

Elk Grove Girls Softball Operational Guidelines

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Article 1 - Guiding Principles

1.1 Preamble:

The youth softball leagues and associated programs are operated by the Elk Grove Park District. The Board of Commissioners of the Elk Grove Park District appoint volunteer Advisory Board members to assist with operational decisions and tasks for these leagues and programs, in accordance with the Letter of Understanding set forth by the Elk Grove Park District.

1.2 Business Status Information:

The Elk Grove Park District is a municipal organization within the Elk Grove Village boundaries and acts in accordance with the recreational pursuits of the community and other members to which it serves. To further distinguish the business status, neither the Advisory Boards nor the Elk Grove Park District are a registered 501c3 (tax exempt, nonprofit organization). The Elk Grove Parks Foundation, which is affiliated with but separate from the Elk Grove Park District, does carry this status. Any donations that require this status may be able to process funds received through this Foundation for the purpose of enhancing parks and recreational pursuits that are not typically supported by property taxes received by the Elk Grove Park District. In order to do this, you must contact the District liaison and the Superintendent of Recreation before soliciting the donation or promptly after being informed of this requirement.

1.3 Our Purpose:

To provide a safe, innovative, educational and competitive softball program for girls in grades K through 12 in order to better prepare them for the next competitive level.

1.4 Elk Grove Park District Mission, Vision, Values and Goals:

1.4.1 Mission Statement:

To provide safe and innovative parks and recreational opportunities.

1.4.2 Our Vision:

Go beyond the expected!

1.4.3 Our Values:

Trustworthiness: Accountable – Stand behind our work and our word

Respect: Understanding that others have opinions and ideas

Responsibility: Follow through

Fairness: “The Golden Rule” – Treat others as you would like to be treated

Caring: Going out of your way to make a difference

Citizenship: Stand up for what is right

Preparation: The work today prepares us for tomorrow

Article 2 - Guiding Documents

2.1 Statement of Intent:

The Operational Guidelines may not conflict with the Affiliate Agreement or the Volunteer Board Manual. The Affiliate Agreement is the overseeing document, followed by the Volunteer Board Manual, and then the Operational Guidelines would be the last document in the order of priority.

2.2 Memorandum of Understanding (Affiliation Agreement):

The Elk Grove Park District and the Athletic Leagues have entered into a formal agreement termed the Athletics Affiliation Agreement. Each year, an officer of the League along with the President and Secretary of the Park Board of Commissioners sign the Agreement. Signed originals of this Agreement are kept at the Administration Building. Copies will be given to the League.

2.3 Elk Grove Park District Athletics Advisory Board Manual:

The purpose of the Advisory Board Manual is to outline the processes between the Elk Grove Park District and the Youth Leagues. The Letter of Understanding outlines specific roles of the Park District and the Youth Leagues, and this manual defines specific procedures in order to be successful.

2.4 Operational Guidelines:

Each League is required to manage a set of Operating Guidelines, which govern the League's operations. A copy of any updated or revised Operating Guidelines must be sent to the Park District Athletics Supervisor within 15 days of proposed revisions. The Operational Guidelines must be approved by the Elk Grove Park District. The Leagues agree to follow the processes & procedures set forth by the Operational Guidelines.

2.5 Amendments:

Amendments can be made to these operational guidelines by an affirmative vote of the majority of eligible voters present, provided such information is included in a 10-day notification of the general membership meeting at which the vote is to be taken. This includes changes to the operational guidelines once the first season has started.

2.6 Dissolution:

In the event of the dissolution of the Elk Grove Girls Softball program, the Elk Grove Park District shall determine the distribution of physical and monetary assets.

Article 3 Board of Directors

3.1 Composition:

The Board of Directors shall be composed of ten (10) voting members, and one (1) representative designated by the Elk Grove Park District.

3.2 Eligibility:

Open to all persons who share an interest in furthering the purpose of the organization.

Any member who has been placed on probation or suspension by the Board of Directors during the present year shall not be eligible to seek a position on the Board of Directors during the forthcoming year.

- No two candidates from the same immediate family can run for or hold a Board seat at the same time. However, in the event of a vacancy, the Board may appoint anyone to fill the position for the remainder of the current season.
- In order to be nominated for the office of President, Commissioner or Treasurer, a candidate must have a minimum of 1-year experience on the Board. However, if there is no candidate meeting this requirement, an experienced manager, coach or active member in the program may run with the approval of the Board of Directors.

3.3 Candidate Consideration:

An individual, who wishes to run for an office on the Board of Directors and meets the criteria of section 3.2 of these Operational Guidelines, must submit their name to the nominating committee a minimum of 30 days prior to the annual meeting and election.

3.4 Election Procedure:

A minimum of 60 days prior to the annual meeting/election, the Board of Directors will appoint a nominating committee. This committee shall be composed of all Board members not currently up for re-election.

In order to be elected/maintain a position on the Board you need to have the majority vote.

3.5 Ballot:

A copy of the slate of candidates will be submitted to the general membership a minimum of 10 days prior to the annual meeting/election. In order to be considered, a candidate must follow these Operating Guidelines in order to appear on the ballot.

The election shall be held as a secret ballot, the nomination committee will have printed copies providing the board positions that are up for election, along with the candidate names next to the position. This ballot shall consist of "Yes or No" checkboxes to help ensure it is truly a secret ballot.

At the time of elections, if a position has not been slated by anyone, the newly elected Board of Directors may choose to appoint someone to fill the position.

3.6 Terms of Office:

All Directors shall be elected for a two (2) year term. Terms shall be staggered with the President, Secretary, Member-at-Large, Equipment and Special Program Coordinators expiring on odd years, and the Commissioner, Treasurer, Fields, Ways and Means and Promotions Coordinators expiring on even years.

If a board member runs for another position in the middle of their current term he or she only needs to vacate his or her current position if elected into the new position. Directors appointed to fill a vacant position, shall serve in that position for the remainder of the current season. If there is more than one year left in the term, the second year of the term will be filled by election of a Director to that position, at the annual meeting.

3.7 Removal from Board Position:

If there is an Board Member who proves to be unworthy of his/her duties, who has violated a Park District Control Ordinance; the Letter of Understanding; Volunteer Board Manual; or the League's Operational Guidelines or Positional Duties & Responsibilities (Article 4), the Board President, Board or Park District staff may make a written recommendation to the Park District Athletic Committee and Executive Director detailing the violation or unworthiness to remove that League Board Member.

The League President and Board Member will be notified of the violation or unworthiness and recommendation of removal. The Park District Athletic Committee and Executive Director will make

a decision regarding the Board Member. The removed Board Member has seven days to submit in writing to the Executive Director and Director of Leisure Services of the Park District a request for an appeal hearing.

The appeal hearing will take place at the next Committee of Whole meeting for the Park District. A final decision will be made by the Park District Board of Commissioners. Until the appeal is held, the removed Board Member may not participate in a board or coaching capacity in any softball related activities, including practices, games, training sessions, special events, or any other event marked on the key dates document or the website. Unless otherwise directed by the Park District, this guideline does not impact a person's ability to attend events in a spectating capacity or as a member of the audience.

3.8 Vacancies:

Filled through election by the majority vote of the remaining Board to finish the term. Vacancies, which occur after completion of the playing season, will be filled only if the Board considers the action necessary.

3.9 Responsibilities:

Once elected, the new board member must formally accept the position; complete the volunteer waiver and release form and criminal background check release form. This information must be submitted to the Park District along with updated contact information before the board member is officially on-boarded and before they begin to work.

Board Members will follow the Volunteer Board Manual of Processes and Procedures. The Volunteer Board Manual will be reviewed annually by staff. New Board members shall sign off on receiving and reading the Volunteer Board Manual within one month of being selected on the Board. In addition, new Board members should sign off on receiving and reading a copy of the Letter of Understanding.

The Board members will attend any Volunteer Board training that is facilitated specifically for the Leagues through the Park District.

Board members are expected to attend all board meetings, or give sufficient notice when they cannot attend. In addition Board members are responsible for the completion of all their assigned duties listed in Article 4, additional duties assigned & accepted during board meetings and attending and assisting with any Girls Softball or Board Events in which the Board Member can make reasonable accommodations to attend. The Softball Board understands that Board Members will have conflicts with events due to prior engagements and other responsibilities.

3.10 Benefits / Compensation:

Board Members will not receive any registration benefits or monetary compensation for service as a voting member.

Article 4 Board Positions & Duties & Responsibilities

Board members are responsible for the completion of all their assigned duties listed below, additional duties assigned & accepted during board meetings and attending and assisting with any Girls Softball or Board Events in which the Board Member can make reasonable accommodations to attend. The Softball Board understands that Board Members will have conflicts with events due to prior engagements and other responsibilities.

4.1 President:

Presides at all membership and board meetings; receives a copy of all committee and Commissioner's reports; follows up on all activities and plans to insure accomplishments. Is the program's primary point of contact with the Elk Grove Park District on all program related matters. Coordinates with other organizations to advance the goals of EGGS.

4.2 Commissioner:

Coordinates division commissioners; oversees registration for all seasons (including winter training), organizes evaluations for the spring season and on an ad hoc basis, prepares draft packets and coordinates spring draft; in coordination with the President, the Commissioner will recommend Fire, Spring, and Fall team managers.. The recommendation regarding appropriate action concerning managers, coaches, players and parents during disciplinary proceedings will be made by the Commissioner who will submit their proposal to the Board for a majority vote Board approval.

4.3 Secretary:

Keeps & maintains agendas/minutes of all meetings; in charge of picture day; maintains operational guidelines and acts as a parliamentarian; prepares & distributes information to be provided to managers at the managers meeting. Updates separate parent and manager email lists for winter training, spring, and fall ball, including separate for managers.

4.4 Treasurer:

Presents expenditures for Board approval and Park District payment; submits financial reports to the Board for all registration receipts and disbursements by the Park District; maintains and reports monthly to full Board of disbursements under \$100.00; presents financial report to the general membership at the annual meeting, combining income and expense from the Park District general

fund and the softball petty cash fund. Is responsible for submitting to the Park District 3 quotes for a). goods and services over \$5000 for one purchase or b) for multiple purchases to one vendor that will total \$30,000 for the year.

4.5 Member-at-Large:

Assists all board members as needed. Primarily works with the Special Programs Coordinator on Winter Training programming, recruitment of volunteers for special events, and organization of FIRE Tryouts. Responsible for practice and game/umpire scheduling and consults/informs with the President and Commissioner on all postponements. Also responsible for any special events related to player development, including camps and activities but not including Winter Training, which is the responsibility of the Special Programs Coordinator.

4.6 Special Programs Coordinator:

Responsible for Winter Training programming, volunteer training and scheduling. Coordinates FIRE Tryouts and, in collaboration with Fire managers, identifies tournaments and single games for FIRE teams to compete in. Primary support is the Member at Large.

4.7 Equipment Coordinator:

Arranges for the purchase and storage of all equipment, uniforms (regular, Fire, and fall seasons), and awards, including the organization of the Lively warehouse and the garage at CAF. Distributes, collects and inventories all equipment and supplies in front of and after the spring and fall seasons. Arranges for postseason cleaning/repair of equipment as necessary. Coordinates with the Fields Coordinator to ensure all necessary equipment is in the field boxes. Coordinates with Special Programs on uniform purchasing.

4.8 Field Coordinator:

Coordinates communication related to the upkeep of playing fields; maintains supply of equipment (first aid and field) at all playing fields during the season; will be in charge of the striping machine for marking the fields during playoff games and special events, including CAF Saturday's. Coordinates with the President any special projects from the Park District. Provides primary support to the Equipment Coordinator.

4.9 Ways and Means:

In charge of fundraising activities after review with the approval of the Board; Bingo Night; EGGS Night Out Event; Works in coordination with Promotions to help improve the growth of the program, including community outreach, participation in schools for recruitment activities, and special events. Solicits sponsorships for large projects. Provides primary support for the Promotions Coordinator.

4.10 Promotions Coordinator:

Promotes registration in schools and communities; promotes program in all forms of media; promotes program through the inventory, procurement, and sale of merchandise relating to the program; leads group that secures donated merchandise for raffles, etc. Maintains all program social media accounts. Provides primary support for Ways and Means.

4.11 Park District Representative:

Will be a liaison between the Elk Grove Girls Softball League and the Elk Grove Park District. The representative will be a non-voting member of the governing Board and will have the final review of matters dealing with philosophy and financial solvency. Responsible for updating the Board in writing of any revisions to Memorandum of Understanding and Elk Grove Park District Athletics Advisory Board Manual.

Article 5 League Meetings

5.1 Board (Public) Meetings:

The Board President and the Park District Athletics Supervisor will set meeting times and dates in advance for the whole year. The meetings cannot be changed without approval from the Park District. Monthly board meetings are scheduled one year in advance.

It is required that this information be posted on each League's website and a calendar of these dates be provided to the District Liaison at least 1 month prior to the date requested.

There cannot be a Board Meetings at which action can or is intended to be taken scheduled on the side or scheduled without a Park District representative.

The Park District should have representation present at each meeting. If the Park District staff member cannot attend, he or she will contact the President of the League.

These meetings are publicly held and all dates are posted in a fashion that informs the public of the date, time and location of each meeting.

The Athletics Supervisor must have input into the monthly agenda so the Park District may be able to review and prepare for and/or add important topics.

Elk Grove Girls Softball League will use the following practices to run a thorough and meaningful meeting.

- Use of Robert's Rule of Order or like form of standards to conduct a constructive and democratic meeting
- Agenda created and posted 48 hours prior to each meeting
- Review of past monthly minutes at the start of the meeting
- Financial report given to include the following:
 - Review of Financial Statement from Park District
- Provide the Minutes from each meeting and distribute to the League Board, Park District Athletics Supervisor, and Athletics Committee of the Park Board within 10 business days of the meeting.

5.2 Annual Meeting Date:

Held in September to review the season's activities and elect a Board of Directors from among the voting membership.

Notification will be made in writing to the general membership at least 10 days before the meeting. A quorum; majority of voting members present consists of seven Board Members with voting rights.

5.3 Monthly Board Meetings:

Held monthly, open to general membership; held more frequently when necessary. A quorum; majority of voting members present consists of six Board Members with voting rights.

Executive Board Meetings are limited to Board Members only and held when necessary.

5.4 Special Meetings:

Called by the Board of Directors when a matter arises of which is of interest and importance to the general membership.

Special meetings must be approved by the Park District. (NOTE: There has to be some allowance for ad-hoc meetings such as game day preparations or when they are scrambling to get something done due to a change in personnel, conditions, etc.)

5.5 Presidents Meetings:

The Park District will host President's meetings. The meetings are open meetings and are intended to foster good communication between the Park District and the Leagues. However, it is strongly recommended that each League be represented by their President only. This is to keep the discussions and overall meeting length to a reasonable amount of time. If the President is unable to attend, the President should notify the meeting organizer as quickly as possible and attempt to find a representative from his or her League to attend in the President's place.

5.6 Coaches/Managers Meetings:

After coaches are selected, a coaches meeting should occur. The Park District is requiring the contact information of all of the coaches that will be working with their respective teams.

Coaches who attend the Coaches Meeting will receive a Volunteer Expectations Manual and Park District staff will review the manual with the coaches, including the Code of Conduct.

- The Codes of Conduct must be presented and signed by the parents, participants, and even the coaches. The coaches should keep the signed copies so that in the event someone needs to be reminded of the Code or someone breaks the Code, there is evidence of their signature.
- The updated Code of Conduct forms are included in the Athletics League Board Manual. Anti-bullying verbiage has been added to the original Code of Conduct forms.
- Manager and protected coach must sign a volunteer waiver and a criminal background check form.
- This form must be signed for each League even if the coach has volunteered for other Leagues.
- Any protected coach not in attendance at this meeting must be given a criminal background check.
- This form must be submitted to the Park District before any team activities occur. Any coach that has not completed a background check will not be allowed to volunteer.

5.7 Registration Events:

Elk Grove Girls Softball League will have a formal registration event at a Park District facility. The date, times and location will be reserved through the District Liaison and all marketing information must correspond. The Park District will provide the registration forms, set-up, breakdown and cashiers to process the registration for the event.

5.8 Committees:

Appointed by the Elk Grove Girls Softball League Board of Directors as needed. Each committee shall have a minimum of 3 and maximum of 4 participants.

Article 6 Finance

6.1 Budget Preparation:

Annual budget shall be submitted prior to September 1 of the year prior to the budget year. Budgets are subject to review, revision and/or approval. Budget template will be distributed to the League each year. Estimated fund balance or reserve must be included with the budgets with explanation on purpose of money.

6.2 Outside Accounts:

There will be no outside accounts for the Athletics Leagues. All Transactions will be through the Park District accounts.

6.3 League P-Cards (Purchase Cards):

The P-Card card is intended for concession, equipment and emergency purposes.

6.4 Capital Projects:

Prior to September 1 of each calendar year, submit requests for improvements, or capital development considerations to the District or its assigned agent.

6.5 Surplus Explanation:

The Park District requires that each League provides information regarding what they plan to use their fund balance for at the end of each fiscal year. This is done for the following reasons:

- So, the Leagues could do some future planning to identify any future issues and to ensure that this is discussed at a board meeting.
- For the Leagues to do future planning on how to spend the money if they have a large fund balance.
- For the Leagues to develop a philosophy on fund balance, pricing, etc.

6.6 Fundraising Guidelines:

Below are the potential items that would be approved through fundraising activities:

- Program enhancements (* See proposed definition below)
- Capital enhancements – must first go through capital process

Below are the items that would not be approved through fundraising activities:

- Staff parties or recognition
- Non-budgeted special events (money could be raised by donations)
- Regional or National events for teams or individual (Parents could fundraise for themselves)
- Items that are not approved as a fundraising activity can NOT use the Park District name, ID number, or tax exempt number.

Program enhancements are items that are purchased to enhance (or heighten the value) of a program. The cost of these items (or item) falls below the capital limit of \$5000 and is not covered in the general supply budget. These are often items that are on a “wish list”.

6.7 Check Requests:

Each League/team has been furnished with a check request form. This form must be filled out in its entirety for all checks requested whether it is an invoice, reimbursement, tournament fee, etc. All check requests must be authorized by the treasurer of each account.

All check requests **MUST** have appropriate back up, the actual invoice, receipt, or tournament registration form. Backup must have a dollar amount equal to the amount requested. For tournament registration forms, make sure the correct mailing address and dollar amount is included.

If for any reason, you are not paying a complete invoice, such as missing product, please state that on the check request.

All check requests are submitted to the District liaison. Requests must be received no later than Monday by 10PM to have checks cut on the following Friday. The reason for this is the EGPD Purchasing Policy requires any checks over a certain amount to be approved by the Superintendent and a Director or multiple Directors. They may not always be in their offices, so it may take time to get proper approval.

Checks being picked up will be ready after noon on Friday.

If for some reason, you do not use a check that was issued, it is important to inform the District liaison and, if possible return the check so it can be properly voided from the system -for example if a tournament is canceled. Outstanding checks remain an offset to the account until voided.

6.8 Payroll:

All umpires that are being paid through the Park District accounts for services rendered should be submitted on a spreadsheet provided by EGPD. Before they begin working, individuals must submit a current W-9, Individual Contractor Form, Background Check Form and if under the age of 16, a current work permit from their school. These forms must be on file with EGPD, originals - no electronic copies. This is a legal requirement. If EGPD does not have these forms and a request is made for payment, they will not be paid. It will be the responsibility of the person submitting the payroll to get the necessary forms and resubmit the payroll hours.

6.9 W9 Policy:

Any vendor or individual receiving payment, other than reimbursements, must have a W-9 on file with EGPD. Checks will not be paid without this. W-9 forms are available through the District liaison. If a request is a reimbursement, please mark it as such.

6.10 Tax Exempt Status:

The Elk Grove Park District is a tax exempt municipal organization. Sales tax should not be added to the cost of an official Park District purchase. A tax-exempt letter should be presented to vendors at the time of purchase. To utilize this status, you must obtain a tax-exempt letter (For a current copy, see your Board President or contact the District Liaison).

6.11 Deposit Procedures:

Each League/team is provided with a deposit form to deposit other revenue, such as fundraising, sponsorship, concessions, and tournament fees. This form must be filled out and brought to the Pavilion main desk. It may be helpful to note what the deposit was for i.e. bowling fundraiser/Inline. It would be beneficial to deposit checks in a timely manner. The customer service person will take the deposit and furnish you with a receipt. To ensure the correct account has been credited, verify the League/team name at the top of the receipt and the amount. The treasurer of your League/team should be given copies of all receipts.

6.12 Returned Checks:

The Park District will always put a check through twice before the following applies:

- Checks that are written for registration and then returned for any reason will be handled by the finance department. If we have a problem collecting, we may contact the League to assist.
- Any checks that are written and deposited by a specific League/team and then returned will be handled as follows:
 - We will notify the treasurer of the returned check and charge the account for the check amount, along with a \$35.00 service fee.
 - It will be the treasurer's responsibility to contact the customer and make arrangements for payment
 - When the customer repays the check, the treasurer will redeposit into the account

Facility Booking Payments:

- Any payments for rentals of EGPD facilities will be charged monthly. These will be charged directly to your account and receipts will be included in your monthly statement. At the time of booking, please indicate where the rental is to be charged.

6.13 Financial Statements:

Each treasurer will receive a monthly statement of the account within 15 working days after the last day of the month.

The top page will be a summary of your account. YTD Actual is the current balance in your account.

You will receive a report that is called “Detail Listing”. This report will show the details of the activity in your account for the specific month.

The section that starts with the number “4” is all the revenue. This shows all your registrations and deposits. The description will usually be “class and the date of the activity” which means it was generated from the registration program or POS at the front desk.

The section starting with 5 is all the expense. You will see the check number, description of activity, who the check was made out to, and the amount. The far-right column is the running balance in revenue and expense.

Article 7 Registration

7.1 Registration:

All registrations will be done through the EGPD. At the time of registration, the EGPD participant fee will be deducted from the registration fees that are deposited into the League's internal account.

7.2 Registration fees:

Nonresident Fees: All Nonresident fees are set by the Park District (currently this fee is 20% over the cost of the program).

7.3 Participation Fees:

Participation/ Field Fees are set by the Park District. At the time of registration, the Park District will collect the participation fees (currently this fee is \$5 per participant). These participation/field fees offset the expenses of seeding, fertilizing, striping and finishing outdoor field/rink areas.

7.4 Travel Team Resident Policy – FIRE TOURNAMENT TEAM:

The Elk Grove Park District Board of Commissioners has set forth a Residency Policy for the following Leagues: EGVYB & EGGS Tournament Teams, Travel Soccer and Travel Baseball. See Addendum for specifics regarding the policy.

7.5 Deadlines and Waitlist Procedures:

It is the responsibility of the League to inform the District liaison of all registration deadlines. Deadlines must also be posted on the League website. Deadlines should be adhered to and not be changed after they have been promoted. Any participant that enrolls after the deadline will be waitlisted until the halfway point of the season or unless otherwise agreed upon by the League and the District liaison.

In order to obtain waitlists, the League liaison will request the information from the District liaison. Please provide 24 hours' notice in order to receive the information that is needed.

7.6 Registration Forms and Waivers:

All participants must complete a registration form and sign the waiver. These forms will be provided to the League by the Athletics Supervisor. It is the responsibility of the League to provide the Resident fee for all levels of their program. The District liaison will then provide the Nonresident fee along with a PDF copy of the registration form that can be posted on the Leagues website. All hard copies will be provided for in-person registrations.

7.7 Refund Policies:

If a "Withdrawal/Refund Request Form" is completed and received prior to teams being formed, the customer will receive a full refund. After teams have been formed, all requests will be sent to the League Board to be voted on, where a partial or full refund may be provided. All appeals to their decision will be elevated to the Park District staff for resolution on the matter.

7.8 Registration Reports:

The Park District will provide the League with a Microsoft Excel spreadsheet that will detail the registrants and the corresponding information from the registration form. The League may also request copies of the registration forms in addition to the report.

Article 8 League Composition

8.1 Division Commissioners:

Appointed by the Board of Directors upon recommendation of the Commissioner, prior to the beginning of each season, one for each community division. Each President will coordinate division activities; record scores when necessary; act as a liaison by attending and reporting at Board meetings during the seasons.

8.2 Managers / Assistant Coaches:

Recommended by the Commissioner in coordination with the President based on set criteria and approved by the Board of Directors. Each season volunteers are asked to coach/manage a designated team. In order to provide the safest environment for all of the kids in our community all managers and assistant coaches are required to complete the volunteer waiver release form and criminal background check release form. This information must be submitted to the Park District along with an updated contact for all coaches' information, at a minimum of 10 days prior to the first practice. A volunteer manual will be presented along with an overview of the information it contains at the coaches meeting by Park District representatives.

8.2.1 Assistant Coach (Protected Coach Designation):

Required for each team, this individual is the designated manager in case of absence. All managers and their designated Assistant Coach (Protected Coach Designation) must be 21 years of age or older, have a participant on the respective team and reside within the Elk Grove Park District geographical boundaries.

Exception to the age or residency requirements will not be made except by Board action when a shortage of adult resident volunteers exists.

8.2.2 Manager / Assistant Coach Disciplinary Action:

May be taken at the Board's discretion, considering the recommendation of the Commissioner. A manager / assistant coach may be suspended by the Board of Directors based on the recommendation of the Commissioner. A manager may not be suspended without Board approval.

8.3 Umpires:

Umpire resources will be determined prior to the beginning of each spring season.

8.4 Participants:

Any girl who lives within the boundaries of the Elk Grove Park District or who attends a school in Elk Grove Village will be eligible to participate on a part-time travel (Fire) or community house team, providing that registration and payment of the annual fee occurs before the established deadline.

Girls eligible will be considered for part-time travel team participation based upon their expression of interest and selection by Fire managers based upon demonstrated ability.

Each girl's playing division will be determined by the grade she is currently in at the time of registration.

- Current grades PREK, K, and 1 will be in the Instructional Division.
- Current grades 2 and 3 will be in the Ponytail Division.
- Current grades 4 and 5 will be in the Sophomore Division.
- Current grades 6, 7 and 8 will be in the Junior Division.
- Current grades 9 through (up to and including. 19 years old) will be in the Senior Division.
- The Board of Directors holds the right to modify the division alignments based on annual registration numbers so long as any realignments are communicated to the membership and do not compromise the safety of the players affected by such changes.

Girls participating on another organized house level softball team during the house season are eligible to participate in our house program. You must play in at least 7 regular season games to be eligible to play in any post season (playoff) games. Girls playing on a travel team are not eligible to play in the spring or Fire season and are allowed to play in the Fall, so long as they can commit to participating on the weekends (on an A or B level team).

The one exception to the minimum number of games played rule with regards to playoff eligibility is in the case of injury. If a player is injured anytime before or during the season but remains a registered participant of the program she is eligible to return to play, including during the postseason (playoffs).

8.4.1 Participant Suspensions:

A player may be suspended by the Board of Directors based on the recommendation of the Commissioner. If a manager wishes to suspend a player he must submit his request and his reasons to the Commissioner in writing to be considered. A manager may not suspend a player without Board approval.

8.5 Team Selection / Annual Draft:

8.5.1 Community Division Team Draft:

Will be selected by the managers from all the registered girls with the exception of the Instructional Division. The draft in the league divisions will be conducted annually to establish teams that are balanced with players of various levels of ability and previous experience.

Each manager will be provided pertinent information from the registration forms to assist them in making informed roster selections, including conflicts and other sports. Each manager will also be given access to performance evaluations conducted by the Board in order to gauge skill level.

Players without an evaluation on file will have their name put into a bucket for blind drawing. The exception to the blind drawing is if the head coach/protect coach's daughter has not been unevaluated. In this instance their "protected player" will automatically be placed in the first round draft pick. No players can be selected through traditional draft mechanics (ie: first round, third pick) without participating in one of the annual evaluation day events. No additional sign-ups will be permitted after the draft has been initiated without the discretion of the Board.

Managers with two protected picks in any round other than the first shall lose the previous round's selection (ie: manager and protected coach both have players evaluated in the second round. In this scenario, they will lose their first round selection). If this same scenario occurs with two players evaluated in the first round, the manager shall forfeit his second selection.

8.5.2 Instructional Teams:

These teams are divided by the Board based on certain criteria and availability of managers.

8.6 General Division Operational Guidelines:

8.6.1 Field Scheduling Meetings:

The Park District will hold a field scheduling meeting with the appropriate representatives of the Leagues in January for the upcoming Spring Leagues and in July for the upcoming Fall Leagues.

At these meetings, each League should bring their anticipated needs for practice, games and tournaments that they are looking to provide for their respective Leagues. The Park District will provide staff to listen to the needs of each League and develop usage patterns and begin creating master schedules. Information will be uploaded into RecClix by the District liaison.

All communications with RecClix must go through the District liaison or any potential costs incurred will be charged directly to the League.

8.6.2 Scheduling:

The Park District will use software programs to book fields, gyms, rooms, etc. These programs allow Park District employees to see availability of those areas in order to coordinate all of the Park District activities. All League requests will be booked through the District's software program to ensure proper communication and information to all that require this information.

The Park District has invested in a communication tool on behalf of the Leagues. This web-based program is called RecClix. All field, gym or rink requests for all practice, games and other uses must be

provided to the Park District as soon as they are completed, in Excel format (templates will be provided). In addition, all coach's information, rosters and any other vital piece of information crucial to the successful execution of running your leagues must also be provided to the Park District, as soon as completed or upon request (within 48 hours).

8.6.3 Rainouts and Modifications to the Schedule:

During the weekdays prior to 3:30pm, all athletics field cancellations due to inclement weather will be the responsibility of the Parks Department. On weekends, the District will make the call by 8am. All cancellations or modifications to the schedule must be communicated to the District liaison immediately (and prior to informing the participants). This information will then be updated on WebTrac to ensure that all is communicated effectively.

8.6.4 Inclement Weather – Perry Weather:

Elk Grove Village is monitored by Perry Weather, an outdoor warning system that is a completely wireless, cloud based emergency alert and lightning warning system that is constantly operational and integrated with the most reliable lightning detection network to provide weather risk monitoring and warning.

All Parks are set from 8am-9pm with the exception of Lions Park, Rainbow Falls and Community Athletic Fields which are on until 11pm, and Clark Park which is on until 10pm. The system is also equipped with a public address functionality, which allows these units to function as an emergency management address tool, able to broadcast personalized text-to-speech messages. The Elk Grove Park District worked with Perry Weather to ensure that the outdoor warning systems in parks throughout the community are capable of ensuring that all residential areas can hear an alert from a nearby park.

The following procedures are to be followed when potentially dangerous weather exists:

Warning Signal - A warning signal (one long 15 second horn) will sound and strobe lights will activate when a potentially dangerous weather situation is in the area, along with a strobe light flash while the alert remains active, and three short horn blasts and the cessation of the strobe light indicating an All Clear.

Procedures - All activities in the park should end immediately and patrons should leave the park. It is recommended that park patrons seek shelter in their cars or a building. All park patrons should wait until the lightning prediction system performs an All Clear Signal before returning to the park.

When the warning occurs, EVERYONE – players, parents, coaches – must leave the field and wait in their vehicles. Do not use any electronic equipment while waiting in vehicles. A convertible or soft-top car is not considered safe by the National Weather Service. Ensure that all visitors (players, parents, coaches) follow the same safety procedure.

All Clear Signal - The All Clear Signal (three short horn blasts, two seconds apart) will sound, and the strobe lights will deactivate. After the All Clear Signal sounds and the strobe lights deactivate, park patrons may resume their activities.

You must wait for YOUR Perry Weather unit to give the all clear signal; play may not resume if a Perry Weather unit across town gives the all clear.

Caution - The Perry Weather system helps assess the conditions. Neither the signal nor the system is intended to guarantee that conditions are safe. If the weather is threatening and no warning signal is heard or seen, use good judgment and clear the field. Do not wait for the warning signal to activate, as the system can malfunction.

8.6.5 Division Playing Rules:

Will be reviewed annually by the Board of Directors and if necessary, a rules committee. The rules will be discussed with managers, coaches and umpires at the beginning of each season. Where conflicts exist between the Official ASA Rule Book and the Community rules, the latter will take precedence.

- Appendix A: Instructional Division.
- Appendix B: Ponytail Division.
- Appendix C: Sophomore Division.
- Appendix D: Junior Division.
- Appendix E: Senior Division.