

PACIFICA GIRLS SOFTBALL LEAGUE

BYLAWS

(Revised: August 19, 2025)

1. PURPOSE:

1.1. The Pacifica Girls' Softball League (the "PGSL") is organized to inspire the youth of Pacifica, regardless of race, creed or national origin through softball. The PGSL will provide girls ages four (4) to eighteen (18) with the opportunity to play softball in a positive, fair, instructional and safety-oriented environment with emphasis on the development of qualities such as leadership, teamwork, sportsmanship, citizenship and friendship while encouraging the development of the PGSL and with mindful adherence to the Code of Ethics of the USA Softball ("USAS") organization.

2. DEDICATION OF ASSETS:

2.1. This Corporation's assets are irrevocably dedicated to public benefit purposes. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise shall insure to the benefit of any private person or individual, or to any Board Member or Officer of the Corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed to a nonprofit fund, foundation, or Corporation that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code 501(c)(3).

3. CONSTRUCTION:

3.1. Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the constructions of these Bylaws without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular and the terms "person" includes both a legal entity and a natural person.

4. DEFINITIONS:

4.1. **Board Member:** The terms "Board Member", "Member of the Board" and "Director", have the same meaning as a Director on the Board of Directors of the

PGSL corporation. The terms Director, Board Member and Member of the Board are used interchangeably in these bylaws.

4.2. Chair: The term “Chair” means the Board Member heading a Board meeting or General Membership meeting, and the Chair is usually the President or Vice President of the PGSL.

4.3. General Membership: The General Membership are the parents, or guardians, of players registered to play during a calendar year, and the Board Members and Team Volunteers if they are not parents or guardians of a registered player, based on the most recent Spring Season’s registration and subsequent registrations during the calendar year.

4.4. Good Standing: A Member of the General Membership is in “Good Standing” if the Member owes no dues, or registration fees, has no unresolved investigations of Improper Behavior, and no previous findings of Improper Behavior, defined in these bylaws.

4.5. Improper Behavior: “Improper Behavior” includes any behavior which is criminal in nature, or is behavior that is un-sportsman like, or which violates the “Good Morals” clause set forth in section 21 *et seq.* below, or which is Unacceptable Behavior as set forth in Section 21 *et seq.*

4.6. League Volunteer: The term “League Volunteer” means a person who volunteers for the PGSL in a role which is not a Board Member position, and is not a Team Volunteer position as defined below. League Volunteer includes, but is not limited to, field maintenance, equipment maintenance, working one or more shifts at the snack shack, Fog Fest, the Fireworks Booth, beach clean up, Sirens Fest or other fundraising event.

4.7. Officer: The Term “Officer” means the President, Vice-President, Treasurer and Secretary of the PGSL Board. As used in these Bylaws the term Officer shall be used to distinguish these four members of the Board of Directors from other Directors in specific contexts, such as the election to the Board.

4.9. Quorum of Board: A quorum is the minimum number of Voting Board Members of the Board necessary to conduct the business of the Board. A quorum is reached if there are more than 50% of the Voting Board Members in attendance.

4.9. Quorum of General Membership: A quorum is the minimum number of the General Members necessary to conduct Membership business. A quorum is more than thirty-four percent (34%) of the General Membership.

4.10. Team Volunteer: The term “Team Volunteer” means Coach, Assistant Coach, Team Parent, and other season long positions for a specific team.

4.11. Voting Board Members / Voting Members: The terms “Voting Board Members” and “Voting Members” are used interchangeably and mean the Board Members who are allowed to cast votes on PGSL matters. The following Board Member positions of the PGSL are Voting Board Members: President, Vice-President, Secretary, Treasurer, Publicity and Marketing Coordinator, Parent Coordinator, Snack Shack Coordinator, Coach Coordinator, Fund Raising Coordinator, Field Manager, Field Strategist, Schedule Coordinator, Equipment Manager, and Custodian of Records/Safety Officer.

5. PGSL BOARD OF DIRECTORS:

5.1. Composition:

5.1.1. The Board of Directors (the “Board”) of the PGSL will consist of fifteen (15) Board Members who shall be the Voting Board Members in the following roles: President, Vice-President, Secretary, Treasurer, Custodian of Records/Safety Officer, Publicity and Marketing Coordinator, Fund Raising Coordinator, Special Events Coordinator, Field Manager, Field Strategist, Equipment Manager, Parent Coordinator, Snack Shack Coordinator, Scheduling Coordinator, and Coach Coordinator.

5.1.2. There may be up to five (5) additional Board Members who shall not be Voting Board Members in the following roles: 6U Commissioner, 8U Commissioner, 10U Commissioner, 12U Commissioner, and 14U Commissioner.

6. Term:

6.1. The Board Members, except Division Coordinators, shall each serve for a term of two (2) years beginning September 1st of the election year and ending August 31st of the second term. Division Coordinators will be appointed by the Board for a term of one (1) year (or portion remaining in the year) beginning the 3rd Tuesday in January ending the 3rd Monday the following January, but will not serve as voting Members of the Board.

7. Qualifications:

7.1. Board Members are volunteers, and are not required to have a child playing in the PGSL.

7.2. Board Members may, but are not required to, function as a Coach, Assistant Coach, Team Parent, or other Team Volunteer. A Board Member who has a child playing in the PGSL does need to perform League Volunteer obligations the same as any other parent or guardian.

7.3 Board Members shall comply with California Laws, and shall each pass a finger-print based criminal background check;

7.4. Board Members shall, at all times, abide by conduct and behavior requirements stated in these bylaws.

8. Roles and Duties of Board:

8.1. President. The President is an Officer of the PGSL. The President sets the strategic directions and priorities for the PGSL. The President shall preside at all meetings of the PGSL and with the Board.

8.2. Vice President. The Vice President is an Officer of the PGSL. The Vice President shall assist the President and shall perform such duties assigned by the Board and will act as President in the absence or inability of the President. The Vice President provides oversight to the executions of tasks and projects owned by Board Members to ensure the strategic direction and priorities of the Board are met.

8.3. Treasurer. The Treasurer is an Officer of the PGSL. The Treasurer shall have the responsibility for the custody of the PGSL funds and fiscal records, supervise financial reports, prepare budgets and reports monthly as desired by the Board. No payer shall ever be authorized by the PGSL to prepare a negotiable instrument payable to cash or to himself/herself as payee of said instrument. Requests for reimbursement must submit a reimbursement form and receipts to the Treasurer prior to payment. Expenditures over \$2,500 must be approved by the Board. The President shall have access to all accounts electronically. The Board may call for an outside audit at any time by majority vote of Voting Board Members. The Treasurer is responsible for maintaining the 501(c)3 status of the PGSL and is authorized to work with external accountants as needed.

8.4. Secretary. The Secretary is an Officer of the PGSL. The Secretary shall certify, authenticate and supervise the custody of the official Board records of the PGSL and perform other duties as prescribed by the Board. They will also be responsible for accurate minutes of all Board meetings and designated Membership meetings and will submit copies of these minutes to the Board prior to the next scheduled Board meeting. The Secretary manages the election process.

8.5. Custodian of Records/Safety Officer. The Custodian of Records shall certify, authenticate and supervise the custody of the fingerprint (i.e. livescan") based criminal background records from the Department of Justice regarding League Volunteers and Team Volunteers. The Custodian of Records will also report whether a person is ineligible to act as a League Volunteer or Team Volunteer. The position of Custodian of Records/Safety Officer can be held as a dual position by any other Board Member, and if this occurs the Voting Members shall be reduced by one (i.e. 14 Voting Members) .

8.6. Publicity and Marketing Coordinator. The Publicity and Marketing Coordinator shall facilitate articles for the newspaper, manage sign-up flyers to the newspaper and surrounding schools, and procure banners for appropriate locations for advertisements. In addition, they shall facilitate items for the PGSL website and social media, keeping both updated on a weekly basis. This role will manage the Sponsorship Program. They will develop a publicity and marketing plan, and will track and report to the Board the completion of publicity and marketing activities. He/She shall report without delay anything that is needed to the Board and provide receipts for all purchases and furnish these receipts to the treasurer without delay.

8.7. Parent Coordinator. The Parent Coordinator shall coordinate volunteers, including team parents, firework fundraising, snack shack volunteers, and other efforts requiring involvement of the General Members, especially for Fundraising efforts and Field Maintenance.

8.8. Snack Shack Coordinator. The Snack Shack Coordinator is responsible for procuring and providing all items for sale at the Snack Shack, and for maintaining the Snack Shack container. The Snack Shack Coordinator works with the Parent Coordinator to ensure parent volunteers are identified to run the Snack Shack during games and events.

8.9. Coach Coordinator. The Coach Coordinator will be responsible for providing league coaches with expectations, training, and support, including ensuring all coaches are certified. They will be the primary point of contact between the Board and the coaches in the league, and ensure the coaches understand their responsibilities as described in these bylaws. The Coach Coordinator is responsible for implementing and overseeing the League On-field Safety Program, described below. The Coach Coordinator can identify and create the roles of Division Coordinators if required.

8.10. Fundraising Coordinator. The Fund-raising Coordinator will plan and execute events to raise funds for the League, including attending community meetings regarding fundraising. The Fund-raising Coordinator will track and report to the Board how much money each event raised and how many volunteer hours were required to support each event. The Fund-raising Coordinator works with the Parent Coordinator to ensure sufficient volunteers for fundraising events, and is empowered to create a Fund-raising Committee as needed. In addition, this position will coordinate volunteers, including Team Parents, firework fund-raising, Snack Shack Volunteers and other Board efforts, not designated to other Board positions. Fundraising Coordinator will report to the Board any issues requiring Board action. The Fund-raising Coordinator shall provide receipts for all purchases to the treasurer without delay.

8.11. Field Manager. The Field Manager will be responsible for field maintenance and general upkeep and inventory of field equipment. The Field Manager makes

sure that work planned with the Field Strategist is executed. The Field Manager works with the Parent Coordinator to obtain sufficient volunteers for field maintenance activities, and is empowered to create Field Maintenance Committees as needed. The Field Manager also identifies non-routine field maintenance activities that are needed and works with the Field Strategist to make a plan to address them. The Field Manager tracks and reports to the Board completion of field maintenance activities and ongoing projects. The Field Manager shall provide receipts for all purchases to the treasurer without delay.

8.12. Field Strategist. The Field Strategist identifies what projects are needed for the PGSL fields and develops a plan for how to execute them, including estimating the cost of new projects. The Field Strategist creates the overall field maintenance plan for the Field Manager to execute, and is also responsible for the mechanical equipment used in field maintenance. The Field Strategist provides updates to the Board on project status. The Equipment Manager shall provide receipts for all purchases to the treasurer without delay. The Field Strategist shall provide receipts for all purchases to the treasurer without delay.

8.13. Schedule Coordinator. The Schedule Coordinator will handle all scheduling of practices, league games, umpires, and reschedules. They will serve as liaison between the PGSL and USAS. This position will also ensure that all Umpires are trained in coordination with the Umpire in-Chief of Peninsula Youth Umpire Association, or other official USAS umpiring body. The Schedule Coordinator will also oversee the Junior Umpire program, and schedule Junior Umpires for 8U games and others as needed. The Schedule Coordinator shall provide receipts for all purchases to the treasurer without delay.

8.14. Equipment Manager. The Equipment Manager shall secure all USAS-approved equipment for league play. The Equipment Manager will create an equipment maintenance plan, and track and report to the Board completion of activities, as well as identify additional purchases that are needed. This role is also responsible for ordering PGSL uniforms. The Equipment Manager shall provide receipts for all purchases to the treasurer without delay.

8.15. Division Commissioner(s) (optional). The Division Commissioners can help facilitate any needs of the PGSL and will serve as liaison between the coaches, the Coach Coordinator, the General Membership, and the Board. Ideally, each Division Commissioner should represent a specified age group and bring rule changes and issues from their represented age group to the Board. However, this will be at the Board's discretion. They can also be responsible for safe working equipment for league play, shall report without delay to the Board of any emergency equipment that is needed, and provide receipts for all purchases to the treasurer without delay.

9. Elections For Officers of the PGSL:

9.1. The President, Vice-President, Treasurer, and Secretary are the Officers of the PGSL, which is a 501(c)(3) corporation. The Officers of the PGSL shall be elected by the majority of the adult Members of the General Membership who are in Good Standing who submit votes in any given election.

9.2. General Members shall be notified 30 days prior to elections, and nominations for elected positions shall be opened during this 30-day period.

9.3. Any adult Member of the General Membership in "Good Standing" may nominate themselves, or another adult General Member in Good Standing, for elected Board positions during the 30 day Notice Period leading to the Election.

9.4. Votes for Officers cast by General Members can be collected through email if the response is from the address on the PGSL registration form.

10. Appointment of all Other Board Members:

10.1. Except for the Officers (President, Vice-President, Secretary, and Treasurer), Members of the Board shall be nominated by any Member of the Board, and shall be appointed by a majority vote of the Voting Board Members attending the meeting when the vote is held.

11. Board Vacancies:

11.1. Vacancies on the Board may be filled by selection, appointment, and approval by a majority vote of the Voting Board Members either attending the Board meeting for that vote, or by proxy.

11.2. Any person appointed and approved to fill a Board Member vacancy created by the removal of an Officer shall serve on the Board until the earlier of either: the end of the term of the Officer who was removed; or the next regular General Membership meeting for election of Officers.

11.3. Any person appointed and approved to fill a Board vacancy not created by the removal of an Officer shall serve on the Board until the end of the term for that Board Member position.

11.4. The General Members may elect an Officer at a duly noticed Board meeting to fill any vacancy not filled by the Members of the Board.

12. Removal of a Board Member:

12.1. These PGSL bylaws prescribe the qualifications of PGSL Officers and Board members ("Directors"). (See Corp Code §§ 5221, 5151). The PGSL Board, by a

majority vote of the Voting Board Members, may remove, and declare vacant the office of, any Officer, or other Board Member, who fails or ceases to meet any required qualification that was in effect at the beginning of that Board Member's current term of office, including but not limited to the following grounds for removal:

- 12.1.1. Dereliction of duties, abandonment of, or failure to adequately perform, the duties required for the specific position held by the Board Member;
- 12.1.2. Three consecutive absences (or 5 total absences) from Board meetings in any 12 month period;
- 12.1.3. Unethical behavior;
- 12.1.4. Criminal history;
- 12.1.5. Criminal behavior;
- 12.1.6. Abuse, Harassment, Intimidation, Threat, Improper Behavior, Unacceptable Behavior, or Unsportsmanlike Conduct toward any Board member, Team Volunteer, League Volunteer, player, or parent/guardian, of the PGSL, or any member of another softball league (coaching staff, league board member, player or parent/guardian), or umpire; or
- 12.1.7. Conduct unbecoming an Officer or Director of a non-profit corporation.

12.2. An Officer who was elected by the General Membership, may be removed without cause by the PGSL Board if the removal is subsequently approved or ratified by the affirmative vote of a majority of the votes by the General Membership represented, and voting, at a duly held meeting at which a Quorum of the General Membership is present; or by the affirmative vote of a majority of the votes from the General Membership submitted in connection with a written ballot. Removal without cause does not require a statement to the General Membership as to why the Officer/Board Member should be removed.

12.3. Notwithstanding section 12.1, a Board Member who was appointed by the Board may be removed without cause if the removal is approved by the affirmative vote of a majority of the Voting Board Members. Removal without cause does not require a statement to the General Membership as to why the Board Member has been, or should be, removed.

13. Procedure for Removal of a Board Member:

13.1. The PGSL Board shall hold a Closed Session meeting to discuss, and vote, regarding Removal of any Officer or other Board Member. The Closed Session Meeting should generally be scheduled at least five (5) days in advance, but if there

is an exigent or emergency circumstance that necessitates a shorter notice period the meeting can be held on shorter notice which is given by email or telephone at least 48 hours before the meeting.

13.2. The Board shall notify the Board Member subject to possible removal of the reason(s), if any, for the meeting and possible removal of the Board Member. The Board Member subject to possible removal shall be informed, in writing, of the facts and allegations, if any, which the Board will discuss and consider prior to voting. The Board Member subject to possible removal has the right to personally address the Board and provide the Board Member's side of the story, and may present evidence, facts, testimony and documents, which that Board Member believes will support a decision to not remove the Board Member.

13.3. If the Board has voted to remove an Officer, the Board shall submit a written statement to the General Membership indicating that the Board has voted to remove the Officer, and to declare the office as vacant. The Board shall provide notice of, and request, a vote by the General Membership to either approve or reject the removal of the Officer at least 30 days from the date of the written notice requesting the vote. The election may be in-person, or by email, or web conference technology. The Board may, but is not required to, provide the reasons for the removal. If reasons the removal have been given to the General Membership, the Board Member subject to possible removal has the right to provide the General Membership with a written statement giving the Board Member's side of the story, and may present written evidence, facts, written testimony and documents, which that Board Member believes will support a decision to not approve the vote of the Board to remove the Board Member.

14. VACANCY OF A DIRECTOR:

14.1. Any vacancy of the Board will be filled for the remainder of the term by a person appointed by majority vote of the Voting Board Members attending the meeting.

15. BOARD MEETINGS:

15.1. The Board will meet at least monthly during the calendar year. Regular meetings of the Board may be held without notice if the time and place of the meetings are fixed by the bylaws or the Board. PGSL Board Meetings shall be held at 7:00 PM on the 3rd Tuesday of each Calendar month until such time as the Board votes to change the regular date, time, or location.

15.2. The President may designate a different place, time or date, for the Board Meeting, which must then be agreed upon by the Board. Notice establishing the time, place and date of such designated meetings will be given to each director at least seven (7) days prior to said meeting. Notice of the Board meeting will be given to the

General Membership a minimum of 72-hours prior to the meeting. Notice of the meeting will be given by posting the date, time and place of the meeting on the PGSL web site, or other social media platforms, visible by the General Membership.

15.3. Special meetings of the Board, except for closed sessions, shall be held upon 48 hours' advance notice delivered personally, or by email or other electronic transmission, or by telephone, including a voice messaging system; or upon four days' notice by first-class mail to Board Members and to the General Membership. The articles or bylaws may not dispense with notice of a special meeting. A notice, or waiver of notice, need not specify the purpose of any regular or special meeting of the Board. (Corp. Code § 5211)

15.4. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than 24 hours, notice of an adjournment to another time or place shall be given prior to the time of the adjourned meeting to the directors who were not present at the time of the adjournment.

15.5. Meetings of the Board may be held at a place that has been designated in the notice of the meeting or, if not stated in the notice or there is no notice, designated in the bylaws or by resolution of the Board. Board Members may participate in a meeting through use of web conference, electronic video screen communication, electronic transmission by and to the corporation, or telephone, unless an in-person meeting is specifically noticed. Participation in a meeting through use of web conference, telephone or electronic video screen communication constitutes presence in person at that meeting as long as all directors participating in the meeting are able to hear one another.

15.6. A majority (more than 50%) of the Board shall constitute a quorum for the transaction of business. Non-filled positions don't count towards a quorum. An act or decision done or made by a majority of the Board Members present at a meeting duly held at which a quorum is present is the act of the Board. The articles or bylaws may not provide that a lesser vote than a majority of the Voting Board Members present at a meeting is the act of the Board. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of any Board Member(s), if any action taken is approved by at least a majority of the required quorum for that meeting.

15.7. With respect to Board decisions, Members of the Board who become aware of circumstances that pose an actual or potential conflict of interest must recuse themselves from the decision-making process and take no part in the discussion or the vote. If the Board Member advises the Chair that he or she wishes to be recused from the decision-making process, the Chair will honor the Board Member's decision, and the recusal will be noted in the minutes.

15.8. If the Board determines that there is an actual or potential conflict of interest, the Member will be recused from all discussion and decision-making in the matter. The minutes will reflect a decision to recuse at any step in the process and will also reflect any Board decision not to recuse a Member.

15.9. A Board Member has a conflict of interest on any Board matter concerning or directly affecting a spouse or close relative of the Board Member, or a team that the Board Member's child or other close relative plays on, or for which the Board Member manages, coaches, or volunteers. A Board Member shall not participate in any discussion of, nor vote on, any matter when the Board Member has a conflict of interest. However, the Board Member shall have the right to provide evidence related to the matter or issue. If this disqualification from voting results in an appearance that the Board does not have enough Members to meet the quorum requirements, the Board minutes shall record the number of disqualifications and abstentions to demonstrate that the Board established a quorum before the vote took place. Additionally, when trying to determine a matter by a majority of Voting Board Members at the meeting, these disqualified Board Members, and any abstainers, are not voting and therefore are not included in the calculation of determining a majority of those voting.

15.10. An action required or permitted to be taken by the Board may be taken without a meeting if all directors individually or collectively unanimously agree in writing to that action and if, the number of Voting Board Members then in office constitutes a quorum. The written consent or consents shall be filed with the minutes of the proceedings of the Board. The action by written consent shall have the same force and effect as a unanimous vote of the Voting Board Members. For purposes of this subdivision only, "all Voting Board Members" does not include an "interested director" , "interested Voting Board Member, or a "disqualified director" or "disqualified Voting Board Member" who abstains in writing from providing consent. (Corp. Code § 5211)

15.11. Unless specifically set forth differently in these Bylaws, any matter to be decided by vote shall be passed upon a "yes" vote by a majority of the Voting Board Members in attendance (physically or remotely), or by proxy, including all motions, rules, regulations, and orders of the Board. (See Corp Code § 5034)

15.12. **Reconsideration:** A Voting Board Member may request reconsideration of a previously decided matter. Because it is considered an "unusual" motion, and to prevent abuse from the "losing side," the motion should be limited to those Voting Board Members that voted on the prevailing side. The motion must be made at the same Board meeting, or the Board meeting next following the meeting, in which the decision was made. Once the motion is made by a Voting Board Member on the prevailing side (the moving party should be required to indicate that they voted on

the prevailing side), it must be seconded. However, the second can be made by any Voting Board Member, regardless of how that Board member voted on the matter to be reconsidered. Once a motion is made and seconded, the matter is “up for debate.” In order for the motion to carry, a majority of the Voting Board Members must vote in favor of the motion to reconsider. Note, this motion does not overturn the previous decision. Rather, it simply allows for the previous decision to be reconsidered by the Board (i.e., a new vote to be made on the previous decision). Thus, if the motion passes, the original motion is placed before the Board as if it never happened.

15.13. Ejection from a Meeting:

15.13.1. A Board Member, General Member, or other person attending a meeting, is disorderly or disruptive to a meeting if the person is unruly, refuses to come to order, who casts accusations, makes threats, interrupts the meeting, is harassing, intimidating, spreads negativity, or openly disagrees with decisions in a destructive manner, or hinders the organization's progress and overall mission.

15.13.2. The Chair shall ask the offender to stop (a “call to order”). If the offender does not stop the disorderly behavior, the Board by majority vote of Voting Board Members present, may ask the disruptive person to leave the Board Meeting. If a person is asked to leave an on-line meeting, and does not, the Secretary or other Board Member hosting the meeting shall remove the person from the on-line connection and block re-entry. If the meeting is being held in-person, and the person refuses to leave, the Chair shall call the police for assistance.

15.13.3. Requiring a person to leave the Board Meeting (virtual or otherwise) during the remainder of the meeting is the maximum penalty which may be imposed during that specific Board Meeting for disorderly behavior at the Board Meeting. The Board may schedule a separate closed session meeting of the Board to discuss further action including but not limited to suspension, removal, or expulsion of the offender from the PGSL and if the offender is a Board Member then the removal of that Board Member from the Board.

15.13.4. No Loss or Quorum if Board Member Asked to Leave: Board Members at a duly called meeting at which a quorum is present may continue to transact business notwithstanding the loss or withdrawal of enough Board members to leave less than a quorum. Actions may continue to be approved if approved by at least a majority of the Voting Board Members required to constitute a voting quorum. (Corp. Code § 5211)

16. SOFTBALL TEAMS:

16.1. Managing Staff:

16.1.1. The managing staff of each team will be comprised of Team Volunteers and shall consist of one Head Coach, up to three Assistant Coaches, and one Team Parent. Whenever possible, at least one of the coaches should be female. The managing staff of each team will be approved by the Coach Coordinator.

16.1.2. Head Coaches and Assistant Coaches must be 18 years of age or older and may be of any gender. Approval for a coach younger than 18 years of age may be given on a case-by-case basis with Board approval by majority vote of Voting Board Members in attendance at the meeting.

16.1.3. Whenever possible, two adult Team Volunteers should be present at any team, or PGSL, practice, game, or event.

16.1.4. No Coach, Team Parent, or other Team Volunteer, shall receive any salary, payment of money, or other compensation, for individual service or services provided in connection with a PGSL team. "Other compensation" includes any unique non-monetary benefit given to or bestowed upon an individual for service rendered to any PGSL Member. Coach and Team Parent gifts presented by a team or team Members are permitted. Notwithstanding the foregoing, with prior Board approval (51% or more majority of Voting Board Members) a Team Volunteer who provides private softball skill instruction to persons outside of the PGSL for a standard fee, may also provide such independent services to PGSL players at the standard rates charged to non-PGSL players.

16.1.5. The PGSL is permitted to pay for athletic clinics or instruction for PGSL players, and coaches.

16.1.6. The PGSL is permitted to pay for softball instructors or other professional instructors to assist any coach or assistant coach, even if needed for only one team, if the Board deems this assistance is necessary for the benefit, proper instruction, proper development, of the players; provided however that a paid softball instructor shall not create player rosters for any game, and shall not direct player positioning, playing time, or substitutions for any game.

16.1.7. Each Coach, Team Parent, and other Team Volunteer, shall always maintain a positive attitude in connection with PGSL matters. Each Coach, Team Parent, and other Team Volunteer, shall always be respectful toward another Coach, each player, each parent/guardian, umpire, and any Board Member, of the PGSL and any other softball league.

16.1.8. Coaches, Team Parents, and other Team Volunteers, are each considered “volunteers” as defined by California Labor Code section 1720.4. Prior to the closing date for the Registration of players for a season, the Board can exclude a person from being a Coach, Team Parent, or other Team Volunteer during that upcoming season by a majority vote (51% or more) of the Voting Board Members at a closed session Board meeting. A Coach, Team Parent, or other Team Volunteer can be excluded for any reason, with or without cause. No reason is required to be given to the volunteer, the team, or the General Membership, for excluding the volunteer from any of the Role/position.

16.1.9. During a season (any time after registration has closed for that season through the completion of the final game scheduled for that season), the PGSL Board, by a majority vote (51% or more) of the Voting Board Members at the Board meeting, can suspend, or remove, a Coach, Team Parent, or other Team Volunteer for any reason, with or without cause, at any time; however before taking any such adverse action the Board shall consider any adverse effect that the suspension or removal may have on the team, and options for minimizing the adverse effect. Any action, by the Board, to suspend or remove a person shall occur at a closed session of the Board. No reason is required to be given to the team, or the General Membership, for suspending or removing the volunteer from the Role/position.

16.1.10. Any Coach, Team Parent, or other Team Volunteer, may be excluded, suspended, removed, or terminated, from a team for any reason, with or without cause, at any time; Provided however that such action shall not be taken without cause if the action is in response to, or could be perceived as retaliation for, an assertion of a legal right by the Coach, Team Parent, or other Team Volunteer, or if the action taken could be perceived as harassment.

17. Staff Roles and Responsibilities.

17.1. **Head Coach.** Head Coaches shall be responsible for the team Membership, their action on the field and at any PGSL event. A Head Coach represents the team in communications with the umpires and the opposing team. The head coach directs the playing activities, the training, the discipline and the conduct of the team Members.

17.1.1. It is the Head Coach’s responsibility to ensure that proper field preparation is done prior to scheduled home games, including watering the infield, dragging the infield, chalking, and setting the bases and pitching rubber; and removing bases and pitching rubber at the end of each game and practice. The Head Coach may assign the actual field tasks to others, but shall ensure that the tasks are completed. It is also the Head Coach’s

responsibility to ensure that bases and other equipment are stored at the conclusion of practices and games. It is also the Head Coach's responsibility to ensure that the field is watered and infield dragged, at the end of any practice or game. Failure to prepare the field in a manner that provides a safe, even playing surface, or to properly secure equipment, will result in possible disciplinary action by the Board with actions taken at the Board's discretion.

17.2. **Assistant Coaches.** Assistant Coaches will train, instruct and teach players the fundamentals of the game as well as provide continual practice of the various skills involved in the game. An assistant coach may represent the team in communications with the umpires and opposing team in the absence of the head coach.

17.3. **Team Parent.** Each team should identify one parent of a player on the team at the start of the season to aid in communication and coordination among the parents of that team, and to work with the Parent Coordinator of the league.

18. TEAM FORMATION

18.1. Sign-Ups

18.1.1. All residents of the City of Pacifica who are interested in playing softball and meet the age requirements are eligible. Residents from other cities may also register to play in the PGSL at the discretion of the Board. Any player from another city shall only play softball for a PGSL team. Players who have a USA Softball registered league in their city must get approval from that city's USA Softball representative and will also need approval of a majority of Voting Board Members to participate in the PGSL which may be given electronically or by email.

18.1.2. The league will provide a registration form to be completed by participants and parents or legal guardians. Registration forms will be filled out completely and either manually or electronically signed by parents/legal guardians before participation in the league is allowed.

18.1.3. A medical history form will be completed and signed by parents or legal guardians and submitted with the registration form. Any restrictions or physical limitations will be noted.

18.1.4. Financial limitations may hinder participation in the PGSL. Scholarships are awarded to players requesting aid on a case-by-case basis, with the approval of the Treasurer and President. Names of scholarship recipients are not to be provided to any other Board Member, team staff, or volunteer.

18.2. Ages

18.2.1. The PGSL determines a player's age eligibility according to USA Softball age cutoff rules. Beginning in August of 2024, a player's age as of August 31st determines the age division in which the player is eligible to play the following calendar year. Therefore, for the Spring 2025 season, a child's playing age is their age as of August 31, 2024. Age cutoff will change if and when USA Softball changes its age cutoff rules.

18.2.1.1. 6U - Age of participating girls for the current playing year will be a minimum of 5 years and a maximum of 6 years of age as of August 31st of the prior calendar year.

18.2.1.2. 8U - Age of participating girls for the current playing year will be a minimum of 7 years and a maximum of 8 years of age as of August 31st of the prior calendar year.

18.2.1.3. 10U - Age of participating girls for the current playing year will be a minimum of 9 years and a maximum of 10 years of age as of August 31st of the prior calendar year.

18.2.1.4. 12U - Age of participating girls for the current playing year will be a minimum of 11 years and a maximum of 12 years of age as of August 31st of the prior calendar year.

18.2.1.5. 14U - Age of participating girls for the current playing year will be a minimum of 13 years and a maximum of 14 years of age as of August 31st of the prior calendar year.

18.2.1.6. 16U - Age of participating girls for the current playing year will be a minimum of 15 years and a maximum of 16 years of age as of August 31st of the prior calendar year.

18.2.1.7. 18U - Age of participating girls for the current playing year will be a minimum of 17 years and a maximum of 18 years of age as of August 31st of the prior calendar year.

18.2.2. Notwithstanding the foregoing age eligibility standards, the PGSL has discretion to allow exceptions to age eligibility for Spring, Summer and Fall "Recreation", "Development" or "Instructional" teams, which may allow older, but less experienced players to play down one age bracket, or allow younger more advanced players to play up one age bracket.

18.2.3. The Board will determine the number of "Recreation", "Development" or "Instructional" age Divisions based on the number of girls of an age group registered. In some instances, age groups may be combined in order to

create enough teams with enough participants. The Division Representatives shall ensure that the Spring, Summer and Fall “Recreation” or “Development” teams formed are competitively equal, to the extent possible, and that player skills are appropriately matched to the level of play for that Division. Under no circumstances shall player safety be put above any other priority.

18.2.4. Age for USA Softball Advanced Play: The PGSL has no discretion to allow players to “play down” on any “Select”, “All-Star” or “Tournament” team. A certified copy of a birth certificate will be required to participate on a “Select”, “All-Star” or “Tournament” team in USA Softball sanctioned games and tournaments. The PGSL shall comply with USA rules that prohibit a player from playing on a “Select”, “All-Star” or “Tournament” team in USA Softball sanctioned games and tournaments unless the player is/has played on a “Recreation”, “Development” or “Instructional” team in the Spring Season of that calendar year.

18.3. Player Evaluations and Player Draft:

18.3.1. A team should ideally consist of no more than fourteen (14) girls and no less than ten (10) girls. At the discretion of the Board, teams may be formed with appropriate age groups to develop evenly matched teams that promote the development of skills and sportsmanship, as defined in these bylaws.

18.3.2. A draft of players for the Spring “recreational” teams will be held prior to March 1st of the current playing year, if possible, and will be directed as assigned by the Board. To comply with the balanced teams and fair play agenda of this league, all registered PGSL players will be rated on a scale from 1 to 4, with 1 being the best and 4 being an inexperienced player. Players will attend an evaluation session prior to the draft. A player who is unable to be evaluated by the league will be assigned a rating number by the Coaching Coordinator or Board Member.

18.3.3. A draft protocol may be adopted and/or revised when coaches and Board Members agree with the intent of creating fair and balanced teams. The Board will certify the draft prior to the release of teams to assure fairness across all teams in each age division.

18.4. “Select”, “All-Star”, “Tournament” Teams:

18.4.1. The PGSL has discretion to form “Select” teams in the Spring and/or Fall seasons, and “All-Star” or “Tournament” teams in the Summer and Fall Seasons. All players or their parents/guardians shall be notified of the opportunity to try out for a position on these advanced play teams. If more than 14 players in an age group choose to try out for a position on these

teams, the PGSL shall hold an evaluation session. Players will be chosen to participate on these advanced teams based on strengths in several categories, including level of playing skills, attitude, and availability for attending all practices and all games. If any player has initially missed the opportunity, or otherwise initially chose not, to play on one of these advanced teams, the head coach or a Board Member may specially invite such player to be evaluated for a roster spot on the age appropriate advance team. Additional registration fees shall apply and be due for these advanced teams.

18.5. League Play:

18.5.1. Prior to the first Peninsula League meeting preceding the upcoming season (Spring, Summer, Fall) the Coaching Coordinator, Head Coaches, President, Vice President, and Scheduling Coordinator shall discuss:

18.5.1.1. Options and preferences for “recreational” teams to play: 1) Within the PGSL only; or 2) In the Peninsula League; 3) In partnership with one or more leagues from a neighboring city; or 4) a combination depending on age division; or 5) 14U playing in the South Bay League, or only playing as a “Select” or “Tournament” team.

18.5.1.2. Whether one or more “Select” or “All-Star” teams will be formed for any of the age divisions for the upcoming season.

18.5.1.3. Prior to the end of the Spring season, the Coaching Coordinator, Head Coaches, President, Vice President, and Scheduling Coordinator shall discuss options for entry of PGSL All-Star teams in tournaments in the Summer, and Prior to the end of the Summer season shall discuss options for entry of PGSL All-Star teams in tournaments in the Fall season.

19. GENERAL MEMBERSHIP:

19.1. The General Membership of the PGSL is one (1) class of membership in this corporation. General Members shall pay such dues and fees as may from time to time be fixed by the Board of Directors.

19.2. General Meetings:

19.2.1. At least one annual General Membership meeting will be held on a date designated by the President with the approval of the Board of Directors. The first general meeting of the year will be determined by the Board of Directors. The last general meeting of Spring Season, if any, can be the Awards Picnic.

19.2.2. All Members of the General Membership shall be notified via email at least Thirty (30) days prior to any General Membership Meeting, and any election date in which the General Membership has a right to vote (the “Notice Period”).

19.3. General Membership Vote:

Requests for General Member vote, and Member submissions, may be executed by any of the following processes: 1) via email, or an electronic email-based survey application, as determined by the Board using either: The primary parent / guardian email address from the latest PGSL registration form; or The email address on file for non-parent / guardian Members of the General Membership; 2) Web conferencing technology such as “Zoom”, “Teams”, “BlueJeans”, “GoTo”, and the voting or chat procedures of such technology; or 3) In-person General Membership meeting.

19.3.1. Members of the General Membership are entitled to a maximum of one (1) vote per family. In the event a family fails to agree how such a vote should be cast, then the vote shall be disallowed.

19.3.2. Voting by General Membership: For an election by General Membership, the affirmative vote of the majority of the General Members represented at the meeting, entitled to vote and voting on any matter, shall be the act of the General Membership, unless the vote of a greater number of voting is required by California Non-profit Corporation Law or by the Article of Incorporation. (See Corp Code § 5034).

20. LEAGUE SAFETY PROGRAMS:

20.1. League Child Abuse Prevention Safety Program:

20.1.1. Anyone with a history of committing child abuse, or other serious criminal activity, is excluded from volunteering for the Pacifica Girls Softball League for any purpose.

20.1.2. Section 18975 of Cal. Business & Professions Code (a.k.a. AB 506) requires administrators, employees, and regular volunteers of youth service organizations to:

20.1.2.1. Complete training in child abuse and neglect identification and reporting.

20.1.2.2. Get fingerprinted and clear a criminal background check in order to work with minors.

20.1.3. A PGSL Board Member is an “administrator”. Team Volunteers are considered regular volunteers. A “regular volunteer” is someone who volunteers: 16 hours or more per month, or 32 hours or more per year.

20.2. Board Members and League Volunteers:

20.2.1. Every Board Member is required to have passed a fingerprint based (“Live Scan”) criminal background check, and to have completed a training video on child abuse and neglect identification and reporting by March 1, 2025. These requirements do not need to be repeated if already performed in connection with a Team Volunteer position. These requirements do not need to be repeated more than once every 36 months by a Board Member so long as the person remains on the Board. If any person leaves the Board and then returns, the background check and training need to be completed again.

20.2.2. Each vote by the General Membership, or the Board, to add a person to the Board is conditional, and shall not be effective until, and unless, the person passes a fingerprint based criminal background check. Upon receipt of the background check, the PGSL Custodian of Records may notify the Board whether the person has passed the criminal background check (but crimes must stay confidential). At the next Board meeting, the Custodian of Records shall formally confirm whether the person has or has not passed the criminal background check (but actual crimes must stay confidential). Upon confirmation that the person has passed the fingerprint based criminal background check, the vote to add the person to the Board shall automatically be effective without further action by the General Membership or the Board. If the criminal background check reveals any crime that makes the person ineligible to be a Board Member, the vote of the General Membership or Board to add the person to the Board is immediately void.

20.3. Coaches, Team Parents, and Other Team Volunteers:

20.3.1. Each person who intends to volunteer in a position which involves working with or interacting with PGSL players, including but not limited to the positions of Head Coach, Assistant Coach, AND Team Parent, shall have fingerprints taken and shall pass a fingerprint based (“Live Scan”) criminal background check. The PGSL must receive the results of the fingerprint based (“Live Scan”) criminal background check which show that the person is eligible to be a volunteer **BEFORE** the volunteer can begin volunteer duties. A fingerprint based criminal background check does not need to be repeated more than once every 36 months so long as the person continues to volunteer without any break in volunteering.

20.3.2. Each person who intends to volunteer in a position which involves working with or interacting with PGSL players, including but not limited to the positions of Head Coach, Assistant Coach, Team Parent, shall also complete the following **BEFORE** the volunteer can begin volunteer duties:

- 20.3.2.1. Pass a USA Softball background check;
- 20.3.2.2. Complete ACE training;
- 20.3.2.3. Complete US Center for SafeSport video training;
- 20.3.2.4. Complete a training video on child abuse and neglect identification and reporting;
- 20.3.2.5. Complete registration with USA Softball to be a volunteer;
- 20.3.2.6. Complete concussion protocol training.

20.3.3. The requirements of section 20.3.2 need to be completed BEFORE the volunteer can begin volunteer duties (i.e. holding a team meeting, a practice, a game, or other event). Once completed, the volunteer is eligible to perform volunteer duties through August 31st. These requirements must then be repeated once between every September 1st and the following August 31st for as long as the person wishes to remain eligible to be a volunteer. The dates of September 1st and August 31st may change if USA Softball changes the Membership term for players and coaches from the current September 1st through the following August 31st.

20.3.4. The child abuse and neglect identification and reporting training requirement may be met by completing the online mandated reporter training provided by the Office of Child Abuse Prevention in the State Department of Social Services [mandatedreporter.ca.com]. SafeSport also has online training that can be accessed at the U.S. Center for SafeSport website [safesporttrained.org].

20.3.5. In addition to the requirements of section 20.3.2, the PGSL Board, acting through the Coaching Coordinator or other designated Member of the PGSL Board, may in its sole discretion require that any person who intends to be a Coach, complete and sign a Coaching Agreement or similar acknowledgement of the PGSL's expectations for competent performance of the duties of the Coach. If the PGSL Board requests such a signed Coaching Agreement or similar acknowledgement, the person must sign and return the

document BEFORE the person can begin Coaching duties (i.e. holding a team meeting, a practice, a game, or other event).

20.4. Mandatory Reporting Requirements:

20.4.1. Section 18975 of Cal. Business & Professions Code (a.k.a. AB 506) also requires youth service organizations to adopt policies to ensure incidents of suspected child abuse are reported to the appropriate agencies.

20.4.2. Section 11165.9 of the California Penal Code requires reporting of suspected child abuse or neglect to be made by a youth organization, to any police department or sheriff's department. 11166.05 of the California Penal Code provides that a mandated reporter may make a report to a police department or sheriff's department if there is knowledge, or reasonable suspicion, that a child is suffering serious emotional damage, or is at a substantial risk of suffering serious emotional damage, as evidenced by states of being or behavior, including, but not limited to, severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others.

20.4.3. As required by section 11165.9 and 11166.05 of the Penal Code, any PGSL Board Member, coach, assistant coach, team parent, or other Team Volunteer, shall report suspected child abuse or neglect to the Pacifica Police Department. Any PGSL Board Member, coach, assistant coach, team parent, or other Team Volunteer, who has knowledge, or reasonable suspicion, that a child is suffering serious emotional damage, or is at a substantial risk of suffering serious emotional damage, may make a report of the suspected child abuse or neglect to the Pacifica Police Department.

20.5. League On-field Safety Program:

The League On-field Safety Program shall be instituted by the Coach Coordinator and Safety Officer, and approved by the Board. An effective safety program is a crucial and essential part of the League. The program shall include, but shall not be limited to, the following rules:

20.5.1. All bats shall meet USA Softball standards.

20.5.2. All players must wear a league-approved helmet with face guard, always, under all conditions whenever outside the dugout during a game.

20.5.3. Face Masks

20.5.3.1. For 6U, 8U and 10U teams, all players (including pitchers, infielders, and outfielders) must wear a USA Softball

approved safety facemask while in the field as a pitcher or player in practices and games. This includes warm-up throws and fielding practice for infield and outfield.

20.5.3.2. For 12U and older teams, pitchers and infielders must wear a safety face mask in practices and games; masks are also recommended for outfielders.

20.5.4. The coaching staff of the team will check playing areas for foreign objects such as glass, large rocks and any other hazards before games begin.

20.5.5. Only the team's players and a maximum of four (4) Team Volunteers may occupy the dugout during games. No youth or adult spectators are permitted in the dugout at any time during games or practices unless registered with the USAS and compliant with the League's insurance requirements.

20.5.6. Medical Kits/Medical Forms will be issued to each team. They must be present at all games and practices.

20.5.7. The league shall carry accident and liability insurance which is secondary to player's insurance/coverage.

21. IMPROPER BEHAVIOR:

21.1. “Good Morals” Clause.

21.1.1. PGSL Players, Parents, Guardians, Coaches, Board Members, and other League Volunteers and Team Volunteers shall at all times act with integrity and in the spirit of good sportsmanship.

21.1.2. PGSL Players, Parents, Guardians, Coaches, Board Members, and other Volunteers shall NOT do any of the following toward any Player, Parent, Guardian, Coach, Board Member, or other Volunteer of the PGSL, or of any other youth sport league, at any time, and regardless of location of where the behavior is committed:

21.1.2.1. Engage in any act of bullying, hazing, harassment, intimidation, or threat, of any nature. These prohibitions include but are not limited to conduct, gesture, action, or communication, including but not limited to verbal statement, phone call, note, letter, text message, e-mail, or social media posting.

21.1.2.2. Commit any act or do anything which might reasonably be considered:

21.1.2.2.1. to be immoral, deceptive, scandalous, offensive, or obscene; or

21.1.2.2.2. to injure, tarnish, damage or otherwise negatively affect the PGSL community and/or the reputation and goodwill associated with the PGSL.

21.1.2.2.3. Make a false, deceptive, incorrect, or factually incomplete statement or accusation about any PGSL Player, Parent, Guardian, Coach, Board Member, or other Volunteer, or do any act which falsely casts an unfavorable light upon the person or the PGSL. Statement and accusation include any communication, including but not limited to verbal statement, phone call, note, letter, text message, e-mail, and social media posting;

21.1.2.2.4. Perform or commit any act which could adversely impact any PGSL event, program, or its services, or reputation;

21.1.2.2.5. Engage in theft, misappropriation, or other criminal activity.

21.2. Acceptable Behavior, and Unacceptable Behavior, at Practices, Games and Events:

21.2.1. Everyone involved with any PGSL event (on the field, as a spectator, and electronically such as postings on social media) are expected to conduct themselves in a manner that is consistent with good sportsmanship.

21.2.2. The PGSL Board and Head Coaches are responsible for upholding all rules of play and conduct, especially those related to sportsmanship, harassment and/or bullying.

21.2.3. The following forms of behavior are unacceptable if they occur during any PGSL games, practices, or other sponsored events or activities, or as directed to other players or Members of the league electronically or over social media. Engaging in these Unacceptable Behaviors may be cause for ejection from a game, suspension, or cause for other disciplinary actions at the discretion of the Board, up to and including expulsion from the league:

21.2.3.1. Use of profanity, foul or offensive language, or offensive gestures. Use of intimidating language or gestures.

21.2.3.2. Harassment of any kind as described by California law.

21.2.3.3. Excessive arguing with umpires, with Members of the opposing team, with parents, or with spectators. Use of extreme sarcasm, belittlement, or similarly degrading or distracting comments to players, coaches, team parents, of PGSL or a team from any other league, or umpires.

21.2.3.4. Unsportsmanlike behavior, including but not limited to physical acts such as throwing any object in a disturbing, angry or hostile manner (including throwing a ball with an intent to hit a person or object not normally intended to be hit by a ball or the object; hitting any object not intended to be hit;

21.2.3.5. Intentional violation of the PGSL playing rules in order to further a team's or an individual's position, score, or status.

21.2.4. Head Coaches (not umpires) are responsible for controlling the behavior of their players, the coaches, other Team Volunteers, and their fans.

21.2.5. Umpires are responsible for play and sportsmanship on the field and are not expected to control or discipline spectators, but have the power to control games, and to call a forfeit of a game.

21.2.6. Any Member of the Board, or any Head Coach, who witnesses, or who receives a complaint from a witness regarding Unacceptable Behavior by a parent or other spectator has the responsibility and duty to talk to the offending person(s) and remind them of these rules regarding conduct. Offending spectators will receive one (1) verbal warning outlining the Unacceptable Behavior. After a second offense, any Board Member or Head Coach may eject those spectators engaged in such behavior from the practice, game, or event, if deemed necessary by the Board Member or Head Coach. A PGSL Board Member or Head Coach may call the City of Pacifica Police to support any such action. Any action by a Board Member or Head Coach taken under this Section shall be reported to the Board through email within three (3) days.

21.2.7. Any Member of the Board, or any Head Coach, who witnesses, or who receives a complaint from a witness regarding, Unacceptable Behavior by a coach, Team Volunteer, or a player, shall immediately speak with the coach, Team Volunteer, or player regarding the Unacceptable Behavior, and must explain proper behavior. Any such incident must be reported to the Board within three (3) days by email.

21.3. Discipline at Team Level:

21.3.1. If any player, Team Volunteer, or parent/guardian of a player, or spectator of a PGSL Player, engages in behavior which violates the Good

Morals Clause or engages in unsportsmanlike or other Unacceptable Behavior, the Head Coach of the team may discipline the player, Team Volunteer, parent/guardian, or spectator, by verbal or written warning. Such action must be reported to the Coaching Coordinator or the Board within three days by email.

21.3.2. Head Coaches may discipline any player(s), Team Volunteer, parent/guardian of a player, or spectator, who has been warned but then violates the Good Morals Clause or engages in unsportsmanlike or other Unacceptable Behavior regardless of the amount of time between the warning and the repeated Behavior. Such discipline cannot involve physical punishment but may involve ejection from a practice, game or event; restricting the playing time of the player; or even suspension for up to ten days. Such action must be reported to the Coaching Coordinator or the Board within three days.

21.3.3. The Head Coach, in advance of any anticipated player suspension, must notify the President and Coaching Coordinator. The Head Coach and/or Coaching Coordinator will discuss the Unacceptable Behavior, and proposed one game suspension with the player's parents or guardian prior to the imposition of the suspension. The Head Coach shall then issue the actual suspension in writing to the player's parents or guardians via email.

21.3.4. If the Head Coach is the person who has violated the Good Morals Clause, or has engaged in unsportsmanlike or other Unacceptable Behavior, any Assistant Coach or Team Parent who witnessed the behavior, or who received a report of the behavior, shall notify the PGSL Board of the behavior.

21.4. Umpire Authority:

21.4.1. Adult Umpires have the authority to expel coaches and other Team Volunteers engaging in unsportsmanlike or other Unacceptable Behavior from a game. There will be no appeal of an umpire's decision to eject a coach or other Team Volunteer.

21.4.2. An Adult umpire has the authority to end any game by forfeit of any team if any player, coach, other Team Volunteer, or any spectator, is in the umpire's sole judgment, engaging in unsportsmanlike or other Unacceptable Behavior and is "out of control" or is acting in a manner detrimental to the game.

21.4.3. An umpire will report to the Umpire-In-Chief of Peninsula Youth Officials Association (or other umpire association providing the umpire for the game), within two days, any instance in which a manager, coach, Team

Volunteer, player or spectator has been ejected from a game or caused the forfeiture of a game.

21.5. Review and Discipline by PGSL Board:

21.5.1. Written allegations, submitted via email, text, letter, or otherwise, of any violation of the Good Morals Clause or of unsportsmanlike or other Unacceptable Behavior by a League Volunteer, Team Volunteer, player, parent/guardian, spectator, or any other person affiliated with the league will be promptly handled by the Board.

21.5.2. If any person engages in behavior which violates the Good Morals Clause, or engages in unsportsmanlike or other Unacceptable Behavior, the PGSL Board shall have the right to impose disciplinary action(s) including but not limited to the following individually, or in any combination:

- 21.5.2.1. Official reprimand;
- 21.5.2.2. Requiring training,
- 21.5.2.3. Requiring counseling;
- 21.5.2.4. Suspending the person from one or more practices, games or other events;
- 21.5.2.5. Restricting the person from any roles, duties, or volunteering positions;
- 21.5.2.6. Excluding the person from any event(s);
- 21.5.2.7. Permanently expelling that person from the PGSL.

21.5.3. This disciplinary action can be in addition to any action already taken at the team level by a Head Coach, or an adult umpire. If the person who engaged in behavior which violates the Good Morals Clause, or engaged in unsportsmanlike or other Unacceptable Behavior, is a Team Volunteer, the discipline procedure and measures of this section are an alternative to, but not a replacement of, the right of the Board to remove the Team Volunteer for no cause (see section 16 *et seq.* above).

21.5.4. Prior to taking a vote to discipline a person for violation of the Good Morals Clause, or for having engaged in unsportsmanlike or other Unacceptable Behavior, one or more Members of the Board may, but is/are not required to, investigate the incident including but not limited to

interviewing the person(s) who made a complaint about another person(s)(the “Complainant”), the person(s) accused of wrongdoing (the “Respondent”), and witnesses.

21.5.5. Written factual statements may be obtained from the Complainant, the Respondent, or witnesses. Written statements will only be considered if the statement contains only facts related to the specific incident and is from a person who actually saw or heard the incident, or were present at the location of the incident and provide context for information from other witnesses. Any statements which are subjective and offer evidence only of the general character of the Complainant or Respondent should not be considered.

21.5.6. Any action, by the Board, to discipline a person shall occur at a closed session of the Board. The Board will review the allegations and the information presented by all parties, and will discuss possible discipline action prior to taking a vote.

21.5.7. The Respondent (or the Parent /Guardian if the Respondent is under 18) shall generally be given at least 5 calendar days advance notice of the Closed Session of the Board. For any emergency or exigent circumstance the closed session may be held with 8 hour advance notice, except when the accused subject to possible discipline is a Board Member and then notice requirements for Board Members shall apply. The notice shall inform the Respondent (or the Parent /Guardian if Respondent is under 18) whether the offence can be cured, and in what manner.

21.5.8. The Board has discretion to allow, or to not allow, Respondent to be present at the closed session for the presentation of the evidence and information gathered during the investigation. The Respondent does have a right to present evidence and information, and has the right to make a statement to the Board.

21.5.9. The Board has discretion to allow, or to not allow, Complainant(s) and/or witnesses to provide information or other statement, at the closed session.

21.5.10. The Complainant, Respondent and witnesses shall not be present for any discussion or deliberation by the Board, and shall not be present for the vote.

21.5.11. The determination of whether and to what extent the offense is cured shall be made by the PGSL Board at its sole discretion.

21.5.12. The decision to impose one, or more, specific disciplinary actions shall be made upon a majority vote of the Voting Board Members present for the vote at the closed session, or by proxy.

21.6. REPORTING DISCIPLINARY ACTION:

21.6.1. Pursuant to USA Softball Response and Resolution policy (as of 2024), once disciplinary action has been taken, or has been not imposed, the President or other Board Member shall notify anyone involved in the incident (i.e. mandated reporter(s), the claimant(s), and respondent(s)) of the disciplinary action taken, or not imposed.

21.6.2. The notification will simply inform the coach, assistant coach or other team personnel of the action taken and will not reveal the vote, discussion or any other conversation made during the closed meeting.

21.6.3. Additionally, the President or other Board Member shall notify USA Softball of NorCal, who should then relay the resolution to the USA Softball National Office.

21.6.4. The Secretary's minutes of the Board action will be held strictly confidential for Board Members only, unless otherwise required by law to be disclosed.

22. JUNIOR UMPIRES:

22.1. Junior Umpires must receive training in coordination with the Umpire-In-Chief of Peninsula Youth Umpire Association, or other official USA Softball umpiring body. Generally Junior Umpires will officiate 8U "Rec" games, but may also assist an Adult Umpire to officiate 10U or 12U games. The Board of Directors may set compensation for Junior Umpires.

23. BOOKS & RECORDS:

23.1. The PGSL will keep correct and complete books and records of associated accounts and will also keep minutes of the meeting of its Board for a period of not less than seven (7) years. The books and records of the PGSL may be kept at a place designated by the Board President.

23.1.1. All books and records of the PGSL, except closed session meetings, may be inspected by any Board Member, their agent, or attorney or Member of the general Membership for any proper purpose at any time. The party requesting inspection of records and books must submit in writing the reason for the inspection. The Board will respond to the request within ten (10) business days.

23.2. An audit will be performed by an independent party as deemed necessary by the Board.

23.3. Annual Report. An annual report shall be prepared which shall contain the following information: a balance sheet as of the end of the fiscal year, and an income statement and statement of changes in financial position for the fiscal year, accompanied by any report on them by independent accountants, or, if there is no such report, by the certificate of an authorized officer of the Corporation that they were prepared without review from the books and records of the Corporation. This Section shall not apply if the Corporation receives less than \$10,000 in gross revenues or receipts during the fiscal year.

24. LIMITATION OF LIABILITY: The current Board is not responsible for any acts or discrepancies in books and records committed by past Boards.

25. INDEMNIFICATION: To the fullest extent permitted by law, this Corporation shall indemnify its directors, officers, employees, and other persons described in 7237(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgements, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including any action by or in the right of the Corporation, by reason of the fact that the person is or was a person described in that Section. "Expenses," as used in this bylaw, shall have the same meaning as in 7237(a) of the California Corporations Code.

25.1. Advancement of Expenses. To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these bylaws in defending any proceeding covered by those Sections shall be advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the corporation for those expenses.

26. INSURANCE. The Corporation may purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, volunteers, and agents, against any liability asserted against or incurred by any officer, director, employee, volunteer, or agent in such capacity or arising out of the officer's, director's, employee's, volunteer's or agent's status as such.

27. AMENDMENTS: These Bylaws may be amended, repealed or altered, in full or in part, by a majority vote of the Board only. Amendments that are voted in shall be implemented immediately.

27.1. Any Board Member may propose amendment(s) to the Bylaws at any time. Before the Board may discuss proposed change(s), the General Membership shall

be given at least 30-Days notification there will be discussions of proposed amendment to the Bylaws at the next Board meeting. The discussion of any proposed amendments shall be placed on the agenda for the meeting. The proposed amendments to the Bylaws may, but are not required to, be submitted to the Board or provided to the General Membership for review prior to discussion at the Board meeting. Objections and/or suggestions to the proposed amendment will be heard at the first Board meeting after the 30-day notification. A final version of the proposed revisions or amendments, taking into account the objections and/or suggestions must be provided to the Membership within 14 days after this Board meeting. The Board may then vote on the final version of the proposed revisions or amendments at the subsequent Board meeting. Any vote on approval of amendments can only be held after the General Membership has been properly notified of proposed revisions or amendments and have had the opportunity to provide comments.

27.2. Notwithstanding anything above, a policy regarding urgent issues affecting player safety can be voted on by the Board without a notification or comment period to the General Membership. Notifications of such policies will be provided to the General Membership within seven (7) days of Board approval.