

RAAA Girls Traveling Fastpitch Softball Policy and Procedure Handbook

2003 Softball Policies.doc
Adopted: 2/11/03
Modified: 10/17/10

I. PLAYER ELIGIBILITY

Players who reside in OR ARE ENROLLED IN the attendance area of Independent School District #196 are eligible to play for the RAAA Girls Traveling Fastpitch Softball (GTFS) team. Players from outside the ISD #196 attendance area may also be allowed to try out for a team. Players must receive written permission from the GTFS Board of Directors in order to be eligible to tryout for an RAAA team. The GTFS Board reserves the right to place non-district #196 resident players on an RAAA team.

a. Playing Sessions

There are two softball sessions contained within the full softball season, a summer session and a fall session. Each of these two sessions has a separate sign up period and separate fees. The length of these sessions varies depending on the number of tournaments played, national or state tournaments, and coaches' discretion.

Neither RAAA nor GTFS sanctions or sponsors winter indoor softball or other play outside the summer and fall GTFS sessions. However, it is allowable for summer and fall RAAA softball players to participate in winter softball on their own.

b. Age Level Eligibility

The age level at which a player may participate is in accordance with the rules set by the Minnesota Softball Federation (MSF) AND ASA. The birth date cutoff is January 1 of the same calendar year for summer traveling softball. The team (age level) for which a player is eligible is the same as the player's age on that date. The fall session team placement is based on the player's age as of January 1 of the following calendar year. Players are encouraged to play at their MSF age level, however, players may elect to tryout at an older age level team provided the RAAA GTFS Board of Directors grants them permission to try out at the older age level. A player must also receive written permission from the GTFS Board of Directors to play at the older age level. Rostered players cannot CAN NEVER play at a younger age level.

II. REGISTRATION

The RAAA GTFS program offers both a summer and fall GTFS session. The parent of any player who wishes to participate in the GTFS sessions must complete and sign a registration form, code of conduct form, and other necessary registration forms through the on-line registration process at RAAA registrations via the athletechs.com website. To register for any sport or to see the registrations that are currently available, visit www.athletechs.com. Parents are also required to assist with their child's team and RAAA GTFS tournaments and program activities. Players on a traveling team will pay registration fees and additional monies to help cover the team's expenses for participation in league games, tournaments, umpires, equipment, uniforms, field usage, field maintenance and improvement, association administration and support.

Registration for all sessions of GTFS are done through the RAAA website at

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www.rosemount-aaa.org. This includes all payment of fees for participation, training, acceptance of code of conduct and all other required registration documents.

a. Late Registration

Each session has a registration deadline announced through the RAAA website and the website's weekly newsletter. Any individual missing the scheduled registration will be considered a late registrant. Late registrants will be charged an extra fee. The GTFS Board of Directors will determine a late registration fee each year. Also, the GTFS Board of Directors, at their discretion, MAY NOT allow late registrations.

b. Registration Fees and Refund Policy

The GTFS Board of Directors will establish the registration fee for each session each year. At the time of registration for the summer and fall softball sessions, the RAAA GTFS Board will require a non-refundable registration fee.

Exceptions to the non-refundable registration fee rule may include:

- A softball player cannot be placed on a team
- Player moves outside of our geographic area
- Financial hardship
- Pre-season injury with a Doctor's written report and recommendation

The GTFS Board will discuss all other situations involving refunds on an individual basis at the next monthly board meeting following the receipt of a written request.

Refunds must be requested in writing and approved by the GTFS board. Any refund request must be submitted to the RAAA GTFS Board of Directors, as posted on the RAAA website. The Board of Directors must approve all refunds and may determine a reduced refund in order to cover expenses, deposits, or other circumstances.

All registration fees from previous sessions must be paid in full before a player will be allowed to register for a new session.

Participants may be responsible for extra fees in addition to registration, including equipment fees, coaches' fees, tournament fees, etc. These additional fees are based on decisions made by individual teams, without the direction of the RAAA GTFS board of directors.

c. Scholarships

Scholarships are available for players whose family incomes are below a certain level. If your family qualifies for the Department of Health and Human Services Temporary Assistance for Needy Families program (welfare) or District 196 Free or Reduced Lunch Program, you qualify for a scholarship. Scholarships are also available to families who have experienced extenuating circumstances such as loss of job, divorce, catastrophic medical challenges within the family, to name a few. Scholarship applications are taken online during the registration process and handled discretely by *athletechs* and authorized RAAA representatives. All requests to the RAAA Board of Directors, as posted on the website, will be reviewed and handled on a case-by-case basis.

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Families who receive scholarships for the program will be required to provide double the volunteer work to the organization than a family paying the full registration fee.

III. TRANSFER AND RELEASE REQUIREMENTS

Once a player registers with RAAA GTFS, the player is committed to playing for RAAA GTFS for that traveling season. If a player wants to leave the Rosemount GTFS team after registering for a particular traveling season, a written request must be made to the RAAA GTFS Board of Directors for either an inter-club transfer or a voluntary release.

The Board of Directors will not consider a request for an inter-club transfer or voluntary release, unless the player requesting the transfer or release has paid all applicable registration fees in full prior to submitting their request.

IV. TRYOUTS AND PLAYER EVALUATIONS

a. Tryout Fees

The fees for tryouts are collected prior to tryout sessions. The amount of these fees will be posted prior to the tryout sessions and will depend on the costs incurred for the facility and the independent evaluators.

b. Player Evaluation

Each player is to be evaluated to determine the player's skill and ability level. Information on each player will be compiled from observations, clinics, workouts, practices, and or games. The GTFS Board of Directors will have independent evaluators rate the tryout participants in a variety of skill stations and in a game situation. Tryouts are closed for observation.

Tryouts are held prior to the upcoming spring/summer season. All individuals who did, or did not play for the Rosemount GTFS teams the previous year are required to attend tryouts. Failure to do so could affect placement on a team.

Participants that wish to be either a pitcher or catcher must so indicate at time of registration. These participants may be judged and ranked for these skills in addition to the regular tryout skills.

A player must submit a completed registration form, with at least the minimum required payment, before attending tryouts.

c. Player Tryouts

The goal of the tryout process is to evaluate each player impartially and objectively so that they may be placed on a team with players of similar ability. The GTFS Board of

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Directors, using independent evaluators, will conduct tryouts. The GTFS Board of Directors, coaches and the independent evaluators will determine evaluation criteria for tryouts. Players' skills will be rated and ranked. Pitchers and catchers will have additional skill sets evaluated. A scrimmage may be held to assist in the evaluation process. All teams will be provided with a pitcher and catcher if available.

Players that do not tryout cannot be considered for a level A or level B team unless otherwise approved by a majority vote of the GTFS Board of Directors. Players that do not go through the tryout process will only be allowed to participate on a level C team.

d. Missed Tryouts by Players

If a player is going to miss tryouts, she must notify the GTFS Board of Directors in writing prior to tryouts. If the cause of the absence is reasonable the GTFS Board of Directors will offer this candidate an alternate date for her tryout. In the case of an emergency, notify the Director of GTFS Board as soon as possible. Some examples of an emergency excused absence may include:

- Verifiable medical condition that requires a doctor's release prior to participation
- Verifiable and mandatory school or church function
- Death in the family

Players missing tryouts may be placed on teams following those who have attended tryouts or have been evaluated, provided that there are open roster spots. If the teams have full rosters, then that player runs the risk of not being able to participate in traveling softball that session.

e. Team Placement

1. Evaluations, tryout scores and information will be compiled on each player. This information will be available for review by the coach appointed by the GTFS board of Directors. The following factors may be considered for team placement:

- Tryout scores
- Team placement in prior years
- Age level
- Commitment to traveling softball as demonstrated by attendance at clinics, practices, league games, tournament participation, camps, and evaluations from prior years
- Competitive attitude and willingness to listen and follow directions

2. The GTFS Board of Directors will place the top 3 ranked participants plus the top 2 catchers and top 2 pitchers on the "A" team based on the players tryout score. Head coaches have the right to choose final 5 players. The coach must select these additional players from the pool of players ranked 8-20 based upon the try-out scores. **THE COACH MUST PRESENT THEIR SELECTIONS TO THE GTFS BOARD OF DIRECTORS FOR APPROVAL. THE COACH NEEDS TO BE PREPARED TO JUSTIFY THEIR SELECTIONS.** Once the selections are made, the "B" and "C" team rosters are created using the same format.

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Pitchers and Catchers who do not rank #1 or #2, but rank in the top 3 lock positions will be informed that they would be the #3 pitcher/catcher and only pitch/catch in the absence, illness or injury of the #1 and #2 pitcher/catcher. Coach may also decide what is best for the team. Pitcher/catcher can drop to the "B" level team as the #1 pitcher/catcher. The player will be notified in advance to make the decision whether to play at the A or B level.

Rosters are targeted to include up to 12 players. If there are only 13 participants registered then the roster will be expanded to accommodate the 13th player. If roster reduction is necessary to create two teams, the GTFS Board of Directors will make a decision. Every effort will be made to place each tryout participant on a team, but if necessary, a player will be offered a waiver to play elsewhere.

When player shortages arise in a particular group, players from the next lower age group may be rostered up if there is an abundance of players at the lower age group. If a roster is still short, attempts will be made to recruit players first from within the Rosemount community, then from the school district #196 community, then from other communities. If a team shortage still exists, attempts will be made to place players on a team with a neighboring community.

f. Team Placement Appeals

A player may request a summary of her evaluations, tryout scores, and other pertinent information. This request must be in writing and sent to the President of the RAAA GTFS Board of Directors, as posted on the RAAA website. SCORES OF OTHER PLAYERS WILL NOT BE DISCLOSED, BUT AVERAGES AND THE CUT OFF LEVEL WILL BE.

Any player not satisfied with their team placement may appeal, in writing, to the President of the RAAA GTFS Board of Directors, as posted on the RAAA website.

V. TEAM EXPECTATIONS

a. Team Goals

The goal of Rosemount GTFS is to make our teams highly competitive and at the same time make softball an enjoyable experience for the players, parents, and coaches. This means the players need to be available for practices, games, and scheduled weekend tournaments. During the summer session, players can usually expect 2 or 3 practices per week until the start of the league games schedule. After the league games schedule starts, players can expect practice at least once per week with 2 nights of league games and tournaments on the weekends. Tournaments are scheduled with the agreement of the players, player's parents, and their coaches. In the fall session there may be one or more practices per week, and league games on Sundays. Fall tournaments generally consist of a state qualifier and a state tournament. IF WINTER TRAINING SESSIONS ARE OFFERED PLAYERS ARE EXPECTED TO MAKE A REASONABLE EFFORT TO ATTEND AS WELL.

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Players are expected to attend all practices, games and tournaments. Coaches may excuse a player when notified in advance of any scheduled church activities, school activities, family vacations or other legitimate reason that prevents a player participating. This advanced notification will give coaches time to bring up players from lower age or division levels to make sure the roster is full enough to field a team. It is imperative that each player and her parents have the necessary commitment to traveling softball. The head coach of a traveling "A" summer team has the right to petition the GTFS Board to move a player to the "B" team if the player does not have at least 75% attendance at all practices, games, and weekend tournaments. **PLAYERS AND PARENTS WILL COMMIT TO ATTENDANCE AT THE TOURNAMENTS, PRIOR TO THE START OF THE SEASON.** If a player is moved to a "B" team due to lack of attendance, the player and parents have the right to appeal that move by writing to the RAAA GTFS Board and arranging a hearing with the board. Failure to attend practices, games, and weekend tournaments places an unfair and unnecessary burden on the players who are attending games, practices and tournaments on a regular basis. Player's parents, who have made financial and time commitments to the team, are also affected by lack of attendance by players.

b. Playing Time

On the Rosemount GTFS teams, playing time may not be equal. The amount of playing time any particular player receives is dependent on many factors, a few of which are: skill, ability, competitive attitude, attendance at games and practices, punctuality. Also please understand that factors such as full rosters and substitution rules can make it difficult to equalize playing time.

c. Playing Up

On occasion, a player from a lower age group or division level may be invited to "play up" with an older or higher division level team. The inviting coach must obtain permission of the guest player's regular coach before a player is permitted to "play up." This is only on an as needed basis see "Playing Sessions" for rules regulating play at an older age level.

VI. TOURNAMENT PLAY AND SELECTION

Registration for the RAAA GTFS Summer season includes team registration fees for the RAAA GTFS hosted tournaments. If a team is unable to participate in one of the Rosemount tournaments, the RAAA GTFS board may approve funding for an alternate tournament. Each team participating in the program will determine their own tournament play and schedule. Each team is responsible for registration, tournament fees and any other fees that may apply.

League ONLY teams will not participate in tournaments outside of Rosemount.

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a. Berths

Teams earning berths to national tournaments are to submit their earned berths and team roster to the GTFS Board of Directors. Any berths earned in the Fall GTFS season are to be used in the next Summer GTFS season.

b. Earned Berth Team Roster

When a berth is earned, the original team roster must be used. If the original team roster cannot be used, the team coach must follow these steps to complete the roster:

1. Original roster members
2. Reach out to RAAA teams
3. Reach out to surrounding communities or players

Team coach must present the altered roster to the RAAA GTFS Board of Directors for approval

c. Using an Earned Berth

Team coach must report to the GTFS Board of Directors when they are using their berth. Completed team roster must be submitted for approval.

VII. FUND RAISING ACTIVITIES

The Rosemount Lady Irish Traveling Fastpitch Softball tournament is one of our primary fund raising events. This tournament is held early in the spring, is well attended, is traditionally very successful, attracts high quality teams, and the tournaments reputation is very good. Softball parents and players are expected to work at this tournament. At the time of registration a \$100.00 fund raising deposit check will be collected from each player/parent. If the player and parent work at the Rosemount tournaments, the \$100.00 fund raising deposit check will be returned. Typically there is a tournament hosted for the fall session also. The same deposit procedure as above applies for the fall tournament.

a. Team Fund Raisers

Individual teams must notify the Rosemount GTFS Board of Directors for any fund raising activities.

VIII. UNIFORM REQUIREMENTS

As part of the registration procedure, all players are provided with complete uniform. Players are expected to maintain their uniform in good condition throughout the traveling session. Any player who defaces alters or damages the uniform, shall replace the damaged article at their own expense. No player will be permitted to play unless they are wearing the appropriate uniform in good condition.

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IX. SELECTION OF COACHES

The Rosemount GTFS Board of Directors strives to provide the highest level of coaching for its teams. Paid, unpaid, parent, or non-parent coaching candidates are encouraged to apply for coaching positions. Parents are allowed and encouraged to serve as head or assistant coaches for their children's team. Should it be impossible to locate a qualified unpaid coach, it may be necessary to appoint a paid coach. All expenses associated with a paid coach would be the responsibility of the team using that coach. The GTFS Board of Directors is responsible for selection and review of all coaches, and has sole authority for assigning coaches to teams. All coaching candidates should contact the Rosemount GTFS Board of Directors. A head coach with a playing daughter can request a refund of their registration fee as compensation for their efforts as coach.

The President of the GTFS Board of Directors may not be a head coach on any team.

a. Conduct towards Umpires

It is the policy of Rosemount GTFS organization that all players, coaches and parents treat the umpires with respect. Players and coaches may be disciplined through suspension or removal for failure to honor this policy.

X. REMOVAL OF A PLAYER, COACH OR BOARD MEMBER

The Rosemount GTFS Board of Directors reserves the sole authority to suspend or remove a player, coach or board member whose individual behavior may be deemed detrimental to his /her team and/or the Rosemount GTFS organization. Suspension or removal of a player, coach or board member is a very serious situation and must be dealt with in a fair and open manner. The request for suspension or removal must be made in writing and directed to the Rosemount GTFS Board of Directors. If there is sufficient justification, a hearing before the voting board will be held. A quorum of voting board members must be present at this meeting and a 2/3 majority of that quorum is required for the suspension or dismissal of a player, coach or board member. Offending criteria includes, but is not limited to, abusive behavior whether physical or verbal towards teammates, parents, coaches, opposing players, referees, and/or spectators, offensive and/or insulting language, or inappropriate physical contact.

XI. PROGRAM EVALUATION

Each parent representative will be mailed program and coach evaluation forms. These forms will be mailed approximately 1 week prior to the end of the session. These forms will then be turned in or mailed to the Program Director for evaluation. Parents are expected to complete the evaluation form and provide their honest and constructive input. Also, an annual general membership meeting will be held in September following the close of the summer season (beginning 2010). At the annual general meeting an

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open forum will be held to evaluate the current program and discuss the goals and objectives for the upcoming year.

XII. ADMINISTRATIVE STRUCTURE

The Rosemount GTFS Board of Directors shall consist of eleven (11) members. The Board of Directors shall be elected, appointed or volunteered for at the annual general meeting. All current members of the Rosemount GTFS organization may nominate and vote at the annual General Meeting. The Board of Directors shall consist of the following voting board members:

- Program Director - President
- Secretary
- Treasurer
- And 8 members at large

All voting board members are elected for two-year terms. The terms of all directors and other board positions are varied so a maximum of 6 terms expire in one year, the September board meeting coincides with the end of the terms. It is also the intent of the GTFS Board to have representation for each player age level on the board. Appointments by the GTFS Board may have to be made to achieve a balanced representation for each player age level. If a position is not filled, the Program Director may appoint an individual to that position. Also each board position will be assigned a particular area of responsibility i.e. equipment, PR, etc. The general duties and expectations for each Board position shall be reviewed at the Annual General Meeting prior to nominations.

The GTFS Board shall meet at least 10 times per year to administer the program. The expected meeting date is the 2nd SUNDAY of each month. Meeting location is Rosemount Community Center and starting time is 7:00 P.M. Additional meetings will be scheduled as deemed necessary.

a. GTFS Board Member Duties & Responsibilities

The tasks listed below provide a guideline for role responsibilities. Additional tasks may be assigned to individuals based on program needs.

President

- Oversees the entire RAAA Fastpitch program and is responsible for its management
- Generates the Board meeting agenda
- Calls and conducts regular Fastpitch Board meetings
- Liaison between RAAA Board of Directors and RAAA Fastpitch as President of Traveling Softball association and attend RAAA Board of Directors meeting
- Organizes sign-ups and registration for Summer and Fall Programs

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- Present the annual budget to the RAAA Board of Directors
- Liaison between RAAA Fastpitch and MSF, MMFL, ASA, USSSA, and AFA
- Responsible for reviewing and bidding on state and national tournaments
- Coordinate middle and high school Fastpitch organizations with the appropriate middle school and high school coaches and athletic directors
- Serves as liaison to the Minnesota Irish

Vice President

- Assists President in fulfillment of duties
- Leads and conducts the Fastpitch meetings in the absence of the President
- Manage the Fastpitch by-laws and yearly updates
- Organizes coach's selection committee and conducts selection process, if necessary
- Distributes, collects, and summarizes the player/parent evaluations of coaches
- Acts as community resource liaison working with area schools and businesses for support

Secretary

- Prepare, distribute, and maintain meeting agenda, minutes, and other necessary documents
- Maintains working board members roster with phone numbers and job description
- Responsible for publication of all Fastpitch events with local media
- Retain/file all Fastpitch documents/applications, evaluations, etc.

Treasurer

- Oversees all financial matters of the board
- Oversees and balances auxiliary checkbook for petty cash needs Prepares a yearly budget
- Summarizes financial report to board monthly
- Liaison with bank regarding all Fastpitch accounts and balances and with the RAAA Board of Directors Audit all spending to ensure proper authorization and reporting
- Collects/deposits all registrations, tournament fees, fund raising, and miscellaneous fees/purchases
- Reconcile all differences of RAAA Fastpitch purchases with the RAAA Treasurer
- Track and record all transactions with receipts, deposits and logs

Equipment & Community Teams Director

- Purchases, issues, and collects equipment, apparel, and supplies
- Responsible for repair, maintenance, and storage of equipment
- Instruct coaches on proper use of equipment
- Maintains, inventories, and tracks who, what, where all equipment is located
- Coordinate with RAAA Board of Directors and Fastpitch Treasurer equipment purchases
- Tracks and maintains keys for access to sheds, fields boxes, etc

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- Oversees all recruitment of in house programs needed for summer and fall leagues
- Coordinates with surrounding community Fastpitch organizations for player and team assignments
- Determines number of teams for each age group
- Coordinates team try-outs with player development representative to conduct the tryouts through an independent organization
- Documents/finalizes try out results for team allocation
- Maintains player lists and coordinates players and coaching staff

Field & Umpire Scheduling

- Field/Umpire Coordinator
- Tournament Umpire Coordinator
- Coordinating payment of umpires for league games and tournaments
- Responsible for scheduling and re-scheduling of fields for games, practices and scrimmages
- Responsible for scheduling umpires for all summer (coaches will be required to request the re-scheduling of fields and umpires when a rain out occurs or cancellation of a scheduled game)
- Liaison with City of Rosemount Parks and Recreation Department
- Coordinator for field maintenance and preparations of tournaments and league games
- Requests permits for fields
- Maintain field supplies

Tournament Operations Director

- Handles all Rosemount tournament registrations
- Publishes Rosemount tournament information and results
- Organize volunteers for tournaments as required
- Serves as Tournament host
- Provides volunteer resource requirements
- Organizes committees to conduct tournaments
- Responsible for management of all tournament operation components

Uniforms and Apparel Coordinator

- Prepare RFQ from area businesses and negotiate uniform and apparel orders for the season
- Organizes, orders, and delivers all uniforms to Team Managers
- Organizes orders, and delivers all apparel orders to Team Managers

Promotions and Fund Raising Coordinator

- Coordinates all fund raising activities
- Marketing for the RAAA Fastpitch organization
- Advertising and promotions for Rosemount Fastpitch
- Coordinate external communications

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Communications/Webmaster/Database Coordinator

- Maintains database(s) with information regarding players, tryouts, coaches, and teams to support Rosemount Fastpitch requirements
- Assists with sign ups to ensure the efficient collection of database information on players and volunteers
- Maintains Fastpitch website content
- Coordination of all website information and access information with Web Site representatives
- Responsible for publication of all Fastpitch events with local media
- Maintains web site, with single person access log in and password
- Provides information from the web site database to other Fastpitch board members on an as needed basis only
- Designs & creates RAAA Girls Traveling Fastpitch Softball website
- ***All general group communication to Teams, Coaches and Parents comes from the Communications Coordinator***
- ***All "Job Duty" related communication is disseminated by each category lead/director***

Player Development & Coaches Representative

- Responsible to conduct a pre-season coaches clinic
- Organizes player and coaches clinics as required
- Contact person for coaches and players throughout the season
- Conducts a coaches evaluation of players
- Works with the Community Team Coordinator for independent evaluators associated with team try outs

Minnesota Irish Liaison - Tim Johnson

- Act as liaison between the RAAA GTFS Board and Minnesota Irish Softball Club
- Draft a contract every 5 years that incorporates a shared agreement between the two named organizations
- Assists the RAAA GTFS Board in the continued development of the Girl's Traveling Fastpitch Softball program in the community of Rosemount, MN.

XIII. BY-LAW CHANGES

Any Article may be changed upon approval of the Board of Directors and a majority of the membership present at a scheduled general board meeting provided the incorporation status of the Association is not altered.

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Exhibit A

(Sharing arrangement with MN Irish Softball Club Irish Dome, LLC)

Term of Agreement October 1, 2009 – September 30, 2014

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Exhibit B (Current GTFS Board Member Contact Information)

2010 - 2011

Name/Position	Term Expires	Phone	Email
Dan Olson - President	2012	Cell: 651-485-4945	danolson1990@live.com
Todd Krenz – Vice President	2012	Cell: 952-292-7493	tmkrenz@charter.net
Aimee Simdorn – Secretary	2011	Home: 952-432-2619	simdorna@frontiernet.net
Andy Seldon – Treasurer	2012	Cell: 612- 664-5021	andy_seldon@mnd.uscourts.gov
Christine Hollenbeck – Communications/Website	2012	Home: 651-322-5831	cnhollenbeck@yahoo.com
Tom Van Sickle – Field & Umpire Scheduling	2012	Cell: 612-819-2587	thomas.vansickle@savvis.net
Mike Martinez – Equipment & Community Teams Director	2012	Cell: 612-328-9121	<u>Mike.martinez@yahoo.com</u>
OPEN POSITION – Tournament Operations Director			
Brad Sprang – Promotions & Fundraising Coordinator	2012	Cell: 612-840-9670	brsprang@lightblast.net
Michelle Lienemann - Uniforms & Apparel	2012	Cell: 651-249-1970	michellelienemann@hotmail.com
Don Cross – Player Development and Coaches Representative	2012	Cell: 651-397-5857	don.cross@craneww.com