

2022 Pleasanton Girls Softball League Policy



Approved: March 10, 2022

Preamble - This policy is adopted to establish minimum rules of procedure for Pleasanton Girls Softball League (PGSL) and as such shall be binding, but not limiting, in procedure or scope of operations.

1 ROLES AND RESPONSIBILITIES

The Pleasanton Girls Softball League Board of Directors is a dedicated group of volunteer parents and coaches, committed to the success of the league. Each member of the board is responsible for following the league By-laws and requirements documented within this policy and any other posted PGSL documentation. All board members shall support the president and executive board, as needed.

Role	Is responsible to:	Who's in the role
Executive Board		2022
President	<ul style="list-style-type: none">◆ Call and preside over all meetings◆ Act as official representative of the League◆ Maintain PGSL Policies and By-laws◆ Attend Pleasanton Sport Council Meetings◆ Appoint special committees, as needed◆ Assign additional responsibilities as deemed necessary◆ Coordinate / Facilitate City permits and field use – City contact.	Kelley Curry
1st Vice President	<ul style="list-style-type: none">◆ In the absence of the President:<ul style="list-style-type: none">○ preside over all meetings○ perform the functions of the President including attendance of Sports Council Meetings◆ Arrange and schedule Opening Day ceremonies, as needed◆ Coordinate Player Appreciation Day◆ Order awards and/or trophies◆ Managing and/or escalating conflicts in the teal division◆ Preside as the Chairperson for the Disciplinary Actions and carry out all communications to those parties involved in a dispute◆ updating the Board of Directors with any new developments of parent or coach disciplinary action◆ responsible for guiding, directing, and training all Teal Division Directors concerning the creation of teams, and issues pertaining to recreation teams.◆ Coordinate Evaluations for Spring teams	Scott Glaser
2nd Vice President	<ul style="list-style-type: none">◆ Tournament Chairperson for any Pleasanton based Tournament that is League Sponsored or Sanctioned◆ Chairperson for the Protest and Appeals Committee◆ Coordination of teams and coach selection that need to be approved by the governing board and represent PGSL for interleague play	Ryan Davis

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	<ul style="list-style-type: none"> ◆ Recruit, Monitor, and present ballot annual “black” coaches to be approved by the governing board. ◆ Coordinate Evaluations for Spring teams 	
Vice President of Communications	<ul style="list-style-type: none"> ◆ Renew USA insurance and registration ◆ Manage PGSL General Email Inbox and ensure emails are distributed to the correct person(s), as needed ◆ Ensure Website is kept up to date and informative ◆ Work with Marketing Director to ensure social media posting are informative, relevant, and used to recruit softball players and coaches ◆ focus on parent and player relations ◆ Maintaining / Training of Team Sideline ◆ Ensuring that this notice is placed on the homepage of the PGSL website ◆ securing meeting places and setting up the required media equipment and supplies needed for the meeting 	Steve Bull
Secretary	<ul style="list-style-type: none"> ◆ record the proceedings of all meetings ◆ keeping a permanent record of the same ◆ carry on all correspondence of the League ◆ Maintaining a file of all documents belonging to the League ◆ Maintaining / Training for Google Drive ◆ Making copies of the minutes available to all Board members ◆ Keeping an electronic file of copies of all correspondence 	Open
Treasurer	<ul style="list-style-type: none"> ◆ have charge of all funds and handle them in accordance with PGSL regulations ◆ keep an accurate yearly financial record of all girls registered ◆ keep a receipt for all moneys which shall be deposited in the recognized bank in the name of the League ◆ ensure the Tax forms are submitted annually for the League ◆ renew bulk rate mailing certificates ◆ collection of sponsor fees and recording the payments ◆ paying the snack bar and Jr. Umpires 	Shannon Abrew

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Role	Is responsible to:	Who's in the role
Immediate Past President	<ul style="list-style-type: none"> ◆ be a member of the Executive Board in an advisory capacity, for a minimum of one year immediately following Presidential term ◆ act in an advisory capacity to the Board until a new president is elected ◆ Said Past President shall be a voting member of the Board ◆ oversee elections and shall also act as the parliamentarian 	Kelley Curry
Governing Board		
Phantom Travel Director	<ul style="list-style-type: none"> ◆ Phantom travel program and coordination of teams and coach selection that need to be approved by the governing board and represent PGSL Summer Tournament play 	Liz Davis
Marketing Director	<ul style="list-style-type: none"> ◆ Social Media presence ◆ Marketing materials, including printed media (Flyers, Banners, swag etc.) ◆ Composing and distributing a PGSL Newsletter, as needed ◆ Coordination of promotion of sponsors via public means such as print, or electronic media. (Publicity Forms) ◆ Posting / coordinating Player of the week promotion ◆ Proposing and completing special projects related to marketing opportunities 	Jessica Freyler
Equipment Director	<ul style="list-style-type: none"> ◆ Order and maintain the League's' equipment including: <ul style="list-style-type: none"> ○ Umpire's equipment ○ balls ○ bats ○ catcher's equipment ○ score books ◆ store, replace and order items necessary to maintain equal distribution among all the teams ◆ Prepare, maintain, and collect equipment bags to and from Coaches for all divisions of PGSL. ◆ The keeper of the equipment storage facilities 	Caleb Cooper
Safety Director	<ul style="list-style-type: none"> ◆ Ordering and maintaining Medical Supplies and First Aid Kits at each field ◆ Manage, maintain, and file Injury Reports as needed ◆ Manage and maintain AED for PGSL 	Nicole Huffman
Scheduling Director	<ul style="list-style-type: none"> ◆ coordinating games ◆ assigning practice fields and times ◆ work with President, or delegate, to coordinate with the City of Pleasanton, as needed 	Julio Flores
Fields Director	<ul style="list-style-type: none"> ◆ Management and Maintenance of field equipment (bases, rubber pitching mound and plates) of the PGSL 	Brian Sponsel

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Role	Is responsible to:	Who's in the role
	<ul style="list-style-type: none"> ◆ seeing that the lining and maintenance of fields during the softball season is accomplished ◆ working with Pleasanton Garbage Service to arrange dumpster maintenance during the season. 	
Registrar	<ul style="list-style-type: none"> ◆ Registrar shall be responsible for setting-up registration dates and procedures in coordination with the VP of Communications. ◆ The registrar shall make sure all applications are placed in the proper division and shall be present at Upper Division tryouts 	Kat Bowman
Umpire Director (USA and Jr Umpires)	<ul style="list-style-type: none"> ◆ acquiring (USA and/or Junior) umpires for all PGSL games and all tournaments which PGSL teams are required to furnish umpires. ◆ all tournament umpires are registered with USA. ◆ assuring the training and scheduling of the umpires. ◆ The Umpire Director shall work together with the Treasurer by maintaining payment schedules. ◆ Assign responsibilities for Jr Umpires as needed. 	Nick Ferraro
Sponsorship Director	<ul style="list-style-type: none"> ◆ soliciting donations for the league and scholarship programs ◆ obtaining sponsors for teams within the PGSL. ◆ coordinate activities with the Registrar, and Division Directors to ensure proper placement of sponsor with proper girls/team. ◆ coordination of sponsor fees and recording the payments before approval of sponsor to Uniforms Director. 	Open
Uniform Director	<ul style="list-style-type: none"> ◆ securing all teams uniforms, managing vendors, coordinating uniforms with teams. 	Mimi Han Dinsley-Klinefelter
Donations Director	<ul style="list-style-type: none"> ◆ Complete Employer Match Compensation Applications on behalf of PGSL. ◆ Coordinate with retailers when needed for donations (ie, Dicks Sporting Goods) 	Julia Boots
Snack Bar Director	<ul style="list-style-type: none"> ◆ Stocking of the PGSL snack bar with merchandise foods. ◆ Schedule workers throughout the PGSL season. The Snack Bar Director is to work together with the Scheduling Director and Division Directors to coordinate this activity. ◆ Ensuring any cash over \$100 is given to the Treasurer or deposited into the bank. ◆ Obtaining a Food Safety Certificate 	Maryanne Mutzl Nicole Huffman
Coach and Player Training Director	<ul style="list-style-type: none"> ◆ providing training clinics for both the players and coaches prior to and during the season. ◆ work directly with TPC or other training facilities, representing PGSL, to secure PGSL team training. 	Frances Byrne

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Role	Is responsible to:	Who's in the role
	<ul style="list-style-type: none"> ◆ work with the Division Directors as a resource for coaching expertise on how to develop skills, run practices, and develop team play at all division levels. ◆ work with individual coaches on an as needed basis to help in their development and progress within the framework of PGSL. ◆ development of the curriculum for members training and skill set. ◆ She/he is accountable for working with TPC on training, development and implementation of PGSL directed curriculum 	
Coaches Administrator	<ul style="list-style-type: none"> ◆ Work with the Registrar to ensure the annual background checks, ACE Certification are completed for each Coach and Assistant Coach prior to opening day ◆ Run Reports and Follow-up with coaches to ensure they are registered as a volunteer on the PGSL Website ◆ Coordinate Coaches Meeting 	Kat Bowman
PGSL Classic Director	<ul style="list-style-type: none"> ◆ Chair committee for the Summer PGSL Classic 	Jimmy Cheatum
Fall Training Director	<ul style="list-style-type: none"> ◆ Responsible for all aspects of the PGSL fall training program 	Open
Logo Wear	<ul style="list-style-type: none"> ◆ The Logo Wear board position will be responsible for managing the sales and distribution of in-stock PGSL logo wear merchandise. ◆ working with the vendor to design new logo wear items to consistently and effectively brand and advertise PGSL. ◆ This Director is responsible for managing the logo wear process, buying, selling, and recording liabilities and assets with the Treasurer 	Mimi Han Dinsley-Klinefelter
Special Projects Director	<ul style="list-style-type: none"> ◆ College Games ◆ Holiday parade 	Aaron Freyler
Division Directors		
T-Ball Director	<ul style="list-style-type: none"> ◆ Recruit responsible coaches to coach all teams in their division of the PGSL. The suggested lists of coaches are to be presented to the Board for approval before contacting and making assignments. ◆ Receive all complaints and player disciplinary action from coaches and/or parents. Division Directors shall report all such incidents to the Board. ◆ Publish and distribute division rules to coaches and Umpire Director. ◆ Prepare the coaches rating sheets for each team. 	Sabrina Cooper
6U Director		
8U Director		Jimmy Cheatum
10U Rec Director		
10U Comp Director		Liz Davis
MS Rec Director		Open

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Role	Is responsible to:	Who's in the role
Seniors Director	◆ Assist Fields Director by opening equipment shed as needed.	Chad Miller
MS Comp Director	◆ Monitor, approve, and post weekly scores (if needed) ◆ Inter league coordination	Brian McMillin

2 BOARD MEETINGS

PGSL Board Meetings are held monthly, and follow the requirements set forth in the PGSL By-laws.

Board Members shall be notified of the meeting time and location.

Each meeting shall have an Agenda that will be accessible to all Board Members, prior to the meeting.

Board member attendance will be recorded in the Meeting Minutes. Upon three (3) consecutive unexcused absences, a board member may be notified, by the Executive Board, to show cause as to why absentee should not be removed from office.

After the meeting, the Agenda and Meeting Minutes shall be posted to the PGSL Shared Google Drive.

3 Disciplinary Actions

Alleged incidents against PGSL Coaches, Parents, Umpires, and Players shall be investigated. Results of investigations shall be documented as part of the complaint or Board Meeting Minutes.

Complaints shall contain the following minimum information:

- ◆ Description of the issue
- ◆ Date / Time / Location of the incident
- ◆ Names of all parties involved and witnesses

In instances where the investigation has determined the claim is valid, the Executive Board will review, and document the actions taken to resolve the issue.

For behavior related complaints, depending on the severity and investigation results, below is the general guidance for resolving the issues:

- ◆ 1st Offense: verbal and/or written warning
- ◆ 2nd Offense: Suspension from PGSL Related activities
- ◆ 3rd Offense: offender will be asked to resign from their position within PGSL and will not be allowed to participate in PGSL Functions, including practices and games

Complaints related to abuse must be reported to the Pleasanton Police Department as soon as possible.

4 EXPENDITURES

PGSL shall adhere to a budget that has been approved by a quorum of Board of Directors.

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Expenditures must be tracked and maintained to ensure spending stays within the allotted budget. Any expenditure over \$500.00 that is outside of a valid budget category must be pre-approved by the Board.

Request for reimbursement shall follow the process described in the documented named Expense Process.docx that can be found on the shared Google Drive.

4.1 Signature Authority

The following Board Positions have signature authority, and may back-up the Treasurer in making payment on behalf of PGSL, as applicable to their function:

- ◆ President
- ◆ 1st Vice President
- ◆ 2nd Vice President
- ◆ Snack Bar Director
- ◆ Umpire Director

5 PGSL Building Access

The Executive Board, Fields Director, Equipment Director, and Snack Bar Director shall be issued physical keys to the equipment sheds by the City of Pleasanton Recreation Department. Keys shall be returned to the City of Pleasanton Recreation Department at the end of the applicable term. Records are retained by the City of Pleasanton and reviewed yearly with the PGSL President.

Snack bar access is provided by the City of Pleasanton via the electronic Prox-Card system. Applicable board members and snack bar volunteers will be given a card with access to the Snack Bar. Two (2) physical keys to the snack bar windows shall be available. One (1) is to stay in the snack bar cash register, and the other shall be retained by the Snack Bar Director.

The use of lock boxes or hide-a-keys should be avoided. Keys should not be “handed-down”.

6 REGISTRATION, AGE DISTRIBUTION

The distribution of teams shall be determined by the age and/or grade level of the girls as of January 1st of the softball season. The minimum age is 5, and the maximum age is 18. The distribution of teams shall be determined as follows:

- ◆ Pre-Kindergarten and Kindergarten - T-Ball Division
- ◆ 5-6 year old, 6U Division
- ◆ 7-8 year old, 8U Division
- ◆ 9-10 year old, 10U Division
- ◆ 6th, 7th, and 8th Grade, Middle Division
- ◆ 9th through 12th grade, Senior Division (18 and under)

Exceptions to this alignment will be approved by the PGSL Board of Directors. 10U and Middle divisions shall be further divided into Recreational and Competitive Divisions.

Each girl registering in PGSL shall receive equal benefits of play and services offered by PGSL. All girls shall receive equal instruction and teaching from coaches in PGSL. Coaches are responsible for

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development of every player on their team. All players should have the opportunity for fair and equitable playing time. The more competitive levels require more expertise and positions should match capabilities based on safety of the girls.

After the close of general registration, any girls registering late may be placed on a waiting list.

No girl will be excluded from participation within PGSL for lack of financial responsibility. The Registrar, or designee, will determine financial responsibility on a case-by-case basis.

7 PLACEMENT

Creation of teams shall be governed by the following guidelines:

Tball, 6U, and 8U teams are formed by the applicable Division Director, based on location/school, friend requests as much as possible, and number of teams (dependent on Volunteer Coaches).

10U, Middle School Rec, and Comp teams shall be formed by Draft, as applicable. Rules and/or guidelines for these drafts are outlined in the PGSL Draft Guidelines.docx document on the shared Google drive.

To be eligible for USA Softball B and C level Travel Teams, players must meet NorCal eligibility rules. Players must play with PGSL the season prior to the competition season. Exceptions will be reviewed by the Phantom Travel Director on a case-by-case basis and escalated to the Board of Directors as needed.

With multiple independent teams in the area, it is encouraged that players do not play for multiple teams. However, per USA Softball guidance, players shall only register to be part of one (1) USA Softball affiliated team.

8 AMENDMENT

This policy may be amended by a majority vote of the Governing Board present at any Board meeting.

This policy shall be reviewed on an annual basis and updated as needed.

9 RULES OF PLAY

The PGSL follows the USA Softball Fast Pitch rules, unless noted as an exception listed in the PGSL House Rules document, by division and approved by the Governing Board. For interleague play, unless otherwise noted in the PGSL Rules Document, game's rules will be played according to the rules are defined by the home team.

10 COACH'S RESPONSIBILITIES AND ACKNOWLEDGMENT

The coaches shall understand the PGSL Policy relating to Coach's Responsibilities, Rules and Safety Guidelines. Failure to abide by these rules can result in disciplinary action or dismissal.

Coaches are responsible for following the guidelines provided in the Coaching Overview Document and Training material that is presented in the Coaches meeting. This information shall also be made available on the website and/or shared Google drive.

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11 STANDINGS

No standings will be kept for T – Ball or 6U Recreational Divisions.

Competitive Teams will be seeded for playoff positions based upon their order of finish during the league. USA Softball double elimination format will be used: the 1st place team plays the 4th place team and the 2nd place team plays the 3rd place team. Brackets are created from an USA Softball based playoff format. All teams must lose two games before being eliminated from the playoffs. The home team will be determined by a double elimination seeded bracket play.

Tie Breaking procedures to determine league standings:

- ◆ Head-to-Head for which team won when the two teams met during the regular season.
- ◆ Most games won within the division during the regular season.
- ◆ Fewest runs allowed during the regular season.
- ◆ Most runs scored during the regular season.
- ◆ Coin Flip

Recreational teams will be seeded for playoff positions based upon their order of finish during the league. Depending on the division the first and second place teams could get a first round bye. This depends on the number of teams in the division. Brackets are created from an USA Softball based playoff format. All teams must lose two games before being eliminated from the playoffs. The home team will be determined by a double elimination seeded bracket play.

12 UMPIRES

PGSL uses a two-person umpire system whenever possible. One covers the bases while the other is designated as the home plate umpire.

USA Softball shall be given ample notice of the number of USA umpires needed for the 1) regular season, 2) league playoffs, and 3) the championship games immediately following the playoffs. USA Umpires cover home plate for 10U Comp, Middle School (Comp and Rec), and Seniors.

Junior Umpires are designated as listed below:

- ◆ 1 – Field Umpire for 8U; \$30 per Game
- ◆ 1 – Behind the plate umpire for 8U; \$40 per Game
- ◆ 1 – Field Umpire for 10U Rec and Comp; \$40 per Game
- ◆ 1 – Behind the Plate Umpire for 10U Rec; \$60 per Game
- ◆ 1 – Field Umpire for MS Rec; \$60 per Game

The umpires enforce all rules as stated in the USA fast pitch rules with noted exceptions in the House Rules.

Payment and schedule are approved by the PGSL Governing Board.

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13 PROTESTS AND APPEALS

Protest and Appeals must be submitted to the Protest and Appeals committee as defined in the PGSL By-Laws, within two (2) calendar days of the action being protested or appealed. A fee of \$ 10.00 must accompany the protest or appeal. The fee will be returned if the protest or appeal is upheld; forfeited if the action is denied.