



By Laws of Windsor Girls Travel Softball, also known as Windsor Wicked

Article I: Name

Windsor Girls Travel Softball (WGTS), also known as Windsor Wicked, is a sub organization of Windsor Girls Softball (WGS) and shall be subject to the bylaws of WGS unless otherwise changed or amended by the bylaws enumerated in this document.

1. WGTS is a B/C level travel softball league. *WGTS* may also be referred as *Wicked* or *League*
2. Windsor Girls Travel Softball shall be not for profit and will fall under the umbrella of WGS and use the WGS organization and tax id.
3. *The Board* shall refer to the Executive Board and the Board of Directors of the Wicked Board of Directors of Windsor Girls Softball (WGS).
4. Members shall refer to registered players, parents, head coaches, assistant coaches, and volunteers.
5. All positions within WGTS will be on a volunteer basis. There will be no paid positions, however, The Board may contract out for certain services including but not limited to bookkeeping and tax services based on a vote by The Board.

Article II: Mission, Values and Objective

It is the mission of Windsor Girls Travel Softball to deliver a deeper education in the sport of fast pitch softball while providing our players an environment built around camaraderie, good sportsmanship and a competitive drive to succeed.

We will always lean on our values of **integrity**, **teamwork** and a **push for excellence** while fulfilling our mission.

The objective of Windsor Girls Travel Softball is to give the players of Windsor Girls Softball and nearby leagues without a travel team, an opportunity to play at a more competitive level.

Article III: Board of Directors Qualifications, Expectations, Terms

The role of the Wicked Board of Directors is to advance our mission, uphold our vision, and ensure that the organization's resources are responsibly managed for long-term players, family, and community success.

Qualifications for Board Members

1. A personal commitment to Wicked's mission, values and objective.
2. Familiarity with the local youth sports community.
3. A spirit of collaboration, integrity, and accountability.
4. Parent/guardian or supporter of players in the program, or strong ties to the Windsor community.

Board Members are expected to:

1. Attend monthly Board meetings and actively participate in discussions.
2. Serve in at least one added area of support (e.g., fundraising, events, player development, uniforms, sponsorships).
3. Review meeting materials in advance and follow through on commitments.
4. Support revenue-generating efforts (sponsorships, fundraising events, tournament hosting, etc.).
5. Represent Wicked positively in the community and encourage involvement from families, sponsors, and community members.
6. Actively support teams at Wicked-hosted events and all tournaments.
7. Maintain professionalism, respect, and confidentiality in all Board matters.

Board of Directors Code of Conduct

All board members are expected to completely follow and exemplify all tournament and Parent Code of Conduct standards. Being on the WGTS Board of Directors does not grant any board members' players playing time outside of the league guidelines. It is the expectation that all members of the board will display a "team first" outlook regardless of the level of play of board members' players. The Board of Directors are to follow the same 24 hour cooling off period following a tournament as is expected of all league members to address any concerns.

Article III: Board of Directors Qualifications, Expectations, Terms (Cont.)

Board Members

The positions of office shall include: President, Past-President, Vice-President, Secretary/Team Parent Coordinator, Treasurer, Player Agent, Field/Equipment Director, Apparel Director, Coaches Coordinator, Sponsorship/Fundraising Coordinator, Tournament Director, Social Media Director, Member at Large #1 and Member at Large # 2.

Executive Board

Five current Board Members serve as the members of the Executive Board. They are the President, Past-President, Vice-President, Secretary, and Treasurer. Except for the added power to amend the bylaws, the Executive Board shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, and is subject to the direction and control of the full board.

Term & Elections

The term of office shall be one (1) year. The term will begin on January 1st. There is no limit to the number of years a board member may serve if re-elected. The Election happens in November and the new board member will shadow the outgoing board member from the election date until January 1st. The role of President is voted in by current members of the board of directors

The President of the Board is elected by the current Board of Directors in the October meeting. Only current members of the Board may run for President. The newly elected President will arrange a gathering to invite current and interested board members to learn about the board. Current board members are expected to attend.

Vacancies - Stepping Down

If a Board member is absent from 3 (three) Board meetings during the year without explanation, the Executive Board will review the position and make a recommendation to the Board whether the officer has left his/her position vacant. Vacancies occurring in elected offices before the expiration of that term shall be appointed by the President with the approval of a two-thirds vote of the remaining Board.

If a Board member chooses to step down it is requested that they complete any current project or task prior to departing. It is also expected that the Board member turns over all assets or documents to the President within one week of stepping down.

If a Board member elects to head coach a team during their term they are required to temporarily vacate their role during the season they are coaching. Once the season has completed the board member will be allowed back on the board. If a board member chooses to coach more than 1 (one) season, the position will be considered vacant and the executive board may elect someone to fill the position for the duration of the term.

Article IV: Board of Directors Roles

The Board of Directors shall consist of the afore-mentioned Board Members. All members of the active Board of Directors hold a vote of the same value. Members at Large do not vote. The duties of the Board Members shall include, but are not limited to, the following:

President

1. Must have served at least one year on the Board of Directors.
2. Chairperson of the Board of Directors and presides over all league meetings.
3. Schedules monthly Board of Directors meetings and creates agenda based on current events/activities and any item to discuss provided from the Board
4. Ensure rules, policies, and principles of the league are obeyed.
5. Updates Bylaws as needed with the Executive Committee.
6. May authorize expenditures up to \$500.00 per action without Board approval and will notify the Treasurer and provide necessary receipt(s).
7. Promotes the mission of Wicked.
8. Coordinates the league's communications through the website, advertising, and publicity.
9. Advisor to the Board for one year after completing term(s) in office.
10. Serves as a member of the Executive Committee.

Vice President

1. Presides over meetings and events in the absence of the President.
2. Serves as a member of the Executive Committee.
3. Chairs the Bylaws Committee.
4. Organizes and manages Wicked Financial Support program.
5. Coordinates insurance certificates with WGS.
6. Responsible for all distribution, tracking and collection of any league keys and passwords.

Past-President

1. Acts as mentor to current President of the Wicked Board of Directors
2. Serves at least one (1) term on Executive Board

Treasurer

1. Is responsible for all money, which includes supplying the snack shack with appropriate funds, paying umpires, posting and receiving tryout and tournament funds.
2. Receive and distribute all funds, as authorized by the Board.
3. Maintain a running history of the League's financial records.
4. Distribute a financial report at all Board meetings.
5. Maintain a budget for all League expenses.
6. Serves as a member of the Executive Committee.
7. Maintain league accounts and signature cards.
8. Checking the PO Box (Mail).
9. Manages all league stipends.
10. Update league budget each year.
11. Responsible for tracking registration payments.
12. Share financial records as requested with WGS.

Secretary / Team Parent Coordinator.

1. Maintain permanent minutes and records of business transacted at each Board Meeting and transmit a copy to the Board Members prior to the next Board Meeting.
2. Maintain a running history of the League.
3. Serves as a member of the Executive Committee.
4. Receive any written grievances and present to the Executive Board for discussion and next steps.
5. Responsible for keeping the website updated with current minutes.
6. Liaison with team parents, supporting with Sports Engine, Game Changer and score keeping

Player Agent

1. Responsible for activities concerning the registration process.
2. Maintain a running history of Player Agent activities for the League.
3. Responsible for late registration and players on the waiting list.
4. Coordinate all team/player changes.
5. Responsible for confirming player age eligibility.
6. Set dates, times and places for tryouts and promote as necessary.
7. Coordinate tryouts.

Tournament Director

1. Schedule all tournaments for each age group.
2. Post and promote Wicked's two yearly tournaments.
 - a. Wine Country Classic (Summer)
 - b. Wicked Harvest Bash (Fall)
3. Coordinate "friendlies" and "round robin" tournaments for each age group
4. Coordinate all aspects of Wicked's tournaments including, but not limited to:
 - a. Purchase trophies and awards.
 - b. Assign Snack Bar Lead
 - c. Arrange Vendors including Food Trucks and Apparel
5. Forward all fees to the Treasurer, or, if paid, forward all registration receipts.

Field/Equipment Coordinator

1. In conjunction with President/Vice President the Field Director acts as the Park and Recreation liaison representing the league at all pertinent Park and Rec. meetings.
2. Organize and schedule field day(s)/work day(s) for improvements (if required).
3. Oversee the condition and preparation of the fields.
4. Propose a budget for related field & equipment expenses.
5. In charge of all field equipment and ensuring it is in good working condition before the season begins.
6. Inventory, distribution & collection of field equipment.
7. Assess the playability of fields and report any closures to the executive board.
8. Purchase necessary equipment with Board approval.
9. Purchasing balls, line up cards & score books.

Fundraising/Sponsorship Director

1. Seek out fundraising opportunities throughout the term, ex. Dine and Donate, bake sales, hit-a-thon.
2. Co-chair annual fundraising events.
3. Responsible for the collection, recording, and transfer of fundraising monies to the Treasurer.
4. Responsible for obtaining sponsors for Wicked.
5. Provide team names & sponsors to Apparel Director.
6. Prepare and send thank you letters to all League sponsors.
7. Purchase league banners.
8. Coordinate installation and removal of the sponsor and league banners.
9. Sponsorship letters & tiers.

Apparel Director

1. Arrange fittings of uniforms for all players at Wicked tryouts.
2. Order uniforms for all teams after tryouts each season.
3. Order coaches apparel after tryouts after each season.
4. Arrange the distribution of all uniforms.
5. Assign numbers for new players assuring not to conflict with current player numbers.
6. Arrange for the sale of league merchandise as approved by the Board.
7. Responsible for maintaining back stock of inventory.
8. Create a budget for related expenses.
9. Create and/or manage online apparel stores.

Coaches Coordinator

1. Responsible for managing communications between board & coaches
2. Distribute & disseminate information & by-laws to Head Coaches and assistant coaches
3. Coordinates Monthly Coaches Meeting (in-person or virtual)
4. Compile submitted applications for selection of coaches
5. Coordinate with WGS to assure all ACE certifications are up to date for all required Head & Assistant Coaches.

Social Media Director

1. Respond to messages sent through social media
2. Create compelling and engaging content

Member at Large #1 - Support all other board positions and take lead on appointed jobs/tasks

Member at Large #2 - Support all other board positions and take lead on appointed jobs/tasks

Article V: Grievances and Disciplinary Action

Grievances

Any issue involving players, coaches, parents, or board members unable to be resolved by the Player Agent must be submitted in writing to the Secretary on the Executive Board. Submissions need to be received within two (2) weeks of the issue to accurately recall all details. If the issue involves a member of the Executive Board, the Executive Board member will be recused and the remaining Executive Board will vote on the issue. In the event the Executive Board is unable to resolve the grievance, the issue will then be brought and voted on by the Board of Directors. A meeting will be scheduled to address the issue within 14 days of receipt of the grievance. Only the Executive Board and the involved parties will attend the meeting. The decision of the Executive Board and/or Board of Directors is final.

Discipline and/or Removal of Directors or League Members

A Board Member (Director) may be removed by two-thirds vote of the current Board. Request for removal of Board member(s) or League Members should be in the form of a written submission to the Executive Board. Individuals listed in the letter will have their opportunity to state their case before the Executive Board in this meeting. The Executive Board will then take their recommendation to the Board of Directors in which a secret ballot vote for the removal of said Board Member or League Member. Proxy votes will not be accepted for the purposes of this section. All officers and league members are subject to dismissal for any reason of misconduct or for any act that would discredit the League. Any coach or member of the Board at the Executive Board's discretion can be immediately suspended at a special closed session by the Executive Board and then taken forward to the full Board with the Executive Board's recommendation for action. Resignations will be by written notice to the League and must be accepted by the President.

Article VI: Meetings

Annual Meeting: Notice of meeting and structure

The first meeting of the League will be held in January. If any positions are not filled by election, the President may fill these positions by appointment with the approval of the elected Board Members. Location and time of our Board meetings will be shared 5 days prior to the meeting. Agenda framework will be provided at this time. Meetings may last up to 4 hours. 1 hour of every meeting may be an open forum to allow for non-Board members to share thoughts and ideas. After open forum discussion, all meetings will begin with acknowledgement of past events (tryout, tournament, etc), will then review financing, and will follow with a discussion of upcoming events. This will end the open forum. Any non-board members present will be asked to leave following discussion of upcoming events. Board of Directors and any committee will report any updates to the Board of Directors following open forum.

Meeting Quorum

Meetings must have a minimum 5 Board members present to complete any voting or completion of a project.

Article VII: Team Selection

1. WGTS will form teams 8U through 16U following the USA Softball Age Chart as long as enough players express interest and critical roles can be filled.
2. Teams will consist of 12 rostered players and 2 practice players, aka development players. Exceptions may be considered and granted or denied by the Board. During the Fall season, larger rosters may be considered to account for multiple sports being played and illnesses that occur at increased frequency during this time of year.
3. Tryouts will be held per USA softball rules and regulations for Spring, Summer and Fall Ball. Per USA Softball guidelines, players must be registered with Windsor Girls Softball. Exceptions may be considered for, but not limited to the following reasons, those who do not have a travel softball organization affiliated with their rec softball league or for those playing high school level.
4. A player may try out for a team above their assigned age level but not below. If a player wishes to be considered for a position on a team above their age level, they must try out for both the assigned age level per USA Softball and the team they wish to be placed on.
5. Tryouts will be put on by the Board and players will be assessed on hitting, fielding, flyballs and throwing. 4 (four) Non-biased assessor will score the players. The players will receive a score based on the total average of all assessments.
6. Roster selections will initially be selected by the board and presented to the Head Coaches. Head Coaches may provide feedback and insight that may change some player selections. The final roster approval will be made by the sitting President.
7. In the case of 2 teams for an age group, the teams will be designated as "Purple" and "Gray". The Purple team will be considered the higher level team and will have more experienced players. We will look to field a "B" team for Purple and a "C" team for Gray. The Board will select the initial 8 players for each team. Each team is assured at least 1 pitcher and 1 catcher. Each team will be selected to create the most overall competitive team possible. However, it is clear that the Purple team will receive more high rated players, while the Gray team will receive more development players.
8. No player may be selected or assigned to a roster that has not registered with WGTS and been assessed by way of try out.

Article VIII: Head Coaches / Managers

Managers, otherwise known as Head Coach, will be selected in the following ways.

1. Any person wishing to serve as a manager may submit their interest either in writing or verbally to the head of coaches or The Board. Interested parties will be reviewed and voted on by The Board.
2. If no interested parties have expressed interest, the head of coaches will hear suggestions from The Board and reach out to potential candidates.
3. Managers from the previous year will be considered by The Board but not guaranteed the position.
4. Managers may select assistant coaches subject to approval of The Board

Article IX: Uniforms

1. Windsor Girls Travel Softball will provide jerseys with names and numbers as well as socks for all rostered players and practice players as part of their season fees.
2. Players on all teams will be responsible for providing their own pants and belts in the color determined by the team head coach.
3. Personal player equipment such as gear bags and helmets will be selected by The Board so that all players match. These will be provided by Windsor Girls Travel Softball as part of the season fees.
4. Personal player equipment such as cleats, bats, gloves, batting gloves and face shields and any other equipment the player desires not specifically enumerated in these bylaws will be provided by the players themselves.

Article X: Fundraising

Fundraising will occur for the purposes of offsetting costs of equipment to be used by the whole team that will be retained by WGTS as well as team swag, additional tournament fees, specialty coaching, and facility options. Fundraising will also go towards costs of team banners, tournament expenses and other expenses deemed necessary by vote of The Board. Additionally, Fundraising will allow Wicked the opportunity for scholarships. Methods of fundraising include but are not limited to the following:

1. Team Sponsorship
2. Dine and Donate events
3. Vendors at WGTS tournament events

Article XI: Financial

The majority of WGTS expenses including but not limited to uniform costs, team equipment, field fees, insurance fees and tournament fees, will be covered by player fees each season. Participation fees will be set by The Board and will be per season (Spring, Summer, Fall).

1. An annual budget will be prepared in October and approved by November for the following year.
2. WGTS will reassess expenses and player fees annually to ensure that the organization is both covering costs and providing a reasonable fee to players and their families.
3. Fees must be paid by the date set forth in the season welcome letter to secure a player's spot on the roster.
4. The treasurer will be responsible for keeping track of all monies received and spent. They will present a summary of financials monthly at the board meeting.
5. Audits may be conducted at any time deemed necessary by The Board.
6. All spending will be subject to approval by vote of The Board if it is outside the approved yearly budget.
7. WGTS will have a debit card to be held by the president to be used for WGTS expenses, with alerts to the President, VP, and Treasurer when used and viewing portal access for the rest of the Board.

Article XII: Tournaments

Home Tournaments

Windsor Girls Travel Softball will have the option of hosting tournament(s) in the Summer and/or Fall at the discretion of The Board.

1. The Wicked Tournament Director shall coordinate the activities of all tournaments the league is conducting. These activities include hiring and scheduling of umpires, soliciting participation, scheduling games, coordinating vendors and staying in compliance with USA regulations.
2. The entire board will divide the duties of planning and putting on the tournaments.
3. General membership volunteer hours will be required during each season, primarily taking place at home tournaments.

Travel Tournaments

A travel tournament will be defined as any tournament not hosted by WGTS. Registration fees will cover team entry into up to 4 tournaments in the summer and up to 3 tournaments in the Fall (Including home tournaments). In the event of tournaments beyond these numbers, a fee set by the board will be added per each additional tournament. This fee would be passed along to parents as soon as the additional tournament is added. Tournaments are not included in Spring registration fees.

Article XIII: Expectations and Code of Conduct for Players, Guardians, Board Members

Windsor Girls Travel Softball Player Commitment Agreement

You have made a commitment to be part of a team that depends on each of its members to function to the best of their ability. You will be expected to attend all practices and tournaments. If there is a conflict, it is your responsibility to inform your coach as soon as possible. Coaches will be keeping attendance records. A player who misses numerous practices and/or tournaments may either be suspended or dropped from the team. Refunds will not be given to players cut for lack of participation.

Practice Rules

Generally, each team will practice two to four times during the week, although extra practices or special clinics may be offered and/or required. We require all our athletes to attend each practice in order to get the maximum benefit of the program. Repeatedly missing practice may result in decreased playing time.

1. All coaches, athletes, and parents shall treat all facilities with respect. WGTS will have zero tolerance in regards to property destruction and mistreatment of facilities shall be grounds for dismissal from the program with no refund.
2. Players should arrive to practice at least 15 minutes early, however, each Head Coach may request that players arrive earlier. The scheduled time is the start time for practice, NOT the arrival time. This will allow time to get properly warmed up before the scheduled starting time.
3. Players are required to bring their own equipment.
4. Players are required to help set up and put away practice equipment. No player will be allowed to leave until equipment and trash are put away. Abuse of this rule may result in a team's loss of practice facility.
5. Practice is a time for coaches and players to work together to improve the individual skills and to become a cohesive team. It is the responsibility of the players to work hard at every practice and be cooperative with the other players and coaches. If the player is not participating, or is goofing off, or showing disrespect to teammates or coaches, the player may be dismissed from practice.

Tournament Rules

When WGTS teams are scheduled to travel, each player will receive a detailed itinerary, including game times, locations, hotel information (if necessary). On time means arriving at the playing site one hour prior to game time so that all athletes have the proper time to warm up. Each player will be expected to:

1. Give her best effort throughout competitions
2. Focus on the team's goals and needs
3. Assist in keeping our area clean
4. Treat all tournament officials, referees, opponents, parents, and teammates with respect and in a sportsmanlike manner.

WGTS does not provide meals at tournaments. It is the player's responsibility to bring food and/or money to cover their meals during the tournament. Softball officials are off-limits for parents. Please refrain from yelling at the umpires. We teach our players that they will have to compete at times under adversity, and that showing emotion over things not in their control is a waste of mental energy. No parent shall approach a coach before, during, or after a game on a tournament day in an argumentative or controversial manner. These discussions should be held at a more appropriate time. Please wait 48 hours after a game to approach a coach for coaching questions.

Playing Time

The philosophy of the Windsor Girls Travel Softball is that all players who have earned the opportunity to compete should play as much as possible at competition events. However, please keep in mind that players and their families are paying for instruction and practice time. Most of the instruction takes place at practices. Areas that may affect players playing time are as follows: level of effort, attitude, skill, practice attendance, position, and injury. The coach has the discretion to use players as deemed necessary. During tournaments Saturdays are pool play and coaches will make efforts for all rostered players to participate. Sundays are championship bracket days, often with different rules as set forth by the hosting organization. On Sundays the most competitive 9 will be in the lineup with bench players being available as needed. Practice players (aka development players) will not play in tournaments however, they are welcome in the dugout to participate in warm up and cheer on their teams. They must be in their practice jerseys to be in the dugout during games. In the rare circumstance that a team does not have enough players to fill the field plus one bench player, due to illness, injury or otherwise, the head coach may make a request to the board to have one or more practice players temporarily be added to the eligible roster.

Our coaches come from different areas of experience. They are here because they have a genuine interest in developing each player to the best of their ability. They have been selected because of their background, proven ability, and dedication. Each coach is under supervision of the Board of Directors. All coaches must pass a background check before they can work with WGTS. Coaches must also follow USA Softball Code of Conduct.

Parent Code of Conduct

- Follow the rules of the tournament.
- Do not advise the coach on how to coach.
- Do not make derogatory comments to coaches, officials, tournament officials, or players of either team.
- Do not try to coach your child during a game.
- Remain in the spectator area during games
- Do not approach the dugout to speak to players, including their own child, during a game.
- No one may remove players from the game, dugout or field until dismissed by the coach except in the case of illness, injury or other emergency.
- Avoid conduct that is inappropriate as determined by comparison to normally accepted behavior. Please cheer for our team's efforts, dedication, and hard work. Refrain from celebrating our opponent's mistakes or downfalls. Keep all comments positive. A quick glance in the stands by your daughter can throw her off track if she sees you visibly upset or frustrated.

Failure to comply with the Parental Code of Conduct

A failure to comply may result in consequences including, but not limited to, a reduction of playing time, suspension of the guardian or player, or the dismissal of the player and family from the league. The severity of the consequence will be weighed by the severity and consistency of the infraction(s). Documentation in the form of an incident report will be filed to the Board Secretary for any violation of the Code of Conduct. Additionally, any league member (including Board Members, Coaches and guardians) receiving more than two incident reports will be asked to leave the league.