



The Colony Softball Association

Bylaws

Revision History

Date	Action	Reviewed by
01/01/2005	Document Creation	
11/16/2008	Updates	
01/24/2010	Updates	
03/22/2010	Logo updated	

Contents

Mission Statement.....	4
ARTICLE I – NAME.....	5
ARTICLE II – GOVERNMENT	5
ARTICLE III– STATEMENT OF POLICY.....	5
ARTICLE IV– PURPOSE.....	5
ARTICLE V – MEMBERSHIP.....	6
ARTICLE VI – DUES	6
ARTICLE VII – BOARD OF DIRECTORS.....	6
ARTICLE VIII – MEETINGS.....	6
ARTICLE IX – FUND RAISING	7
ARTICLE X – FINANCIAL POLICY	7
ARTICLE XI – DUTIES OF BOARD OF DIRECTORS / OFFICERS	7
ARTICLE XII – COMMITTEES	11
ARTICLE XIII – LOCAL TCSA RULES.....	11
ARTICLE XIV – SELECTION OF MANAGERS / COACHES.....	12
ARTICLE XV – PLAYER DISTRIBUTION.....	12
ARTICLE XVI – PROTESTS	13
ARTICLE XVII – DIVISION PLAYOFFS.....	13
ARTICLE XVIII –TOURNAMENT PLAY	13
ARTICLE XIX – DISCIPLINARY ACTION.....	13
ARTICLE XX – WEB SECURITY POLICY	14
ARTICLE XXI – REGISTRATION SCHOLARSHIP POLICY	14
ARTICLE XXII – COMPLAINT PROCEEDURE.....	15
ARTICLE XXIII – DISSOLUTION.....	18
TCSA Privacy Policies.....	19
Privacy Policy	19
Data Privacy.....	19
E-Mail Communication.....	19
Conflict of Interest	20

Mission Statement

Develop, direct and promote the sport of softball to ensure maximum participation, optimal performance and educational excellence.

THE COLONY SOFTBALL ASSOCIATION

POLICIES AND PROCEDURES

ARTICLE I – NAME

SECTION 1 – This organization shall be known as The Colony Softball Association (TCSA), hereinafter referred to as “TCSA”.

ARTICLE II – GOVERNMENT

SECTION 1 – The government of TCSA shall meet the requirements of the Bylaws of TCSA, the Policies and Procedures stated herein and shall be under the direct supervision of the President and the Board of Directors.

SECTION 2 – All rules governing the playing of softball, the legality of players and related questions shall be in accordance with the Rules and Regulations of Amateur Softball Association (ASA), with such modifications as adopted by the Board of Directors of TCSA.

ARTICLE III– STATEMENT OF POLICY

SECTION 1 – It shall be the policy of TCSA to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount and all matters of policy shall be determined on that basis.

SECTION 2 – All matters concerning the policy of TCSA shall be decided by vote of the Board of Directors and no motion shall be carried without a majority vote from the quorum at a duly constituted meeting or by a majority vote of the Board by via board website. Two-thirds of the members of the Board of Directors shall constitute a quorum at any meeting, and a majority of those present shall govern, except as is otherwise specifically provided. TCSA Board website may also be used for voting when ordered by the President.

SECTION 3 – No person who is a member of TCSA, or who is employed by, or who is in any way connected with TCSA, shall receive any personal financial benefit there-from beyond the reasonable value of services in carrying out the purpose for which TCSA has been organized.

SECTION 4 – It shall be the policy of TCSA to prohibit any direct advertising of alcoholic beverages, adult material, or tobacco products in connection with TCSA or any of its programs.

ARTICLE IV– PURPOSE

SECTION 1 – The purpose of TCSA shall be to organize and supervise the playing of competitive softball games, under specialized rules and regulations, to secure suitable and adequate financial backing for these purposes, and to own, lease, or otherwise provide suitable playing facilities and equipment for these purposes.

SECTION 2 – No part of the earnings of the Association shall benefit its members, directors, officers, or other private persons. The Association shall be authorized and empowered to pay reasonable compensation for services rendered.

SECTION 3 –The association shall not participate in, or intervene in any political campaign on behalf of any candidate for public office or political cause.

SECTION 4 – Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE V – MEMBERSHIP

SECTION 1 – Volunteer adult leaders, parents, coaches, or legal guardians of active players or any other individuals designated by the board, actively interested in furthering the purpose of TCSA shall be considered members of TCSA.

SECTION 2 – Resignation or action of the Board of Directors may terminate membership.

ARTICLE VI – DUES

SECTION 1 – There shall be no dues or assessments for membership, except for fees charged for participation and/or sponsorship. The Board of Directors shall set the amount of such fees prior to each season.

ARTICLE VII – BOARD OF DIRECTORS

SECTION 1 – The Board of Directors shall be elected by the members of TCSA at the annual meeting and for the terms as specified hereafter. The board shall include President, Vice-President, Treasurer, Secretary, Umpire-in-Chief (UIC), Coaches Agent, Players Agent, Division Directors, Public Relations, Equipment Director Special Events Director, Games Scheduler, Webmaster.

SECTION 2 – The term of office for each member of the Board of Directors shall be at least one year, beginning on July 1 of the year elected.

SECTION 3 – The President of TCSA shall be elected under the guidelines established within the Bylaws of TCSA. To be eligible to serve as President, you must have served at least one year on the TCSA Board of Directors, in any capacity, and presently be on the board. The President cannot be an active coach in the league.

SECTION 4 – The Board of Directors, exercised by virtue of their office, shall have the power to purchase or otherwise acquire any property, right or privilege, at such price or consideration and upon such terms as the Board of Directors may deem expedient.

SECTION 5 – Every member of TCSA, as defined in Article V, Section 1, in good standing, is eligible for election to the Board of Directors. All officers and members of the Board of Directors shall be eligible for reelection. However, anyone having been removed from a Board Position within three years of the date the election is to be held must obtain prior approval from the Board to be eligible for election.

SECTION 6 – In the event of death, resignation, or inability to perform the duties of office, the Board of Directors shall appoint a new member with approval of the majority of the remaining Directors present at any regular meeting or a special meeting called for that purpose. The new member shall serve in that capacity until the end of the current term.

SECTION 7 – Any member of the Board may be removed by a 2/3 vote of all members of the Board of Directors. However, removal of the President will require concurrence in accordance with the Bylaws of TCSA. (Look to remove Pres)

ARTICLE VIII – MEETINGS

SECTION 1 – The membership of TCSA shall hold an annual meeting at such place and time as shall be determined by the Board of Directors. Notice of the time and place of such annual meeting shall be given to the membership of TCSA not less than fourteen days prior to the date of the meeting.

SECTION 2 – Special meetings of TCSA membership may be called by the President or by a majority vote of the Board of Directors. Notice of the time and place of special meetings of TCSA membership shall be given to the membership of TCSA not less than five days prior to the date of the meeting.

SECTION 3 – At the annual meeting or any special meeting of TCSA, every eligible member present shall be entitled to vote. There shall be no proxy voting. A plurality of those present and eligible to vote shall be required for election. A majority of those present and eligible to vote shall be required for questions brought to a vote.

SECTION 4 – The presence of a number of board members sufficient to constitute a quorum shall be necessary for the transaction of business at any annual or special meeting. Each board member present shall be entitled to one vote.

SECTION 5 – Board meetings are held monthly.

SECTION 6 – Any board member missing two consecutive meetings or having excessive absences, without prior approval from the President, is subject to removal from the Board. Valid excuses shall be illness (personal or family member), work, death in the family, or any excuse deemed acceptable by the President.

ARTICLE IX – FUND RAISING

SECTION 1 – All fund raising activities undertaken for the benefit of TCSA shall be subject to the approval and supervision of the Board of Directors.

SECTION 2 – Class “A” and “B” teams are exempt from this provision.

ARTICLE X – FINANCIAL POLICY

SECTION 1 – The Board of Directors shall administer TCSA finances, and shall cause all monies belonging to TCSA to be placed in a common TCSA treasury. The Board shall direct expenditures in such a manner as will give no sport, individual or team an advantage over another.

SECTION 2 – No person who is a member of TCSA shall be the recipient of any type of loan from TCSA.

SECTION 3 – The contribution of funds to individuals or teams by sponsors, without the Board’s approval, shall be prohibited. This policy is to discourage favoritism among teams and to endeavor to equalize the benefits of TCSA. Offenses: Warning to coach/parent. Class “A” and “B” teams are exempt.

SECTION 4 – The fiscal year of the association shall begin July 1 and end June 30.

SECTION 5 – An independent audit should be conducted at the end of each fiscal year by no less than 3 members, who are not on the board of directors and should be appointed by the President. Results will be provided at the next meeting.

ARTICLE XI – DUTIES OF BOARD OF DIRECTORS / OFFICERS

SECTION 1 – The President as Chief Executive Officer of TCSA shall be responsible for:

- supervising TCSA’s affairs and activities
- organizing and presiding over all TCSA meetings as Chairman of the Board of Directors

- appointing and participating in all Committees
- providing backup to all other board positions if necessary
- monitoring all financial transactions for TCSA
- representing TCSA at all ASA meetings and handling all ASA affiliation issues
- providing seasonal registration costs and documents to The Colony PARD
- addressing all issues related to TCSA registration with The Colony PARD
- collecting all player registrations from The Colony PARD
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification

SECTION 2 – The *Vice-President* of TCSA shall be responsible for:

- assisting the President in the performance of the President’s duties
- presiding over all meetings in the absence of the President
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

SECTION 3 – The *Secretary* of TCSA shall be responsible for:

- notification of all annual, regular and special meetings of the TCSA Board of Directors
- keeping permanent record of all meetings in the form of meeting minutes
- being the custodian of all official records and/or documents of TCSA
- keeping written record of all voting activity and report the activity in meeting minutes
- maintaining a current TCSA Board member contact list and regularly distributing the list to the TCSA board
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

SECTION 4 – The *Treasurer* of TCSA shall be responsible for:

- providing monthly financial reports to the TCSA Board
- keeping accurate accounting records for all financial transactions for TCSA
- working with all other Board positions to pay TCSA expenses in accordance with the budget
- gathering bids, gaining board approval, purchasing and distributing all TCSA insurance related items
- making available a detailed financial report to the membership of TCSA, at the end of the fiscal year
- organizing and leading all TCSA Budget or Finance committees and meetings
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President.

SECTION 5 – The *Players Agent* of TCSA shall be responsible for:

- maintaining an accurate database of all collected registration information
- providing detailed and organized player information to Coaches Agent and Division Directors
- registering all players and teams with ASA
- working with the Treasurer to insure that all registration monies are accounted for from The Colony PARD
- working with the Treasurer to provide a report to the President showing all registration monies collected, and report all total lost monies on field costs, registration scholarships

- working closely with Coaches Agent to organize and execute player drafts
- attending all Coaches Meetings and Division Directors Meetings
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

SECTION 6 – The *Coaches Agent* of TCSA shall be responsible for:

- working with the Secretary to create Coach and Volunteer application's
- working with the Division Directors to select qualified coaches based on requirements in Exhibit A of the TCSA Policies and Procedures
- processing all background investigations and maintaining a database of all individuals who have had TCSA background investigations
- creating and distributing all coaches packets
- organizing, scheduling and leading all coaches meetings, certifications and clinics
- enforcing all mandatory coach and volunteer requirements
- organizing and documenting coach practice times and maintaining an accurate schedule of the softball practice field
- working with the Players Agent on coordinating and leading all player drafts
- addressing all complaints/issues related to coaches and volunteers
- organizing and executing coach evaluation's at the end of each season and accurately documenting the findings to be used in future coach selections
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

SECTION 7 – The *Umpire-in-Chief (UIC)* of TCSA shall be responsible for:

- training, certification and scheduling umpires for all regular and Tournament TCSA games played in The Colony
- defining seasonal umpire rates and gaining board approval
- accurately documenting and tracking all umpire hours and working with the Treasurer to see that all umpires get paid
- working with Equipment Director to purchase the necessary ASA approved equipment for all divisions
- working with Coaches Agent and Division Directors to establish seasonal ground rules
- attending coaches meeting and assist Coaches Agent in explaining ASA rules
- organizing and leading all Rules and Decision meetings
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

SECTION 8 – The *Division Directors* of TCSA shall be responsible for:

- forming a Registration committee and internally electing a Registration Committee Chairman
- executing all tasks related to Registration such as;
 - working with the Secretary to create seasonal registration documentation
 - working with The Colony PARD to create and distribute flyers to area school systems and other athletic programs
 - setting up registration tables and coordinating volunteers
 - organizing and leading all special registration activities and events

- working with the Coaches Agent to select qualified coach's
- working with Players Agent to get registration totals in their respective division and working to get more registrations in order to fill additional teams
- attending and assisting at all player tryouts, draft and clinics
- addressing all problems and issues in their respective division and working with all other Board members to get resolutions.
- working with all other Division Directors to produce game schedule's for the season and re-schedule rain out games
- collecting game results from coaches in their respective division and working with the Webmaster to update game schedules and division standings
- attending team meetings and first practices to address any team questions or issues
- attending coaches meetings and assist Coaches Agent in creating coaches packets
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

SECTION 9 – The *Class – B Director(s)* of TCSA shall be responsible for:

- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

SECTION 10 – The *Equipment Director* of TCSA shall be responsible for:

- working closely with the TCSA Equipment Director on all issues related to the softball equipment that we will be procuring from them.
- working with TCSA to make sure there is enough chalk for the fields
- obtaining bids, gaining board approval, purchasing and distributing all softball equipment for TCSA
- maintaining an accurate inventory database of all TCSA softball equipment
- accurately tracking the equipment that has been checked out by each coach
- working with Coaches Agent to establish a schedule for coaches to return equipment at the end of the season
- producing an end of season report on the disposition of the softball equipment inventory for TCSA
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

SECTION 11 – The *Special Events Director* of TCSA shall be responsible for:

- obtaining Vendor Bids, presenting for Board approval, purchasing, distributing and documenting all uniforms, trophies, team photos and sponsor award plaques
- working with Public Relations Director regarding sponsor names on uniforms and sponsor plaques
- organizing, documenting, presenting for Board approval and leading the special events such as Opening Day Parade and Ceremonies, Closing Day Ceremonies and Tournament's
- organizing volunteers for all special events and tournaments
- working with Treasurer to insure all expenses and revenue are paid/deposited and properly documented
- coordinate all fundraising activities with board approval
- maintain accurate database of all fundraising projects and results
- attending all TCSA Board meetings, Special meetings and Special events

- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

SECTION 12 – The *Public Relations Director* of TCSA shall be responsible for:

- lead all TCSA public relation activities
- work with Treasurer to insure that all sponsor monies are collected and deposited.
- establish, document and present for board approval the season sponsor offerings and forms
- collect all completed Sponsorship Forms
- gather bids, gaining approval, ordering and installing all Sponsor banners at 5 Star
- providing an end-of-season thank you to all TCSA Sponsors
- maintain accurate database of all sponsor activities and financial results
- developing, documenting, presenting for Board approval an advertising strategy for TCSA, utilizing all forms of media (TV, Radio, Newspaper, Internet) and leading all advertising efforts for TCSA
- maintain accurate documentation for all advertising projects including financial results
- providing regular reports at Board meetings for all, sponsor, advertising and community support activities
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

SECTION 13 – The *Webmaster* of TCSA shall be responsible for:

- organizing documenting an maintaining the content of the TCSA website and insuring that the TCSA Website adheres to the TCSA Policies and Procedures - Exhibit B - Web Security Policy
- working with Public Relations Director on all website sponsor activities
- working with Division Directors on games schedules and team standings
- working with all Board members to accurately update website content
- managing all TCSA email accounts and email forwarding
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

SECTION 14 – The *Scheduler* of TCSA shall be responsible for:

- maintain league schedule
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties as prescribed by the President

ARTICLE XII – COMMITTEES

SECTION 1 – The President, with the approval of the Board of Directors, may appoint special committees for such purposes as deemed necessary.

ARTICLE XIII – LOCAL TCSA RULES

SECTION 1 – The Board of Directors shall draft and adopt the local playing rules for TCSA.

SECTION 2 – The local playing rules will be distributed to the coaches prior to the beginning of each season.

SECTION 3 – The home team is responsible for cleaning up around the stands and cleaning the dugout after each game.

SECTION 4 – There will be no more than 4 coaches/volunteers per team per game.

SECTION 5 – The only people allowed in the dugout during a game are registered TCSA players, coaches and volunteers scheduled for that game that have passed a background check.

SECTION 6 – All coaches must have current ACE certification to be on the field.

SECTION 7 – Any coach or player ejected, must leave the game field location and go to the parking lot or leave the facility. A coach or player ejected from a game must serve a one game suspension at the next playable game.

SECTION 8 – A member's eligibility in tournament play is contingent upon participation in regular league play.

ARTICLE XIV – SELECTION OF MANAGERS / COACHES

TCSA strives that all coaches are good role models for our players and that they appropriately represent our league. If there are not enough teams for volunteer coaches, the following criteria will be used:

SECTION 1 – Selection Criteria

- Existing head or assistant coaches in any age group that are in “good standing” with TCSA.
- New coaches who have multiple years of experience coaching youth in a sport(s).
- New coaches who have experience playing baseball/softball or umpiring, but have no previous youth coaching experience.
- New coaches who want to coach for the first time.

SECTION 2 – Selection Requirements

All coaches must complete a TCSA Softball Coach Application and be able to obtain ACE certification (at no cost to TCSA).

SECTION 3 – Selection Committee

The coaches' selection committee will consist of the TCSA Players Agent, Coaches Agent and all of the respective division directors. If necessary, the TCSA President will also be involved. Selections will be made on the Criteria and Requirements stated above.

SECTION 4 – Coach Evaluation Process

- At the end of each season, the TCSA Coaches Agent will execute a coach evaluation for the head coach for each team. The Coaches Agent will speak to the parents on all teams as well as the Umpire Director and other board members to determine if a coach will be considered in “GOOD STANDING”.
- If a head or assistant coach has had to be removed from more than one game by an umpire, or if the TCSA Board has documented more than one questionable incident on the part of the head or assistant coach, the coach will not be in “GOOD STANDING” with TCSA. A coach may also not be in “GOOD STANDING” based on responses of the parents to the Coach Evaluation Form.
- Any coach that is not in “GOOD STANDING” with the TCSA Board will be suspended for a period of 1 year from date of suspension. At the end of the suspension, the coach can reapply, but will be closely monitored by the TCSA Board. If at the end of the season, the coach is once again not in “GOOD STANDING,” they will not be allowed to coach any future TCSA teams.

ARTICLE XV – PLAYER DISTRIBUTION

SECTION 1 – Roster Limits

Each coach will be allowed to return their roster from the previous season. Players can sit out for the fall season and still return to the team the following spring.

SECTION 2 – Player Request

All attempts will be made to honor player team requests; due to roster sizes not all can be granted.

SECTION 3 – Coaches

- Each team will have ONE designated head coach and ONE designated assistant coach.
- If a head coach for any reason does not return the following season or steps down during the current season, the assistant coach has the option to keep the team together.
- If a coach moves up to a different division, they may take the eligible players that want to move up with them.

SECTION 4 – Draft Procedures

All kids not returning to a team will be placed in a blind draft. Teams with the least players will select first until all teams have an equal amount of players. After that point, coaches will draw numbers to determine who can select next. High number selects first.

ARTICLE XVI – PROTESTS

SECTION 1 – The President shall appoint a committee, consisting of Coaches Agent, UIC, and non-involved Board members to resolve all rule interpretation protests lodged during the playing of TCSA games. Judgment calls may not be protested. The UIC will chair the committee. **The Protest Committee will handle only rule interpretation protests, leaving other matters in the hands of The Board of Directors.**

SECTION 2 – All protests will incur a processing fee in the amount of \$25 (cash). If the Protest Committee upholds the protest, the coach will be refunded the \$25. The fee must be paid at the end of the game.

SECTION 3 – The protest must be notated in the score book prior to the next legal or illegal pitch. If the protest is upheld, the game will be replayed from the time of the protest. The protesting coach has 24 hours from the end of the game to submit the protest in writing to the Coaches Agent.

ARTICLE XVII – DIVISION PLAYOFFS

SECTION 1 – Division Champions, as determined by the team standings at the end of regular season play, will be given awards. In the event of ties in determining regular season standing, ties will be broken in the following order:

- Head to head records.
- Run differential.

ARTICLE XVIII – TOURNAMENT PLAY

SECTION 1 – The champions of each division shall be offered paid tournament registration fee to the ASA district tournament.

ARTICLE XIX – DISCIPLINARY ACTION

SECTION 1 – The Board of Directors shall have the authority to suspend, discharge, or otherwise discipline any player, manager, coach, umpire, parent, or league official whose conduct is in violation of these By-laws, the Coaches Code of Conduct and the Parents Code of Conduct, or at such time as it is considered to be in TCSA's best interests.

SECTION 2 – Persons dismissed, barred, or suspended for longer than a one game period shall have the right to request an appeal hearing before the appropriate members of the Board of Directors. Written requests for appeals must be delivered to a Board member or duty officer within 24 hours.

ARTICLE XX – WEB SECURITY POLICY

SECTION 1

The following guidelines are not meant to be exhaustive, but rather are given as a bare minimum set of steps toward accomplishing the above-stated purpose:

- The web site must not include any identifiable information of any minor.
- The web site must not include addresses or phone numbers of minors.
- The web site must not include schools attended by minors.
- The web site must not display names of people in photos.
- Team rosters are not a good idea since game and practice schedules are usually shown.
- Tournament rosters and schedules are not a good idea since they would identify when families would be out of town.
- No team sites may be linked from the league site unless they also abide by these guidelines.

Good judgment is a must. A good rule of thumb is simply this: If you must error, error on the side of being too careful and too safe.

SECTION 2 – Responsibility and Authority

- It is the responsibility of the Webmaster to ensure the website complies with the spirit of this policy.
- It is the responsibility of Webmaster to review the site and linked sites monthly for compliance.
- The Webmaster has the authority to refuse to post any information that would violate the purpose of this policy.
- The Webmaster has the authority to remove links to team sites that are found to be in violation of the purpose of this policy.
- The league president has the authority to mandate immediate removal of any information that might violate the purpose of this policy.
- Only a majority vote by the board may override or reverse such actions by the Webmaster and/or president.

ARTICLE XXI – REGISTRATION SCHOLARSHIP POLICY

SECTION 1 – Implementation

The following process will be used to execute this policy.

- Registration Scholarship Applications will be made available at The Colony Recreation Center.
- A parent or registered Guardian for the sponsored child shall complete the Application in its entirety and return it to The Colony Recreation Center.
- The TCSA President and the Treasurer will review each application on a first come first serve basis. If necessary, the parent or registered guardian will be contacted for additional information.
- The TCSA President and Treasurer will determine on a case-by-case basis whether to approve the application.
- The TCSA President will contact the parent or registered guardian on the application and convey the results of the application review.

SECTION 2 – Operating Guidelines

Following are the operating guidelines for executing this policy.

- TCSA is a non-profit organization and is bound by no obligation to financially sponsor any child. However, the spirit of our organization is to see that all girls get the opportunity to play Softball.

- TCSA can only sponsor a set number of girls and each application will be reviewed on a first come first serve basis.
- TCSA will only provide 50 percent scholarship on the appropriate age group registration fee.
- TCSA expects the parent or registered guardian to volunteer five (5) hours of Concession Stand duty instead of paying the full registration fee. If the parent or registered guardian does not fulfill their obligations during the sponsored season, future requests for scholarship will be denied.

ARTICLE XXII – COMPLAINT PROCEEDURE

SECTION 1 – Procedure

Procedure for complaints not covered under Article XIX of the TCSA bylaws. Any member of TCSA may file a complaint with TCSA alleging that the complainant has been or is about to be detrimentally affected by an action of another member of TCSA in violation of TCSA or ASA rules.

1. Any complaint shall be in writing and signed under oath by the individual or the chief executive officer of the group or organization making the complaint. The complaint shall be filed with the President by registered or certified mail and must be received by the President prior to or within six (6) months after the alleged violation of TCSA or ASA rules. Any complaint received which seeks relief for a violation of the rules that occurred more than six (6) months prior to the receipt of the complaint by the President shall not be considered.
2. The complaint shall:
 - i. Set forth the name and address of each party;
 - ii. Set forth the particular factual allegations that form the basis; of the complaint, with each allegation set out in separate, numbered paragraph(s);
 - iii. Include a specific reference to each provision of TCSA or ASA code or rules that is alleged to have been violated;
 - iv. Provide any and all evidence in support of the claimants allegations;
 - v. Set forth the specific relief requests; and
 - vi. Request a hearing if one is desired.

NOTE: If the complaint does not contain the above information, the President may dismiss the complaint without prejudice to its re-filing. If, upon review of the complaint, the President determines the complaint failed to exhaust all available remedies, unless it is determined that exhausting such remedies would result in unreasonable delay causing irreparable harm to the complainant, the President may dismiss the complaint without prejudice to its re-filing.

3. Whenever a complaint is filed with TCSA, the President shall provide the party against whom the complaint is made a copy of the complaint.
4. The party charged may respond in opposition to the complaint. The response must be made, in writing, within twenty (20) days after receipt of a copy of the complaint, or such shorter period of time as the President shall set by written notice, but such time to respond shall in no event be less than five (5) business days after receipt of a copy of the complaint. The respondent shall provide a copy of its response to the complainant at the same time the response is provided to the President.
5. The response shall:

- i. Respond to each factual allegation contained in the complaint, with the response to each allegation set out in separately numbered paragraphs which correspond to the paragraphs contained in the complaint:
 - ii. Provide any and all evidence in support of the respondent's position.
6. The complainant may file a reply to the response within five (5) business days of the receipt of the response.
7. If either party requests a hearing, the process will be as follows:
 - i. A date, time and place for the hearing which is not unduly burdensome for the complainant or the respondent will be selected by the President and will in no event be later than forty-five (45) days after the filing of the complaint. The hearing will be held before the President.
 - ii. Each party has the right to be represented at the hearing by an attorney, with each party to bear its own expenses for the counsel. Each party has the right to call witnesses and present oral and written evidence and arguments in support of its position.
 - iii. If requested and paid for by the party, a record of the hearing may be made by a court reporter. Each party shall have the right to obtain a transcript of the hearing, if any, at its own expense.
 - iv. The complainant has the burden of proving, by preponderance of the evidence, that the respondent has violated a specific provision of TCSA and ASA code or rules and that such violation has caused or is likely to cause the complainant harm.
 - v. Within thirty (30) days after the hearing, the President shall render a written report of the decision. A copy of this report will be provided to each party.
8. If neither party requests a hearing, the President shall review the complaint and any response or reply and shall issue a written report of the decision, a copy which will be provided to each party.
9. Complaints involving the TCSA President and/or Vice-President.
 - i. For any complaint involving the President as a party, whether as the accuser or accused, the duties of the President as described in this section shall revert to the Vice-President.
 - ii. In the event of a complaint involving the President and Vice-President, the duties, as described in this section, shall be filled by a representative elected by the Board of Directors.

SECTION 2 – Appeal

Any party adversely affected by the President regarding a complaint may appeal the decision to the Board of Directors.

1. The appeal shall be in writing and signed by the party making the appeal. The appeal shall be filed with the President by Registered or Certified Mail and must be received by the President within ten (10) business days of the date of the written report decision issued by the President. The appellant shall provide a copy of the appeal to the adverse party. If no appeal is received within ten (10) business days of the date of the written report of the decision of the President, such decision shall be final and binding upon all parties.

2. The appeal shall:
 - iii. Set forth the name and address of each party;
 - iv. Set forth the specific grounds upon which the appeal is based;
 - v. Set forth the specific relief requested.
3. Any party opposing the appeal shall file a response in writing with the President within five (5) business days of receipt of the appeal. The party opposing the appeal shall provide a copy of its response to the appellant at the same time it is provided to the President.
4. Upon receipt of the response from the party opposing the appeal, or upon expiration of the time for such response to be filed, the President shall provide all written materials relevant to the appeal to the members of the Board of Directors. Any Board Member directly or indirectly related to complaint shall recuse them self from the proceedings. The Board of Directors shall consider the appeal at their next meeting. If a meeting of the Board of Directors is not scheduled to occur within forty-five (45) days after the Presidents receipt of the appeal, the President shall call a special meeting of the Board of Directors to consider the appeal within such forty-five (45) day period which may be conducted in person or by telephone conference, at which time the Board of Directors shall review the appeal and decide what action is warranted, if any. The complainant and the respondent shall each have the right, at their respective sole expense, to attend that portion of the Board of Directors meeting in which the recommendation of the special committee is reviewed by the Board of Directors and shall be allowed the opportunity to address the Board of Directors at that time. Any vote on the disposition of the appeal shall be made in open session. The decision of the Board of Directors shall be final and binding on all parties.

SECTION 3 – Accelerated Review Procedure

When a complaint pursuant to this article of this code involves the right of an athlete or coach to participate in an upcoming competition, the complainant may file a request for accelerated review of the complaint.

1. This request shall be attached to the complaint and shall:
 - vi. Specifically request that the complaint be filed under the accelerated review procedures set forth in this section;
 - vii. Set forth the specific factual allegation which complainant alleges support the request for accelerated review by showing that the complaint will suffer irreparable harm if forced to file its complaint under the regular procedures outlined above in (A) of this code.
 - viii. Provide any and all evidence in support of its request for accelerated review.
2. The President will then review the request for accelerated review and decide if the complainant has shown by a preponderance of the evidence that the complainant will suffer irreparable harm if the complaint is reviewed under the regular complaint procedures. The factors to be considered by the President include, but are not limited to, any delay in filing the complaint with the President, support of the complaint by any ASA local affiliated organization, and the severity of the potential loss to the complainant balanced against the interference with the conduct of the competitors. If the President determines the complainant will suffer irreparable harm if the complaint is not reviewed

under an accelerated procedure, the President shall provide the party against whom the complaint is brought with a copy of the complaint as soon as reasonably possible.

3. The party against whom the complaint is brought shall have an opportunity to respond, in writing, to the charges set out in the complaint in accordance with a time schedule set by the President. Upon receipt of the response by the party charged in the complaint or upon the expiration of the time within which the response must be filed, the President will present all the written materials regarding the complaint to the Board of Directors.
4. The President will appoint a panel of two (2) or more members of the Board of Directors who are not directly involved in the complaint. The panel shall evaluate all written materials relevant to the complaint and shall make a written report of its decision within the time period set by the President. A copy of the decision will be provided to each of the parties. Such decision is made on behalf of the Board of Directors and shall not require further approval by the Board of Directors. The decision shall be final and binding on all parties.

SECTION 4 – Waiver of Protest Rights

Failure of an aggrieved party to act upon knowledge of a violation of the TCSA or ASA Codes or Rules affecting the eligibility of an athlete or team to participate in any TCSA games or ASA tournament prior to such competition shall act as a waiver of any right thereafter to protest such participation.

SECTION 5 – Binding Arbitration

TCSA shall submit to binding arbitration to the extent required by ASA, the Ted Stevens Olympic and Amateur Sports Act or the Bylaws of the United States Olympic Committee, as amended from time to time.

SECTION 6 – Remedies

If any complaint filed hereunder is decided in favor of the complainant, the President or the Board of Directors, as the case may be, may enjoin the respondent from further or future violations of the TCSA or ASA rules or may prevent the respondent from participating in any TCSA or ASA events for such period as the President or the Board of Directors, as the case may be, deems appropriate in their sole discretion. Nothing in this Code shall entitle a complainant or receive monetary relief.

ARTICLE XXIII – DISSOLUTION

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

TCSA Privacy Policies

August 10, 2008

Privacy Policy

This section describes how the league collects and uses your information:

How do you use my information? TCSA/Texas Rogue uses information you provide enables us to process your requests, confirm your changes, notify you about updates, and provide you with valuable league information.

What information do you collect about me? As you voluntarily enter information into various applications such as registration, we collect that information to process your request.

We maintain information about you and use the information to enhance the league for you and other members.

Data Privacy

The league takes its privacy obligations very seriously. The league receives and maintains a great deal of personal data (for example, name, address, e-mail address, etc.) about its members and players. If you have access to this information, you must keep it confidential, comply with the league's Privacy Policy on any proposed uses of the data, and comply with any applicable foreign or domestic laws on securely maintaining personal data. The league's Privacy Policy, including the date of its most recent update, is available through a link located on the bottom of every page of the league's web site at www.thecolonysoftball.com

Key Points to Remember:

- Any marketing projects or other proposed uses of personal data must be reviewed for compliance with the Privacy Policy before implementation.
- No personal data should be provided to third parties unless (1) compelled by law or an appropriate subpoena; (2) expressly authorized by the respective member or player; or (3) clearly permitted under a separate tenet of the Privacy Policy.
- Don't give personal data about members or players to law enforcement personnel or government officials unless the league is legally obligated to do so.

E-Mail Communication

This e-mail is covered by the Electronic Communications Privacy Act, 18 U.S.C. Sections 2510-2521. The information contained in this e-mail is confidential and intended only for use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this message in error or there are any problems please notify the originator immediately.

The unauthorized use, disclosure, copying or alteration of this message is strictly forbidden. This mail and any attachments have been scanned for viruses prior to leaving the Santander Consumer network. Santander Consumer will not be liable for direct, special, indirect or consequential damages arising from alteration of the contents of this

message by a third party or as a result of any virus being passed on.

Conflict of Interest

As a TCSA member (Board member or Coach), you or any member of your immediate family should not engage in any activity that might benefit you or your family member personally at the league's expense, or that would be harmful to the league or contrary to the league's interests, without the express written consent of a league executive officer (President or Vice President), the consent of the Board of Directors or a Board Committee.

Every member owes the league a duty of loyalty, which includes protecting the league's legitimate interests and advancing those interests when the opportunity arises; protecting the league's assets and ensuring their proper and efficient use; and using league assets only for legitimate league purposes.

While it is not practical to list all situations that are prohibited because they might lead to or constitute a conflict of interest or violation of trust, the following Key Points to Remember are good examples.

Key Points to Remember:

- You, or any immediate member of your family, may not accept commissions, a share of profits or other payments, loans (other than with established banking or financial institutions at prevailing market rates), services, preferential treatment, excessive entertainment or travel, or gifts of more than nominal value, from any individual or organization doing or seeking to do business with the league.
- Never solicit any gift or entertainment or anything of value, or accept any gift or entertainment that would be illegal or result in any violation of law, from any individual or organization doing or seeking to do business with the league.
- Never accept any gift of cash or cash equivalent (such as gift certificates, loans, stock, or stock options), or accept anything as a "quid pro quo," or as part of an agreement to do anything in return for the gift, from any individual or organization doing or seeking to do business with the league.
- Never participate in any activity that you know would cause the person giving the gift or entertainment to violate his or her own league's standards.
- Never attend or participate in any entertainment that is unsavory, sexually oriented, or otherwise violates the company's commitment to mutual respect, as a guest of or host of any individual or organization doing or seeking to do business with the company.
- You, or any immediate member of your family (spouse, domestic partner, parents, children and their spouses, domestic partner's children and their spouses), may not have a business interest in any organization doing business with, or seeking to do business with, or competing or seeking to compete with, the league.
- You, or any immediate member of your family, may not, directly or indirectly buy, sell, or lease any kind of property, facilities, equipment, or services from or to the league through another league, team, or individual.
- You may not use or release to a third party any proprietary or confidential information about the league, including information concerning league operations, business practices, decisions, plans, etc.
- You, or any immediate member of your family, may not receive improper personal benefits (including loans to, or guarantees of obligations) as a result of your position in the league.

All Board members are expected to keep any/all League information from being shared with anyone. Due to the sensitivity of the information all material must be kept confidential. Failure to refrain from sharing this information with others as set forth above could be deemed as a violation and may result in corrective action up to termination of Board position, coaching, etc.