

**NORCO GIRLS SOFTBALL
2026 BYLAWS**

Norco Girls Softball
2834 Hamner Ave
P.O. Box #126
Norco, CA 92860

ARTICLE I. NAME

- A. This organization shall be known as the Norco Girls Softball, incorporated, a non-profit corporation, referred to herein as NGS, or referred to as “The League”.

ARTICLE II. OBJECTIVES

- A. The objectives of the NGS shall be to develop the girls of the community with the ideas of good sportsmanship, loyalty, pride and courage. The objectives shall be achieved by providing supervised athletic games. The supervisors shall bear in mind that the attainment of exceptional athletic skills or winning of the game shall be secondary and the molding of the future woman is of prime importance. The NGS shall govern all girls’ softball, which they supervise.

ARTICLE III. GOVERNMENT

- A. There shall be in the government of NGS a Board of Volunteers, hereafter referred to as the “Board”, which consists of:
- a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. General Manager
 - f. Historian
 - g. Snack Bar Manager
 - h. Snack Bar Assistant
 - i. Immediate Past President
 - j. Field, Safety, & Equipment Manager
 - k. Field Safety, & Equipment Manager Assistant
 - l. Webmaster
 - m. Team Parent Coordinator
 - n. Special Events Coordinator
 - o. Fundraiser/Sponsorship Coordinator
 - p. Coach Liaison
 - q. Registration Coordinator
 - r. 6U Player Agent
 - s. 8U Player Agent
 - t. 10U Player Agent
 - u. 12U Player Agent
 - v. 14/HS Player Agent
 - w. Auxiliary Position(s)
- B. The President, Vice President, Secretary, Treasurer, and General Manager should not be related in any way.
- C. The Board should fill any Board vacancy as soon as possible.

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D. The responsibilities of each role are as follows:

- a. The **President** presides over all meetings. The President shall not have a vote during general meetings unless in case of a tie. In all other applicable matters, the President has a vote. In matters regarding the President, the Executive Committee must appoint a substitute so that the President can step down to address the chair until the issue is decided. The President may sign checks. The President serves as a liaison between the league and the public.
 - i. The person filling the position of President should have one (1) year of board experience.
- b. The **Vice-President** directs the NGS Bylaws, NGS Ground Rules, and all NGS tournament activities, serving as Tournament Director for all NGS-sponsored tournaments. The Vice-President presides over the Board in the absence of the President. In the case of the removal or resignation of the President, the Vice-President assumes the President duties until a new President is approved by the board. The Vice-President coordinates board-approved softball activities (e.g. 'friendlies') with league schedules and is responsible for ordering awards for tournaments.
 - i. The person filling the position of Vice-President should have one (1) year of board experience.
- c. The **Secretary** coordinates and communicates with the Board the time and place of each Board meeting, records and maintains the minutes of each Board meeting, documents all written and oral communications for the Board, and records and maintains minutes of Protest Committee hearings.
- d. The **Treasurer** collects all monies paid to the Board, deposits them in the bank, signs checks, pays bills, prepares financial reports for each meeting, and is responsible for the annual filings with the Internal Revenue Services, the Franchise Tax Board, the Attorney General's Registry of Charitable Trusts, and the California Secretary of the State. The Treasurer is responsible for the timely reconciliation of all bank accounts and the timely reporting of any fraudulent activity to the President immediately and to the Board at the next board meeting. The Treasurer prepares an annual operating budget for approval by the Board. The Treasurer is responsible for depositing all received at least once per week. Treasurer must write or cut a check to recipient of reimbursement within 10 days of Treasurer's receipt of request.
 - i. The person filling the position of Treasurer should have bookkeeping and/or accounting knowledge as a minimum requirement for the position.
 - ii. The person filling the position of Treasurer will remain on the Board for one extra month to assist the newly elected Treasurer. They will have no Board vote during the extra month on the board.
- e. The **General Manager** manages and is responsible for the practice and game schedule of NGS season, keeping website scoring and standings up to date, and tournament play. The General Manager obtains and maintains the required umpires for all NGS season and tournament play. The General Manager assists the Vice President in all tournament activity. They are responsible for obtaining awards associated with season and tournament play. The General Manager is the chair of the Protest Committee. The General Manager creates and maintains the schedule

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for Board Member on Duty.

- f. The **Historian** is responsible for the organization of special events such as opening day, closing ceremonies, and all-star tournaments. The Historian is responsible for working with city officials to coordinate plot plans, vendor certification insurance, and fire safety.
- g. The **Snack Bar Manager** is responsible for the snack bar. This position should have one (1) year Board experience.
- h. The **Snack Bar Assistant** is responsible for assisting the Snack Bar Manager in all snack bar responsibilities and duties
- i. The **Immediate Past President** serves a term of one (1) year as a consultant and advisor to the President. This officer shall have a vote on the Board.
- j. The **Field, Safety, & Equipment Manager** monitors all NGS equipment and fields for safety hazards and reports any such items to the appropriate person(s). The Field, Safety, & Equipment Manager shall coordinate the pre-game preparation with the proper team representative. They shall purchase, maintain, and control all NGS field equipment by way of a written inventory. As season and tournament play concludes, the Field, Safety, & Equipment Manager is responsible for the storage of all NGS field equipment. The Field & Safety Manager will chair the Safety Committee. The Field, Safety, & Equipment Manager is responsible for preparing fields before season evaluations and must attend evaluations.
- k. The **Field Safety and Equipment Manager Assistant** is responsible for assisting the FSEM in all duties and responsibilities.
- l. The **Webmaster** is in charge of the league's website. The Webmaster updates scores, posts news events, updates forms, and manages all other website functions, including social media, marketing, and publicity. The Webmaster monitors all website and social media activity to remove or report inappropriate or negative activity.
- m. The **Team Parent Coordinator** distributes NGS information to the Team Parents, including league awards, newsletters, fundraisers, attire at NGS functions, etc. The Team Parent Coordinator maintains a list of all Team Parents. They are responsible for ordering and purchasing the league uniforms and scheduling team pictures.
- n. The **Special Events Coordinator** is responsible for coordinating NGS-sponsored special events throughout the year. Examples of special events include the Trunk-or-Treat, parade entries,
- o. The **Fundraiser/Sponsorship Coordinator** coordinates and manages all NGS fundraising activities and distribution of information to the teams. The Fundraiser/Sponsorship Coordinator is responsible for seeking NGS sponsorships and coordinating team sponsorship activity with each team. The Fundraiser/Sponsorship Coordinator must submit all monies to the Treasurer within 10 days of receipt, and all reimbursement requests within 5 days of receipt.
- p. The **Coach Liaison** is the primary point of contact for the Manager of each team. They are responsible for holding a Managers and Coaches meeting and classes prior to each season, assembling and distributing Manager packages (to include Bylaws, Ground Rules, guidance, resources, and team/league information),

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mentoring new Managers in the league, resolving problems with Managers and Coaches, and assisting Player Agents with resolving problems between Managers, Coaches, Players, and/or parents. The Coach Liaison is a member of the Protest Committee; in the event of a conflict of interest, the President is responsible for appointing a substitute for the Coach Liaison on the Protest Committee.

- q. The **Registration Coordinator** manages all NGS registration activities. They manage promotion/notification of player registration for NGS (including forms, locations, schedules, and processes) and coordinate Select and All-Star registration. The Registration Coordinator establishes and maintains insurance for the League, including uploading information in the USA Softball website. The Registration Coordinator leads or coordinates Player evaluations and is responsible for maintaining USA Softball registration and background checks for all Players, Managers, Coaches, and Team Parents. They chair and coordinate the Registration Committee to oversee all registration, evaluations, and related tournament activity. The Registration Coordinator must submit all monies to the Treasurer within 10 days of receipt. The Registration Coordinator attends the annual USA Softball SoCal conference on behalf of NGS.
- r. All **Player Agents** participate, monitor, and communicate all matters involving their respective divisions to the Board. The Player Agents assist the Registration Coordinator in the registration of team rosters and coordination of League requirements within their respective division. The Player Agents monitor fair play and participate in matters of protest in their respective division with all matters of protest coordinated through the Player Agent of the division in which the protest applies. The Player Agents attend evaluations and drafts, monitor practices, games, and all-star activities of their respective division, and report to the Board as needed. The Player Agents participate in the Draft Committee for their respective division. In the event that a Manager cannot be assigned, quits, or is removed from a team, the Player Agent is responsible for recruiting a Manager for that team and fulfilling the role of Manager until one is secured and approved by the Board.
- s. **Auxiliary Position(s)** are responsible for assisting the board as needed.

E. Binders shall be made by every board member of their duties and shall be kept in the board room for future volunteers.

ARTICLE IV. BOARD COMMITTEES

NGS committees typically consist of 3 or 5 people, including at least one Board member. Committee members are approved by a majority vote of the Board.

Each committee shall have a chair, an assistant chair, and a secretary. A Board member must serve as chair of a committee. Committees serve their purpose under the direction of the Board. For any disputes that occur in the course of its function, the committee is responsible for investigating, debating, and determining the best possible outcome on the issue in accordance with the mission and objectives of the League. Responsibilities of each committee will be shared equally among all members.

An individual can serve as chair for no more than one (1) committee at a time and serve as chair, assistant chair, or secretary for not more than two (2) committees at a time. At no time can an individual be assigned to more than three (3) committees simultaneously, unless approved by the Executive Committee.

Committees tasked with making recommendations to the Board must prepare at least two (2) and no more than three (3) options for the Board's consideration.

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In the government of NGS, there shall be the following committees:

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and General Manager. The Executive Committee is responsible for serving as a leadership body for the Board. The Executive Committee may act on behalf of the Board on matters of urgency, sensitivity, or of detriment to the League in accordance with NGS Bylaws and Ground Rules; however, the Executive Committee is responsible for reporting its activity to the Board when it takes action. Should one of the declared roles be vacant or should other special circumstances exist, another member of the Board can replace one of the roles with the majority support of the Board; however, the Executive Committee should remain at five members at all times. Approvals require the support of a majority of the Executive Committee.

PROTEST COMMITTEE

The Protest Committee shall consist of the General Manager, Coach Liaison, and the Player Agent for the respective division. In the event that any of these individuals have a conflict of interest related to the matter under protest, they are to recuse themselves and the President shall appoint a replacement. Substitutions for other reasons are also to be appointed by the President. The Protest Committee is responsible for making decisions on all matters of formal protest. The General Manager is the chair of the Protest Committee. The chair schedules and facilitates protest hearings for all formal protests, to include calling the hearing into order, leading the hearing, adjourning the hearing, and communicating the results of the hearing to the Executive Committee.

All matters of protest are overseen fairly with all participants directly involved in the matter of protest allowed the opportunity to share their position with the entire Protest Committee. Matters of protest should be processed and coordinated through the Player Agent prior to a Protest Committee review. All resolutions require support from a majority of the Protest Committee.

SCHOLARSHIP COMMITTEE

The Scholarship Committee shall consist of the Vice-President, Treasurer, Registration Coordinator, and President (the President is a non-voting member of this committee). The Scholarship Committee is responsible for deciding on all scholarship request forms submitted on behalf of a registered Player on a case-by-case basis. Approvals require the support of a majority of the voting members of the Scholarship Committee.

SAFETY COMMITTEE

The Safety Committee shall consist of Field, Safety, & Equipment Manager, Treasurer, Coach Liaison, General Manager, and President (the President serves as tie-breaker-only vote of this committee). The Safety Committee is responsible for the safe conditions of the playing fields and equipment. The Safety Committee members monitor fields and report and coordinate all repairs as needed. Decisions on all repairs require support from the majority of the Safety Committee.

REGISTRATION COMMITTEE

The Registration Committee shall consist of the Registration Coordinator, President and Secretary. The Registration Committee is responsible for overseeing the registration process and tasked with making decisions on matters of dispute as it pertains to the registration process. Decisions on any matters of dispute or exception require support from the majority of the Registration Committee.

DRAFT COMMITTEE

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The Draft Committee shall consist of the President, Vice-President, Registration Coordinator, Coach Liaison, and Player Agents. The Draft Committee is overseeing the draft process to ensure Managers adhere to the Bylaws, Ground Rules, and priorities of the League. The Draft Committee facilitates Manager determinations during the draft process. Decisions affecting the draft require support from a majority of the Draft Committee.

Additional committees may be created, assigned, overseen, and dissolved by the Board at its discretion with clearly defined purposes communicated to all committee members.

ARTICLE V. MEMBERS AND MEETINGS

- A. Board members, committee appointees, Managers, Coaches, Players, Team Parents, and persons affiliated with the league (upon Board approval at the Board meeting prior to the beginning of each season) shall hereafter be referred to as the NGS Personnel.
 - a. Managers are individuals who have been approved by the board to manage a team.
 - b. Coaches are individuals who have been recruited by Managers to facilitate practice, game play, and general coordination of the team.
 - c. Players are individuals who have been registered for NGS softball and meet all NGS and USA Softball requirements.
 - d. Team Parents are individuals who have been recruited and designated by Managers to lead and support team activities, including uniforms, fundraising, and team parties.
- B. NGS Personnel, other actively-involved adult volunteers whose children do not play in NGS, and the parents or legal guardians of registered Players shall be defined as the General Membership. The age requirement to be considered a member of General Membership is eighteen (18) or older.
- C. The Board reserves the right to terminate the membership of any individual who does not follow the Bylaws, Ground Rules, and other established policies and regulations of this organization.
- D. General meetings should be held the second (2nd) Wednesday of each month starting at 6:30 pm for up to 30 minutes and may be attended by any member of the General Membership. Board meetings will be held immediately following the general meetings and are reserved for Board members only. Additional general and board meetings may be called as necessary for the operation of the League.
- E. A quorum shall be required for a general or board meeting to occur. A quorum in either meeting shall consist of seven (7) or more Board members of which at least one (1) shall be the President, Vice-President, Secretary, or Treasurer. Minutes shall be recorded by the Secretary, or in their absence, another member of the Executive Committee.
- F. Discussions held during Board meetings are considered privileged/confidential and not to be discussed outside of the Board members. Any Board member caught abusing this confidentiality will be removed from the Board.
- G. All Board members are to be notified for all Board meetings by telephone, email, social media, and/or verbal communication, no later than twenty-four (24) hours prior to the Board meeting.
- H. Robert's Rules of Order should thoroughly detail duties of the officers and govern the proceedings of all meetings except when in conflict with the NGS Bylaws.
- I. The Board shall present to the General Membership a budget for the operation of the League at the

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January general meeting.

- J. Voting may occur in general or board meetings. Thresholds for measures to pass (typically a majority, or in some cases, two-thirds (2/3) are calculated based on those in attendance of the meeting (i.e. a majority of voting members present constitutes the passage of a measure requiring a majority vote). No telephone or proxy votes will be allowed in either general or board meetings unless directed by the President due to special circumstances.
- K. Board elections are to be held during the March board meeting of each year. New Board members will be effective on June 1st.
- L. NGS must obtain insurance for the city, NGS, and Corona/Norco Unified School District (CNUSD).
- M. All Board members are responsible for fulfilling Board Member on Duty (BMOD) shifts. During these shifts, the designated BMOD must be onsite at the assigned location, maintain the facilities, mediate any disputes, enforce the NGS Bylaws and Ground Rules, complete incident reports, and communicate with the Board any matters of concern. Any board member that fails to give a 24-hour notice to cover their Board Member On Duty (BMOD) shift will be required to pay a \$40 fine.

ARTICLE VI. AMENDMENTS

- A. A Bylaw meeting shall be held at the discretion of the Board but at least once a year before each spring season, the date of which to be publicized in advance on the NGS website and/or social media. A Bylaws committee shall be appointed if necessary. All amendments to the Bylaws shall be handled at these Bylaws meetings. These meetings will also include the changing of Ground Rules. Amendments are required to meet all changes in the USA Softball rules or changes to local, state and federal laws. All changes to the Bylaws and Ground Rules require the support of a two-thirds (2/3) vote of the attending Board members for the meeting in which the changes are being voted upon.

ARTICLE VII. CONDUCT

- A. The President shall have the authority to call before the Board in a disciplinary hearing any NGS Personnel whose conduct is considered detrimental to the best interests of the League for the purpose of reprimand or exclusion from participation in League activities. Such personnel shall be suspended from further activities with the League until the Board has met. The President (or an Executive Committee member in their absence) shall be responsible for informing the NGS Personnel of the suspension and the date of the Board meeting at which their conduct will be reviewed.
- B. For all matters of conduct review, a written statement of charges shall be prepared describing the alleged offenses, which are to be considered in the disciplinary hearing before the Board. This written statement of charges will identify the specific Bylaws or Ground Rules that are alleged to be violated and provide other information relating to the alleged offenses. The person initiating the charges shall sign the statement. The person initiating the charges may also call witnesses to the alleged offenses. Any person charged shall be given the opportunity to review the written charges, to hear any verbal information relating to the charges, and to submit written or verbal rebuttal information relating to the charges to be considered at the disciplinary hearing or at the appeal. The person charged may also call witnesses to supply additional information about the alleged offenses.
- C. The written decision of the Board on all matters of conduct shall be delivered to all interested parties and all members of the Board within seventy-two (72) hours of the conclusion of the disciplinary hearing.
- D. The written decision may, at the discretion of the Board, be posted at a location visible to the

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general membership.

- E. All testimony and discussions provided in disciplinary hearings are highly privileged and are not to be discussed outside of the Board members.
- F. Any NGS Personnel sanctioned by the Board for conduct shall have the right to appeal and have a review before the Executive Committee, whose decision is final after the appeal.
- G. In a case of review for a potential conduct violation involving a Player, the parents must be notified of any concerns of conduct and possible sanction. When possible, the Player Agent shall attempt to mediate the problem and solve it prior to a disciplinary hearing. If the Player Agent is unsuccessful in achieving a resolution satisfactory to all parties, the Player Agent is to notify the President so that the matter may be brought before the Board in a disciplinary hearing.
- H. When the conduct of the President is considered detrimental to the best interest of the League, the President may be removed by a two-thirds (2/3) vote of the Board. Any member of the Board may be empowered to call a meeting for this purpose. The meeting will be presided over by the Vice-President or another member of the Executive Committee in their absence.
- I. A Board member absent for three (3) regularly scheduled meetings during a Board session (June to May) is subject to dismissal by the majority of the Board. Board members need not be present for meetings in which their dismissal for absences is being considered. A decision will be communicated to the Board member by the President or a member of the Executive Committee.
- J. Any Board member not performing specified duties assigned by the Board or as designated in the Bylaws and Ground Rules is subject to dismissal by a majority of the Board.
- K. NGS Personnel shall at all times refrain from the use of verbal abuse, profanity, derogatory behavior or discrimination. More than two (2) written warnings by a two-thirds (2/3) vote of the Board may result in expulsion upon review by the board. Extraordinary circumstances may warrant expulsion without prior written warnings.
- L. NGS Personnel shall not publicly display undue anger or animosity toward each other and shall keep an attitude of respect towards each other.
- M. NGS Personnel shall keep an attitude of respect toward Umpires and shall not dispute a judgment decision of the Umpire.
- N. NGS Personnel are strictly forbidden to represent themselves as a spokesperson for the League in any manner pertaining to League functions without the expressed authority delegated by the President of the Board.
- O. All Board members must be registered, successfully background checked through USA Softball, have completion of their SafeSport requirements verified by USA Softball, and must meet standards per any relevant requirements set forth by California Law.
- P. All Board members are expected to participate in all league functions, including by not limited to their assigned BMOD shifts, any field maintenance days, NGS-sponsored tournaments, fundraisers, and registration events, as well as Player evaluations and drafts in accordance with their position. Failure to do so may result in disciplinary action, up to and including removal from the Board.
- Q. All NGS Personnel must refrain from any negative or detrimental conduct on any social media outlets. Any violation of this will be subject to disciplinary action up to and including removal from the league.

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- R. Any complaint must be submitted in writing to the board. No disciplinary action can be taken without a formal written complaint. All written complaints involving Managers and Coaches must be presented to the Board prior to Manager approval of each season.

ARTICLE VIII. RULES

- A. It will be the duty of the Board to see that a copy of the Bylaws and Ground Rules are published and in the hands of all Board members, Managers, and Umpires before participating in League activity.
- B. The current USA Softball fast-pitch rules shall apply in all instances, unless superseded by NGS Ground Rules.
- C. No unauthorized food will be permitted on the playing field or in the dugouts by NGS Personnel. No glass is permitted. No sunflower seeds can be expelled onto the ground. Any person(s) consuming sunflower seeds must use a cup to dispose of shells.
- D. No smoking/Vape/E-cigarette, and tobacco/alcohol products will be permitted on the playing field, in the dugouts, on the walkways, in the restrooms, in the parking lots, or anywhere else at the Wayne Makin/Shearer Sports Complex and all other softball fields. Smoking will only be permitted on the city streets.
- E. A Player Agent may not be assigned this role for a division in which they have a child playing.
- F. The official uniform is that which is issued or approved by the Board.
- G. A Player Agent or Board member should be present at all NGS Tournament scheduled games.
- H. No one under the age of 18 shall drive the league cart or league borrowed motorized vehicles.

ARTICLE IX. FINANCIAL POLICY

- A. The Treasurer shall be responsible for the collections of all monies. The Treasurer shall prepare an operating budget for consideration by the Board during the November Board meeting. The budget shall be revised if necessary and approved at the January General meeting.
- B. All checks written require one of two (2) signatures (two signatures required of \$1,500 or more) – that of the President or the Treasurer. All checks must be approved by the Board or by the President on an emergency basis to be later disclosed to the Board.
- C. Current Board members shall determine the rules governing the snack bar expenditures for the current year.
- D. All funds collected by the Board must go directly to the general treasury.
- E. The sponsor fee shall be set at the beginning of each season.
- F. No funds shall be earmarked for any special purpose without the consent of the Board.
- G. Sponsors shall receive adequate publicity during the season.
- H. Sponsors must agree that NGS shall dictate the policies and conduct of the teams. All Sponsors must be approved by the Board. The board will ensure that no sponsor causes a conflict of interest towards the League or the Players.
- I. If any Sponsor has a complaint, such complaints will be referred to the Board for review and potential action.

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- J. Any person spending League money without the Board approval is responsible for the debt incurred. That person will also be responsible for any legal costs associated with the collection of that money.
- K. If for any reason this organization is dissolved or otherwise disbanded, the total of all assets will be transferred to another non-profit organization with the same or similar objectives (see Article II), as herein described, or to any other non-profit or charitable organization, as directed by the Board.
- L. The NGS operating year shall begin January 1st and end December 31st of each year.
- M. Any financials that are requested outside of the Treasurer's Report are open to all who request and will be available within ten (10) business days of receiving a written request. A detailed description of what is in question must be submitted within the written request. All financial information will be distributed and collected in the course of that meeting - no copies are to be taken from the meeting. The person requesting the financials may not write any of the information from the financials on another piece of paper, take a photograph, or copy by any other means. A person may request financials by state law.
- N. The President or Treasurer cannot sign checks if they are made out to them directly.
- O. All Tax ID letters (Sponsor Letters) are to be signed by the President and will only be written once given the written request form for Sponsor letters.
- P. Any payments returned by NGS financial institution will be the responsibility of the parent or legal guardian in the total amount returned, plus any bank fees. It must be in certified funds only. The registration coordinator and/or Treasurer will be responsible for collection of fees.
- Q. All reimbursements shall be submitted within 30 days after the end of the applicable season.

ARTICLE X. REGISTRATION

- A. Registration will be held on dates to be determined each year by the Board. The minimum and maximum number of enrollments allowed per division is established and maintained by the Board.
- B. All Players will obtain written consent to play ball from a parent or legal guardian.
- C. A release of responsibility and informed consent must be obtained from a parent or legal guardian before a Player may participate in any NGS-sponsored softball activities, including evaluations. In case of injuries or serious illness, a doctor's release must be obtained before a Player may participate in further NGS activity.
- D. No registrations will be accepted if a division is full or fourteen (14) days after opening day of the season.
- E. The Board may elect to restrict registration based on outstanding debt to the League as this is considered detrimental to the League.
- F. Refunds will not be distributed after the team draft has taken place.

ARTICLE XI. TEAMS

- A. A team shall consist of no more than twelve (12) Players. Any exceptions will be decided by the Board

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- B. There should be at least one (1) Board-approved Manager assigned to each team. If necessary, a Coach may serve the role of the Manager in the event that the Manager cannot be present for a game.
- C. If the total number of Players on a team falls to nine (9) or below, the Board shall place said team under review. The Board shall attempt to determine the cause for the loss of Player participation and take appropriate action.
- D. A minimum of three (3) background-checked adults should be available at each game. A current background-checked adult female shall be within 20' of the dugout for games and practices. Games can be forfeited if not fulfilled.
- E. No one shall serve as Manager for more than one team during a season, unless approved by the Board.

ARTICLE XII. PLAYERS

- A. No Player in the lineup sits the bench more than one (1) consecutive inning.
- B. Managers or Coaches must submit a written line-up of Players to the official scorekeeper prior to the start of each game.
- C. Players for 6U division must be six (6) and under as of the most recent September 1st.
- D. Players for 8U division must be eight (8) and under as of the most recent September 1st.
- E. Players for 10U division must be ten (10) and under as of the most recent September 1st.
- F. Players for 12U division must be twelve (12) and under as of the most recent September 1st.
- G. Players for 14/HS division must be eighteen (18) and under as of the most recent September 1st and approved by the Board.
- H. Players in the 6U, 8U, 10U, and 12U divisions may not wear any metal cleats. Players in the 14U/HS division may wear metal cleats if they choose to do so at their own risk. All divisions must wear batting helmets (with face mask) when batting or base running. Any Players warming up a pitcher must wear a batting helmet.
- I. Players may not be rostered in more than one division or for more than one team in a single division at one time.
- J. Players that do not show up for practice or games may be sat out of the game(s) for that week.
- K. In both Fall and Spring seasons, all rostered Players must play an infield position for a full inning by the end of the third (3rd) inning in every game they play. Special circumstances must be agreed by both Managers at the home plate meeting and shall be taken into consideration. A team who fails to meet the criteria will result in forfeit of the game. This rule shall not be applicable during tournament or playoffs at the end of each season.

ARTICLE XIII. MANAGERS

- A. Managers will be selected and approved by the Board. NGS Personnel interested in being a Manager must express his/her interest to the Coach Liaison. Managers will be fully responsible for all personnel under their jurisdiction in all matters pertaining to NGS conduct rules, dress, etc. Criteria for selection of Coaches and Managers: (i) Quality of prior experience; (ii) Willingness coupled with sensitivity to the girls' needs, and (iii) as mandated by the Board, coaches shall attend assigned clinics.

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- B. No person will be allowed to serve in the role of Manager for a team other than those approved by the Board or otherwise allowed for according to NGS Bylaws and Ground Rules.
- C. All adults that are in contact with the Players are required to fill out the USA Softball background check form, complete required SafeSport activities, and submit the NGS Manager/Coach/Team Parent application. This must be submitted to the Registration Coordinator prior to any contact with Players. All adults are subject to a background check. Any background checks that are disapproved shall be addressed directly between the individual and USA Softball.
- D. All Managers, Coaches, and Team Parents must have a current signed code of conduct on file with NGS.
- E. Each Manager will sign an agreement for equipment issued.
- F. Incident reports must be provided to Managers by the Coach Liaison prior to the start of the season, completed for any incident, and submitted to a member of the Board no later than 24 hours after the incident.
- G. Managers, coaches or any background approved volunteer must wear proper shoe attire when on the field; no flip flops, slides, crocks or Birkenstock's. Shoes must be closed toe for the safety of the players and or volunteer.
- H. The selection of Managers and coaches must avoid any unfair distribution of Player talent, especially pitching ability.

ARTICLE XIV. PROTESTS

Protests will be allowed as provided for in the current USA Softball Rule Book and as follows:

- A. Protests shall be considered only if the Protest Form is filled out by the Manager and submitted to a Board member within 1 hour after the game ends. A Manager filing a protest must pay a fee of twenty-five dollars (\$25.00) before the protest is deemed valid. This money is refunded if the protest is overturned or the Board fails to act on the protest within one (1) week. The money is forfeited and placed into the NGS general fund if the protest is deemed invalid.
- B. The President shall coordinate with the chair of the Protest Committee to set a date for a Protest Committee hearing within one (1) week of receiving the protest. Both Managers involved in the protest shall be allowed five (5) minutes to state their case at the hearing. The Umpire may be recalled if necessary.
- C. Action will be taken by the Protest Committee at the conclusion of the hearing. The Secretary, a non-voting attendee, or a designee approved by the President, will duly record these meetings.
- D. The written decision of the Protest Committee shall be delivered to the President within twenty-four (24) hours after the decision is reached.
- E. During tournament play, protests will be heard and decided on immediately by the Board members that are in attendance.
- F. All testimony and discussions are privileged and are not to be discussed outside of the Board.

ARTICLE XV. TROPHIES AND AWARDS

- A. Sponsor awards will be determined by the Board each year.
- B. Individual awards will be determined by the Board each year.

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- C. Recognition of the All-Star shall be given.
- D. Recognition will be given to all Players of the League.

ARTICLE XVI. DRAFT RULES – SPRING AND FALL SEASONS

- A. A Player may be registered for any division for which she meets the aforementioned age requirements. Players may play up a division for season play and remain eligible for their age group during All-Star/Select team play.
 - a. For the 8U division, Players who still meet age criteria for the 6U division may play up in the 8U division if they A) are within at least one season of the age limit for the 6U division, or B) have already played two seasons in the 6U division and will be six (6) years old at the start of the first game of the upcoming season.
- B. Draft order will be determined by draw and will proceed in a serpentine fashion with the odd rounds drafting first to last and the even rounds drafting last to first.
- C. There shall be no returning teams. All Players must be placed as locks or drafted.
- D. Locks must be declared prior to evaluations. The Board may make an exception if the parent or guardian is later approved as a Manager or Coach.
- E. All Players must pitch during evaluations. The Board-approved Managers for that division and the Player Agent evaluate each Player's abilities during evaluations, and Players who demonstrate division-level pitching proficiency are designated as Quality Pitchers (QPs) for the purposes of the draft by a majority vote of approval by the Board-approved Managers for that division (with the Player Agent serving as a tie-breaker). QPs who are locked by Managers receive the default designation of a Round 1 pick in the draft. Every Manager without a QP lock must select a QP during Round 1 of the draft. The requirement for selecting a QP during Round 1 of the draft shall only apply if there are a sufficient number of QPs available for each team.
- F. There may never be more than three (3) Manager-locked Players on a team during a season. Sisters of locked Players are considered "sister-options" and are also locked to the team but do not count toward the Manager's total number of locks. All locks (and sisters of locks) will be rated with an assigned round agreed upon by the majority of the Board-approved Managers for that division (with the Player Agent serving as tie-breaker). This lock will fulfill that Manager's selection during that round of the draft. A Player cannot be a lock unless at least one (1) parent or legal guardian commits to serve in a volunteer capacity for NGS that season, which may include Manager, Coach, Team Parent, or Board Member. If a parent is found by the Board to have not fulfilled their volunteer commitment that season, their Player may not be a lock for future season until that service is fulfilled.
- G. Once the draft order is determined, the Board-approved Managers for that division will slot all Manager-locked Players by a majority vote (with the Player Agent serving as tie-breaker). The Manager with the first pick in the first round will begin the slotting process by announcing their locked Player and requested slot round. Any locked Players who are pitchers shall be announced first, and any locked Players who are catchers shall be announced second. Each of the other Managers will then identify the slot they believe is appropriate for each locked Player. The majority vote of the Board-approved Managers for that division (with the Player Agent serving as a tie-breaker) will determine every locked Player's draft round unless otherwise defined in the NGS Bylaws. This process will continue for each of the first team's locked Players and then from

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team to team until all locked Players have been slotted in a draft round. The slotting rules shall also be governed by the following requirements:

- a. A starting-quality pitcher shall be slotted in the 1st round.
 - b. A starting-quality catcher shall be slotted in the 2nd round.
 - c. All other locked Players shall be slotted in the 3rd round or below.
 - d. Any locked Player who did not participate in Player evaluations shall automatically be slotted in the highest round based on requirements a-c above.
 - e. The term “starting-quality” for purposes of slotting locked Players shall be based on the majority of the Board-approved Managers for that division (ties to be broken by the Player Agent’s vote).
- H. Only sisters will be recognized as sister-options by the Board (e.g. no cousin, car pool, ‘friend’ options). Sisters wishing to play on the same team will be rated by the Board-approved Managers for that division (ties to be broken by the Player Agent’s vote) and put in the appropriate draft slots. Any special circumstances will be reviewed and approved by the Registration Committee.
- a. If a sister is a late sign-up or was otherwise not declared prior to the draft, placement as a sister option will be decided by the Board on a case-by-case basis.
- I. Managers are approved by the Board for their respective division.
- a. If there is a team without an existing Manager after the draft and an individual is approved by the Board to be the Manager of this team, the Manager’s Player may be eligible for reassignment to this team at the discretion of the Registration Committee and/or the Executive Committee.
- J. The draft will continue until all Players are drafted using the established process.
- K. Players who are unable to participate in scheduled evaluations will become “hat picks”. Managers may choose to select a hat pick during any round of the draft in which they do not have a locked Player slotted. Players with pitching and catching experience will be identified as part of the “hat pick” selection.
- L. Draft rules will be voted into the Bylaws or Ground Rules. Every drafted Player can be traded prior to exit of the draft and approved by the Board-approved Managers for that division (ties to be broken by the Player Agent’s vote) and present Board members. Any approved trade must benefit the goal of having an even playing field.
- M. One Manager and one Coach or a team representative of each team will be permitted in the draft. Only the Manager may address other Managers or Board members during the draft. The Manager and Coach may speak quietly amongst themselves, but only the Manager may vote, speak or otherwise participate in the draft.
- N. Each player can block one (1) Manager or one (1) player. All blocks shall be communicated to a member of the Registration Committee at least one (1) day prior to the draft for such player’s division.
- O. Players who register after the draft are distributed accordingly by the Registration Coordinator, President, Vice President, Coach Liaison in collaboration with Player Agent. Distribution of Players

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who are late registrants is done with the intention of creating the most parity for that division. Registration Coordinator will notify the Player and the Manager of the team once the Player has been assigned. Managers, Coaches, and Player Agents are prohibited from attempting to manipulate the placement of late registrants.

ARTICLE XVII. TEAM RESPONSIBILITIES

- A. The Manager of the home team of each game played on each field is responsible for lining the field prior to the start of each game scheduled. Managers of the home team of the last game of the day on that field in all divisions are responsible for taking all field equipment to the proper storage area. Failure to perform duties may result in forfeit for the Manager for the next scheduled league game.
- B. Each team shall be responsible for providing the requested number of volunteers, decided by the Board, to assist with League tournaments, fundraisers, snack bar duties, and other events. Any person(s) volunteering or working in the snack bar under 18 must fill out a waiver by a parent.
- C. All sponsors shall have a sponsorship form to be filled out and checks made out to “Norco Girls Softball” or “NGS”. All receipts shall be turned in with a reimbursement form to the Fundraiser/Sponsorship Coordinator to be able to receive reimbursement. Alcohol will not be reimbursed. During the Spring season, each team shall be responsible for a minimum of \$250.00 team sponsorship to the League. For any sponsorship funds in excess of the \$250.00 minimum, the league will withhold 15%. Each team is required to donate one (1) case of 16.9 oz bottles of water and one (1) case of 20 oz bottles of Gatorade every season.
- D. Any Manager or Coach of any team not fulfilling the aforementioned responsibilities may result in forfeiture of one or more games and at the discretion of the Board and may not have a lock in the future season.
- E. Any All-Star and Select monies accrued must be turned into the League and will be distributed upon request per team and/or Players guardian (for Player sponsorship only). All sponsors for All-Star and Select teams shall have a sponsorship form to be filled out and checks made out to “Norco Girls Softball” or “NGS”. All receipts shall be turned in with the reimbursement form to the Fundraising/Sponsorship Coordinator to be able to receive reimbursement. Alcohol will not be reimbursed.
- F. All reimbursement amounts shall be calculated and issued in accordance with reimbursement policies and financial regulations set forth by the Internal Revenue Service (IRS), California Franchise Tax Board (FTB), and California Attorney General- Registry of Charitable Trusts for nonprofit youth sports organizations.

ARTICLE XVIII. TRAVEL TEAMS

- A. Any arrangements with travel teams involving NGS will be handled on a case-by-case basis and must be approved by the Board before being affiliated with the league

ARTICLE XIX. SELECT TEAMS

- A. Select team Managers for each season will be selected and approved by the Board.
- B. The Manager, Player Agent, Coach Liaison, a minimum of 2 coaches from the same division, and a Board member with a child who is not trying out must be present at evaluations.

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- C. A Player playing up in a division must evaluate for both divisions.
- D. Select ball evaluations and tryouts should be conducted at evaluations to December 31.
- E. No Select teams can participate after the date set by USA Softball Rules and Regulations.
- F. For each season, the Select team will be re-evaluated prior to (pending field accessibility and weather permitted) or during evaluations, and Players evaluating for each season will have an indicator notifying Managers and Coaches that the Player will be evaluated for Select prior to Select team selection.
- G. All select teams need to be approved by the Board.
- H. During the season, Select teams may practice or participate in friendlies and tournaments as permitted by the USA Softball Rules. These activities must not conflict with the schedule of season practices or games. Following the conclusion of the season, additional practices can be arranged subject to field availability, compliance with USA Softball Rules, and approval from the Board.

Revised and approved on December 10, 2025