**Rosemount Traveling Softball By-Laws**

*Please note that these By-Laws are currently in the process of being reviewed and updated as of Sept. 2023.*

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**I. PLAYER ELIGIBILITY**

Players who reside in or are enrolled in the attendance area of Rosemount High School are eligible to play for the RAAA Rosemount Girls Traveling Fastpitch Softball (GTFS) team. Players from outside of the Rosemount High School attendance area may be allowed to try out for a team, but that player cannot take a spot from a Rosemount area player and will be placed on the lowest level team, unless otherwise voted on by the Rosemount GTFS Board of Directors (GTFS Board). Players must receive written permission from the GTFS Board in order to be eligible to try out for a non-RAAA team. The GTFS Board reserves the right to place non-district #196 resident players on a RAAA team.

**A. Playing Sessions**

There are two softball sessions contained within the full softball season - a summer session and a fall session. Each of these two sessions has a separate sign up period and separate fees with the exception of 14U, 16U and 18U. The length of these sessions varies depending on the number of tournaments played, national and/or state tournaments, and coaches’ discretion.  The board may add winter dome leagues, winter dome clinics, and other relevant training opportunities at their discretion as long as it is properly budgeted for.

**B. Age Level Eligibility**

The age level at which a player may participate is in accordance with the rules set by the Minnesota Softball Federation (MSF) AND ASA. The birth date cutoff is January 1 of the same calendar year for summer traveling softball. The player cannot be younger than 6 years of age as of Jan 1. **NO EXCEPTION**. The team (age level) for which a player is eligible is the same as the player’s age on that date. The fall session team placement is based on the player’s age as of January 1 of the following calendar year. Players are encouraged to play at their MSF age level, however, players may request to the GTFS Board to tryout at an older age level team.  The GTFS Board must approve tryouts at the older age level. Rostered players cannot (play at a younger age level. Rosemount Traveling Softball will field teams at the following age levels as possible: 8U, 10U, 12U, 14U, 16U & 18U.

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**II. REGISTRATION FEES AND REFUND POLICY**

The parent of any player who wishes to participate in a GTFS session must register their daughter through the registration process contained on Athletechs.com. Within this registration process, parents will be required to complete and e-sign a registration form, code of conduct form, and other necessary registration forms through the on-line registration process. Parents are required to assist with their child’s team and RAAA GTFS tournaments and program activities. Players on a traveling team will pay registration fees and additional monies to help cover the team’s expenses for participation in league games, tournaments, umpires, equipment, uniforms, field usage, field maintenance and improvement, association administration and support.

**A. Late Registration**

Each session has a registration deadline announced through the RAAA website and the website’s email and other social media communications. Any individual missing the scheduled registration will be considered a late registrant. Late registrants will be charged an extra fee. The GTFS Board will determine a late registration fee each year. Late registrations may not be accepted at the discretion of the GTFS Board. Late registrations occurring after team formation will only be accepted if space on rosters allow for additional players.

**B. Registration Fees and Refund Policy**

The GTFS Board will establish the registration fee for each session each year. At the time of registration for the summer and fall softball sessions, the GTFS Board will require a non-refundable registration fee.

Exceptions to the non-refundable registration fee rule may include:

* A softball player is not placed on a team
* Player moves outside of Rosemount geographic area
* Financial hardship
* Pre-season injury with a doctor’s written report and recommendation

Dissatisfaction with team placement or deciding to join a club team is not an acceptable reason for refund of registration fee.  The GTFS Board will discuss all other situations involving refunds on an **individual** basis at the next monthly board meeting following the receipt of a written request.

Refunds must be requested in writing and approved by the GTFS Board. Any refund request must be submitted to the GTFS Board, as posted on the RAAA website. The GTFS Board must approve all refunds and may determine a reduced refund in order to cover expenses, deposits, or other circumstances.

All registration fees from previous sessions must be paid in full before a player will be allowed to register for a new session.

Participants may be responsible for extra fees in addition to registration, including equipment fees, coaches’ fees, tournament fees, etc. These additional fees are based on decisions made by individual teams, without the direction of the GTFS Board.

**C. Scholarships**

Scholarships are available for players whose family incomes are below a certain level. If your family qualifies for the Department of Health and Human Services Temporary Assistance for Needy Families program (welfare) or District 196 Free or Reduced Lunch Program, you qualify for a scholarship. Scholarships are also available to families who have experienced extenuating circumstances such as loss of job, divorce, catastrophic medical challenges within the family, to name a few. Scholarship applications are taken online during the registration process and handled discreetly by ***Athletechs*** and authorized RAAA representatives. All requests to the GTFS Board, as posted on the website, will be reviewed and handled on a case-by-case basis.

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**III. TRANSFER AND RELEASE REQUIREMENTS**

Once a player registers with RAAA GTFS, the player is committed to playing for RAAA GTFS for that traveling season. If a player wants to leave the Rosemount GTFS team after registering for a particular traveling season, a written request must be made to the GTFS Board for either an inter-club transfer or a voluntary release.

The GTFS Board will not consider a request for an inter-club transfer or voluntary release, unless the player requesting the transfer or release has paid all applicable registration fees in full prior to submitting their request. **Approval to transfer does not mean a refund will be granted**, refunds are addressed in Section II.

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**IV. TRYOUTS AND PLAYER EVALUATIONS**

**A. Tryout Fees**

Any fees for tryouts are collected prior to tryout sessions. The amount of these fees will be posted prior to the tryout sessions and will depend on the costs incurred for the facility and the independent evaluators. All players wishing to tryout must be registered and paid any required fees.

**B. Player Evaluation**

Each player is to be evaluated to determine the player’s skill and ability level. The GTFS Board’s primary goal of evaluations is to evaluate each player impartially and objectively so that they may be placed on a team with players of similar ability, who in turn play against other traveling teams with comparable skill levels. This is the best way to maximize each player’s opportunity to develop her skills and confidence. The GTFS Board wants to avoid having players become frustrated by playing above their skill level or become bored by playing below their skill level. Players mature and develop at different times, so it’s important to re-assess their skill development every year to ensure that the players remain properly placed. Information on each player will be compiled from observations, clinics, workouts, practices, and/or games. The GTFS Board will have independent evaluators rate the tryout participants on a variety of skill stations and in a game situation. The GTFS Board, coaches and the independent evaluators will determine evaluation criteria for tryouts. Every effort will be made to make the evaluations as fair and consistent as possible. Tryouts are closed for observation. The GTFS Board, in its sole discretion, will determine how many evaluators and assistants will be in attendance at the tryouts. No parents are permitted to observe tryouts unless specifically authorized by the GTFS Board.

It is required that all players, regardless of whether they had played for the Rosemount GTFS teams the previous year, that wish to participate in the traveling program attend tryouts every year. Failure to do so could affect team placement.

Participants that wish to be either a pitcher or catcher must so indicate at time of registration prior to tryouts. These participants may be judged and ranked for these skills in addition to the regular tryout skills.

A player must submit a completed registration form, with at least the minimum required payment, before attending tryouts.  Players who move into the attendance area, or request late registration after try-outs and team formation will be provided an individual tryout and added to an appropriate team if there is space on rosters.

**C. Player Tryouts**

The “Evaluation Committee” is to be comprised of up to four GTFS Board members; the President, Vice President, and two Player Development Representatives. The Evaluation Committee will ensure the integrity and confidentiality of the evaluation scores as well assist in the selection of coaches and traveling teams. If a member of the Evaluation Committee is also a head coach, their power associated with being on the Evaluation Committee is temporarily suspended when it comes to picking their specific team. (i.e.  they are a head coach only and not a member of the Evaluation Committee) The remaining members of the Evaluation Committee will oversee the rosters for ultimate voting by the GTFS Board.

There is currently no tryout process for 8U girls traveling. Teams will be selected by the GTFS Board or by the coaches of those teams, whichever the GTFS Board chooses.

The GTFS will hold tryouts for 10U  at the end of the Winter Dome season (typically Feb/Mar) for the upcoming spring/summer season. It is not a requirement to attend Winter Dome training in order to try out for traveling softball.

The GTFS will hold tryouts for 12U either prior to or at the end of the Winter Dome season for the upcoming spring/summer season. It is not a requirement to attend Winter Dome training in order to try out for traveling softball. Timing of the 12U tryout is at the sole discretion of the GTFS Board.

For 10U and 12U, there will be no tryouts for fall ball, but rather teams will be constructed by reviewing summer player evaluations and using coaches’ feedback to determine the appropriate team placement. Since fall is the time that many girls ‘move up’ in playing age, players from existing Spring/Summer teams may be moved or separated to fill in gaps created by the advancement of older girls. The Evaluation

Committee will create a first draft of all 8U, 10U, and 12U fall teams for review and ultimate approval by the GTFS Board. The Fall coaches will review the draft of their teams and can ask the Evaluation Committee to consider changes to the draft rosters. The coaches must be prepared to justify their recommendations. The GTFS Board reserves the right to make any changes necessary to the team and player selection process, including moving any player(s) from any age group or level to another age group or level. All teams must ultimately be approved by majority vote of the GTFS Board.

The GTFS will hold tryouts for 14U, 16U, and 18U (if applicable) at the end of the Spring/Summer season (typically early August) for the upcoming fall season and the following Spring/Summer season. It is expected that each girl that attends these tryouts will remain with that team from the Fall season, through Winter training and throughout the Spring/Summer season. Fees for 14u, 16u & 18u will be billed in two or three installments between the Fall and Spring seasons. Timing of 14U, 16U and 18U tryouts can be adjusted at the sole discretion of the GTFS Board.

Regardless of age group, the players' skills will be rated and ranked based on predetermined criteria. To ensure consistency in scoring and fairness in determining a player’s rank in any given skill, the evaluator(s) which assigns the score for a given skill station will be the same for all the players within the age group being compared and ranked at that station. Players may perform the same drills more than once. Tryouts may occur on multiple days in order to ensure each girl is given an equal chance to succeed.

Players are not allowed to wear any clothing that contains their name or indicates in any way that they played on a traveling softball team or any other club team. All such attire would need to be replaced prior to the player being allowed to participate in tryouts. Players are only to be known by the tryout number assigned to them during check-in. The players will keep this number until all of the tryouts are completed at their age level. This number is used by the evaluators to record the results and will be used by GTFS when reviewing the results.

Pitchers and catchers may have additional skill sets evaluated. As with the other skills, the evaluator(s) which assigns the score for a given pitching or catching skill will be the same for all the players within the age group being compared and ranked.

A scrimmage may be held to assist in the evaluation process. All teams will be provided with a pitcher and catcher if available.

After the tryout process, tryout scores will be handed directly by the independent evaluators to the President of the GTFS Board and will be placed in a sealed envelope. The President will then deliver the scores to either a contracted 3rd party accounting firm or the RAAA Main Board contact who will enter the data and assign the scores to the participant's number. These scores will then be returned to the President of the GTFS Board just prior to team selection and shared only with the Evaluation Committee.

Tryout scores are to be handled in a confidential manner. Tryout scores are NOT to be shared with Board members or parents except as indicated above. Tryout scores within their pick zone may be shared with head coaches so as to provide them the ability to pick their team. If a Board Member is a head coach, but is not on the Evaluation Committee, they will have the right to view their respective scores. However, each head coach will only be able to view scores of players that are ranked within his/her target area that they can fill their roster from.

All head coaches for both spring and fall seasons will be voted on by the GTFS Board through an anonymous voting process at the appropriate Board meeting. The Evaluation Committee will recommend head coaches to the GTFS Board for voting. Head coaches will have the ability to choose their assistant coaches but all selections are subject to final approval by the GTFS Board. All head coaches and assistant coaches are required to pass background checks and concussion training. Head coaches and assistant coaches are also required to complete Positive Coaching Alliance training.

Players that do not tryout will be placed on the lowest level team unless otherwise approved by a majority vote of the GTFS Board.

**D. Missed Tryouts by Players**

If a player is going to miss tryouts, she must notify the GTFS Board in writing prior to tryouts. If the cause of the absence is reasonable, the GTFS Board may offer this candidate an alternate date for her tryout. In the case of an emergency, notify the President of GTFS Board as soon as possible. Some examples of an emergency excused absence may include:

* Verifiable medical condition that requires a doctor’s release prior to participation
* Verifiable and mandatory school or church function
* Death in the family

Players missing tryouts may be placed on teams following those who have attended tryouts or have been evaluated, provided that there are open roster spots. Make-up tryouts may be scheduled at the sole discretion of the GTFS Board. If the teams have full rosters, then that player runs the risk of not being able to participate in traveling softball that session.

**E. Team Placement**

1. Evaluations, tryout scores and information will be compiled on each player. This information will be available for review by the coach appointed by the GTFS Board. The following criteria will be used for team placement:
	* Tryout scores
	* Team placement in prior years
	* Previous player evaluations and coaches feedback
	* Age level
	* Commitment to traveling softball demonstrated by adherence with player expectations per the RAAA Parents Handbook, attendance at clinics, practices, league games, tournament participation, camps, evaluations from prior years and overall player conduct.
	* Competitive attitude and willingness to listen and follow directions from coaches and evaluators.

1. The Evaluation Committee will evaluate the pool of available players for each age group to determine the number of teams and competitive levels A, B and C. The final decision on number of teams at each competitive level rests solely with the GTFS Board and will be voted on by majority vote of the GTFS Board.

1. All girls that attend tryouts will receive an ‘overall’ evaluation score which will be based on fielding, fly balls, base running and hitting. Players may also choose to have an additional evaluation score based on their tryouts for pitching and catching. Just because a player tries out for pitching and catching, does not guarantee they will be a pitcher or catcher on their team. The top 16 rated players based on their overall score will be available to be chosen for the top team. Of these top 16 overall ranked players, the top three (3) overall ranked

participants from each age group will be “locked” on the highest level team based on the criteria defined in paragraph e1. Head coaches have the right to fill out

their roster from the pool of players ranked 4-16 based upon the overall try-out scores. THE COACH NEEDS TO BE PREPARED TO JUSTIFY THEIR SELECTIONS TO THE EVALUATION COMMITTEE. Once the selections are made by the top team, the next highest level team rosters are created by selecting players in the top 27 overall, less the players that were selected by the top rated team. Again, the top 3 rated available players become locked on the 2nd highest team and the head coach fills out the roster from the pool of players ranked down to number 27. The 3rd rated team will select players in the same format from the available pool of the top 38 overall players, less the players that were selected by the top two rated teams. Again, the top 3 rated players that are available to the third coach become locked on the third ranked team. The remaining teams follow the same pattern. The Evaluation Committee can make changes to the pool of eligible players based on anticipated roster sizes in order to accommodate the appropriate formation of all level of teams. All rosters will be approved by majority vote of the GTFS Board.

1. At tryout check-in, each pitcher and catcher may be required to complete a form indicating their preferred team placement. Each pitcher or catcher will need to choose one of the following, sign the form, have their parents sign the form and turn it in prior to the start of tryouts.

The two choices are:

1. If I do not rank in the top two pitchers or catchers (based upon pitching or catching evaluation score), but I otherwise qualify for the upper team, I would prefer to be placed on the upper team, even though I may receive little to no pitching or catching.
2. If I do not rank in the top two pitchers or catchers (based upon pitching or catching evaluation score), but I otherwise qualify for the upper team, I would prefer to be placed on the lower team and potentially receive more pitching or catching time.

The Evaluation Committee has the right to make any changes necessary to pitchers’/catchers’ team assignments so as to ensure an adequate distribution of the pitcher and catcher positions.

1. If the Evaluation Committee determines there will be two or more teams in an age group at the same level then the coaches of these teams will work together with the available pool of players to determine the best possible teams. If the

coaches cannot come to an agreement, the Evaluation Committee will create a draft of the rosters and the GTFS Board will approve the team rosters.

1. The Evaluation Committee reserves the right to make any changes necessary to the team and player selection process, including moving any player(s) from any age group or level to another age group or level. Additionally, the Evaluation Committee reserves the right to make discretionary selections available to each team outside of the designated pool of overall ranked players described in section e3 above, if a sound softball reason exists for having a discretionary choice. One example would be if the #1 rated overall pitcher or catcher (based on pitching/catching evaluation score) holds a significant advantage over the next rated pitcher/catcher (based on pitching/catching evaluation score) but did not rank in the Top 16 overall. Any change(s) must be approved by majority vote of the GTFS Board.

1. All team rosters must be approved by a majority vote of the GTFS Board.

Rosters are targeted to include up to 11 players. Depending on registration and/or try-out numbers teams can range from 10-13. If roster reduction is necessary to create teams, the Evaluation Committee will make an appropriate decision. Every effort will be made to place each tryout participant on a team, but if necessary, a player will be offered a waiver to play elsewhere.

When player shortages arise in a particular group, players from the next lower age group may be rostered up if there is an abundance of players at the lower age group. If a roster is still short, attempts will be made to recruit players first from within the Rosemount community, then from the school district #196 communities, then from other communities. If a team shortage still exists, attempts will be made to place players on a team with a neighboring community.

**F. Team Placement Appeals**

A player may request a summary of her evaluations, tryout scores, and other pertinent information. This request must be made in writing and sent to the President of the GTFS

Board, as posted on the RAAA website. SCORES OF OTHER PLAYERS WILL NOT BE DISCLOSED, BUT AVERAGES AND THE CUT OFF LEVEL WILL BE.

Any player not satisfied with their team placement may appeal, in writing, to the President of the GTFS Board, as posted on the RAAA website. It is expected that girls that are a part of the GTFS Program welcome the opportunity to be competitive and to broaden their development opportunities by potentially playing on a more advanced team if their evaluation scores dictate they are eligible. Evaluation scores and coaching input will be relied upon when reviewing team placement appeals. Submission of a written appeal does not guarantee that it will be approved.

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**V. TEAM EXPECTATIONS**

**A. Team Goals**

The goal of Rosemount GTFS is to make our teams a fun and enjoyable experience while being competitive. Players are expected to be available for practices, games, and scheduled weekend tournaments. During the summer session, players can usually

expect 2 or 3 practices per week until the start of the league games schedule. After the league games schedule starts, players can expect practice at least once per week with 2 nights of league games and tournaments on the weekends. Tournaments are scheduled with the agreement of the players, player’s parents, and their coaches. In the fall session there may be two or more practices per week, and league games on Saturdays or Sundays. Fall tournaments generally consist of a state qualifier and a state tournament.

Players are expected to attend all practices, games and tournaments. In the event of an absence scheduled church or school activity, family vacation, etc) you must notify the coach in advance so they can plan for the absence. This advanced notification will give coaches time to bring up players from lower age or division levels to make sure the roster is full enough to field a team.

It is imperative that each player and her parents have the necessary commitment to traveling softball. Should attendance become an issue, the head coach of a traveling “A” summer team has the right to petition the GTFS Board to move a player to the “B” team if the player does not have at least 75% attendance at all practices, games, and weekend tournaments. PLAYERS AND PARENTS WILL COMMIT TO ATTENDANCE AT THE TOURNAMENTS, PRIOR TO THE START OF THE SEASON. If a player is moved to “B” teams due to lack of attendance, the player and parents have the right to appeal that move by writing to the GTFS Board and arrange a hearing with the board. Failure to attend practices, games, and weekend tournaments places an unfair and unnecessary burden on the players who are attending games, practices and tournaments on a regular basis. Player’s parents, who have made financial and time commitments to the team, are also affected by lack of attendance by players.

**B. Playing Time**

On the Rosemount GTFS teams, playing time may not be equal. The amount of playing time any particular player receives is dependent on many factors, a few of which are: skill, ability, competitive attitude, attendance at games/practices, punctuality and coachability. Also please understand that factors such as full rosters and substitution rules can make it difficult to equalize playing time.

**C. Playing Up**

On occasion, a player from a lower age group or division level may be invited to “play up” with an older or higher division level team. The inviting coach must obtain permission of the guest player’s regular coach before a player is permitted to “play up.”

This is only on an as needed basis (see “Playing Sessions” for rules regulating play at an older age level).

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**VI. TOURNAMENT PLAY AND SELECTION**

Registration for the RAAA GTFS Summer season includes team registration fees for the RAAA GTFS hosted tournaments. Each team participating in the program will determine their own tournament play and schedule. The GTFS Board may provide additional funding for teams towards non-Rosemount hosted tournaments. Any additional funding from the GTFS Board will be determined prior to the season starting and communicated to all teams. Any teams wishing to play additional tournaments outside of the GTFS

Board funding will be responsible for the registration, tournament fees and any other fees that may apply.

**A. Berths**

Teams earning berths to national tournaments are to submit their earned berths and team roster to the GTFS Board. Any berths earned in the Fall GTFS season may be used in the next Summer GTFS season.

**B. Earned Berth Team Roster**

When a berth is earned, the original team roster must be used. If the original team roster cannot be used, the team coach must follow these steps to complete the roster:

1. Original roster members

2. Reach out to RAAA teams

3. Reach out to surrounding communities or players

Team coach must present the altered roster to the GTFS Board for approval.

**C. Using an Earned Berth**

Team coach must report to the GTFS Board of Directors when they are using their berth. Completed team roster must be submitted for approval.

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**VII. FUNDRAISING ACTIVITIES/VOLUNTEER HOURS**

Rosemount GTFS hosts tournaments as our primary fundraising event.  Softball parents are expected to volunteer at these tournaments, depending on program requirements. The GTFS Board will determine the number of hours based on program registration and number of fields being used. At the “Parents Meeting” or uniform pick-up event a volunteer check will be collected from each player. If the parent fulfills the session’s volunteer time requirements, the volunteer deposit check will be returned or destroyed. The same deposit procedure and volunteer expectation as above applies for the fall season. Typically in the Fall, there are league games hosted in Rosemount and, generally speaking, the volunteer time requirements are less than in the Spring, but still required for each child in the GTFS program. The amount for the volunteer check is determined by the GTFS Board prior to each season. The check will be turned into the

GTFS Board Secretary/Treasurer or Volunteer Coordinator at the uniform pick-up event.  Coaches will not be collecting volunteer checks and a player will not receive their uniform until a volunteer check has been turned in.

A family is required to fulfill volunteer hours for each child in the program up to 2 players. For instance, if a family has 3 players in the program, they are only required to complete volunteer hours for 2 of their 3 children.

Exceptions to the volunteer hour rules are as follows:

* **Voting GTFS Board Members**: no volunteer hours needed, regardless of # of daughters playing. All GTFS Board members will make every effort to help out at concessions and fields during tournaments/games that Rosemount is hosting.
* **Head coaches (includes co-Head coaches) &  Age Group Liaison GTFS Board Members**: volunteer waiver for 1 child per parent position. For example, if one parent is a head coach and there are two daughters in the GTFS program, then volunteer hours must be completed for one daughter. Similar to Voting GTFS Board Members, every effort should be made to assist at games/tournaments hosted by Rosemount for concessions and fields.
* **Assistant coaches and Team Managers**: Volunteer hours are still needed based on # of daughters, but sign-ups will be open for an exclusive sign-up window for only assistant coaches and managers to ensure priority volunteer hours for our spring tournament.  Priority is not given during fall ball because the window is too short between the time we find out we host and the actual games.

Each year the GTFS Board may decide on a fundraiser beside the Rosemount Tournaments. This fundraiser could be selling a product to raise funds for the program, a set fundraiser fee, or another fundraiser determined by the board.

**B. Team Fundraisers**

Individual teams must notify and obtain approval from the GTFS Board for any fundraising activities.

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**VIII. UNIFORM REQUIREMENTS**

As part of the registration process, all players are provided with a uniform. Uniform requirements will be covered at the Parent Meeting each year and should be enforced and adhered to by coaches and players. Where there is flexibility, the head coach can

provide guidance to the player(s). Players are expected to maintain their uniform in good condition throughout the traveling session. Any player who defaces, alters, or damages the uniform, shall replace the damaged article at their own expense. No player will be permitted to play unless they are wearing the appropriate uniform in good condition.

Teams desiring to create an additional jersey for a season must receive GTFS Board approval prior to ordering.

**A. Equipment requirements**

All players are required to have a fielding mask and navy/white helmet (the preferred brand is rip-it purchased through the GTFS board).  Each girl is also required to have a bat, glove, and cleats (non-metal from 8U-12U; metal optional at 14U and up).

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**IX. SELECTION OF COACHES**

The GTFS Board strives to provide the highest level of coaching for its teams. Paid, unpaid, parent, or non-parent coaching candidates are encouraged to apply for coaching positions. Parents are allowed and encouraged to serve as head or assistant coaches for their children’s team. Should it be impossible to locate a qualified unpaid coach, it may be necessary to appoint a paid coach. All expenses associated with a paid coach would be the responsibility of the team using that coach. Paid coaches may be provided by the board for an elite team or teams at the 14U, 16U and 18U level. The Evaluation Committee is responsible for selection, review and assignment of all coaches. All coaches are subject to approval by majority vote of the GTFS Board. All coaching candidates should contact the GTFS Board.

**A. Conduct towards Umpires**

It is the policy of the GTFS board that all players, coaches and parents treat the umpires with respect. Players and coaches may be disciplined through suspension or removal for failure to honor this policy.  It is also the responsibility of the coaches to ensure Rosemount parents/spectators are

**B.  Requirements for Coaches**

All head and assistant coaches are required to complete a background check and concussion training.  It is also a requirement of any coach within RAAA to receive PCA (Positive Coaching Alliance) training. Each requirement is good for 3 years.

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**X. REMOVAL OF A PLAYER, COACH, OR BOARD MEMBER**

The Rosemount GTFS Board reserves the sole authority to suspend or remove a player, coach or board member whose individual behavior may be deemed detrimental to his /her team and/or the Rosemount GTFS organization. Suspension or removal of a player, coach or board member is a very serious situation and must be dealt with in a fair and open manner. The request for suspension or removal must be made in writing and directed to the GTFS Board. The GTFS Board President will send a written notification to the individual that a request for removal has been made to the board. The notification will include the precise reason(s) for the request and any evidence presented to the GTFS Board validating the reasons. The individual will be given an opportunity to respond to the notice. The GTFS Board will review the request for removal, notification and response to determine the next course of action. If there is sufficient justification, a hearing before the voting board will be held to discuss the request, supporting evidence, response and provide the individual an opportunity to address the board directly. A quorum of voting GTFS Board members must be present at this meeting and a 2/3 majority of that quorum is required for the suspension or dismissal of a player, coach or GTFS Board member. Offending criteria includes, but is not limited to, abusive behavior (whether physical or verbal) towards teammates, parents, coaches, opposing players, umpires, and/or spectators; offensive and/or insulting language, or inappropriate physical contact; unethical or unsportsmanlike conduct; conflicts of interest with other team programs that are detrimental to the RAAA program, such as participating as a head or assistant coach on a team competing against an RAAA team, recruiting players from RAAA’s program for another team prior to completion of the regular season; violation of the league rules that may jeopardize the RAAA GTFS program or league status. A coach does not have discretion to remove a player, these decisions must be brought to and made by the GTFS.

If the GTFS Board determines the offense and/or supporting evidence does not warrant suspension or removal, it may give the individual a warning or drop the matter completely.

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**XI. PROGRAM EVALUATION**

Each parent representative may be emailed a program and coach evaluation and/or survey. These evaluations will be emailed at the end of each season. Parents are expected to complete the evaluation form and provide their honest and constructive input. Results are reviewed by the board and general themes/responses may be communicated to families at the discretion of the GTFS Board and/or the general RAAA Board.

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**XII. ADMINISTRATIVE STRUCTURE**

The goal of the Rosemount GTFS Board is to have a full complement of 15 voting members, and 1 non voting member at large.  However, in the event that a position(s) is open and duties of that position(s) are filled by another Board member those numbers may be reduced until the position(s) is filled. The GTFS Board shall be elected, appointed or volunteered for at the annual general meeting. All current members of the Rosemount GTFS organization may nominate and vote at the annual General Meeting. The GTFS Board shall consist of the following voting board members:

* Program Director – President
* Vice President & Coaches Representative
* Secretary/Marketing
* Treasurer
* Communications Director
* Community & Culture Director
* Fields & Umpire Scheduling
* Equipment Coordinator
* Tournament Director
* Fundraising & Concessions Coordinator (2)
* Volunteer Coordinator
* Uniforms & Apparel Coordinator
* Player Development (2)
* And A Parent Liaison

All voting GTFS Board members are elected to an initial two-year term. The terms of all directors and other board positions are varied to eliminate all positions turning over at the same time. It is also the intent of the GTFS Board to have representation for each player age level on the board. Appointments by the GTFS Board may have to be made to achieve a balanced representation for each player age level. If a position is not filled, the Program Director may appoint an individual to that position. Also each GTFS Board position will be assigned a particular area of responsibility (i.e. equipment, PR, etc.) The general duties and expectations for each GTFS Board position shall be reviewed by the GTFS Board prior to nominations.

The GTFS Board shall meet once a month (no less than 7 times a year) to administer the program. The expected meeting date is the 2nd SUNDAY of each month. Meeting location (or virtual meeting) is determined a week prior. The starting time is sometime between 6:00 - 7:00 P.M. Additional meetings will be scheduled as deemed necessary.

**A. GTFS Board Member Duties & Responsibilities**

As a member of GTFS Board, all GTFS Board members are expected to be a good representative for the entire GTFS program. This means that they will actively attend GTFS Board meetings and participate in board activities that support the building of the GTFS program, be supportive of the program and its policies, and promote only the GTFS program in and outside of the Rosemount community. If a board member has a daughter playing softball outside of the RAAA Traveling Softball program that member should disclose that information to the GTFS Board as well as disengage from any promotion, recruiting, coaching or involvement in that external program while serving as a GTFS Board member. If the GTFS Board member does not think they can follow this rule, they should resign from the GTFS Board. If a GTFS Board member is found to be in violation of this policy, they will be immediately removed as a GTFS Board member.

The tasks listed below provide a guideline for role responsibilities. Additional tasks may be assigned to individuals based on program needs.

**Director**

* Oversees the entire RAAA Fastpitch program and is responsible for its management
* Generates the Board meeting agenda
* Calls and conducts regular Fastpitch Board meetings
* Liaison between RAAA Board of Directors and RAAA Fastpitch as Director of Traveling Softball association and attend RAAA Board of Directors meeting
* Organizes sign-ups and registration for Summer and Fall Programs
* Presents the annual budget to the RAAA Board of Directors
* Liaison between RAAA Fastpitch and MSF, MMFL, ASA, USSSA, NSF and AFA
* Responsible for reviewing and bidding on state and national tournaments
* Coordinate middle and high school Fastpitch organizations with the appropriate middle school and high school coaches and athletic directors

**Vice President**

* Assists Director in fulfillment of duties
* Leads and conducts the Fastpitch meetings in the absence of the Director
* Manage the Fastpitch by-laws and yearly updates
* Main point of contact for all Rosemount Traveling softball coaches.
* In charge of ensuring adequate training and competent pipeline of coaches at all levels of Rosemount Traveling softball, including any potential paid positions.
* Update and distribute key information to coaches on all aspects of Rosemount Traveling softball including adherence to league rules and deadlines.
* Distributes, collects, and summarizes the player/parent evaluations of coaches (in collaboration with the RAAA liaison)
* Acts as community resource liaison working with area schools and businesses for support
* Retain/file all Fastpitch documents/applications, evaluations, etc.
* Maintains working coach (assistant and manager) rosters with phone numbers, email addresses, and other pertinent information to be used for communication.

**Secretary/Treasurer**

* Prepare, distribute, and maintain meeting agenda, minutes, and other necessary documents
* Maintains working board members roster with phone numbers and job description
* Oversees all financial matters of the board
* Prepares a yearly budget jointly with softball President & assists in presentation to RAAA Finance Committee
* Summarizes financial report to board monthly
* Liaison with RAAA Finance Manager regarding all Fastpitch accounts and balances and with the RAAA Board of Directors
* Audit all spending to ensure proper authorization and reporting
* Collects/deposits all registrations, tournament fees, fund raising, and miscellaneous fees/purchases
* Reconcile all differences of RAAA Fastpitch purchases with the RAAA Finance Manager and saves reconciliations into RAAA Softball Treasurer designated shared google site folder
* Track and record all transactions with receipts, deposits and logs

**Equipment Coordinator**

* Purchases, issues, and collects equipment, apparel, and supplies
* Responsible for repair, maintenance, and storage of equipment
* Instruct coaches on proper use of equipment
* Maintains, inventories, and tracks who, what, where all equipment is located
* Coordinate with RAAA Board of Directors and Fastpitch Treasurer equipment purchases
* Tracks and maintains keys and codes for access to sheds, fields boxes, etc

**Tournament Director**

* Handles all Rosemount tournament registrations
* Advertises tournament (Creates and shares the tournament flyer within the softball community (MN Softball website), communicates with other program directors)
* Publishes Rosemount tournament information and results
* Serves as Tournament host or appoints an appropriate site coordinator
* Provides input to volunteer resource requirements
* Organizes committees to plan and conduct tournaments
* Responsible for management of all tournament operation components
* Coordinators Rosemount hosted State tournaments

**Field & Umpire Scheduling**

* Field/Umpire Coordinator
* Tournament Umpire Coordinator
* Coordinating payment of umpires for league games and tournaments
* Responsible for scheduling and rescheduling of fields for games, practices and scrimmages
* Responsible for scheduling umpires for all summer (coaches will be required to request the re-scheduling of fields and umpires when a rain out occurs or cancellation of a scheduled game)
* Liaison with City of Rosemount Parks and Recreation Department
* Coordinator for field maintenance and preparations of tournaments and league games (ex: porta-potties
* Requests permits for fields
* Maintain field supplies

**Uniforms and Apparel Coordinator**

* Establish each season’s uniform and apparel needs.
* Prepare RFQ from area businesses and negotiate uniform and apparel orders
* Orders, organizes, and plans uniform pick-up event
* Orders, organizes, and delivers all apparel orders to Team Managers
* Orders, Organizes and delivers all coaching apparel to Team Managers.

**Fundraising/ Concessions Coordinator**

* Coordinates all fund raising activities
* Marketing for the RAAA Fastpitch organization
* Advertising and promotions for Rosemount Fastpitch
* Responsible for publication of all RTS Fastpitch events with local media
* Oversee all Concessions needs for Tournaments (including Rosemount hosted State tournaments) and Fall Ball weekends

**Volunteer Coordinator**

* Organizes volunteers for Rosemount hosted tournaments, weekend league play during fall season, and Rosemount hosted State tournaments
* Determine the number of volunteer hours required per player/family each season
* Create and maintain sign-up (ex: SignUp Genius) for volunteer hours for Rosemount hosted tournaments (including State tournaments) and weekend league play during fall season
* Coordinate coverage when parent volunteers do not cover need (ex: high school volunteers, etc.)
* Assist concession/Fundraising Coordinator as needed

**Communications Coordinator**

* Maintains database(s) with information regarding players, tryouts, coaches, and teams to support Rosemount Fastpitch requirements
* Assists with sign-ups to ensure the efficient collection of database information on players and volunteers
* Designs, creates and maintains Fastpitch website content and social media content
* Coordination of all website information and access information with Web Site representatives
* Responsible for publication of all Fastpitch events with local media
* Maintains website and social media, with single person access login and password
* Provides information from the website database to other Fastpitch board members on an as needed basis only
* All general group communication to Teams, Coaches and Parents comes from the Communications Coordinator
* All “Job Duty” related communication is disseminated by each category lead/director

**Player Development Representative (2)**

* Organizes player clinics and outside instruction as required
* Contact person for players throughout the season
* Conducts end of season coaches evaluations of players
* Works with the Community Team Coordinator for independent evaluators associated with team tryouts
* Coordinates off-season Dome training
* Acts as liaison for in-house softball program and communicates and markets to prospective traveling softball players (also includes new player evaluations)
* Responsible to conduct a pre-season coaches clinic

**Age Group Liaison (8U, 10U, 12U and 14/16U) non-voting**

* Point of contact for parents at their specific age group
* Perform duties which do not fall under the scope of the board officers
* Participate in discussions, represent Rosemount Softball (Traveling and In-House), offer support of board duties.
* Assist Concession/Fundraising Coordinator as needed

**XIII. BYLAW CHANGES**

Any Article may be changed upon approval by majority vote of the GTFS Board provided the incorporation status of the Association is not altered.

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