

North Torrance Girls Softball League, Inc.

2024 By-Laws (Approved 8/22/2024)

1. Name:

This organization shall be known as the North Torrance Girls Softball League. It may also be known as NTGSL. The League will be incorporated as a non-profit corporation, North Torrance Girls Softball League, Inc., in accordance with the corporate laws of the State of California and applicable U.S. Federal Regulations.

1.1. Mission statement

The mission of NTGSL shall be to foster, develop, promote, and expand recreational softball for players age 4-18. NTGSL shall promote friendly competition with the goal of educating players about the sport of softball, sportsmanship, teamwork, fellowship, courtesy, discipline, and integrity.

1.2. Objective

North Torrance Girls Softball League (NTGSL) is a non-profit organization dedicated to the Following:

- I. Teach girls the fundamentals of the game of softball.
- II. Encourage development and good sportsmanship of all players.
- III. For the players to have fun, make new friends, and grow as a member of a team.
- IV. To help players become physically fit and value fitness in their lives.
- V. To encourage continued participation by building a passion for the sport of softball.
- VI. Fostering positive community relations through meaningful outreach.

2. Membership

- 2.1. Any player meeting the requirements as to age as set forth in the Operating Rules will be eligible for participation as a playing member.
- 2.2. General Membership shall be comprised of those parents or guardians of eligible players, Board members, committee members, Head coaches, and approved Assistant coaches and these shall constitute the voting members of the League. Playing members will not be allowed to vote.
- 2.3. Any person who volunteers for a position as a Board Member, Head coach, Assistant coach and/or Umpire will be required to submit to a background check, and photograph.

3. Government

The administration of the League will be under the supervision of the Board of Directors elected by the General Membership.

- 3.1. At the annual organization meeting, the General Membership (parents or guardians of eligible players) will elect from the eligible membership the following officers and members to the Board of Directors, except the Immediate Past President:

President (Executive Board)	Immediate Past President (Honorary Position)
1 st Vice President (Executive Board)	Concession Coordinator
2 nd Vice President (Executive Board)	Assistant Concession Coordinator
3 rd Vice President (Executive Board)	Concession Purchaser
Secretary (Executive Board)	Umpire in Chief (U.I.C.)
Treasurer (Executive Board)	Team Parent Coordinator
Division Coordinators	Ways and Means
Player Representatives	Assistant Ways & Means
Uniform Coordinator	Tournament Director
Equipment Coordinator	Assistant. Tournament Director
Chief Scorekeeper	Fall Ball Coordinator
Field and Facilities Coordinator	Registrar/Data Entry
Assistant F and R Coordinators	Event and Print Coordinator
Assistant. Field & Facilities coordinator	

Note: Officers may be combined as required.

- 3.1.1. All Board members of standing committees will serve in office for a period of two years and will be eligible for re-election if they fulfill the duties of their position in accordance with the By-Laws.
- 3.1.2. Board positions may be added or eliminated upon a 2/3 vote of the Board.
- 3.1.3. No person may apply/run for or hold more than two (2) Board positions at a time, unless the open position is unable to be filled by an acceptable candidate within a reasonable time period, within which the duties and responsibilities need to be fulfilled.
- 3.2. The League Executive Committee will be composed of the elected Officers (President, Vice Presidents, Secretary, Treasurer) and one "Member at Large" to be elected by the Board of Directors from within its own members at the second meeting of the newly elected Board. This committee will interpret the By-Laws, provide administrative guidance to the Board of Directors and will meet (as a committee) to make decisions to run the day-to-day operations of the league (when necessary, decision (vote) will be made as a majority, 50% +1).
 - 3.2.1. The Executive Board of Directors should meet as often as needed to discuss finances, administrative issues, league activities, developing the agenda for the monthly Board meeting and any other issues within the scope of the League.
- 3.3. The Executive Board of Directors will have the authority to suspend, discharge or otherwise discipline any member, umpire, Head coach, Assistant coach, parent, or other person whose conduct is considered detrimental to the best interest of the League. It is our practice that no child is ever removed from our league unless their guardian/parent removes them, or they have continuously violated the code of conduct.
 - 3.3.1. Board members may be voted out of office by a 2/3 majority vote of the Board members or the General Membership, at a meeting held specifically for such action and for the following reasons:
 - a) Repeated violation of the By-Laws Criminal behavior
 - b) Convicted of a felony.
 - c) Convicted of a misdemeanor involving:
 - d) Any sort of lewd or violent act.

- e) An act involving the abuse of drugs and or alcohol.
- f) An act involving the abuse or neglect of a child/children.
- g) Willful destruction of property of the League.
- h) Multiple NTGSL violations resulting in a disciplinary action.
- i) Any act compromising the safety of a League member.
- j) Behavior detrimental to the League
- k) Failure to attend three (3) consecutive Board Meetings without a legitimate excuse, and/or Failure to perform required duties of the position.

- 3.4. The total number of the Board of Directors will be set each year at the first meeting of the Board. The board should meet monthly to discuss finances, administrative issues, league activities and any other issue within the scope of the league. The minutes as recorded by the League Secretary will reflect the Board of Directors count.
- 3.5. The addition of the Board of Directors during the course of the year does not change this number. The deletion of the Board of Directors with no replacement will reduce the total number by one until only six (6) board members remain. At this point the remaining Board of Directors must recruit additional members, dissolve the League, or suspend all formal expenditures of the League except for utility expenses and State and/or Federal fees.
- 3.6. A quorum 50% (1/2) plus one of the Board of Directors must be present in order to conduct business of the League.
- 3.7. A written agenda will be provided for each meeting.
- 3.8. Robert's Rules of Order, as Revised, shall govern the proceedings of all meetings, except where in conflict with the By-Laws of the League.

4. Our purpose and Dissolution Clause

4.1. Purpose:

The organization is organized exclusively for charitable, religious, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

4.2. Dissolution:

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

5. Financial Policy:

- 5.1. The Board of Directors will decide all matters relating to finance. League monies will be expended in a matter that will give all individuals and teams' equal benefits and

privileges. The Board of Directors, through a majority vote may expend funds for Tournament Teams.

- 5.2. Two authorizing signatures for the Leagues' bank account will be required from the following positions:
 - President
 - Treasurer
 - 1st Vice President
- 5.3. The Executive Board of Directors will determine the operating budgets for normal operations of the League at the beginning of each league year. The budget will be subject to change as needed while the season proceeds.
- 5.4. League Scholarships are available on a limited basis to disadvantaged families with financial hardships or other unique circumstances. The Executive Board of Directors must approve the Scholarship(s) and there are specific requirements/guidelines and limitations to the coverage of the scholarship (see attached scholarship application form).
- 5.5. All Board members will be exempt from Registration fees for the Fall and Spring seasons as long as they attend 75% of all board meetings and give 75% of their time back to the league. All Board members will be required to participate in the mandatory fundraiser selling the minimum requirement. The Executive Board will evaluate each member's exemption eligibility for registration on a yearly basis.
- 5.6. Criteria for Regular Season Registration exception for Board Members who have children playing in the League are as follows:
 - 1.) Attend at least 75% of all Board Member Meetings, excluding legitimate and excused absences.
 - 2.) Give back 75% of their time to the league. i.e opening day, closing day, orientation day, snack bar shifts, evaluation day and any other days requiring board members to be present.
 - 3.) Fulfill all their obligations and responsibilities as indicated by the By-Laws, Operating Rules and those made known to them as required by the position. (Note: The By-Laws and Operating Rules are only brief guidelines indicating their overall responsibilities and do not break down all the specifics).
 - 4.) Not received any repeated sanctions or discipline by the League or USA officials during their term.
 - 5.) Returned any outstanding equipment or property (keys, papers, etc.) to the League.
 - 6.) Paid any "League related" debt owed to the League, business, team, parent, etc. as a result of League activities.
- 5.7. The Board of Directors will strictly observe and regulate all fund-raising activities. These activities must conform to the fund-raising policies of non-profit organizations set forth

by the State of California and the U.S. Federal Government.

- 5.8. Any team, player, parent or general member who wishes to solicit or obtain sponsorship support for any team or individual, by way of monies, equipment, etc., shall adhere to the NTGSL Fund Raising procedural guidelines set forth each year by the Board of Directors (see attachments: Team Fund-raising & Tournament Team Fund-raising). However, they MUST first seek Executive Board approval.
- 5.9. All members of teams will deposit all funds collected into the League treasury for proper accountability.
- 5.10. The Executive Board will take immediate and appropriate action in the event an irregularity occurs within the fundraising or other financial activities within the League.
- 5.11. The Board of Directors will have the privilege of auditing the books and records maintained by the Treasurer at any time.
- 5.12. Purchases of any kind will require prior approval by the Executive board, especially if reimbursement is to be sought from the League. If you fail to obtain the required approval in the specified manner, reimbursement may not be granted. Therefore, all Board of Director personnel will be required to abide by the League's "Financial Expenditure Procedures", which is decided by the Executive Board of Directors.
- 5.13. A copy of the "Financial Expenditure Procedures" shall be handed out to all Board Members by the President at the beginning of their term each August. (Refer to the attached copy of the Financial Expenditure Procedures).

6. Amendment:

These By-Laws or any section thereof may be amended or repealed by a majority vote of those General Members present at a meeting scheduled for the purpose of amending these By-Laws. A notice must be provided to all general members, seven (7) days prior to the regular season. (Note: The intent is to allow the maximum number of the general membership to vote). A quorum of the Board of Directors must be present at the meeting in order for the action to be valid.

7. Board Elections: Nominations, and Voting.

- i. An Election Committee will be selected by the 1st Vice President and voted in by the Board of Directors prior to the election meeting for the purpose of nominating officers.
- i. The Election Committee will prepare and distribute/make available Board Member applications for any interested nominees/candidates prior to voting.
 - a. The Executive Board of Directors, at the recommendation of the Election Committee has the authority to review all Board Application nominees/candidates and approve or deny their application for election prior to including and/or posting their name on the nomination Board. (Purpose: Is an attempt at ensuring that those applying, be it new or returning Board members have fulfilled all their obligations and responsibilities as indicated in the By-Laws, Operating Rules and those made known to them for the position).

- ii. The Election committee will prepare a list of all candidates and post the list at the field and the league's website a minimum of one (1) week prior to voting. The board will be updated as appropriate.
- iii. The Election Committee will provide written ballots on voting day for the elections of the new Board of Directors.
- iv. Elections will be held at a general meeting of the League.
- v. Election results will be posted at the field and the leagues website. Board members will assume their duties at the first Board meeting in August of the calendar year elected.

8. Officers and Duties:

President (Executive Board)

- i. Will preside at all meetings of the General Membership, the Board of Directors and Executive Committee; will also be an ex-officio member of all committees, except the Election Committee and any committees involving a division in which he/she manages or coaches.
- ii. Will coordinate and administer the rules, policies and principles of the North Torrance Girls Softball League.
- iii. Will appoint all members of the various committees except the Election Committee, who will be selected by the 1st Vice President and voted in by the Board of Directors.
- iv. Will convene the Executive committee to authorize and approve specified purchases as required by the By-Laws.
- v. Authorized to have all keys, combinations, alarm code(s) and access to all facilities.

1st Vice President (Executive Board)

- i. Will assist the President, head the Protest Committee, and in the absence of the President, will perform the duties of the President.
- ii. Will be parliamentarian and will attend all meetings and give recommendations and counsel the Election Committee.
- iii. Will act as the liaison officer for the League and be responsible for coordinating awards and recognition within the league.
- iv. Will assist team Head coaches and Assistant coaches in locating and securing appropriate practice facilities by making necessary arrangements and completing permits.

- v. Will coordinate events at the field including the Opening and Closing ceremonies, awards, Vendors, Porta potties, Team pictures
- vi. Will oversee the awarding of scholarships
- vii. Authorized to have all keys, combinations, alarm code(s) and access to all facilities.

2nd Vice President (Executive Board)

- i. Will coordinate the obtaining of sponsors for the League and teams in conjunction with the efforts of Ways and Means, in addition to coordinating recognition awards outside the league. This will also require coordination of activities with the Ways and Means Committee. All sponsors shall be presented to the Board for approval. Sponsor fees will be retained by the League's general fund with the exception of sponsorships received for specified use
- ii. Will coordinate all matters pertaining to recruiting and evaluation of ballplayers (flyers, banners, registration, rating sheets, etc.).
- iii. Will chair a standing committee consisting of all Division Coordinators and Player Representatives. In addition, will solicit and fill empty Division Coordinator and Player Representative.
- iv. Will organize and chair a meeting of the said group prior to the beginning of the season and should have one every other month thereafter, unless more frequent meetings are necessary.
- v. Will investigate all grievances between players and team management. If a solution cannot be worked out within immediate period of time (i.e., prior to a 5-day period), the President will be immediately notified.

1. Note: This does not preclude the President from being notified as the inquiry/investigation and/or conflict resolution begins.

- i. Will coordinate the selection of All Star and Select Teams and ensure the eligibility of Tournament Team members
- ii. Will be the liaison between the League and Tournament Sponsors.
- iii. Will coordinate all Volunteers / Volunteer Clinic / Teens Programs
- iv. Authorized have all keys, alarm code(s) and access to all facilities, including the safe.

3rd Vice President (Executive Board)

- v. Will coordinate all matters pertaining to the Fields and Facilities, Equipment, Concessions, and Media.

- i. Will oversee the Equipment Coordinator, Fields and Facilities Coordinator, Concession Coordinator, Concession Purchaser and media coordinator.
- ii. Will distribute and maintain a current inventory of all Keys
- iii. Will act as the representative for Pest control, Marina Carbonics / Coca~Cola
- iv. Authorized to have all keys, alarm code(s) and access to all facilities, except the safe

Secretary (Executive Board)

- i. Will 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 will maintain minutes of all meetings.
- ii. Will conduct all necessary correspondence of the League.
- iii. Will send out notices of meetings, coordinate necessary communications (i.e., phone calls, e- mail, etc.) and obtain places to meet for the Board of Directors. The league website will contain all board meeting agendas and minutes.
- iv. Will coordinate the Calendar, and Peach Jar
- v. Authorized to have all keys, combinations, alarm code(s) and access to all facilities, to include the P.O. Box key.

Treasurer (Executive Board)

- i. Will receive all monies for the League and deposit same in the name of North Torrance Girls Softball, Inc., in a bank approved by the Board of Directors.
- ii. Will keep an itemized account of receipts and disbursements and maintain books and records in an orderly fashion.
- iii. Will chair the Budget Committee which meets on an as needed basis.
- iv. Will provide all necessary information to an outside agent to ensure that financial statements (i.e., Completed Tax forms, etc.) are submitted to the State of California and the U.S. Federal Government, on forms provided, as required.
- v. Will provide a written monthly balance sheet report that includes all revenue and expenses. Will complete a written annual report to the General Membership at the annual League meeting.
- vi. Authorized to have keys to the field gates, snack bar, restrooms, dumpster, and alarm code to the snack bar.

Member (s) at Large (Executive Board - Voted in by Board of Directors)

- vi. Will be assigned special projects as requested by the Executive Board.
- vii. Will attend Executive Board Committee meetings, help interpret the By-Laws and provide administrative guidance to the Board of Directors.
- viii. Authorized to have keys, combinations, alarm code(s) and access to all facilities.

Registrar Data Entry:

- i. Will assemble and maintain a player/parent database for all children registered with the League.
- ii. Will assist with registration sign-ups and assemble all registration information upon receipt. This will also involve the keeping of the hard copy of all registration information along with the immediate recording of monies and immediate transference to the Treasurer.
- iii. Will compile, organize & disseminate individual team rosters to the Division Coordinators, President, 1st Vice President and Chief Scorekeeper immediately after the draft and one week prior to the scheduled Team Announcement Day for the regular season. The same will apply for Tournament and Fall Ball.
- iv. Will update the NTGSL database on an as needed basis, when players are added or dropped from teams and forward the revised copies to those indicated above in 18 iii.
- v. Will accumulate rosters and maintain a back-up copy of birth certificates, and all other paperwork needed by Tournament Teams.

Division Coordinator(s):

- i. Will not manage, coach, or have a child in the Division.
- ii. Will supervise all respective division activities. To include occasional practices and attend a majority of the games played, including the post-season tournaments and Fall Ball games.
- iii. Will include regular communication with managers and/or coaches including, but not limited to notification of changes.
- iv. Will receive and coordinate information received from the teams of the division and forward to the appropriate persons. This will also require attendance and assistance at player evaluations, drafts and any other special meetings or activities (i.e., Assisting and/or coordinating Softball Skills Clinics for Head coach and Coaches, etc.).
- v. Will conduct all managers' meetings and team draft(s) as specified in the Operating Rules.

- vi. Will refer all matters requiring Board action to the Executive Board of Directors for review and evaluation regarding any further action.
- vii. Will receive official protests from the Division Managers, evaluate their accuracy and content, and provide input as to those involved and related rules/sections prior to presentation to the 1st Vice- President.
- viii. If at any time a team's manager and coaches cannot continue the season, the Division Coordinator will acquire a temporary manager to coach until the regular team manager returns or until the season ends. Otherwise, the team shall be split up and fairly assigned to the remaining teams, contingent upon approval of the division coordinator and player representatives committee chaired by the 2nd Vice President.
- ix. Will assist with Tournament Team selection, to include collecting and presenting to the Board of Directors, player eligibility forms, player/parent contracts (NTGSL Tournament Teams) and manager application forms.
- x. Authorized to have keys to the field gates, restrooms and scorekeeper booth

Player Representative:

- i. Will not manage, coach, or have a child in the same division.
- ii. Will be the agent of all the players in the division.
- iii. Will supervise all respective division activities. To include occasional practices and attend a majority of the games played, including the post-season tournaments and Fall Ball games. This will include regular communication with the involved managers and coaches.
- iv. Will assist the 2nd Vice-President in matters regarding the registration of players in the Division. This includes assisting with Fall Ball, Regular Season, and Tournament registration.
- v. Will assist the Division Coordinator with the drafting of teams in the Division (i.e. the best interests of the players, car pools, special requests, etc.).
- vi. Will keep a current record (digital) of all the registration for each division and see that the Head coaches of all the teams get the most current copies of the emergency waiver forms, rosters, etc. prior to and during the season, especially if there are any updates. Will also be responsible for the same prior to and during any post season play.
- vii. This will also require attendance and/or assistance at player evaluations, draft(s) and any other special meetings or player activities (i.e., assisting and/or coordinating softball skills clinics for players, fund raisers, etc.).
- viii. Authorized to have keys to the field gates, restrooms, and scorekeeper booths

Umpire in Chief (UIC):

- i. Will act as liaison between the league and the contracted umpire association.
- ii. Will forward game schedules and changes to the contracted umpire association in their required format.
- iii. Will chair the Operating Rules Committee.
- iv. Will be the League Safety Coordinator and Operating Rules consultant.
- v. Will serve on the Protest Committee, unless there is a conflict of interest, in which case the 2nd Vice President will serve.
- vi. Authorized to have keys to the field gates, restrooms, and scorekeeper booths.

Ways and Means:

- i. Will coordinate all fund-raising activities for the League.
- ii. Will assist in coordinating Team Pictures.
- iii. Will coordinate securing vendors for various league functions as needed (i.e., Team Announcement Day, Opening Day, Tournaments, etc.).

Assistant Ways and Means:

- i. Will assist Ways and Means in the execution of his/her duties.
- ii. Will perform the duties of Ways and Means in his/her absence.

Equipment Coordinator:

- i. Will provide the teams with the proper equipment, which will consist of a minimum of practice balls, catching equipment, Bownets and one bag and a first aid kit.
- ii. Will provide bases, game balls, and pitching rubbers. This will also require the monthly monitoring and inventory by keeping a written report.
- iii. Will see that all League equipment is turned in at the immediate conclusion of the season.
- iv. Will inventory all League equipment at the beginning of the season as well as at the end.
- v. Will see that all League equipment is in good repair to ensure the safety and compliance with USA guidelines.

- vi. Authorized to have keys to all equipment sheds/facilities, field gates, restrooms and scorekeeper booths.

Chief Scorekeeper:

- i. Will be responsible for preparing a schedule of all games and submitting it to the Executive Board of Directors for approval at least two (2) weeks prior to the start of the playing season. Upon approval by the Executive Board, a copy of the schedule shall be posted on the leagues website and distributed to all Head coaches and the Board of Directors.
- ii. Will be responsible for scheduling make-up games and immediately notifying the President, UIC, Division Coordinators, Fields and Facilities, and Concession Coordinator. Revised copies of the schedule or the revisions made on the original schedule will be made on the league website.
- iii. Will be responsible for supervision, guidance, and training of team scorekeepers.
- iv. Will maintain League standings and post every two (2) weeks, except during play-offs, which will be posted daily before games start. Will also keep a central file of all official score sheets.
- v. Will provide scorebooks and materials for all teams prior to the beginning of the season.
- vi. Authorized to have keys to the field gates, restrooms, scorekeeper booths and outside bulletin boards.

Fields and Facilities Coordinator:

- i. Will coordinate all work in connection with maintenance of League facilities. Including the Field Equipment Shed, Chalk Shed Tool Shed, Bullpens / H2 Home Run Areas, Grounds / Dirt / Grass / Sprinklers, Batting Cages / Area / Room
- ii. Will maintain all League facilities to ensure safety, cleanliness, and the playable conditions of the fields.
- iii. Will form work crews from the League members to prepare the fields for League play year-round, before and during each season (not to include individual games).
- iv. Will assist the Assistant Tournament Director in coordinating field workers for Tournament games and activities.
- v. Will procure such maintenance equipment as necessary for maintenance of the fields within the guidelines of the authorized budget procedures established by the Executive Board of Directors.

- vi. Will obtain Executive Board of Directors approval for all projects in accordance with the NTGSL Financial Expenditure Procedures (i.e., new fencing, buildings, etc.)
- vii. Will maintain a current inventory of all maintenance equipment, supplies, etc. to include serial numbers where applicable belonging to NTGSL.
- viii. Authorized to have keys to all equipment sheds/facilities, field gates, **dumpster**, restrooms, scorekeeper booth and office.

Assistant Fields and Facilities:

- i. Will assist Fields and Facilities in the execution of his/her duties.
- ii. Will maintain all League facilities to ensure safety, cleanliness and the playable conditions of the fields.
- iii. Will prepare fields for Opening and Closing Days, Tournaments and any other specified Events (i.e., clinics, special fund raisers, etc).
- iv. Authorized to have keys to all equipment sheds/facilities, field gates, rest rooms and scorekeeper booth**s**.

Concession Coordinator:

- i. Will train and approve workers (14yrs. and older) who will then be certified and placed on a list as eligible to work in the snack bar and ensure that an adult is scheduled for each shift.
- ii. Will establish rules and regulations for operations during open hours and see that concession stand safety and security is adhered to at all times.
- iii. Will provide a master shift schedule to the Team Parent Coordinator (TPC), which includes the required shifts the Teams are responsible for filling (The TPC will be responsible for seeing the master list gets completed and returned prior to the beginning of the season, i.e., Regular, All-Star, and Fall Ball.).
- iv. Will maintain cleanliness and organization of the restrooms and menu boards.
- v. Will select the menu and items for sale.
- vi. Will turn in all money received in the Concession Stand to the Treasurer in a timely manner.
- vii. Authorized to have keys to the field gates, restrooms, snack bar and bullpen, and the alarm code for the bullpen and snack bar.

Assistant Concession Coordinator:

- i. Will assist the Concession Coordinator in the execution of his/her duties.
- ii. Will perform the duties of the Concession Coordinator in his/her absence.
- iii. Will maintain cleanliness and organization of the restrooms and menu boards.
- iv. Authorized to have keys to the field gates, restrooms, snack bar and bullpen, and the alarm code for the bullpen and snack bar.

Concession Purchaser:

- i. Will make purchases of food equipment for the concession stand, and any other purchases directed by the Concession Coordinator in conjunction with the Board of Directors.
- ii. Will take a frequent inventory (weekly during season & monthly during the off season) of concession items in the concession stand and the bullpen and provide it to the Concession Coordinator.
- iii. Will inform the Treasurer of all purchases made and provide copies of all receipts.
- iv. Authorized to have keys to the field gates, restrooms, snack bar and bullpen, and the alarm code for the bullpen and snack bar.

Team Parent Coordinator:

- i. Will be the liaison between the League and the Team Parents.
- ii. Will accumulate a roster of Team Parents and keep it current.
- iii. Will provide the Concession Coordinator and Team Parent(s) of each team with a master shift schedule for Concession stand duties. This is to be done no later than one (1) week prior to the beginning of the season and at least two (2) days before the first games for any other event (i.e., League Playoffs, All-Star Tournaments, and Fall Ball).
- iv. Will provide information regarding travel arrangements, hotel accommodations, etc. for tournament teams.

Uniform Coordinator:

- i. Will see that teams are properly uniformed as defined in the Operating Rules (to include regular season, tournament, and Fall Ball).

- ii. Will provide (2) uniform options (i.e., examples & cost estimates) to the Board of Directors and obtain their approval prior to the ordering of any uniforms for each season of play (i.e., Regular, Tournament & Fall Ball).
- iii. Will see that uniform fees are collected, as applicable and turned in to the Treasurer in a timely manner as indicated in the NTGSL Financial Expenditure Procedures.

Tournament Director:

- i. Will develop, plan, coordinate and advertise Board approved Tournaments (to include sites, site directors, permits, logistics, trophies, presentations of awards, etc.).
- ii. Will coordinate scheduling of teams and fields for tournament play.
- iii. Will collect all tournament fees and turn them in to the Treasurer in a timely manner (within at least 2 weeks of receipt).
- iv. Will have access to the necessary keys on an as needed basis for Tournament Events.

Assistant Tournament Director:

- i. Will assist the Tournament Director in the execution of his/her duties.
- ii. Will perform the duties of the Tournament Director in his/her absence.
- iii. Will coordinate all logistics, including the scheduling of concession stand workers with the Concession Coordinator and field workers with the Fields and Facilities Coordinator.
- iv. Will coordinate the scheduling of vendors with Ways and Means.
- v. Will have access to the necessary keys on an as needed basis for Tournament Events.

Fall Ball Coordinator:

- i. Will coordinate recruitment and registration of players, managers, and coaches for Fall Ball play with the Division Coordinators and Player Representatives.
- ii. Will collect registration fees and turn them in to the Treasurer in a timely manner
- iii. Will coordinate all functions pertaining to the Fall Ball program.
- iv. Will provide scorebooks, game schedules, maps and/or directions for off-site facilities to the teams in a timely manner.
- v. Will have access to the necessary keys on an as needed basis for Fall Ball activities.

- vi. Will provide field sizes, limitations, and any field restrictions to the scheduling committee.

Media Coordinator

- i. Will coordinate advertisement of all special events of the League with posters, flyers, social media, etc., well in advance (at least 2 weeks) of planned activities.
- ii. May coordinate, assemble, and distribute the League newsletter at least monthly during the regular season and at the beginning and end of all other seasons (i.e., tournament play & Fall Ball).
- iii. Will coordinate all special event programs (i.e., Opening and Closing Days for regular season and tournaments, etc.).
- iv. Will submit a minimum of two quotes to the board for approval prior to the assembly, printing, and distribution of the League yearbook.

Immediate Past President (This is an honorary position):

- i. Can be assigned special projects as requested by the Board and/or Executive Board of Directors.
- ii. Will have access to the necessary keys on an as needed basis.

Bylaws adopted on August 22, 2024

Secretary Signature _____