

CATONSVILLE GIRLS FASTPITCH ORGANIZATION

Section 1-Name and Creed

1.1 The name of this nonprofit organization is Catonsville CHAOS

1.2 MISSION:

Catonsville CHAOS softball is an organization dedicated to teaching girls between the ages of 6 and 18 the skills necessary to improve their overall game with the goal of preparing the individual to perform at the highest levels of competition.

1.3 VISION:

To be recognized as one of the premier girls fastpitch softball organization in the State of Maryland.

1.4 PHILOSOPHY:

Our philosophy is that it is truly possible to learn the game, be competitive at the highest levels and still have FUN !

1.5 WHAT WE ARE....

- Teachers - An experienced group of coaches, dedicated to teaching the game the right way – the first and every time.
- Apolitical – Our philosophy is that every player is treated with respect and fairness. No one player is more important than any other to our staff. This isn't "daddyball" it is softball.
- Builders – The program is grounded in its belief that it is our responsibility to build the person, not just a player. Character, honesty, teamwork, and selflessness – all beliefs and part of the teachings of the staff.

1.6 WHAT WE ARE NOT....

- Politicians – Our goal and mission is to teach social fundamentals and strong moral character. We will not succumb to pettiness and all that comes with it.
- Mercenaries – Our program is committed to our players. It is not in the business of perpetually shopping for the "next great thing" and then informing loyal families we no longer have a place for them in our program. That is our commitment to each player. In return we ask for similar commitment from our players and families. The only way we can teach is if the player is willing to commit to us and our philosophy. If the player/family are looking to shop programs for "greener pastures" we'd prefer they not join us at all.
- Softballaholics - There is life outside of softball. Family, school, religion – all take precedence. While we do ask for a certain level of commitment, our players are allowed to (and encouraged to) play other sports and become well rounded athletes, students, and members of the community.

Section 2-The Executive Board of Directors

2.1 The affairs of the CHAOS shall be governed by an Executive Board of Directors composed of between three and seven directors or officers including a President, Vice President, Treasurer and ad hoc Executive Board Advisors.

2.2 Executive Board directors shall be appointed or elected by the executive board and shall serve until resignation or removal from office.

2.3 Each executive board director shall have one vote in matters decided by the executive board. A motion shall be passed by majority vote. Tie votes shall be resolved by vote of the president.

2.4 Removal of an executive board director may be accomplished by vote of the President and remaining executive board members. The executive board of directors may vote to remove a director at any time for inactivity or behavior which the executive board of directors considers detrimental to the organization. A meeting to consider the removal

must be called. Notice of the meeting shall state that the issue of possible removal of the director will be on the agenda. The director shall have the right to present evidence at the meeting as to why he or she should not be removed. At the meeting, the organization shall consider possible arrangements for resolving the problems that are in the mutual interest of the organization and the director. An executive board director may be removed by affirmative vote of two-thirds (2/3) of the executive board of directors.

2.5 Duties of the executive board are:

- a. To set goals or limits and determine the focus of the organization in pursuit of stated purposes and objectives, ensuring compliance with provisions of IRS codes and laws governing tax exempt organizations under Section 501(c)(3) or Section 170(c)(2),
- b. To establish organization policies procedures and rules regarding, but not limited to, fiscal, personnel, and grievance matters,
- c. To coordinate activities of the organization in all areas including, but not limited to, purchasing, fields and facilities, fundraising, travel and advertising;
- d. To appoint committees
- e. To approve or deny nominations or recommendations from committees
- f. To approve new teams or appoint new coaches
- g. To keep organization records and prepare and submit required reports
- h. To arbitrate disputes, and hear and rule on grievances and determine action to be taken including the length or term of any suspension or disqualification;
- i. To determine what issues are to be submitted to the Leadership Team for vote or decision;
- j. To formulate agenda for meetings;
- k. To enlist the services of a Certified Public Accountant (CPA) when necessary;
- l. To review team fund-raising activities for compliance with regulations governing fund-raising for charitable organizations and for appropriateness and consistency regarding the purpose and operation of this CHAOS, and to approve or deny such team fund-raising activities;

2.6 Duties of executive board officers

- a. The President shall:
 - i. supervise and control all of the business and affairs of the organization;
 - ii. call meetings and preside at all regular and special meetings of the Leadership Team and executive board of directors,
 - iii. have authority to make a motion at all board meetings
 - iv. appoint chairpersons for all committees
 - v. act as chairman of the personnel selection committee
 - vi. sign organization general fund checks
 - vii. perform other duties prescribed by the executive board of directors and all duties incident to the office of the president

- b. The Vice President shall:
 - i. assume the duties of the president in case of absence
 - ii. act as chairman of the grievance committee
 - iii. represent the organization at monthly Rec & Parks Council meetings and vote on behalf of the organization
 - iv. produce and maintain the organization's Internet web site
 - v. sign organization general fund checks
 - vi. perform other duties as assigned by the president or executive board of directors

 - v. maintain the organization bylaws
 - vi. perform all the duties incident to the office of secretary

- d. The Treasurer shall:
 - i. maintain a ledger for the organization general fund account
 - ii. keep receipts and invoices for expenditures and income for the organization general fund account
 - iii. act as chairman of the fiscal policy committee
 - iv. receive accounting reports and annual budgets from teams and maintain a comprehensive accounting and annual budget for the organization
 - v. prepare required reports for submission to the Recreation & Parks Council
 - vi. submit all records and ledgers to the CPA when directed
 - vii. perform all the duties incident to the office of treasurer

- e. The Executive Board Advisor(s) shall:
 - i. attend all board meetings
 - ii. serve with the vice president on the grievance committee
 - iii. serve with the president on the personnel selection committee
 - iv. act as advisor to organization teams and participants
 - v. perform other duties as prescribed by the president or executive board of directors

Section 3-The Leadership Team

- 3.1 The operation of the organization shall be conducted by the Leadership Team composed of the executive board and the head coach of every team in the organization.
- 3.2 Head coaches shall be appointed or elected by the executive board and shall serve until resignation or removal from their position by the Executive Board.
- 3.3 Each member of the Leadership Team shall have one vote in matters decided by the Leadership Team. A member shall have only one vote even if serving in more than one position. Voting on routine business may be completed by a show of hands or voice vote. By request from the floor, votes may be polled individually and recorded. A motion shall be passed by majority vote. Tie votes will be resolved by the vote of the president. Suspension shall disqualify a board member from voting.
- 3.4 The Leadership Team may accept on behalf of the organization any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the organization. The Leadership Team may approve gifts and give charitable contributions that are not prohibited by the articles of CHAOS, state law and any requirements for maintaining the organization's federal and state tax status.
- 3.5 Duties of head coaches and team managers:
 - a. Head Coaches shall:
 - i. serve on the Leadership Team and attend meetings
 - ii. coordinate team business as required by the organization
 - iii. appoint assistant coaches and team manager
 - iv. keep current with rules of competition and abide by all rules
 - v. conduct try-outs to identify and select participants with potential for success in competition at a national level
 - vi. conduct training and practices to develop the skills necessary for competition at a national level
 - vii. lead the team in competition
 - viii. maintain order on the playing field at all times during practices and games including control of parents and spectators
 - ix. determine team discipline policy with authority to suspend or expel participants, parents and spectators
 - x. notify the grievance committee within 24 hours of each action of suspension or expulsion of participants, parents and spectators
 - xi. display sportsman like conduct at all times
 - xii. participate in other business of the organization as requested or directed

- b. Team Managers shall:
 - i. maintain accounting ledger for team account and prepare annual team budget
 - ii. keep receipts, purchasing records, and invoices for expenditures and income for the team account and sign checks
 - iii. prepare periodic reports and annual budget for submission to the executive board treasurer as required by the organization
 - iv. maintain copies of birth certificates and emergency medical release information for all participants
 - v. maintain official team rosters and proof of insurance
 - vi. appoint team representatives for committee participation as requested by the organization
 - vii. assist head coach as requested and organize schedule tournament play and make travel arrangements
 - viii. procure and display team banner
 - ix. notify the executive board vice president of all fund-raising activities to be conducted by the team and obtain approval before conducting the fundraiser
 - x. participate in other business of the organization as requested or directed

- c. Removal of Head Coach / Assistant Coach / Team Manager may be accomplished by a simple majority vote of the Executive Board. The executive board of directors may vote to remove a Head Coach / Assistant Coach / Team Manager at any time for inactivity or behavior which the executive board of directors considers detrimental to the organization.

Section 4-Committees

4.1 Committees will be appointed to make recommendations on organization policy and conduct organization business as needed by the organization

4.2 The organization shall have four standing committees including: fiscal policy, personnel selection, grievance, and fundraising

4.3 Duties of Fiscal Policy Committee:

- i. Have executive board treasurer as chairman and team managers of each team as members
- ii. Advise the executive board on all matters concerning fiscal policy
- iii. Study requirements and regulations governing fiscal matters pertaining to the CHAOS

4.4 Duties of the Personnel Selection Committee:

- i. have executive board president as chairman and executive board advisor(s) and head coaches of each team as members.
- ii. Accept applications from prospective coaches and make recommendations to the executive board regarding coach selection
- iii. Offer support, guidance and assistance to new coaches as requested

4.5 Duties of the Grievance Committee:

- i. have executive board vice president as chairman and executive board advisor(s) as members
- ii. receive, investigate and document all grievances
- iii. develop recommendations for action including probation, suspension or disqualification of directors, coaches, managers, participants, parents or spectators for the violation of rules and regulations or misconduct or unsportsman-like conduct or for failure to perform duties assigned by the executive board and the president and/or failure to perform duties incumbent to their office.
- iv. Present each case to the executive board for hearing and ruling

4.6 Duties of the Fundraising Committee

- i. have a chairman appointed by the president with executive board members and a representative from each team as members
- ii. coordinate and administrate organization fund raisers
- iii. appoint sub-committees to organize specific fund-raising activities
- iv. coordinate opportunities to participate in fund-raising activities conducted by teams when offered and when practical

4.7 Other committees may be established when desired by the executive board with duties and purposes determined by the executive board.

Section 5-Insurance

- 5.1 All organization teams are required to carry ASA team insurance. No team is allowed to practice or play until that team has been covered by ASA insurance. Teams and coaches need to coordinate their insurance requirements with the executive board secretary prior to practicing, scheduling games or playing pre or post season tournaments. The "proof of insurance" coverage lies with the teams, coaches and managers, not the organization. An ASA insurance card will be issued to the head coach of the respective teams.
- 5.2 To the fullest extent permitted, the board shall purchase liability insurance to cover acts of directors and officers of the CHAOS.

Section 6-Financial Responsibility

- 6.1 Revenue for the administration and operation of this organization shall come from contributions, donations, gifts, sponsorships, bequests and fund-raising activities.
- 6.2 The fiscal year shall begin the first day of September and end the last day of August of the following year
- 6.3 The organization will not be responsible for financial obligations incurred by individuals or teams without prior written approval of the executive board.
- 6.4 An annual review of the organization's financial records and statements will be accomplished as soon as possible after September 1 of the new fiscal year. This review will be accomplished in accordance with generally accepted accounting methods. The method and personnel doing the review will be determined by the executive board. The review results will be presented at a monthly meeting and become part of the organization financial records.
- 6.5 In the event the executive board treasurer resigns, the president shall call for an immediate review of the books and records maintained by the treasurer and report review findings to the executive board.
- 6.6 Teams: Each team shall develop their fee structure sufficient to cover their individual operating costs for the year / season. Fees shall be kept as reasonable as practical to allow participation . Additional monies can be obtained through fundraiser events or from sponsorships. Note that 10% of the proceeds from any fundraising event will be collected to support the General Fund of the organization.
- 6.7 Individuals / Families: Players or player families / guardians shall be responsible for full payment of registrations fees prior to participating. On an approved basis from the Head Coach / Team Manager a player may be allowed to participate as a hardship case with reduced fees for the year. Players resigning or quitting a team will not be eligible for refund of monies paid. If a player is removed / suspended from a team for any reason a partial refund of paid fees may be offered, less a prorated portion of incurred expenses by the team (i.e. tournament fees for events played, gym rental fees, etc.).

Section 7 – Competition

- 7.1 Teams: The CHAOS will offer team competition in the 10U, 12U, 14U, 16U and 18U age

groups. If there are sufficient players and coaches qualified to compete in an age group, more than one team may be formed with approval of the Executive Board. All teams playing under the CHAOS name must be approved by a majority vote of the Executive Board. No team may represent the CHAOS program in any league, tournament, and/or other events without the sanction of the Executive Board..

- 7.2 Rosters: The maximum number of players on a roster will be 20. The organization does not support managers or coaches soliciting players from another CHAOS team with the intention of adding that player to the permanent roster unless managers from both teams and the president of the organization are in agreement. The organization does not support solicitation of players from other organizations unless the player has expressed interest in playing for the CHAOS program
- 7.3 Tryouts: Tryouts will be held in August of every year for the Fall season. Additional tryouts may be scheduled for the Spring season if an additional team is forming or an existing team is changing personnel. All interested players are encouraged to tryout. Tryouts will be held in August in descending order. 18u, 16u, 14u, 12u, and 10u. All players must try out to be eligible to be selected for any level of team.

- 7.4 Competition: It is the goal of the CHAOS to field on "elite" (herein referred to as "A" team) at each age level. A second and third team in any age group shall only be considered based on interest, talent, and the ability to compete at an acceptable level (i.e. 2nd team competes at "B" level or above). In rare instances a newly forming 10U or 12U team may be permitted to play in a travel league (e.g. CML) for one season as they develop the skills needed to compete at a tournament level. The Executive Board shall approve any such team and it is expected that all 2nd year teams and beyond will play and compete in tournaments only at a "B" level or higher.
- 7.5 Tournament Play: All tournament play will be sanctioned by a recognized national body (ASA, PONY, PGF, etc.) and shall be classified as "B" level or higher. The following are expected levels of play by each age group (Annually):
 - i. 18U – Minimum of 9 tournaments and a maximum of 12 tournaments (plus a National event if qualified)
 - ii. 16U - Minimum of 9 tournaments and a maximum of 12 tournaments (plus a National event if qualified)
 - iii. 14U – Minimum of 8 tournaments and a maximum of 12 tournaments (plus a National event if qualified)
 - iii. 12U - Minimum of 7 tournaments and a maximum of 12 tournaments (plus a National event if qualified)
 - iv. 10U - Minimum of 7 tournaments and a maximum of 12 tournaments (plus a National event if qualified)

Section 8-ASA and Catonsville Rec & Parks Council background checks

- 8.1 Every director, head coach, assistant coach and team manager must have on record a current background check. Any person not completing an annual background check may be disqualified, dismissed or deemed unsuitable for any position
- 8.2 The executive board secretary, sanctioning body, or Catonsville Rec & Parks offices shall maintain all records
- 8.3 It is the responsibility of the head coaches to ensure all assistant coaches and team managers have met this requirement
- 8.4 It is the responsibility of the executive board secretary to ensure all head coaches have complied with these requirements.