

Article IV Board Positions

A. President

1. The President shall preside at all meetings of the General Membership, Board of Directors, and Executive Committee, and shall also be an ex-officio member of all committees, except the Nominating Committee.
2. The President shall coordinate and administer the rules, policies, and principles of CVGSL.
3. The President shall appoint the members of various committees except the Nominating Committee, which shall be selected by the Executive Committee.
 - a. The Board of Directors of CVGSL shall confirm all committee appointments.
4. The President shall receive official protests from team managers for presentation to the Board.
 - a. A \$100 administrative fee must accompany all protests submitted to the President. This fee will be returned to the protesting manager in the event the protest is upheld. If, after a hearing, the protest is not upheld, the fee of \$100 will be deposited into the league checking account. See the rule book for events that are eligible for protest.

B. Vice President

1. The Vice President shall assist the President and in the absence of the President, shall perform the duties of the President.
2. The Vice President shall be the parliamentarian and shall attend all meetings and give recommendations, and chairs the Nominating Committee.
3. The Vice President shall organize, and the President shall conduct, the annual awards ceremony for participating CVGSL players.

C. Secretary

1. The Secretary shall keep an accurate record of the proceedings and activities of all meetings of the General Membership, the Board of Directors, and the Executive Committee, and shall record and distribute all meeting minutes.
2. The Secretary shall conduct all necessary correspondence of the CVGSL, including the league's regular e-mailings to the General Membership.
3. The Secretary shall notify all officers and members of their appointments to committees.
4. The Secretary shall make agendas available within 48 hours prior to the meetings.

D. Treasurer

1. The Treasurer shall receive all monies for the CVGSL and deposit same in the name of CVGSL in a bank approved by the Executive Committee.
2. The Treasurer shall keep an itemized account of receipts and disbursements and maintain books and records in an orderly fashion.
3. The Treasurer shall submit financial statements to the CVGSL Board of Directors upon request.
4. The Treasurer shall give a financial report at regular meetings and to the General Membership at the annual organization meeting.
5. The Treasurer shall prepare and submit the CVGSL budget to the Executive Committee for action.
6. The Treasurer shall track and reimburse expenses against the approved budget for each approved budget category.
7. The Treasurer shall file all Federal and State reports as required by law in order to maintain the tax-exempt status of CVGSL.
8. The Treasurer, and other Board members who handle League funds, shall be bonded through the insurance program of the CVGSL or through a policy approved by the Board of Directors.
9. The Treasurer shall pay wages for all CVGSL paid positions including, but not limited to
 - a. Field preparation
 - b. Junior official umpires
 - c. USA umpires
 - d. Snack bar assistants
10. The Treasurer shall issue any refunds for volunteer fees as approved by the Board.

E. Coordinators — 6U, 8U, 10U, 12U, 14U, 16U, 18U

1. The Coordinator shall supervise all activities in the division of his/her responsibility.
2. The Coordinator shall recruit managers and coaches.
3. The 10U, 12U, 14U 16U and 18U Coordinators shall conduct the draft for the teams in their respective divisions.
4. The Coordinator shall conduct all manager and coach meetings held for the division of his/her responsibility
5. The Coordinator shall refer any matters requiring Board action to the Board of Directors.

6. The Coordinators shall be responsible for communicating general league announcements out to their manager, coaches and players.

F. Interleague Coordinator

1. The Interleague Coordinator shall coordinate with the nearby leagues to determine the level of interest in interleague play between CVGSL and their teams at the appropriate age levels.
2. Determine the number of CVGSL teams for recreation interleague participation and if applicable competitive level interleague participation.
3. Coordinate with the participating leagues the number of teams taking part in interleague play.
4. Coordinate with CVGSL Schedule and Scorekeeping Coordinator and the other participating league schedulers to determine the number of interleague games and determine the schedule. Schedule coordination to include any playoff games including their location
5. Coordinate with participating leagues to agree upon a set of interleague rules that will supersede local league rules during interleague games.
6. Work with participating leagues Interleague Coordinators to meet with all participating coaches to communicate interleague rules and be a point of contact for feedback.
7. With other participating league Interleague Coordinators create a standings and playoff format for interleague play which may be different from individual league standings and playoffs.
 - a. Coordinate with other participating leagues and CVGSL Uniform/Awards coordinator the purchase of awards for championships.
8. If possible, coordinate an interleague all star tournament with interested participating leagues.
 - a. Coordinate with other participating leagues and CVGSL Uniform/Awards coordinator all star awards.
9. Coordinate with League Umpire in Chief and CVGSL Schedule and Scorekeeping Coordinator umpires for any games hosted at CVGSL fields or if needed at other fields as part of playoff or all - star competitions.
10. Assist in placement of any CVGSL players which cannot be placed on a team due to lack of enough participation in their age category for a CVGSL team.

G. Schedule and Scorekeeping Coordinator

1. The Schedule and Scorekeeping Coordinator shall do the scheduling for all CVGSL games and all home games played in Interleague competitions.
2. The Schedule and Scorekeeping Coordinator shall determine make-up dates for all games rained out or otherwise postponed or suspended.
3. The Schedule and Scorekeeping Coordinator shall be responsible for training team scorekeepers by conducting clinics for the purpose of education on how to maintain proper team records.
4. The Schedule and Scorekeeping Coordinator shall be responsible for ensuring that the scores are being entered properly and promptly by coaches.

H. Clinics Coordinator

1. The Clinics Coordinator shall schedule, coordinate and make financial arrangements (when necessary) to pay for all CVGSL-hosted clinics.
2. All clinics must be approved by the board before being held.
3. Clinics shall include but are not limited to:
 - a. Coaches Clinic
 - b. 6U Clinic
 - c. Pitchers & Catchers Clinic
 - d. Sliding Clinic
 - e. Hitting Clinic
 - f. Advanced Player Clinic

I. League Umpire-in-Chief

1. The role of Umpire(s)-in-Chief is to maintain the support and the schedule of games for the USA umpires and CVGSL youth umpires each season for all games played at CVGSL fields including weather rescheduled games, TOC and all star games.
2. Plan and conduct one or more Youth Umpire Clinic(s), for the purpose of education and exchange of information, with USA Softball umpire representatives before opening day.
 - a. Coordinate curriculum with USA Softball certified umpires.
3. Coordinate with USA Softball district 9 representative to register all youth umpires prior to opening day. This must be done to ensure youth umpires have proper insurance.
4. Coordinate payment for youth umpire registration and game fees with the Treasurer.
5. Coordinate payment for USA softball umpire game fees with the Treasurer.
6. Coordinate with Schedule and Scorekeeping Coordinator to assign USA umpires and youth

- umpires for all games scheduled at CVGSL fields.
7. Ensure all scheduled games are officiated by at least one umpire or youth umpire in accordance with the following guidelines:
 - a. Youth umpires should only officiate games of younger athletes.
 - b. Youth umpires participating in travel only (Synergy) may officiate games of their same age level at the discretion of the Umpire in Chief.
 - c. First year youth umpires:
 1. 8U plate and bases
 2. 10U bases at the discretion of the Umpire-in-Chief.
 - d. Experienced youth umpires:
 1. 10U plate and bases
 2. 12U bases with USA softball plate umpire
 3. 14U bases with USA softball plate umpire
 4. 16U/18U bases with USA softball plate umpire
 5. 6U games to assist and help teach the girls
 8. Once an umpire schedule is established, the Umpire-in-Chief(s) must make contact with the umpires to inform them of the schedule and create means of contact in case of needing to reschedule. Means of communication include but are not limited to:
 - a. Email
 - b. Calendar invites
 - c. Scheduling app
 - d. Phone
 - e. Group text messages
 9. The Umpire-in-Chief shall consult and oversee umpiring skills and performance of CVGSL youth umpires in accordance with the rules of CVGSL.
 10. The Umpire-in-Chief shall attend the annual coaches meeting to assist in training coaches with regards to CVGSL rules of play and common in-game scenarios.
 11. The Umpire-in-Chief shall serve in an advisory capacity to the protest committee.
 12. The Umpire-in-Chief shall serve in an advisory capacity to the rules committee.

J. Equipment Manager

1. The Equipment Manager shall be responsible for the maintenance and security of all equipment owned by CVGSL.
2. The Equipment Manager shall conduct an annual inventory and make recommendations to the Board regarding purchase of new or replacement equipment.
3. The Equipment Manager has responsibility to assure that all playing equipment is in workable, playable, and safe condition prior to issue.
4. The Equipment Manager shall make up equipment bags containing all necessary playing equipment, and issue them to coaches in all divisions. He/she shall be responsible for collecting equipment bags at the end of the playing season.
 - a. If equipment is not returned coaches will be charged a fee for equipment (including but not limited to: catchers gear, bownet, tee and bag) and unable to register for the next season until fee is paid or equipment is returned.

K. Uniforms and Awards Coordinator

1. The Uniforms and Awards Coordinator shall be responsible for the ordering and purchasing of CVGSL uniforms, subject to Board Approval.
2. The Uniforms and Awards Coordinator shall make all necessary arrangements for all the CVGSL awards, including the purchase of any awards, All-Star and/or Playoff uniforms, and trophies as designated by the Board.

L. All-Player Representative

1. The All-Player Representative shall act as an arbitrator between players and coaches, coaches and parents, or any other disputes that may arise and cannot be resolved by the affected parties
2. The All-Player Representative shall coordinate with the Board in these matters and resolve them as equitably and fairly as possible.

M. Fields and Safety

1. The Fields and Safety Coordinator shall be responsible for maintaining the playing fields of the CVGSL in a condition that assures maximum safety for the players.
2. The Fields and Safety Coordinator shall be responsible for working with CVGSL teams to assure that the playing fields are prepared for all scheduled games.

3. The Fields and Safety Coordinator shall hire outside help (if necessary) for field preparation, with Board approval.
4. Coordinate payment for field crew with the Treasurer.
5. The Fields and Safety Coordinator shall conduct an annual inventory and make recommendations to the board regarding purchase of new or replacement supplies.
6. The Fields and Safety Coordinator shall coordinate access and use of batting cages and sliding mats for team use.

N. Permits Coordinator

1. The Permits Coordinator shall coordinate with local recreation departments and/or school districts to ensure that all practices, games, and league-sponsored events are played with the permits required.
2. The Permits Coordinator shall request refunds of permit fees for fields or locations that are unusable due to weather or other unforeseen situations. This includes a monthly audit with the Treasurer.
3. The Permits Coordinator shall manage the practice times and field locations for all CVGSL teams in every division. They will also notify coaches/managers of any changes and dates permits are not available to be used.
4. The Permits Coordinator shall arrange for the delivery and use of portable restrooms, as needed, subject to Board approval.
5. Send guidelines to coaches on practice field usage and care.

O. Snack Bar

1. The Snack Bar Coordinators shall be responsible for maintaining Snack Bar activity during the season and special days at the fields that are part of the CVGSL calendar.
2. The Snack Bar Coordinators shall be responsible for purchasing saleable goods and maintaining the Snack Bar operation.
3. The Snack Bar Coordinators shall set up a schedule for snack bar coverage for the CVGSL season.
4. All policy regarding the Snack Bar will be brought to the Board of Directors for approval.
5. The Snack Bar Coordinators shall present to the Board a full accounting of all monies received and all expenses incurred during each operational year of snack bar activity, and shall turn over all monies to the Treasurer for deposit in the CVGSL account at least biweekly.

P. Social Media/Publicity Coordinator

1. The Social Media/Publicity Coordinator shall organize and coordinate publicity for CVGSL in a manner that will assure maximum participation at League events and activities.
2. The Social Media/Publicity Coordinator shall design and present a recruitment program to local elementary school youth to assure continued enrollment of youth into CVGSL play.
3. The Social Media/Publicity Coordinator shall work with local newspapers and websites to establish coverage of CVGSL season play.
4. The Social Media/Publicity Coordinator shall maintain the League's social media accounts, posting updates about events, relaying League-wide news, answering inquiries, and reviewing user comments.

Q. IT/Registration Coordinator

1. The IT/Registration Coordinator shall be in charge of maintaining the League's website.
2. The IT/Registration Coordinator shall post news to the General Membership on such things as upcoming events and field availability.
3. The IT/Registration Coordinator shall conduct all aspects of the league's registration and, where applicable, request payments for services rendered by outside sources.
4. The IT/Registration Coordinator shall register all players, coaches, managers and board members with USA Softball.

R. Sponsorship/Fundraising Coordinator

1. The Sponsorship/Fundraising Coordinator shall be responsible for recruiting prospective sponsors, writing letters and collecting sponsorship fees.
2. The Sponsorship/Fundraising Coordinator shall deliver all collected fees to the Treasurer.
3. The Sponsorship/Fundraising Coordinator shall coordinate all fund-raising activities for CVGSL.
4. The Sponsorship/Fundraising Coordinator will present to the Board of Directors a calendar of fund-raising activities planned for the year for approval and for coordination with the CVGSL calendar.

S. Synergy Coordinator

1. The Synergy Coordinator shall coordinate try-outs and coaching of all travel teams.
2. The Synergy Coordinator shall coordinate with the Sponsorship/Fundraising Coordinator

Article VIII Coaches and Team Managers

- A. Coaches of teams shall be approved by the Board of Directors, either in person or via video conferencing.
- B. Each Coach shall select at least one Assistant Coach, male or female, to assist in the direction and training of players, provided that said appointments shall be approved by the Board of Directors.
 - 1. Assistant coaches must be at least 18 years of age. Age requirements may be waived by a majority vote of the Board of Directors.
 - 2. There may be multiple Assistant Coaches, provided they fulfill the requirements set out in Article VIII, Section D.
- C. Each Coach shall select a Team Manager, provided that said appointments shall be approved by the Board of Directors
 - 1. All Team Managers must be women of at least 18 years of age. Age requirements may be waived by a majority vote of the Board of Directors.
 - 2. Team Managers shall be responsible for the team's conduct on or off the playing field.
- D. Any person that is not a Board approved coach/manager, participating in any league-sponsored event including but not limited to practices, games, and/or events, shall complete Megan's Law clearance before assisting and/or completing volunteer hours.
- E. A Coach of a team in one division cannot also be a coach in another division, unless approved by a majority vote of the Board of Directors.
- F. All Coaches, Assistant Coaches, and Team Managers must undergo a background check, and they must complete the training requirements set by the Board, including but not limited to, player-safety training, as well as training relating to softball skills and knowledge of the sport and its rules.

Article IX Membership

- A. Any youth meeting the requirements as to age and residence as set forth in the Official Rules and Regulations for CVGSL shall be eligible for participation.
- B. Parents or Guardians, Board Members, Committee Members, Team Managers, Coaches, and Scorekeepers shall be voting members of the League during the General Membership Meeting
- C. The Board of Directors shall have the authority to suspend, discharge, or otherwise discipline any member, umpire or other person whose conduct is considered detrimental to the best interest of CVGSL.

Article X Financial Policy

- A. The Board of Directors shall decide all matters relating to finance.
 - 1. It shall be the general policy to deposit all monies received in the CVGSL Treasury, and that funds may be withdrawn or transferred only on League checks bearing two signatures of persons authorized by the Board of Directors.
 - 2. Monies shall be expended in a manner that will give all individuals and teams an equal opportunity for benefits and privileges.
- B. The Board of Directors shall strictly observe and regulate all fund-raising activities, sponsorship, sales, etc.
 - 1. These activities must conform to the fund-raising policies published by CVGSL.
 - 2. All teams or members shall promptly remit all funds collected on behalf of the League to the Treasurer.
 - 3. The Board shall take immediate and appropriate action in the event of an irregularity in the fund-raising activities of the CVGSL.
- C. The Board of Directors shall have the privilege of auditing the books and records maintained by the Treasurer at any time.
 - 1. The CVGSL books shall be audited at the end of each playing season and prior to November 1 of each year by the Board of Directors.
 - 2. The Treasurer shall present a copy of the annual report and the auditor's report to the Board of Directors of CVGSL.
- D. Funds raised through league fees, fundraisers, private donations, et cetera, for CVGSL shall go into the general fund for the league.
- E. Funds raised through league fees, fundraisers, private donations, et cetera, for individual Synergy or travel teams shall be collected by CVGSL and distributed to those individual teams.

Article XI Rules and Regulations

The Official Rules and Regulations for CVGSL shall be revised annually, if necessary, and shall be approved by the Board of Directors.

Article XII Incorporation

The Board of Directors shall incorporate the CVGSL as a non-profit corporation in accordance with the corporate laws of the State of California.

Insofar as the laws of the State permit, the League will adopt the Articles of Incorporation of CVGSL.

Article XIII Dissolution

In the event of the dissolution of the League, all assets remaining after payments of all debts shall be transferred to a local non-profit sports organization to be used for the benefit of the local area, providing such organization has established the exempt status under Section 501 (c)(3) of the Internal Revenue Code and Section 2370Id of the Revenue and Taxation Code of the State of California.

Article XIV Amendment

These Bylaws or any section thereof may be amended or repealed by a two-thirds vote of the Board of Directors and to be approved at a meeting of the General Membership provided that the written notice of such proposed change or changes over the signatures of the Secretary, shall be made available to each member of the General Membership at least 30 days prior to the meeting at which the proposed change or changes shall be submitted to vote.