

Lady Owlz Competitive Softball Organization – Bylaws

Table of Content:

Articles

- Article I Name and Purpose
- Article II Board of Directors
- Article III Duties of Board of Directors
- Article IV Age Divisions and Tiers
- Article V Team Rosters, Player Movement, and Recruitment
- Article VI Pickup Players, Roster Viability, and Competitive Integrity
- Article VII Coaches
- Article VIII Fundraising
- Article IX Banking and Financial Controls
- Article X Uniforms
- Article XI Code of Conduct
- Article XII Amendments

Appendices

- A Tryout Procedures
- B Coaches Conduct
- C Parent Code Of Conduct
- D Player Code of Conduct

Softball Season EXAMPLE

Article I – Name and Purpose

Section 1 – Name

The name of this organization shall be Lady Owlz Competitive Softball Organization (“Organization”).

Section 2 – Purpose

The Organization exists to:

- Develop competitive youth softball athletes (ages 6U–18U)
- Provide volunteer and professional coaching and training opportunities
- Promote sportsmanship, leadership, and teamwork
- Provide opportunities for tournament and travel competition

The Organization shall operate as a nonprofit entity consistent with regulations of the Internal Revenue Service.

Article II – Board of Directors

The Board of Directors shall consist of the following officers and directors:

- President (Toney)
- Vice President (Chris Wisdom)
- Chief Financial Officer (CFO) (Appointed, Non-Voting) (Myke)
- Treasurer (Valarie)
- Secretary (Misty)
- Player Development Director (Debbie)
- Tournament & Scheduling Director (Julie)
- Fundraising & Sponsorship Director (Brian)
- Equipment & Facilities Director (Colton)
- Director of Marketing (Melissa)
- Director of Social Media Manager (Ivette)
- At-Large Member(s)

Term Length: Two years (Renewable) Odd years President, Treasurer, Player Development Director, Fundraising & Sponsorship Director, Director of Marketing/Social Media Manager Even years Vice President, Secretary, Tournament and Scheduling Director, At Large Members

Elections: By majority vote of existing Board

Removal: Two-thirds vote for misconduct, neglect, or conflicts of interest

Non-voted on position- CFO- held by umbrella non profit member

The Chief Financial Officer ("CFO") shall be appointed by the umbrella nonprofit or parent governing entity under which the Organization operates and shall serve as an independent, non-voting oversight officer of the Organization.

The CFO shall not be an elected member of the Organization's Board of Directors, shall hold no voting interest, and shall not participate in votes concerning governance, operations, personnel decisions, or other Board actions, except as expressly required to fulfill financial compliance duties established under these Bylaws.

The CFO shall serve a one-year appointed term, renewable at the discretion of the appointing umbrella nonprofit.

The CFO may attend Board meetings, review records, provide recommendations, and exercise financial oversight authority as provided in these Bylaws, but shall remain independent from operational decision-making.

Removal of CFO

The Chief Financial Officer may be appointed, replaced, or removed only by the umbrella nonprofit and shall not be subject to removal by vote of the Organization's Board of Directors.

Article III – Duties of Board Members

Article IV – Duties of Board Members (Updated)

President:

Oversees all organizational operations; serves as the primary representative of the Organization; presides over meetings; ensures execution of Board decisions; supervises Board members and committees.

Vice President:

Supports the President; oversees day-to-day operations; manages disciplinary matters and committees; assumes duties of the President in their absence.

Treasurer:

Maintains all financial accounts, records, and reports; oversees budgeting and financial compliance; supervises all team sub-accounts and Team Treasurers; ensures proper handling of funds, reimbursements, and financial reporting.

Secretary:

Maintains official records, meeting minutes, and organizational documents; manages communications and notices for meetings and official correspondence.

Player Development Director:

Oversees tryouts, evaluations, and team formation; establishes player development standards; coordinates training programs and coaching alignment across teams.

Tournament & Scheduling Director:

Manages tournament registrations, league participation, and scheduling; maintains the Organization calendar; coordinates logistics for games and events.

Fundraising & Sponsorship Director:

Develops and oversees Organization-wide fundraising initiatives; coordinates sponsorship opportunities; ensures compliance with fundraising policies; supports team-level fundraising efforts.

Equipment & Facilities Director:

Oversees procurement, distribution, and maintenance of equipment and uniforms; coordinates field usage, practice locations, and facility needs.

Director of Marketing:

Responsible for the development and execution of the Organization's marketing strategy; oversees brand management, promotional campaigns, and public relations efforts; coordinates sponsorship visibility and marketing deliverables; collaborates with the Social Media Manager to ensure consistent messaging and brand alignment across all platforms; supports player recruitment and organizational growth through strategic marketing initiatives.

Social Media Manager:

Manages all official Organization social media platforms; creates, schedules, and publishes content that promotes teams, players, events, and sponsors; ensures all content reflects the Organization's values and Code of Conduct; monitors engagement and responds appropriately to public interactions; maintains compliance with athlete safety standards, including appropriate communication practices and content approvals.

Chief Financial Officer (CFO)

The CFO shall serve as the independent financial compliance and oversight officer for the Organization and shall:

- Provide oversight of financial controls, accounting practices, and banking procedures.
 - Review and monitor Organization budgets and financial reporting.
 - Oversee compliance with nonprofit, tax, and regulatory requirements.
 - Review Treasurer reports, team sub-account activity, and Team Treasurer reporting.
 - Approve or deny expenditures requiring CFO authorization under Article IX.
 - Review fundraising controls, sponsorship revenue, restricted funds, and digital payment platform activity, including Venmo, Cash App, or similar approved systems.
 - Assist with audits, annual financial reviews, tax filings, and grant compliance, as applicable.
 - Monitor conflicts of interest, misuse of funds, or financial irregularities.
 - Report financial concerns directly to the umbrella nonprofit, when necessary.
 - Recommend corrective action when financial controls or compliance standards are not met.
-

Article IV– Age Divisions & Tier System

Teams may be formed in the following age divisions: 6U, 8U, 10U, 12U, 14U, 16U, 18U

Lady Owlz/Lady Owlz Talons Tier System (All Age Divisions):

- Each age division may be split into two teams where participation and skill levels allow.
- **Lady Owlz Talon:** Higher competitive level will play (sanctioned tournaments)
- **Lady Owlz:** Development-focused, tournament-ready but less competitive (Allstar/C Class tournaments)
- **Player Movement:** Players may move between teams as needed, with coach recommendation and Board/Player Development Directors approval.

Age eligibility follows governing organizations such as USA Softball or USSSA or NSFA.

Lady Owlz Talon Team Tournament Participation Requirements

Talon teams are established as the Organization's premier competitive travel teams and are expected to maintain a consistent tournament schedule aligned with advanced player development objectives.

During each active season outlined by the Organization (Spring, Summer, and Fall), each Talons team shall participate in a minimum of **one (1) sanctioned tournament event per calendar month**, unless otherwise approved by the Board of Directors due to:

- Scheduling limitations;
- Weather cancellations;
- Roster availability;
- Financial hardship;
- Facility limitations; or
- Extraordinary circumstances.

Sanctioned events may include:

- Tournament play;
- Qualifier events;
- Championship events;
- League championships;
- Competitive showcases; or
- Other Board-approved sanctioned competition.

Recognized sanctioning bodies include, but are not limited to:

- USA Softball
- USSSA
- NSFA
- Other Board-approved organizations.

The Organization may establish additional expectations for Talons teams including:

- Regional competition;
- Out-of-state tournaments;
- National events;
- Showcase participation; and
- Competitive development opportunities.

Failure to meet participation expectations without prior Board approval may result in:

- Review of team competitive designation;
- Review of roster approvals;
- Corrective action plans;
- Coaching evaluation; and/or
- Non-renewal of coaching appointment.

Article V – Teams, Rosters, Player Movement, and Recruitment

Section 1. Team Formation

Teams shall be formed through open tryouts and/or evaluations conducted in accordance with Organization procedures.

Teams may be established in age divisions 6U through 18U and may include Lady Owlz Talons and Lady Owlz tier teams where participation and skill levels support such structure.

Section 2. Lady Owlz/Lady Owlz Talon Player Movement

Player movement between the two teams may occur only through:

- Formal evaluation by the Player Development Director
- Supplemental tryouts

Such movement shall be made in good faith for legitimate player development and competitive placement.

Section 3. Anti-Poaching Policy

No coach, assistant coach, team representative, parent acting on behalf of a team, or Board member may directly or indirectly recruit, solicit, induce, or encourage a rostered player to leave one Lady Owlz team for another outside the procedures established in these Bylaws.

Prohibited conduct includes:

- Encouraging transfer outside approved procedures
- Promising playing time or roster benefits to induce movement
- Undermining another team or coach
- Using guest player opportunities as recruitment tools
- In-season tampering or unauthorized recruitment discussions

Section 4. Voluntary Player Transfer Requests

A player or family may request transfer between Lady Owlz teams; however, no player has an automatic right to transfer during an active season.

Transfer requests must be submitted in writing and reviewed by:

- Current Head Coach
- Receiving Head Coach
- Player Development Director

Playing time dissatisfaction alone shall not automatically constitute grounds for transfer.

Section 5. Restricted In-Season Transfers

Absent extraordinary circumstances, voluntary transfers shall not occur during an active season except for:

- Player safety concerns
- Verified coaching misconduct
- Team disbandment or inability to field a viable roster
- Board-approved developmental reclassification
- Exceptional hardship approved by the Board

Transfer Restrictions:

No voluntary transfers shall occur:

- Within 30 days of season start
 - Within 14 days before a major tournament
 - During frozen roster periods
-

Section 6. Development Exception

Nothing in this Article prohibits Board-approved player movement made in good faith for legitimate player development, appropriate competitive placement, or the best interests of the athlete.

Article VI – Pickup Players, Roster Viability, and Competitive Integrity

Section 1. Pickup Player Rules

Team rosters shall be frozen two (2) weeks prior to the first official tournament, unless otherwise approved by the Board.

A team may use no more than two (2) pickup players per event, absent Board-approved exception.

Players within the Organization should be considered first for pickup opportunities before seeking outside guest players, where practicable and appropriate.

Pickup players must:

- Meet age eligibility requirements
- Comply with tier placement requirements
- Receive Head Coach and Board approval where required
- Be disclosed to tournament officials or opposing teams where required

Pickup players may not replace healthy available rostered players

Section 2. Failure to Maintain Roster Viability

A team is expected to maintain a viable active roster without routine reliance on pickup players.

Consistent failure may be defined as:

- More than two events in a season requiring more than two pickup players; or
- Three consecutive events requiring pickup players

Progressive corrective action may include:

Level 1 – Review and Notice

- Roster viability review
- Written corrective recommendations

Level 2 – Probation

- Corrective action plan
- Supplemental tryouts
- Increased Board oversight

Level 3 – Competitive Restrictions

- Tournament restrictions
- Suspension from designated events
- Freeze on roster authority

Level 4 – Program-Level Remedies

- Team reclassification
- Team merger
- Non-renewal of coach appointment
- Team suspension or disbandment

Section 3. Exception for Extraordinary Circumstances

The Board may waive or modify corrective action where roster shortages result primarily from:

- Verified injuries
- Medical absences
- Family emergencies
- Force majeure events
- Other circumstances beyond reasonable coach control

Section 4. Abuse or Misuse of Pickup Players / Roster Manipulation

Pickup players may not be used to gain unfair competitive advantage or circumvent roster rules.

Prohibited conduct includes:

- Using guest players when healthy rostered players are available
 - Roster stacking
 - Unauthorized tier circumvention
 - Concealment or falsification involving guest players
 - Improper recruiting through guest player participation
-

Section 5. Consequences for Misuse

Level 1 – Warning / Corrective Action

- Written warning
- Loss of guest player privileges
- Increased Board oversight

Level 2 – Competitive Sanctions

- Forfeiture
- Tournament ineligibility
- Team sanctions

Level 3 – Coaching Discipline

- Probation
- Suspension
- Non-renewal or removal

Level 4 – Organizational Remedies

- Team reclassification
 - Team merger
 - Team suspension or disbandment
-

Section 6. Aggravating Circumstances

The following may warrant immediate higher-level discipline:

- Intentional roster stacking
 - Repeated unauthorized tier circumvention
 - Misrepresentation to tournament officials
 - Conduct causing sanctions or reputational harm
-

Section 7. Board Discretion

Nothing in this Article limits the Board's authority to impose immediate discipline where the integrity of competition or interests of the Organization are materially compromised.

Article VII – Coaches

- **Selection:** Board-approved based on experience, philosophy, and character
 - **Background Checks:** Required for all coaches
 - **Responsibilities:** Player development, sportsmanship, practice/game management, parent communication
 - **Compensation:** Volunteer or paid by organizational treasurer from individual team dues
 - **Discipline:** Suspension/removal by Board for misconduct or policy violations
-

Article VIII – Fundraising

Section 1 – Organization-Level Fundraising

The Organization may conduct fundraising activities including, but not limited to:

- Sponsorship programs
- Camps and clinics
- Hosted tournaments
- Concession operations
- Community events
- Merchandise sales
- Donation campaigns
- Raffles or auctions where legally permitted

Funds raised at the Organization level shall be used to support:

- Tournament fees
 - Equipment and uniforms
 - Facility expenses
 - Travel assistance
 - Scholarships
 - Player development opportunities
 - General Organization operations
-

Section 2 – Team-Level Fundraising

Teams may conduct additional fundraising activities with prior approval from the Board of Directors.

All fundraising activities must:

- Support Organization-related expenses or approved player costs
- Be conducted in a manner consistent with the Organization's mission and nonprofit status
- Utilize Organization-approved banking and payment methods
- Be deposited directly into Organization-controlled team sub-accounts

No coach, parent, or volunteer may independently collect or retain fundraising proceeds outside Organization financial systems.

Section 3 – Individual Player Fundraising

Teams may permit individual player fundraising opportunities, including sponsorships and fundraising credits, to assist families with approved softball-related expenses.

Eligible expenses may include:

- Tournament fees
- Uniform costs
- Team dues
- Equipment
- Lodging and travel expenses for approved out-of-state tournaments
- National or destination event participation

Individual fundraising credits:

- Must remain within Organization-controlled accounts
- Shall not be redeemed for cash payments to families or players without board approval and documentation.
- May only be applied toward approved Organization-related expenses

The Organization may permit players to offset up to one hundred percent (100%) of eligible expenses through approved fundraising and sponsorship activities.

Section 4 – Organizational Fundraising Advancement Fund

The Organization may establish and maintain an Organizational Fundraising Advancement Fund (“Fundraising Fund”) for the purpose of assisting teams with the upfront costs associated with approved fundraising activities and events.

The Fundraising Fund is intended to support team fundraising growth, increase participation opportunities, and reduce the need for personal out-of-pocket expenses by coaches or families when organizing approved fundraising opportunities.

Section 4.1 – Eligible Uses

Teams may request temporary advances from the Fundraising Fund for Board-approved fundraising activities, including but not limited to:

- Tournament-hosting expenses
- Facility or field rentals
- Event permits or deposits
- Marketing and promotional materials
- Team fundraising merchandise
- Concession inventory purchases
- Camp or clinic startup expenses
- Sponsorship event setup costs
- Community outreach events
- Raffle or auction setup expenses where legally permitted

All expenditures must directly support Organization-approved fundraising efforts.

Section 4.2 – Approval Process

Requests for Fundraising Fund advances must:

- Be submitted in writing to the Treasurer and Board of Directors
- Include a proposed fundraising budget and repayment plan
- Identify the responsible Team Treasurer and Head Coach
- Receive Board approval prior to distribution of funds

The Board may approve, deny, or modify any request based on organizational priorities and available resources.

Section 4.3 – Repayment Requirements

Funds advanced through the Fundraising Fund shall be considered temporary organizational advances and not permanent allocations.

Repayment terms:

- Shall be established at the time of approval

- May be repaid directly from fundraising proceeds
- Shall generally be repaid within thirty (30) to sixty (60) days unless otherwise approved by the Board

Any remaining fundraising proceeds after repayment obligations are satisfied shall remain within the team's approved sub-account for future team use.

Section 4.4 – Financial Oversight

All Fundraising Fund activity shall:

- Be managed through Organization-controlled accounts
- Be tracked by the Organization Treasurer and Team Treasurer
- Be included in monthly financial reporting to the Board
- Remain subject to annual financial review or audit procedures

No coach, parent, or volunteer may personally retain fundraising proceeds or independently manage fundraising advances outside Organization accounts.

Section 4.5 – Failure to Repay or Misuse

Failure to properly manage, document, or repay Fundraising Fund advances may result in:

- Suspension of future fundraising privileges
 - Loss of access to Fundraising Fund advances
 - Team financial probation
 - Board review of coaching or Team Treasurer responsibilities
 - Additional corrective action deemed necessary by the Organization
-

Section 4.6 – Organizational Discretion

The Organization reserves the right to:

- Limit the amount of fundraising advances available
- Prioritize fundraising opportunities among teams

- Require additional documentation or oversight
- Deny requests that create unreasonable financial risk to the Organization

The Fundraising Fund shall operate solely for the benefit of the Organization and its teams and shall remain subject to all nonprofit financial oversight requirements.

Article IX – Banking and Financial Controls

Accounts:

- All funds held in Organization accounts
- Each team may have a sub-account directly linked to the Organization's primary accounts
- Each team must designate a Team Treasurer to manage the sub-account under supervision of the Organization Treasurer
- No individual, coach, or parent may maintain independent accounts

Authorized Signers:

- Organization: President, Treasurer, optional Vice President
- Team sub-accounts: Team Treasurer + Head Coach (dual approval required)

Expenditure Approval:

- Team sub-account expenditures over \$250 require approval of the Team Treasurer and Head Coach.
- Expenditures over \$1,000 require approval of the Organization Treasurer and CFO.
- Expenditures over \$2,500 require approval of the Board of Directors.
- Any extraordinary financial obligation, debt, loan, or contract exceeding limits set by the Board shall require CFO review and approval.

Payment Methods:

- All fundraising, dues, and payments may include electronic sources (Zelle, Venmo, Cash App) checks, or cash deposited into the proper organizational accounts

Cash Handling:

- Cash counted by two individuals, logged, deposited within 5 business days

Financial Reporting:

- Team Treasurer submits monthly sub-account reports to Organization Treasurer
- Organization Treasurer consolidates for Board review
- Annual audit/review of all sub-accounts

Budgeting & Reimbursements:

- Sub-accounts included in annual Organization budget

- Reimbursements require receipts + approval from Team Treasurer + Head Coach; processed within 14 days

Conflict of Interest:

- No personal benefit from team funds; disclosures required

Dissolution / Team Disbanding:

- Remaining team funds revert to Organization; cannot be distributed to players or families

Independent CFO Oversight

The CFO shall have authority to review financial records, require supporting documentation, and suspend or flag financial activity reasonably believed to violate these Bylaws, Organization policies, or nonprofit compliance requirements, pending Board review or review by the umbrella nonprofit.

Governance Structure Clarification

Financial oversight of the Organization shall operate through the following structure:

- Team Treasurer: Administers team-level finances and sub-accounts.
- Organization Treasurer: Manages Organization operational finances.
- Independent CFO: Provides financial oversight, compliance review, and independent controls.

This structure is intended to preserve separation of duties, strengthen internal controls, and support sound nonprofit governance.

Section X – Uniform Standards and Organizational Identity

To preserve a unified organizational identity while allowing team culture and individuality, each team within Lady Owlz Competitive Softball Organization (“Organization”) may develop and utilize supplemental uniforms and apparel in addition to the Organization’s required official uniform.

Permitted supplemental apparel may include, but is not limited to:

- Alternate game uniforms
- Practice apparel
- Warm-up gear
- Tournament-specific uniforms
- Team spirit apparel
- Parent-designed or coach-designed apparel

All supplemental uniform designs must receive approval from the Organization prior to production or use to ensure alignment with Organization branding standards.

Official Organization Uniform Requirement

Each team shall maintain and utilize the Organization-designated primary uniform set (“Official Lady Owlz Uniform”).

The Official Lady Owlz Uniform serves as the primary visual identity of the Organization and shall be standardized across age divisions and competitive levels to promote recognition, professionalism, and organizational unity.

Uniform Requirements

a. The Official Lady Owlz Uniform shall be worn during designated games, sanctioned tournaments, official Organization events, media appearances, and other events as determined by the Organization or tournament rules.

b. No team shall eliminate, replace, or permanently substitute the Official Lady Owlz Uniform as its primary competition uniform.

c. Supplemental uniforms may vary in style or design but shall not conflict with Organization branding standards, including but not limited to:

- Organization logos;
- Color standards;
- Naming conventions;
- Sponsor requirements; and

- Identification elements.

d. Any proposed alternate uniform containing additional sponsors, custom logos, specialty graphics, commemorative themes, or significant design modifications must receive written approval from the Board of Directors or its designated representative.

e. Teams may conduct fundraising, sponsorship campaigns, or parent-led initiatives to purchase supplemental uniforms provided such purchases comply with Organization financial policies.

f. The Organization reserves final authority over all uniform approvals and may prohibit any apparel determined to be inconsistent with Organization values, branding, sponsorship obligations, or competitive standards.

Purpose

The purpose of this policy is to allow teams flexibility to build individual team identity and culture while ensuring Lady Owlz presents a unified, recognizable, and professional appearance across all age divisions and levels of competition.

Article XI – Code of Conduct

- Respect players, coaches, officials, and parents
 - Follow sportsmanship and safety rules
 - Violations may result in suspension or removal
-

Article XII – Amendments

- Two-thirds Board vote required with 14-day notice for bylaws changes
-

Appendix A – Tryout Procedures

1. Purpose

The purpose of tryouts is to fairly and transparently evaluate athletes' skills, knowledge, and potential for placement on teams within the Lady Owlz Competitive Softball Organization. Tryouts ensure proper team balance and competitive integrity while providing every athlete an equal opportunity to participate.

2. Eligibility

- Athletes must be within the designated age division for the upcoming season.
 - Athletes must have completed all required registration, medical forms, and waivers.
 - Athletes must be in good standing with the Organization (no outstanding fees or disciplinary actions).
-

3. Tryout Announcement & Registration

- Tryouts shall be announced at least **2 weeks prior** to the scheduled tryout date via email, social media, and the Organization website.
 - Registration must be completed online or via the Organization office **prior to the deadline**, including submission of all required documents.
 - Late registrations may be accepted only with Director of Player Development
 - Try-out waiver signed before player tries out.
-

4. Tryout Format

- **Duration:** Typically 1.5–2 hours per age division
 - **Stations / Evaluations:**
 - Hitting (batting skills, mechanics)
 - Fielding (ground balls, fly balls, throwing accuracy)
 - Pitching / Catching (if applicable)
 - Speed / Agility / Base Running
 - Game Situations (scrimmage or situational drills)
 - **Evaluation Scale:** Coaches and evaluators will score athletes based on skill, attitude, coachability, and teamwork. Scoring criteria are standardized across divisions.
-

5. Evaluation Committee

- Composed of the **Player Development Director**, **Head Coaches**, and at least one **non bias evaluator**.
 - Committee members must disclose any conflicts of interest prior to evaluations.
 - All scoring and evaluations shall be **documented and kept confidential**.
 - Evaluations will be documented on the Lady Owlz evaluation document
-

6. Team Placement

- Athletes will be placed on Lady Owlz/Lady Owlz Talons based on attitude, performance, skill assessment, and developmental needs.
 - Player movement between teams may occur as deemed appropriate with player development or regression
 - Final team rosters shall be approved by the Director of player development and announced to parents/guardians.
-

7. Pickup / Late Tryouts

- Athletes who miss the initial tryout due to **valid reasons** (injury, illness, prior commitment) may request a makeup evaluation.
 - Makeup tryouts require Board and Player Development Director approval.
 - Placement is **not guaranteed** and depends on available roster spots.
-

8. Communication & Feedback

- Parents/guardians will receive a **team placement notification** via email within 7 days after tryouts.
 - Feedback on skills and development areas may be provided at Board discretion.
 - Any questions or concerns about placement must be submitted in writing to the **Player Development Director** within 5 days of notification.
-

9. Compliance & Integrity

- All participants, coaches, and evaluators must abide by the Organization's **Code of Conduct**.

- Any attempt to manipulate, influence, or undermine the tryout process may result in **disciplinary action or disqualification**.
- The Board has the final authority in all matters related to tryouts, placements, and eligibility.

Appendix B Coaches Conduct

Section 1 – Purpose

The purpose of this Code of Conduct and Agreement is to:

1. Ensure a safe, respectful, and positive environment for all participants.
 2. Promote exemplary conduct of teams and coaching staff.
 3. Foster a challenging yet rewarding training culture.
 4. Support the Lady Owlz mission to provide high-level coaching that inspires athletes to become champions in life and develop softball skills in a safe and positive environment.
-

Section 2 – Code of Conduct

Coaches are expected to adhere to the following standards:

1. **Behavior:** Unsportsmanlike, disrespectful, or destructive behavior, including obscene language, is prohibited. Coaches shall conduct themselves in a manner that reflects positively on the team and organization, both on and off the field.
2. **Sportsmanship:** Coaches shall encourage players to exhibit good sportsmanship toward teammates, opponents, officials, and spectators.
3. **Respect:** Coaches shall respect players' personal space and feelings. All interactions with players, competitors, coaches, and parents shall demonstrate professionalism and courtesy.
4. **Player safety:** Coaches shall not place themselves in a position where they are alone with a player in any private or isolated setting. At all times, interactions between coaches and athletes shall follow a **two-adult minimum standard** whenever reasonably possible and occur in open, observable, and interruptible environments. One-on-one meetings, transportation, lodging arrangements, electronic communication, and training situations must include another screened adult, parent/guardian, or occur in a public setting. Exceptions involving emergencies, immediate player safety, or medical circumstances shall be documented and communicated to the parent/guardian and Organization leadership as soon as reasonably possible.
5. **Academic Priorities:** Coaches shall support and encourage academic excellence for all athletes.
6. **Bullying and Hazing:** Coaches shall promptly respond to reports of bullying or hazing and take appropriate action.
7. **Social Media:** Coaches shall not engage in social media or electronic communications that reflect negatively on the team or organization. One-on-one electronic communication with athletes must always involve a second adult.
8. **Training Environment:** Coaches shall contribute to a positive, safe, and supportive training environment.

9. **Safety:** Coaches shall not engage in activities that endanger the health, safety, or well-being of any participant or attendee.
 10. **Prohibited Conduct:** Verbal threats, physical threats, or abuse toward players, coaches, officials, parents, or attendees are strictly prohibited.
 11. **Field Maintenance:** Coaches shall leave practice fields in proper condition, including raking and trash removal when equipment is available.
 12. **Financial Transactions:** Coaches shall not handle money from parents; all transactions must go through a team or board treasurer.
 13. **Commitment:** Coaches commit to a full one-year term and shall not leave mid-season. Coaches intending to leave must notify the organization by the end of May for the following season.
-

Section 3 – Code of Conduct Violations

1. Each incident will be evaluated on its own merit.
2. Severe violations may result in immediate and appropriate discipline.
3. Potential disciplinary actions include:
 - Verbal warning
 - Written warning
 - Suspension from practices or tournaments
 - Removal from team or organization
 - Legal action, if applicable

Section 4 – Coach Agreement

4.1 Financial Agreement

1. If applicable (Team chooses to pay a coach,) the Lady Owlz are to compensate coaches per the season agreement and documented in a separate contract. This must be board approved.
2. Travel expenses for Board-approved tournaments will be reimbursed, per documented separate contract agreement.
3. All equipment provided to coaching staff remains property of Lady Owlz and must be returned upon contract termination.
4. Coaches will be provided team clothing as part of the seasonal commitment.

4.2 Release of Liability

1. Coaches acknowledge the inherent risks of injury or illness associated with softball, including permanent disability or death.
2. Coaches assume full responsibility for risks, even arising from organizational negligence.

3. Coaches release Lady Owlz, its directors, volunteers, and field owners from liability for injury, illness, disability, death, or property damage occurring in connection with the organization's activities.

4.3 Consent Authorization / Medical Release

1. Coaches authorize the organization and coaching staff to provide or administer medical treatment in the event of illness or injury during practices, games, or travel.
2. Coaches allow the use of over-the-counter medications as necessary (e.g., acetaminophen, ibuprofen, antacids, allergy medications).
3. Coaches must notify the organization of any medications to avoid, allergies, or medical conditions.

4.4 Photo/Media Release

1. Coaches grant permission for their name, image, likeness, or voice to be used in any media, including promotional, commercial, or informational purposes.
2. Permission includes rights to use, edit, publish, or distribute materials at the discretion of Lady Owlz Board of Directors.

Acknowledgment of Acceptance:

Appendix C

Lady Owlz Softball – Parent Code of Conduct & Agreement

Parent Code of Conduct

Purpose:

The purpose of this code of conduct for parents/guardians is to establish consistent expectations for behavior. Parents/guardians play an essential role in the growth and development of athletes. It is essential that parents/guardians provide the coaching staff with respect and the authority to coach the team.

Code of Conduct:

- Make every effort to get players to practices, games, or functions on time and notify coaching staff if the athlete will be absent or late. Use other parents/coaches for assistance with transportation if needed.
- Refrain from coaching players from the sidelines during practices and games.
- Remain out of the dugout and encourage athletes to remain in the dugout during practices and games. Athletes should take all needed items to the dugout at the start of the game.
- Allow coaches to handle mistakes made on the field; parents are there for positive support.
- Support the coaches' policy on electronics: no devices for athletes during practices, tournaments, and team functions.
- Encourage a school-first attitude and share grades with coaching staff as requested.
- Avoid approaching coaches, players, or umpires before, during, or immediately after warm-ups/games with concerns. Questions should be addressed after the game in a problem-solving atmosphere.
- Do not use social media or electronic communication that reflects negatively on Lady Owlz members, coaches, or parents.
- Be a role model by demonstrating sportsmanship and respect toward all players, coaches, competitors, umpires, parents, and facilities.
- Actively participate by observing practices, cheering at games, and assisting with team functions as requested.
- Criticism, name-calling, or abusive language/gestures toward anyone in the organization will not be tolerated.
- Show respect to tournament staff and umpires; allow coaches to address any issues.
- Keep all practice and game locations clean and leave them in better condition than found.
- Parents/guardians are responsible for the conduct of family members and guests attending games/functions.
- Do not misrepresent or withhold information from coaches that could negatively impact the team or athlete safety.
- Direct all concerns to organization management, following the chain of command: team coach → Lady Owlz directors.
- Understand that playtime is based on athlete effort, attitude, and work ethic, not just skill.
- Support coaches and organization communications by checking team websites, apps, and calendars.

Code of Conduct Violation Guidelines:

- Each incident will be evaluated individually.
- Disciplinary actions may include removal from game, tournament, or practice; child removal from game; or dismissal from the team/organization.

Acknowledgment of Acceptance:

Parent Signature Date

Parent Agreement

Financial Agreement:

- By joining Lady Owlz, parents/guardians commit to the entire season and agree to meet all financial obligations.
- All payment deadlines on team invoices must be met unless prior arrangements are made with the financial director. Late fees apply if payments are late.
- Returned checks must be replaced with cash; cash is expected for future transactions.
- Team dues do not cover gate fees, travel expenses (lodging/food), or parent-logo wear.

Release of Liability:

- Softball carries inherent risks, including serious injury or death. Parents/guardians assume all risks associated with athlete participation.
- Lady Owlz, its directors, coaches, volunteers, and field owners are released from liability for injury, illness, disability, death, or property loss during organization activities.

Consent Authorization / Medical Release:

- Parents/guardians consent to allow coaching staff or organization management to administer medical treatment for injuries or illness during practices, games, or travel.
- Over-the-counter medications (antacid, acetaminophen, ibuprofen, allergy medications) may be provided. Parents should note medications to avoid, allergies, or medical conditions.

Photo/Media Release:

- Parents/guardians consent to the use of athlete's name, likeness, image, or voice for promotional, commercial, or informational purposes in any media.
- Permission includes the unrestricted right to use, edit, publish, and distribute content at the discretion of Lady Owlz Board of Directors.

Step Up for the Team:

- Parents may be asked to assist with team gatherings, food at tournaments, or coordinating team meeting points.
- Only activities organized by Lady Owlz are covered by team insurance; personal events are not covered.

Acknowledgment of Acceptance:

Parent Signature Date

Lady Owlz Softball – Athlete Code of Conduct

Purpose:

Ensure a safe, respectful environment for all athletes. Promote exemplary conduct and a positive team culture. Athletes are expected to maximize effort, respect teammates and coaches, and represent Lady Owlz positively on and off the field.

Code of Conduct:

- Respect teammates, competitors, coaches, and parents. Inappropriate or offensive behavior, including fighting, is prohibited.
- Display good sportsmanship at all times.
- Wear designated uniforms at games and appropriate attire at practices. Shirts must be tucked in.
- Academics take priority; share grades with coaches if requested.
- Hazing and bullying are strictly prohibited; report any incidents to coaches immediately.
- Do not use social media or electronic communications that reflect negatively on Lady Owlz. No direct one-on-one communication with coaches.
- Electronic devices are prohibited during practices, tournaments, and team events.

- Treat facilities and equipment with care; damage is a code violation.
- Contribute to a positive, coachable environment.
- Do not use illegal substances (drugs, vaping, alcohol, tobacco).
- Hustle on and off the field in all practice and game situations.
- Always be honest with coaches about anything that could negatively impact the team or safety.
- Respect tournament staff and umpires; let coaches handle any issues.
- Be a “coachable” athlete: listen and adjust to coaching feedback.
- Remain in the dugout during games and practices; bring all needed items at the start of the game.
- Lady Owlz activities take priority over outside softball teams (except high school season).
- Check team communications regularly (website/apps/calendar).
- Leave dugouts, fields, and warm-up areas cleaner than found.

Code of Conduct Violation Guidelines:

- Each incident will be reviewed individually by coaching staff.
- Disciplinary actions may include removal from innings, games, tournaments, practices, or dismissal from the team/organization.

Acknowledgment of Acceptance:

Athlete Signature (Reviewed with Parent) Date

Lady Owlz Softball – Spring Season Example

1. Season Duration

- **Official Season Start:** Early March
 - **Official Season End:** Late July / Early August
 - **Total:** ~5–6 months of organized activities (practices, games, tournaments)
-

2. Practice Schedule

- **Frequency:** 2–3 times per week (team-dependent)
 - **Duration:** 1.5–2 hours per session
 - **Location:** Home field / designated practice facilities
 - **Additional Notes:**
 - Lady Owlz talons teams may have additional skill clinics or weekend practices in preparation for tournaments.
 - Lady Owlz teams may have optional weekend practices prior to select league tournaments.
-

3. Breaks / Holidays

- **Spring Break:** 1 week (no official practices or games; optional team workouts may occur)
 - **Memorial Day Weekend:** Practice/game break (tournaments may be scheduled; check team schedule)
 - **Fourth of July:** 1–2 day break from all team activities
 - **Mid-Season Rest Week:** Optional, to allow recovery and personal time
-

4. Tournaments

Lady Owlz Talon

- [Local / Regional Tournaments: 4–5 tournaments within the state or nearby states](#)
- [Tournaments: Minimum 2 per season](#)
 - [Target high-level competition for exposure and team development](#)
 - [Includes travel and lodging planning](#)
- [Major Season-End Tournament: Optional national or championship-level event](#)

[Lady Owlz Teams](#)

- [Local / Regional Tournaments: 4–5 tournaments within the state](#)
- [Select League Opportunities: 2 tournaments or events outside the local area for competitive experience](#)
 - [Travel minimal; exposure-focused, not](#) intensive
- **Season-End Celebration / Tournament:** Optional fun-focused event or league championship

5. Pre-Season Preparation

- **Team Tryouts:** February / Early March
 - **Skill Assessments:** First 2 weeks of practice
 - **Parent & Athlete Meetings:** Review season expectations, financials, code of conduct, and travel logistics
-

6. Mid-Season Checkpoints

- **Progress Meetings:** Coaches meet with athletes individually or in small groups to review skill development and playing time
 - **Parent Updates:** Mid-season email or meeting to review standings, upcoming tournaments, and any changes
-

7. Travel & Out-of-State Guidelines

- **Lady Owlz talon:**
 - Minimum 1 out-of-state tournaments per season
 - Travel policies, lodging, and meals communicated 4–6 weeks in advance
 - **Lady Owlz:**
 - Select league style, optional out-of-area tournament experiences
 - Travel to be organized within budget-friendly guidelines
-

8. Post-Season

- **Season-End Banquet / Awards Ceremony:** Celebrate team and individual achievements
- **Equipment Return:** All borrowed equipment, and team gear returned
- **Feedback Surveys:** Collect parent and athlete feedback for next season improvement

Lady Owlz Softball – Fall Local Season Schedule

1. Season Duration

- **Start:** Early September
 - **End:** Mid-November, early December
 - **Duration:** ~10–14 weeks
-

2. Practice Schedule

- **Frequency:** 2 practices per week
 - **Duration:** 1.5 hours per session
 - **Focus:** Skill development, conditioning, team drills, and fundamentals
 - **Example Days:**
 - Tuesday: 6:00–7:30 PM
 - Thursday: 6:00–7:30 PM
 - Optional weekend practices may be scheduled for Talons teams as needed
-

3. Scrimmages & Local Games

- **Frequency:** 1–2 local scrimmages per month if viable.
 - **Purpose:** Implement practice skills in game-like scenarios, teamwork, and competition readiness
 - **Location:** Local fields or partnering organizations in the surrounding area
 - Teams of similar skill level for balanced competition
-

4. Tournaments

- **In-State / Local Tournaments:** 1–2 tournaments for Gold teams
 - Targeted for skill development and competitive exposure
- **Lady Owlz Teams:** Optional local scrimmages or league games to maintain game experience
- **Travel:** Local only (within the state)

5. Breaks / Holidays

- **Labor Day Weekend:** Optional 1-day practice/game break
 - **Mid-Season Break:** 1 week off in late October to allow recovery and family time
 - **Thanksgiving Week:** No practices or games
-

6. Skills & Development Focus

- **September:** Conditioning, individual skill assessment, basic fielding and hitting drills
 - **October:** Team play, situational drills, infield/outfield rotations, pitching/catching refinement
 - **November:** Scrimmages, tournament prep, and strategy development for spring season
-

7. Parent & Athlete Meetings

- **Kickoff Meeting:** Early September to review code of conduct, financials, and season goals
 - **Mid-Season Update:** October to review progress, tournament schedule, and development focus
-

8. Season-End

- **Wrap-Up Scrimmage or Fun Game Day:** Mid-November
- **Awards / Recognition:** Highlight skill improvements, sportsmanship, and team effort
- **Equipment Return:** All team gear and equipment collected