

Thurston County Fastpitch Association Operating Procedures

Voting Procedures

- 1. Voting**
 - a) A motion must be made and seconded prior to a vote on any item and/or issue.
 - b) In all voting procedures a simple majority is necessary for any motion to pass.
 - c) A quorum, as defined in the Bylaws, must exist prior to any voting.
 - d) All voting is final and shall take effect immediately unless otherwise stated in the Bylaws or agreed to.
 - e) In General Meetings each team is to have only one vote.

Finances and Fiscal Year

- 1. Revenue** Revenue shall be derived from the following sources:
 1. Registration fees
 2. Team fees
 3. Corporate sponsors
 4. Donations
 5. Fund-raisersNothing in this section shall preclude the receipt of revenues from other sources, as approved by the Executive Board.
- 2. Budget** The Treasurer shall track all revenue and expenditures, including all cash donations, corporate donations and in-kind donations. A report shall be presented to the general membership at all meetings detailing all up-to-date revenue, expenditures and all types of donations. The report shall include projected profit or loss. This report shall also be provided electronically to the website coordinator for posting. At the first meeting of the fiscal year, the Treasurer shall present a new fiscal year budget to the Executive Board for approval based on true expenses of activities from the previous fiscal year. An adopted budget for TCFA shall be presented to the General Membership at the first General Meeting of the fiscal year.
- 3. Internal Audit** An internal audit shall be performed by two (2) Executive Board members, other than the Treasurer, or a qualified person appointed by the Executive Board, at the end of each fiscal year.

General Membership

Each member shall receive a copy of the Bylaws, Operating Procedures, TCFA Rule Modifications and a Code of Ethics.

Executive Board Member Duties

- 1. President**

The President shall:

 - a) Lead in the overall management of association.
 - b) Preside at all meetings.
 - c) Enforce the Bylaws and Operating Procedures.
 - d) Head the Grievance Committee.
 - e) Be an ex-officio member of all committees.
 - f) Perform other duties as assigned or requested by the Executive Board.

- 2. Vice President**

The Vice President shall:

 - a) Assist the with the duties to the President
 - b) Lead the formation of teams
 - c) Lead the scheduling of games and end of season tournament
 - d) Keep website up to date
 - e) Perform the duties of the President in the absence of the President

- 3. Registration Coordinator**

The Registration Coordinator shall:

 - a) Coordinate advertisements for registration in all areas.
 - b) Respond to all email and phone call inquiries during registration.
 - c) Assist in recruiting new coaches.
 - d) Participant on Grievance Committee
 - e) Perform other duties as may be requested by the President.

- 4. Secretary**

The Secretary shall:

 - a) Record and distribute all meeting minutes.
 - b) Keep a record of attendance
 - c) Update and have available copies of the Bylaws and Operating Procedures at all meetings.
 - d) Retain all ballots for a period of thirty (30) days after ballots are cast.
 - e) Perform other duties as may be requested by the President.

- 5. Treasurer**

The Treasurer shall: (also see Finances & Fiscal Year above)

 - a) Receive all money's payable to TCFA.
 - b) Deposit all receipts in a bank approved by the Executive Board.
 - c) Disburse funds upon authorization by the Executive Board.
 - d) Keep accounts and financial records and present a report at all meetings detailing up-to-date revenue, expenditures and all types of donations.
 - e) Submit TCFA's detailed year end financial report to the Executive Board for approval.
 - f) Comply with IRS regulations.
 - g) Prepare and present a preliminary budget for the new fiscal year at the first Board meeting of the new fiscal year.

- i) Perform other duties as may be requested by the President.

6. Equipment Manager

The Equipment Manager shall:

- a) Keep an accurate inventory of all equipment.
- b) Disburse equipment to each team.
- c) Ensure all equipment is in safe operating condition and complies with league regulations.
- d) Purchase equipment within the league guidelines.
- f) Perform other duties as may be requested by the President.

Extended Board Member Duties

1. Fund Raising

The Head of Fund Raising shall:

- a) Head the Fund-Raising Committee and coordinate fundraising activities for association.
- b) Lead the effort to obtain uniforms for teams.
- c) Perform such other duties as may be requested by the President.

2. Fields

The Head of Fields shall:

- a) Secure fields for season – Communicate with Parks/Cities/etc. to secure fields for games and tournament play.
- b) Work with Sanction Organization to secure necessary insurance
- c) Work with Vice President to ensure field needs are met
- d) Participant on Grievance Committee
- e) Perform such other duties as may be requested by the President

3. Uniforms

The Head of Uniforms shall:

- a) Work with vendor to ensure teams have uniforms for Spring
- b) Participant on Grievance Committee
- c) Secure Awards for Spring Season and Tournament
- d) Perform such other duties as may be requested by the President

Other Member Duties

Training & Rules Coordinator

The Training & Rules Coordinator shall:

- a) Head the Training Committee and the Rules Committee.
- b) Plan the annual coaches training ensuring coaches take all required training.
- c) Be a resource for coaches on questions related to practices and other training.
- d) Perform other duties as may be requested by the President.

Area Representative

The Area Representatives shall:

- a) Attend field allocations meetings for their area and submit field allocation requests to field owners in their area. Work collaboratively with other user organizations to assure cooperative use of area fields.
- b) Assist the Registration Coordinator with recruiting coaches in their area if needed.
- c) Throughout the season, be the main point of contact for coaches in their area on any issues related to area fields and/or games.
- d) Keep an accurate inventory of all field related equipment at fields in their area.
- e) Ensure field equipment boxes in their area are appropriately stocked with necessary field equipment throughout the season.
- f) Perform other duties as may be requested by the President.

* There will be an Area Representative for Yelm, Lacey, Olympia, Tumwater, Tenino, Dupont and Shelton. If needed, other areas needing representation based on growth of the league may be added.

Division Representatives

The Division Representatives shall:

- a) Act as liaison between division teams and Executive Board.
- b) Report to all teams any changes in League Rules.
- c) Keep records of all games and team standings.
- d) Report standings to the Website and Scheduling Coordinator on a weekly basis.
- e) In collaboration with effected coaches and the Website and Scheduling Coordinator, reschedule rainout and makeup games and ensure all effected coaches are aware of the new schedule.
- f) Participate on the Rules Committee.
- g) Perform other duties as may be requested by the President..

Coaches

The Coach shall:

- a) Shall complete a background check and attend all TCFA sponsored coaches training and complete all required trainings.
- b) Attend all general membership meetings and offer input as appropriate.
- c) Head all team activities including practices, games, fund raising, etc. in a positive manner.
- d) Responsible for communicating with Division Representative per league policies and procedures.
- e) Participate in other TCFA activities per league policies and procedures.

Committees

Grievance

The Grievance Committee shall be headed up by the President. The members of the Grievance Committee will meet, either in person, virtual or by email, as necessary to review complaints/concerns and decide upon any disciplinary or other action needed.

Training and Rules

The Training and Rules Committee shall be headed up by the Training & Rules Coordinator with participation of all Division Representatives. The Committee will meet annually to review suggested changes to the current TCFA rule modifications. Make recommendations to the Executive Board. Assist with the planning of the annual training of all TCFA coaches.

Note: All Committees will report to the Executive Board prior to implementation of any actions for approval.

Committee Heads can be changed by the Executive Board at any time.

Procedures

- Procedures:**
- a) All meetings shall be opened by the President or the member in charge and shall announce the agenda for the meeting.
 - b) Votes shall be taken on all actions in accordance with the Bylaws.
 - c) A motion can be made at any time during the meeting, by any member and must be addressed immediately if seconded by another member.
 - d) No other agenda items may be acted upon until the motion is voted upon, once seconded by member, or is withdrawn by the member making the motion.
 - e) The President may not cast a vote unless in order to decide a tie in the voting.

Concussion and Sudden Cardiac Training:

In accordance with the “Lystedt Law” Head Concussion Management HB 1824, and Sudden Cardiac Training, the Thurston County Fastpitch Association Policy is to:

1. Prior to the first league practice or game, all TCFA coaches (paid or volunteered) will be educated in the nature and risk of concussion or head injury and sudden cardiac arrest.
2. Athletes in our organization and the parent/guardian of those athletes will annually sign and return an information sheet related to the nature and risk of concussion or head injury or sudden cardiac arrest.

3. Any athlete showing signs of concussion or head injury will be removed from participation immediately and not allowed to return to play unless they have written clearance from a licensed health care provider trained in the evaluation and management of concussion/brain injury.

A Statement of Compliance of our policy will be submitted to City of Lacey Parks and Recreation annually.