

**By-Laws**  
**Warrior Athletic Club – Softball**

**Article I**  
**Organization Name**

The name of this Corporation shall be the Warrior Athletic Club. These by-laws are for the Warrior Athletic Club - Softball.

**Article II**  
**Organization Purpose**

The Warrior Athletic Club (WAC) is organized exclusively for educational purposes within the meaning of section 501(c) (3) of the Internal Revenue Code. The organization shall promote the education, training and skills development of fast pitch softball for girls aged 7-15 living within or open enrolled into the Waukee Community School District.

**Article III**  
**Mission**

The mission of the corporation shall be:

“The Warrior Athletic Club - Softball mission is to develop a championship girl’s softball program for the Waukee Community School District that encourages participation, excellence, sportsmanship, pride and fun. We will accomplish and sustain this through player, coach and facility development as well as fundraising and marketing with the assistance and cooperation of the parents, high school softball program and community.”

**Article IV**  
**Membership**

**Section 4.1 Members**

- A. Participation in the WAC is open to all girls aged 7-15 living within or open enrolled into the Waukee Community School District and shall not be restricted on the basis of race, creed, or national origin.
- B. The WAC may allow a girl living outside of and not open enrolled in the Waukee Community School District to participate, provided a majority of the Board of Directors approves the exception and participation meets the WAC guidelines.
- C. Participation in WAC-Softball will be determined by the ages of the girls as prescribed by the United States Specialty Sports Association (USSSA).

## **Section 4.2 Participation Fees**

- A. Participation fees shall be determined annually by the Board of Directors. Fees may vary based on age groups, number of tournaments scheduled and other factors.
- B. Each participant may also be required to purchase uniforms and other equipment as specified by the Board of Directors for the participant's age group.
- C. No player shall be denied the right to participate due to financial hardship. Any parent claiming financial hardship may present their situation to the President and Treasurer for review. The President and Treasurer, after a review of the facts, may agree to reduce or waive participation fees for specific individuals based on hardship. Each situation shall be reviewed on its own merit. The President and Treasurer shall have the sole discretion to make this decision. All decisions shall be confidential.
- D. All registration fees must be paid at the time of registration and are considered non-refundable. Late registrations are subject to team availability and subject to the approval of the Board. The President and Treasurer may review refund requests and approve or deny the requests based on the merits of the situation. If the request is denied, the participant's parents may appeal to the Board of Directors for further review.
- E. Payment of fees is required at registration, unless previously waived under the provisions of financial hardship. All participants must be in good standing with the WAC to be eligible for team tryouts or placement on team rosters.

## **Article V**

### **Board of Directors & Advisory Committee**

## **Section 5.1 Director Positions:**

- A. The Warrior Athletic Club Board of Directors shall be comprised of the following positions:
  - I. President
  - II. Vice President
  - III. Treasurer
  - IV. Secretary and Communications
  - V. U8/U14 Director
  - VI. U10 Director
  - VII. U12 Director
  - VIII. Facilities/Equipment Director
- B. The terms of office for each director shall be a voluntary commitment with a minimum of one year and a maximum of three years. Terms shall be

staggered to provide for continuity of the management of the organization. All members of the board are voting members.

- C. Each elected term of office shall commence on December 1<sup>st</sup> following election.

### **Section 5.2 Director Responsibilities:**

**President:** The President is chairman of the Board of Directors. The President manages interface between board and other organizations, coordinates activities of the directors. The president executes all policies and decisions made by the Board. The president has check signing authority. The president is the tie-breaking vote in all board matters.

**Vice President:** The Vice President is next in line to serve as President of the Board of Directors. All sub-committees report to the Vice-President which in turn The Vice-President reports to the Board of Directors with the monthly updates.

**Treasurer:** The Treasurer ensures that all monies received are promptly and properly deposited. The Treasurer pays all bills approved by the board. The Treasurer ensures that all funds are properly safeguarded and maintains a proper record of all account activities. On a quarterly basis, the Treasurer will provide an accounting of all activities for the WAC board and the individual teams. The Treasurer is responsible for filing all required documents with the state and federal agency guidelines.

**Secretary and Communications:** The secretary is responsible for complete and accurate minutes of all meeting of the board. The secretary will provide copies of all minutes and maintain an archive of all board approved documents, including approved minutes, articles of incorporation, by-laws, annual financials, grievances and any other pertinent documents that the board deems necessary.

**Facilities and Equipment Director:** The director is responsible for field maintenance of the WAC fields and Indoor Hitting Facility. The Director is also responsible for keeping an inventory of all WAC equipment and assigning equipment to the teams as necessary. The director will work with equipment vendors to purchase any necessary equipment for needs of the WAC. The director is responsible for obtaining board approval for all equipment purchases. The Facility and Equipment director is responsible for coordinating uniform fittings and working with the vendor to fulfill these uniform orders. The director is also responsible for bringing any additional equipment needs noted by coaches to the board's attention. At the end of the season, the equipment director is responsible for retrieving all equipment assigned to the teams and securely storing the equipment. The WAC President may assign a Sub-Committee to assist the Director in these duties.

8U/14U, 10U, and 12U Directors: The directors will represent the interest of each player and ensure that all actions taken by the coaches, WAC Board, Advisory Committee, and general membership are taken for the well being and welfare of the players. The director is the first level of communication with the coaches and players parents for the respective age groups. The director should coordinate all communications with coaches and players. There should be a minimum of 3 meetings of the director with the respective coaches. The meetings should be scheduled before practices start in the spring, after the first tournament and near the end of the season. The director handles all grievances and conflicts in accordance with the By-laws.

### **Section 5.21 Sub-Committee Responsibilities:**

Website Sub-Committee: The Website Sub-committee is responsible for timely updates and maintenance to the WAC Website. All information posted needs to be posted with approval of the Board of Directors or the current WAC Vice President.

Marketing/Public Relations Sub Committee: The Committee is responsible for building relationships between parents, coaches, players and community to maintain the theme of a united Waukee Softball Program.

Tournament Committee: This Sub-Committee is responsible for all facets of organizing the annual WAC tournament. The Committee is responsible for development and oversight of tournament committees for volunteers, fields, umpires, vendors, tournament t-shirts and advertising. Tournament director is the liaison with city and other local officials. The tournament Committee has ultimate decision-making authority over tournament structure, setup and team participation. Tournament fees and date will be established by the vote of the WAC board.

Fundraising Director: The fundraising director is responsible for all corporate and team fund raising efforts.

### **Section 5.25 Advisory Committee**

The Advisory Committee shall be comprised of the Current Waukee High School Softball Coach and 1-2 appointed members. The annual appointments will be made by the High School coach with no stated number of terms. The purpose of this committee is to advise the Board of Directors from member transitions after each annual election and insure that the philosophy of the program remains consistent from each new Board of Directors. The Advisory Committee shall also be responsible for the annual coach Selection, Tryouts and Team formations. The Advisory Committee will interview and select all Head Coaches from a pool of Volunteers based on experience and past involvement in the program.

The Advisory Committee will oversee annual tryouts each year and the evaluation of all players. This information will then be used by the Advisory Committee during the team formation process with each selected head Coach. With the exception of the parent coach's survey, at no time will any Board of Director or WAC Parent have input of involvement in the coach selection or team formation process.

The Advisory Committee will also be responsible for handling any un-resolved issue or grievance that the WAC Board of Directors brings forth.

### **Section 5.3 Annual Meeting:**

The Board of Directors shall select a day in the month of November for the Annual Meeting. The date must be communicated by mail or email to all participating families at least 21 days prior to the meeting. Nominees for office may address the attendees at the Annual Meeting. Any player's parent may request the Secretary to include an item for the agenda of the Annual meeting prior to the meeting. Parents may also address issues to the Board of Directors at the meeting.

### **Section 5.5 Election:**

A. Nominations to fill offices of the WAC Board of Directors must be made in writing to the Secretary. Nominees must be a parent(s) or legal guardian(s) of current WAC players. Nominees must also be at least 18 years of age, and in good standing with the association. All membership fees, if applicable, must be paid in full in order to be placed on the ballot for consideration. In addition, a candidate who does not meet the eligibility requirements previously stated may become an eligible nominee by receiving "Board Endorsement". A candidate requesting "Board Endorsement" must do so in writing to the President of the Association at least 10 days prior to the annual board meeting. The Board of Directors may "endorse" any candidate by a 60% affirmative vote. A written response will be provided to candidates seeking endorsement prior to the annual meeting. The secretary shall make a membership address and phone list available to any eligible nominee upon request.

B. The Secretary and Treasurer shall prepare ballots listing all nominees for each office. Each family may vote at the Annual Meeting or by absentee ballot. Absentee ballots must be requested within 7 days of the Notice of the Annual Meeting and returned to the Secretary prior to the Annual Meeting. All other ballots will be distributed at the Annual Meeting. All nominees must be listed on the official ballot. There are no provisions under the current bylaws for write in votes.

C. The Board of Directors shall select election judges from among their members. The election judges shall count votes cast at the Annual Meeting and the results announced at the Annual Meeting. The election judges will pass out ballots to each valid voter in attendance at the Annual Meeting - one vote per family regardless of the number of children participating in the WAC. The nominees receiving the most votes as a result of the election will fill the open positions.

D. Should a director resign from office before the end of the term, the Board of Directors will select a replacement to serve the balance of the term.

E. The Board of Directors may remove any current board member from office for failure to perform their duties by a 60% affirmative vote.

F. An election of board members will only occur if there are more candidates than open board positions.

#### **Section 5.6 Board Meetings:**

A. After the Annual Meeting, the President will set the date for the first meeting of the Board of Directors. At the first meeting of the Board of Directors, the Board shall agree upon a schedule for regular Board Meetings. This schedule shall be communicated to all participating families.

B. The first 30 minutes of regularly scheduled Board Meetings are open to all parents and players who are in good standing with the Association.

#### **Section 5.7 Board Committees:**

A. The President may create committees as needed to meet the needs of the WAC.

B. The President shall appoint the leader of each committee, subject to approval from the Board of Directors.

### **Article VI** **Amendments**

The Bylaws of the WAC may be amended by a 60% affirmative vote of the Board of Directors.

**Article VII**  
**Coaches, Teams, Try-Outs and Players**

**Section 7.1 Coach Obligations:**

Coaches will be required to teach and develop all players and support the entire WAC program based on the current philosophy of the program set forth by the Advisory Committee.

Coaches who fail to meet these obligations may be removed by majority vote of the Board. Parents with a grievance against a coach or the WAC are encouraged to follow the processes outlined in Article IX.

**Section 7.2 Roster Sizes:**

The board recognizes that WAC has an obligation to our players to keep roster sizes to a manageable level, thereby providing maximum playing time for all participants. WAC rosters will be limited to a maximum of twelve (12) players per team for 10U, 12U, and 14U and thirteen (13) players per team for 8U. A minimum of 9 spots will be filled on the rosters after the tryout process. Variation of these roster sizes must be approved by Advisory Committee at the team formation meeting.

**Section 7.3 Team Formation Policy:**

**(A) Age Requirement**

WAC forms teams based on USSSA age regulations. The age brackets are as follows:

8U Coach Pitch: Girls 8 years of age or younger on December 31<sup>st</sup> of the previous year

10U: Girls 8\*\*, 9 or 10 years of age on December 31st of the previous year

12U: Girls 11 or 12 years of age on December 31st of the previous year.

14U: Girls 13 or 14 years of age on December 31st of the previous year.

\*\* The 8U teams play in a limited number of coach-pitch tournaments. If a girl has played player-pitch for Fall Ball, she is eligible to try-out for a 10U team with the understanding she will play 3 years at the 10U level (i.e. not move up to 12U early) \*\*

**(B) Eligibility**

Players must be properly registered, fees paid, and in good standing with WAC to be eligible for tryouts and placement on a WAC roster. Late registrations and/or fee payments (after the formal registration dates) are subject to roster availability and will be assigned to teams at the discretion of the selection committee.

(C) Team Formation.

The Tryouts will be held at a time and place determined by the WAC Board. After tryouts, teams will be formed by the Advisory Committee. All girls must tryout to be assigned a team. Girls missing tryouts or new to the district will be required to tryout before the Advisory Committee for proper team placement.

(D) Tryout Process

Within the limits of a volunteer organization, WAC strives to make the tryout process as impartial as possible. During tryouts, outside evaluators judge each player at each skill level including: hitting, bunting, fielding grounders, fielding fly balls, sliding and base running. Evaluators should not have any connection to players in the WAC program. No adjustments to the tryout tests or procedures are to be made once the tryout begins.

(E) Tryout attendance

Players are required to attend the full tryout process. Illness, injury, or extraordinary personal circumstances may cause players to request an exemption from tryouts. Requests must be made prior to the start of tryouts unless an injury or illness occurs during the tryouts. Submission of supporting documents, including doctor's reports, etc. are highly recommended and should be submitted prior to the end of tryouts for anyone requesting a waiver from tryouts. The Advisory Committee will review the request for exemption and determine the appropriate course of action based on the best interest of the program. Anyone choosing not to participate in tryouts will be placed on rosters at the discretion of the Advisory Committee and the best interests of the program.

**Article VIII**  
**Conflict Management**

**Section 8.1 Conflict Management**

WAC coaches are volunteers. They are not expected to tolerate disruptive or disrespectful behavior by players or parents. Profanity, verbal abuse, or physical abuse will not be tolerated. Discipline for detrimental behavior conducted during any WAC sponsored event, or events where WAC is a participant, is the responsibility of the head coach.

If a player does not respond to a coach's verbal warning(s), the WAC Board of Directors grants its coaches the right to dismiss a player from practice or a game for conduct deemed detrimental to the team. The interpretation as to what constitutes insubordinate or otherwise inappropriate behavior at the time of the incident will rest on the judgment of the coach.

First Offense – Suspension from current practice or game. The coach shall inform the player's parents of the incident and the player will return to the next scheduled

practice or game, but must first meet with the coach prior to the start of the next practice or game.

Second Offense – Suspension from practice or game. A mandatory telephone conference or meeting between the coach, the player and her parent(s) must take place before the player can resume participation with the team.

Third Offense – The player is automatically suspended from further participation until a mandatory meeting can be scheduled with the player, the player’s parents, coach, and WAC age group Director.

The coach may recommend disciplinary action above and beyond these guidelines to the WAC President and appropriate age group Director, if the severity of the situation warrants. Any deviation from the recommendations stated above is subject to the approval of the WAC Board of Directors. In all cases, notice of suspensions will be communicated to the player’s parent(s), the age group Director, and the WAC President.

A player, parent, coach, manager, or WAC board member who violates any federal, state, local statute, code, ordinance, regulation or guideline during any WAC sponsored event or events in which WAC is a participant, may be temporarily suspended by the Board from further participation and will not be reinstated until being heard before the WAC Board of Directors and may face additional sanctions as deemed appropriate by the Board.

## **Article IX** **Grievance Procedures**

### **Section 9.1 Grievance Procedures**

While WAC works diligently to address issues before they become problems, we recognize that parents and players need to know how to proceed should they wish to seek resolution to an unresolved problem. If there is a complaint, the following steps may be taken:

The parents and players are encouraged to work with coaches to resolve their differences. Parents and players should wait to address their concerns until they can approach the coach in a private setting where other parents and players are not around.

If the problem remains unresolved after discussing the matter with the coach, contact the appropriate age group Director. The Director will facilitate an informal meeting between the parents and/or player, the coach, the age group Director and one at-large Board member. At this meeting, the participants will discuss possible resolutions of the problem short of a formal complaint to the Board. If a resolution is reached which is satisfactory to both parties, a summary

of the outcome will be presented to the Board for approval, if deemed necessary by any Board member present at the meeting.

If the matter is not resolved at the informal meeting and someone wishes to pursue the matter further, a written complaint or question should be directed to the attention of the WAC President. The letter must be signed, contain a return address and a phone number. The coach or other individual(s) involved will be given an opportunity to respond, in writing, to the statement. The complaint and response will then be brought before the WAC Board of Directors as soon as possible. If deemed necessary by the Board, the parties involved request to appear before the Board to answer questions. Written correspondence stating the final decision and action taken by the Board of Directors, if any, will be mailed to both parties within 30 days.

It is anticipated that the majority of problems should be resolved without Board involvement. Submitting a concern to the Board of Directors should only be considered when all other means of resolving the complaint or issue have failed.