

Ramona Girls Softball League

Online Bylaws & League Handbook

Governance | Conduct | Volunteers | All-Stars | Safety | Transparency

This handbook is designed for public posting on the League website and provides one consolidated reference for league governance, board roles, parent and coach expectations, volunteer requirements, All-Star procedures, complaint procedures, safety standards, and supplemental operating policies.

TABLE OF CONTENTS

Part 1 - League Governance & Bylaws

Article I - Name, Purpose & Affiliation

Article II - Membership

Article III - Board of Directors & Positions

Article IV - Elections, Vacancies & Removal

Article V - Board Meetings & Voting

Article VI - Financial Controls

Article VII - Coaches, Volunteers & Safety

Article VIII - Player Eligibility & Participation

Article IX - All-Star Program & Coach Selection

Article X - Complaints, Discipline & Grievances

Article XI - Parent & Spectator Conduct

Article XII - Safety & Risk Management

Article XIII - Communication & Transparency

Article XIV - Amendments

Part 2 - Supplemental Policies

Parent Code of Conduct

Coach Code of Conduct

Volunteer Handbook

All-Star Handbook

Social Media Policy

Financial Controls Policy

Complaint Submission Procedure

Sponsorship Policy

Tournament Procedures

Field Safety Checklist

PART 1 - LEAGUE GOVERNANCE & BYLAWS

ARTICLE I - NAME, PURPOSE & AFFILIATION

- The organization shall operate as Ramona Girls Softball League (the "League").
- The League shall operate as a nonprofit youth softball organization focused on sportsmanship, teamwork, leadership, safety, inclusion, and player development.
- The League may affiliate with USA Softball or other approved governing organizations as determined by the Board of Directors.
- The League shall operate for the benefit of youth softball players and shall not be operated for the private benefit of any individual.

ARTICLE II - MEMBERSHIP

- Parents or legal guardians of registered players shall be considered members during the applicable season.
- Members are expected to comply with all bylaws, rules, codes of conduct, and League policies.
- Members may attend open portions of board meetings unless an executive session is required for confidential matters.
- Membership privileges may be limited, suspended, or revoked for conduct detrimental to the League, subject to applicable grievance and discipline procedures.

ARTICLE III - BOARD OF DIRECTORS & POSITIONS

The League shall be governed by a Board of Directors. The Board may create, combine, or modify positions as needed for League operations, provided the League continues to maintain appropriate oversight, financial controls, and conflict-of-interest protections.

Section 3.1 - Board Positions

- President
- Vice President
- Secretary
- Treasurer
- Player Agent
- Safety Director
- Equipment Director
- Volunteer Coordinator
- Technology & Communications Director
- Sponsorship/Fundraising Director
- Tournament Director

- All-Star Coordinator
- Umpire Coordinator
- Field & Facilities Director
- Concessions Director
- Division Representatives or other positions approved by the Board

Section 3.2 - President

The President shall oversee League operations, preside over meetings, coordinate board activities, help ensure compliance with bylaws and policies, assist with conflict resolution, appoint committees when authorized, and act in the best interests of the League.

Section 3.3 - Vice President

The Vice President shall assist the President, perform presidential duties when the President is unavailable, support League oversight, and coordinate board operations as assigned.

Section 3.4 - Secretary

The Secretary shall maintain meeting minutes, official records, board notices, agendas, policy documents, election records, and approved League documentation.

Section 3.5 - Treasurer

The Treasurer shall oversee League finances, maintain financial records, prepare financial reports, assist with budgets, process approved reimbursements, maintain tax and nonprofit records, and support financial compliance.

Section 3.6 - Player Agent

The Player Agent shall oversee registration, player eligibility, assessments, draft or team formation procedures, roster concerns, and player movement consistent with League rules.

Section 3.7 - Safety Director

The Safety Director shall oversee safety procedures, injury reporting, emergency planning, weather protocols, volunteer safety requirements, and field safety concerns.

Section 3.8 - Equipment Director

The Equipment Director shall oversee equipment inventory, storage, distribution, repair, replacement, and return of League equipment.

Section 3.9 - Volunteer Coordinator

The Volunteer Coordinator shall assist with volunteer onboarding, background check tracking, required training, volunteer assignments, and compliance with League volunteer standards.

Section 3.10 - Technology & Communications Director

The Technology & Communications Director shall assist with website updates, official postings, digital records, league announcements, and approved communication systems.

Section 3.11 - Sponsorship/Fundraising Director

The Sponsorship/Fundraising Director shall coordinate sponsors, donations, fundraising campaigns, sponsor recognition, and related records.

Section 3.12 - Tournament Director

The Tournament Director shall assist with tournament planning, registration, scheduling, facility coordination, communication, and compliance with tournament requirements.

Section 3.13 - All-Star Coordinator

The All-Star Coordinator shall assist with All-Star logistics, tournament coordination, scheduling, communication, documentation, and procedural compliance.

Section 3.14 - Umpire Coordinator

The Umpire Coordinator shall assist with umpire scheduling, umpire communication, rule updates, and support for officiating needs.

Section 3.15 - Field & Facilities Director

The Field & Facilities Director shall coordinate field preparation, maintenance needs, facility safety, field equipment, and communication regarding unsafe conditions.

Section 3.16 - Concessions Director

The Concessions Director shall coordinate snack bar operations, inventory, staffing, cash handling procedures, cleanliness, and compliance with applicable rules.

Section 3.17 - General Board Duties

- Act in the best interests of the League and its players.
- Maintain confidentiality for sensitive matters involving minors, discipline, legal issues, finances, or personnel.
- Disclose conflicts of interest and abstain where appropriate.
- Support League policies even when individual votes differ.
- Conduct themselves professionally with parents, players, coaches, umpires, volunteers, and community partners.

ARTICLE IV - ELECTIONS, VACANCIES & REMOVAL

- Board terms, election timelines, nomination procedures, and voting methods shall be approved by the Board and communicated to membership.
- Vacancies may be filled by Board appointment unless otherwise required by League policy.
- A director may be removed for failure to perform duties, repeated unexcused absences, misconduct, harassment, financial misconduct, conflict-of-interest violations, breach of confidentiality, or conduct detrimental to the League.
- Spouses or close family members serving concurrently may be subject to conflict-of-interest review by the Board.

ARTICLE V - BOARD MEETINGS & VOTING

- Regular board meetings should occur monthly or as otherwise determined by the Board.
- A quorum shall consist of a majority of seated directors unless otherwise established by Board policy.
- Electronic meetings and electronic votes may be used when necessary.
- Executive sessions may be used for confidential matters including discipline, legal concerns, safety issues, personnel matters, complaints, or matters involving minors.
- Approved meeting minutes should be maintained and may be posted publicly when appropriate, excluding confidential executive-session matters.

ARTICLE VI - FINANCIAL CONTROLS

- The League shall maintain accurate financial records and operate using sound fiscal practices.
- The Board shall approve budgets and material expenditures.
- Reimbursements require receipts and approval under League procedures.
- League funds shall not be used for personal benefit.
- Significant purchases should require more than one approval when practical.
- Financial reports should be reviewed by the Board on a regular basis.
- An annual financial review is recommended.

ARTICLE VII - COACHES, VOLUNTEERS & SAFETY

- All coaches and volunteers must complete required background checks before participating in covered activities.
- All required abuse prevention, concussion, safety, or governing-body training must be completed before participation when applicable.
- Coaches and volunteers are expected to model sportsmanship, patience, respect, and appropriate conduct.
- Abuse, bullying, harassment, intimidation, retaliation, discrimination, or unsafe conduct shall not be tolerated.
- The League may immediately suspend or remove any coach or volunteer when safety, misconduct, or risk concerns exist.
- Volunteers must report safety concerns promptly to League officials.

ARTICLE VIII - PLAYER ELIGIBILITY & PARTICIPATION

- Players must meet age, registration, eligibility, and payment requirements established by the League and governing organizations.
- Minimum participation standards may be established by division or season rules.
- Players and families must comply with League rules, conduct expectations, and safety procedures.
- The League may address roster concerns, guest player issues, player movement, and eligibility questions through the Player Agent and Board-approved procedures.

ARTICLE IX - ALL-STAR PROGRAM & COACH SELECTION

Section 9.1 - General All-Star Program

The Board shall approve annual All-Star procedures. Participation in All-Stars requires a significant commitment to practices, tournaments, team activities, and sportsmanship expectations.

Section 9.2 - Player & Family Expectations

Players and families must represent the League positively, attend required practices and tournaments, communicate conflicts promptly, and comply with conduct standards.

Section 9.3 - Player Eligibility

Players must meet League and governing-body eligibility requirements. Eligibility standards may include age, registration status, participation requirements, conduct, availability, and tournament commitment.

Section 9.4 - Coach Eligibility

All-Star coach candidates must be in good standing with the League, complete all required background checks and trainings, demonstrate sportsmanship, and have no active disciplinary restrictions unless waived by the Board for good cause.

Section 9.5 - Coach Application Process

Interested candidates must submit an application or written interest by the posted deadline. Applications may request coaching history, philosophy, availability, tournament commitment, assistant coach preferences, and relevant experience.

Section 9.6 - Coach Selection Authority

Final All-Star coach selection authority rests with the Board of Directors. The Board may appoint a review committee to evaluate candidates and make recommendations. The Board is not required to select the regular-season first-place coach, prior All-Star coach, most senior coach, or most popular candidate.

Section 9.7 - Evaluation Criteria

The Board may consider sportsmanship, player development, communication skills, organization, availability, tournament commitment, parent/player feedback, conduct toward umpires, prior disciplinary history, and ability to positively represent the League.

Section 9.8 - Conflicts of Interest

Candidates and board members must disclose conflicts of interest. Board members with a direct conflict may be required to abstain from discussion and voting.

Section 9.9 - Removal Authority

All-Star coaches serve at the discretion of the Board and may be removed for misconduct, safety concerns, harassment, abuse, failure to meet obligations, violation of League policies, or conduct detrimental to the League.

Section 9.10 - Parent Conduct During All-Stars

All-Star parents are expected to support team unity, maintain sportsmanship, respect coaching decisions, avoid sideline disruption, and comply with tournament and League expectations.

ARTICLE X - COMPLAINTS, DISCIPLINE & GRIEVANCES

- Complaints must be submitted in writing to a Board member or official League contact.
- Social media posts, gossip, or informal commentary do not constitute official complaints.
- The Board may require a cooling-off period before review unless safety concerns require immediate action.
- The Board may appoint a conflict-free review committee to investigate complaints and recommend action.
- The League may issue warnings, suspensions, removals, restrictions, or other corrective actions.
- Confidentiality shall be maintained whenever reasonably possible, especially when minors are involved.
- False, retaliatory, or intentionally misleading complaints may result in discipline.
- The League may act immediately when safety, abuse, harassment, or severe disruption is alleged.

ARTICLE XI - PARENT & SPECTATOR CONDUCT

- Parents and spectators shall demonstrate sportsmanship at all times.
- Harassment, bullying, threats, profanity, intimidation, or abusive conduct toward players, coaches, umpires, volunteers, board members, or spectators is prohibited.
- Parents shall allow coaches to coach and umpires to officiate.
- Negative comments directed toward minors are prohibited.
- Disruptive conduct may result in removal from facilities, suspension from League activities, or additional discipline.
- Social media harassment involving League participants may result in disciplinary action.

ARTICLE XII - SAFETY & RISK MANAGEMENT

- The League shall maintain reasonable emergency procedures and weather safety protocols.
- Fields and equipment should be inspected regularly.
- Unsafe field or weather conditions may result in delayed or canceled activities.
- Injuries should be documented and reported appropriately.
- First aid supplies should be available when practical.
- Safety concerns should be reported promptly to League officials.

ARTICLE XIII - COMMUNICATION & TRANSPARENCY

- League bylaws, policies, rules, approved forms, and official documents should be made available on the League website when appropriate.
- Material rule changes should be communicated to membership before implementation when practical.
- Official League communications may occur through the League website, email, or other Board-approved communication systems.
- Confidential matters involving minors, discipline, legal concerns, personnel issues, or private family information shall not be publicly posted.

ARTICLE XIV - AMENDMENTS

- These bylaws may be amended by a two-thirds vote of the Board of Directors unless otherwise required by law or governing-body rules.
- Proposed amendments should be distributed to Board members before voting when practical.
- Updated bylaws shall be published following approval.

PART 2 - SUPPLEMENTAL POLICIES

PARENT CODE OF CONDUCT

- Demonstrate good sportsmanship at all times.
- Respect players, coaches, umpires, volunteers, spectators, and board members.
- Do not yell at, threaten, intimidate, or harass any player, umpire, coach, volunteer, or official.
- Support all players positively, not only your own child.
- Do not publicly criticize minors, coaches, volunteers, or League decisions in a way that harms the League or its participants.
- Follow all facility, tournament, safety, and League rules.
- Understand that violations may result in warnings, removal, suspension, or other discipline.

COACH CODE OF CONDUCT

- Prioritize player safety, development, confidence, and sportsmanship.
- Treat players fairly and respectfully.
- Maintain professionalism with parents, umpires, opposing teams, volunteers, and board members.
- Complete required background checks and trainings before participating.
- Do not use abusive, humiliating, discriminatory, or threatening language or conduct.
- Follow League rules, division rules, tournament rules, and safety procedures.
- Report injuries, safety concerns, and misconduct promptly.

VOLUNTEER HANDBOOK

- Volunteers must complete required screening and training before participating in covered activities.
- Volunteers represent the League and must act professionally.
- Volunteers should not disclose confidential information involving minors, families, discipline, or private League matters.
- Volunteers must report safety concerns promptly.
- Volunteers may be removed for misconduct, noncompliance, safety concerns, or conduct detrimental to the League.

ALL-STAR HANDBOOK

- All-Star participation requires significant family commitment.
- Attendance at practices, games, tournaments, and team activities is expected unless excused.
- Players and families must represent the League positively.

- Parents must support team unity and avoid conduct that disrupts the team.
- Coaches must follow League and tournament rules.
- Failure to meet commitment or conduct expectations may result in discipline, reduced participation, or removal.

SOCIAL MEDIA POLICY

- Participants shall not post abusive, harassing, defamatory, or threatening content involving League participants.
- Negative posts targeting minors are prohibited.
- Confidential matters involving players, families, discipline, or board discussions shall not be publicly disclosed.
- Online harassment may result in disciplinary action.
- The League may request removal of posts that violate League policy or harm participants.

FINANCIAL CONTROLS POLICY

- All income and expenses shall be documented.
- Receipts are required for reimbursements.
- Major expenditures should be approved by the Board or authorized officers.
- League funds shall not be used for personal benefit.
- Cash-handling procedures should include reasonable checks and balances.
- Financial records should be reviewed regularly by the Board.

COMPLAINT SUBMISSION PROCEDURE

- Complaints should be submitted in writing and include date, individuals involved, facts, witnesses, supporting documentation, and requested resolution.
- Anonymous complaints may be limited if facts cannot be verified.
- Complaints involving safety may be escalated immediately.
- The Board may appoint a conflict-free review committee.
- The League will maintain records of complaints and resolutions when appropriate.

SPONSORSHIP POLICY

- Sponsors should align with League values and youth sports standards.
- The Board may approve or reject sponsorships.
- Sponsor recognition should be applied consistently.
- Sponsors shall not control player selection, coach selection, team placement, or League governance.
- Conflicts of interest involving sponsors must be disclosed.

TOURNAMENT PROCEDURES

- Tournament participation shall comply with League and governing-body requirements.
- Rosters must be accurate and eligible.
- Coaches are responsible for communicating schedules, expectations, and conduct requirements.
- Players and families must follow tournament rules and facility rules.
- Sportsmanship standards apply at all tournaments.

FIELD SAFETY CHECKLIST

- Inspect infield, outfield, dugouts, fencing, bases, pitching areas, and spectator areas before activities.
- Look for holes, sharp objects, standing water, unsafe equipment, heat concerns, and weather risks.
- Confirm first aid supplies are available when practical.
- Report unsafe conditions promptly.
- Delay or cancel activities when conditions are unsafe.