

**ZIMMERMAN GIRLS FASTPITCH ASSOCIATION
Player, Parent, and Board Handbook**

NAME

The name of this non-profit organization shall be the Zimmerman Girls Fastpitch Association hereinafter referred to as "ZGFA."

PURPOSE

The purpose of ZGFA shall be to promote a positive competitive attitude; instilling self-confidence and nurturing the principles of teamwork, character, respect (for both our teammates and opponents) and integrity in both victory and defeat. The emphasis is on developing the fundamentals of softball knowledge and skill, teamwork, self-confidence, and having fun.

PARTICIPATION

Section 1: Eligibility

- A. Any female player residing in or attending public or private schools within Zimmerman area that is 18 years of age and under is eligible to play for Zimmerman Girls Fastpitch Association as allowed by ASA rules.
- B. If the need arises for more players, we may accept applicants from other communities on a first come, first serve basis until filled.
- C. Ineligible players are any players who do not meet the criteria for being considered an eligible player in accordance with governing league rules.
- D. The issue of eligibility shall apply as current rules.
- E. To be eligible players/families must have paid all applicable fees from previous ZGFA Fastpitch programs.
- F. The issue of eligibility shall apply to 10U and 12U teams only. 14U and older community teams are considered Open Teams and are not bound by these eligibility requirements.
- G. The only exceptions to eligibility for 10U and 12U players are as defined by MN Softball and the ASA of Minnesota and are as follows:
 - 1. If surrounding association directors are in agreement of moving a player from one association to another in order to fill a roster spot and give a player an opportunity to play.
 - 2. Associations may have a situation of having a younger sibling playing on the same team.
 - 3. Associations may need to fill a roster spot within their association and move a player up a level.

4. Associations may need to combine with neighboring associations to field a team. These will not be considered a tryout team.
5. All of these exceptions must be communicated between associations, agreed upon, and approved by Minnesota Softball.

Section 2: Registration

- A. Participants must register prior to the start of each season during the published dates as established by the ZGFA board and no later than one week prior to tryouts to allow for team planning.
- B. Late registrations will be allowed at the discretion of ZGFA Board.
- C. Any person who registers under an assumed name, or gives an incorrect age will become ineligible and will be suspended for the remainder of the current playing year.

Section 3: Fees

- A. Registration Fees will be established annually and are required to be paid at registration.
- B. Fees for the teams cover the costs of participation including but not limited to league fees, tournaments and/or entry fees, tryouts, umpires, equipment, uniforms and field maintenance. Fees will not be used to cover/subsidize travel expenses incurred by teams during regular or post season play. Additional fees for other events (such as additional tournaments, nationals, and training sessions) may be incurred depending on the situation of each team.
- C. **No refunds** are allowed once the teams have been established (summer and fall). Refunds will be made **ONLY** to players not placed on a team. Special exceptions may be made with approval by the ZGFA Board for players that are either injured or move out of the area prior to or during the softball season.
- D. All players in the program are required to purchase their own:
 - Batting helmet with approved face guard
 - Fielding glove
 - Bat
 - Cleats
 - Defensive infield face mask

ZGFA will provide one set of catching gear per team. It is highly recommended that girls wanting to catch provide their own chest protector and shin guards to ensure fit as well as their own helmet/mask to ensure fit for safety and health reasons.

- E. A **monetary volunteer guarantee fee** per player will be collected per season for families with girls on a Traveling team, including league only teams.
The family of each player is required to work a minimum hours/player or family at our tournaments or other designated volunteer opportunities throughout the summer and fall seasons.
All volunteers must be at least 16 years old. If someone is unable to work their scheduled shift, it is their responsibility to find a replacement.
The volunteer fee will be collected at the beginning of the season and must be a separate check. Upon completion of the volunteer requirement, checks will be shredded or returned to you (if specifically requested). All checks from families who do not complete the volunteer requirement will be cashed.
The amount of the fee and the number of hours required will be determined prior to registration.
- F. *Financial Aid/Scholarship* can be requested from the ZGFA Board.

Section 4: Age Qualifications

- A. Community teams will be established (depending on available players) in each of the following age classifications: 6U, 8U, 10U, 12U, 14U, 16U, and 18U.
- B. The age classifications are:
- 6 and under: Players are 6 or younger as of December 31st of the previous year.
 - 8 and under: Players are 8 or younger as of December 31st of the previous year.
 - 10 and under: Players are 10 or younger as of December 31st of the previous year.
 - 12 and under: Players are 12 or younger as of December 31st of the previous year.
 - 14 and under: Players are 14 or younger as of December 31st of the previous year.
 - 16 and under: Players are 16 or younger as of December 31st of the previous year.
 - 18 and under: Players are 18 or younger as of December 31st of the previous year.

Fall age brackets are determined by the player's age of December 31st of the current year.

- C. A player of a younger age classification may play in an older age classification if and only if there is a roster spot needed to fill in the ZGFA organization in order to complete a team and other qualifications are met. MN Softball and North American Fastpitch Association (NAFA) rules do not allow a player to "play down" to a younger age group for any reason.

Section 5: Placement on Team

- A. Every effort is made to place every registrant on a team.
- B. All potential players must participate in the tryout process to be selected for a position on a team. Anyone who misses tryouts will be placed on the lowest level team for that age group. See Sec D.3 below for exceptions.
- C. Teams shall be made up of at least 10 players but will be no more than 13 players unless approved by the ZGFA Board.

If there are 13 or more at one age level (ex. 10U) but not enough to make 2 teams and less than enough players at a higher level (ex. 12U), than players rated higher during tryouts may be moved to the next age level to allow for all girls the opportunity to play.

- D. Participants in the **Spring/Summer season** will be placed on a team according to their ability.
 1. All players, 10U and up, will be required to go through evaluations, which will be used to establish players' basic abilities to catch, throw, hit, and run. Evaluations will be held following registration. These evaluations will be used to rank the players, and establish teams by skill level into A, B, or C levels. Depending on the number of participants and the range of skills, teams may be set to have multiple levels, or balance them at the same level.
 2. The association does not accept requests to play with specific players.
 3. Evaluations, tryout scores and information will be compiled on each player. This information will be available for review by the coach appointed by the ZGFA Board. The following criteria will be used for team placement:
 - Tryout scores
 - Team placement in prior years
 - Age level
 - Commitment to traveling softball demonstrated by adherence with player expectations, attendance at clinics, practices, league games, tournament participation, camps evaluations from prior years and overall player conduct.
 - Competitive attitude and willingness to listen and follow directions.
 4. At tryout check-in, each pitcher and catcher will be required to complete a form indicating their preferred team placement. Each pitcher or catcher will need to choose one of the following, sign the form, have their parents sign the form and turn it in prior to the start of tryouts.
The two choices are:
 - a) If I do not rank in the top two pitchers or catchers (based upon

pitching or catching evaluation score), but I otherwise qualify for the

upper team, I would prefer to be placed on the upper team, even though I may receive little to no pitching or catching.

- b) If I do not rank in the top two pitchers or catchers (based upon pitching or catching evaluation score), but I otherwise qualify for the upper team, I would prefer to be placed on the lower team and receive more pitching or catching time.

The top 2 pitchers and catchers will make the team, however this does not guarantee that they will pitch or catch. After that the coach can decide with the Director's input to go with the next 7 or 8 players based upon evaluations scores or balance the team by having 5, 6, 7, 8, 9 & 10 place determined by score and 11 & 12 be coaches pick.

The number of pitchers and catchers on the top team cannot be disproportionate to rest of the teams at that age level so as to hinder the formation of the next level team(s). The Evaluation Committee has the right to make any changes necessary to pitchers'/catchers' team assignments so as to ensure adequate distribution of the pitcher and catcher positions.

A pitcher may be moved to the "B" team if not enough quality pitchers are available to field the 2nd team.

- 5. If the Evaluation Committee determines there will be two or more teams in an age group at the same level then they will work together with the available pool of players to determine the best possible teams.
 - 6. The Evaluation Committee reserves the right to make any changes necessary to the team and player selection process, including moving any player(s) from any age group or level to another age group or level. Additionally, the Evaluation Committee reserves the right to make discretionary selections available to each team outside of the designated pool of overall ranked, if a sound softball reason exists for having a discretionary choice. One example would be if the #1 rated overall pitcher or catcher (based on pitching/catching evaluation score) holds a significant advantage over the next rated pitcher/catcher (based on pitching/catching evaluation score) but did not rank in the Top 16 overall. Any change(s) must be approved by majority vote of the ZGFA Board.
- E. Skill assessment will be judged by impartial adults/coaches from communities outside of the Zimmerman Girls Fastpitch Association whenever possible.

- F. Girls will be allowed to play up levels if their playing ability warrants it and the number of players registered for an age group will allow it. Players will **not** be bumped to allow a younger girl to play up. Ability to play up will be determined by the director with input from coaches and parents.
- G. At the 6U & 8U level, it is expected that all players that register will have a spot on the roster. This is unique to this level, as it is a learning level, and is less burdened by less than ideal team sizes.
- H. Participants in the **Fall Ball season** will be placed on a team relative to participant numbers and age.

There will be no tryouts for fall ball, but rather teams will be constructed by placing teammates from the same age group or by Spring/Summer season together to ensure cohesiveness. Since fall is the time that many girls 'move up' in playing age, players from existing Spring/Summer teams may be moved or separated to fill in gaps created by the advancement of older girls. The Evaluation Committee will create a first draft of all 10U, 12U, 14U, and 16U fall teams for review and ultimate approval by the ZGFA Board. Those coaches will review the draft of their teams and recommend changes with the highest 'level' team having right of first refusal/approval. The ZGFA Board reserves the right to make any changes necessary to the team and player selection process, including moving any player(s) from any age group or level to another age group or level.

Tryouts maybe held if there are too many girls to field one team but not enough for two teams and no other viable options are presented.

- I. **Summer Post-Season Rosters** – ZGFA teams advancing to post-season play (i.e. National Tournament) will be allowed to add players to their roster in accordance with rules of the governing body. Currently, NAFA allows up to 3 “pick up” players for teams advancing beyond the State Tournament. Post-season roster additions are intended to maximize the depth and quality of the team and will be at the sole discretion of the team coach.
- J. Winter **Dome Ball** teams are formed outside of the ZFA organizations. All registration fees, uniforms, and other associated fees are paid by the participating team. All teams registering as a “Zimmerman” or “Zimmerman Thunder” team and/or wearing the Zimmerman Thunder logo will be required to sign the parent/player/coaches code of conduct. Failure to sign & return does not exempt a player from any of the conditions or being subject to disciplinary action.

Section 7: Coaches

- A. All coaches are volunteers and to be eligible, coaches must submit an application online for each upcoming season.

- B. A coaches' selection committee (consisting of at a minimum, the President and VP) will select the coaches. Coaches will be selected based on experience, knowledge of the game, positive attitude, past program involvement and reviews of past coaching surveys. Care will be taken to ensure that there is no conflict of interest during the coach's selection for a particular age group.
- C. Head Coaches will choose their own assistants and team managers.
- D. Head Coaches will be responsible to make sure each team has a team parent to communicate game schedules, changes and weather changes.
- E. Any coach whose continued participation is deemed detrimental to the welfare of the association may be removed from the team upon a majority vote of the ZGFA Board. To remove a coach, a written complaint must be presented to the Board. The complaint will be reviewed and investigated by the Officers. If sufficient justification exists, a hearing before the full Board will be held. A vote of two-thirds of all Board members is required for the dismissal of a Coach.
- F. Coaches may be disciplined for the following reasons:
 - 1. Intoxication;
 - 2. Consuming alcohol or illegal drugs during a ZGFA sponsored event;
 - 3. Violation of any Code of Conduct condition;
 - 4. Abusive or disorderly conduct or language; or
 - 5. Any coach whose continued participation is deemed detrimental to the welfare of the Association may be removed from the team upon a majority vote of the ZGFA board.
- G. Coaches must complete a concussion training course.
- H. If no coach volunteer is available for a given team, the ZGFA President will appoint/recruit coaches as appropriate.
- I. If the President and VP are unsuccessful in appointing/recruiting a head coach, the board will take appropriate actions (disband, pay coach, etc.).

Section 8: Scholarships

- A. In a requested scholarship situation due to hardship, Zimmerman Girls Fastpitch Association will pay the In House and travelling fee equivalent for Zimmerman residents as approved by the Board. A maximum amount set at the current travelling Fastpitch fee.

- B. All requested scholarships must complete the Zimmerman Girls Fastpitch Scholarship request form to be consider.

CODE OF CONDUCT

All players, parents, and coaches will be required to sign a code of conduct form at the beginning of each season. Failure to sign & return does not exempt a player from any of the conditions or being subject to disciplinary action.

COACH: The coach's first responsibility is to the players. When the team is selected the coach will promptly notify each player on the team. The coach may ask any parent to become an assistant coach, but he retains all responsibility for the team. The coach is responsible to set practices, scrimmages, tournaments, as required to insure a successful season. The Coaches objective will be to help all players learn the fundamentals of fastpitch softball and develop to their fullest potential. This will require players to practice often and require playing time in league games at 10 & Under, 12 & Under, and 14 & Under to be equally split among all players. Coaches must act responsibly and carry on the traditions of good sportsmanship. Failure to follow these guidelines may result in removal of a coach.

PLAYER: The player's first responsibility is to the team, she must attend practice to play, and follow the rules of the team. Players should be reminded that they represent our community and should do so with pride and good sportsmanship.

PARENTS: Parents should ensure that their daughters are on time for practices and games, unless there is a valid excuse. Parents should attend all games if possible, and exhibit good sportsmanship. Parents who exhibit flagrant, unsportsmanlike conduct toward board members, umpires, coaches, players, or other parents will be required to stay away from games.

CODE OF CONDUCT: Handling of questions, concerns and problems will always be first done on the team level. There must be an interaction between the player/parent and the coach before the situation can be raised to board level. The ZGFA Board will consider those situations brought to their attention and will handle disputes and take corrective action. If a problem can't be solved on the team level, a written request for action shall be signed by the coach, player and/or parent and be delivered to the President of the association, and copies of the request will be distributed to all parties involved. The President of the association (with board approval) must meet with the concerned parties and provide a response to the coach, player and parent in a timely manner.

BOARD ORGANIZATION AND OPERATION

In addition to Zimmerman Girls Fastpitch Bylaws:

Section 1: Board

A. Board Composition

There will be no more than fifteen (15) and no less than five (5) Board members (officers). The Director roles and titles may be modified by the Board in accordance with the needs of the Association; however, the Board must always maintain Officer Positions of: President, Vice President, Treasurer, and Secretary. The current ZGFA roles and titles are:

President
Vice President
Treasurer
Secretary
In-House Director
Travel Director
Fall Ball Director
Field/Umpire Coordinator
Clinics Coordinator
Tournament Coordinator
Equipment Coordinator
Uniform and Apparel Coordinator
Website Administrator
Volunteer Coordinator
Concessions/Sponsorship/Fundraising Coordinator
Board Member at large

B. Board of Directors

The Board maintains a Board of Directors that consists of the President, Vice President, Secretary, and Treasurer in accordance to **Zimmerman Girls Fastpitch Bylaws**. The Board of Directors is granted the authority to convene and address time-sensitive issues in the event the Board is not reasonably able to meet, or may also be called upon by Board members to provide guidance or decision on specific topics requested by the Board. Should the Board of Directors be divided over a particular issue, it is a good indication that the issue should most likely be brought before the full Board.

C. Advisors

The varsity fast pitch head coach at Zimmerman High School may be considered advisors to the Association. The responsibility of the advisors shall be to assure consistency between the goals of the Association and that of the varsity program. Advisors will be looked upon to help with such things as tryouts, off season trainings and coach/player clinics.

D. Board Meetings

There are Two (2) types of meetings:

1. Monthly Meetings

Time, date, and place to be determined by sitting Board President and will be established at the previous Board meeting. Meeting dates/times may be altered during the year to accommodate for holidays and other scheduling conflicts. Board meetings generally last one to two hours. During busy planning segments of the year (late summer/early fall) the meetings may last longer.

2. Special Meetings

As deemed necessary to address time sensitive issues.

E. Operation of the Board and Positions

1) The general structure of all Board meetings will consist of:

- (a) Call to Order
- (b) Review of Minutes from prior Board meeting
- (c) Committee/Director reports
- (d) Public Segment (Time TBD and will be posted with the agenda)
- (e) Old Business Discussion
- (f) New Business Discussion
- (g) Adjournment

2) Non-Board members are welcome at any monthly meeting during the Public Segment. If a general member has an item they would like to address to the Board, they must file an "Agenda Item Request Form" (which can be found on the Association website), at least five (5) days in advance of meeting so that they may be added to the agenda for planning and scheduling purposes. The Board will advise the interested individual (or group) of the time and location of the meeting.

Section 2 - Board Eligibility

An eligible Board member is someone who lives in the defined area (Participation section 1A-Eligibility) and demonstrates an interest in promoting Zimmerman Girls Fastpitch. In order to be considered for an executive/Board of Directors position (President, Vice President, Treasure, Secretary), a member must be on the Board for a minimum of one (1) year. It is the intent of the ZGFA Board to deny any person who has been convicted of a crime of violence, a crime against a person, or crimes involving the possession or sale of illegal substances from serving on the Board. Furthermore, any person that has been in violation of the Code of Conduct put forth by Suburban League/MMFL/ZGFA or similar Associations resulting in removal from games or Associations will not be considered.

Section 3 – Nominations

Candidates for office shall be nominated by the Board of Directors. If a member wishes to be nominated, they must first have filed a "Board Member Application" found on the

Association website, prior to a board meeting. No nominations from the floor will be accepted.

Section 4 – Voting Process

- A. Each Board member is afforded one equal vote, except board members at large.
- B. All items will require a majority vote of those present in order to pass, unless a specific exception has been outlined in other sections of these Bylaws. Specific changes to the rules in the Bylaws and/or Policies of the ZGFA will require a 70% approval of those present.
- C. On any issue under discussion, ample (but not excessive) time will be afforded to review all opinions and perspectives to assure that Board members have sufficient information to make an informed decision. Time limits may be applied due to agenda, facility use, etc. at the discretion of the Board.
- D. Following discussion, the Board will agree to move to a Board vote. Any Board member may formulate a motion to be voted upon by the Board. It is essential that the motion is properly constructed and communicated to the Board members to assure that the motion is clearly defined.
- E. Another Board member (other than the Board member making the initial motion) must second the original motion in order to warrant a full Board vote.
- F. The President will request a verbal or hand raise vote in favor of the motion. Likewise, the President will request a voice or hand raise vote for those not in favor of the motion. A tally of both votes will be recorded by the Secretary.
- G. The President will then offer one final opportunity for Board comment before the motion is officially considered passed or defeated.
- H. In the event that a Board member cannot be present for a Board meeting, but would like to register a vote on a particular motion, it may be done in absentee fashion with the approval of the Executive Committee. The Executive committee must be convinced that the absentee Board member clearly understands the precise motion being made and is aware of all of the perspectives and discussion that has transpired amongst the Board.
- I. In certain circumstances, issues may require a vote outside normal Board meetings. These circumstances may include time sensitive issues or issues that have been raised at Board meetings but require additional information that is obtained at a later date. In such cases, the President may call for vote via e-mail. In such case, the President will present an outline of the situation and the specific motion to be voted upon. Each Board member may then respond with questions and comments or register their vote in

favor of or disfavor of the motion. Once quorums of members have registered an official vote, the Secretary will record the responses and majority approval/disapproval will render the fate of the motion. If more than one Board member feels inadequately informed due to the e-mail nature of the vote, then the issue will be tabled until the next Board meeting or require the arrangement of a special Board meeting.

- J. If a Board member has personal involvement or would be directly affected by an issue or motion, then such Board member should voluntarily excuse themselves from any Board discussion and voting process. If the Board of Directors believes that a Board member would be personally involved or directly affected by an issue or motion, and such Board member has not voluntarily excused themselves from discussion and voting, they may require that such member excuse him/herself from discussion and/or abstain from voting. It is essential that potential conflicts of interest are recognized and avoided.
- K. All Board members are expected to conduct themselves in a reasonable and professional manner. Discussion and debate is meant to be meaningful and informative – not simply for delay of decision.
- L. It is assumed that all Board members will always endeavor to assure that decisions are in the best interests of participants in ZGFA programs. Any changes contemplated will not unduly compromise the program participants in favor of a small group of participants. All votes should focus on furthering the goals and mission of the ZGFA.

Section 5 – Vacancies

Should a vacancy exist, the Board of Directors may appoint a replacement for the remainder of the term.

Section 6 – Duties of Board Members

- A. President. The President shall be the chief executive officer of the Corporation and shall be responsible for the day to day operations of the Corporation. In addition, he or she shall perform such other duties as may be determined from time to time by the Board of Directors. The President shall preside at all meetings and meetings of the Board of Directors. The President shall assume responsibility for supervising the business of the Association, enforcing the rules and Bylaws of the corporation and delegating such duties as may be necessary to execute this responsibility. The President shall hold the official papers of the Association including the Bylaws. The President shall also be the Zimmerman Girls Fastpitch Association representative and attend monthly meetings. In addition, he/she will assume responsibility for all actions of the Association.
 - Oversees the registration process for ZGFA
 - Responsible for reviewing State and National tournament requests
 - Liaison with ZGFA High School Varsity Fastpitch program

- Responsible for overseeing Treasurer on all financial matters of the ZGFA
 - Manage coach selection
- B. Vice President. The Vice President, if any, shall perform such duties as may be determined from time to time by the Board of Directors. The Vice President shall be vested with all powers of and perform all the duties of the President in the President's absence or inability to act, but only so long as such absence or inability continues.
- Organizes coaches' selection committee and conducts selections.
 - Assists Tournament Director
 - Assist in the registration process for ZGFA
 - Assist in coordinating off season camps and clinics dedicated to player development
 - Manage coach selection
- C. Secretary. The Secretary shall attend all meetings of the Board of Directors and any committee thereof, and keep the minutes of such meetings, give notices, prepare any necessary certified copies of corporate records, and perform such other duties as may be determined from time to time by the Board of Directors. The Secretary shall, as soon as possible after meetings of the membership and the Board of Directors, prepare minutes to be distributed for review and approval at the following meeting, and shall also assume additional responsibilities delegated by the Board of Directors.
- Responsible for mass email blasts
 - Distribute annual survey
- D. Treasurer. The Treasurer shall have charge of the corporate treasury, receiving and keeping the monies of the Corporation, and disbursing corporate funds as authorized. The Treasurer shall maintain bank accounts for the corporations funds; shall maintain appropriate records of the receipt and disbursement of corporate funds; shall file documents and returns which may be required of the corporation; shall pay all bills as approved by the Board of Directors; shall make oral or written reports of the receipts and expenditures at each Directors meeting and shall submit a written report at the annual membership meetings. The books of the corporation shall be available for inspection by any Director at any reasonable time. The Treasurer shall also be responsible for overseeing any additional responsibilities delegated by the Board of Directors.
- Organize scholarship criteria
 - Manages P.O. Box
- E. In-house Director
- Oversee all In-House teams
 - Coordinates and manages team selection for in-house teams
 - Organize In-House games
 - Coordinates tournament participation as needed
 - Work with player and coaches on development activities (hitting / pitching clinics)

- Responsible for other duties as assigned by the President or Vice President
- F. Travel Director
- Oversee travel team league (liaison for school and league schedules)
 - Responsible for organizing the tryout process (evaluators, process, time) with President and Vice President
 - Coordinates and manages team selection for Travel teams with board members
 - Attend all Suburban League Meetings as needed
 - Coordinates tournament participation as needed
 - Work with player and coaches on development activities
 - Responsible for other duties as assigned by the President or Vice President
- G. Clinics Coordinator
- Responsible for requesting and scheduling gyms and fields for all clinics
 - Liaison with constituencies that control the gyms and fields (Community Ed / City)
 - Responsible for running clinics
 - Works with the Volunteer Coordinator to find volunteers for the clinics
 - Responsible for other duties as assigned by the President or Vice President
- H. Field/Umpire Coordinator
- Responsible for requesting and scheduling fields for all games and practices.
 - Liaison with constituencies that control the fields (Community Ed / City)
 - Liaison with Board/coaches in the event of weather-related cancellations
 - Responsible for scheduling umpires for all games
 - Responsible for other duties as assigned by the President or Vice President
- I. Tournament Coordinator
- Responsible for management, registration, and promotion of the ZGFA Tournaments
 - Organizes and chairs tournament committee
 - Work with the Volunteer Coordinator for home tournament
 - Responsible for publicizing all tournaments and other events that are sponsored by the Association
 - Responsible for all aspects of the tournament including but not limited to: procuring facilities, procuring teams, procuring umpires, merchandise, and those things necessary to make the tournament successful
 - Responsible for other duties as assigned by the President or Vice President
- J. Equipment Coordinator
- Responsible for maintaining the inventory of the Association
 - Report on an annual basis to the membership the state of our equipment
 - Make recommendations to the quantity of equipment needed for the coming season
 - Collect and inventory all equipment at the end of the year
 - Purchases, issues, and collects equipment and supplies

- Responsible for repair, maintenance, and storage of equipment
 - Educates players, parents, and coaches on proper equipment usage
 - Responsible for other duties as assigned by the President or Vice President
- K. Apparel Coordinator
- Coordinate the purchase of team uniforms
 - Responsible for annual uniform selection for in-house/travel teams and coaches
 - Track uniform needs and numbering for all teams
 - Coordinate uniform sizing at tryouts and arrange make-up sizing for players who missed the tryouts
 - Order team uniforms to ensure arrival prior to start of season games
 - Coordinate the design, purchase, and sale of team logo clothing, gear, and accessories with board approved retailer
 - Responsible for other duties as assigned by the President or Vice President
- L. Website Administrator
- Maintains ZGFA website
 - Oversees the registration process for ZGFA
 - Maintains databases with information regarding players, coaches, and teams to support ZGFA
 - Assist coaches and administrators with website management
 - Work with all other members to *accurately and timely* update the website
 - Responsible for email blasts to notify members of all ZGFA related information to tryouts, clinics, ZGFA opportunities, etc.
 - Responsible for maintain social media posts, i.e. Facebook, twitter, etc.
 - Responsible for other duties as assigned by the President or Vice President
- M. Fall Ball Director
- Oversee Fall Travel team league
 - Responsible for organizing the fall tryout process (evaluators, process, time) with President and Vice President
 - Coordinates and manages team selection for Fall Travel teams with board members
 - Coordinate with Apparel Coordinator for team uniform sizing and order
 - Attend MMFL Fall League Meetings as needed
 - Responsible for other duties as assigned by the President or Vice President
- N. Volunteer Coordinator
- Responsible for and ensure volunteers are assigned for all clinics, camps, tournaments etc.
 - Responsible for email blasts to notify members of volunteer opportunities.
 - Responsible for staffing concession stands
 - Assist with concessions during ZGFA tournaments
 - Responsible for other duties as assigned by the President or Vice President

- O. Concession/Fundraising Coordinator
 - Maintains the operation of concession facilities
 - Organizes the purchase of concession products
 - Responsible for the management of the concession sales at league events & tournaments
 - Schedules volunteers to work the concession booth during league events & tournaments
 - Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities
 - Organizes, tallies and keeps records of concession sales and purchases
 - Solicits and secures local sponsorships to support league operations
 - Collects and reviews sponsorship and fundraising opportunities
 - Organizes and implements approved league fundraising activities
 - Coordinates participation in fundraising activities
 - Maintains records of monies secured through sponsorship and fundraising initiatives
 - Responsible for other duties as assigned by the President or Vice President

- P. Board Member at Large (Non-Voting Member)
 - Responsible for duties as assigned by the President or Vice President
 - Assist other Board positions as needed
 - Responsible to attend meetings

- Q. Other positions and duties will be added/deleted as needed, based on the need of the Association.

Section 6 - Term

Following the terms of the initial officers, the officers shall be elected for the following terms:

- A. At the first annual meeting the President and Secretary shall be elected for two years and the Vice President and Treasurer shall be elected for one year. Thereafter, the term of each office shall be two years.

- B. After the first annual election, the Vice President and Treasurer shall be elected for two years and on alternating years from the President and Secretary.

- C. Officers and Directors shall serve for a term of two (2) years, commence January 1st, eligible for re-election, and shall be staggered on the following odd/even year format:

Board Position Year of Election:
 President Even Year
 Vice President Odd Year
 Secretary Even Year
 Treasurer Odd Year

Other positions as cycle dictates

- D. All Officers and Directors can be re-elected to succeeding terms, if desired. Elected Officers and Directors shall assume their term of office immediately or commencing on January, 1st following the meeting.
- E. In the event an Officer or Director is voted in mid-year, the official 2 year term starts on January 1st of the following year. (E.g. Position voted in June 2016, 2 year term starts January 1st 2017. Completing term on January 1st 2019 (2 year 6 month term)).
- F. Any Officer or Director shall have such additional powers and duties as prescribed from time to time by the Board of Directors. In addition, the Board may create such Officer positions as they deem appropriate.
- G. Any Officer or Director may participate as a volunteer (e.g. Board member, coach, team manager, etc.)
- H. A vacancy in an office because of death, resignation, or removal may be filled by the Board of Directors.
- I. Unless prohibited by the Articles or Bylaws or by a resolution approved by the affirmative vote of a majority of the Directors present, an officer elected or appointed by the Board may, with the approval of the Board, delegate some or all of the duties and powers of an officer to another person or persons. An officer who so delegates duties and powers of an office remains subject to the standard of conduct for an officer with respect to the discharge of all duties and powers so delegated.

Section 6 – Removal from the ZGFA board

- A. An officer may resign at any time by giving written notice to the Board. The resignation is effective without acceptance when the notice is given to the Board, unless a later effective date is named in the notice.
- B. Any officer may be removed, with or without cause, by the affirmative vote of a majority of the directors present at a duly held meeting of the Board of Directors for which notice stating such purpose has been given.
- C. Three consecutive absences or multiple absences during the year from scheduled Board Meetings will result in the Board requesting and reviewing the reasons for the absences, which could result in removal from the Board.
- D. Any Board member whose continued service is deemed detrimental to the welfare of the association may be removed upon majority vote of the board. To remove a Board Member, a written complaint must be presented to the Board. The complaint will be reviewed and investigated by the Officers. If sufficient justification exists, a hearing

before the full Board will be held. A vote of two-thirds of all Board members is required for the dismissal of a Board Member.

FINANCES

Section 1: The Board of Directors shall control and manage jointly all property and money within ZGFA.

Section 2: Monies shall be deposited in a depository designated by the Board of Directors.

Section 3: All monies withdrawn shall be double signatures with the Treasurer, President, Vice President, Secretary, and ZGFA President having signature authorization.

Section 4: Any Board Member shall be authorized to spend up to \$100.00 for the benefit of ZGFA.

Section 5: No Board Member shall be allowed to use any ZGFA funds for their personal use.

Section 6: No Board Member shall enter into any agreement, incur any debt, or otherwise obligate ZGFA in excess of \$100.00 without prior approval of the Board.

Section 7: Expenditures in excess of \$100.00 may be approved by majority vote during intervals between business meetings of the Board of Directors.

Section 8: The books of the ZGFA organization shall be audited each Fiscal Year. (January 1st to December 31st.) Copies shall be presented to ZGFA.

Section 9: The organization shall present a post season's financial statement as of September 30.

Section 10: At each Annual Meeting, the Treasurer shall submit the last annual financial statement with a report of the general financial condition of the organization and of the condition of its tangible property.

Section 11: No solicitation for money, prizes, and/or other items shall be permitted unless authorized by the Board of Directors.

Section 12: All checks or demand for notes of the organization shall be signed by at least two (2) of the following four (4): President, Vice-President, Treasurer, or Secretary.

Section 13: The Board of Directors shall make such rules and regulations as are necessary regarding the purchase, acquisition, and storage of all equipment, supplies, and/or properties of the Association.

a) All ZGFA properties shall not be altered, changed, or defaced by coaches, players, or fans without prior approval of the Board.

Section 14: The Treasurer will prepare an annual (calendar year) and quarterly statement with a copy of the monthly statement to all Board Members and ZGFA. An annual audit will be completed.

MISCELLANEOUS

Section 1: UNIFORMS - The association will provide the jersey, pants and socks for the players use as part of the participation fee, additional elements of the uniforms are left up to each team, but the association can request a team not wear a uniform that does not present ZGFA players in a positive manner. The association will recommend and assist in quantity discount buying of all uniforms. The ZGFA must insist that all teams comply with ASA, MSF, League, and Association uniform guidelines and regulations.

Section 2: HOLD HARMLESS - Everyone participating in the development of youth softball through the ZGFA shall act in a responsible and appropriate manner. In the event of a loss or damage to property or causes of action resulting in injury of any person, it shall be the policy of the ZGFA that all officials involved in the action whether board members or volunteers assisting shall be held harmless provided the action taken was made with the exercise of usual judgment and care, under circumstances then prevailing which people of prudence, discretion and intelligence exercise in their own affairs.

AMENDMENTS TO THE PARENT, PLAYER, and BOARD HANDBOOK

The by-laws may be proposed by any board member and amended at any regular meetings of the association by simple majority vote. Proposed amendments must be submitted in writing and presented at the previous Zimmerman Girls Fastpitch Board meeting.