all future PGSL activities.
  - 5.6.3. The President or other Representative of the League shall inform all

involved parties of the Board's action. The notice will simply inform the manager, coach, assistant coach or other team personnel of player(s) of the action being taken and will not reveal the vote, discussion or any other conversation made during the closed meeting. The Secretary's minutes of the Board action will be held confidential for Board Members only.

5.6.4. The Board can solicit input from parents about their experience in the league, including knowledge and conduct of coaching staff, if needed.

## 6. BOOKS & RECORDS

6.1. The PGSL will keep correct and complete books and records of associated accounts and will also keep minutes of the meeting of its Board for a period of not less than seven (7) years. The books and records of the PGSL may be kept at a place designated by the Board President.

6.2. All books and records of the PGSL may be inspected by any board member, their agent, or attorney or member of the general membership for any proper purpose at any time. The requesting party requesting inspection of records and books must submit in writing the reason for the inspection. The Board will comply with the request within ten (10) business days.

6.3. An audit will be performed by an independent party as deemed necessary by the Board.

6.4. Limitation of Liability: The current Board is not responsible for any acts or discrepancies in books and records committed by past Boards.

## 7. AMENDMENTS

7.1. These By-Law may be amended, repealed or altered, in full or in part, by a majority vote of the Board only. Amendments that are voted in shall be implemented immediately.

7.2. Notification to the membership must be made 30 days prior to discussion of any amendments at the next Board meeting and shall be placed on the agenda. Objections and/or suggestions will be heard at the first Board meeting after the 30-day notification. Proposed revisions or amendments must be provided to the membership within 14 days after this Board meeting. The Board may then vote on the proposed revisions or amendments at the subsequent Board meeting. Any vote on approval of amendments can only be held after the General Membership has been properly notified of proposed revisions or amendments and have had the opportunity to provide comments.

7.3. Policies regarding urgent issues affecting player safety can be voted on by the Board without a notification or comment period to the General Membership. Notifications of such policies will be provided to the General Membership within seven (7) days of Board approval.