



*Organization Handbook*

*Amended  
March 2006*

## Table of Contents

A. Summary of Changes.....	i
1. Mission Statement.....	1
2. Introduction .....	1
3. Organization .....	1
3.1 The Corporation.....	1
3.2 The Executive Board.....	1
3.3 The Board of Directors .....	1
3.4 The Teams .....	2
3.5 Committees.....	2
4. Affiliations.....	2
4.1 Amateur Softball Association (ASA) .....	2
4.2 PONY.....	3
4.3 Other Affiliations.....	3
5. Ethics and Responsibilities – “COACHES COACH, PLAYERS PLAY, PARENTS CHEER” .....	3
5.1 Organization Ethics.....	3
5.2 Manager and Coach Ethics and Responsibilities.....	4
5.3 Player Ethics and Responsibilities.....	5
5.4 Parents, Guardian and Support Group Ethics and Responsibilities.....	7
6. The Money.....	8
6.1 Budget .....	8
6.2 Fees .....	8
6.3 Fundraising .....	8
6.4 Tax Exempt Status .....	9
6.5 Valid Expenses .....	9
6.6 Audits .....	9
7.0 Insurance .....	9
8. Playing the Game.....	10
8.1 Tryouts .....	10
8.2 Playing at the Appropriate Age .....	10
8.3 Practices .....	10
8.4 Tournaments.....	10
8.5 Playing Time .....	11
8.6 Roster Size.....	11
9. Safety.....	11
10. Facilities .....	11
11. Complaint Procedure.....	12
12. Communication.....	13
12.1 Yorktown Revolution Web Site .....	13
13. Definitions .....	13
14. Amendments to the Handbook .....	14

## **SUMMARY OF CHANGES**

***This Handbook has been significantly changed from its previous version. A complete reading of the document is required.***

## ***1. Mission Statement***

The mission of the Yorktown Revolution Girls Fastpitch Softball Club (YRGFSC) is to provide the finest possible competition and coaching in the area to enable all girls to play amateur fastpitch softball in a tournament level setting within an organization where every individual athlete's talents are able to grow and improve. While the Yorktown Revolution strives to serve as many dedicated female athletes as possible, the Organization's guidelines restrict the number of players it can serve. Although, the Organization strives for our players to excel in the game of fastpitch softball, it also focuses on producing positive role models and productive adults in their community.

## ***2. Introduction***

The purpose of this Organization Handbook is to help members comply with the mission of the Organization and Bylaws. These policies are designed to work with the infrastructure of the Organization's operations.

## ***3. Organization***

### **3.1 The Corporation**

The official name of the corporation is the Yorktown Revolution Girls Fastpitch Softball Club, Inc. The organization received its Certificate of Incorporation on August 15, 2002. The YRGFSC is incorporated as a non-profit organization as defined by section 501©(3) of the IRS Code. As such, the organization is required to follow the laws and regulations imposed on a non-profit, tax-exempt organization. The Yorktown Revolution Article of Incorporation and Bylaws describe the purpose of the organization and the rules by which the organization must operate. These documents can be found on the organizations web site, [www.yorktownrevolution.org](http://www.yorktownrevolution.org).

### **3.2 The Executive Board**

The Executive Board consists of the President, the Vice President, the Secretary, the Treasurer and the Player Agent. The duties of the Executive Board are defined in the Yorktown Revolution Bylaws dated September 2002. The Executive Board meets on an as required basis. Executive Board positions can only be held by one member from each family, unless otherwise voted upon and agreed by the existing Executive Board. The Handbook and Bylaws will require timely amendment to reflect any change in Executive Board policy.

### **3.3 The Board of Directors**

The Board of Directors consists of the Executive Board and a representative of each team, selected by that team and it's Manager. The duties of the Board of Directors are defined in the Yorktown

Revolution Bylaws dated September 2002. The Board of Directors will meet monthly, as decided upon by the Executive Board. Monthly meetings are open to all parents, managers and coaches. Date, time and location can be found on the Yorktown Revolution webpage or through your team representative.

### **3.4 The Teams**

The Yorktown Revolution will field teams in the 10U, 12U, 14U, 16U, and 18U age groups. The Executive Board of Directors selects the team Managers and Coaches. Each team has the responsibility of selecting a representative to the Board of Directors. Nominations for Managers and coaches will be submitted to the President for candidate selection by requested deadline and must include a brief biography of experience and qualifications. Managers or coaches will not be considered or added to ballot if biography is not received by deadline. The Executive Board will nominate and vote on all managers and coaches of all teams. Usually two coaches per team are approved by the Executive Board to assist each manager for each team. Special requests for additional coaches will be handled as follows:

- Coaching staff shall write a document of need explaining the purpose of the request, circumstances of need, and how it will benefit the team.
- The manager will determine his choices of game coaches because the sanctioning bodies of ASA, PONY, and NSA allow no more than three coaches in the dugout during a game.
- Requests should be submitted to the Executive Board for review and approval.
- A brief biography of experience and qualifications for additional coach/coaches must be submitted at time of request.

### **3.5 Committees**

The Bylaws require the organization to maintain at least two committees. These are the Candidate Selection Committee and the Audit Committee. The Candidate Selection Committee is responsible to nominate candidates for election to a new Executive Board each year in August. All parents of players and people committed to the objectives of this organization that are in good standing are eligible for nomination. Any persons nominated must meet any and all requirements defined in the Articles of Incorporation, the Bylaws and in this Handbook. Other committees may be established and dissolved at the discretion of the organization Board of Directors. Parents are encouraged to participate in the operation of this organization through committees. Some other committees that will be operated include a fundraising committee, a facility/field maintenance committee, an uniform/equipment committee, Bylaws/Handbook committee and several others. Each committee will have a designated chairperson selected by the Board of Directors. Each committee chairperson will be required to communicate and provide feedback to a selected Executive Board member. Committee chairperson and Executive Board POC will be selected at season beginning and can be modified by the Board of Directors at any time.

## **4. Affiliations**

### **4.1 Amateur Softball Association (ASA)**

The primary affiliation of the Yorktown Revolution is with the Amateur Softball Association. The ASA sponsors the highest caliber of fastpitch competition in the United States including the Junior Olympics. The organization is also entitled to reduced rate insurance through the ASA. The Yorktown Revolution

is part of the local Tidewater ASA, which administers the ASA in southeastern Virginia. More information about the ASA and Tidewater ASA can be found on their web sites. A link to the ASA web site can be found at [www.yorktownrevolution.org](http://www.yorktownrevolution.org).

## **4.2 PONY**

PONY softball offers some of the best competition in this area. Tidewater PONY sponsors numerous tournaments each year. Team affiliation with PONY is optional and will be decided by each team's coaching staff. Coaching staff will solicit feedback from players and parents to aid in team decision for sanction affiliations.

## **4.3 Other Affiliations**

Team registration is required with other organizations such as NSA, USFA and USSSA prior to tournament sign up. These organizations are active at the state level in Virginia and also sponsor many excellent tournaments.

Please refer to Section 8.4 for additional tournament details, registration process and tournament fee policy.

# **5. *Ethics and Responsibilities – “COACHES COACH, PLAYERS PLAY, PARENTS CHEER”***

## **5.1 Organization Ethics**

It is necessary for managers, coaches, assistants, parents/fans, and players to display exemplary courtesy and honesty with all participants and to handle business with the Organization in a honorable fashion in order for the Organization to fulfill its mission. Suspension from the Organization may be mandated due to any infraction of the intent or spirit of the policies described in the Bylaws and this Organization Handbook. Infractions will be dealt with on an individual basis.

The Organization maintains a code of ethics. As a player commits to play for the Yorktown Revolution, the Organization fulfills the following commitments:

**No Cut Policy:** After each player signs a commitment agreement policy, she is insured not to be cut by the Yorktown Revolution. Said player that is signed for a tournament season's play is guaranteed to remain a part of the Organization for that season. Although, all rules associated with player commitment, playing time, etc., remain in effect.

**Equal Opportunity:** All participants in tryouts or members of the Organization will be treated equally without regard for race, color, creed, gender, national origin, religious preference, or financial status. The Yorktown Revolution is organized to support female athletes in accordance with the policies of the organized tournament events.

Conflict of Interest: Members of the Board of Directors must notify the President of any potential conflict of interest on a subject of discussion. However, members of the Board of Directors are encouraged to support the best interests of the Organization and not to abstain. Should a Director feel the issue is too personal and warrants abstention and/or absences from discussion, they should abstain.

## **5.2 Manager and Coach Ethics and Responsibilities “Coaches Coach”**

Each team manager is responsible for the instruction, formation, and tournament play for his or her team. All Yorktown Revolution Managers and Coaches are required to sign a copy of the ASA Code of Ethics for Coaches. The manager will coordinate with his team coaching staff to provide team organization and leadership, development of all players and effective meaningful practices. In order for this goal to be accomplished and to support the mission of the Organization, the manager will:

**Conduct Team Tryouts:** Each year the Executive Board will schedule team tryouts. Managers are required to participate, or the Executive Board shall designate a temporary manager to conduct a team tryout for player selection. Team Manager or appointed coach will contact each tryout participant to inform them of player selections. Player selections will also be posted on the YR webpage after contact with all participants has been made.

**Team Representative to the Board of Directors:** Each team manager will solicit a volunteer to be the Team Representative to the Board of Directors to help the manager with the operational aspects of tournament play and team business. The manager is encouraged to select this person with the participation of the parents/guardians and players, as soon as possible but no later than September 30 of each year.

**Communication and Organization:** Managers will provide a practice schedule, team goals and tournament schedule in a prompt manner.

**Maintains Team During Off Season:** Coaches shall hold practices, weather permitting, throughout fall, winter, and spring seasons to promote team unity, player conditioning, and development of individual strengths.

**Practices:** The manager and coaching staff will develop effective practices to meet the team development and preparation needs. In support of this goal practice attendance by team players is mandatory except as indicated in the excused absence policy (see Practice Attendance under Player Code of Ethics).

**Practice Schedules:** The manager is responsible to schedule and handout practice schedules as soon as possible to allow families to plan other things. The facility/field maintenance chairperson will coordinate practice schedules with each team manager to ensure that each team is allowed fair use of fields for practice.

**Coaches:** The coaching staff is the main source of instruction responsible for achieving the organization’s mission. Coaches are approved by the Executive Board, and are reviewed and continually monitored. To achieve the Organization’s mission, the coaches must comply with a strict code of ethics. They are to always remember that these children and young adults are very impressionable. The coaching staff for each team will perform the following:

**Player Development:** The coaching staff will determine areas to be developed and introduce practice techniques to improve each player's skills. Each player shall work with the coaching staff to improve their skills.

**Fair Player Treatment:** Coaches will communicate with all members of the team during practice, tournaments, on and off the field. Coaches can reprimand players for absences, horseplay, or non-participation at practice and/or games.

**Discipline:** On the field at games and practices the coaching staff will be responsible for team conduct. Coaches will not use physical force to enforce discipline unless safety requires intervention.

**Safety:** Coaches will provide safe practice sites. Coaches will try to instruct players on adjustments necessary to accommodate the facilities and maintain the highest possible level of safety. Remember safety is a priority.

**Player Dignity:** Coaches will not curse, or degrade any player at any time.

**Sportsmanship:** Coaches will at all times demonstrate good sportsmanship conduct.

**Controlled Substances:** All Yorktown Revolution Managers, coaches, or assistants shall not display or use tobacco products, alcohol, or illegal substances on or around the practice or playing field. Coaches must leave the area and move away from the athletes to use tobacco products or ingest alcohol. Alcohol use is prohibited on or in the area of any playing field where Yorktown Revolution athletes are present.

### **5.3 Player Ethics and Responsibilities “Players Play”**

**Commitment:** All players must commit to the Yorktown Revolution Girls Fastpitch Softball Club. The Organization does not prohibit players from playing with other athletic organizations and their respective school teams. However, the Yorktown Revolution should be player's first priority and any other organizations should not interfere with the commitment to the Yorktown Revolution. Players must confer with their team manager and coaching staff on any participation with any other organization. Team manager and coaching staff has the right to establish a policy for their team that would accommodate the success and unity of their team. However, the team Manager must keep in perspective the time, money and commitment made by each player and family. It is the Executive Board's recommendation to team Manager and coaches that any deviations about involvement in outside athletics are unanimously agreed upon by team players and parents. School activities are exempt from this policy, although each player/parent should consider the disadvantage of over commitment. All exception agreements are to be filed in writing within one week of the agreement with the Secretary of the Executive Board, signed by the team Manager. Upon approval, policy exceptions are to be included in team goals submitted by team Managers to the Executive Board. The Executive Board will discuss any verbal agreements; however, upon disagreement, the Manager's agreement understanding of a verbal discussion shall be the Executive Board's record of file for consideration of a complaint.

**Commitment to the Yorktown Revolution:** Every player shall commit to playing tournament softball with only the Yorktown Revolution. The Manager may allow players to play with another tournament

team at his discretion and as long as it does not interfere with the Yorktown Revolution teams practice, play, community service, or fundraising event. Infraction of this rule can lead to reprimand or dismissal of the player without any refund or money received by the Organization. If a fundraiser is in process during this time, the player will be responsible for fundraising commodities in their possession to either be returned to or paid to the Organization (see rules of dismissal and release).

**Participation in Tryouts:** Every player shall participate in an Organization tryout before signing a Commitment Agreement. Manager/Coaching Staff may conduct small group, or private tryouts or incorporate tryouts into a team practice as deemed necessary. Tryout information can be accepted by the Managers/Coaching staff from the Player Agent, other Yorktown Revolution Managers/Coaches or other sources in good standing in order to justify a player as completing a tryout.

**Fee Commitment:** Every player shall pay any and all required registration fee by its deadline, predetermined by the Executive Board. Commitment agreement will outline items included in fee, questions can be directed to a BOD member.

**Equipment/Uniforms:** Yearly equipment/uniform allowance will be determined by Executive Board based upon budget provided by the Treasurer. Uniform policy will require signature upon issuance or borrowing of uniforms. Original copy of forms will be kept with uniform coordinator and a copy can be retained by team representatives. Questions about uniforms or equipment can be made to the uniform coordinator or respective Executive Board member.

**Practice Attendance:** Practice at any level is not a choice. Players must commit to attending all Yorktown Revolution practices. The manager may excuse players from practice for approved absences, but is to be put on file with the Organization's Secretary. Attendance sheets will be provided by the Organization's Secretary at the beginning of each season. Attendance sheets will be submitted to the Secretary at monthly Board meetings. Managers can submit attendance sheets through team representatives in a sealed envelope. The Organization also has an approved excused absence policy. Practice attendance can/will directly determine playing time at the Manager's discretion.

It is recommended each team Manager, along with coaching staff, agree on a practice/attendance schedule to be provided to the parents of each team player at the beginning of each new season.

**Conduct:** Players are expected to display good sportsmanship, positive attitude, and a willingness to learn at all times. Teamwork is one of the cornerstones of our organization. Disruptive behavior towards players, coaches, umpires, opponents, opponent's coaches, or their fans will not be tolerated. Players will follow the direction of their coaches during practices and games and encourage fellow teammates. Coaches are responsible for identifying areas of improvement, therefore eliminating the opportunity of player coaching.

**Other age Group Conduct:** Revolution players and parents are encouraged to show support for other age groups within the organization. This support will be done outside the dugout, as only the coaches and players on the team roster (not game roster) are allowed in the dugout during games.

**Controlled Substances:** Absolutely no open display or use of tobacco products, alcohol, or illegal substance by Yorktown Revolution player on the practice/playing field will be tolerated. This will call for immediate suspension from the organization.

Participation with Other Organizations: If a player chooses to play ball with any other organization, arrangements must be made with the Manager. In accordance, the Yorktown Revolution will have first priority in play and practice to insure the team's ability to prepare and play in tournaments at a competitive level. However, school teams usually have priority over the Yorktown Revolution teams. Each player must present their school playing schedule to their manager as soon as it is available to them.

Player Continuance: Players are not guaranteed to be retained year to year. Each player will go through tryouts every year. Managers will give players currently in the Organization the highest consideration for continuance but cannot guarantee a place on the roster year to year.

**Rules of Dismissal and Release:** A player's dismissal is the last possible resort to resolve a situation that has threatened the Organizations mission. Players can request to be released for academic, family, medical, etc., reasons.

- Upon dismissal, any or all equipment belonging to the Organization, manager/coaches, team or other players must be promptly returned. Equipment will be listed on the form signed upon equipment/uniform receipt. (See Equipment/Uniforms in Section 5.3)
- Upon dismissal, the Treasurer will determine the settlement for any such fundraising activities and present a statement for approval by the Executive Board. This is to complete outstanding deliveries, collections, etc., of fundraising efforts of the dismissed player.
- The Executive Board shall determine the extent of dismissal/release including, but not limited to the length of ineligibility, if any, to play for the Organization and the possible request of resignations of family members in the Board of Directors.
- The Executive Board will determine if the financial commitments have been met. If a refund is required all equipment must be returned to the Yorktown Revolution Softball Organization before a refund will be made.

#### **5.4 Parents, Guardian and Support Group Ethics and Responsibilities “Parents Cheer**

The Organization understands the importance of parental support. The player's family should be supportive, but not overly demanding. The Manager/Coaches will expect a great deal from each player. Each parent must reinforce the Manager/Coaches goals in a positive manner through support and understanding.

Conduct: Family/Guardian/Support group members will not curse, or degrade any player, manager or coach at any time. Good sportsmanship shall be demonstrated at all times.

Organizational Policies: Family/Guardian/Support group members shall at all times uphold organizational policies, code of ethics, to the highest standard.

Fundraising: Family/Guardian/Support Groups are required to support their player and organization in fundraising activities, such as Charitable Gaming.

Vacation Planning: The Organization understands the importance of family vacations. In an attempt to make vacations a minimum impact on the team and the player's family, the manager will try to schedule tournaments as far in advance as possible. Parents should attempt to schedule around the tournaments, whenever possible.

## **6. The Money**

### **6.1 Budget**

The Executive Board shall develop and approve an annual budget. This budget will include tournament fees, insurance, league registration fees, projected equipment, etc., and sources of fundraising, sponsorships, and income, etc for each team. The fiscal year for the Yorktown Revolution runs September 1 through August 31. The approved annual Budget will be posted on the secure portion of web site and available to each team representative for distribution.

### **6.2 Fees**

Membership Fees: There are no membership fees to the parents/guardians; although, parents must cooperate and fully participate with their player's team and Organization's fundraising events. Cooperation constitutes making a sincere effort to participate.

Registration Fees: Registration fees must be paid in full by the dates set annually, by the Executive Board. Team representatives must submit all monetary deposits to the Treasurer on a deposit record. Treasurer will make bank deposits 10 days after receipt of deposit record to ensure timely processing of checks and latest reflection of account balance in financial statements. Payment arrangements may be made for hardship cases, but if registration fees are not paid in full by the date on the commitment agreement, a player may be removed from the roster without any refund of prior payments. Executive Board and the manager must approve reinstatement to the team. The Executive Board will set registration fees for each season prior to the commitment date. The Executive Board will set registration fees and payment arrangements for any player joining the Yorktown Revolution after the start of the season. Non-payment of registration fees could result in suspension or release of player.

Determination of Financial Hardship: The Organization will try to make an effort to distinguish financial commitment from the tryout and player selection process. The parents may seek financial hardship support from the Executive Board without guarantee of availability of this support. Parents seeking said financial hardship support must present a request in writing to the Executive Board.

### **6.3 Fundraising**

Fundraising is a necessary and vital part of any non-profit organization. The parents and players will be required to participate in organizational fundraising activities. The sources of funds for the organization include fees, contributions, sponsorships, charitable gaming and other activities such as pre-sold items.

Contributions: Contributions of property or funds to an individual team are allowed. Property or funds received must be processed through the Treasurer, and allocated for the individual team(s). Team representatives will provide name and address of contributing person(s) to the Secretary within 5 days of

receipt of property or funds. The Secretary will forward a “thank you” on behalf of the Yorktown Revolution within 10 days of notification. Contributions in the form of organizational sponsorships will be split 90-10. Ninety percent will be allocated equitably in the individual team’s account, and the remaining ten percent will go to the Organization to be used for Organization registration fees, sponsor recognition, insurance, general operating costs, etc. Contributions made in the form of sponsorships to a specific team will be allocated to that team for valid expenses. (See section 6.5 for valid expenses explanation)

**Sponsorships:** The organization will solicit sponsorship from area businesses to assist in funding the activities of the Yorktown Revolution. Levels of sponsorship have been defined and can be found in the sponsorship/donation letter posted on the Yorktown Revolution webpage. These sponsors may advertise on the Organizations web site and place advertisements in the Organizations Annual Program.

**Other Fundraisers:** The Organization will conduct other fundraisers such as selling items, in order to meet the funding requirements of the organization. Parents of players will be required to support these activities. Non-participation in mandatory organizational fundraisers, such as Bingo, will result a non-participation fee. An individual that misses a scheduled mandatory event without arranging for a replacement will be charged a fee in an amount to be determined by the Executive board, usually \$100.

#### **6.4 Tax Exempt Status**

The Yorktown Revolution has applied to the IRS for tax-exempt status. To receive and maintain tax-exempt status, all IRS rules and regulations for the raising of funds and the use of those funds must be followed. More information about tax-exempt, non-profit organizations can be found in IRS Publication 557.

#### **6.5 Valid Expenses**

Only expenses allowable by the IRS rules and regulations will be covered by funds raised by the Yorktown Revolution.

#### **6.6 Audits**

An Audit Committee shall review all financial transactions of the Yorktown Revolution on an annual basis or more frequently if warranted. The financial records and results of the review will be available to parents of any current team member, managers and coaches, and members of the Board of Directors.

### ***7.0 Insurance***

All families are required to carry their own health/liability insurance. Personal insurance coverage information is to be listed on the medical release form. The Organization will carry liability and supplemental accident/medical insurance. This is only a secondary insurance policy. The Organization will not accept responsibilities for any policy deductible; parents/guardians are responsible for any

deductible. The deductible for each incident is currently \$250.00 with our insurance policy but may change annually upon renewal of policy. If anyone is interested in reviewing the specific policy information, please see your team manager or team representative to the Board of Directors.

All players and parents must sign a commitment letter and medical release form before a player is permitted to play in any practice/game/tournament. The original will be filed the organization Secretary and a copy filed with the team Manager or his/her representative. All players must submit two copies of their birth certificates, one to be filed with the organization Secretary and the other with the team Manager or his/her representative. The organization's insurance policy requires this information be on file for secondary coverage to be effective.

## ***8. Playing the Game***

### **8.1 Tryouts**

The Organization will conduct advertised tryouts for all players in the community wishing to be evaluated for selection to a team. Tryouts are to be held during late summer or early fall to accommodate team turn over for the new season.

### **8.2 Playing at the Appropriate Age**

The Yorktown Revolution feels it is important to the Organization for all players to play at their appropriate playing age defined by ASA/PONY rules. These rules are based on a player's age as of December 31. Example: A young lady turning 15 on January 1, 2003, is eligible to play 14U through the 2003 calendar year. This policy allows the teams within the organization to play at their respected levels, allowing all athletes to progress and improve their skills at their current and future level. However, there may be certain exceptions, which will be considered on a case-by-case basis, and voted on by the Executive Board.

### **8.3 Practices**

Managers shall establish practice times for the teams. Players are expected to attend all practices. Practice attendance will be kept and filed with Organization Secretary monthly.

### **8.4 Tournaments**

Each team will have an opportunity to play in five or more tournaments during the Yorktown Revolution season. The Yorktown Revolution season runs from September 1 through August 31 of each year. Roster submittal and paperwork associated with individual team registration for each fastpitch affiliation will be responsibility of team manager or team representative. Team manager or team representative will submit request to Treasurer for forward payment for any associated registration fees. Request will include affiliation, name for Point of Contact in affiliation and affiliation address. Treasurer will send payment of fees within 5 days of receipt of request.

Tournament fees:

Team Manager or representative must provide the Treasurer a disbursement form 5 days prior to tournament deadline to ensure tournament entry fee is forwarded in timely manner. Disbursement forms can be sent to the Treasurer via e-mail or amicable arrangements can be made with the Treasurer for timely submittal. Treasurer will send payment of tournament entry fees within 5 days of disbursement form receipt.

### **8.5 Playing Time**

Yorktown Revolution is a competitive tournament team organization. *Players are not guaranteed any specific playing time.* This allows each team to compete at its highest level.

### **8.6 Roster Size**

The Yorktown Revolution teams will carry no more than 14 players on the roster. Additional players may be accepted to bring a team's roster to full capacity as necessary, and as directed by sanctioning bodies of specific tournaments. The team manager must submit a request for additions to a team roster to accommodate more than 14 players to the Executive Board for approval.

## **9. Safety**

Girl's fastpitch softball is an aggressively played, fun sport where the players are subject to injury. However, safety comes first. The organization will take reasonable caution to provide and maintain a safe environment for these young ladies. All teams are required to carry a stocked First Aid Kit to all practices and tournaments/games. Managers can contact the organization Treasurer for details on costs for supplies and amount budgeted for season. The Board of Directors will vote on any increases/decreases to budgeted amount.

## **10. Facilities**

The Organization and its teams will use many different facilities. The Organizations policies and code of ethics must be adhered to while we are using these community and private facilities. All facility rules will be followed. The team manager should communicate special facility rules to Yorktown Revolution attendees. The Organization and/or coaching staffs shall not be liable for violations of these rules by any attendees.

## ***11. Complaint Procedure***

Organization Complaint Procedure: Any concerns in relation to the administrative operation of the Organization, including, but not limited to fees, fundraising, sponsors, and fiduciary responsibilities, etc., will be handled as follows:

- Concerns will be addressed in writing to the Organization's Vice President.
- The Vice President will bring the concern to the Executive Board's attention and the Board of Directors will review the matter. Player Agent will assist Vice-President with research and investigation, if needed.
- Findings will be presented to the Executive Board for decision and if required, any corrective/preventative action required to aid in elimination of recurrence.
- Upon Executive Board approval:
- Findings and actions will be documented and filed with Organizational Secretary.
- A letter will be sent to complainant, outlining findings and actions taken by the Organization. Copy of letter will be filed with Organizational Secretary.
- All concerns of this nature will be handled in a prompt and professional manner away from practice/playing fields and athletes in order to conduct the Organizations private business in a discrete, yet open manner.

Player/Coach Complaint Procedure: All concerns related to any member of the Organization's coaching staff, specific team player, playing time, or code of ethics will promptly be handled as follows:

- All concerns of this matter will be handled promptly and professionally away from practice/playing fields, and athlete in order to conduct the Organization's private business in a discrete, yet open manner.
- Address the concern with the team manager and/or coaching staff.
- If unresolved, address the concern in writing to the Organization's Player Agent.
- The Player Agent will conduct an investigation and present findings with prospective corrective/preventative action to the Executive Board for approval.
- Upon Executive Board approval:
- All findings and actions will be documented and filed with Organizational Secretary.
- A letter will be sent to complainant, outlining findings and actions taken by the Organization. Copy of letter will be filed with Organizational Secretary.
- A letter will be sent to the respective party/parties, for which the complaint was made, describing and requesting corrective/preventative action is followed to ensure elimination of recurrence. Copy of letter will be filed with Organizational Secretary.

Most importantly, please remember to handle any and all complaints away from the players and practice/tournament fields. Also remember an official complaint must be written and submitted in a timely manner to ensure proper investigation and appropriate preventative/corrective action implementation. Please submit complaint when problem arises, not at the end of the season.

## ***12. Communication***

### **12.1 Yorktown Revolution Web Site**

The Yorktown Revolution maintains a web site at [www.yorktownrevolution.org](http://www.yorktownrevolution.org). The web site provides a rapid means for communicating the changing business of the Organization. You are encouraged to visit the web site often. We will be adding advertisements to this web site and the value to the advertiser is based on the amount of traffic at the site. Please send your comments and suggestions for improving the web site to the web master (link on the home page).

A password-protected area of the web page will provide specific information about the teams and the players. The policy for receiving and maintaining a user name and password will be posted on the web site. This web site must comply with all child online privacy and protection statutes.

### **12.2 Yorktown Revolution “Ponytails and Cleats” Newsletter**

The Yorktown Revolution will publish a monthly newsletter that will be posted on the webpage and sent via e-mail. The newsletter will provide a vehicle for sponsors to advertise, summarization of monthly Board meeting minutes, current fundraisers, “thank yous”, reminders, scheduled field maintenance, and upcoming team tournaments. The newsletter’s main purpose is a means of communication within the organization and to others that visit our website.

## ***13. Definitions***

**Additional Player:** Temporary player from another Yorktown Revolution team, or source other than the Yorktown Revolution to resolve a team player shortage under special circumstances.

**Board of Directors:** To include the Executive Board and each team’s representative, with each having one vote. The President chairs the board.

**Coaches:** Team manager, and his or her coaching staff

**Coaching Assistants:** Individuals incorporated by the manager/coach to assist in team operations.

**Coaching Staff:** The Executive Board selects managers and coaching staff.

**Commitment Date:** Date player must sign the Commitment Agreement for the upcoming tournament season. Executive Board determines such date prior to fall tryouts. For players added to the team during the season, the signing requirement is within two weeks from the date the manager notified the player of joining the team. Fees will be determined by Executive Board upon commitment signature.

**Commitment Agreement:** Agreement that the manager/coach, parent(s), and player must sign accepting the Organizational Policies, player code of ethics, family/guardian/support group code of ethics, coaching staff code of ethics.

**Executive Board:** To include President, Vice President, Secretary, Treasurer, and Player Agent – each having one vote during session.

**Fundraising Commitment:** This is the budgeted amount each player is expected to raise to pay for tournaments, equipment, insurance, and team registration to leagues, etc. It is documented in the commitment agreement.

**Good Standing:** Player/Parent(s) that are not under reprimand suspension for code of conduct violations and are financially up-to-date.

**Manager:** Head coach for the team.

**Membership:** The Yorktown Revolution has no members. Players, family members, or supporting persons are represented by their respective team’s representative to the Board of Directors and through their involvement in committees and in the daily operation of the teams and the organization.

**Parent:** Family support member(s) sponsoring and/or supporting the player. Players under 18 years of age, this refers to legal guardians of the player.

**Playing Field:** Area inside the fenced area of the field, dugouts, batting cages, and adjacent pitching warm up areas. If in fact, the field is not completely fenced; the fence is extended along an imaginary line.

**Registration Fee:** Total of the signing deposit and the balance that is indicated in the commitment agreements. The Executive Board determines the registration fee annually.

**Organization:** Also known as Yorktown Revolution, which includes Executive Board, Board of Directors, managers, coaches, players/parents in good standing.

**Tournament Ball:** Sanctioned fastpitch softball events known as ASA, PONY softball, NSA, etc., usually held over two day period on weekends in a pool bracketed playing format.

**Tournament Team:** Fastpitch softball team trained specifically to perform and play in tournament ball.

## ***14. Amendments to the Handbook***

The Executive Board reserves the right to amend this handbook by a simple majority of a quorum, which constitutes three Executive Board members present. Your suggestions on how to improve this handbook are welcome. Please see a Board Member or your team manager about recommended improvements in this Handbook. Team representatives to the Board of Directors will notify parents and players of any change to this handbook.