

CONSTITUTION

To request a copy of Dixon Girls Softball's financial reports:
Please send your written request to:

DGS Treasurer
PO BOX 1373
Dixon, CA 95620

ARTICLE I-NAME

This organization shall be known as the "Dixon Girls Softball ". The organization shall hereinafter be referred to as the "DGS".

ARTICLE II-PURPOSE AND OBJECTIVE

The purpose of DGS shall be to provide and opportunity for all girls who are between ages of 4 and 18 (at least 4 years old on January of the playing year), to actively participate in an organized softball program.

The objective of DGS shall be to introduce and teach player about the game of softball and help them mentally and physically develop their skills to become better softball players. It shall also be the objective of DGS is to instill in players a sense of community, values, sportsmanship, courage, fairness, honesty, teamwork and friendship as well as provide a fun, wholesome and enjoyable experience.

ARTICLE III-ELIGIBILITY AND PARTICIPATION

Player Eligibility = Any girl, who is a resident of the City of Dixon or attends any school in Dixon Unified School District, or any private school in Dixon, or lives in a city/town that does not have a recreation league that offers softball, shall be eligible to participate.

Termination = Termination of membership in the DGS may be made by an action of the Board, which shall constitute a majority vote.

ARTICLE IV-ACTION TAKEN BY THE BOARD

All affairs, actions and business matters of DGS shall be conducted in accordance with this Constitution and By-Laws. Any motion to be voted upon by the Board, any action taken by the Board and disbursement of Association funds, or any other matter addressed by the Board shall require a Quorum of the Board to be present in order to effect such motion, action, disbursement, or matter. Unless otherwise stated in this Constitution all votes, actions and other matters shall require a simple majority vote of Board members present, provided a Quorum is present, to pass and become effective. Board members must be present to vote or may vote by proxy.

All actions taken by the Board are to be in the best interest of Dixon Girls Softball.

ARTICLE V-MANAGEMENT OF DIXON GIRLS SOFTBALL

Section 1 - Board of Directors (Board)

The management of the DGS shall be the responsibility of the Board and shall be comprised of the following positions and officers:

President
Vice-President
Treasurer
Secretary/Publicity
Registrar
Fundraiser Chairperson
Umpire In Chief
Equipment Manager
Webmaster
6U Player Representative
8U Player Representative
10U Player Representative
12U Player Representative
14U-18U Player Representative
Member At Large

There shall be a maximum of (2) consecutive 2 year terms for President, Vice-President, Treasurer. They are eligible for re-election to same position after 2 years.

6U/8U/10U/12U/14U-18U Player Representatives may not have there own child as a player or be a coach or have a family member as a coach of the division they are representing.

President/Vice-President Combinations:

President and 2 Vice Presidents, 2 co-Presidents and 1 Vice President or 3 Co-Presidents and no Vice-Presidents

The outgoing Board office shall elect the new Officers of the Board. Candidates for Office shall be nominated by the current/outgoing Board. Election of officers shall be by majority vote of Board with each Board member allowed one vote. In the event there is more than one candidate nominated for any given office the Board shall hold an election. A simple majority for any candidate shall determine the winner.

Accountability - All officers are accountable to the Board and DGS.

President - In order to be elected to the Office of President a candidate must have served as an Officer for one year prior to being elected as President. In the event there are no eligible candidates for the Office of President who have served for at least one year, then a candidate must have served as an Officer during the year prior to being elected as President. In the event there are no eligible candidates for the Office of President who meet the criteria described above, the Board may at it's discretion elect any Non-player member to the Office of President.

Section 2 - Duties of Officers

A. President

- shall direct the affairs of DGS including annual season events in cooperation with other Officers, if required, in the day to day affairs of DGS, and assign duties for special events, functions or other affairs of DGS after voted on by the board.
- shall preside over all meetings of the DGS, sets the agenda for each meeting, and shall be responsible for all functions of DGS.
- shall be responsible or presidents designee for soliciting and securing sponsorships from local area businesses. The Board shall determine the cost of sponsorship.
- shall plan, organize, and preside over player drafts for all age divisions. After the date is voted on by the board.
- shall assist the Vice-President in determining the equipment needs of DGS and they must present this to the board for a vote of approval.
- shall be responsible for negotiation all contracts for services required by the DGS including but not limited to field facilities, umpires, player uniforms, insurance, pictures, awards, etc., subject to the approval of the Board.
- shall be responsible to report any coach resignation or incident promptly to the Board; investigate both sides with an interview and present all findings to the Board for discussion and a vote on how to proceed.
- shall be responsible for maintaining and updating as necessary, the Constitution and Bylaws. Presenting all updates to the Board for approval.

B. Vice-President

- shall assist the President in conducting the affairs of DGS and when authorized act on behalf of DGS in the absence of the President.
- shall as authorized by the Board, purchase, distribute, maintain, and keep a written inventory of all equipment.
- shall submit to the Board at the start of the year a written inventory of all equipment on hand, and with the assistance of the President determine equipment to be purchased for the upcoming year; and they must present this to the board for a vote of approval.
- shall be responsible for collecting equipment from each coach at the end of the year and taking an inventory to determine what equipment is missing and submit a report of the equipment missing to the Board prior to the year-end meeting.
- shall be responsible for securing and managing a storage area for all DGS equipment.
- shall oversee and handle all protests.
- shall assist with field maintenance throughout the year.
- shall assist in planning, organizing and conducting player and coaches clinics as discussed and voted on by the board.

C. Secretary/Publicity

- shall be responsible for recording and maintaining records of business discussed at all Board meetings.
- sends out the set agenda and meeting notifications to the Board.
- responsible for typing up minutes from all board meetings and sending them out for review and approval by the board no more than 2 weeks after the meeting.
- shall be responsible for all correspondence needs of DGS.
- shall be responsible for all the publicity needs of DGS including communication with team managers and coaches on upcoming events or other items of concern.
- shall submit articles to local newspapers publicizing DGS events, items of interest, or other appropriate DGS business; after presented to the Board and approved.
- shall assist the Registrar acting as a liaison between the Dixon schools and the DGS to assure appropriate notice/advertising of sign-ups for the upcoming season are distributed to the students.
- shall be responsible for maintaining and updating as necessary, the Dixon Girls Softball Handbook. Presenting all updates to the Board for approval.
- shall be responsible for typing and issuing draft lists, team rosters, updating addresses and maintaining all records of player information (including copies of Birth Certificates) on file.
- shall assist in planning and organizing the participation in the May Fair Parade.

D. Treasurer

- shall be responsible for maintaining the financial records of DGS and submitting a written financial report and monthly transactions at all Board meetings on a monthly basis.
- shall be responsible for receiving and depositing all funds in a timely manner, and shall obtain Board approval to pay all outstanding debts in a timely manner.
- shall be responsible for maintaining and reconciling on a monthly basis the Association's banking account (s).
- shall be responsible for collection of registration fees.
- shall be responsible for recording all monies deposited in the manner noted under deposits.
- shall be responsible for verifying that snack bar money at close is counted and recorded in pen and initialed by 2 persons 1 being a board member (non family) prior to being placed in a tamper resistant bank deposit bag for deposit and that they match what the bank reports as deposited.

E. Registrar

- shall be responsible for registration for updates
- shall be responsible for setting of dates/locations of walk in registration and presenting them to the Board for final approval.
- shall be responsible collection of forms and monies for registration
- shall submit registration of players for DGS and obtain insurance verifications.
- shall ensure that each player, manager, coach, and all adult staff are covered by insurance.
- shall assist the Secretary acting as a liaison between the Dixon schools and DGS to assure appropriate notice/advertising of sign-ups for the upcoming season are distributed to the students.

F. Fundraiser Chairperson/Publicity

- shall coordinate all fundraising activities for DGS.
- all monies raised must be counted with a non family member and deposited in a tamper resistant bag in a timely manner and turned into the Treasurer or deposited into the night deposit box.
- shall report statistics in detail for each fundraiser to the Board.

G. Umpire-In-Chief

- will be the direct representative of the umpires to the Board.
- should be a person with knowledge and experience in our league.
- should have previous umpiring experience and thorough knowledge of the rules.
- is in charge of scheduling umpires for all regular season, winter ball, and make-up games.
- will work directly with the Player Agents to reschedule make-up games
- will report directly to the Board any conflicts or problems that may arise

- will be a member of the scheduling committee.
- responsible for recruiting and training umpires.

H. Equipment/Safety/Facilities Manager

- will assist the Vice President in making sure that all teams have the equipment needed to provide players with quality level of play.
- will assist the Vice President in advising the Board of the quantity and condition of equipment on hand.
- will assist the Vice President to make recommendations on needed purchases of equipment to the Board for approval.
- may make purchases of equipment for league with board approval.
- ensures the fields are maintained and all use permits are secured from the City of Dixon.

I. Webmaster

- will maintain all aspects of the website to include setting up online registration features.
- will maintain the Dixon Girls Softball Facebook page.

J. 6U Player Representative

- will be the main contact for parents and coaches for 6U age division.
- responsible for reporting any incident/situation to the Board for discussion and vote
- responsible for investigating and documenting of incident/situation for presentation to the Board.

K. 8U Player Representative

- will be the main contact for parents and coaches for 8U age division.
- responsible for reporting any incident/situation to the Board for discussion and vote
- responsible for investigating and documenting of incident/situation for presentation to the Board.

L. 10U Player Representative

- will be the main contact for parents and coaches for 10 U age division.
- responsible for reporting any incident/situation to the Board for discussion and vote
- responsible for investigating and documenting of incident/situation for presentation to the Board.

M. 12U Player Representative

- will be the main contact for parents and coaches for 14U-18U age division.
- responsible for reporting any incident/situation to the Board for discussion and vote

- responsible for investigating and documenting of incident/situation for presentation to the Board.

N. 14U-18U Player Representative

- will be the main contact for parents and coaches for 6U age division.
- responsible for reporting any incident/situation to the Board for discussion and vote
- responsible for investigating and documenting of incident/situation for presentation to the Board.

O. Member At Large

- will assist the Board where needed

All Board members

- shall be responsible for organizing, planning, and supervising player registration, the annual player draft, field supervision on game days and the annual year end function.
- shall be responsible for bringing all matters pertaining to players, coaches, and umpires or spectators to the attention of the Board.

Correspondence sent to the Board, including special request or any other matters of concern, are to be considered confidential and shall not be discussed outside the purview of the Board until such time as the Board has convened to discuss the contents of the correspondence and has decided upon a course of action. Any Board member who knowingly violates this statement of confidentiality shall be subject to disciplinary action under Section 1, All Officers Section 3.

Section 3 - Discipline and Removal from Office

Any Officer of DGS may be disciplined or removed from the Office by a 2/3 majority vote of the Board after a written notice stating the reason for disciplining or removal and showing cause for discipline or removal has been delivered to the Officer. Prior to a vote by the Board on any disciplinary matter said Officer should have the opportunity if she/he so desires, to appear before the Board and be heard in their own defense.

Section 4 - Board Vacancy

If vacancy occurs throughout the year in any office, for any reason, the position may be filled by a simple majority vote of the Board at any meeting.

ARTICLE VI - FINANCIAL AND ACCOUNTING

Section 1 -Responsibility

The Board shall be responsible for and shall decide on all matters pertaining to the finances of DGS. The Board shall have responsibility for creating, adopting and maintaining the budget that is comprised of funds from donations, sponsors, snack bar, and registration fees of DGS.

An annual financial review or audit shall be performed by or on behalf of the DGS.

It shall be the responsibility of the Treasurer to oversee all DGS financial accounts.

Section 2 - Deposits

A DGS board member, at a financial institution selected by the Board, shall deposit all funds received by DGS in any form to DGS account in a timely manner. Once counted and verified by 2 non family people, 1 being a board member and placed in a tamper resistant deposit bag.

It shall be the responsibility of the Treasurer to deposit such funds and oversee all DGS financial accounts.

Section 3 - Disbursements

The Board shall not permit the disbursement of any DGS funds for other than the conduct of the DGS's activities in accordance with this Constitution and shall direct each expenditure so that no individual or team(s) receives any advantage.

There shall be no fewer than two of the following Officer signatures required on any note, check, or other method that disburses DGS funds: President and Treasurer.

Section 4 - Registration and Participation Fee

The annual Player participation fee shall be determined and set by the Board prior to the start of each season.

Checks that are returned by your bank for Non-Sufficient Funds can result in your child being dropped from the team. These checks must be repaid in cash plus a \$35 processing fee.

Article VII - MEETINGS

Section 1 - Notes

Notice of each upcoming meeting of the Board shall be given in such form as agreed upon by the Board. All meetings must have a quorum for votes to pass.

Section 2 - Regular Meetings

Regular meetings of DGS shall be held no less than once a month. Meetings may be held as often as necessary to accommodate the needs of DGS. DGS business can be conducted via email if necessary.

Section 3 - Annual Meeting

An annual meeting shall be held before the end of August of each year for the purpose of electing the following Officers: President, Vice-President, Treasurer, and Secretary/Publicity, Registrar, Fundraiser Chairperson, Umpire In Chief, Equipment Manager, Webmaster, 6U Player Representative, 8U Player Representative, 10U Player Representative, 12U Player Representative, 14U-18U Player Representative.

Section 4 - Special Meetings

Upon the request of any Officer or for any other warranted circumstance, the President may call a Special Meeting to address any specific subject with a 48 hour notice.

A quorum of the Board is a simple majority of all Board Members. The Board makes decisions by a simple majority vote of members present (except for special cases expressly identified in the Bylaws). Written proxies will be accepted

Section 5 - Meeting Attendance

Board members are required to attend a minimum of 8 meetings. Members unable to attend a meeting shall provide reasonable notice to the board.

ARTICLE VIII - PLAYER DRAFTS

There are no requests to be on a specific team or with a specific coach. You may request to have your child NOT to be on a specific team or with a specific coach; however that request must be done in writing at the time of registration and will be reviewed by the Board. * Note NO player will be moved from any team for ANY REASON after the draft.

Coaches/Managers pick players at their own risk. ***This rule is subject to change at the Board's discretion each year***

- Player drafts for all age divisions shall be conducted by serpentine method.
- The order of selection shall be determined by random drawing.
- Each sponsor will be allowed to place a child on the roster of the team they are sponsoring. If Sponsor does not have a child, the child selected must be done with the parent's approval.
- Each Manager and Coach will be allowed to request assignment of his or her daughter to his or her team roster prior to the draft.
- In no instance will any team be allowed to assign more than two children to their roster prior to the draft unless approved by the Board prior to the draft.

- If a Manager/Coach combination does not have a daughter in the division, they will be allowed to request assignment of ONE player prior to the draft with the written parental permission of the player.
- Special requests regarding individual player team placement will not be accepted.
- No Manager/Coach combination may have two identified pitchers. A Manager/Coach combination may continue to coach together if: one identified pitcher is designated a non-eligible pitcher prior to the draft and at NO TIME PITCHES FOR THE SEASON.
- If a Coach/Manager is not present at draft time, a Board member will draft his/her team.

ARTICLE XI - PLAYING RULES

Section 1 - Official Playing Rules

The Board shall determine the Official Playing Rules.

Section 2 - Local Playing Rules

The Local Playing Rules shall be determined by the Board and referenced in the Players Handbook.

ARTICLE X - MANAGERS, COACHES, PARENTS, AND UMPIRES

Section 1 - Managers and Coaches

The Board has the ultimate approval of all coaches. The Board prior to draft night shall approve Manager/Coach combinations. Managers and Coaches shall be responsible for the drafting of their team, physical training and character development of players, and their team's conduct on the field. Per Nor Cal Rules a female coach, manager, or team mother is required per team. All coaches, managers, and team mothers will be required to do a background check. DGS will pay the cost of 3 people per team. If the team has an additional Coach, they will need to pay \$25 in advance for their background check. DGS pays for Coach, Manager, and Team Mom Jerseys and insurance (3 per team maximum). Managers and Coaches may be disciplined for cause and if necessary relieved of coaching duties by the Board for conduct determined to DGS. At least one Coach/Manager must be 18 years old.

Section 2 - Spectators

No person will be allowed on the playing field except coaching staff. All parents in T-Ball volunteering to be parent umpires assume the risk if not insured.

Parents may be prohibited from attendance at any DGS event or function, i.e., game, picnic, tournament, etc., for conduct detrimental to DGS.

ARTICLE XI - AMENDMENT OF CONSTITUTION OR BYLAWS

A 2/3 majority vote of the current Board is required to amend or change the Constitution or Bylaws.

BY-LAWS

CODE OF CONDUCT

Players, Managers, Coaches, and other team members are expected to conduct themselves in a sportsmanlike manner at all times.

Parental and spectator support is essential to the success of the program. Cheering and support of the players is encouraged, but abusive, sarcastic, or other such disparaging remarks or comments directed at players or umpires will not be tolerated. **Any person making such remarks will be asked to leave the park.** Parents and spectators should be familiar with the purpose and objectives of the Association and act as a positive role model at all times. THEY PLAY, WE COACH, YOU CHEER! LIVE IT!!

THE MANAGER

The Manager is responsible for instructing, training, and coaching the players in the fundamental, strategies and playing rules of the game and for setting an example as a role model in achieving the objectives of DGS outlined in Article 2 of the Constitution.

THE COACH (ES)

The Coach is responsible for assisting the Manager during practices and games and is also responsible for instructing, training and coaching players in the fundamentals, strategies and playing rules of the game and for setting an example as a role model in achieving the objectives of the DGS outlined in Article 2 of the Constitution. **A coaching team consists of a maximum of 3 managers and coaches. Please note as mandated one of the 3 must be a female or there must be a background checked Team Mom in the Dugout at all times per the Nor Cal Rules.**

FEMALE CHAPERONE

Female chaperone must be background checked by DGS prior to entering the dugout. Female Chaperone must be in the dugout at each practice and game. They may also help the Manager and Coach by assuming responsibilities as assigned such as arranging after game treats, Dixon May Fair float decorating, workers for the Snack Bar and team parties.

THE SCOREKEEPER

The Scorekeeper shall be responsible for keeping the Official Score of each game as assigned by the game schedule. There will be only (1) official scorebook for 8U, 10U, 12U, and 14U-18U Divisions. In the official scorebook, it is extremely important to keep track of the number of innings pitched by any pitcher. **The Scorekeeper must indicate the jersey number of pitcher above each inning in the scorebook.**

REGISTRATION OF PLAYERS

It shall be the responsibility of the Board to plan, organize and supervise the registration of players. All members of the Board will assist with player registration. Registration of players will be conducted in person at a location, date and time to be established by the Board. In addition, players may register online, by dropping off at a designated location. The appropriate forms, a copy of the player's birth certificate and payment of registration fees, are due before the registration deadline. Players registering after the registration deadline will be assessed a late fee in addition to normal registration fees. **ALL PLAYERS MUST REGISTER PRIOR TO THE NIGHT OF THEIR DRAFT TO SECURE A PLAYING POSITION IN THEIR RESPECTIVE DIVISION!!** Players will be allowed to continue to register after the draft for placement on teams with openings, as determined by the Board. After no openings remain, players desiring to register will be placed on a waiting list for assignment to teams, as openings occur. After a player is notified of placement on a team, that player will have 24 hours to pay the registration fee. If the registration fee is not received within the 24 hour period, the next player on the waiting list will be notified of the opening. The number of teams and team roster sizes will be determined annually by the Board at the completion of player registration, prior to the draft, based on number of players and number of coaches. Prior to registration it should be discussed and voted on by the Board as to how we should notify registrants of waiting lists due to our need for coaches/additional players.

NO REFUND OF REGISTRATION FEES AFTER DRAFT NIGHT. PAYMENTS MUST BE RECEIVED BY DRAFT NIGHT, NO EXCEPTIONS

PLAYER SAFETY

Player safety is of the utmost importance both during practices and games and will not be compromised. Proper attire, as outlined below, including shoes, will be worn at all times by players, managers and coaches.

Bats will be swung in designated areas only such as the on-deck circle. Pre game warm-ups will take place in areas away from spectators and fans. The catcher will be properly attired whenever catching and will not at any time be behind the batter without a facemask, protective helmet, shin guards and a chest protector.

Batters and base runners will wear helmets with chin straps and face guards at all times when at bat or on the bases. If a player acts as a base coach that player must wear a protective helmet while performing base coaching duties.

No offensive player will be on the field during the game without a helmet.

MEDICAL RELEASE FORMS

Managers are required to have in their possession at all practices and games a copy of the Medical Release form. In addition, a copy is to be kept in the Snack Shack behind Field #3 at Hall Park for the duration of the season. The forms are necessary in the event of a medical emergency and treatment is required.

EQUIPMENT

Managers will be responsible for equipment issued at the start of the season. Managers are responsible to insure all equipment is in working order and if not, report it to any Board member for repair or replacement.

Managers must account for all equipment at the end of the season and shall turn in all equipment after their last game. Awards will not be distributed until equipment is turned in. It is the responsibility of the visiting team to bring in the bases after the last game of the evening, unless we are hosting an out of town team then it is Home Teams responsibility. If team equipment is not returned or it is lost coaches will be held financially responsible. This includes but is not limited to softballs!

EQUIPMENT ROOM AND STORAGE

All DGS equipment shall be kept in the storage room adjacent to the Snack Bar behind Field #3 at Hall Park. The storage room shall contain bases, chalking equipment, game balls, and field maintenance equipment.

UNIFORMS

Players will not be allowed to play any DGS sanctioned game out of uniform. The uniform for 6U and 8U shall consist of the team shirt, black sport shorts, socks, cleats and if desirable, sliding pads. It is **strongly recommended** that sliding pants be worn under the shorts.

The uniforms for 10U, 12U, and 14U-18U shall consist of the team shirt, black long pants or sport shorts, socks, cleats and if desirable, sliding pads. If a player chooses to wear short pants she must also wear protective equipment, which shall be sliding pants under the shorts and must also wear a sliding pad for knee and leg protection. **Any player in shorts not wearing the protective equipment will not be allowed to play.** Players will not be allowed to alter the uniform shirt in any manner, players shirts must be tucked in. **Players shall wear the appropriate sports attire at all practices. All jewelry is to be removed before every game. This includes all piercings.**

APPEALS OR PROTESTS

Appeals/Protests of plays shall be done in accordance with the current USA Rule Book. Any appeals or protests must be addressed to the Board in written form for review, and action if necessary, within 72 hours. Appeals or protests must identify the rule being challenged. Any verbal commitments made by any Board member **without** the concurrence or authority of the Board shall be null, void and non-binding. Interpretation of all rules, USA and Local, during play shall be left up to the umpire's judgment.

OTHER MATTERS OF CONCERN

Each family will be responsible for 4 volunteer hours during our season. There will be a \$50 fee paid at the time of registration. A refund of \$50 will be initiated when 4 hours of volunteer service is completed. If the 4 hours are not completed or the parent opts out of completing the 4 volunteer hours you will forfeit your \$50 refund. Families may obtain volunteer hours by volunteering at Field Clean Up Day, Snack Bar, or as Team Mom/Dad, etc.

The Snack Bar will be closed if our volunteers who sign up for a shift do not come. Adults only, NO children under the age of 14 years old will be allowed in the Snack Bar. **Remember your Snack Bar helps keep costs down for everyone.**