



Operating Policies & Procedures

Document Revision & Approval Record

Date of Change	Author	Change Reference	Date of Approval	Authority of Approval
11.08.2024	Allexus Dominguez	Removed League Playing Rules from Operating Policies; added team parent as a mandatory team position (Pg.8).	08.19.2024	Approved to add by Board of Directors vote.
11.30.2024	Allexus Dominguez	Limited total number of coaches per team to not exceed four (4) (Pg. 8).	11.18.2024	Approved to change by Board of Director vote.
01.31.2025	Allexus Dominguez	Updated total number of protected players permitted for draft purposes (Pg. 10).	01.27.2025	Approved to change by Board of Director vote.

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Article I. PURPOSE

The purpose of the Policies and Procedures of the Elk Grove Girls Softball League (EGGSL) is to provide the Board and General Membership with a guideline in which to conduct business as it relates to the specific day-to-day operation of the league.

Article II. COACHES

Section 1.01 General Requirements and Responsibilities

- 1) Shall have an adult female as a head coach, assistant coach, or manager on each team. If, for any reason, the female coach or manager is not present at any softball function, a substitute female over the age of 18 years must be present.
- 2) Shall submit an online request to coach as a volunteer and agree to a USA Softball background check and all state and county youth sports guidelines.
- 3) Shall attend all mandatory meetings and/or clinics scheduled by EGGSL, e.g., ACE Clinic, Player Clinic, Pre-Season & Mid-Season Coach's Meeting, etc.
- 4) Shall review and agree with "EGGSL Volunteer Terms and Conditions":

I/We have enrolled in one or many volunteer roles for the league. I/We agree to complete the required USA Softball background check and SafeSport training and understand all information regarding the outcome of the background check will be kept private and confidential. I/We agree the league can refuse to extend acceptance of volunteer roles at any time, to ensure a safe and secure environment for all players and members. I/We will abide by the league's Bylaws and Policies & Procedures and understand termination can occur for any violation of such policies. If selected as a volunteer or coach, I/We will abide by the following Commitment Statement:

 - 1) Abide by all the rules of the code of conduct and expect and promote the same for all players and parents;
 - 2) Attend all managers/coaches meetings and league sponsored coaching, rules or safety clinics -- practice time may be withheld for lack of participation;
 - 3) Attend all field work parties and perform extra duties as needed;
 - 4) Will help teach the players softball fundamentals, teamwork, courtesy, integrity, discipline and sportsmanship;
 - 5) Learn and abide by local policies and ground rules, know the rules;
 - 6) Will be financially responsible for proper safeguarding and use of all assigned equipment and facilities;
 - 7) Return all equipment on the date specific by the Equipment Manager at the end of the season;
 - 8) Spend the time necessary with the team at practices and games;

9) Handle the administrative requirements of the team including scheduling parents for snack bar and cleaning up the park after games;

10) Promote to the players and their parents the goals of fair play, good sportsmanship and respect for the opponent and the umpires; Be fair, impartial, patient, and give constructive criticism and advice to all team players. All players are to be invited/included in all practices. Will always conduct him/herself with professional and sportsmanlike conduct.

11) Work with all league personnel to benefit the program;

12) Not use bad language, alcohol, drugs or tobacco while around the team.”

Coaches/Members who fail to comply with all rules and regulations set forth by the League or who falsify any records or applications are subject to disciplinary action.

- 5) Coaches must contact all players within one (1) week of team formation.
- 6) Coaches must carry medical releases for each player during all practices and games.
- 7) Coaches will have complete responsibility for the activities, control, and welfare of their teams while on the playing field.
- 8) Shall be responsible for obtaining league issued equipment and uniforms from the Equipment and Uniform Managers.
- 9) Coaches shall sign for their league issued equipment, be responsible for returning league issued equipment in good order at the end of each playing season to the Equipment Managers and will be liable for all missing equipment.
- 10) All equipment must be returned to the Equipment Manager at the end of the season. Noncompliance will result in a billing to the coach for the replacement value of the equipment.
- 11) Any coach who plays an ineligible player is subject to disciplinary actions. The team shall forfeit all games that the ineligible player participated in. Failure to comply may result in an inability to coach a team.
- 12) Persons wishing to coach and/or assist more than one team must gain approval of the player agents, President, and Vice President. In no case shall one person participate with two (or more) teams within the same division.

Section 2.02 Board Members as Coaches

- 1) Board members shall be allowed to coach a team during the time they serve as a board member.
- 2) A Player Agent may not head coach a team within the division he/she represents as a Player Agent without Executive Board approval.
- 3) A Board Member must recuse themselves from a coach selection vote, for a division in which they are coaching or petitioning to coach for (All Stars).

Section 2.03 Head Coach Selection

- 1) The Player Agents will submit a list of prospective head coaches and coaches to the President and Vice President for review and approval. The President and Vice President have the final decision over who will coach in the league.
- 2) Coaching Prioritization Guidelines:
 - a) *Returning Coaches in the same division with a child may have priority.*
 - b) *Returning Coaches moving up in division with a child may have second priority.*
 - c) *Assistant Coaches in the same division with a child may have third priority.*
 - d) *Returning Coaches in the same division, without a child playing, may have fourth priority.*
 - e) *Assistant Coaches moving up in division with a child may have fifth priority.*
 - f) *Coaches new to the League with a child may have sixth priority.*

Article III. DIVISIONS & AGE BRACKETS

Section 3.01 League Divisions

The League shall be composed of five divisions: 6U, 8U, 10U, 12U and Majors (14U & 16U) unless otherwise approved by the Board due to League Registration enrollment.

Section 3.02 Age Brackets

- 1) Any girl who is 4.5 through 16 years of age as of August 31, of the previous playing year, who meets the boundary requirement or has an approved waiver, is eligible to participate.
- 2) Girls who want to play up in division must get approval from the Player Agents of both divisions in question and with the consent of the President and Vice President. Girls will be assigned as follows:
 - a) *6U - (4 ½-6)*
 - b) *8U - (7-8)*
 - c) *10U- (9-10)*
 - d) *12U - (11-12)*
 - e) *Majors - (13-16)*

Article IV. TEAM FORMATION

Section 4.01 General Team Requirements

- 1) Each team shall consist of one (1) Head Coach, at least one (1) Assistant Coach, and (1) one Team Parent; therefore, each team must have at least a total of three (3) coaches. Each team's staff must be approved by the Player Agents, President and Vice President prior to the draft.
 - a) *Before a Head Coach, Assistant Coach or Team Parent is declared to a team, they must fulfill a League application and a USA Softball background check which includes SafeSport.*
 - b) *Each team must have a female Coach or Team Parent.*
- 2) There is a limit of four (4) coaches per team: one (1) Head Coach, one (1) Team Parent and (2) Assistant coaches.
 - a) *The league will cover the fee for up to four (4) background checks per team.*
- 3) Sister Rule: Sisters within the same age division will be considered as one pick of the five players. Selections are made before the team formation meeting, and the head coaches must provide a list of their protected players to the Player Agent prior to Draft Day meeting.
- 4) The Player Agent will set the protected player's registration forms aside. If the Player Agent notices that more than one head coach has protected a player, the Player Agent will notify the affected player(s) and parent(s) to give them the opportunity to determine the team placement.

Section 4.02 6U and 8U Divisions

- 1) Player trades will only be made for extenuating circumstances beyond the control of the player and parent in consultation with the affected coaches, with President's approval. All additions, changes and deletions must be reported to the Registrar.
 - a) *Teams will not exceed 14 players. If more than 14 players are available, then the additional players will be given the option of being placed on a waiting list or given a full refund. For long-term injury, additional players will be allowed.*
 - b) *Head Coaches are allowed to protect up to four (4) players of their choice with the player's parent/guardian permission.*
 - c) *Each player will be ranked by age and playing experience.*
 - d) *A team's starting rank in the draft will be determined by pulling a number at random. The team with the lowest number will start the draft selection process first.*

- e) *The remaining players will be grouped by rank, and then stacked face down on the table. They will be distributed through a blind random selection based on the starting draft sequence, as indicated in Article IV, Section 8. One player is selected from the top of the stack per selection turn.*
- i) Exception: Sibling players, who want to play on the same team, will be grouped together. Head Coaches may refuse siblings players, if they already have siblings and proceed to the next player in the stack. If siblings are taken, the head coach skips their next selection turn.
- f) *Players who register after the teams have been formed will be placed at the bottom of the waiting list in date/time order. The Player Agent will assign players from this waiting list when a team has less than the maximum number of allowable players through a blind draft.*
- g) **6U Division Only:** *The Player Agent will tentatively form the 6U teams before the 6U draft meeting. Criteria used for forming the teams will include attending the same elementary school, living in the same general area, players wanting to be together on the same team, and any other valid reason. The primary activity at the 6U formation meeting will be for the discussion, and approval of players on the respective teams.*

Section 4.03 10U, 12U and Majors

- 1) Player trades will only be made for extenuating circumstances beyond the control of the player and parent in consultation with the affected coaches, with President's approval. All additions, changes and deletions must be reported to the Registrar.
- 2) Teams will not exceed 14 players. If more than 14 players are available, then the additional players will be given the option of being placed on a waiting list or given a full refund. For long-term injury, additional players will be allowed.
- 3) All players must participate in the appropriate Divisional player assessment for eligibility in the draft unless a waiver has been submitted and approved by the President, Vice President, or appropriate Player Agent with the consent of the President and Vice President.
 - a) *The Draft will be conducted using an open draft format as described in Section 4.04.*
 - b) *Protected players shall not assess, including pitchers.*
 - i) All potential players that are not protected and interested in pitching in more than two innings per legal game must participate in a pitching assessment, separate from and in addition to the player assessment described in Section 4.03.3.
 - c) *There shall be a pitching limit of four innings per legal game for all pitchers.*
 - i) The Player Agent, with President and Vice-President approval, may grant a waiver to the 2-inning limitation for any pitcher who is not assessed.
 - ii) Each Head Coach must draft no less than ten (10) players per team or as decided by the Board.

Section 4.04 Draft (Open Format)

- 1) Exceptions to the draft eligibility will be by Board approval only. There will be no trades allowed after the Player Agent of the Division declares the draft complete.
- 2) Protected Players for Coaches/Teams whose prospective age division creates team rosters by draft:
 - a) 10U may protect a maximum of 4 players
 - b) 12U and Majors only protect 3 players.
 - c) Both rules may have the “Sister Rule” come into play. If in effect, it’s possible to have more than 4 players in 10U and more than 3 players in 12U and Majors protected.
- 3) Head Coaches and Assistant Coaches daughters are protected and are required to be drafted prior to selecting any “non-protected” players. IE: If you protect three players, your first pick will be in the fourth round. Given the “Sister Rule” it is possible to have more than three girls protected to one team.
- 4) Assessed pitchers:
 - a) *In the spirit of fair competition and the development of pitchers once a team has selected **2 assessed/protected pitchers** including Head Coaches and Assistant Coaches daughters they will not be allowed to pick another assessed pitcher until round 6 of the draft. This allows all teams an opportunity to select a pitcher.*
- 5) Any unprotected player who misses the assessment(s), or registers after the assessment but before the draft, shall be placed into a blind draw. This blind draw will take place in continued draft order; after all other players have been selected to teams. Blind Draft Rule: Anytime during the draft, you can pick a player that did not assess instead of drafting a girl that attended the assessments; this will be a random selection.
- 6) At the completion of the draft, player trades will only be allowed for extenuating circumstances beyond the control of the player and parent(s), and in consultation with the affected coaches. Any trade request must be approved by the League President, and all roster changes must be reported to the Registrar.
- 7) Any player who registers after the draft shall be placed by the Registrar onto teams in a continuation of the draft order until all teams are full. After teams are full, players will be placed onto a waiting list; to be placed on a team by the Player Agent as any roster positions should become available.
- 8) Player Selection Process: at the time of the draft, no more than three (3) persons will represent each team. If no Head Coach and/or Assistant Coach is appointed by the time of tryouts, two (2) Board Members will be appointed to represent that team at all tryouts and at the draft.
- 9) Drawing numbers will determine draft order. Seating will be in draft sequence.

10) The order of selection will be as follows to accommodate as many teams are assigned in a division:

	Round 1	Round 2	Round 3	Round 4
Team Number	1	6	1	6
	2	5	2	5
	3	4	3	4
	4	3	4	3
	5	2	5	2
	6	1	6	1

Article V. FALL SEASON DIFFERENTIALS

- 1) The Elk Grove Girls Softball League participates in the NorCal Girls Softball Association (NorCal) Fall Ball program.
 - a) *All play is governed solely by NorCal Bylaws: www.norcalsoftball.org/downloads*
- 2) Head coaches who wish to form a Fall Ball team must inform their division player agent **NO LATER THAN July 1** or any date as listed on the official EGGSL annual calendar approved by the Board.
- 3) All girls wishing to participate in Fall Ball must register for Fall Ball by July 15th.
 - a) *Late registrations will be accepted as team rosters allow.*
- 4) While NorCal has a minimum requirement of 9 players to form a team. EGGSL will require that if there are girls remaining on the waiting list in a division, each team in that division must play with a minimum of 12 players and a maximum of 15 players.
- 5) The league supplies a standard uniform for Fall Ball.
 - a) *If a team wishes to upgrade their uniform, notice and Board approval of uniform upgrade shall be received prior to ordering the uniform.*
 - b) *Teams must coordinate with the League's Uniform Manager for uniforms.*
- 6) All participating players are responsible for the registration fees as established by the Board of Directors. These fees include but may not be limited to:
 - a) *NorCal league fee*
 - b) *Team pictures*
 - c) *Team uniforms*
 - d) *Insurance for all players*
- 7) Teams may obtain more than one sponsor to offset the costs as listed in Item 6.
- 8) EGGSL will provide equipment and practice/game fields.
- 9) All players that participated in the current year spring league will be insured.
 - a) *All new players in the league that did not participate in the current year spring season, must pay an additional fee for insurance and comply with all NorCal Girls Softball Association rules for eligibility.*
 - i) This additional cost will be waived if the player has paid for the current year's USA registration through another organization.

Article VI. ELK GROVE COMPETITIVE TEAMS

Section 6.01 Intent

The intent of Elk Grove Girls Softball League is to form tournament teams to provide a higher level of competition to players registered with the EGGSL. Tournament teams will provide an opportunity for players with advanced abilities and the desire to play at a competitive level to participate at a tournament level of play, and to increase their skills in preparation for High School or College play.

Section 6.02 Thunder Teams

Elk Grove tournament teams, other than the All-Star teams, shall have their team name designated as Elk Grove Thunder. The All-Star teams shall have their team name designated as Elk Grove All-Stars (with additional color identifiers of Blue and Gold, should there be two teams in any one division).

- 1) Head Coach and Assistant Coach Selection (A' & 'B' Level Teams)
 - a) *It is the belief of the EGGSL Board of Directors that coaches of the Elk Grove tournament teams are to be held to a high standard as they represent the EGGSL in tournament and competitive play. To maintain the integrity and standards of the League, the following process will be used to select Head Coaches and Assistant Coaches for the tournament team(s). Any person interested in becoming the Head Coach of a tournament team must, without exception, complete the following:*
 - i) Submit a letter of intent and a resume to the ASA/USA Commissioner by October 1 for the upcoming spring season, and July 1 for the upcoming fall season.
 - ii) Participate in an interview, which may include a coach's skill and theory assessment. A panel of no less than three (3) people, and no more than five (5) people shall conduct the interview. The panel shall be selected by the ASA/USA Commissioner. Complete all stipulations for the League Requirements of Coaching in compliance with the *EGGSL Manager's Guiding Principle* requirements.
 - iii) No person will be granted Head Coach status without final approval of the ASA/USA Commissioner and EGGSL Board of Directors.
 - iv) Head Coaches for the current season must also submit their interest in continuing their Head Coach status for the upcoming season. The same application process must be followed, but the ASA/USA Commissioner may waive the interview process.
 - v) Head coaches will select their assistant coaches, but no person will be granted assistant coach status without final approval of the ASA/USA Commissioner and EGGSL Board of Directors.

2) Team Formation (A' Level Teams)

- a) *Elk Grove tournament teams will consist of girls meeting the current year's age bracket specifications of 10-Under, 12-Under, 14-Under, 16-Under, or 18-Under. All girls who reside within the EGGSL boundaries are also eligible to try out for the Elk Grove Thunder 'A' tournament team. Girls who reside outside the League boundaries are also eligible; however no less than 75% of the active roster shall reside within the*
- b) *League boundaries. The team try-out(s) for the spring tournament season shall be held annually in November, with subsequent assessments in December, as needed. The team try-out(s) for the fall tournament season will be held annually in August, with subsequent assessments in September, as needed.*
- c) *Acceptance for participation on an Elk Grove tournament team is based on player assessments, as needed. Each player must participate in at least one of these assessments and may be invited to subsequent assessments in order to further evaluate her individual status. Team(s) shall be formed no later than December for the spring tournament season, and August for the fall tournament season. Teams will be formed prior to the spring and fall Recreational League seasons so as not to interfere with the formation of League teams.*
- d) *The intent is to form at least one team in each age bracket. If following player assessments, the ASA/USA Commissioner and the Thunder Selection Committee determine a lack of players or insufficient talent exists in a particular age bracket, then no team for that age bracket will be formed in that year. No more than one team per age division will be formed without the approval of the ASA/USA Commissioner and the EGGSL Board of Directors.*
- e) *The Head Coach shall determine the number of tournaments in which each team will participate, with approval of the ASA/USA Commissioner. This number shall be limited by the team's budget and fundraising efforts.*
- f) *Players are eligible to participate in their appropriate age division for both spring Recreation League. However, players shall not be eligible to try out for the Recreational All-Star team for that same year or NorCal Fall League.*

3) Team Formation (B' Level Teams)

- a) *Elk Grove tournament teams will consist of girls meeting the current year's age bracket specifications of 10-Under, 12-Under, 14-Under, or 16-Under. All girls who participated in the EGGSL spring season of the current playing year are also eligible to try out for the Elk Grove Thunder 'B' tournament team for that same year. The team try-out(s) will be scheduled on a date at some point after the completion of All Stars.*

- b) *Acceptance for participation on an Elk Grove tournament team is based on player assessments, as needed. Each player must participate in at least one of these assessments and may be invited to subsequent assessments in order to further evaluate her individual status. Team(s) shall be formed at the beginning of the year and players must reside within the league boundary.*
- c) *The intent is to form at least one team in each age bracket. If the ASA/USA Commissioner and Thunder Selection Committee determines a lack of players or insufficient talent exists in a particular age bracket, then no team for that age bracket will be formed in that year. No more than one team per age division will be formed without the approval of the ASA/USA Commissioner and the EGGSL Board of Directors.*
- d) *The team shall participate in the eight (8) USA Softball “B” team tournaments. With the approval of the ASA/USA Commissioner, the Head Coach shall select additional tournaments. This number shall be limited by the team’s budget and fund-raising effort*
- e) *Players are eligible to participate in their appropriate age division for the NorCal Fall League while on a level “B” team roster or move to a “A” Level team but cannot do both.*

Section 6.03 Recreational All-Star Teams

- 1) Objective - The objective is to form All Star teams that will best represent the League in the postseason competition.
- 2) Procedure - No later than the second Sunday of May of the current year the league will notify the membership of the date(s), time(s), and location(s) of the All Star selection tryouts.
- 3) Selection of Head Coach – The All Stars Selection Committee may consist of the President, ASA/USA Commissioner, Vice President, and the Player Agents. The Committee will consist of a minimum of 3 members. The only exception to the mandatory members listed above is the situation where those listed above are also applicants, in this case they participate in the process as an applicant NOT a committee member. Any interested Head Coach within the division may apply, or at the discretion of the Board, applications may be accepted by those who did not coach in the division.
 - a) *All Star Coach selection processes are as follows:*
 - i) Submit a letter of intent on or before midnight of the announced due date.
 - ii) Interviews may be conducted with each candidate per division (if more than one candidate).
 - iii) After the interviews, the Committee will have a special meeting to discuss the applicants, and then the Committee will make the selection. All applicants will be notified of the results of the selection process.
 - iv) All Star Head Coaches must be available to attend and participate in all tryout dates for their division.
- 4) Number of Players on Each Team - The “B” All Star teams will consist of a minimum 12 players. A point driven system ranks the first 12 players. An additional “3 Wild Card” selections will be selected by the head coach. The intent of this selection gives the head coach an option to pick up his or her child OR to select a player that was not scored in the top 12 (a scenario might be where a player made the tryouts but was sick and had a poor performance, but it is known by the head coach that this person will add value to the All Star Team. (Another situation might be a very good pitcher who did not try out well in the other evaluated areas or an injured player in good league standing)
- 5) If there are enough interested players and a head coach that accepts the appointment, then a “C” All Star team may be created. The “C” All Star teams will consist of a minimum 12 players. An additional “3 Wild Card” selections will be selected by the head coach. The selection parameters would be the same as the “B” All Star team. The remaining girls, not selected for the “B” All Star team will be re-ranked and the same point driven system applies. The same wildcard rule applies.

- 6) Players will be invited to each division's All Star try-out where they will be rated in a skills assessment.
 - a) *There shall be a panel of at least two (2) assessors, and not to exceed five (5) assessors. These assessors:*
 - i) Shall have coaching experience and shall not be affiliated with the division being rated.
 - ii) All players participating in High School softball shall be permitted to try out for the All Star team(s).
- 7) Commitment – Every player on the All Star teams must be willing to participate in all practices and in any postseason tournaments. Any player who makes a commitment and later elects not to play for that All Star team will not be allowed to play for any other League post-season team unless approval is granted by the ASA/USA Commissioner. Players who are or were on any tournament/club team roster for the current playing year are not eligible to try out for the All-Star team.
- 8) There will be registration fees that will go towards the uniforms, pictures, and tournaments.
- 9) Open Selection - There is no requirement that each team be represented on the All Star teams.
- 10) Replacement Due to Injury or Other Loss - In the case of injury or other loss of a player, replacement players may be added to the team. The player with the next highest assessed score from the All Star tryouts can be added to the roster with the approval of the ASA/USA Commissioner approval. If the list has been exhausted, then the All Star coaching staff may select the replacement player from any girl remaining (not selected for post-season play) from the Division.
- 11) Nationals for All Stars
 - a) *Elk Grove Girls softball supports any All Star team that qualifies for Nationals.*
 - b) *The team will be allowed to fundraise and all funds raised will be given to the board's Treasurer.*
 - c) *The team going to Nationals will only consist of EG Girls All Stars.*
 - d) *If a player(s) are unavailable to attend Nationals, the Head Coach must pick up/replace said player(s) with another on the All Star List of players.*
- 12) Drop Policy - No All Star player may be dropped from an All Star team without the approval of the Selection Committee.

Article VII. Members

Section 7.01 Voting Members

- 1) EGGSL is organized with members, but without capital stock. Any family with a player(s) playing softball is eligible for voting membership in EGGSL upon approval by the Board, signing a membership agreement, and payment of any dues, fees and assessments established by the Board. Currently, in good standing, any family with a player registered within the fiscal year as defined in.
 - a) *For purposes of these policies and procedures, “family” is defined as a group of two or more individuals who shall be designated on the registration form who are related by blood, marriage, domestic partnership, or legal guardian of a player.*
 - b) *Each family joining EGGSL as a voting member shall provide in writing the name or names of the adult (18 or older) family member(s) who have the authority to vote on behalf of the family membership and/or run for election to the Board. Provided however that: 1) no member shall have more than one vote at membership meetings; 2) Any person elected or appointed to a Board position or a volunteer that is recognized and accepted as a member by the board shall be granted all membership rights.*

Section 7.02 Dues, Fees, and Assessments

- 1) The dues, fees, and assessments for all members of EGGSL shall be set by the Board.

Section 7.03 Good Standing.

- 1) Those EGGSL members who have timely paid the required fees, dues, and assessments, instituted by the board who conduct themselves in accordance with any code of ethics established by EGGSL, and who are not in violation of any bylaw, rule, policy or procedure of EGGSL, shall be members in good standing. Determination of good standing is based upon Section 7.05 and Section 7.06 of this article.

Section 7.04 Termination of Membership.

- 1) Membership shall terminate on the occurrence of any of the following events:
 - a) *Resignation of a member upon notice to EGGSL;*
 - b) *Death of the adult designated voting member(s) responsible for the membership, or the death of the registered softball player;*
 - c) *Failure of a member to pay any fees, dues, or assessments within the period of time established by the Board after they become due and payable;*
 - d) Expulsion pursuant to Sections 6 and 7 of this Article.

Section 7.05 Suspension or Expulsion from Membership

- 1) Any EGGSL member may be suspended or expelled in accordance with this Article, based on the good faith determination by the Board, or a committee authorized by the Board to make such a determination, that the member has failed in a material and serious degree to comply with EGGSL's articles of incorporation, bylaws, policies, procedures, code of ethics if any, or any law applicable to EGGSL and its members, or has engaged in conduct materially and seriously prejudicial to the purposes and interests of EGGSL. The expulsion or suspension of membership requires a majority vote of the Board and may be subject to an appeal by the expelled or suspended member, in accordance with Section 7.08 of this Article. A member whose membership is suspended shall not be a member in good standing during the period of suspension.

Section 7.06 Procedure for Suspension or Expulsion

- 1) If grounds appear to exist for suspension or expulsion of a member under this Article, the procedures set forth below shall be followed:
 - a) The member shall be provided notice of the proposed suspension or expulsion and the reasons for the proposed suspension or expulsion. Notice shall be given by any method reasonably calculated to provide actual notice. Any notice given by mail shall be sent first class or express mail to the members' last address as shown on EGGSL's records. If the certified mail is returned without signature, this will be accepted as an attempt of providing proper notification.
 - b) The member shall be given an opportunity to be heard, either orally or in writing, before the effective date of the proposed suspension or expulsion. The hearing shall be held, or the written statement considered by the Board to determine whether the suspension or expulsion should take place.
 - c) The Board shall decide whether the member should be suspended, expelled or sanctioned in some other way. The decision of the Board or committee shall be final unless appealed by referendum

- d) Any action challenging an expulsion, suspension or termination of membership, including any claim alleging defective notice, must be commenced within one year after the effective date of the expulsion, suspension or termination.

Section 7.07 Effect of Termination, Suspension or Expulsion

- 1) All rights and privileges of a member of EGGSL, including serving on the board, attending or participating in any function or event hosted by EGGSL shall cease upon termination, suspension or expulsion from Membership, unless a finalized decision of an appeal is reached.
- 2) In the case of termination or expulsion, the member's membership in EGGSL shall terminate on the effective date of the termination or expulsion. However, termination, suspension or expulsion shall not relieve the member (or former member) of any existing obligations to EGGSL (e.g. unpaid dues, fees, or assessments, duties of loyalty and confidentiality if the member was also a director/officer on the Board, duty to return EGGSL property and documents, etc.)

Section 7.08 Referendum Procedure

- 1) The actions of the Board shall be subject to a referendum upon petition by 50 voting members.
 - a) *The petition must be in writing and submitted to the Secretary.*
 - b) *Upon receipt of a valid request for referendum, the Secretary will notify the voting membership on the petitioned subject.*
 - c) *The petition will be voted on at the next regularly scheduled league meeting that will be held within 31 days of the date of notification.*
 - d) *If majorities of the votes cast by the voting member favors the petition, then the Executive Board will promptly take the necessary action to implement that decision.*

Section 7.09 No Property Rights/No Withdrawal Value

- 1) Membership in EGGSL does not constitute an ownership interest in any asset of EGGSL at any time. If a member is terminated or expelled for any reason, EGGSL shall not be liable for the payment of any amount whatsoever to the member. Each member receives membership on express agreement to this provision.

Section 7.10 Transfer of Memberships.

- 1) Membership or any right arising from membership may not be transferred.

Section 7.11 Limitations

- 1) No family shall hold more than one membership in EGGSL.

Section 7.12 Liability of Members

- 1) Except as required by law, no member is liable for EGGSL's debts, liabilities, or obligations.

Section 7.13 Meetings of Members

- 1) Place of Meetings. Meetings of the members shall be held in any place designated by the Board. The meeting date may be any date for which appropriate notice is given in accordance with subsections (d) and (e) below.
- 2) Annual Meeting. An annual meeting of the members shall be held each year before the end of the fiscal year. At this meeting, any proper business may be transacted, including but not limited to the election of directors. Written notice of the annual members' meeting shall be given to all voting members of EGGSL, and the Board, in accordance with the procedures provided in subsections (d) and (e) below. Only voting members of EGGSL may vote at the EGGSL annual membership meeting, and each member has only one vote. Other interested persons may attend (but do not vote) and may be excluded from some or all of the meeting at the discretion of the Board President.
- 3) Special Meetings of the Members. Other meetings of the members ("special meetings") may be called at any time by:
 - 1) by majority vote of the Board,
 - 2) the President of the Board, or
 - 3) five percent of the voting members.

The officer receiving the request for a membership meeting shall cause notice to be given promptly to the members entitled to vote, in accordance with subsections (d) and (e) below, stating that a meeting will be held at a specified time and date. If the meeting is called by anyone other than the Board or President, the meeting date shall be at least thirty-five (35), but not more than ninety (90) days after receipt of the request. If the Board or President calls the meeting, the meeting date may be any date for which appropriate notice is given in accordance with subsections (d) and (e) below. If notice of a requested special meeting is not given within twenty (20) days after receipt of the request, the person or persons requesting the meeting may give the notice. In the case of special meetings, the purpose of the meeting must be clearly stated and no other matters may be acted upon.

4) Notice Requirements for Members' Meetings

- a) *Notice of any membership meeting shall be given, in accordance with these bylaws, to each voting member of EGGSL with valid contact information. Subject to any additional requirements in law or these bylaws, the notice shall state the place, date and time of the meeting, the means of electronic transmission by and to EGGSL (Corporations Code Sections 20 and 21) or electronic video screen communication, if any, by which members may participate in the meeting, and the general nature of the business to be transacted, and no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all those who are nominees at the time the notice is given to members.*

5) Manner of Giving Notice for Meetings

- a) *Except as otherwise provided in these bylaws or by law, notice of any meeting of members shall be sent not less than 20 nor more than 90 days before the date of the meeting to each member who, on the record date for notice of the meeting, is entitled to vote.*
- b) Notice of a members' meeting or any report shall be given personally, by electronic transmission (California Corporations Code sections 20-21) if appropriate consents have been signed.

Section 7.14 Quorum for Membership Meetings

- 1) 5% of the voting members shall constitute a quorum for the business transaction at any meeting of members.

Section 7.15 Loss of Quorum

- 1) The voting members represented at a duly called or held meeting at which a quorum is present may continue to transact business until notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum (or by a greater number if required by law or by the articles of incorporation or these policies and procedures). Any meeting may be adjourned by a majority of those members in attendance, whether a quorum is present.

Section 7.16 Act of the Members

- 1) If a quorum is present, the affirmative vote of the majority of the voting power represented at the meeting, entitled to vote and voting on any matter, shall be the act of the members, unless the vote of a greater number is required by law, or by the articles of incorporation or these policies and procedures.

Section 7.17 Eligibility to Vote/Number of Votes

- 1) Voting members entitled to vote at any meeting of members or by ballot shall be all those voting members in good standing as of the date the vote is taken and present at the time of the vote. Each voting family member shall be entitled to one vote at any annual or special meeting of members.

Section 7.18 Proxies

- 1) Proxy voting is not allowed.

Section 7.19 Action of Members by Written Ballot Without a Meeting

- 1) Any action that may be taken at any meeting of members may be taken without a meeting by complying with the following procedure if a regular meeting cannot be held within ninety (90) days.
- 2) The President of EGGSL may cause a ballot to be distributed to each voting member in accordance with Section 13(5) of this Article. Any written ballot pursuant to this section shall:
 - a) *set forth the proposed action,*
 - b) *provide an opportunity to specify approval or disapproval of any proposed action, and*
 - c) *provide a reasonable time within which to return the ballot to EGGSL.*
- 3) The cover letter or memo soliciting ballots shall indicate the number of responses needed to meet the quorum requirement and, with respect to ballots other than for the election of directors, shall state the percentage of approvals necessary to pass the action submitted. The solicitation must specify the time by which the ballot must be received by EGGSL to be counted.
- 4) Approval of an action by written ballot pursuant to this section shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

- 5) Directors may be elected by written ballot under this section. If directors are to be elected by written ballot and the Board adopts a nomination procedure for the election process, the procedure may provide for a date for the close of nominations prior to the printing and distributing of the written ballots.
- 6) A written ballot may not be revoked. All written ballots shall be filed with the Secretary of EGGSL and maintained in the corporate records for at least three years.

Article VIII. DISCIPLINARY PROCEDURES

All disciplinary actions will be reviewed by the Board for further investigation of an alleged incident. If any action is taken the League's President and/or Vice President will inform the individual of the Board's decision and penalty. The following are an outline of the league's disciplinary actions.

- 1) Any ejected player/coach **MUST** leave the field immediately. Failure to do so may result in a maximum penalty for the violation. If the ejected player/coach continues any disruptions from the spectator area, they will be suspended for one additional game and placed on probation. An incident report will be completed and forwarded to the EGGSL Executive Board.
 - a) *Minimum Penalty: 1 Game Suspension*
 - b) *Maximum Penalty: 2 Game Suspensions and 1 Year Probation*
- 2) A player/coach who is on probation for a Code of Conduct violation and is reported for another violation of the Code of Conduct, **WILL FACE** double the normal penalty for the new violation. Any probation or suspension included in the penalty for the new violation will run consecutively with the former penalty. This incident will be reported to the EGGSL Executive Board.
 - a) *Minimum Penalty: 4 Game Suspensions and 1 Year Probation*
 - b) *Maximum Penalty: Termination for the Calendar Year.*
- 3) No Member/Spectator shall be physically aggressive toward any person (teammate or opponent), official (umpire or 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. During a game, the player will be immediately ejected.
 - a) *Minimum Penalty: Immediate ejection and eight-game probation*
 - b) *Maximum Penalty: Termination for one year.*
- 4) No Member/Spectator may use profanity and/or racial, sexual, religious or disability-based slurs, threats, or intimidation before, during or after a game.
 - a) *Minimum Penalty: Immediate ejection and eight-game probation.*
 - b) *Maximum Penalty: Termination for one year.*
- 5) Any Member/Spectator who refuses to abide by an official's decision.
 - a) *Minimum Penalty: Immediate ejection and two game suspensions.*
 - b) *Maximum Penalty: Termination for the year.*

- 6) Any Member/Spectator who continues to be verbally abusive toward any player, official, league director, tournament director, representatives, or spectators shall be subject to additional penalties. This includes, but not limited to, use of profanity and/or racial slurs, harassment, threats, or intimidation before, during or after a game. If during a game, the violator will be ejected.
 - a) *Minimum Penalty: Immediate ejection and eight game suspensions.*
 - b) *Maximum Penalty: Suspension for two years.*
- 7) A hearing may be requested by the player/coach/spectator. An Eligibility and Reinstatement Committee will be appointed by the EGGSL Executive Board to hear the appeal.

Article IX. SUSPENSION POLICY

- 1) The following policy is to help protect the participants, parents, volunteer coaches, officials, staff, and other volunteers of our recreational & competitive sports programs. To make our program safe & family oriented, the following will be implemented for Elk Grove Girls Softball and any other Related sports leagues/events.
- 2) All volunteer coaches must abide by all league policies and procedures. Specifically in the code of conduct: Volunteer coaches are an extension of the Elk Grove Girls Softball League which adheres to a 'zero tolerance' policy regarding violations of the code of conduct.
- 3) Any volunteer coaches, participants or spectators who are suspended from league play by an official or staff person will be ineligible to coach, participate and/or spectate for the duration of their suspension term. This includes all program related activities and events.
- 4) Any violation while under suspension will be treated as a 2nd offense and all relevant penalties will apply, including extending the existing suspension.
- 5) Any suspension occurring with less than two games remaining in the regular season will result in suspension from all remaining regular season games, as well as all upcoming post-season tournament games.
- 6) Any ejection/suspension that occurs during the post-season tournament will result in the implementation of the suspension during the next sports season for which the individual participates.
- 7) Any suspension for a term of 6 months or more will require a written request for reinstatement to be submitted following the suspension term. The request may be emailed to board@elkgrovesoftball.com or addressed to:

Board of Directors

Elk Grove Girls Softball League

P.O. Box 2388

Elk Grove, CA, 95624

The subject Line should read: "Right to Deny Reinstatement and/or Extend any/all Suspensions".

- 8) Reinstated participants, parents or coaches must complete the relevant re-training and/or education program prior to reinstatement.

Section 9.02 Ejection/Suspension Procedures:

Once an ejection/incident happens: (Day of Games)

- 1) Ejected individual(s) must leave the facility and premises immediately, or police will be called.
- 2) Board Member in Charge (BMIC) / Umpire / All Volunteers involved in the incident must fully complete an ejection/incident report, noting items such as:
 - a) *Individual(s) involved*
 - b) *Team/League affiliation*
 - c) *Purpose of Ejection/Incident*
 - d) *Facts (not opinions) and description of incident*
 - e) *BMIC or Board members present*
 - f) *Relevant contact information (email, cell phone, address as needed)*
 - g) *Actions taken at time of incident*
- 3) Board Member in Charge (BMIC) – Once Report is completed, BMIC will review the report and send directly to Board of Directors (Board). Once an incident report is received by Board of Directors, the following will occur:
 - a) *The Board of Directors will direct further review to the appropriate committee as required (if appropriate, the entire Board will address further review/actions).*
 - b) *Board/Appropriate Committee will retrieve the reports from the BMIC / individuals involved when the incident occurred.*
 - c) *Board will contact parents / coaches / umpires / other volunteers associated with the incident in question and request statements from all parties involved and/or witnesses.*
 - d) *All statements will be given specific timelines as to when they are due, i.e. 5:00pm on Tuesday following the regular season game on Saturday.*

Article X. VOLUNTEER REQUIREMENT

Section 10.01 General Terms and Conditions

- 1) One Time Volunteer Assessment Fee (VAF):
 - a) \$20 per player to cover snack bar, field maintenance, Assessments, All-Star Tryouts, etc. This fee will initially be assessed for the 2023 Spring Season, and new players will be assessed annually. If a team fails to fill their volunteer obligations, all members of that team returning the following year would be reassessed by the VAF. This Provision applies to recreational & competitive teams.
- 2) Membership Volunteer Requirement
 - a) Each Team enrolled is required to volunteer for the snack bar as determined by the Volunteer Coordinator each season. The number of shifts required will be determined by the number of teams fielded per year/number of volunteer opportunities available. **Each team is required to fulfill all assigned shifts.** Each shift requires a minimum of four volunteers. Participation in the year end league tournament (e.g. Sizzling Slam at end of spring season) is predicated on completion of all these required shifts.
 - b) If a Team fails to supply the required number of volunteers (i.e., less than the required number or no volunteers show up), Team will be required to cover an additional assigned shift during a Tournament or other Special Event, to be assigned by the Board of Directors Volunteer Coordinator.
 - c) Scholarship recipients are required to complete a specified number of volunteer shifts as agreed upon at the time of registration.
- 3) Tournaments & Special Events
 - a) Scholarship recipients that have not yet completed the required number of volunteer shifts will be given the first opportunity to sign up for tournaments & special event shifts. Remaining opportunities will be offered to the following groups (in order). Each shift covered will result in a donation, amount to be determined by the Board of Directors, based on number of volunteers shifts/hours covered. At a minimum, each volunteer will generate a donation equal to the current minimum wage. Scholarship recipients will not receive this credit.
 - i) Thunder Teams
 - ii) All Stars/Recreational/Fall Ball Teams
 - iii) Public Schools
 - iv) Other External Community Affiliated Groups (to be evaluated by the Board as appropriate). Per EGGSL Bylaws, groups that advocate for specific political candidates are excluded from consideration for this opportunity.

- b) If snack bar volunteers for tournaments/special events are not found in a reasonable timeframe the Volunteer Coordinator will determine an appropriate course of action.
- 4) Board Member in Charge (BMIC) Each Board member will fulfill an equal number of volunteer shifts annually as determined by the Volunteer Coordinator or provide an alternate/stand in Board Member to ensure that oversight responsibilities are met.
 - a) BMIC shifts include but are not limited to normal game time shifts (including oversight of snack bar volunteers/finances, general availability for Kloss Complex duties, documentation of Health and Safety issues, etc.); field maintenance day shifts, Assessments, All-Star Tryouts, or any other League events as needed.
 - b) The assigned BMIC is required to notify the Volunteer Coordinator of any changes/substitutions to BMIC shifts as soon as possible. In the event of an emergency, or if unable to find a substitute, the assigned BMIC will notify all Board members to determine if an alternate BMIC can be found.
 - c) If an alternate BMIC cannot be identified, the assigned BMIC will contact all shift volunteers (as needed) to notify them of cancellation. Teams assigned to field volunteers for these shifts will not be required to reschedule, as the circumstance is out of their control. Note that this does not apply to rainouts/inclement weather/fires, closure of the Kloss Complex by CSD, or other types of forced closures/rescheduling due to unforeseen circumstances.
- 5) Lack of Snack Bar Volunteers
 - a) If a Team fails to provide all four (4) volunteers as required for a shift; BMIC will follow the following guidelines:
 - i) Three (3) volunteers: Snack Bar to remain open; spirit wear will not be sold
 - ii) Two (2) volunteers: BMIC will keep the snack bar open to sell minimal refreshments (snacks & drinks; hot food optional). However, the BMIC still has the discretion whether to keep the snack bar open to sell minimal (snacks, drinks, or hot food). If the snack bar is closed the assigned Team will reassess the VAF fee.
 - iii) One (1) or no volunteers: BMIC has the discretion to determine whether to keep the snack bar open to sell minimal refreshments (snacks & drinks; no hot food). If the snack bar is closed the assigned Team will reassess the VAF fee.

Article XI. MISCELLANEOUS

Section 11.01 Fiscal Year

- 1) Unless changed by the Board, the fiscal year of the corporation shall begin on October 1, the previous year and end on September 31 of the current year.

Section 11.02 Conflicts of Interest

- 1) It is the policy of Elk Grove Girls Softball League (EGGSL) Board of Directors to provide for the disclosure and subsequent review and management of conflicts of interest that may exist for Board Members and volunteers. Each Board Member and volunteer has a continuing duty to disclose actual or potential conflicts of interest in a manner that complies with this Policy.

a) Disclosure, Review, And Management Of Conflicts Of Interest.

- i) Each Person must promptly and fully disclose to the Board of Directors, any situation or circumstance that may create a Conflict of Interest. The Person must disclose the actual or potential conflict as soon as they become aware of it and annually thereafter in accordance with this Policy or until the conflict no longer exists. Any question as to whether a circumstance presents a Conflict of Interest should be resolved in favor of disclosure. The Board of Directors shall adopt a formal Conflict of Interest Disclosure Form and publish it.

b) Business Dealings with Board Members.

- i) EGGSL values the contributions of all board members, including those who are business owners, and recognizes the potential benefits their goods and services may bring to the league. To ensure fairness and transparency, the following guidelines apply when board members or their businesses offer goods or services to EGGSL:
 - a. Equal Opportunity: Board members and their businesses shall have the same opportunity as non-board-affiliated vendors to offer goods and services to the league.
 - b. Disclosure: Any board member who has a financial interest in providing goods or services to the league must fully disclose the nature of their interest to the board in writing prior to any discussion or vote related to the transaction.
 - c. Recusal: The interested board member must recuse themselves from any discussion, negotiation, or vote on matters related to their proposed goods or services.
 - d. Competitive Evaluation: The board must evaluate the proposal objectively, considering quality, cost, and benefit to the league. When appropriate, competitive quotes or proposals should be solicited to ensure the league is receiving the best value.

- e. Approval: Any agreement with a board member's business must be approved by a majority vote of disinterested board members. The decision must be documented in the meeting minutes.
- f. Compliance: All transactions must comply with applicable laws, including nonprofit conflict of interest regulations, and must advance the league's mission and best interests.

Section 11.03 Transparency

- 1) Details of any agreements with board member-affiliated businesses must be included in the league's financial reports and made available for review by the membership upon request. All intellectual property prepared or purchased by or on behalf of the corporation, including but not limited to the corporate name, logo, newsletters, educational, promotional, and training materials, contracts, service marks, membership lists, contributor lists, blogs, websites and website text, and vendor lists, shall be the exclusive property of the corporation and Board members agree to deal with it as such. Board members agree that they will not sell, transfer, publish, modify, distribute, or use for their own purposes the intellectual property belonging to the corporation without the prior approval of the Board memorialized in a writing signed by the President.

Section 11.04 Required Filings and Disclosures

- 1) The Board shall ensure that the required filings are made at applicable state and federal agencies, including but not necessarily limited to filings required by the Secretary of State, the State Attorney General's office, the Internal Revenue Service, and the Franchise Tax Board.

Section 11.05 Construction and Definitions

- 1) Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the Nonprofit Public Benefit Corporation Law shall govern the construction of these policies and procedures.
- 2) Without limiting the generality of this provision, the singular includes the plural, the plural includes the singular, the masculine includes the feminine and neuter, and the term "person" includes both an individual and an entity.