



## **New Richmond Fastpitch Club (NRFPC)**

### **Organizational By-laws**

**Vision:** To inspire a lifelong passion for fastpitch by building strong fundamentals, fostering sportsmanship, and creating a positive culture where every player can thrive.

**Mission:** To provide a competitive and supportive program that develops skills, character, and teamwork while preparing athletes to contribute to the success of New Richmond Area High School fastpitch softball.

#### **A. Affiliations**

NRFPC is affiliated with a league that has sanctioning through a national organization.

#### **B. Governance and Operation**

**NRFPC consists of two primary agencies.**

1. The first governing agency is the **Executive Board** that oversees operations including budget, fee structure, establishing teams, coaching position approvals, equipment orders, fields, officials, clinics, and arbitration, and attrition situations. The Executive board consists of President, Vice President, High School Liaison, Secretary, Treasurer, Player Development and Registration Coordinator, In house coordinator and Travel Coordinator.
2. The second agency is a 3-member ad hoc committee which will be utilized in arbitration. It will be comprised of the President, Vice President and High School Liaison. If a conflict of interest arises one of the other Executive Board members will act as the 3rd vote in the following order: Secretary, Treasurer and Player Development Director.
3. The Executive Board will ensure that there is representation of NFPRC at the League meetings, before, during, and after the regular season. The representative will be responsible for reporting on the results of the League meetings to NRFPC.
4. Terms for executive board members will begin with a 2-year minimum term. Following their initial term, board members may be reelected annually up to a total of 8 years. Term years run from October to October.
- 4a. Non-Executive Board Roles: Non-Executive Board roles will be discussed as needed. With most terms starting in October. These volunteer positions will be filled with volunteers approved by the executive board majority vote. (Examples Include: Tournament Director, Equipment Manger, etc.)
5. An annual meeting will be conducted in October of each year for the purpose of the election of executive board members, financial report, and any membership concerns.
6. An NRFPC member is defined as a currently registered player, parents, or legal guardians of a registered player, NRFPC coaches, NRFPC Executive Board Members.

7. All Board Members, coaches and assistant coaches must have a background check completed annually and on file with the association. Background checks for Executive Board Members are due November 1<sup>st</sup> and will be confirmed completed during the November board meeting. Coaches must be completed before working with players.
8. The By-Laws of NRFPC may only be modified or amended at the annual October general membership meeting. Approval of the new by laws will be by a majority vote of the retiring Executive Board. Any bylaw changes requested need to be presented by the September meeting to ensure adequate time for the board to review.
9. Executive Board Members are required to attend each monthly board meeting. If a member is unable to attend, they must communicate with the President or Vice President prior to the start of the meeting. Failure to attend 3 or more meetings in a row will trigger a vote to determine if member should be removed from role.

#### **C. Non-profit and Financial Institution Status**

1. NRFPC is registered with the Internal Revenue Service as a non-profit youth organization.
2. The financial institution which handles the NRFPC account will be selected by the Executive Board. Financial information may be obtained from the Executive Board.
3. Fiscal operations run from October 1st through September 30th.

#### **D. Levels of Play**

1. Levels of Play are defined by the organization in which we are affiliated (ex. MN Softball)
  - 18 and Under (18U)
  - 16 and Under (16U)
  - 14 and Under (14U)
  - 12 and Under (12U)
  - 10 and Under (10U)
  - 8 and Under (8U)
2. Players who remain within the limits of a level through August 31st of the previous year are eligible for that level. The age of the athlete is established on a date set by USA Softball. The playing age will not change mid-season.
3. The number of teams at each level is determined prior to the start of each season, based on the number of participants, field availability, coaches, and availability of pitchers and catchers.
4. In addition, teams may be designated Class A, Class B, Class C, or in some cases, at other levels of play within each age bracket. Team designation will be based on the perceived depth skill level within each team in each age bracket.

**E. Age Level Coordinator Role** – this section was removed October 2025 due to role changes / definition within the board.

**F. Coaching Selections**

1. Candidates for coaching positions will be reviewed prior to the start of each season by the executive board and the director of each section (ex. the In-house director will sit in on in house decisions).
2. Each team will consist of one head coach and two designated assistant coaches. Other parents may assist in any way the head coach and their staff feel are appropriate. They will have to follow league and state rules as appropriate for games and tournaments.
- 2a. We welcome older players to support our younger teams by assisting with practices, games and open gyms. To ensure proper communication and reporting, all additional players wishing to support younger teams must email NRFPC prior to assisting with practices, games etc. NRFPC will then ensure all documents, including but not limited to insurance waivers, code of conduct, etc. are completed.
3. If more than one person expresses a strong desire to be a head coach on a team, a coaching committee will determine the best coaching fit for the team. The committee will be comprised of the President, Vice President, High School Liaison, Travel or In House Director and Player Development Coordinator.
4. Final approval of coaches must be approved by the Executive Board.
5. All head coaches and assistant coaches are required to have background check completed after their initial coaching application. Additionally, all members of the coaching staff will complete required training as determined by the league in which we participate in. (ex. ACE, Safe Sport, Concussion Awareness)

**G. Registration and Team Selection**

1. An attempt will be made to place players on an NRFPC team roster if a team is available.
2. Any exceptions to the described policy will require board approval.
3. Registration for 8U, 10U, 12U, 14U, 16U, and 18U will be conducted in October / November of each year. Forms and announcements regarding registration will be emailed and listed on the Association's website.
4. Fees for registration for all levels will be communicated by the association prior to the start of each season.
5. Scholarship requests will be reviewed by the Executive Board.
6. Team try outs will be conducted each year for all travel and powered by levels. Specific times will be announced through web site postings, email, or Social Media.
7. Tryouts for 8U, 10U, 12U, 14U, 16U, and 18U, if necessary, may occur in the late summer or fall and will be determined by the Executive Board. The Executive Board will determine the tryout staff (3<sup>rd</sup> Party, High School Staff, etc.) along with evaluation areas.

8. The Association may form powered by teams each year. These teams shall be selected by the powered by team selection committee which will consist of the President, Vice President, Player Development Coordinator, High School Liaison and Head Coach.
9. Under some circumstances a player may be added to a team roster after the close of registration by approval of the Executive Board. The request to add a player to a specific team must be presented to the Executive Board by the respective coordinator (In House, Travel or Fall) responsible for the team or teams making the request.
10. Players on a NRFPC roster cannot double roster or participate on another team outside the Association for that season. Players within the Association may be used as a substitute on the NRFPC teams, but this action must be based on a specific need. The Travel Director must be informed of the situation and the Travel Director must notify the Board of the substitutions. The approval process must be followed on a game to game and/or tournament by tournament basis. Any violation of the bylaw could result in a player's expulsion for the remainder of the season.
11. Players at the B level can substitute up or to another B team, or A team - but A level Association players cannot sub down. All substitutions need to be requested by the requesting coach to the Travel Director; the current coach must approve.
12. Players from outside NRFPC or not registered for the applicable season cannot participate on an Association team without Board approval.
13. Names of players, dates of birth and addresses shall be on the submitted roster.
14. All coaches' names and phone numbers shall be placed on roster form.
15. Birth year verifications in the forms of a copy of each player's birth certificate will be available to each coach via the Minnesota Softball Website – parents are required to submit a birth certificate to the league once per player. If the parent elects to not upload their birth certificate they are responsible for providing this information before each game with a physical copy.
16. League Rules, official rule books, official roster sheets, schedules, weekend tournament listings, coaches' phone numbers, and score books will be distributed to coaches by the league by early May each year through either a mailing or pick- up point format.

#### **H. Fee Structuring**

1. Registration fees will be evaluated and set annually by the Association's executive board and be assessed to each participant.
2. NRFPC teams may not individually pursue or accept team sponsors or purchase additional team apparel, or accessories outside of the Association's standard uniform. All exceptions to the above statement must be approved by the Board (including Nationals Shirts). In addition, independent fundraising is allowed by any team or member of the Association with prior executive board approval.
3. The decision to refund all or part of a player's registration fee will be at the discretion of the Executive Board.

## **I. National Tournament Funding/Play**

1. Each team will receive funds to go towards a tournament or towards the National Tournament Funding/Play with written request by the head coach and will need to be approved by the Executive Board. "Fund amount is dependent on NRFPC Funds/Fundraising".
2. Confirmation that all parents have approved the participation. An exception will have to be presented to the board if you do not have a full roster and wish to add players. See section G12.

## **J. Playing Format**

1. Games will be by the league. Head coaches are responsible for resolving scheduling conflicts and make up games.
2. League rules will take precedence over NRFPC rules of governing, but not limited to, game scheduling and format, player eligibility, umpires, and league tournament stipulations.

## **K. Fall/Winter Non-Summer Development**

1. If there is enough interest, NRFPC will assign teams to the 18U, 16U,14U, 12U, 10U, and 8U age brackets of a chosen league. Play will be guided by the current Associations Policies and Procedures.
2. Email notices, social media, and web postings announcing Fall Ball registrations will be sent and posted on the Associations web site- The registration and payments must be received by the Association. Fund raising monetary requirements could also be assessed to each participant.
3. Fees will be dictated by the league entry fee requirements and will be established by the Fall Ball league coordinator in conjunction with the Executive Board.
4. Team selection will be determined by the Fall Ball League Coordinator and coaches, and Executive Board. Roster sizes will be dictated by the number of participants adhering to the most recent tryouts / evaluations scores. Final team selection determined by data evaluation score and executive board.
5. The association will post to its website and social media other camps and clinics offered for off season development and play. Emails may be also sent regarding updates on opportunities for NRFPC players.

## **Code of Ethics**

1. League players and coaches are governed by the national sanctioning body's Code of Ethics.
2. The possession and/or use of alcohol, tobacco or drugs by a player are prohibited by the Association. Any infractions of this rule discovered by a coach will be investigated by the Executive Board. If allegations are founded, players U14 players and any level below will be suspended for 2 games. Players in 16/18 and under will be governed by WIAA regulations. Any player found guilty of a second offence will be removed from play for the season.
3. The association shall have a formal incident/grievance policy.

## **Grievance Policy**

If you have concerns about the way a team is being managed, you need to contact the team coach directly. If you still have concerns, you can contact the appropriate age level coordinator. If both these attempts fail, you can appeal to the Grievance Committee. An ad hoc grievance committee is formed upon receipt of a written and signed grievance by the board of directors. The committee shall be comprised of three board members who are not directly involved in the grievance. The President of the Association is charged with selecting the committee. If the grievance is filed against the Association's President, then the treasurer shall be charged with selecting the committee.

Once the committee has read the formal grievance, they will conclude an investigation into the concerns and a process will be put in place to resolve the issue. This process may or may not include some type of due process procedure, and if such a process is required, the privacy of all parties will be protected.