

Thurston County Fastpitch Association Bylaws

Article I – Name and Policy

- 1.1 Name** The name of the association shall be *Thurston County Fastpitch Association* (TCFA).
- 1.2 Policy** TCFA shall be nondiscriminatory and nonprofit, governed by the Bylaws and Operating Procedures set forth by this association. It is the undeviating policy of TCFA to comply strictly with the letter and spirit of all Federal, State and Local regulations. Any activities of TCFA or related actions of its Officers, Board Members, or General Members which violate these regulations and laws are detrimental to the interest of TCFA and are unequivocally contrary to TCFA policy.

Article II – Mission Statement

The purpose of Thurston County Fastpitch Association is:

- ◆ To operate a quality non-profit fastpitch association
- ◆ To promote fastpitch softball in the community by developing skills; promoting team spirit; and promoting and teaching good sportsmanship to all players, coaches, parents and fans.

Article III – Association Membership

- 3.1 Eligibility** Individuals wishing to donate time and effort are eligible for membership.
- 3.2 Application** Application for membership can be accepted by any current board member and subject to approval by the Executive Board.
- 3.3 Reinstatement** Prior members may be reinstated by the Executive Board.
- 3.4 Termination**
- a) Any Executive Board, Board Members and General Membership may be removed for adequate reason by a two-thirds vote of the Executive Board.
 - b) Any member proposed for expulsion for any reason shall be given advance written notice including the reason for the proposed expulsion. The member shall have fourteen (14) days to respond in writing to the Executive Board, and the member may request a formal hearing with the Executive Board. The

Executive Board shall notify the member of its decision within seven (7) days of the hearing. The decision of the Executive Board shall be final and binding.

Article IV – Participants

- 4.1 Divisions of Play** Divisions are age grouping of teams for the purpose of league and tournament play. Divisions for TCFA are designated below. Requests for players to participate at a higher division level than their age mandates must be received before the registration deadline and will be reviewed by the Registration Committee. All ages are determined by the age of the child on January 1 of the current year.
- a) **8U** – This division is for girls 6, 7 and 8.
 - b) **10U** – This division is for girls 9 and 10 years old.
 - c) **12U** – This division is for girls 11 and 12 years old.
 - d) **14U** – This division is for girls 13 and 14 years old.
- 4.2 Player**
- a) Any child who lives in the Thurston County area or surrounding area or attends school in the Thurston County or surrounding area is eligible to register. Registration is to be completed on the prescribed association forms unless otherwise authorized by the Executive Board. Exceptions can be approved by the Board.
 - b) Any child who has played with TCFA and moves to an adjacent city has the option of continuing on their original team.
 - c) Only players on the official USSSA roster (on file with the Executive Board) for a team may play. Any team playing with players not listed on the roster shall forfeit any games played with that player. Players may be added to a roster by submitting the registration form and fees to the Board a minimum of twenty-four (24) hours before participation. The player and parent or guardian must sign the official roster before a player is allowed to practice or play with the team.
 - d) **Players who have signed an official USSSA roster (or other softball organization at a level higher than C or recreational) with another team, regardless of the level of play, are not eligible to play with TCFA.**
- 4.3 Team Assignment**
- a) Players will be assigned by the Registration Committee to teams based first on age, next on returning players from previous year of play, and then on school attended or area of home location and lastly, special requests.

- b) Returning players from established rosters on a previous year of play with TCFA shall be assigned to the same team. Exceptions are listed in 4.7 of the Bylaws.

4.4 Team Makeup Each team will consist of no more than twelve (12) players when at all possible. The Registration Committee has the option of adding players to the team roster in excess of 12, but never more than fifteen (15), depending on the number of registrations received by the original registration deadline. Every effort will be made by the Registration Committee not to exceed the 13-players.

4.5 Registration (a) The date, time, location and fees for player registration will be set by the Executive Board each year. All registrations must be received by the registration deadline to be guaranteed a place on a team. Any registrations received after the deadline will be placed on a waiting list. New teams will be formed from the waiting list provided there are ten (10) players available to form the team. If unable to place a child on a team, the full registration fee minus the online fee will be returned no later than four (4) weeks following the registration deadline.

(b) All refund requests must be submitted in writing via email to tcfaregistration@outlook.com and tcfaregistration@yahoo.com.

A 100% refund minus on-line fees will be given on any request received by the original close date for the registration year. A 50% refund minus on-line fees will be given for requests received from after the close date through March 31 of the registration year. On and after April 1 of the registration year, any refund request received will be considered on a case-by-case basis.

(b.1) Refunds for Summer League – A 100% refund minus on-line fees will be given on any request received before registration closes. After registration closes, any refund request received will be considered on a case-by-case basis and will not be granted if the reason for the refund is not being able to honor special requests. If TCFA is unable to place the player on a team, a full refund will be issued.

4.6 Team Fees TCFA will pay the USSSA team fee. In the event that the Executive Board decides to charge teams this USSSA fee, team fees will be set by the Executive Board. The team fee is to be collected by a date to be determined by the Executive Board and will be submitted to the Treasurer. Penalty for non-payment of the team fee is forfeiture of all games in violation.

- 4.7 Team Move-Up** A minimum of five (5) players who are eligible from the previous year’s roster shall constitute an established team for the purposes of moving up from one division to the next. Players may “play up” one division if they are moving as a member of an established team or with permission from the coach and parent or guardian. For this purpose, “established team” means one from a previous year on which there are at least 5 players who MUST move up due to age. If part of a team moves to a higher division as an established team, and the players remaining in the lower division do not wish to move up, they may be assigned separately to other teams or may be kept together as a team.
- 4.8 Poaching** No person (player, coach, manager, etc.) shall recruit players from existing teams for an existing team or to form a new team.
- 4.9 Transfers**
- a) Players may transfer from one team to another only by submitting a written request and receiving approval from the Executive Board by the registration deadline.
 - b) Acceptable reasons for transfer from one team to another are:
 1. Switch in school
 2. Conflict with coach and/or players
 3. Transportation problems
 - c) A waiver may be granted by the Executive Board if a younger sibling of a player on a registered team request to join that team, if such a request be submitted in writing to the Executive Board by the child’s parent or guardian and provided the team coach approves the assignment.

Article V – Finance and Fiscal Year

- 5.1 Revenues** Revenues shall be derived from the following sources:
1. Registration Fees
 2. Team Fees
 3. Corporate Sponsors
 4. Donations
 5. Fund-raisers
- 5.2 Fiscal Year** The fiscal year shall be from September 1 through August 31.
- 5.3 Audit** An audit shall be performed by at least two (2) Executive Board members on all finances each year before installation of the Treasurer.

Article VI – Executive Board

- 6.1 Composition** The Officers shall constitute the Executive Board.

- 6.2 Duties**
- a) Approve applications for membership
 - b) Perform other duties as defined in this Association’s Operating Procedures or necessary to conduct business of this Association and enforce these Bylaws.

Article VII – Executive Board, Board and General Members

- 7.1 Executive Board** The officers of TCFA shall be the President, Fundraising Coordinator, Registration Coordinator, Secretary and Treasurer.
- 7.2 Board** The Board Members of TCFA shall consist of the Executive Board, Area Field Representatives, Equipment Manager, Division Representatives, and Training & Rules Coordinator. The Board Members duties shall be established by the Executive Board.
- 7.3 General** The General Membership of TCFA shall consist of all Coaches and Assistant Coaches, the Website & Scheduling Coordinator and the Tournament Coordinators. All coaches and assistant coaches shall provide TCFA with a Washington State Patrol background check before coaching. Coaches may not coach a team if the background check does not meet the standards of the Board.
- The Executive Board, Board members and General Membership shall perform duties usual to the position as defined in the Bylaws and TCFA’s Operating Procedures.
- 7.4 Tenure**
- a) The Executive Board and Board members shall assume their respective duties at the beginning of the fiscal year.
 - b) The Executive Board and Board members shall serve for a term of one fiscal year and are eligible to serve more than one consecutive term.

Article VIII – Meetings

- 8.1 Board** Board meetings of TCFA may be held each month during the fiscal year and can be changed by the Executive Board. A quorum shall consist of five (5) board members and can be changed by the Executive Board. The first meeting of the fiscal year shall be for installing new members and other business.
- 8.2 Executive** Executive Board meetings shall be held each month during the fiscal year. A quorum shall consist of three (3) Executive Board members and can be changed by the Executive Board.

- 8.3 General** General meetings shall be determined by the Executive Board. A minimum of four (4) meetings shall be held during the fiscal year. The last meeting of the fiscal year shall be to vote in new Executive Board and Board members for the next fiscal year and any other business. All General members are expected to attend all General meetings.
- 8.4 Special**
- a) Meetings of TCFA may be called at any time by the President or by a majority of the Executive Board, provided notice is given each member at least five (5) days prior to said meeting.
 - b) Meetings of the Executive Board may be called by the President or by a majority of the Executive Board, provided notice is given to each member at least two (2) days prior to said meeting.

Article IX – Committees

- 9.1 Committees** The standing committees of TCFA shall be:
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| Registration | Training |
| Tournament | Rules |
| Grievance | Fund Raising |
- 9.2 Appointments** The President of TCFA may appoint whatever other committees deemed necessary to accomplish the mission of TCFA.

Article X – Nominations, Elections and Balloting

- 10.1 Nominations** Nominations shall be permitted from the floor by any member with consent of the nominee.
- 10.2 Elections**
- a) Executive Board, Area Field Representatives, Division Representatives, Training & Rules Coordinator, Website & Scheduling Coordinator and Tournament Coordinators shall be elected by ballot at the final meeting of the fiscal year for the proceeding fiscal year.
 - b) If there is only one (1) candidate for an office, a motion may be made that the nominating ballot becomes the elective ballot for that office.
- 10.3 Installation** Elected members shall be installed to their positions at the first Board meeting of the new fiscal year.
- 10.4 Balloting**
- a) Balloting shall be in accordance with TCFA’s Operating Procedures.

- b) No voting by proxy shall be allowed.
- c) No voting by absentee ballot shall be allowed.
- d) A simple majority of all votes cast for any office shall constitute an election.
- e) All votes shall remain anonymous unless waived by a majority of participating members.
- f) Only one (1) vote per office, per team allowed.

Article XI – Operating Procedures

11.1 Operating Procedures

- a) A set of operating procedures shall be established.
- b) An Operating Procedure may be adopted, amended or rescinded by a simple majority vote at any Executive Board meeting.

Article XII – Amendments

12.1 Amendments

- a) Amendments to the Bylaws may be proposed by any member.
- b) Proposed amendments shall be presented to the Executive Board for action.
- c) These Bylaws may be amended at any meeting by two-thirds vote of the Executive Board members present, provided a quorum is present.
- d) Final adoption of all amendments to these Bylaws shall be immediate.

Article XIII – Grievances, Protests, Ineligible Players and Forfeitures

13.1 Grievances

- a) Individuals with team problems (i.e., conflict with coach, parent, umpire, etc.) should be referred to the Grievance Committee in writing. The committee will respond in a timely manner.
- b) Complaints will be handled in the following manner:
 - 1) If any member of TCFA other than the President receives a complaint, the information will be passed on to the President for further investigation. For the first time complaints or minor misunderstandings, and the Division Representative cannot resolve the situation, the President will contact all parties involved in the dispute and try to solve through open communication.
 - 2) If the complaint is of a more serious nature, a written complaint will be asked for from the concerned parties. The Grievance Committee will review this written complaint and make recommendations on how to resolve

the problem. This requires a quorum of at least three (3) members. If the complaint received is of an illegal or criminal nature, it will be reported to the proper authorities immediately and result in possible suspension of the parties involved until the matter is resolved.

- 3) For repeat complaints, even if minor in nature, the person(s) with the complaint will be asked to submit the complaint in writing to the committee and an investigation will take place and steps taken to resolve the problem.
- 4) If multiple complaints are received on a person during the season, a Grievance Committee member will attend a game or practice to assess the situation. This information will be taken to the Executive Board for a final decision on action to be taken. A quorum of three (3) is required for action. Action can include, but is not limited to, requiring a coach to attend training at their expense or requiring a coach to resign. In the case of a coach resigning in the middle of the season, the Executive Board will locate a replacement. If a replacement cannot be found, an Executive Board member will take over responsibility for the remainder of the season.
- 5) If an Executive Board member or a member of the Grievance Committee is directly involved with the complaint, that member will not vote on any final decisions that are made regarding the complaint.

13.2 Game Protests

Protests must be filed in accordance with USSSA rules. The Grievance Committee will review all protests.

13.3 Ineligible Players

- a) Any team found violating the rules of USSSA and/or TCFA involving a player who is ineligible may forfeit all games in which the violating player participated and the player will be removed from the roster.
- b) A coach found knowingly violating USSSA and/or TCFA procedures or rules may be removed from the team for the remainder of the season and asked not to participate as a coach or assistant in the future.

13.4 Forfeitures

- a) Games not started within fifteen (15) minutes past the official start time means forfeiture by the team that cannot field the minimum number of players as established by TCFA. If both teams fail to field the minimum number of players when 15 minutes past starting time has elapsed, then a double forfeiture results.

- b) It is the policy of TCFA that all players have the opportunity to play in all association games. Therefore, all coaches will ensure that each player who is ready and able to play in a game is allowed to play at least two (2) defensive innings per game. This rule is waived for those games called due to time limitation. Violation of this rule will be cause for forfeiture of the game.

Article XIV – Injuries

14.1 Injuries

All injuries requiring medical attention shall be reported to the Treasurer by the Coach. Insurance claims are to be coordinated by the Treasurer.

Article IV – The Game

15.1 Bench Locations

- a) The home team bench is located on the 3rd base line, a minimum of ten feet back from the baseline and outside the field of play.
- b) The visiting team’s bench is on the 1st base line, a minimum of ten feet back from the baseline and outside the field of play.

15.2 Tie-Breakers

Tie-breakers for season standings are as follows:

- a) Record of tied teams against each other (who beat whom).
- b) Total runs scored minus opponents runs scored for the entire season (between the tied teams only).
- c) Total runs scored minus opponents runs scored for the entire season.
- d) Total runs scored for the entire season.
- e) Total runs scored only games won.
- f) Coin toss.

15.3 Games Ending In Tie

Each team will be awarded ½ point and a representative from each team shall call the score to the division representative.

15.4 Scores

The winning team’s coach is responsible for calling in the game score to the Division Representative within a forty-eight (48) hour period. If the winning team fails to call in the score in the allotted time a loss will be scored for that game.

15.5 Rainouts

- a) Up until two hours before game time, it shall be the responsibility of the Area Representatives to determine whether the scheduled game(s) is/are to be played.

- b) If, in the opinion of the Area Representative, the weather will apparently prohibit the scheduled game(s) from being played, the Area Representatives shall notify the Umpires Association and leave a message on the Association's phone notifying coaches of rainouts by 4:15 p.m. Coaches and/or parents can call the Association's phone to retrieve this message.
- c) If, in the opinion of the Area Representatives, the weather shall be as such that the game(s) can be safely played, then all teams shall proceed to play the game as scheduled. From this point on, it shall become the responsibility of the game umpire to suspend the game because of rain.
- d) Rescheduled games will begin at the last completed inning.

15.6 Make Up Games

- a) Scheduled games will be adhered to with limited exceptions.
- b) Requests to reschedule an upcoming game for a reason other than weather must be directed to the Division Representative ten (10) days prior to the scheduled game date.
- c) If the opposing coach is not agreeable to rescheduling, then the game must be played on its scheduled date, time and location or taken as a forfeit.
- d) Make-up games are rescheduled only at the discretion of the Division Representative.
- e) Rainouts will not be rescheduled.

Article XVI – Indemnification of Executive Board, Board or General Members

16.1 Indemnification

- a) No member or former member of TCFA shall be personally liable to TCFA or its members for monetary damages for any conduct as a member, provided, however, that this section shall not eliminate or limit liability of a knowing violation of law by a member or for any transaction from which the member will personally receive a benefit in money, property or services to which a member is not legally entitled; and provided, this limitation shall not eliminate or limit the liability of a member for any act or omission prior to the date when this provision becomes effective.
- b) Each member shall be indemnified by TCFA against all expenses reasonably incurred by them in connection with an action suit or proceeding to which they may be a party defendant or with which they may be threatened by reason of their being or having been a member of TCFA or by reason of having acted pursuant to a resolution of the Board, but a member shall not be indemnified for any matter for which they

are held liable for failing to act in good faith or in a manner opposed to the best interest of TCFA.

Article XVII – Dissolution

- 17.1 Dissolution** TCFA shall use its funds only to accomplish the mission and purposes specified in these Bylaws and no part of said funds shall inure, or be distributed, to members of TCFA. On dissolution of TCFA, any income or assets remaining shall be donated to a non-profit organization of the Executive Board’s choice.

Article XVIII – Parliamentary Authority

- 18.1 Authority** The current edition of Roberts Rules of Order, Newly Revised, shall be the parliamentary authority and shall govern all proceedings of TCFA, subject to such special rules as may be adopted.