



Operating Policy



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About this Manual

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Article I: Board of Directors

Board of Directors shall direct the administration and general affairs of this organization. The Board consists of Elected Positions and Appointed Positions as indicated below. All Board Members are allowed one vote in matters coming before the Board except as noted. If a member holds more than one position on the Board, they are limited to one vote. Board Members are expected to attend all Board Meetings and be active participants in the management of the League.

President

- Should have served at least one year on the Board of Directors. In the event no board members qualify for this board position, any current board member, no matter how long they have been on the board, may assume the president position with a board vote.
- Shall act as the Chairperson of the Board of Directors and presides over all league meetings and is a non-voting member. In the case of a tie, the president will be the final vote.
- The position of president shall be a two-year term commitment.
- Shall ensure the league rules, policies and principles of the League are obeyed.
- Shall preside as representative to NorCal.
- Shall preside as a representative to USA Softball.
- Shall conduct Opening Day and Closing Day Ceremonies.
- Shall conduct Evaluations and Player Draft.
- Shall coordinate and oversee the annual scholarship process.
- Shall be responsible for field conditions with the Fields Coordinator.
- Shall be responsible for the Master Spreadsheet of Operations.
- Shall remain as an advisor to the Board after completing term(s) in office.
- Shall maintain a running history of the league.
- Shall create and maintain a budget for related expenses.
- Shall be responsible for arranging for team and League insurance.
- Shall be responsible for logging all injuries and submitting insurance claims.
- Shall be responsible for hiring of webmaster and providing direction for updating and maintaining the League's official website.
- Shall obtain required use permits for facilities utilized by the League and provide insurance certificates to all schools containing those fields (if required).
- Shall have administrative authority over the FGSL website.
- Shall have access to league bank accounts.

Vice President

- Should have served at least one year on the Board of Directors. In the event no board members qualify for this board position, any current board member, no matter how long they have been on the board, may assume the vice president position with a board vote.
- Presides in the absence of the President.
- Shall act as an aide to the President.
- Shall serve as representative or set designee to attend NorCal meetings submitting notes to the Board at the monthly Board meeting.



- Shall submit appropriate papers to NorCal as necessary and coordinate payment with the Treasurer.
- Shall submit appropriate papers to USA Softball as necessary and coordinate payment with the Treasurer.
- Shall facilitate league and program needs as it pertains to facilities and equipment.
- Shall oversee access and scheduling of the League's social media platforms.
- Shall review and update league bylaws, league operating policy and league playing rules.
- Shall create and maintain a budget for related expenses.
- Shall be in charge of election of Board of Directors for the new Board.
- Shall coordinate the volunteer activities of parents.
- Absent a fundraiser position, shall be responsible for fundraising and sponsors.
- Shall have administrative authority over the FGSL website.
- Shall have access to league bank accounts.

Treasurer

- Shall be responsible for all monies.
- Shall oversee the collection of mail.
- Shall set and maintain an annual budget with the input of the Board for all league expenses.
- Shall receive and distribute all funds of the League as authorized by the Board.
- Shall be responsible for monitoring deferred registration payments.
- Shall maintain a running history of the League's financial records.
- Shall be responsible for prompt payment of all authorized League bills.
- Shall issue any refunds as set by the Board and President.
- Shall submit a financial report at all Board meetings or when requested by Board members.
- Shall be responsible for all IRS and state tax duties and liability insurance (filing and fees).
- Shall have administrative authority over the FGSL website.
- Shall have access to league bank accounts.

Secretary

- Shall maintain permanent minutes and records of business transacted at each meeting and transmit a copy (email) to the Board Members within one week after the scheduled monthly Board meeting.
- Shall maintain a running history of the League.
- Shall serve as Committee Chair for the Bylaw/Operating Policy/Playing Rule Review Committee.
- Shall send email to board prior to meeting about desired topics for meeting agenda.
- Shall provide agenda for board members at meeting.
- Shall reserve meeting location with business.
- Shall keep disciplinary records.



Player Agent

- Shall maintain a running history of Player Agent activities for the League.
- Shall create a budget for related expenses.
- Shall prepare and produce online registration with oversight of President.
- Shall be responsible for late registration and working with the President on the waitlist.
- Shall be present for the player draw (The Draft).
- Shall serve as Committee Chair for the Team Formation Committee.
- Shall form teams on Team Sideline with oversight of President.
- Shall be responsible for coordination and managing relations/communications with their respective divisions/teams in an impartial manner.
- Shall be responsible for regular communication including upcoming events, issues, and other reminders to their respective division.
- Shall ensure all players and volunteers are uploaded to USA Softball with oversight of President.
- Shall ensure all volunteers are background checked and SafeSport certified.
- Shall arrange for and ensure compliance of team and League insurance with USA Softball.
- Shall immediately report any issues or concerns that arise to the President within 24 hours.
- Shall handle contact tickets within 48 hours of initial contact.
- Shall communicate all team/player information to the President, Secretary, and NorCal organization.
- Shall coordinate with the Select Coordinator and coaches of Select/All-Star teams to obtain and present required birth certificates and photos for USA Softball.
- Should have previous experience as a badged volunteer.
- Shall have administrative authority over the FGSL website.

Umpire in Chief

- Shall serve as primary contact for all umpires and scorekeepers.
- Shall conduct meetings/clinics for umpires, coaches, managers and scorekeepers for information and rule interpretation. This should include a minimum number of training as determined by the Board.
- Shall schedule school/clinics for certification of umpires.
- Shall evaluate/test the skills and knowledge of the umpires and when possible, seek coach/manager input of umpire evaluation.
- Shall schedule all umpires.
- Shall receive official protests from team coaches/managers for presentation to the Board.
- Shall create a budget for related expenses.
- Shall work as a liaison between the Board, NorCal, USA Softball UICs, and all coaches/managers to maintain positive and beneficial relationships amongst all involved with our umpires and in the League.
- Shall purchase umpire shirts through the Uniform Coordinator.
- Shall work with the Equipment Coordinator to purchase equipment.
- Shall create a budget for related expenses.



Coaches Coordinator

- Shall coordinate the recruitment and selection of Coaches, Assistant Coaches and Managers (Females) for each division and team in consultation with President and Player Agent (Core4).
- Shall establish necessary clinics for Coaches, Managers and Players.
- Shall assist managers and coaches with the development of their knowledge and skills to teach the game of girls fastpitch softball.
- Shall be the Division's Manager and Coaches' representative to the Board and first point of contact:
 - Shall instruct Managers and Coaches of League rules and bylaws
 - Shall report all team and/or player requests to the Player Agent
- Shall create and maintain a budget for related expenses.
- Shall prepare coaches and managers packets for the coaches and managers meeting.

Player Equipment Coordinator

- Shall maintain a storage facility in partnership with the Fields Maintenance and Field Equipment Coordinator and President.
- Shall oversee all player/team equipment and ensure all player/team equipment is in good condition and working order before each season begins.
- Shall distribute and collect equipment to/from team coaches.
- Shall purchase necessary equipment with a minimum of two bids and Board approval.
- Shall maintain an inventory of each team's equipment.
- Shall purchase team and umpire equipment as needed.
- Shall present final inventory at November meeting.
- Shall create a budget for related expenses.

Fields Maintenance and Field Equipment Coordinator

- Shall maintain a storage facility in partnership with the Player Equipment Coordinator and President.
- Shall generally oversee everything field related.
- Shall oversee all field equipment and ensure all field equipment is in good condition and working order before each season begins.
- Shall oversee the process of changing box locks each season.
- Shall oversee ensuring the field boxes are stocked on a weekly basis.
- Shall purchase any necessary equipment with a minimum of two bids and Board approval.
- Shall develop a plan for field improvement and maintenance.
- Shall organize and schedule field day(s)/workday(s) for improvements (if required).
- Shall notify division representatives with information to be provided to coaches and managers.
- Shall coordinate the installation and removal of the banners with the Sponsor/Fundraiser Coordinator.
- Shall obtain required use permits for fields utilized by the League.
- Shall present final inventory at November meeting.



- Shall make minor purchases throughout the season to ensure safe and continuous softball operations per league bylaws.
- Shall create a budget for related expenses.

Fundraising, Sponsor and Grant Coordinator

- Shall create sponsorship levels for approval by the Board.
- Shall work with Player Agent for team names, sponsors, and team colors.
- Is responsible for coordinating sponsors for all teams.
- Shall obtain, research, and present fundraising opportunities to the Board for consideration and vote.
- Shall seek prize donations from area merchants.
- Shall coordinate the purchase and distribution of sponsor banners and plaques in accordance with the League's budget.
- Shall coordinate the purchases, installation and removal of the banners with the Fields Maintenance and Field Equipment Coordinator.
- Shall coordinate and oversee all fundraising activities.
- Is responsible for the collection, recording, and transfer of monies to the Treasurer.
- Shall maintain detailed records of financial gain/loss for each fundraising activity and report such findings to the Board.
- Shall attend community outreach programs to solicit league sponsorships/donations.
- Shall create and maintain a budget for related expenses.

Uniform and Trophies Coordinator

- Shall select and purchase spirit wear, uniforms and awards with oversite of President.
- Shall provide 2 bids for League uniforms for Board approval in every odd numbered year in October for approval at November Board meeting.
- Will arrange for the sale of League spirit wear at Snack Shack.
- Is responsible for maintaining product inventory and purchase/sale records.
- Shall coordinate and facilitate Jersey Pick up day prior to the season beginning.
- Will have trophies, medals and Championship shirts ready for the Foothill Finale and Closing Ceremonies each season.
- Shall create and maintain a budget for related expenses.
- If position is unfilled in any given year, duties are to be performed by Equipment Coordinator.

Snack Bar Coordinator(s)

- Is responsible for the coordination and operations of the Snack Bar at Buckeye Elementary.
- Will lead research on future snack bar facilities.
- Shall purchase supplies and keep inventory.
- Shall maintain the Snack Bar equipment.
- Is responsible for the collection, recording, and transfer of monies to the Treasurer.
- Shall create a budget, maintain the finances and financial records.
- Shall report the financial status to the Board during regular monthly meetings



Select, All Star and Fall Ball Coordinator

- Shall be responsible for coordination of all League sponsored Select, All-Star, and Fall Ball teams with oversight of President.
- Shall coordinate the recruitment and selection of Select, All-Star, and Fall Ball, Manager, Coaches, and staff.
- Shall assist with Select, All-Star, and Fall Ball tryouts at all levels.
- Shall instruct Select, All-Star, and Fall Ball coaches of League rules, Operating Policy and Bylaws.
- Shall prepare all practice and game schedules and provide any changes to these schedules directly to the coaches and managers.
- Shall determine fees separately from recreation ball fees; fees may be adjusted up or down throughout the season for additions and deletions to the schedules.
- Shall coordinate related activities with NorCal, USA Softball and GSSA, including participation in relevant meetings.
- Shall assist with fundraising efforts for Select, All-Star, and Fall Ball teams approved by the League.
- Shall create and maintain a budget for all related expenses.

Scheduler

- Shall prepare all practice and game schedules with oversight of President.
- Shall provide any changes to these schedules directly to the coaches and managers.
- Shall work with the Coach's Coordinator on communication regarding practice schedule for the season.
- Shall manage the standings on the website.
- Shall schedule fields for all practices and games, including rescheduled and make-up games; includes partnering with relevant board members for related tasks.
- Shall coordinate with other NorCal recreational leagues on inter-league schedules.
- Shall coordinate fields for League playoffs and League tournaments.
- Shall partner with Select / All Star / Fall ball coordinator on field scheduling for Fall Ball.
- Shall have administrative authority over the FGSL website.

Publicity, Facebook and Web Administrator

- Is responsible for all publicity-related activities including, but not limited to, social media, FGSL website, newsletters, placement of information in local newspapers and school newsletters.
- Shall order road signs and banners announcing registration for the Spring season.
- Shall create and distribute survey approved by the board at end of season.
- Is responsible for the collection, recording, and transfer of monies to the Treasurer.
- Publish meeting agendas and minutes on FGSL website.
- Shall purchase all necessary supplies for production.
- Shall create and maintain a budget for related expenses.
- Shall have administrative authority over the FGSL website.



Events Coordinator

- Is responsible for the coordination and operations of vendors at primary league events such as Opening Ceremonies and Closing Ceremonies and any other official league events approved by the board with oversight of President.
- Shall coordinate with the Vice President on the volunteer needs for events.
- Shall coordinate with publicity coordinator to publicize events.
- Shall negotiate profit-share with vendors.
- Shall supervise FGSL team picture day.
- Shall create and maintain a budget for related expenses.

Advisor

In addition to the above-named Board Positions an advisory position of Past President and Foothill Gold exists. This position may only be filled by anyone who has served as the President of the League within the past 5 years or is part of Foothill Gold. Appointment to this position requires two-thirds (2/3) majority vote by current Board of Directors. There may at any time be any number of Advisors to the Board.

The duties of the position are as follows:

- Shall act as an advisor to the President and the Board
- Shall assist any Board Member with his or her activities if necessary.
- Shall have no voting privileges.

Confidentiality

To protect the integrity of the League and ensure proper stewardship of League information, all individuals serving on the Board must act in the best interests of the League and adhere to its confidentiality standards.

All Board Members must sign a Non-Disclosure Agreement (NDA) acknowledging their obligation to keep League information confidential, including but not limited to:

1. Player and family contact information
2. Registration and enrollment data
3. Board meeting discussions and votes
4. Financial details
5. Team-formation processes
6. Personnel or volunteer matters
7. Any information designated verbally or in writing as confidential
8. Failure to sign or adhere to the NDA constitutes grounds for removal from the Board.

Failure to sign or adhere to the NDA is grounds for immediate removal from the Board.

Prohibited Use of League Information & Resources

Board Members shall not use League property, systems, or information for any non-League purpose, including:



1. Player contact lists or enrollment data
2. League communication systems
3. Equipment, uniforms, or supplies
4. Field space or facilities
5. Internal documents, planning materials, or strategic information

Use of League information or resources for the benefit of any outside organization is a violation of the NDA and grounds for immediate removal.

Enforcement

Violation of the NDA or misuse of League information may result in:

- Immediate suspension or removal from the Executive Board
- Loss of access to League systems or data
- Prohibition of future Board service

While the Board may participate in the review of disciplinary issues, the President maintains ultimate authority to determine and enact disciplinary action consistent with League bylaws and the NDA.

Article II: Umpires

Foothill Girls Softball hires local youth and adults to perform umpire duties for our games. This has ensured a high-level of consistency in rule enforcement and interpretation. Most youth umpires are current and former players in the League, many of whom are currently playing at the high school level. The umpire program is a training program designed to teach life skills to the participants of the program. Consistent with our recreational philosophy, the umpires in this program are part of the League's efforts to support youth development.

Youth Umpires

The Foothill Girls Softball umpire program accepts youth umpires that are 12 or above, that register and attend FGSL umpire training. All youth umpires will need to be registered with USA Softball.

The President and Umpire in Chief are in charge for each day that games are played.

Adult Umpires

The Foothill Girls Softball umpire program accepts adult umpires (18 and older) that register and attend FGSL umpire training. All adult umpires will need to be registered with USA Softball which includes a background check and SafeSport certification.

Umpire-In-Chief

The Umpire-In-Chief (UIC) Is responsible for the supervision, training, and scheduling for our umpires. The UIC also has the responsibility to rule on all protests. By local rule, the UIC may umpire in a regular game. In the event of a protest during that game, our President (or other appropriate elected Board Member) will act as Umpire-In-Chief for the purpose of settling that dispute.



Umpire Training

Each umpire is required to attend the Umpire Clinic hosted by USA Umpire in Chief prior to officiating his or her first game. Follow up is done throughout the season to reinforce proper techniques, answer questions, and evaluate performance.

Umpire Job

Umpires are expected to be at the field at least 15 minutes before the start of the game. They must inspect the field and player equipment to be used in the game (bats, helmets, etc.).

A coach meeting in which a badged representative from each team is present will take place at home plate with the umpire before game time to review local rules and answer any questions. Once the game begins, the umpire is in charge. Only the representative of a team is authorized to talk to the umpire during the game.

The umpire is directly responsible for ensuring a smooth flow of the game and for making all calls and rule interpretations necessary during play. Should disputes arise, the umpire's decision is final. If the representative feels a decision has been made that is not within the rules, a formal protest may be entered (see Bylaws).

Responsibility toward Umpires

It is the duty of all associated with our League to recognize that our umpires are young individuals doing their very best. All participants must keep this in mind during games and will, at all times, conduct themselves in a manner above reproach. League members and/or spectators should never approach an umpire after a game to discuss calls.

Umpire Pay Schedule

- Adult Umpire USA Certified: \$70 per game
- Youth: \$50 per game

During the Foothill Finale, the League will do their best to have two umpires at each game including the Championship games for 8u, 10u and 12u Divisions.

Fall Ball

Solo umpires shall be paid consistent with the prevailing rates as established by NorCal Girls Softball Association. Umpires scheduled a game with two umpires working shall split the prevailing rate for that game.

Article III: Team Management Staff

One of the strengths of the Foothill Girls Softball League is the participation of our volunteers. Our coaches, assistant coaches and managers are expected to instill confidence, make the players feel valued, and keep them safe.



Selection of Team Staff

The Board will open registration prior to the beginning of the Spring and Fall season for any interested person. The Board may engage in a process for selection of team staff as needed. This process may include but is not limited to interviews, review of annual survey results, and consideration of previous disciplinary action.

Completion of a Coach or Manager Application form does not guarantee that the applicant will be assigned a team or that their player makes the team. All Managers' and Coaches' positions are filled as vacancies occur and require Board approval. The Board will review all Managers and Coaches for necessary qualifications, abilities, and knowledge.

Once the manager or coach has been approved by the Board he/she will be subjected to a background check. A background check consent form will be made available to the coach or manager by the league. This form must be completed and submitted to the league prior to the start of the season for processing. A Manager or Head Coach may be managing/coaching personnel for one additional team in a different Division only with a lack of volunteers and Board approval. No person can be the head coach of two (2) or more teams at one time.

All Managers and Coaches must attend the Managers' and Coaches' meeting scheduled by the Coaches Coordinator prior to practices starting. Failure by either a Coach or Manager to attend this MANDATORY meeting can be grounds for rescission of Board approval of his/her position, unless notification is given and satisfactory just cause is demonstrated to the Coaches Coordinator and President prior to the meeting.

When vacancies occur for Managers or Coaches, nominations shall be made to the President of the League who will present the applications to the Board for selection and approval. Once the team is formed the Core Four staff will be named by the Head Coach and Manager.

For the Summer season (All Star and Select) please refer to Section IX of this document.

Core Four

FGSL shall require that all adults be background checked and complete any certifications as required by USA Softball. FGSL teams shall include a minimum of four team staff members referred to as the Core Four (Core4). A minimum of two members of the Core4 must be female. A cleared female must always be in the dugout and no more than four (4) background checked individuals can be in the dugout at any time. FGSL will refund the cost for the background checks of the Core4. If a Core4 member is not available for practice or game, then another background checked cleared member may step in to assist. These positions shall include:

- **Head Coach**
- **Assistant Coach**
- **Manager**
- **Second Assistant coach or manager**



Teams may have additional cleared background checked parents to help out with field activities, but the costs falls on the individuals and not the league. Summary of job descriptions outlined below:

Characteristics of Good Coaches

- Listen to staff and players.
- Set good examples.
- Treat players, staff, parents, and League officials with dignity and respect.
- Never belittle anyone, especially players and officials.
- Establish all of your ground rules and expectations up front.
- Distribute your time and attention to all players. The best way to accomplish this is to plan your practices ahead of time. Make sure every girl receives positive instruction during every practice.
- Above all, have fun. Develop team spirit. Remember, softball is a game, not life and death. Treat it as such, have fun, and enjoy the game.

Head Coach

The head coach may be male or female and must be 21 years old at the time of registration (unless otherwise approved by the Board). They are in charge and responsible for all activities of the team.

Responsibilities within the Coaching Staff:

- The coach works directly with the manager of the team. They shall work in collaboration and in the best interest of the team.
- The head coach must attend all required FGSL trainings and meetings.
- The head coach must sign a form and provide check to league for all equipment checked out for each season of play.
- It is the responsibility of the head coach and manager to work together to ensure cohesiveness amongst all members of the Core4 ensuring everything is done for the benefit of the players.
- The head coach has the authority to request the Board to remove their coaches if they feel the management team is not working in the best interest of the players (The Executive Board has the right to deny the head coaches' request).

Responsibilities to the Players:

- The main responsibility of a coach is to teach.
- Teach the fundamentals of the game. This includes catching, throwing, and hitting.
- Teach that conditioning is the key to preventing injuries. Establish a consistent conditioning program for the girls that will take place at every practice. Establish warm up exercises for both practices and games that will help prevent injuries. Coaches should look carefully at the section in the USA Softball Rulebook titled Safety Program Outline for technical coaching tips that ensure proper skill development and safety.
- Teach and instill a positive attitude for all team members. Help the girls remember that good sportsmanship is important, whether winning or losing. Demonstrating a positive attitude while losing develops character. Teach by example, as your attitude during



practices and games is seen and remembered by the girls.

- Teach and instill a team attitude. Every player and position have a purpose. No one individual is more important than the team. Recognize the contributions of every girl during the game that helped the team. Whether it was several plays, one play, or simply a great attitude and being ready; every contribution is important in each game.
- Teach and instill confidence. Every player has different levels of skill and ability. Make sure each player understands that your expectations are to have them play to their abilities, not someone else's. Whether they win or lose, be sure they understand that it does not matter, as long as they gave 100 percent. Compliment and praise positive work and show the girls that you have confidence in them. Remember, confidence builds confidence.
- Teach and instill discipline. Discipline is not natural; it is a learned behavior. Nothing brings a team down faster than discipline problems or bad attitudes. Get a positive tone by setting expectations of the girls. Be reasonable, fair, and positive in your rules.
- The coach will design practices that are appropriate to the skill level of the players.

Responsibilities to the Board:

- The head coach is required to represent their team at all League meetings. These include the manager and coach orientation, the rules clinic, and any required Board trainings and meetings.
- The head coach is responsible for being aware of all rules and regulations of the League and our governing organizations. Failure to familiarize themselves with these rules and regulations will not be an excuse for failure to comply with them.

Responsibilities During Games

- The coach/manager are required to act as the "field manager" for their team and spectators. As such, the coach/ manager assumes all the responsibilities for the conduct of the attendees at the game.
- The coach/manager will ensure all players attending a game will play the minimum playing time.
- The coach/manager will ensure that pitching changes are communicated to the opposing team. In the event that a game does not have an assigned FGSL umpire, the manager is to ensure that a badged member of the Core4 who has completed the FGSL rules.

The Assistant Coach

The assistant coach may be male or female and must be at least 18 years old at the time of registration.

Responsibilities within the Coaching Staff:

- The assistant coach will be responsible for helping the coach in training, instructing, and teaching players the fundamentals of softball.
- The assistant coach will take over the duties of the coach if the designated coach is unable to attend a practice or a game.
- The assistant coach is expected to attend the coach's clinics offered by the Foothill Girls Softball League.



The Manager

The manager must be female (or male if coach/assistant coach is female) and must be at least 21 years old at the time of registration. The manager is responsible for all activities of the team.

Responsibility within the Coaching Staff

- It is the responsibility of the head coach and manager to work together to ensure cohesiveness amongst all members of the Core4 ensuring everything is done for the benefit of all players.
- The manager is expected to attend all practices and games including sitting in the dugout and keeping the players orderly.
- They will protect the team from the harms and dangers that can often result from the lack of adult supervision.
- The manager works directly with head coach of the team. They shall work in collaboration and in the best interest of the team.
- The manager, with support of the coach, has the authority to request the Board to remove their coaches if they feel the management team is not working in the best interest of the players (the Executive Committee has the right to deny the manager's request).
- The manager must attend all required FGSL trainings and meetings.

Responsibilities to the Players:

- The manager is responsible for the team members' actions on the field as well as at any league event which they are directed to remain together as a team.
- The manager is to ensure all players are properly equipped to participate in the game.

Responsibilities to the Board:

- The manager is required to represent the team at all League meetings. These include the manager and coach orientation, the rules clinic, and any necessary board meetings.
- The manager should also ensure that the coaches, team parents, and scorekeepers attend the meetings required for those positions.
- The manager is responsible for being aware of all the rules and regulations of the League and our governing organizations. Failure to familiarize themselves with these rules and regulations will not be an excuse for failure to comply with them.

Responsibilities During the Games:

- The manager/coach are required to act as the "field manager" for their team and spectators. As such, the coach/ manager assumes all the responsibilities for the conduct of the attendees at the game.
- The manager/coach should submit their lineup cards to the scorekeeper 15 minutes prior to the start of the game (except for 6u).
- The manager/coach is to review the final score sheet for accuracy, including final score, pitcher names, and innings pitched.
- The manager/coach will submit the final score through Team Sideline.



Responsibilities to the Parents:

- After the team has been formed, they must organize a meeting of the parents and players to communicate to them the expectation of the Foothill Girls Softball League. A meeting scheduled 30 minutes prior to the start of the first outdoor practice is also acceptable.
- The manager must be sure the parents or identified family members are informed of practices and games in a timely manner, either through Team Sideline or another method.

Other Team Support

In addition to the Core4, each team should have the following volunteers to fulfill other duties throughout the season to help with team responsibilities.

The Team Parent

The team parent may be a male or female and must be at least 18 years old at the time of the registration. This is an administrative role and does not require a background check.

Responsibilities

- The team parent will assist the manager in keeping control and order among team members.
- They will help with coordinating completion of volunteer hours for team, raffle basket, sponsor of team, team banner.
- They will attend all team functions and assist the managing personnel as well as the players.

Scorekeepers Job

All 8u-16u teams are required to have an official team scorekeeper. Managers must ask for a parent or other adult volunteer at their initial team meeting to fill this position (you may have more than one to share the duty, but at least one is required). Each team will be issued 1 scorebook. During games, the home team scorekeeper will keep the "official" game book. All scorekeeping disputes and questions will be answered according to that book. It is important not to lose this book, as it contains the record of all games played by your team.

The Scorekeepers Job:

- The official scorekeeper is expected to sit near home plate. Score keepers from each team are encouraged to sit together.
- Teams must submit their lineup cards to the scorekeeper 15 minutes prior to the start of the game. The lineup becomes the official batting order. All pitching changes must be reported and recorded by the scorekeeper.
- The Home team scorekeeper will be used to settle any disputes or protest.
- Digital options may also be used at the expense of the team and is not provided by the League. Should Gamechanger be used, a report must be generated to settle a dispute.

Field Crew

During regular season play teams are required to set up and take down their fields prior to and immediately after each game.



- Field setup includes dragging and/or raking, chalking, and staking bases and the pitching rubber.
- Takedown involves removing the bases, pitching rubber, dragging the field and locking all league equipment safely in the FGSL equipment boxes.
- Setup is assigned to the home team, and so the brunt of the field crew work hours occurs when your team is the home team.

If you can get at least two volunteers from your team to act as a field crew that means coaches and managers do not have to do it, and they can commit their time to the players and other pregame administrative activities.

Removal of Team Staff

See Bylaws, Article V.

Article IV: The Players

Foothill Girls Softball League exists for the purpose of fostering, developing, promoting, and expanding recreational softball for girls aged 4 to 16 in the El Dorado County area. The League shall promote friendly competition with the goal of educating players about the sport of softball, sportsmanship, teamwork, fellowship, courtesy, discipline, and integrity.

Players

- Players must be aged 4 through 16 years old to participate with the League.
 - **Spring:** Age divisions are set by USA Softball.
The division a player will play is determined by their age as of August 31st prior to the calendar year for which they are signing up to play.
 - **Fall:** Age divisions are set by USA Softball.
The division a player will play is determined by their age as of August 31st of the current calendar year for which they are signing up to play.
- Players must reside or attend school within the defined boundaries. If a player does not reside or attend school within the defined boundaries, an approved waiver must be on file.
- Each player by participating agrees to the Code of Conduct and understands that disciplinary action will be taken for any member or person associated with a team who does not show proper conduct at any Foothill Girls Softball functions.

Article V: The Spectators

FGSL neither supports nor allows poor treatment of officials, players, managers, or coaches during a game. We take a strong stance against this type of improper behavior. Any violation of the Code of Conduct shall result in disciplinary action by the Board.

Spectators

- Spectators are not allowed to heckle or “ride” the umpires or members of the opposing team.
- Spectators are directed to remain behind fences and “out of play” lines to prevent



possible spectator interference and penalties.

- Spectators should not loiter behind the backstop. At the discretion of the umpire, League President, and/or Team Staff, spectators can be asked to clear the area within 8 feet of the backstop. Team staff shall only request their spectators to move.
- Through registration each player's family agrees to the Code of Conduct on behalf of the entire family and guests and understands that disciplinary action will be taken for any member or person associated with a team who does not show proper conduct at any Foothill Girls Softball function.
- Alcohol, tobacco, and cannabis use (including but not limited to cigarettes, cigars, vapes, pipes or pens etc.) and any illegal substance, are not permitted at any Foothill Girls Softball sanctioned event.
- No electronic devices are allowed on any school campus.
- No dogs are allowed on any school campus.

Article VI: The Seasons Summary

Foothill Girls Softball League exists for the purpose of fostering, developing, promoting, and expanding recreational softball for girls aged 4 to 16 in the El Dorado County area. The League shall promote friendly competition with the goal of educating players about the sport of softball, sportsmanship, teamwork, fellowship, courtesy, discipline, and integrity.

Fall Season

- The Fall season of play will run from August to October. The fall season is open to players in the 8u, 10u, 12u, 14u, and 16u divisions. The Fall season is a more competitive recreational program in which teams from our league play against teams from neighboring leagues. Due to limited field space in the Fall, roster space is limited and returning Select players, All Star players, pitchers and catchers have priority.
- We will follow NorCal Girls Softball Rules during this season.

Spring Season

- The Spring season of play will run February to May. This Spring season is open to players in the 6u, 8u, 10u, 12u, 14u, and 16u divisions. This Spring season is open to all players of varying skill levels and experience across all age divisions with a focus on recreational development. Each registered player is placed on a team following the FGSL team formation process as laid out in Section VII.
- We will follow USA Softball Playing Rules, NorCal Girls Softball Rules and FGSL Playing Rules during this season.

Summer Season

- Foothill Select and Foothill All Stars teams are formed according to guidelines established by USA Softball of Northern California.
- Foothill Select teams form in November/December/January and play through July.
- Foothill All-Stars teams form at the conclusion of the recreational season.
- Foothill All Star teams follow USA Softball Tournament Rules during this season.
- Individual tournaments may have their own rule set.



Article VII: Spring Team Formation

Foothill Girls Softball League participants will be selected for a new team each year. The Board reserves the right to make any changes to this process as needed.

Age Divisions

Age divisions are set by USA Softball. The division a player will play in is determined by their age as of August 31st prior to the calendar year for which they are signing up to play.

- 6u: ages 4-6
- 8u: ages 7-8
- 10u: ages 9-10
- 12u: ages 11-12
- 14u: ages 13-14*
- 16u: ages 15-16*

* 14u and 16u may be combined if necessary due to low enrollment.

Move-Up Requests

A move-up request must be filled out during the designated period set forth by the League. To be considered for a move-up request, players must have played a minimum of one season in their current age division. Meeting minimum qualifications does not guarantee an approved move up request; the Board will review all request and approve them on a case-by-case basis.

Number of Players per Team

The number of players per team will be determined by the Board for the current season's enrollment. As a general guide, the League will make every effort to use the following numbers:

- 6u: 10 players
- 8u: 12 players
- 10u: 12 players
- 12u: 12 players
- 14u: 12 players
- 16u: 12 players

Registration Issues

Any player that registers after the evaluation will be placed on a team by the Board based upon need if spots are available. If all registered players cannot be placed onto teams due to lack of coaching or any other reason, priority will be given to players with parental coaches or by date of registration.

6u Team Formation

The 6u division is considered a non-scoring division and therefore teams are formed through coach request and guided team placement.



Coaching Pairings/Player Request

A manager and head coach may request to be placed together on the same team. The coaching staff may turn in a list of players they would like on their team prior to the end of the registration period.

Buddy Requests

Each player in the T-Ball and 6u divisions are allowed to request one buddy; no daisy chains will be allowed, and the buddy request must be reciprocated. The Board will make every effort to honor buddy requests.

Sisters

Sisters in the same age group will be placed on the same team and do not count toward buddy requests. The T-Ball and 6u divisions are considered separate divisions.

The Draft

Players in the 6u division that are signed up but not specifically requested by a coach will be placed onto a team by the Player Agent and the 6u Player Agent. There is no public draw. The board will form teams based on:

- Coach request.
- Buddy request.
- School of attendance.
- Listed school teacher.

8u/10u/12u/14u/16u Team Formation

The 8u, 10u, 12u, 14u, and 16u divisions are considered scoring divisions and therefore the teams are formed through a draft. All registered players, including coaches' players, must attend the FGSL evaluation. All coaches will receive a player list for their division with relevant information for the draft.

Coach Pairings

A head coach may identify either an Assistant Coach or a Manager to secure one additional player on the same team (two players max). If this causes an unfair advantage, then the request may be denied (Example: Both daughters are P1 pitchers and there are not enough P1's for all teams to have at least one).

Pitching Evaluations

All players interested in pitching more than 1 inning must attend FGSL pitching evaluations, this includes coach players. All coaches must score the pitchers in their division and submit their scores to the FGSL Board representative immediately following the evaluation. An independent evaluator (who does not have a daughter in the division), will also score the pitchers. The independent evaluator will be responsible for taking photos of all the evaluations (including their own) and will submit them to the FGSL Player Agent and the FGSL President. The coach evaluations will then be returned to each coach. The FGSL Player Agent will calculate all the pitching scores to determine the P1/P2 results. If there are any discrepancies between the results and past pitching experience, the Board may vote to adjust the results.



- **P1**- Top scoring and most experienced pitchers
 - The number of girls in P1 will equal the number of teams in the division, so that every team will have access to a top pitcher.
- **P2**- All other evaluated pitchers
 - The number of girls in P2 will equal the number of teams in the division.
 - All other pitchers evaluated will be in regular draft.

If a player does not attend the FGSL pitching evaluations, they will be limited to pitch 1 inning per game. In extraordinary circumstances where a player can't make evaluations and wants to declare as a pitcher, the Board will make every effort to hold an evaluation prior to the draft or the President can declare the player a P1 pitcher if the player can't make the evaluation.

Catching Evaluations

All catchers will be asked prior to evaluations if they have prior catching experience and it is highly recommended that they be evaluated during the pitching evaluation. FGSL may also utilize information from past years to identify players with catching experience.

Buddy Requests

There are no buddy requests allowed in these divisions.

Sisters

Sisters in the same age division will be placed on the same team. When one sister is selected, the other sister must be taken in the following round of the draft. If sisters prefer not to be on the same team, the Board must be notified prior to the draft.

The Draft

Teams in the 8u, 10u, 12u, 14u, and 16u divisions are formed by a draft. Every attempt will be made to ensure that the teams are as evenly balanced as possible. If at any point the draft causes an unfair advantage, then the pick may be denied by the FGSL board.

- At the time of the draft, no more than two persons (Head coach/Assistant/Manager) will represent each team. If no Head Coach, Assistant Coach, or Manager is approved by the Board prior to the time of the draft, two Board members will be appointed to represent that team.
- The head coach and their identified Assistant Coach or identified Manager will have their players placed on their team based on experience, evaluations and an agreed upon draft round determined by all coaches prior to the draft starting. (2 players max).
- The head coach ultimately holds the decision-making power in selecting, if they and their assistant/manager do not agree.
- The team head coach and/or their assistant/manager will select a random number to determine their draft order for the two pitching rounds (P1 and P2). The jersey color will be determined with this reverse draft order.
- The team head coach and/or their assistant/manager will then redraw a random number for the remainder of the draft. The drafts will follow this order for the 1st round, snake back the 2nd round, then start over, and continue this process until all players have been drafted.



	Round 1	Round 2	Round 3	Round 4
Team 1	1	4	1	4
Team 2	2	3	2	3
Team 3	3	2	3	2
Team 4	4	1	4	1

- The first two rounds of the draft will ensure all teams have access to a top pitcher.
 - Teams that do not already have a P1 pitcher must take an evaluated pitcher during their first draft turn. Teams that have a secured P1 pitcher must use their P1 pitcher for their draft pick.
 - Teams that do not already have a P2 pitcher must take an evaluated pitcher during their second draft turn. Teams that have a secured P2 pitcher must use their P2 pitcher for their draft pick.
 - It is highly encouraged that each team take a P1 pitcher and a P2 pitcher, but the drafting team may choose to take a P2 pitcher as their first and second pick.
- The additional rounds of the draft will ensure all teams have access to all additional evaluated players.
 - Teams will follow the snake draft until all players have been drafted.
 - Teams must use their draft pick for their secured player in the round they were evaluated for.
- Per USA Softball all current Select players must be evenly distributed amongst all teams within their division.
 - Each team will be given a minimum and maximum number of Select players that they will need to meet.
 - Example 1: 6 teams in 10U Division and the 10U Select Team has 12 players. Each 10U team must have exactly 2 Select players.
 - Example 2: 6 teams in the 12U Division and the 12U Select Team has 14 Players. Each 12U team must have a minimum of 2 Select players. Only two of the teams can have the maximum of 3 Select players.
 - All Select players must be drafted by round 10.
- Any players that did not attend the FGSL evaluation will be picked in draft order via a blind draw, unless they are a current Select player or known P1 player with prior experience.
- At the conclusion of the draft, we will allow time for trading.
 - All trades must be approved by the Player Agent and FGSL President.
 - All trades must not create an unfair advantage to either team.
 - All trades must follow all Operating Policy draft rules.
 - Trading must be concluded prior to draft ending.



Article VIII: Fall Team Formation

Foothill Girls Softball League participants will be selected for a new team each year. The Board reserves the right to make any changes to this process as needed.

Age Divisions

Age divisions are set by USA Softball. The division a player will play in is determined by their age as of August 31st prior to the calendar year for which they are signing up to play.

- 6u: ages 4-6
- 8u: ages 7-8
- 10u: ages 9-10
- 12u: ages 11-12
- 14u: ages 13-14*
- 16u: ages 15-16*

*14u and 16u divisions may be combined due to low enrollment.

Move-Up Requests

A move-up request must be filled out during the designated period set forth by the League. To be considered for a move-up request, players must have played a minimum of one season in their current age division. Meeting minimum qualifications does not guarantee an approved move up request; the Board will review all request and approve them on a case-by-case basis.

Number of Players per Team

The number of players per team will be determined by the Board for the current season's enrollment. As a general guide, the League will make every effort to use the following numbers:

- 8u: 12 players
- 10u: 12 players
- 12u: 12 players
- 14u: 12 players
- 16u: 12 players

Registration Issues

Any player that registers after the evaluation will be placed on a team by the Board based upon need if spots are available. If all registered players cannot be placed onto teams due to lack of coaching or any other reason, priority will be given to players with parental coaches or by date of registration.



Article IX: All Star and Select Formation

General Formation

The Foothill (All Stars) and Foothill Flyers (Select) programs are Select B programs. The All Star and Select programs are not travel ball programs. They are designed to provide an "ADDITIONAL" opportunity for players who wish to improve their softball skills beyond the regular recreational season but who have not yet reached junior Olympic "A" classification skill level. The Board reserves the right to make any changes to this process as needed.

Programs

There are two Select B programs offered to participants.

Foothill SELECT: This team is formed in November/December/January and participates in a set tournament/round robin schedule as determined by USA Softball. The season is from January – July. Select players must participate in the Spring recreational league.

Foothill ALL STARS: This team is formed in May at the conclusion of the recreational season and participates in All Star tournaments. All Star players must participate in the Spring recreational league. This season is from May to July.

Age Divisions

8u: ages 7-8 (No Select Program Available, only All Stars)
10u: ages 9-10
12u: ages 11-12
14u: ages 13-14
16u: ages 15-16

Move-Up Requests

A move-up request must be filled out during the designated period set forth by the League. To be considered for a move-up requests, players must have played a minimum of one season in their current age division. All eligible players must try out for both age divisions, given that a move-up request is not guaranteed for All Stars or Select. Meeting minimum qualifications does not guarantee an approved move-up request; the Board will review all requests and approve them on a case-by-case basis.

Number of Teams and Participation

There will be one Foothill All-Stars team per age division unless otherwise approved by the Board. There will be one Foothill Select team in each of the 10U, 12U, and 14U age divisions, unless the formation of a second team is approved by the Board. To be eligible to try out for a Foothill Select team, players must be registered to participate in the Spring recreational league. All players on the Foothill Select roster are encouraged to participate and get drafted onto an active regular recreation league team. Prior to the recreational season, there are no practice limitations for Foothill Select teams. Once recreational season practices start, Select team practice may change to accommodate the Spring recreational season.



Number of Players per Team

The number of players per team will be determined by the President and Player Agent in conjunction with the individual head coaches. As a general guide, teams usually consist of 12 players.

Eligibility

Any player that lives or goes to school within the Foothill Girls Softball boundaries is eligible for participation. There are no waivers allowed for Select or All Star team participation.

- Players must meet all eligibility guidelines set forth by USA Softball.
- Players may not be participating with any other team.
- Players will need to provide proof of age verification.
- Players must reside or attend school within the defined FGSL boundaries.
- Players will need to provide proof of residency verification.

Tryouts

The Foothill Select and Foothill All Star programs are competitive programs and players must try out and be selected to a team. All players wishing to participate on Select or All Stars must attend at least one tryout. All players will be evaluated for softball skills including but not limited to running, bunting, hitting, throwing, infield, and outfield.

Additional evaluations of pitchers and catchers will take place to determine rankings of those specific positions. Tryouts will be scheduled and managed by the All Star and Select Coordinator and the Player Agent, with oversight of the President, who will be assisted by a panel of non-biased evaluators. Each player will be assigned a rank from the evaluators. The Foothill Player agent will compile all scores and rank players in order, then provide them to the head coach.

Coach and Manager Selection

All Head Coach candidates must submit an application for consideration. An independent panel will be selected by the President and Player Agent with approval of the Board for the purpose of selecting the All Star Head Coach and Select Head Coach. The panel will review the applications and if needed, conduct interviews. The Board will not permit two head coaches per team; co-head coach arrangements are not allowed. Selection of Head Coach/Managers will be determined by said panel. Returning All Star Head Coach will have first right of refusal as an All Star Coach in same division and returning Select Head coach will have first right of refusal as a Select Head Coach in same division as long as they are in good standing with the League and are approved by the Board.

Team Selection

All players will be ranked by the independent evaluators and selected by the head coach and board members based on player evaluations. No individual whose child participates in the tryout shall be on the selection committee for the same division. If there is not a person available, then the President will appoint additional members that meet the criteria needed. Players will be notified within one week of tryout. Should any players drop during the season, the coach may select players from within FGSL as approved by the Board.



Total Scores and Team Placement

Players will be ranked based on their measured and scored areas. The top 12 (or 13) ranked players will be offered a place on the team. If a player declines an invitation to play on a Foothill All Star team, they are not eligible to participate on a different Foothill All Star team during the same season. Foothill Select players are not eligible to participate in Foothill All Stars during the same year.

Financial Policies

Funding

The Foothill All Star and Select program is intended to pay for themselves via registration fees. With the help of the Player Agent, the FGSL Board will approve a yearly budget that will be used to determine registration fees for that fiscal year. Additional items, outside the scope of the budget, may be funded by fundraising or sponsorship monies.

As much as possible, budgeted items are to be purchased by the appropriate FGSL Board Member, using FGSL funds and Board approved vendors. If items come in under budget, reimbursements to the team are not issued. FGSL will make every attempt to utilize all funds for each budgeted item; if adjustments need to be made, they will be made in the next budget cycle.

If the approved annual budget includes team discretionary funds, team managers are required to manage the tracking of these funds and provide updates to the FGSL Treasurer for reconciliation. Teams may use their discretionary funds for League appropriate items that benefit the team or program as a whole. Expense tracking and reimbursements must follow the process set in place by the FGSL Treasurer. Should discretionary funds remain after the season is complete they will be absorbed by the League. Teams are highly encouraged to use these funds and not leave a balance.

Fundraising and Sponsorship

Foothill All Star and Select teams are allowed to fundraise or recruit new League sponsors to help their team raise money. Teams must receive approval from the FGSL Board before fundraising, soliciting, requesting, or accepting donations of any type from any League sponsor, and be in compliance with the FGSL Fundraising and Sponsorship Policy listed in the FGSL Operating Policy.

Fundraising and sponsorship money must be safely and properly stored and accounted for, per the FGSL Fundraising and Sponsorship Policy. Team managers are required to manage the tracking of these funds and provide updates to the FGSL Treasurer for reconciliation. Revenue and expense tracking and reimbursements must follow the process set in place by the FGSL Treasurer.

Fundraising and sponsorship monies must be used for approved expenses that benefit players in a fair and equitable way, as determined by the FGSL Treasurer and Executive Committee and in compliance with the FGSL Fundraising and Sponsorship Policy. Foothill All Stars and Foothill Select teams are allowed to raise funds for operational expenses so long as funds are equally dispersed across all players from the team or program completing the fundraising. Funds must be used before the end of the season. Any remaining money



will be transferred to the fundraising teams associated program (Example; Foothill All Star team money will benefit the entire Foothill All Star program). All receipts and reimbursements must be submitted to the FGSL Treasurer within 30 days of either the end of the season or upon team disbandment. Funds will not travel with the team postseason they earned or if the team exits the program. If a program disbands, remaining funds will be reallocated to the League.

Money needs to be safely and properly accounted for. Funds are to be held in FGSL bank accounts and accounted for using the financial management policies set forth by the FGSL Treasurer. Any individual(s) not adhering to the policy are subject to disciplinary actions determined by the FGSL Board.

Article X: Fundraising and Sponsorship

Purpose

The policy identifies Foothill Girls Softball position on fundraising and sponsorship practices and documents the standards expected in raising funds from the community.

Scope

Fundraising is defined as an organized activity of soliciting and collecting money for support of Foothill Girls Softball operations, field maintenance, and equipment needs; or as it pertains to team expenses. It includes requests for cash, donation of goods, the sale of goods, auctions, etc. – the proceeds of which are applied to FGSL activities.

Sponsorship Is defined as the negotiated provision of cash, goods, or services in exchange for advertising, publicity, or other benefits provided by Foothill Girls Softball.

Policy

- Funds Collected in the name of the League, must be used solely for League purposes.
- Non- FGSL sanctioned Fundraisers are not approved and therefore may not use the FGSL name, logo, or nonprofit status; nor should they refer to any FGSL programs, teams, or activities.
- All sponsorships and fundraising activities must have prior approval from the Executive Committee, comply with all relevant laws, be appropriate, and not conflict with the League or its core values.
- Spring and Fall Recreational teams or affiliated individuals are not allowed to run fundraisers unless approved by the Board on an individual basis. If approved, all fundraising activities will be required to follow the League's fundraising and sponsorship policies.
- Money needs to be safely and properly accounted for. Funds are to be held in FGSL bank accounts and accounted for using the financial management policies set forth by the FGSL Treasurer.
- Any individual(s) not adhering to the policy are subject to disciplinary actions determined by the FGSL Board.



Fundraising Requirements

FGSL supports fundraising activities that adhere to the following guidelines:

- Legal fundraising only (no gambling)
- Communications regarding the fundraising activity shall clearly identify the League, be accurate and not be deceptive.
- Fundraising activity should not occur if it will expose the League to financial risk.
- Fundraising activities should not occur if it may be detrimental to the good name or community standing of the League.
- Raffles are only hosted by the League. Raffles must retain at least 90 percent of the gross receipts from the raffle and all proceeds go directly to Foothill Girls Softball (per CA Penal Code 320.5).
 - Raffles must be registered with the CA Attorney General's Registry of Charitable Trusts at least 60 days before the scheduled date of the first raffle and all raffles for the year must be disclosed on the raffle aggregate financial disclosure report, filed by the FGSL Treasurer.
 - Individual teams are prohibited from running raffles.

Sponsorship Requirements

FGSL supports sponsorships that:

- Are motivated by the objective of making a community contribution.
- Provide savings, discounts, or benefits that are tangible, ethical, and targeted for goods and services that are needed by the League.
- Generate funding to continue, enhance, or extend projects and programs, facilities, and services of the League.
- Value the opportunity to assist youth and help make their community a better place in which to live.
- Are not an endorsement of the person, business, or any products or services provided by the said person or business. Any use of the FGSL logo implying such endorsement is an infringement.
- Must not portray or depict people/material in a way that discriminates against a person or section of the community, or based on race, ethnicity, nationality, sex, gender, sexual orientation, age, religion, disability, or political belief.
- Sponsorships can be revoked at any time without refund for violating this policy.

Article XI: Calendar and League Events

The webmaster is responsible for the League calendar.

Setting the Calendar

The League will make every attempt to set a complete League calendar prior to spring registration. Some dates may have to be shifted due to the way the calendar falls for other reasons. Our season runs Fall, Spring, and Summer.

Foothill Select Tryouts

Tryouts for the Foothill Select Season team to participate in the USA Softball Select program (typically scheduled in November/December).



Foothill Player and Pitching Evaluations

Player and Pitching evaluations will be used to rate players wishing to pitch in the 8u, 10u, 12u, 14u, and 16u divisions in the Spring season. Please refer to Section VII Part 2 (typically scheduled early January).

Clinics

The League offers a series of clinics for both players and coaching staff. It is through these efforts that we can maintain the highest standards of play for which FGSL is known. Clinics will be posted to our league website and promoted to the membership (typically scheduled in January, February, March, and November).

The Draft

The team draft is conducted in the 8u, 10u, 12u, 14u, and 16u divisions to equally distribute talent amongst the teams in each division for the Spring season. Each division will host their own draft (typically scheduled late January).

Managers and Coaches Meeting

The League will hold a managers and coaches meeting to go over the expectations of the League prior to the start of the spring season. All teams are expected to be in attendance (typically scheduled the first week of February).

Umpire Clinic

The League offers a umpire's clinic to all youth and adult umpires. (Early March)

Team Equipment Handout

Each team is issued a set of equipment at the beginning of the season. This equipment is to be used appropriately, cared for, and returned at the end of the season. An itemized list of equipment is signed for by the manager or coach (typically scheduled for the week before practices start in each season).

Uniform Distribution

Each team will be issued their league uniforms (shirt) at the beginning of the season (typically scheduled for the week before games start in each season).

Opening Ceremonies

Opening Day Ceremonies is a celebration that recognizes all FGSL players, coaches, umpires, and sponsors. All teams are expected to participate in uniform. Teams will line up by division and team number, then parade around the field. Teams will be introduced along with their management staff and team sponsor. Most teams come in some sort of spirit wear or costume that matches their team's name (typically scheduled for the 2nd Saturday of March).

Picture Day

Picture day gives all teams the opportunity to get their official League photos taken during Opening Ceremonies.



Foothill All-Stars Tryouts

Foothill All-Stars tryouts will be conducted for teams in the 8u, 10u, 12u and 14u divisions (typically scheduled the last Saturday in April).

End of Season Championship Tournament (Foothill Finale)

The League hosts an end of season tournament for teams in the 8u, 10u and 12u divisions of the Spring recreational season. The format for this tournament is single elimination. Schedules are done using seeded brackets based on season standings.

Closing Ceremonies

Closing Ceremonies are held at the end of the regular season and are generally scheduled to occur immediately after the championship games of the spring season are played. All teams are encouraged to attend. During the ceremonies, the League will present medals awards, recognize the Foothill All Star teams, and close out the season (typically scheduled the last week of May before Memorial Day weekend).

Article XII: Equipment and Uniforms

Equipment

Team Equipment

Each team is issued a set of equipment at the beginning of the season. This equipment is to be used appropriately, cared for, and returned at the end of the season. An itemized list of equipment is signed for by the manager or coach. Below is a list of items that may be issued to a team:

- (1) Equipment Bag
- (1) Catchers Gear
- (1) Net
- (1) Tee
- (1) Pitching rubber
- (1) Bucket
- (18) Practice Balls
- (6) Game Balls

If additional equipment is needed, it can be obtained (if available) via checkout.

Player Equipment

While the League does provide some basic equipment for team use, some equipment must be provided by the parents.

- Glove - size depends on division and player preference.
- Cleats - rubber cleats or tennis shoes must be worn. Metal cleats are allowed in 14u and 16u divisions only.
- Helmet - must have NOCSAE symbol and include a face mask as required by USA Softball.
- Bat - must have USA Softball required stamp.
- Fielding mask – All divisions are required to wear a fielding mask. (Exception:6u)



Field Equipment

The League provides basic equipment at each game field for the purposes of preparing the field for play. Each game field box should include:

- (1) Set of Bases
- (1) Rake
- (1) Chalker
- (1) Drag
- (1) Batter's Box Template
- (1) Hammer
- (1) Base Digger
- (1) Chalk Bucket
- (1) Chalk Scoop
- Several Bags of Chalk
- First Aid Kits

If teams notice that there is missing equipment at any of the fields, please notify the Fields Maintenance and Field Equipment Coordinator.

Ball Sizes

The League uses the following size and type of ball for League play:

- 6u and 8u: 10-inch RIF
- 10u: 11-inch Dream Seam
- 12u, 14, and 16u: 12-inch Dream Seam

Uniforms

All teams are required to wear the uniform approved by the League.

League Issued Uniform

Each team is issued a set of uniforms that is to be distributed to the players on the team. These items are the property of the player and are kept at the end of the season.

- League Jersey

Parent-Provided Uniform

In addition to the League issued jersey, additional uniform items must be provided by the parents:

- Softball pants
- Belt
- Socks (decided on by team)
- Additional items may be decided on by individual teams.

All teams will wear the jerseys supplied by the league and their required color softball pants. The League issued jersey cannot be altered in any way. No player will be permitted to play out of uniform. The color of each team's uniform for the Spring will be determined at Draft night and Fall seasons will be determined based on the number of teams per division (subject to availability by the uniform printer).



Article XIII: Fields and Schedules

Fields

Field Allocations

Foothill Girls Softball League has contracts with Buckeye Union District and Rescue Union District to use the fields at Buckeye Elementary and Pleasant Grove Middle School. We also share the Light of the Hills Church field with other sport programs. FGSL teams are to use only the fields allocated to FGSL unless advanced approval is given by the Board of Directors.

Field Equipment Boxes

Please refer to the equipment section in this Operating Policy.

Field Set-Up

- Coaches and managers are responsible for the upkeep of our fields. For practices, the fields should be dragged before and after each practice slot.
- FGSL home teams are responsible for setup and tear down of the fields, including putting away and locking all equipment.

Please refer to the field setup guides available on the League website under the download section for more information.

Practices and Practice Games

Practices

The FGSL Scheduler will schedule all practices. Teams should practice up to twice weekly until games begin. Once games begin, most teams will practice once a week if field availability allows.

Practice Games (Spring Season only)

All Spring teams can schedule scrimmages with other teams in their division prior to the season beginning.

Game Schedules

Spring Season

This Spring season shall consist of scheduled games via the FGSL Scheduler. Each team shall be scheduled for a minimum of 10 games.

Spring game schedules will be available two weeks prior to the start of games. The League will put forth the best effort to schedule games for divisions on a set night, but it is not guaranteed.

The 6u, 8u, 10u, 12u, 14u and 16u divisions will generally play weeknight and weekend games. Team schedules can be found on the League website.

Fall Season

The Fall season is scheduled by NorCal Girls Softball. FGSL teams will play interleague against teams in neighboring leagues. This consists of a pre-season seeding tournament,



Sunday double header game play, and a closing tournament.

Make-Up Games

Make-up games will be scheduled as available and are not guaranteed. Every effort will be made to fit in the games where available. 6u division games may not be made up.

Article XIV: Playing Conditions

All rules clarified below can be found in the USA Softball Rulebook online. Further questions regarding rule clarification should go to your player agent or the Foothill UIC, with oversight of the League President.

General AQI Policy

The league will monitor AQI daily when conditions require it. Communication will be sent to the coaches/managers for all teams at 3pm informing teams of FGSL allocated field status, to include if fields are closed or scheduled for reinspect. The AirNow app will be used as the official monitoring system. The full El Dorado County number will be used, not individual neighborhood numbers.

Reinspect:

If the AQI is over 100, the League will enter “reinspect” and teams are responsible for checking the AQI numbers before the start of practice and each half hour during practice. If El Dorado County’s AQI reaches over 150, then the coach/manager should immediately end practice.

The Board may send additional communication to cancel practices if El Dorado County AQI is over 150 for the AirNow.gov app.

Fields Closed:

If the AQI for El Dorado County is over 150, FGSL allocated fields are closed for all League activities for all divisions and levels of play. If a “reinspect” email or text is sent, and conditions worsen to over the 150 thresholds, the Board will inform the coaches/managers that the field status has been updated to “Closed” and all League activities should end immediately.

If teams are playing on a non-FGSL allocated field (example: neighboring league game or tournament), the team will defer to the hosting league’s AQI policy. The team coaching staff is empowered to make decisions that best protect the safety of the athletes.

Weather and Field Conditions

The League President and Fields Maintenance and Field Equipment Coordinator have the final decision pertaining to weather and playable field conditions for our FGSL allocated fields.

Field status updates by FGSL are provided by 3:00 pm each day. Communication will be sent to the coaches/managers for all teams at 3pm informing teams of field status, to include if fields are closed or scheduled for reinspect.



Temperature

Any FGSL outdoor practices are to be canceled when temperatures reach 105 degrees Fahrenheit or higher at the time of practice. If a game or tournament is scheduled and temperatures reach 110 degrees, FGSL will adopt NorCal Softball's policy.

Article XV: League Awards and Scholarships

League Awards

Foothill Girls Softball provides medals for teams finishing 1st or 2nd place in the postseason tournaments in the 8u, 10u and 12u divisions. The 1st place teams in the 8u, 10u, and 12u divisions also receive a championship t-shirt. All teams in the 14u and 16u divisions will receive a t-shirt.