



# PORTAGE YOUTH SOFTBALL

---

**WWW.PORTAGEYOUTHSOFTBALL.ORG**

---

**Board of Directors Meeting**

**Sunday, January 31, 2021 - 7:00 PM**

**Kratz Funeral Home – 302 East Conant Street, Portage, WI 53901**

**AGENDA**

**Board Members:** Connie Wampler, President and Facility Coordinator; Chad Edwards, Vice President; Andy Saloun, Treasurer; Tara Seiler, Secretary; Tim Kratz, Registrar and Uniform & Apparel Coordinator; Jennifer Teela, Sponsorship Coordinator; Jason Krockner, Tournament Team Coordinator; Haley Gilman, Marketing Coordinator; Matlin Holtan, At-Large Member

---

- 1) Call to Order
  - a) Roll Call
- 2) Discussion & Possible Action on Meeting Minutes from December 6, 2020 Board of Directors Meeting
- 3) Action taken since last official board meeting via email
  - i) No official action taken since last meeting.
- 4) Treasurer's Report – Mark Witt
  - a) 2020 Financial Review
  - b) Account Balances
- 5) Discussion & Possible Action on Appointing Coordinator Positions to New Board of Directors
  - a) Positions Available to Appoint:
    - i) Registrar
    - ii) Sponsorship Coordinator
    - iii) Tournament Team Coordinator
    - iv) Tournament Coordinator
    - v) Uniform & Apparel Coordinator
    - vi) Facility Coordinator
    - vii) Equipment Coordinator
    - viii) Marketing Coordinator
    - ix) Technology Coordinator
    - x) Umpire Coordinator
    - xi) Volunteer Coordinator
    - xii) Concessions Coordinator
    - xiii) At-Large Member
  - b) Not all Coordinator positions must be appointed. Positions can also be appointed to those not on the Board of Directors (non-voting position).
- 6) Update on Non-Profit Status – Mark Witt
  - a) Waiting for State of Wisconsin and IRS to approve non-profit status
  - b) Raffle License Information



# PORTAGE YOUTH SOFTBALL

---

**WWW.PORTAGEYOUTHSOFTBALL.ORG**

- 7) Discussion & Possible Action on 2021 Volunteer Requirements
  - a) Volunteer Application
  - b) Background Check
  - c) Coaching Clinics
  - d) Concussion in Sports Online Course
  - e) Alternative online courses through NFHS Learn and other providers
  - f) First Aid/CPR/AED Certification Course
    - i) Jen to update Board after contacting trainer
- 8) Discussion & Possible Action on 2021 Registration – Tim Kratz
  - a) Player Registration Fees
  - b) Registration Dates
  - c) Registration Forms/Agreements
    - i) Liability Waiver (proposed changes included – added mention of communicable diseases)
    - ii) Refund Policy (proposed changes included – added mention of credit card processing fees)
    - iii) Parent Code of Conduct (current version included)
    - iv) Player Code of Conduct (current version included)
- 9) Update on Optional Preseason Practices & High School Open Gyms – Connie Wampler
  - a) Starting 2/14/2021
  - b) Schedule available on website
  - c) Volunteer signup is live with COVID-19 Precautions listed
- 10) Discussion & Possible Action on Summer Leagues
  - a) Divisions
    - i) 10U
    - ii) 12U
    - iii) 14U
      - (1) Reedsburg has ideas of creating a league that includes Dells, Reedsburg, Portage, Baraboo and maybe DeForest and Waunakee (all conference teams which Connie would be against since that is who HS plays for the next 4 years)
    - iv) 16/18U
  - b) Options
    - i) COL-SAK (new contact needed for 2021)
    - ii) South Central Girls Softball League
    - iii) Madison Area Fastpitch League
    - iv) Other options
- 11) Update on 2021 Tournament Team Player Deposits – Jason Krocker
  - a) Invoices ready to be sent after list of players finalized
- 12) Update on 2021 Portage Pride Tournament Registrations – Jason Krocker
- 13) Update on 2021 PYS Tournament



# PORTAGE YOUTH SOFTBALL

**WWW.PORTAGEYOUTHSOFTBALL.ORG**

---

- a) Registration waiting to open until payment processing accounts are updated for new non-profit status
- b) Several teams are interested and waiting to register
- 14) Discussion & Possible Action on PYS Organizational By-Laws
  - a) Updated draft included
  - b) Comments from last meeting incorporated into changes
  - c) Additional changes include: grammatical errors, election tie-breaker procedures, amendment restrictions to protect voting rights
- 15) Discussion & Possible Action on 2021 Sponsorship Program
  - a) 2020 Sponsorship Program included
  - b) Potential discounts to returning sponsors due to COVID-19
  - c) Potential changes
    - i) Reference new Portage Youth Baseball Sponsorship Program
- 16) Planning for 2021 Annual Meeting
  - a) 2/21/2021 at 3:00 PM
  - b) Attendance Options (In-person and virtual vs. virtual only)
  - c) Required topics to discuss
- 17) Discussion & Possible Action on Payment to Jacob Witt
- 18) Additional Agenda Items
- 19) Public Input
- 20) Next Meeting
- 21) Meeting Adjourned



## MINUTES

**Others Present:** Jacob Witt

- Page 1 of 4



# PORTAGE YOUTH SOFTBALL

---

**WWW.PORTAGEYOUTHSOFTBALL.ORG**

- c) Mark informed the Board that becoming an independent non-profit organization is a serious undertaking and that the by-laws that are developed must be followed. We are required to create a new bank account. Scott Bublitz said a separate tax return will not be required this year due to technically being two different organizations.
- d) Mark suggested that the executive officers be part of a standing finance committee to audit the organization on a quarterly basis with an accountant only completing the year end audit.
- e) There was discussion on whether or not to be a non-profit or for-profit organization. Consensus was to stay non-profit for ease of sponsorships. Additionally, only non-profit organizations are allowed to have a raffle license which PYS plans to use in the future.
- f) It was also noted how we should start doing receipts for all sponsors, regardless of sponsorship amounts or legal requirements.
- g) Chad suggested we may be able to receive funding from the City of Portage Tourism Promotion Commission for bringing tourists into the City (i.e. tournaments).
- 8) Discussion & Possible Action on Changing Bank Used for PYS Bank Account(s)
  - a) Connie mentioned how she would like to support Community Bank of Portage as they have been a sponsor for the past several years.
  - b) Motion to move the PYS bank account from Portage State Bank to Community Bank of Portage
    - i) Motion: Chad Edwards                      Second: Jason Krockner                      Vote: 7-0
- 9) Discussion & Possible Action on Reserving a PO Box for PYS
  - a) Tim visits the post office several times per week and can check a PYS PO Box on a regular basis. Having an official permanent mailing address will eliminate the need to change the address each year and for different purposes. Tim said the PO Box would cost \$67 per year.
  - b) Motion to reserve a PO Box for the year at the Portage, WI post office.
    - i) Motion: Jason Krockner                      Second: Mark Witt                      Vote: 7-0
- 10) Discussion & Possible Action on Proposed PYS By-Laws
  - a) Mission statement on By-Laws draft closely matches what Connie had created and is acceptable.
  - b) Finalized By-Laws are not required to submit all non-profit application paperwork. However, By-Laws must continue to be worked on and approved soon.
  - c) Jake will get the Board of Directors application created and sent out to start the election process for 2021.
  - d) Motion to hold the 2021 Annual Meeting on Sunday, February 21, 2021 at 3:00 PM with the location/format to be determined.
    - i) Motion: Tim Kratz                      Second: Jennifer Teela                      Vote: 7-0
  - e) Minimum number of Regular Board of Directors Meetings will be switched to 4 per year instead of 6 per year. The requirements of holding at least one per calendar quarter will remain.
  - f) The size requirements for the board shall remain 5-11 since the Board will decide how many members to have on the Board on an annual basis which will prevent there being too many active members to efficiently manage.



- Page 3 of 4





# PORTAGE YOUTH SOFTBALL

---

**WWW.PORTAGEYOUTHSOFTBALL.ORG**

- 14) Discussion & Possible Action on PYS Financial Contribution to High School Beaver Dam Workouts
- a) Motion to contribute \$600 for the 2021 off-season to the High School Softball Program for Beaver Dam workouts with all other costs to be covered by the players attending the workouts and/or by the High School Softball Program
    - i) Motion: Jason Krocker                      Second: Tim Kratz                      Vote: 6-0 (Tara Absent)
- 15) Discussion & Possible Action on 2021 Volunteer Requirements
- a) Discussion regarding requiring some or all volunteers to be First Aid/CPR/AED certified occurred. Consensus was that this was a good idea that should be investigated more. Jen to check with an instructor she uses regarding schedule and rates that are available for new certifications and renewals. Decisions on 2021 Volunteer Requirements tabled until next meeting.
- 16) Additional Agenda Items
- a) 2020 Home Tournament(s)
    - i) With concern of other tournament filling up fast, consensus was to get our tournament posted and open for registration as soon as possible with the hope that we will be able to host it at the high school. Backup plans would include splitting the tournament to multiple weekends and/or using the City of Portage softball field if possible.
    - ii) Motion to schedule and publish our 2021 home tournament for July 23-25, 2021 with a backup weekend being July 30 – August 1, 2021
      - (1) Motion: Jason Krocker                      Second: Tim Kratz                      Vote: 6-0 (Tara Absent)
  - b) Raffle Licenses
    - i) Class A & Class B raffle licenses cost \$25 each per year. Additional fees may apply for the initial license. Calendar raffles and other raffle options for fundraisers were discussed. No action taken. Tabled until next meeting when we have non-profit status.
  - c) 2021 Board of Directors Election
    - i) Applications will be created and sent out for the 2021 Board of Directors election. Process outlined in the By-Laws draft will be followed. Election to be complete and finalized prior to next Board of Directors meeting so positions can be assigned for the 2021 Board of Directors.
- 17) Public Input
- a) No public input.
- 18) Next Meeting
- a) Sunday, January 31, 2021 at 7:00 PM at Kratz Funeral Home
- 19) Meeting Adjourned
- a) Motion to adjourn the Board of Directors Meeting at 8:49 PM.
    - i) Motion: Jason Krocker                      Second: Jennifer Teela                      Vote: 4-0 (Tara, Joe, Chad Absent)



# PORTAGE YOUTH SOFTBALL

[WWW.PORTAGEYOUTHSOFTBALL.ORG](http://WWW.PORTAGEYOUTHSOFTBALL.ORG)

## LIABILITY WAIVER - RELEASE, INDEMNIFICATION, AND HOLD HARMLESS AGREEMENT

In consideration of participating in Portage Youth Softball, and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence the Portage Community School District, the City of Portage (WI), the Portage Youth Softball organization, and their owners, directors, officers, employees, agents, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate (hereinafter collectively referred to as "Participants"), and also agree as follows:

1. I acknowledge that youth softball involves known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death, and property damage. Risks include but are not limited to broken bones and concussions, medical conditions resulting from physical activity, and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
2. The risk to have contact with individuals, who have been exposed to and/or have been diagnosed with one or more communicable diseases, other medical conditions, diseases, or maladies does exist, and it is impossible to eliminate the risk that I could be exposed to and/or become infected through contact with or close proximity with an individual with a communicable disease. I understand that this risk still exists even with additional safety regulations, social distancing practices, personal protective equipment, frequent hand washing, disinfection of equipment and facilities, and other attempts to limit the spread of communicable diseases.
3. I agree to follow any additional safety & health regulations enacted by the Releasees including those enacted after the signing of this waiver.
4. I expressly accept and assume all the risks inherent in this activity or that might have been caused by the negligence of the Releasees. My participation in this activity is purely voluntary and I elect to participate despite the risks. In addition, if at any time I believe that event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation.
5. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my participation in this activity, or my use of their equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
6. I represent that I have adequate insurance to cover any injury, illness, and/or damage I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further represent that I have no medical or physical conditions which could interfere with my safety in this activity, or else I am willing to assume – and bear the costs of – all the risks that may be created, directly or indirectly, by any such condition.
7. In the event that I file a lawsuit, I agree to do so solely in the state where the Releasees' facility is located and I further agree that the substantive law of that state shall apply.
8. I hereby grant permission to the Releasees to capture, use, and publish photographs, videos, audio recordings, basic contact information, and the like of the Participants for the purpose of promoting the Portage Youth Softball organization and its events, teams, and mission.
9. I hereby authorize the Releasees to consult with or drive Participants to the physician, dentist, or hospital, if in the opinion of the Releasees, a need for emergency care exists. First aid, CPR, AED, and other lifesaving measures may be used and an ambulance may be called if necessary.
10. I hereby authorize the treatment, by a licensed medical professional, of the Participants in the event of a medical emergency, which, in the opinion of said professional, may endanger a Participants' life, cause physical impairment, disfigurement, or undue discomfort if delayed.
11. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

**By signing this document, I agree that if I am hurt or my property is damaged during my participation in this activity, then I may be found by a court of law to have waived my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.**

### **PARTICIPANT (ATHLETE, COACH, VOLUNTEER, ETC.) AGREEMENT**

I have had sufficient time to read this entire document, and should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if I were to choose not to sign this release and agree that the opportunity to participate at the stated cost in return for the execution of this release is a reasonable bargain.

**I have read and understand this document and I agree to be bound by its terms.**

Participant Name: \_\_\_\_\_ Participant Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **PARENT OR GUARDIAN ADDITIONAL AGREEMENT (MUST BE COMPLETED FOR PARTICIPANTS UNDER THE AGE OF 18)**

In consideration of \_\_\_\_\_ being permitted to participate in this activity, I further agree to indemnify and hold harmless Releasees from any claims alleging negligence which are brought by or on behalf of the minor or are in any way connected with such participation by the minor.

**I have read and understand this document and I agree to be bound by its terms.**

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_





# PORTAGE YOUTH SOFTBALL

---

## WWW.PORTAGEYOUTHSOFTBALL.ORG

### REFUND POLICY

In the event a player wishes to withdraw their registration from Portage Youth Softball, the following policy is in effect.

- Player withdraws prior to the regular registration deadline for the league they signed up for:
  - 90% Refund
- Player withdraws prior to the late registration deadline (if applicable) for the league they signed up for:
  - 70% Refund
- Player withdraws after the latest posted registration deadline for the league they signed up for, but prior to team assignments:
  - 50% Refund
- Player withdraws after team assignments:
  - No Refund

**Note on Late Registration Fee:** Only the registration fee is eligible for any type of refund. Late registration fees are not refundable.

**Note on Credit Card Processing Fees:** When registration fees are paid online, credit card processing fees are deducted from the registration payment and the cost is absorbed by PYS. In the event of a refund, no part of the credit card processing fee will be refunded.

**Note on Team Assignment:** For the purpose of this refund policy, Team Assignment shall be after registration closes for a league and occurs when final rosters are posted on the PYS website and emailed to head coaches of the league.

**Note on Unforeseen Circumstances:** Refunds for athlete withdrawal due to unforeseen circumstances (injury, moving, etc.) will be considered by the Portage Youth Softball Board of Directors on an individual basis.

**Note on Refund Timing:** All refunds will occur by June 1 in the form of reimbursements to the payment method used for registration or as a check mailed to the address on the registration form unless Portage Youth Softball is notified of a different preferred address. Portage Youth Softball is not responsible for lost checks and may charge a cancellation fee to void a check and reissue. Refunds not requiring the review of the Board of Directors can take approximately 1-2 weeks to process. Those requesting refunds should check their email for communication from Portage Youth Softball to expedite the refund process.

**Note on Refund Request Process:** All refunds must be requested using the online form available at [www.portageyouthsoftball.org/refund-request](http://www.portageyouthsoftball.org/refund-request). In-person, email, or phone communication is available for questions and to clarify the refund process, but a request must still be submitted using the online form.



# PORTAGE YOUTH SOFTBALL

---

**WWW.PORTAGEYOUTHSOFTBALL.ORG**

---

## PARENT CODE OF CONDUCT

1. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, umpires, and spectators at every game and practice.
2. I (and my guests) will respect, and will not engage in any kind of unsportsmanlike conduct, such as booing, taunting, or using profane language or gestures with any umpire, coach, player, or spectator.
3. I (and my guests) recognize that the coach is in charge of all softball activities, practices and games, alike.
4. I (and my guests) will not enter the field of play or the dugout or in any way participate in practices and games without express permission of the coach.
5. I will never question, discuss, or confront coaches during or immediately following the game, and will take time to speak with them at an agreed upon time and place. At a minimum, I will allow a 24 hour time period after the conclusion of a game to seek a discussion with a coach.
6. I will not ridicule or yell at my child or other participants for making a mistake or losing a competition.
7. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
8. I will not encourage any behaviors or practices (e.g. rough play, dirty play, etc.) that would endanger the health and well-being of the athletes.
9. I will encourage the children to treat other players, coaches, umpires, and spectators with respect regardless of race, creed, color, sex, or ability.
10. I will praise my child for competing fairly and giving their best effort.
11. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
12. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
13. I will learn the rules of the game and the policy of the league.
14. I will encourage and support a sports environment for my child that is free from drugs, tobacco, and alcohol, and will refrain from their use at all sporting events.
15. I will do my part to have my player attend all practices, scrimmages, and games at the designated time.
16. I will not force my child to play on the team if she does not want to.

I understand that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that may include, but is not limited to the following:

- Verbal warning by a Portage Youth Softball coach or board member.
- Parental game suspension & Board Review
- Parental season suspension & Board Review

Following a suspension, if a parent attempts to attend a game being played at a Portage facility, he/she will be required to leave the premises. The child of the parent involved will not be allowed to participate until the parent has left the premises. All verbal warnings are to be reported by the coaches or board member to the Portage Youth Softball Board of Directors. Appropriate actions will be discussed, and all incidents will be documented and kept on file.



# PORTAGE YOUTH SOFTBALL

---

**WWW.PORTAGEYOUTHSOFTBALL.ORG**

---

## PLAYER CODE OF CONDUCT

1. I understand that travel softball is a highly competitive sport and there are no guarantees as to the amount of playing time or positions that I will play during games. I will agree to listen and follow the instructions of the coaching staff at all times.
2. I agree to attend all practices, games, and notify a coach in advance if I am unable to attend. Excessive unexcused absences may result in limited playing time (Coach's discretion) and/or removal from the team (under the discretion of the Board of Directors).
3. I will respect the officials and coaches, their authority during the games, and will never question, discuss, or confront them after the game. I will take time to speak with the coaches at an agreed upon time and/or place.
4. I agree to practice good sportsmanship at all times by showing respect for all players, coaches, spectators and umpires. I will congratulate opponents in a courteous manner following a victory or defeat.
5. I will be as good of a teammate as I can be. I will try and pick up my teammates when they are feeling down, never yelling at or bullying a teammate if she makes a mistake.
6. Being part of a team is a privilege, not a right. That privilege can be taken away if a player's attitude or behavior is detrimental to the team.

Coaches and/or the Board of Directors will discuss problems with players and parents and expect a quick correction or the player will be released from the team (under the discretion of the Board of Directors). Everyone has a responsibility to represent Portage Youth Softball in a positive manner.



**PORTAGE  
YOUTH  
SOFTBALL**  
**WWW.PORTAGEYOUTHSOFTBALL.ORG**

---

# **ORGANIZATION BY-LAWS**

---

**DRAFT**

Approved: Not Yet Approved  
Revised: N/A

Version: 2021.1

---

**PORTAGE YOUTH SOFTBALL, INC.**  
**PO BOX 854 - PORTAGE, WI 53901**  
**[WWW.PORTAGEYOUTHSOFTBALL.ORG](http://WWW.PORTAGEYOUTHSOFTBALL.ORG)**

**TABLE OF CONTENTS**

<b>TABLE OF CONTENTS</b>	<b>1</b>
<b>REVISION HISTORY</b>	<b>4</b>
<b>BY-LAWS</b>	<b>5</b>
Article I - General	5
Name	5
Mission	5
Full Mission Statement	5
Shortened Mission Statement	5
Additional Objectives & Expectations	5
Dissolution	5
Non-Profit Status	5
Official Colors	5
Mailing Address	6
Rules of Order	6
Article II - Membership	6
Classes & Qualifications	6
Voting Members	6
Non-Voting Members	6
Board of Directors Members	6
Voting Rights	6
Proxies	6
Dues, Fees, & Membership Requirements	6
Financial Assistance	7
Discounts	7
Membership Term	7
Membership Revocation	7
Article III - Meetings	7
Annual Meeting	7
Regular Board of Directors Meeting	8
Special Board of Directors Meeting	8
Committee Meeting	8
Location of Meeting	8
Notice of Meeting	8
Meeting Records	9
Quorum	9
Article IV - Board of Directors	9
Authority	9
Size	9
Qualifications	9

Executive Officers	9
At-Large/Coordinator Members	10
Appointed Members	10
Election & Terms	10
Schedule	10
Voting	11
Position Assignment & Terms	11
Ties	11
Multiple Candidates	12
Runoff Election	12
Failed Background Check	12
Grounds for Removal	12
Reasons	13
Conduct	13
Communication	13
Attendance	13
Process	13
Vacancies	13
Resignations	13
Electronic Decisions Not at a Meeting	13
Positions & Responsibilities	14
President	14
Vice President	14
Treasurer	15
Secretary	15
Registrar (Registration Coordinator)	16
Sponsorship Coordinator	16
Tournament Team Coordinator	16
Tournament Coordinator	17
Uniform & Apparel Coordinator	17
Facility Coordinator	18
Equipment Coordinator	18
Marketing Coordinator	18
Technology Coordinator	19
Umpire Coordinator	19
Volunteer Coordinator	19
Concessions Coordinator	20
At-Large Member	20
Portage High School Softball Program Liaison (PHS Liaison)	20
Additional Positions	21
Multiple Positions	21
Additional Restrictions	21



Article V - Financial Management	21
Fiscal Year	21
Checking Account	21
Standing Finance Committee	22
Digital Accounts	22
Savings Accounts	22
Reports	22
Budget	22
Signatures	22
Bids	22
Reimbursement	22
Petty Cash	22
Quarterly & Year-End Audits	23
Article VI - Player Registration	23
Article VII - Volunteer Requirements	23
Article VIII - Umpire Requirements	23
Article IX - Sponsorships	24
Article X - Access to Facilities	24
Article XI - Players, Rosters, & Teams	24
Team Assignments	24
Rosters	24
Tournament Teams	24
Article XII - Stipends	25
Head Coaches	25
Assistant Coach	25
Process for Coaching Stipends	25
Co-Coach Stipends	25
Multi-Team Stipends	26
Team Stipends	26
Article XIII - Sportsmanship	26
Article XIV - Policies & Procedures	26
Article XV - Insurance & Indemnification	26
Article XVI - Amendments	26

---

## **REVISION HISTORY**

- V2021.1
  - Initial writing of the Portage Youth Softball Organizational By-Laws approved by the Board of Directors on **DAY, MONTH ##, 2021**.

DRAFT

## **BY-LAWS**

### **I. Article I - General**

#### **I.A. Name**

The official name of this organization shall be "Portage Youth Softball, Inc.," hereinafter referred to as "Portage Youth Softball", "PYS" or "Organization".

#### **I.B. Mission**

##### ***I.B.1. Full Mission Statement***

PYS shall provide an affordable, quality, educational, welcoming, encouraging, competitive, and enjoyable fastpitch softball opportunity for youth girls in the Portage, WI community to foster a love for the sport, provide additional opportunities throughout the community, and to support the Portage High School Softball Program.

##### ***I.B.2. Shortened Mission Statement***

PYS shall promote the sport of fastpitch softball in the Portage, WI community by providing opportunities for youth girls in the community while also supporting the Portage High School Softball Program.

##### ***I.B.3. Additional Objectives & Expectations***

Throughout all PYS sponsored activities and opportunities, the following traits, including but not limited to, should be instilled in all participants: Honesty, Integrity, Loyalty, Teamwork, Discipline, Responsibility, Sportsmanship, Respect, Leadership, Trust, Compassion, and Commitment. Such traits are essential to successful members of our community, society, and athletic teams.

We shall instill in our youth players the following: the challenge of competition, the joy of victory, the reality of defeat, the importance of commitment, the benefits of community service, and the value of giving back.

It shall be the responsibility of all volunteers, parents, players, advisors, sponsors, coaches, fans, members, and others involved with PYS to promote the mission of the organization and hold others to the ideals and expectations that come with being involved in Portage Youth Softball.

#### **I.C. Dissolution**

Upon the dissolution of PYS, assets shall be donated to the Portage High School Softball Program or another non-profit or educational organization, with approval of the Board of Directors.

#### **I.D. Non-Profit Status**

PYS shall operate as a charitable organization under Section 501(c)(3) of the Internal Revenue Code of the Internal Revenue Service (IRS). As defined by the IRS: "The exempt purposes set forth in section 501(c)(3) are charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and preventing cruelty to children or animals. The term charitable is used in its generally accepted legal sense and includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erecting or maintaining public buildings, monuments, or works; lessening the burdens of government; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency."

**I.E. Official Colors**

The official colors of PYS shall be Orange, Black, & White. Gray is an approved alternate color. Other colors must be approved by a majority of the Board of Directors prior to being used on any uniforms, logos, apparel, and the like. Signage, publications, media, and the like may contain other secondary colors without approval.

**I.F. Mailing Address**

The official PYS mailing address shall be "Portage Youth Softball, PO Box 854, Portage, WI 53901" unless otherwise designated by the Board of Directors.

**I.G. Rules of Order**

Where not specifically covered or defined in these By-Laws, the latest edition of *Robert's Rules of Order* shall govern the Organization including all Board of Directors and Committee meetings.

**II. Article II - Membership****II.A. Classes & Qualifications**

There shall be three (3) classes of our membership: Voting Members, Non-Voting Members, and Board of Directors Members.

**II.A.1. Voting Members**

Voting members shall be entitled to one (1) vote in the annual Board of Directors election.

Voting members are defined as approved volunteers and registered players. Registered players can defer their vote to a parent/guardian.

**II.A.2. Non-Voting Members**

Non-voting members shall not be entitled to vote in the annual Board of Directors election.

Non-voting members are defined as parents of registered players (with the exception noted in section **II.A.1**) and other people involved in PYS not meeting the definition specified in section **II.A.1**.

**II.A.3. Board of Directors Members**

Members elected to the Board of Directors during the annual Board of Directors election shall qualify as Voting Members as defined in section **II.A.1**. Additional rights and responsibilities are included in **Article IV**.

**II.B. Voting Rights**

Voting Members and Board of Directors Members shall be entitled to one (1) vote in the annual Board of Directors election.

Non-Voting Members shall not be entitled to vote in the annual Board of Directors election.

Board of Directors Members shall also be entitled to one (1) vote at PYS Board of Directors meetings. If a member of the Board of Directors occupies more than one position in the Board of Directors, they shall be entitled to a maximum of one (1) vote in total.

**II.C. Proxies**

Voting for the annual Board of Directors election will be conducted virtually using online voting. In-person voting will not occur for the Board of Directors election. Therefore, voting by proxy for the annual Board of Directors election does not apply.

Voting by proxy for Board of Directors meetings shall be prohibited. For members unable to attend Board of Directors meetings in person, phone or video participation shall be permitted. Electronic decisions not at a meeting shall be permitted according to section **IV.H**.

**II.D. Dues, Fees, & Membership Requirements**

No person shall be granted official membership as a Voting Member until all fees, dues, and membership requirements deemed appropriate by PYS have been paid and/or completed. Such requirements include player registration fees, player registration forms, volunteer applications, volunteer background checks, and other requirements outlined in other sections of these by-laws and/or other approved PYS policies.

**II.E. Financial Assistance**

In agreement with the PYS mission statement, PYS shall make an effort to not turn away players on the basis of financial means. Financial Assistance should be offered when possible to encourage participation from a diverse group of girls in the Portage, WI community.

Payment plans can be offered and approved by agreement between the Treasurer and Registrar or by a majority vote of the Board of Directors. Payment plans shall be defined as breaking the annual registration fee down into multiple, separate payments to be completed over the course of the current year. At least 25% - 50% of the base registration fee should be paid as an initial payment. Failure to fulfill payment plan requirements will prohibit the same player from receiving a payment plan for three (3) years into the future. Late registration fees can be waived for players new to PYS.

Any other discount (full or partial) must be approved by a majority of the Board of Directors. The Registrar should work with athletes requesting a financial assistance discount to complete the required registration documents with the exception of payment. Full payment or adjusted payment will then be due upon decision by the Board of Directors or the player will be allowed to withdraw their registration without penalty.

The Standing Finance Committee shall review all instances of financial assistance at the end of each year and propose adjustments to the financial assistance opportunities if required for approval by the Board of Directors.

**II.F. Discounts**

There shall be no discounts for a single family having multiple members.

Members that have membership requirements or fees reduced or waived by the Board of Directors or authorized representative shall retain full Voting Member status.

**II.G. Membership Term**

The membership term for Voting Members and Non-Voting Members shall be valid for up to one (1) year starting upon the completion of all membership requirements and fees as defined in section **II.D** and running through January 31 of the following year. If for any reason, the annual Board of Directors election is postponed beyond January, membership terms shall be automatically extended through the end of the annual election to ensure all Voting Members are able to vote in the annual Board of Directors election.

**II.H. Membership Revocation**

Membership status can be revoked by a majority vote of the Board of Directors. Players that withdraw their registration shall have their membership status changed from Voting Member to Non-Voting Member. Refer to **Article IV** for the process of removing a member from the Board of Directors.

**III. Article III - Meetings****III.A. Annual Meeting**

The annual meeting of PYS shall be held in January, February, or March at the date and time designated by the Board of Directors and shall be held prior to player registration being opened for the upcoming

summer season. The annual election for the Board of Directors shall be completed virtually prior to the annual meeting. The annual meeting will be run by the newly elected Board of Directors. Topics of the annual meeting may include, but are not limited to: review of previous season(s), registration requirements, volunteer roles & requirements, survey results, upcoming season, expectations for all PYS members, additional opportunities, communication options, registration policies, organizational bylaws & changes, and more. Attendance is optional, but strongly encouraged for all players, parents, volunteers, and coaches. Attendance is required (unless excused by the Board President) for all Board of Directors members. The Annual Meeting must be scheduled and placed on the official PYS calendar at least thirty (30) days prior to the meeting.

### **III.B. Regular Board of Directors Meeting**

The Board of Directors shall hold a minimum of four (4) Regular Board of Directors Meetings throughout the course of the calendar year, not including the Annual Meeting. Additional meetings shall be scheduled as required to ensure a highly functioning Board of Directors and successful Organization. At least one (1) meeting must be held during each quarter of the calendar year (January-March, April-June, July-September, October-December). Regular Board of Directors Meetings are open to the full membership and members of the public. Portions of these meetings may be closed to everyone except for members of the Board of Directors if topics of discussion are confidential or relate to disciplinary or legal action. Regular Board of Directors Meetings must be scheduled and placed on the official PYS calendar at least seven (7) days prior to the meeting.

### **III.C. Special Board of Directors Meeting**

The Board of Directors shall hold Special Board of Directors Meetings as required. Special Board of Directors Meetings are open to the full membership and members of the public. Portions of these meetings may be closed to everyone except for members of the Board of Directors if topics of discussion are confidential or relate to disciplinary or legal action. Special Board of Directors Meetings must be scheduled and placed on the official PYS calendar at least forty-eight (48) hours prior to the meeting. Topics of discussion shall be limited to only urgent & time sensitive topics. All other topics shall be delayed until the next scheduled Regular Board of Directors Meeting.

### **III.D. Committee Meeting**

Various committees as appointed by the Board of Directors or established by these By-Laws may hold meetings to plan for specific events or areas of the PYS organization. Committee Meetings are open to the full membership and members of the public. Committee Meetings must be scheduled and placed on the official PYS calendar at least forty-eight (48) hours prior to the meeting.

### **III.E. Location of Meeting**

The Board of Directors shall designate a suitable place within the City of Portage, WI, USA for any PYS Meeting. Effort shall be made to hold the Annual Meeting in an ADA accessible public location to best accommodate all PYS members and members of the public (preferably in a Portage Community School District facility). Virtual meeting options shall be permitted if adequate access is provided to all who may wish to attend.

### **III.F. Notice of Meeting**

Notice of the details of any meeting shall be posted on the official PYS calendar on the PYS website. Personal notice will be sent via email to all members for the Annual Meeting. Regular Board of Directors Meetings, Special Board of Directors Meetings, & Committee Meetings will only have notices sent out to those who are required or requested to attend. Notices for the Annual Meeting should be made at least four (4) times: 30 days prior, 14 days prior, 7 days prior, and 1 day prior. Notices for Regular Board of Directors Meetings shall be made at least five (5) days prior to the meeting. Notices for Special Board of



Directors Meetings and Committee Meetings shall be made immediately after the scheduling of the meeting and at least twenty-four (24) hours prior to the start of the meeting. In general, meeting notices shall not be sent more than thirty (30) days in advance without at least one (1) additional reminder sent within thirty (30) days of the meeting.

### **III.G. Meeting Records**

The Secretary or appointed representative shall be responsible for keeping records of meeting agendas and meeting minutes for all PYS meetings.

The Annual Meeting shall consist of a slideshow or other informational display. Decisions shall not be made at the Annual Meeting so a meeting agenda and meeting minutes are not required. The slideshow or informational display shall be used as the record of the meeting.

All other meetings shall have a meeting agenda published to the PYS website with any applicable attachments or references prior to the start of the meeting. For Regular Board of Directors Meetings, meeting agendas/packets shall be posted at least five (5) days prior to the meeting. The meeting agenda/packet should also be sent out via email to all required/requested attendees. For Special Board of Directors Meetings and Committee Meetings, the meeting agenda/packet shall be published to the PYS website at least twenty-four (24) hours prior to the meeting and should also be sent out via email to all required/requested attendees.

All meetings shall have meeting minutes published in draft form to the PYS website within seven (7) days after the meeting. Meeting minutes in draft form shall be reviewed at the next Regular Board of Directors Meeting where they can either be approved or approved as modified at the Regular Board of Directors Meeting. After approval, updated meeting minutes shall be published to the PYS website.

### **III.H. Quorum**

A quorum shall be met for Board of Directors meetings when a majority of the Board of Directors members are present (> 50%). A quorum shall be met for Committee meetings when a majority of committee members are present (> 50%). Business can be discussed at meetings without a quorum. However, no decisions shall be made without a quorum and all motions/approvals/decisions must be delayed until the next scheduled meeting.

## **IV. Article IV - Board of Directors**

### **IV.A. Authority**

The authority to amend these by-laws and make decisions concerning PYS shall be vested in a volunteer Board of Directors. The Board of Directors shall be responsible for all decisions within the organization except for the election of the Board of Directors. The Board of Directors shall be elected by the full Voting Member membership. No minimum number of votes is required to elect the Board of Directors.

### **IV.B. Size**

The affairs of PYS shall be managed by a volunteer Board of Directors consisting of not fewer than five (5) nor more than eleven (11) members. The size of the Board of Directors shall be set at the end of the year by the current Board of Directors for the next year/Board of Directors.

### **IV.C. Qualifications**

All members of the PYS Board of Directors must pass a background check prior to being allowed to serve in their elected position.

**IV.C.1. Executive Officers**

There shall be four (4) executive officer positions on the Board of Directors: President, Vice President, Secretary, and Treasurer. Executive officers must be a minimum of twenty-five (25) years of age.

**IV.C.2. At-Large/Coordinator Members**

There shall be an unlimited number of At-Large/Coordinator Members so long as the number does not cause the total number of Board of Directors members to exceed the maximum number of Board members as designated in section **IV.B**. Coordinators shall be tasked with overseeing various portions of the PYS organization and/or committees tasked with planning events or evaluating options and alternatives for various topics. At-Large members shall have no designated specific role and instead are responsible for helping in any area of the organization as requested by an Executive Officer or Coordinator. At-Large/Coordinator Members must be at least eighteen (18) years of age.

**IV.C.3. Appointed Members**

Appointed members shall be members appointed by each new Board of Directors after the annual Board of Directors election. Appointed members shall count in the total number of Board of Directors members and shall be entitled to one vote. However, appointed members need not be elected as an Executive Officer or At-Large/Coordinator Member.

The Portage High School Softball Program Liaison shall be an Appointed Member to ensure the collaboration between PYS and the PHS Softball Program in the event no member of the PHS Softball Coaching Staff or PHS Athletic Department is elected to the Board of Directors.

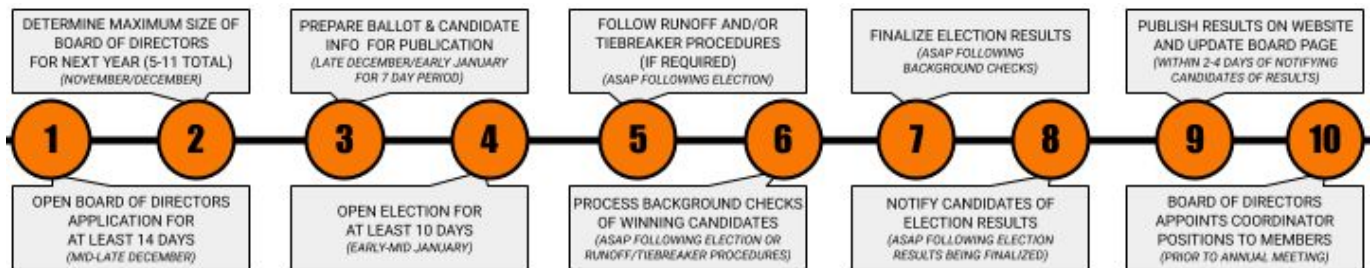
No other voting positions may be directly appointed by the Board of Directors except when filling a vacancy unless noted elsewhere in these By-Laws. Non-voting positions may be appointed by the Board of Directors without limit.

**IV.D. Election & Terms****IV.D.1. Schedule**

To protect the voting rights of the membership and ensure oversight over the Board of Directors, the Board of Directors shall be elected by the voting membership on an annual basis. At the end of the year in November or December, the Board of Directors shall decide how many members to have on the Board of Directors for the next year. Applications for the Board of Directors should be opened to the public in December prior to the annual election for at least fourteen (14) days. Candidates can apply for each Executive Officer position separately in addition to applying to be an At-Large/Coordinator Member. A period of seven (7) days between the close of the application and start of the election should be used to prepare the virtual election ballot, verify candidate qualifications and experience, and send out candidate information to the membership prior to the election starting. Elections shall take place virtually each year in early-mid January, with the exact dates to be determined by the Board of Directors. The annual Board of Directors election must be completed at least seven (7) days prior to the Annual Meeting and the election must run for at least ten (10) days. If there are ties or undecided races, the runoff and/or tiebreaker procedures shall be promptly followed. Winning candidates shall then have their background checks processed prior to finalizing election results. Upon finalization of election results, all candidates shall be notified of election results. Results shall then be posted on the Organization website and distributed within 2-4 days following

notification of candidates. Board of Directors members shall assume their positions upon election results being finalized and published on the Organization website. At the next Regular Board of Directors meeting, the Board of Directors shall appoint the Coordinator positions to members of the Board of Directors.

The timeline below shall be used for reference of the PYS Board of Directors election process.



#### **IV.D.2. Voting**

Each Voting Member shall be entitled to one (1) vote in the annual Board of Directors election. All voting will be virtual by means of an online ballot. Identification of members will be verified using their name, date of birth, and any other information on file. Members may request to have their ballot voided so they can change their votes by written request to PYS up until 48 hours before the election closes. Members shall also be allowed to adjust their votes until the designated voting deadline if no assistance from PYS is required.

#### **IV.D.3. Position Assignment & Terms**

Candidates for Executive Officer positions will be voted on directly by the Voting Members for each of the four (4) Executive Officer positions. Candidates elected to an Executive Officer position will serve a two (2) year term starting upon finalized election results and ending upon the finalized election results two (2) years in the future, unless reelected. Executive Officer positions are not assigned by the Board of Directors as they are directly decided by the annual Board of Directors election. The positions of President & Treasurer shall be elected in odd years. The positions of Vice President & Secretary shall be elected in even years.

In the event that there are no candidates for an Executive Officer position, no candidates shall be placed on the ballot for such position(s). The new Board of Directors shall offer such vacant Executive Officer position(s) to a qualified and elected At-Large/Coordinator member. If there are no qualified/elected At-Large/Coordinator members willing to serve as an Executive Officer, the vacant position(s) shall be offered to another qualified candidate from the election ballot. Qualified candidates shall include any candidates that meet the minimum qualifications for an Executive Officer position and that were on the ballot for any election race. If there are no qualified candidates to serve in such position, the Board of Directors shall have the power to appoint any qualified person to serve in such position until the time of the next Board of Directors election.

Candidates for Coordinator & At-Large positions will be voted on by the Voting Members for At-Large/Coordinator positions. The previous Board of Directors shall determine how many total members should be on the Board of Directors for the next year. The candidates with the most votes will win At-Large/Coordinator seats. The new Board of Directors will nominate and approve positions for these members of the Board of Directors. Candidates elected to an

At-Large/Coordinator positions will serve a one (1) year term starting upon finalized election results and ending upon the finalized election results of the next year, unless reelected.

There shall be no term limits on any positions in the Board of Directors.

**IV.D.4. Ties**

In the event of a tie in a race for an Executive Officer, the tie shall be decided by the Board of Directors in place prior to the election at a Special Board of Directors Meeting. The tie shall be decided prior to the results of the election being finalized and published. If a tied candidate is currently on the Board, they shall not vote nor be present at the Special Board of Directors Meeting where the tie is decided.

In the event of a tie race for the last remaining At-Large/Coordinator position, the tie shall be decided by the incoming Board of Directors after the election results are finalized with the exception of the spot(s) that are tied.

**IV.D.5. Multiple Candidates**

In races for Executive Officers, the winning candidate must receive at least fifty percent (50%) of the vote. In the event there are three (3) or more candidates for any Executive Officer position and no candidate receives at least fifty percent (50%), a runoff election shall be held only for such positions where no winner is declared.

**IV.D.6. Runoff Election**

A runoff election shall be conducted virtually in the same manner as the annual election. Those eligible to vote shall include the full Voting Membership at the time of the annual election. The top two candidates for all undecided positions shall be placed on the runoff election ballot. If multiple candidates are tied so that the candidates cannot be narrowed down to the top two (2) candidates, additional candidates may be added to the runoff election ballot. However, in the event the race is not decided by the runoff election, the race shall be treated as a tie detailed in section **IV.D.4**. The runoff election shall last three (3) days. In the event of a tie, the process detailed in section **IV.D.4** shall be followed.

**IV.D.7. Failed Background Check**

A candidate who fails a PYS background check according to the PYS rejection criteria shall not be allowed to serve on the Board of Directors or as any other volunteer role for any reason. If after the annual election, a winning candidate fails a PYS background check, they shall not be declared the winner and the next steps depend on the type of race and number of other candidates.

For Executive Officer races where there is only one (1) other candidate, the other candidate shall be declared the winner even if they received less than fifty percent (50%) of the vote. For Executive Officer races with more than one (1) other candidate, a runoff election shall be held per section **IV.D.6** unless a runoff election was already conducted for the race. If a runoff election had already been conducted, the race shall be treated as a tie per section **IV.D.4**.

For At-Large/Coordinator candidates, the candidate failing the background check shall be removed from the ballot. No runoff election shall be held. If the removal of the candidate results in a tie between other candidates, section **IV.D.4** shall be followed.

**IV.E. Grounds for Removal**

Members of the Board of Directors shall be removed from the Board of Directors upon the following condition(s).

**IV.E.1. Reasons****IV.E.1.1. Conduct**

If the conduct which includes but is not limited to: behavior, language, and coaching style, is deemed inappropriate or against the policies and mission of PYS, then the member shall be subject to removal from the Board of Directors.

**IV.E.1.2. Communication**

Any member of the Board of Directors that fails to effectively communicate with the entire Board of Directors shall be subject to removal from the Board of Directors.

**IV.E.1.3. Attendance**

Any member of the Board of Directors that misses three (3) consecutive Regular Board of Directors Meetings or ½ of the Regular Board of Directors Meetings in any given year shall be subject to removal from the Board of Directors.

**IV.E.2. Process**

To initiate the process to remove a member from the Board of Directors, the Board member petitioning the removal of another member should propose a Special Board of Directors meeting. Alternatively, the topic shall be added to the next Regular Board of Directors Meeting. At the meeting, the petitioner shall make their case as to why they feel the member should be removed from the Board. The Board member being recommended for removal should be given the chance to offer their side of the story or an explanation. A vote shall then proceed. The Board member will be deemed removed if a ¾ majority of the Board votes to remove the said member from the Board.

**IV.F. Vacancies**

Any vacancy occurring in the Board of Directors because of death, resignation, or removal may be filled by the remaining Board of Directors with a majority vote for a time period extending until the next Board of Directors election is complete even if the term extends past the election. Effort should be made to fill the vacant position if the vacancy occurs more than three (3) months from the annual Board of Directors election. For vacancies that occur within three (3) months of the next annual Board of Directors election, the position may remain unfilled unless deemed critical to the success of PYS by the Board of Directors.

**IV.G. Resignations**

Members of the Board of Directors may resign from their elected position with a two (2) month written notice to the Board of Directors. However, Members of the Board of Directors are encouraged to fulfill the entirety of their elected term to minimize disruptions to the operations of PYS. Upon a notice of resignation being submitted to the Board of Directors, the vacancy shall be publicized on the PYS website and communication channels so that interested candidates may express their desire to fill the position. Interim Members of the Board of Directors shall be appointed to serve up until the next election at which point they will need to apply for the Board of Directors and win the election to continue serving on the Board of Directors, even if the partial term extends past the election.

Members of the Board of Directors that wish not to seek reelection to the Board of Directors shall be expected to inform the Board of Directors prior to the annual Board of Directors application period so that expected vacant/uncontested positions can be adequately advertised.

**IV.H. Electronic Decisions Not at a Meeting**

If decisions need to be made quickly on a limited number of topics, a vote can be conducted via email or video conference without the need for an official meeting. Any decisions made via an electronic method must be reviewed at the next Regular Board of Directors Meeting. Votes via electronic method shall be allowed for five (5) days or until such time that all votes are received, whichever is shorter. A quorum shall still be required to pass any motion conducted via electronic method not at a meeting.

**IV.I. Positions & Responsibilities**

The following positions are considered as Executive Officer positions as defined in section **IV.C.1**. All Executive Officer positions are responsible for ensuring the PYS By-Laws are followed as written.

**IV.I.1. President**

The President shall be the chief executive officer of PYS and shall preside over all meetings within the organization except in the case where the President is being considered for removal as specified in section **IV.E.2** in which case the Vice President shall preside. The President shall efficiently communicate amongst the members of the organization and shall oversee all committees of PYS.

The duties of the President shall include, but not be limited to the following:

- Oversee all PYS committees and preside over all PYS meetings (unless specified elsewhere).
- Assist the Secretary in preparing meeting agendas prior to all meetings and ensure all agendas are distributed and published on the PYS website at appropriate times.
- Work with the Portage High School Softball Program Liaison to help bring PYS in close alliance with the PHS Softball Program.
- Manage all other Board of Directors Members and Volunteers in coordination with the Volunteer Coordinator.
- Issue public statements regarding the status of PYS.
- Create plans for future changes to the structure & offerings of PYS.
- Work with the PHS Softball Program and PHS Athletic Department to determine which facility upgrades are needed and possible.
- Serve on the Standing Finance Committee to review PYS Financial Reports on a quarterly basis.
- Vote only in the event of a tie on motions at Board of Directors Meetings. The President shall be included in the number of Board of Directors present to achieve a quorum.

**IV.I.2. Vice President**

The Vice President shall perform such duties as may be assigned by the President or Board of Directors and shall preside over meetings and committees in the absence of the President.

The duties of the Vice President shall include, but not be limited to the following:

- Assist the President in their duties and act as the President in the absence of the President.
- Work closely with other members of the Board of Directors throughout the year to ensure tasks are being completed and deadlines are being met.
- Work on future planning for the organization including fundraising, special events, playing opportunities, facility upgrades, etc.
- Directly oversee various Coordinator positions ensuring responsibilities are fulfilled.



- Serve on the Standing Finance Committee to review PYS Financial Reports on a quarterly basis.

#### **IV.I.3. Treasurer**

The Treasurer shall be the sole controller and record keeper of all PYS finances.

The duties of the Treasurer shall include, but not be limited to the following:

- Receive and have custody for all funds of PYS, including membership fees and dues.
- Keep complete and accurate accounts of all receipts and disbursements of PYS.
- Endorse and deposit all checks received by PYS.
- Monitor online payment accounts (i.e. PayPal, Stripe, etc.)
- Oversee the finances of the Concession Stand with the assistance of the Concessions Coordinator including managing methods of payment for purchases and ensuring items are priced to make a profit.
- Submit financial summaries consisting of account balances of PYS to the Board of Directors prior to each Regular Board of Directors Meeting.
- Submit profit & loss statements on a quarterly basis for review by the Standing Finance Committee and approval by the entire Board of Directors at the following Regular Board of Directors Meeting.
- Prepare and submit an annual financial report for the organization's Annual Meeting for the viewing of the membership.
- Submit annual financial reports to the accountant designated by the PYS Board of Directors.
- Be responsible for maintaining the organization's non-profit status and any additional requirements including, but not limited to: raffle licenses, tax-exempt status, etc.
- Serve as the Chair of the Standing Finance Committee to review PYS Financial Reports on a quarterly basis.

#### **IV.I.4. Secretary**

The Secretary shall be the main record keeper of all organization records including financial records and meeting agendas/minutes.

The duties of the Secretary shall include, but not be limited to the following:

- Prepare meeting agendas/packets for all PYS meetings and ensure all agendas/packets are distributed and published on the PYS website at appropriate times..
- Keep detailed minutes of all meetings within the organization. Minutes should accurately detail the discussions of each meeting including start/stop times, motions, votes, tabled topics, future topics, and more. The purpose of minutes is so the Board and PYS membership can review and understand the minutes of a meeting, regardless of whether or not they attended the meeting. The Secretary may record video and/or audio of the meetings to assist in creating detailed minutes.
- Be custodian of the records of PYS. The Secretary shall share this responsibility with the Treasurer and Registrar.
- Issue all notices of meetings in conjunction with the Marketing Coordinator.

- Serve on the Standing Finance Committee to review PYS Financial Reports on a quarterly basis.

The following positions are considered as At-Large/Coordinator positions as defined in **IV.C.2**. Not all Coordinator positions need to be filled by members of the Board of Directors. Remaining positions can also be appointed by the Board of Directors to those not elected to the Board of Directors. Those appointed to Coordinator positions that are not on the Board of Directors shall not be entitled to a vote during Board of Directors Meetings. In the event Coordinator positions remain unfilled for a season, the Board of Directors shall share responsibility for the roles of unfilled Coordinator positions. All At-Large/Coordinator positions are responsible for ensuring the PYS By-Laws are followed as written.

**IV.I.5. Registrar (Registration Coordinator)**

The Registrar shall oversee the registration process and be the primary record keeper of all membership records.

The duties of the Registrar shall include, but not be limited to the following:

- Plan and prepare the online registration system for annual registrations with the assistance of the Technology Coordinator.
- Submit information about our leagues and playing opportunities to the Portage Daily Register, Portage Parks & Recreation Department, and all area schools for publication and distribution.
- Answer all registration questions during the registration period.
- Send correspondence regarding incomplete, complete, and pending registrations.
- Collect birth certificates or other identifying documents as required.
- Review PYS registration policies annually and recommend changes to the Board of Directors prior to the Annual Meeting and start of annual registration period.

**IV.I.6. Sponsorship Coordinator**

The Sponsorship Coordinator shall be the primary contact for the PYS Sponsorship Program and should focus on networking with area businesses to bring in additional income to further the mission of the Organization.

The duties of the Sponsorship Coordinator shall include, but not be limited to the following:

- Develop ways to expand the PYS Sponsorship Program.
- Ensure the Sponsorship Program is profitable for PYS and beneficial for the sponsors.
- Network with and recruit potential sponsors with the assistance of the entire Board of Directors.
- Communicate with sponsors to learn how to better improve the Sponsorship Program.
- Present recommended changes to the Board of Directors prior to the Annual Meeting.
- Ensure receipts and thank you letters are delivered to all sponsors with the assistance of the Treasurer.
- Lead all fundraising efforts with assistance from the Treasurer.

**IV.I.7. Tournament Team Coordinator**

The Tournament Team Coordinator shall be responsible for overseeing all PYS Tournament Teams (Portage Pride).

The duties of the Tournament Team Coordinator shall include, but not be limited to the following:

- Determine interest level at each age level throughout the year.
- Organize and run tryouts and evaluation sessions.
- Find possible tournaments for our tournament teams.
- Submit tournament registrations and payments after approval of the Board of Directors.
- Verify compliance with tournament requirements prior to registering for tournaments.
- Work with coaching staff to organize hotel blocks for tournaments that require overnight stays. (All reservations for rooms must be done by individual parents/guardians).

**IV.I.8. Tournament Coordinator**

The Tournament Coordinator shall be the main contact and planner for any PYS hosted tournaments throughout the year.

The duties of the Tournament Team Coordinator shall include, but not be limited to the following:

- Schedule all PYS hosted tournaments with approval of the Board of Directors.
- Work with the Marketing Coordinator and Technology Coordinator to publish information regarding PYS hosted tournaments on the PYS website, various tournament websites, and PYS social media pages.
- Directly contact qualified teams to ensure tournaments are filled.
- Work with the Umpire Coordinator to schedule umpires for the tournament(s).
- Work with the Facility Coordinator to secure necessary facilities and maintenance staff for the tournament(s).
- Create the tournament format and schedule.
- Remain on the tournament site for the entire duration of the tournament to handle all disputes, update tournament schedule, direct volunteers, and present awards at the conclusion of the tournament.
- Work with the Concessions Coordinator to ensure adequate variety and supply of food and beverages.
- Ensure facilities are prepared and cleaned prior to teams arriving on site.
- Contact all registered, waitlisted, and interested teams prior to, during, and after the tournament.
- Use feedback to suggest changes for future years to continue expanding our tournament offerings.

**IV.I.9. Uniform & Apparel Coordinator**

The Uniform & Apparel Coordinator shall be responsible for the design and ordering of all PYS uniforms, apparel, awards, and other promotional items.

The duties of the Uniform & Apparel Coordinator shall include, but not be limited to the following:

- Receive bids from area apparel companies (if applicable) for annual uniform and apparel orders.

- Work with apparel companies and/or the Board of Directors to create a design, ensuring all necessary elements are present on the uniforms.
- Developing apparel sales including online apparel stores and apparel raffles.
- Work with the Concessions Coordinator to determine supply needs for apparel in the Concession Stand.
- Promote the PYS organization using a variety of branded apparel options and other promotional items.

**IV.I.10. Facility Coordinator**

The Facility Coordinator shall be responsible for the scheduling of all PYS events and ensuring facility approval for all events.

The duties of the Facility Coordinator shall include, but not be limited to the following:

- Reserve field/gym time for all PYS teams and events.
- Work with the Portage High School Softball Program Liaison and the Portage Athletic Department.
- Prepare and organize routine facility maintenance.
- Ensure the online calendar is updated accurately and timely to display all games, practices, meetings, deadlines, special events, tournaments, and more.

**IV.I.11. Equipment Coordinator**

The Equipment Coordinator shall be responsible for managing and repairing/replacing all equipment owned by PYS.

The duties of the Equipment Coordinator shall include, but not be limited to the following:

- Track equipment inventory and determine equipment needs annually.
- Sign in and out equipment to approved coaches and volunteers.
- Sign in and out facility keys to head coaches and members of the Board of Directors.
- Prepare purchase requests for approval by the Treasurer and/or Board of Directors.
- Ensure all PYS owned equipment is safe and in good repair.
- Dispose of damaged equipment.
- Answer questions regarding equipment requirements for all leagues.
- Oversee online equipment help groups and buy/sell/trade groups.
- Organize all teams bags and sanitize equipment at the conclusion of each season.

**IV.I.12. Marketing Coordinator**

The Marketing Coordinator shall be responsible for publicizing the organization and promoting the mission of the organization.

The duties of the Marketing Coordinator shall include, but not be limited to the following:

- Updating the PYS website, social media pages, apps, and other communication methods with assistance from the Technology Coordinator.
- Regularly post on PYS social media accounts to engage members and fans.
- Create advertisements, flyers, and publications to promote PYS registration, events, fundraisers, and more.
- Send mass emails to PYS members to inform them of the happenings within the organization.
- Promote our generous sponsors with the help of the Sponsorship Coordinator.

- Ensure all meeting notices including agenda/packets and minutes are distributed and published on the PYS website with the assistance of the Secretary.
- Assist with creating the presentation for the Annual Meeting.

#### **IV.I.13. Technology Coordinator**

The Technology Coordinator shall be responsible for maintaining all digital accounts of the organization and assisting members and volunteers with such platforms and communication methods.

The duties of the Technology Coordinator shall include, but not be limited to the following:

- Create and maintain all digital accounts for the organization.
- Create and manage all online registration/form systems.
- Maintain the PYS website and make updates as required.
- Assist members including coaches, board members, volunteers, umpires, and athletes with all digital platforms used by PYS.
- Prepare reports related to registration with assistance of the Registrar.
- Promote our generous sponsors with the help of the Sponsorship Coordinator.
- Conduct an annual parent/player survey to determine areas of improvement for PYS.
- Work with the Marketing Coordinator to ensure all messages are being distributed across all platforms in a timely manner.
- Serve as webmaster including creating, updating, and monitoring the PYS website and associated plug-ins and integrations.

#### **IV.I.14. Umpire Coordinator**

The Umpire Coordinator shall be responsible for scheduling and communicating with umpires for all games and tournaments throughout the year.

The duties of the Umpire Coordinator shall include, but not be limited to the following:

- Recruit umpires for PYS games and tournaments.
- Understand the certification process and requirements.
- Verify umpire certification status and conduct background checks as required.
- Assign games to umpires based upon umpire availability and preference.
- Work with the Treasurer to ensure umpires are paid at the end of each month for games and at the conclusion of any tournaments.
- Evaluate umpires working for PYS to ensure the best umpires are being assigned a majority of available games.

#### **IV.I.15. Volunteer Coordinator**

The Volunteer Coordinator shall be responsible for recruiting PYS volunteers and ensuring all volunteer requirements are completed.

The duties of the Volunteer Coordinator shall include, but not be limited to the following:

- Determine volunteer requirements annually that are required for each volunteer role.
- Oversee the background check program including processing background checks, approving or denying volunteers, and contacting volunteers upon denial.
- Record all volunteer requirements in the volunteer database.
- Ensure only approved volunteers are assisting teams throughout the year.

- Develop volunteer training opportunities or classes to best prepare PYS volunteers.
- Organize volunteers for PYS special events including tailgates, tournaments, fundraisers, field maintenance days, etc.
- Track volunteer involvement and propose volunteer requirements for parents & guardians of registered players.

**IV.I.16. Concessions Coordinator**

The Concessions Coordinator shall be responsible for overseeing the ensuring the success of the concession stand and any other food & beverage sales.

The duties of the Concessions Coordinator shall include, but not be limited to the following:

- Order food and beverages to sell in the concession stand and at special events.
- Track inventory to determine which products should be added, maintained, or discontinued.
- Set prices for all items to ensure profitability on all items.
- Organize equipment and storage for larger events including tournaments and special events.
- Lock and unlock restrooms for all games, tournaments, and special events.
- Track finances of the concession stand and report to the Treasurer on at least a bi-weekly basis.

**IV.I.17. At-Large Member**

At-Large Members shall be responsible for assisting the other Board Members in their duties along with any other duties assigned by the President. At-Large Members should work toward transitioning into a Coordinator position over time to best distribute tasks amongst all Board Members.

**IV.I.18. Portage High School Softball Program Liaison (PHS Liaison)**

This position is considered an Appointed Position as defined in section **IV.C.3**. The person serving in this position need not be elected and shall be entitled to one (1) vote on the Board of Directors. If a coach of a PHS Softball Team or a member of the PHS Athletics Department is elected to another position on the Board of Directors, this position must be given to the highest ranking member as detailed below. The intent of this position is not to create an additional spot for a high school coach or athletics staff member if the Portage High School Softball Program is already represented elsewhere on the Board of Directors.

The PHS Liaison shall be responsible for connecting PYS and the Portage High School Softball Program.

The duties of the PHS Liaison shall include, but not be limited to the following:

- Ensure communication between PYS and the PHS Softball Program.
- Create opportunities to connect high school players with the youth players.
- Determine financial needs of the High School Program that can be helped and supported by PYS fundraising efforts.

Additional requirements and qualifications for this position include the following:

- Must be a coach of a PHS Softball Team, OR



- Must be a member of the PHS Athletics Department

Priority for the position shall be given the following order:

- Varsity Head Coach
- Junior Varsity Head Coach
- Varsity Assistant Coach
- Junior Varsity Assistant Coach
- Junior Varsity Reserve Head Coach
- Junior Varsity Reserve Assistant Coach
- Athletic Director
- Employee of the PHS Athletic Department Office

If there are no qualified people willing to serve in this role, it should remain unfilled and effort should be made to work with the high school program. However, funding to support high school programs or events should be suspended until such time the position is filled and there is a working relationship with the PHS Softball Program.

#### **IV.I.19. Additional Positions**

Additional positions can be added to the By-Laws by amending the By-Laws. It shall be acceptable for positions (excluding Executive Officer positions) to remain unfilled so long as the responsibilities of such positions are handled by other members of the Board of Directors or other appointed person(s).

#### **IV.J. Multiple Positions**

Members of the Board of Directors may hold multiple positions with the following limitations:

- No member shall be permitted to serve as more than one (1) Executive Officer at a given time (President, Vice President, Treasurer, and Secretary). In the event a person is elected to more than one Executive Officer positions, they shall be awarded the highest ranking position. If there is only one other candidate in the lower ranking position(s), the runner-up shall be declared the winner regardless of the number or percentage of votes received. If there are two (2) or more other candidates in the lower ranking position(s), a runoff election shall be held. Refer to sections **IV.D.4**, **IV.D.5**, and **IV.D.6**.
- Serving in multiple positions shall not entitle the Board Member to more than one (1) vote total.

#### **IV.K. Additional Restrictions**

The following additional restrictions regarding serving on the Board of Directors shall be in effect.

- No two (2) members of the Board of Directors shall be married.
- A parent and child may both serve on the Board with the restriction being only one of them can be an Executive Officer.
- All members of the Board of Directors including appointed members must go through the volunteer application process on an annual basis within all set deadlines and must be approved as a volunteer per Organization policies.

### **V. Article V - Financial Management**

#### **V.A. Fiscal Year**

The Fiscal Year of PYS shall be January 1 through December 31, annually.

#### **V.B. Checking Account**

A business checking account shall be maintained to be the main depository of PYS funds. The President, Vice President, and Treasurer shall serve as the executors of the PYS checking account. The full Board of

Directors shall oversee the usage of funds with direct regular oversight from the Standing Finance Committee.

**V.C. Standing Finance Committee**

The Standing Finance Committee shall directly oversee all finances of the Organization. The committee shall be composed of the Executive Officers and optionally other person(s) as appointed by the Board of Directors. The Treasurer shall serve as the Chair of the Committee. At a minimum, the Committee shall conduct quarterly audits of the Organization for approval by the Board of Directors.

**V.D. Digital Accounts**

Digital bank accounts (i.e. PayPal) and payment processing accounts (i.e. PayPal, Stripe) shall be permitted so long as they are directly connected to the primary checking account and the activity on these accounts is reported on a regular basis with other PYS finances.

**V.E. Savings Accounts**

Additional savings accounts may be established for the purpose of saving towards specific expenditures (i.e. equipment replacement, facility upgrades, scholarships, etc.). Additionally, these funds may be kept in the main checking account with a separate Reserve Fund line item added to the official budget.

**V.F. Reports**

The Treasurer shall present a summarized report including income, expenses, and account balances at each Regular Board of Directors Meeting for review and approval by the Board of Directors. The Treasurer shall compile detailed budgets and expense categories for presentation at the Annual Meeting.

**V.G. Budget**

At the end of each year, the Treasurer shall present a proposed budget to the Board of Directors detailing anticipated expenses based on projected number of teams, games, facility upgrades, etc. The projected budget should set aside funds for each league, various facility upgrades & maintenance, equipment replacements, umpire fees, insurance fees, parent organization fees, etc. The proposed budget should be used in determining the required registration fees for the upcoming year. Expenses over the projected budget for any expense category should be reviewed by the Board of Directors.

**V.H. Signatures**

Checks under \$500 shall not require pre-approval by the Board of Directors. Such checks require a signature of either the President, Vice President, or Treasurer and must be reviewed at the next Regular Board of Directors Meeting. Checks equal to or greater than \$500 shall require pre-approval by a majority of the Board of Directors prior to being signed by the President, Vice President, or Treasurer. The same limits apply to purchases completed using electronic fund transfers or credit/debit card payment.

**V.I. Bids**

Any proposed expense over \$1,000 shall require at least two (2) bids to be presented to the Board of Directors at a Board of Directors Meeting prior to expense approval.

**V.J. Reimbursement**

Any expenses incurred by a member of the organization shall be submitted to the Treasurer for reimbursement. Reimbursement requests can only be processed if accompanied with the original receipt showing subtotal, tax, and total amounts. Tax will not be reimbursed. Use of the PYS tax-exempt status can be used at the time of purchase with advance contact of the Treasurer. Reimbursements greater than \$150 shall require approval by the majority of the Board of Directors.

**V.K. Petty Cash**

Petty cash should be avoided when possible with a preference to expense reimbursements to avoid mishandling of cash. Petty cash for operation of the concession stand shall be limited to no more than \$200. Regular deposits shall be made by the Treasurer when concession stand petty cash exceeds \$200.

**V.L. Quarterly & Year-End Audits**

The Treasurer shall prepare quarterly financial reports for auditing by the Standing Finance Committee. After the Standing Finance Committee reviews the 4th Quarter financial reports, such reports shall be reviewed by a qualified certified public accountant who shall be responsible for any and all tax filing requirements.

**VI. Article VI - Player Registration**

Players intending to participate on any PYS team must register during the annual registration period starting in January, February, or March of each year with the registration dates to be determined by the Registrar. All prospective players must fully complete an online registration form and submit payment for all base registration fees, outstanding fees, and additional fees if applicable. Prospective players must also agree to all additional policies, procedures, and agreements enacted by PYS.

For supplemental seasons in the same calendar year (i.e. fall softball), an additional registration form will be required prior to the start of the supplemental season.

Registration shall not be limited to girls living in or attending school in Portage, WI. The organization's priority shall be to provide opportunities for girls in the Portage, WI community. However, girls from surrounding communities are welcome to participate in PYS so long as they complete all registration requirements and there are sufficient roster spots available at their age level. Priority for non-Portage players shall be given to those who do not have a recreational youth softball organization in their home community. Affiliate organizations and other leagues may further restrict which players can participate in their leagues & divisions based on residential address or school district. Regardless of a player's residential address or school district, they are expected to attend a majority of games and practices.

**VII. Article VII - Volunteer Requirements**

Volunteers intending to participate within PYS in any way must apply during the annual volunteer application period. All prospective volunteers must complete an online volunteer application and any other requirements set forth by PYS. At a minimum, PYS will require annual background checks on all volunteers. Background checks will be paid for by PYS and will only be processed after all other volunteer requirements are completed for a volunteer. The only exception to the background check requirement is for volunteers less than eighteen (18) years of age or that are still enrolled in high school. Volunteers shall remain approved upon completing all volunteer requirements until their background check expires unless their approval is revoked by the Volunteer Coordinator or Board of Directors.

**VIII. Article VIII - Umpire Requirements**

Umpires for PYS shall be independent contractors and not employees of PYS. Scheduling preference shall be given to umpires currently registered and certified through the Wisconsin Interscholastic Athletic Association (WIAA). Umpires with the most experience shall be given preference, especially for older age levels. USA Softball (USASB) shall be an approved secondary umpire association. Umpires not registered with WIAA or USASB must request an annual background check through PYS with the cost to be deducted from their umpire game fees. Umpires shall not be assigned to work games for age levels consisting of players that are of equal or older age than the umpire, unless lack of umpires necessitates such an assignment. Under no situation should an umpire work such games behind the plate.

**IX. Article IX - Sponsorships**

It shall be the practice of PYS to solicit sponsorships from local businesses and/or families to assist with funding the various opportunities provided by PYS to our members. All sponsors must promote messages that are consistent with the mission of PYS. In exchange for financial assistance, PYS shall provide advertisement(s) and recognition in compliance with the PYS Sponsorship Program. The PYS Sponsorship Program shall be reviewed annually. Donations shall also be accepted for those that wish to remain anonymous or who do not wish to contribute enough for an official sponsorship.

**X. Article X - Access to Facilities**

Only approved PYS volunteers, players, umpires, and pre-approved personnel are allowed within the confines of play during any PYS activity. Confines of Play is defined as any area where a PYS activity is taking place, whether in Portage or another community. Examples include gymnasiums, dugouts, playing fields, batting cages, etc. Admittance into any of the areas designated as confines of play by non-approved personnel is strictly prohibited. Pre-approved personnel include the following: PCSD School District staff, EMTs, Paramedics, Law Enforcement Officers, First Responders, Tournament/Gameday Staff, and Parents/Guardians of Injured Players. Coaches and Board Members are responsible for enforcing access limitations for the safety of all involved within PYS. The Volunteer Coordinator shall be responsible for enforcing these rules and disciplining those who disobey them.

**XI. Article XI - Players, Rosters, & Teams****XI.A. Team Assignments**

Players will be assigned to teams after the completion of the annual registration period. Where player numbers warrant more than one team at an age level, the head coaches for those teams, as decided by the Board of Directors, shall equally divide the players onto the teams. Effort should be made to make each team as equal as possible in terms of ability, positions played, playing experience, etc. Coaches are prohibited from contacting players on their team until rosters are approved and published by the Registrar to the Organization's website and other team management platforms, if applicable.

**XI.B. Rosters**

After players are assigned to teams, the Registrar shall review the team rosters to ensure equality between all teams at an age level. The Registrar shall modify teams as required in their judgment. Rosters will then be posted to the PYS website and player information will be distributed to head coaches.

The maximum number of players on a roster that will play games is twenty-three (23) players. If twenty-four (24) or more players are in the same age level, an additional team must be fielded unless a lack of volunteers makes an additional team unfeasible.

**XI.C. Tournament Teams**

Tournament Teams must be filled solely with players that are fully registered for a PYS recreational team. Players from outside organizations are prohibited from playing on PYS teams unless fully registered, paid, and participating on a recreational team.

To promote unity within PYS and ensure consistent branding, all PYS Tournament Teams shall operate under the name of "Portage Pride." No other names for Tournament Team names shall be used if any funding or resources are provided by PYS. Recreational Teams may enter into tournaments using the name of the Recreational Team (i.e. Portage Orange, Portage Black, etc.) and need not be entered as "Portage Pride." Tournament Teams using a non-approved name shall have all funding and resources withheld including, but not limited to: funding, insurance, digital resources, equipment, facility accommodations, etc. and shall not claim to be associated with PYS.

Players should be selected for tournament teams based on skill level as evaluated throughout PYS recreational seasons, tryouts, and evaluation sessions. Players should be evaluated by an impartial group of at least three (3) total evaluators consisting of board members, high school coaches, or other youth coaches in addition to the coaches of the tournament team. At least two (2) evaluators must be members of the Board of Directors that are not on the tournament team's coaching staff. The Tournament Team Coordinator shall schedule and oversee the evaluation process.

Upon being offered a spot onto a tournament team, a \$100 non-refundable deposit is due within fourteen (14) days to guarantee the player's spot on the roster as well as to ensure the commitment of the player and their family. The deposit can only be refunded if the tournament team dissolves or the season is canceled. The remaining playing fee which will be determined by the Board of Directors and will be communicated to parents/guardians prior to a deposit being invoiced shall be paid in full prior to the tournament team participating in any games or tournaments or prior to a deadline set by the Treasurer. Failure to pay fees prior to deadlines may result in the player being removed from the tournament team with the deposit, if paid, being held by PYS. Deadlines can be adjusted and payment plans created at the discretion of the Registrar and Treasurer.

## **XII. Article XII - Stipends**

Stipends shall be issued to each head coach and top assistant coach in the form of a reimbursement or check at the conclusion of the season if the coaches are in good standing with PYS. Coaches can defer their stipend reimbursement to another player on their team or donate it back to PYS. There shall be no compensation for any Board members unless a Board member is also a coach qualified to receive a stipend. Stipends only apply to summer recreational teams. Tournament teams, fall teams, winter teams, and spring teams do not qualify for stipends.

### **XII.A. Head Coaches**

Each head coach shall receive a stipend worth the value of the base registration fee for the age division they are coaching. If the head coach has no daughter on the team, the stipend shall be transferred to an assistant coach of their choice, deferred to another player on the team, or be issued as a check from PYS at the discretion of the head coach.

### **XII.B. Assistant Coach**

Up to one (1) assistant coach per team shall be specified by the team's head coach to receive a stipend worth the value of half the base registration fee for the age division they are coaching. If the assistant coach has no daughter on the team, the stipend shall be transferred to another assistant coach of their choice, deferred to another player on the team, or be issued as a check from PYS at the discretion of the assistant coach.

### **XII.C. Process for Coaching Stipends**

Stipends for coaches must be approved by a majority of the Board of Directors at the conclusion of the summer season. Upon approval from the Board of Directors, a reimbursement will be issued in the form of payment used during player registration. If a coach registers their player late and is assessed a late fee, the late fee will be kept by PYS and will not be included in the stipend reimbursement. For coaches without children on the team that elect to receive a check from PYS, the Treasurer shall issue a check for the appropriate value mailed to the mailing address on file.

### **XII.D. Co-Coach Stipends**

In the event that more than one (1) coach is in the same role such as Co-Head Coaches, each team shall be limited to a total coaching stipend equal to one and one-half (1.5) times the value of the base registration fee for the age division they are coaching.

**XII.E. Multi-Team Stipends**

In the event a coach is eligible for a coaching stipend for more than one team, their total coaching stipend for a single year shall be limited to the value of the base registration fee for the most expensive age division they are coaching.

**XII.F. Team Stipends**

Each team shall be entitled to a stipend reimbursement to be used for an end-of-season gathering. The head coach will be responsible for organizing and funding the gathering. The expenses will be reimbursed up to the set limit upon submitting an expense reimbursement request with all receipts to the Treasurer. Reference section **V.I.** The value for a team stipend shall be \$50 for the first twelve (12) players on the official roster with an additional \$5 allotted for each additional player on the official roster.

**XIII. Article XIII - Sportsmanship**

Sportsmanship shall be promoted as a top priority throughout all PYS activities. Displaying fair, respectful, and ethical behavior during our sporting events reflects PYS as a quality organization. Sportsmanship also includes following the rules of all parent organizations or hosting teams in addition to being truthful regarding age and eligibility. Unsportsmanlike behavior should be disciplined by an approved volunteer or member of the Board of Directors. Good sportsmanship shall be encouraged and awarded when warranted.

**XIV. Article XIV - Policies & Procedures**

The Board of Directors may enact additional policies and procedures in addition to these By-Laws. Such policies and procedures must be approved by an affirmative vote of  $\frac{2}{3}$  majority of the Board of Directors. Such policies must be publicly posted on the PYS website for access by the membership. Such policies may include, but not be limited to: Refund Policy, Late Registration Policy, Birth Certificate Policy, Team Assignment Policy, League Advancement Policy, etc. Any approved policies and procedures must be followed without exception until such time as the policy or procedure is repealed, amended, or replaced.

**XV. Article XV - Insurance & Indemnification**

The Board of Directors shall purchase an insurance policy for the Organization that covers all players, volunteers, employees, agents, and events including a policy that indemnifies the Executive Officers, Board of Directors members, Employees, Volunteers, and other Agents for actions taken by them on behalf of the Organization.

**XVI. Article XVI - Amendments**

The Board of Directors, by an affirmative vote of  $\frac{2}{3}$  majority, shall have the powers to adopt, amend, or repeal any of the By-Laws of the PYS Organization except as noted below, provided notice of the proper amendments is given to each member of the Board of Directors at least ten (10) days prior to such meeting and is included on the official meeting agenda. All changes to the By-Laws must be summarized at the next Annual Meeting to inform the membership of changes to the structure of the PYS Organization. Additionally, any changes to the By-Laws must be communicated to all members within ten (10) days of the changes being approved by the Board of Directors or membership.

To protect the voting rights of the membership and to ensure oversight over the Board of Directors, the Board of Directors shall not have the authority to modify the following sections (and all subsections, as applicable): **II.A, II.B, IV.A, IV.C, IV.D, XVI**. Changes to such sections (and subsections) must be included on the ballot during the annual Board of Directors election for the full voting membership to vote on. Proposed amendments for such sections (and subsections) may be proposed by any voting member, including those on the Board of Directors, by submitting such proposals via email to the PYS Board of Directors no later than December 15 prior to the next election. An affirmative  $\frac{2}{3}$  majority vote of the voting membership shall be required to amend such sections (and subsections).





# PORTAGE YOUTH SOFTBALL

[WWW.PORTAGEYOUTHSOFTBALL.ORG](http://WWW.PORTAGEYOUTHSOFTBALL.ORG)

## 2020 SPONSORSHIP PROGRAM

*A sponsorship with Portage Youth Softball is an exciting and beneficial opportunity for you, our organization, and the Portage community. We are eager to collaborate with businesses and families to ensure the success of the Portage Softball Program. Our sponsors assist our organization in providing equipment, maintaining facilities, and reducing player registration fees. In exchange for your valued support, we will work with you to promote your business. Together, we will ensure that there is a quality youth softball opportunity for Portage area youth for many years to come.*

### **GOLD LEVEL: \$750+ (Former Platinum Level)**

- **All benefits listed under the "Silver Level"**
- Business logo or name on all PYS coaching shirts & player uniforms (restrictions apply on the color, size, & location of the logo/text)
- Two Portage Youth Softball t-shirts (sizes of your choice)
- Business name or logo on all of our online registration forms including the Athlete Registration Form (all seasons within the year), Volunteer Application, Sponsorship Application Form, Tournament Registration Form, Refund Request Form, and more (Recognition will be added to forms once sponsorship payment is received)
- Business logo or name on some of our emails and other publications

### **SILVER LEVEL: \$300 - \$749 (Former Gold Level)**

- Business name, logo, & information on the "Sponsors" page of our website and new mobile app
- Business logo on our sponsor banner at the Portage High School softball fields
- Business logo on our sponsor posters in our concession stand and restrooms
- Business logo and website link on the homepage of our website
- Business logo on all team pages of our website (on a rotating basis with other eligible sponsors)
- Banner advertisements within our mobile app (on a rotating basis with other eligible sponsors and PYS events during the summer & fall seasons)
- One "Sponsor of the Week" highlight posts on our Facebook page
- One Portage Youth Softball t-shirt (size of your choice)
- Delivery of up to two promotional items (flyers, coupons, emails, mobile app push notifications, etc.) to our families
- Business logo in Warrior Softball varsity home game programs including the Senior Night program\*
- Recognition on our Facebook page thanking you for your sponsorship (upon sponsorship payment)

*\*Programs may not be created for all home games.*

### **BRONZE LEVEL: \$150 - \$299 (Former Bronze & Silver Levels)**

- Business name, logo, & information on the "Sponsors" page of our website and new mobile app
- Business name on our sponsor banner at the Portage High School softball fields
- Business name on our sponsor posters in our concession stand and restrooms
- Business name in Warrior Softball varsity home game programs including the Senior Night program\*
- Recognition on our Facebook page thanking you for your sponsorship (upon sponsorship payment)

*\*Programs may not be created for all home games.*

➡ **Complete our Sponsorship Application Form online at [www.portageyouthsoftball.org/be-a-sponsor](http://www.portageyouthsoftball.org/be-a-sponsor).** ⬅

**Thank you for your interest in collaborating with Portage Youth Softball as a valued sponsor. For questions, contact:**

Jennifer Teela, Sponsorship Coordinator  
[teelajennifer@yahoo.com](mailto:teelajennifer@yahoo.com)  
(608) 617-9610

Andy Saloun, Treasurer  
[andrewsaloun@gmail.com](mailto:andrewsaloun@gmail.com)  
(608) 408-6848

Connie Wampler, President  
[wamplerc@portage.k12.wi.us](mailto:wamplerc@portage.k12.wi.us)  
(608) 697-0719



# PORTAGE YOUTH SOFTBALL

[WWW.PORTAGEYOUTHSOFTBALL.ORG](http://WWW.PORTAGEYOUTHSOFTBALL.ORG)

## SOME OF OUR SPONSORSHIP BENEFITS (FROM THE 2019 SEASON)



2019 Platinum & Gold Sponsors on Our Website Homepage  
(2020 Will Feature Gold & Silver Sponsors)



2019 Senior Night Program Cover



2019 Sponsor Banner on Varsity Dugout Facing Parking Lot (4' x 8')



2019 Sponsor Posters in Concession Stand & Restrooms (11" x 17")

If you would like examples of other benefits or need more information, please contact our Sponsorship Coordinator.

PYS is a member of GPYEF, Inc. which is a 501(c)3 non-profit organization. Donations and sponsorships are tax deductible. Proof of non-profit status is available upon the request of the Sponsorship Coordinator or Treasurer.

➡ Complete our Sponsorship Application Form online at [www.portageyouthsoftball.org/be-a-sponsor](http://www.portageyouthsoftball.org/be-a-sponsor). ⬅

Thank you for your interest in collaborating with Portage Youth Softball as a valued sponsor. For questions, contact:

Jennifer Teela, Sponsorship Coordinator <a href="mailto:teelajennifer@yahoo.com">teelajennifer@yahoo.com</a> (608) 617-9610	Andy Saloun, Treasurer <a href="mailto:andrewsaloun@gmail.com">andrewsaloun@gmail.com</a> (608) 408-6848	Connie Wampler, President <a href="mailto:wamplerc@portage.k12.wi.us">wamplerc@portage.k12.wi.us</a> (608) 697-0719
---	--	---





# PORTAGE YOUTH BASEBALL

WWW.PORTAGEYOUTHBASEBALL.ORG



## SPONSORSHIP PROGRAM

A variety of sponsorship opportunities are available for area businesses and families/individuals. Some sponsorship options have limited availability and are claimed on a first paid, first claimed basis. While payment by check is accepted, check payments will take longer to process. Sponsorship spots are not claimed until payment is received. Online payment is available using Visa, MasterCard, Discover, and American Express for an additional processing fee.

### BUSINESS SPONSORSHIPS

Business sponsorships receive additional benefits as listed in the table below and all receive the following benefits:

- Listing on the Sponsors page of our website at [www.portageyouthbaseball.org/sponsors](http://www.portageyouthbaseball.org/sponsors) (includes business name, logo, address, phone number, and link to website)
- Recognition on our Facebook page after payment is received and business is added to our website Sponsors page
- Recognition for the remainder of the current year (through at least December 31)

SPONSORSHIP TYPE	QUANTITY AVAILABLE	COST (EACH)	ADDITIONAL BENEFITS FOR EACH SPONSORSHIP TYPE
Website Sponsor	1	\$800	Business logo* on the header/top of our website (visible on every page)
Concession Stand Sponsor	1	\$800	4' x 8' banner with business logo* on our concession stand
Score Box Sponsor	2	\$800	4' x 8' banner with business logo* on one of our two score boxes
Dugout Sponsor	6	\$600	4' x 8' banner with business logo* on one of our six dugouts
Team Sponsor	16^	\$400	Business name on the uniforms of one of our teams
Field Sponsor	No Current Limit	\$300	4'x 8' banner with business logo* on the outfield fence of one of our three baseball fields (businesses can choose 1-3 fields at \$300 each)
Supporting Sponsor	Unlimited	\$50+	No additional benefits (select this option if you only want recognition on our website and Facebook page)
Bundle Discount	Businesses that sign up for three or more sponsorships will receive \$50 off per sponsorship!		

<sup>\*</sup> Number of available Team Sponsorships is estimated and is subject to change. Businesses are limited to one (1) Team Sponsorship per age division and may request which division(s) to sponsor. However, no guarantees will be made. If the number of Team Sponsorships available decreases, those who paid first will receive the Team Sponsorships. Four teams per age division are estimated, but teams per division and total teams may vary based on player registration.

<sup>\*</sup> Restrictions on business logo apply. For all banners, a high quality vector graphic logo will be required. Otherwise, fees for graphic design may be required or the logo will be replaced with the Business name. For Website Sponsor, the business logo must be high quality with a transparent background. Dimensional requirements may also apply.

### NON-BUSINESS SPONSORSHIPS

Non-Business Sponsorships will be listed on the Sponsors page of our website at [www.portageyouthbaseball.org/sponsors](http://www.portageyouthbaseball.org/sponsors) under the applicable sponsorship level.

Sponsorships also receive recognition on our Facebook page.

All sponsorships receive recognition for the remainder of the current year (through at least December 31).

LEVEL	AMOUNT
Platinum Level	\$600+
Gold Level	\$400 - \$599
Silver Level	\$200 - \$399
Bronze Level	\$50 - \$199

TO BECOME A BUSINESS SPONSOR OR NON-BUSINESS SPONSOR, COMPLETE OUR ONLINE SPONSORSHIP FORM.

PAYMENT CAN BE MADE ONLINE OR A CHECK CAN BE MAILED TO PORTAGE YOUTH BASEBALL.

VISIT [WWW.PORTAGEYOUTHBASEBALL.ORG/SPONSORSHIP-FORM](http://WWW.PORTAGEYOUTHBASEBALL.ORG/SPONSORSHIP-FORM) OR SCAN THE QR CODE ABOVE FOR MORE INFO & TO GET STARTED!

FOR QUESTIONS, CONTACT JIM BELSCHNER, PRESIDENT, AT [PORTAGEYOUTHBASEBALL@GMAIL.COM](mailto:PORTAGEYOUTHBASEBALL@GMAIL.COM) OR (608) 695-0346.