

# **Coastal Waves Fastpitch Softball Club, LLC**

**A 501 (c) (3) Not for Profit**

**Organization**

## **Player / Parent Handbook**



**“It’s not just softball, it’s a movement!”**



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# Coastal Waves Fastpitch Softball Contacts

## Executive Board (2021 – 2023)

<u>POSITION</u>	<u>NAME</u>	<u>CELL#</u>	<u>E-MAIL</u>
Founder/Owner/President	Rob Keeney	(910) 381-1326	rob.coastalwaves@gmail.com
Vice President	Scott Mandel	(336) 480-8424	pkp13@hotmail.com
Treasurer	Amy Taft	(910) 381-3524	taftam4@gmail.com
Secretary	Jennifer Keeney	(910) 381-1077	firgie1970@gmail.com

## Committee

### Members (2021 - 2022)

Kathryn Burnetsky –  
Member at Large  
Annie Kirkpatrick –  
Manager 14U  
Larissa Moulton –  
Manager 12U

## COACHING STAFF

### HS TEAM

Manager	Rob Keeney	(910) 381-1326	rob.coastalwaves@gmail.com
Coach	Scott Mandel	(336) 480-8424	pkp13@hotmail.com
Asst Coach	Matt Damon	(910) 382-9671	bulldog52379@yahoo.com

### 14U TEAM

Manager	Annie Kirkpatrick	(910) 459-2061	annie.kirkpatrick@yahoo.com
Coach	Jennifer Keeney	(910) 381-1077	firgie1970@gmail.com

### 12U TEAM

Manager	Larissa Moulton	(207) 347-9131	larissa.moulton@gmail.com
Coach	Mike Seely	(910) 330-8011	mikelseely@hotmail.com
Asst Coach	Tom Moulton	(207) 347-9128	thomas.moulton8808@gmail.com

## **Coastal Waves Softball – Program Goals**

- To Reach Our Full Potential As Athletes and Contributing Members of Society
- To Leave Coastal Waves Softball A Better Program Than Before
- To Represent Coastal Waves Softball With Class
- To Understand My Responsibility As A Member Of An Elite Softball Program
- To Be Accountable For My Actions And Maintain The Highest Standards
- To Challenge Myself And Teammates To Excellence
- To Put Forth Honest Effort In Order To Meet Team And Individual Goals
- To Look Back On The Season With No Regrets
- To Compete At The Top Level In The State

## **COASTAL WAVES Softball – Program Philosophy**

*Four Terms That We Believe Should Define All Members Of The Coastal Waves Fastpitch Softball Program:*

### **COMMITMENT**

- Are you willing to do whatever is necessary to become your very best?

### **INTEGRITY**

- Are you willing to do the right thing, even when no one is watching?
- Can your teammates trust what you say?
- Do what you say, and say what you mean!

### **PRIDE OF OWNERSHIP**

- Are you proud of your softball team, the program, and efforts?

### **LOYALTY**

- Do you support your teammates, your coaches, and the program?

## **Rule of Thumb**

1. Is it best for the Coastal Waves Organization?
2. Is it best for the team?
3. Is it best for me?

**In this order!**

## **COASTAL WAVES Softball Program - Coaching Philosophy**

It is the goal of the Coastal Waves softball coaching staff to provide student athletes with the opportunity to experience success in a variety of situations, both individual and team; on and off the field of play. Athletes will be challenged to reach their full potential, encouraged to develop emotional maturity, and will have the opportunity to learn how to deal with success and failure. Not only will players learn the physical skills of softball, they can learn other life-long skills such as: self-confidence, self-discipline, self-motivation, goal-setting, teamwork, cooperation, sportsmanship, and leadership.

Our coaching staff believes that players are young ladies and daughters first, students second, and athletes third. We recognize and support obligations to family, school, and softball. Players will learn about commitment and balancing many obligations.

Decisions made by the Coastal Waves Softball coaching staff will be based on what is good for the softball program, what is good for the team, and what is good for the individual. Our coaches will strive to win, however, winning is defined in many ways as a result of goal-setting and thus, our top priority will always focus on building young ladies of strong character through our softball program.

## **Expectations of Coastal Waves Softball Coaches**

Supporters of the Coastal Waves Fastpitch Softball Club can expect the following from the softball coaching staff:

- They will be a positive role model.
- They will be a leader and a motivator.
- They will be a firm and fair disciplinarian.
- They will foster the “Team first, individuals second” belief.
- They will be committed to the softball program, to the team, to the players, to the parents, and to the local community of Swansboro and surrounding areas.
- They will be positive, supportive, enthusiastic, and encouraging.
- They will be fully prepared and organized for each practice and game.
- They will be honest with players and parents about roles on the team.
- They will communicate up, down, and laterally with each other, players, parents, and administrators.

They will follow and uphold all Coastal Waves Softball Program expectations.

# Responsibilities and Duties of Coastal Waves Coaches

**Head Coach / Manager:** The head coach is the leader of the entire program, and, therefore, ultimately responsible for the overall strength of it. The duties of the head coach are many, but can be categorized into the following:

- **Character**—The following are character traits that all head coaches should possess. Of course, every individual has his or her own personal strengths and weaknesses. Any weakness in the following characteristics would be an area of personal growth for the individual.

-Honest	-Fair	-Organized
-Loyal	-Knowledgeable	-Positive
-Patient	-Caring	-Resilient
-Dependable	-Disciplined	-Humorous
-Consistent	-Objective	-Self Controlled
-Transparent	-Enthusiastic	-Poised
-Humble	-Committed	-Industrious

**Professionalism**—There are certain professional qualities that all good coaches should strive for. Again, any areas of weakness that a coach possesses should be an area that he or she looks to improve in.

- Good rapport with staff, team, officials, administrators, and parents
- Sets and works to meet personal as well as department goals
- Communication with squad, staff, media, administration, and parents
- Loyally supportive to the community, organization, program, team, staff, administrators, and parents
- Is able to accept constructive criticism in a positive way

**Team Management**—The coach must be able to manage the entire program by showing the following skills:

-Planning of Practice	-Being on Time	-Supervision
-Time Management	-Leadership	-Care of Facilities
-Team Discipline/Control	-Motivation	-Understanding of Budget Issues
-Creating a Sense of Ownership		

**Coaching and Team Performance** — Ultimately, a head coach will be evaluated on the success and failure of his program.

**Assistant Coach:** The Assistant coaches will be held to the same moral, ethical, and professional standards as the head coach. They will be expected to manage their respected teams, and other duties as assigned by the head coach

# Expectations of Coastal Waves Softball Players

As we build a program it must be done from the ground up. The ideas and philosophies that serve as a foundation are extremely important. Players in this program are expected to know and buy-in to these ideas. These four core beliefs serve as the ground work for you to develop as an individual and as a team.

## “THE FOUR CORE” Beliefs

1. **TEAM** Comes First
2. Play and Live With **DISCIPLINE**
3. Choose Your **ATTITUDE**
4. Maximize Your **EFFORT**

1. “**TEAM Comes First**” is the number one philosophy in our program. The team is greater than the individual and will always take precedence. If a young lady learns to commit to the greater team and unselfishly puts her personal interests second, she has learned a valuable lesson in life as it relates to career and family situations. We will commit to teaching that every personal decision affects the team and consequences for personal actions also come with consequences for the team.

2. Playing softball requires tremendous personal **DISCIPLINE**. It is necessary in order to play error free defense and in order to be a smart offensive player. We will strive to build discipline in every individual player as well as the team. We will focus on it and demand it each and every day, in every way possible, knowing that if players learn discipline in the sport of softball it will lead to discipline in the realities of life.

3. We believe that **ATTITUDE** is the key to success. Each of us receives the gift and the ability to choose what our attitude will be each and every day, and in each and every situation. We will strive to teach proper and positive attitudes and will demand it from each person associated with our program. It is impossible to control many things in the game of softball and in life – the one thing you can always control is your attitude.

4. Our goal will never simply be to “win” on the scoreboard. Our goal will always be to play hard, play with discipline, and have fun while giving our very best **EFFORT** possible. If this is achieved (combined with the three qualities above) winning will be the natural result. If our very best effort does not result in a win, then we can still hold our heads high, feel good about our effort, and give credit to our opponent. Again, we cannot control many things in the game and in our lives, but we can control and give our best effort. We will expect and demand the best from our athletes not only on the diamond, but in the classroom, and in life.

## **BEHAVIOR + CAPABILITY = PERFORMANCE**

# Expectations of Parents

Parents of athletes in the Coastal Waves Softball Program are expected to adhere to the following expectations:

- THE HARSH REALITY. Kids do better when mommy and/or daddy aren't hovering.
- Be aware of your daughter's needs, feelings, and concerns. Most young ladies perform better when they don't have a parent critiquing them. Be positive, and their biggest fan.
- Attend as many games as possible so you get a full and complete picture of the program.
- Understand the objectivity of each situation. The point of view from: your daughter, other athletes, parents, coaches, and yourself.
- Support the "team first, individual second" philosophy.
- Demonstrate good sportsmanship at all games and practices.
- Allow your daughter to participate on the team in her own way; don't re-live your childhood, career, successes, or shortfalls through her.
- Show positive support and encouragement for your daughter, for all members of the team, and for the Coastal Waves Softball Program.
- Let 24 hours elapse before initiating communication with the 3-step process below. Do not try to resolve a conflict with a coach before or directly after a game – that will likely create more conflict. Allow time for emotion to dissipate so that all parties can communicate objectively. Encourage your daughter to begin the 3-step communication process below:
  1. Athlete meets with individual coach and/or head coach.
  2. Athlete and parent meet with individual coach and head coach.
  3. Athlete, parent, and head coach meet with Executive Board.

\*Athletes under the age of 12 may skip to Step 2 in the communication process.

***Most of the time a conflict will be solved after Step 1.***

**Things parents may not ask about:**

- Playing time
- Game strategies
- Other players on the team

**Things parents may want to ask about:**

- Does my child work hard and have a positive attitude?
- How would you evaluate my child in terms of her offensive, defensive and/or team skills?
- In what area(s) does my child need to improve?
- Is my child a positive addition to the team?
- What can I do to help?

**In order to run a classy and successful program, we all need to be supportive and respectful of each other!**



# COASTAL WAVES Softball Team Rules

It is a privilege to be a part of the Coastal Waves Fastpitch Softball Program and your Softball Team. Because of that privilege, our players must strive to be the kind of quality young ladies that we are trying to teach them to become. In order to participate in games a player must be in good standing academically, have no disciplinary infractions at their school or on the team, and must have met all team practice expectations during the week.

The Coastal Waves Fastpitch Softball Club rules are team rules. We will not deviate from any organizational rule. We will be 100% supportive of all administrative decisions.

- **Attendance:** Every effort shall be made to attend all practices, and be on time. That means, “on the field, warming up” by the start of each practice. Early is on-time, on-time is late! However, we realize things come up so if you are running late please call the coaching staff. Parents shall be solely responsible for ensuring that the player is transported to and from all practices, games, tournaments and related activities. Such transportation shall be at the parent's sole expense. The Coastal Waves organization, coaching staffs, and board of directors assume no responsibility or liability for, or in connection with, the player's transportation to practices, games, tournaments, and/or activities.
- **Academics:** All team members must be in good academic standing, carrying a minimum of a “C” average (2.0 GPA), passing all subjects in order to be eligible to play on the team. Any player who earns a D or an F during the season will be required to study before or after school until the grade is improved to a C or better. Grades will be checked monthly by the coaching staff.
- **Absences:** Players may not miss practice without a legitimate excuse from a parent, coach, administrator, or doctor. If a player must miss a practice, the player or parent must call the coach. When the season starts, if a player misses a practice, she should not “expect” to start the following game, though, she may. This is not meant to punish players who must miss a practice. It is meant to encourage and reward players who are there. The more a player is absent from practices, the less the chance that she will be playing in games or remaining on the team. In the event that a player misses practice or game or has to leave early from either, it is the responsibility of the player to call and get any updated information for upcoming events. Contact information for each member of the coaching staff is located on the third page of this handbook. **Please do not leave word with anyone else.** The possible practice tardiness and absence consequences are described below. The ultimate decision is left up to the coaches’ discretion.

## **If a player is late to practice without a legitimate excuse:**

- 1st violation – additional conditioning at the end of practice
- 2nd violation – suspension from participation in the next game plus additional conditioning
- 3rd violation – dismissal from the team

## **If a player misses practice without a legitimate excuse:**

- 1st violation – suspension from the next game plus additional conditioning
- 2nd violation – suspension from the next two games plus additional conditioning
- 3rd violation – dismissal from the team

**When in doubt, please call a Coach!**

- **Injuries/Insurance:** In the event of an injury, if possible, the player should still attend practice. Much can be learned from helping coaches & listening to practice. If you are injured or become ill during a game or practice, it is your responsibility to your team to report it to a coach immediately. Parents shall maintain medical, health, dental and accident insurance for the benefit of the player. Parents understand that any insurance that might be procured by Coastal Waves will be secondary. Such insurance (if procured) will only provide benefits to the player once the limits of coverage of the insurance procured by the parent have been exhausted. Player/parent agree to immediately notify the Coastal Waves Organization of any claim that the player was injured while participating in the Coastal Waves Travel Softball Team Event.
- **Alcohol, drugs, and/or tobacco:** NOT ALLOWED at any time during or out of the season. Our team rule is an extension of the school rule: "A player must abstain from smoking, chewing tobacco, drinking alcohol, and the use of any illegal drugs. Breaking this rule will result in the immediate removal from the team for the remainder of the season. Players must abstain from attending any gatherings or riding in any vehicles where any of the above substances are present. Breaking this rule can result in the immediate removal from the team for the remainder of the season." This rule extends to house or outdoor parties. If you happen to be at a function where alcohol, drugs and/or tobacco products are present, we expect you to leave immediately.
- **Friends/Parents:** Friends or Parents are encouraged to attend practices and games alike. However, they should not attend practice "if" it is a distraction to "any" player. Players should always remember that practice/game time is not designated as time to visit with friends or family outside the field of play. If necessary, coaches may hold closed practices. Parents, please refrain from coaching daughters on the sidelines! Please be courteous to the Coaching staff & allow coaches to coach. Trust plays a big part in allowing the Coaches use their experiences and education to make your daughter an elite softball player. Parents are encouraged to work with their daughters, but not during game time or practices. That includes comments or instruction when up to bat and especially after errors. Outbursts and/or disruptive behavior from the parents, fans and/or players will not be tolerated in this organization - such actions will result in removal from team and organization. **During game time, parents: be your daughter's Mom & Dad.....be her biggest fan!**
- **Dugout:** Coaches and Players in dugout ONLY. Parents are encouraged to support their children. However, during practices & games they should refrain from approaching the dugout to coach, counsel, or to critique their daughter. Players should not leave dugout during games unless it is to use the restroom. Players should have everything they need with them inside the dugout (sunscreen, medications, water, Gatorade, snacks, etc.) prior to practice or game. Players are not to make phone calls or text message at any time during practice, tournament play, or team meetings. Unless it is an emergency and permission is granted from the Coach.

- **Conduct:** Good sportsmanship and professional behavior is expected at all times, and in all circumstances by both the player and the parent. There should be no conversation with umpires, coaches, players, or parents regarding a call or a play. We will not tolerate players that throw bats, helmets, or show disruptive behavior on the field or in the dugout. Parents and players both acknowledge and agree that when participating in activities organized by the Coastal Waves Organization coaching staffs and/or board of directors, their actions reflect on the reputation of the Coastal Waves Organization, coaching staff, and its players. Coastal Waves reserves the right to dismiss any player who breaches good sportsmanship or ethics, or who engages in any activity with the Coastal Waves where its sole and absolute discretion determines it to be contrary to the best interest of the Coastal Waves Organization. Issues in this category include, but not limited to; **yelling at coaches, players, umpires, parents, and others; cussing or swearing; refusing to honor an authority figure's request; throwing equipment; getting in trouble with teachers/staff in school; not maintaining a 2.0 GPA or higher; fighting; excessive talking/goofing around in practice; ejection from a game for unsportsmanlike conduct, etc.**
- **Any Offense:** Coaches' discretion and could result in some/all of the following PLUS an individual conference:
  - **Extra Physical Conditioning**
  - **Immediate Benching**
  - **Dismissal From Practice**
  - **Sit Out Next Game(s)**
  - **Dismissal From Team**
- **Uniforms:** Players shall wear only appropriate softball practice attire (softball pants, shirt or jersey (NO shirt or jersey should sponsor another team), and proper softball cleats, and sneakers) to all practices and proper Coastal Waves uniforms to all games. Players should ARRIVE in the correct uniform for all games and practices. It should be clean and in good shape. Before warm ups start, all shirts are to be tucked in and remain tucked in for the entire game or practice! All jewelry is to be taken off before the game or practice begins.
- **Travel:** During any part of the season, there may be extensive travel. Please be advised that these travel days are not vacations! A lot of money has been spent to enable us to go to a tournament. **As a team, we are going to tournaments with a purpose – that is to play softball!** It is the responsibility of the players and parents to adhere to all curfews. Any exceptions to this must be approved in advance by the coaching staff.
- **Addressing Concerns/Problems:** We encourage an open relationship between coaches, players & parents & keeping all lines of communication open. Parents should call the manager or coach to set up an appropriate time to address questions or concerns. For your sake and for the sake of the players DO NOT bring up concerns during or after a game nor in the middle of a practice. It is easy to exhibit good sportsmanship when things are going our way. How do we conduct ourselves when things are not going our way? For this reason, we respectfully request for all parents to abide by the "24 hour rule". If you see something you disagree with, please wait 24 hours before approaching a coach. This gives time for emotional thinking to subside. It is vital for all personnel to remain objective when addressing any issues.

- Financial Obligation/Team Fees:** Coastal Waves Fastpitch Softball Club, LLC is a Non-Profit Organization. With this in mind, we strive to keep financial obligations for our players and families to a minimum. Currently, Coastal Waves Organization, does not charge a team / organization fee, but this does not mean there is no financial obligation from parents or players. Team expenses are accrued through tournament fees, sanction fees, insurance fees, and team equipment. As an organization, Coastal Waves will attempt to offset all team expenses through fundraising efforts. For the current season these expenses are estimated: (2) tournaments / month at a cost of (estimated) \$275 / team / tournament which equals \$15,000.00 for the organization in tournament fees alone. Broken down, this cost comes to approximately **\$450.00 / player for the season.** ALL Coastal Waves players and parents must participate in the fundraising efforts to cover the cost of play. If fundraising is not successful, individual players / parents will have to cover the cost of tournament fees.

If fees are implemented, it is important to be reminded of your financial obligation and ensure that every effort be made to pay your fees in a timely manner. Payment due dates will be defined by a season payment schedule once the player has accepted an offered team position. In order to keep Coastal Waves Fastpitch Organization operating (reserve spots for tournaments, order uniforms, equipment, provide field use, field equipment, facility use, schedule clinics, etc.), it is essential that all fees be paid timely. If player fees are behind, the player's participation with the team / organization may be affected. If you cannot meet this financial obligation, or have questions, please contact your head coach or Executive Board Member ASAP. If the due date should fall on a holiday or Sunday, please make your payment prior to the due date. All checks should be made **payable to "Coastal Waves Fastpitch Softball Club."** During and throughout the season, there will be fundraising activities available to teams in order to offset these necessary fees.

Should players / parents quit, withdraw, or leave the organization at any point, for any reason, once a team has obligated to the team fees, a refund will not be given.
- Guest Playing:** Guest playing will not be allowed for any player of the Coastal Waves Fastpitch Softball Organization. If you agree to a position on any Coastal Waves team, your commitment is to THAT TEAM!

The ONLY exception to this rule exists with the High School age division. That exception ONLY exists if the guest player request is for a Showcase Tournament where a College that the player is interested in will be attending. Further, this exception **MUST BE PRE-APPROVED** by the Head Coach and Executive Board of Coastal Waves Organization.

Use of Guest Players by Coastal Waves teams for tournaments will be at the discretion of the Coastal Waves Executive Board.

**VIOLATION OF THESE GUEST PLAYING RULES BY PLAYERS OR COACHES WILL RESULT IN REMOVAL FROM THE COASTAL WAVES ORGANIZATION!**

**"Know Your Team Rules In Addition To The Consequences For Breaking Those Rules"**

## Player Parent Contract Signature Page

- **Release of Liability:** With the signing of this contract, parents and player hereby release the Coastal Waves Organization, coaching staffs, board of directors, and other players from, and against any, claims, injuries, and/or damages which the player and /or parent may suffer during or as a result of the player's participation in the Coastal Waves Travel Softball Program, including, but not limited to; travel to and from practices, games, tournaments, and/or related activities. Parents shall indemnify the Coastal Waves Organization, coaching staffs, board of directors, and other players from, and hold them harmless, against any and all losses, liabilities, claims, damages, costs and expenses, including; legal fees and court costs of, or in connection with, the player's participation in the Coastal Waves Travel Softball Team, and/or the player's performances within the terms of this agreement. Further both Players and Parents agree to adhere to all rules and regulations set forth and accept all responsibility for any violation of said rules and regulations listed but not limited to and agree to all possible outcomes of said violations without recourse to the Coastal Waves Organization.

**With our signatures, we have executed this agreement and release of all claims freely and without restraint or reservation of any kind or nature. We have read, fully understand, and agree to abide by each and every item and condition set forth within this player/parent handbook.**

Player's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Preparing For Competition

### Visualization:

- “Run a movie” of a successful performance in your head.
- Visualize details like solid hitting, catching fly balls, sound defense, and good throws to your target.

### Physical:

- Good nutrition, adequate rest, and relaxation!
- Maintain a good balanced diet.
- For an energy boost eat simple carbohydrates – not candy or junk food!
- Lack of sleep will cloud your mind, dull your senses, and slow your movement.
- For relaxation – Watch a movie, listen to music, read, anything that puts you at ease and relieves stress.

### Be Determined:

- Determination begins with a goal. Decide how to achieve that goal. Start with: pride in what you’re doing, not what you can’t do; learn from your mistakes; don’t be afraid to fail; be willing to sacrifice to reach your goal; reward yourself for our accomplishments. **Through Failure Comes Success!!!**
- Once you get close to the day of competition, the physical aspects of optimum performance is overshadowed by the importance of mental toughness.
- If you have prepared well, your body will automatically know how to perform. Your mind must now be tough enough to handle the situation.
- To be at peak performance, an athlete must be equally strong in mind and body.

### Mental Toughness:

- Believe and have faith in your abilities. Make a commitment to develop that faith.
- Faith quiets the voice of doubt inside your head. You must quiet self-doubt.
- Believe it is your responsibility to do the very best you can with the tools you have.
- Accept the fact that faith is a growing process, not an absolute.
- Responsibility for our life rests in your own hands.

***To succeed in anything, think of yourself in a positive way. Consciously replace a negative thought with a positive one. “I am a winner” and “I deserve to be here” will facilitate our best performance.***

### *It's All In Your Mind*

If you think you're beaten, you are.  
If you think you dare not, you don't.  
If you'd like to win, but think you can't,  
It's almost certain you won't.  
If you think you'll lose, you've lost.  
For out in the world you'll find,  
Success begins with a person's will;  
It's all in the state of mind.  
For many a race is lost, before a step is run,  
And many a coward fails, before the work has begun.  
Think **BIG** and your deeds will grow,  
Think small, and you'll fall behind,  
Think that you can and you will:  
It's all in the state of mind.  
If you think you're outclassed, you are.  
You've got to think high to rise.  
You've got to be sure of yourself before  
You can ever win a prize.  
Life's battles don't always go  
To the stronger or faster one,  
But sooner or later the one who wins  
Is the one who thinks she can!

# **AMENDMENTS AND ADDITIONS**

## **Executive Board Term Limits**

- Three years term with a three consecutive term limit (totaling 9 years in one position) but, same person can run for another Board position at the end of the term limit. If the term limit (9 years) is used, and after a one term (3 years) break (even if in a different position), that person can run again. Ex: Rob holds president for 9 consecutive years (three terms), then becomes Vice President for 3 years (one term), Rob can run for President again.

## **Voting Committee Members Term Limits and Duties**

- One Manager, Coach, or Asst Coach from each team appointed to a voting members spot as a Committee Member. This position not to exceed two years with a three consecutive term limit (totaling 6 years on the committee). No return after having served three terms even if there is a term break. Voting Committee Members will vote on all matters except Financial and Disciplinary issues.

## **How voting works**

- All Executive Board Members and Voting Committee Members will be nominated and voted on by the Current Executive Board and Voting Committee Members. Nominations will be made in August of the end of each term and Nominees who accepted the nomination will be voted on in September and will take office at the time of election. If no Nominee accepts a nomination, the position will be held by the current person in the position until a Nominee accepts and is voted into office. Should a position become vacant prior to the end of a term, the position will be filled by a Nominee who accepts the nomination and is voted in by the current Executive Board until the end of the current term. Ex: Rob leaves the President spot after one year leaving two years left on the current term. Shawn is nominated by the current Executive Board. Shawn accepts the nomination and is voted in. Shawn serves the remaining two years left on the term. Even if there is only one month left on the term when voted in, this counts as a full term for Shawn. Next nominations for Executive Board are August 2023, for Voting Committee Members is August 2022.

## **Organizational Finances**

- Organization will maintain one bank account for all teams. President and Treasurer both will be accountable for All Financial transactions. Both will be signers on the account. The account will be split amongst all teams and business for each team will be tracked



(cont.)

by line-item accounting. Most fundraisers will be conducted as an organization but if one is conducted or a donation is received for a specific team, those funds will be added to that team's funds. Accounting will begin October 1, 2020 to allow for the most current bank statement to set the line-item accountability. As of October 1, 2020, each team will be granted a discretionary amount of \$200.00 for last minute purchases. Manager is to submit a receipt for the purchase with a legitimate reason and will be reimbursed or can submit a request to the Executive Board for prior approval. All Financial business will be voted on by the Executive Board Officers Only.

### **Who controls the Team**

- Teams are run by the Manager, Coach, and Asst Coaches. The determination of tournaments, players, and team functions is the responsibility of the Team Manager. If the Manager wants to play a certain tournament, they contact the Executive Board for the financial approval. The Executive Board has the right to deny a request for any reason but the Manager will be notified of the reason and has the right to rebut if they choose. Further, minor disciplinary actions are also in the control of the Manager however, if it is determined that a player should be cut, a meeting with the Executive Board is to be made prior to cutting the player. The case will be discussed between the Manager and Executive Board and only after it is determined that all other possible actions have been taken will that action be allowed.

### **Meeting Minutes**

- Regular business meeting minutes are available upon request to ANY member of the Organization. Minutes from disciplinary meetings are ONLY available to the Parent of the Player and Executive Board members involved in the meeting.