



*Missouri Revolution
Organizational
Handbook*

www.morevolution.com

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1.0 Mission Statement

To develop scholar athletes by promoting female fastpitch softball while teaching the importance of education, sound softball fundamentals, sportsmanship & a commitment to excellence in a competitive environment.

It is the core belief of this organization that all girls can reach their full potential when provided with sound teaching in a positive environment that allows them to flourish.

2.0 Introduction

The purpose of this Organization Handbook is to help players, parents and coaches comply with the mission of the Organization and Bylaws. These policies are designed to work in the best interest of the players that make up this Organization and the principles of educating them with the game of softball. It is also designed to provide guidance to the coaches and parents as to what is expected so that we may provide the best possible environment for the players growth and success.

3.0 Organization

3.1 The Corporation

The official name of the corporation is the Missouri Revolution Girl's Fastpitch Softball Organization, Inc.(MRGFSO) The Organization received its Certificate of Incorporation on November 01, 2006. The MRGFSO is incorporated as a not for -profit organization as defined by section 501(c)(3) of the Internal Revenue Services (IRS) Tax Code. As such, the Organization is required to follow the laws and regulations imposed on a not for profit, tax-exempt organization. The Missouri Revolution Articles of Incorporation and Bylaws describe the purpose of the organization and the rules by which the Organization must operate. These documents are available on request and can be found on the organizations web site, www.morevolution.com.

3.2 The Board of Directors

The Board of Directors consists of the President, the Vice President, the Secretary, the Treasurer and up to 7 other Board Members. The duties of the Board of Directors are defined in the Missouri Revolution Bylaws dated November 01, 2006. The Executive Board consists of the President, Vice President, Secretary and the Treasurer and meets on an as required basis. The position of the Treasurer must be someone with not for profit accounting experience due to the sensitivity with which funds must be handled in accordance with IRS regulations. The Handbook and Bylaws will require timely amendment to reflect any change in Board policy. The Board of Directors will meet

quarterly or, as decided upon. Quarterly meetings are open to all parents, managers and coaches. Date, time and location can be found on the Missouri Revolution's webpage or through your team coach.

3.3 The Teams

The Missouri Revolution will field teams in the 10U, 12U, 14U, 16U, and 18U age groups. The Board of Directors selects the team managers and coaches. Each team has the responsibility of selecting a representative to the Board of Directors as a team representative. Nominations for managers and coaches will be submitted to the President for candidate selection by requested deadline and must include a brief biography of experience and qualifications. Managers or coaches will not be considered or added to ballot if biography is not received by deadline. The Board will nominate and vote on all managers and coaches of all teams. Usually two coaches per team are approved to assist each manager for each team. This is inline with the policy of most sanctioning bodies that allow only 3 coaches in the dugout at any one time during the course of the game. Special requests for additional coaches will be handled as follows:

- Coaching staff shall write a document of need explaining the purpose of the request, circumstances of need, and how it will benefit the team.
- The manager will determine his choices of coaches because the sanctioning bodies of Amateur Fast Pitch Association (AFA), United States Specialty Sports Association (USSSA), National Softball Association (NSA) and the American Softball Association (ASA) allow no more than three coaches in the dugout during a game.
- Requests should be submitted to the Executive Board for review and approval.
- A brief biography of experience and qualifications for additional coach/coaches must be submitted at time of request.

3.4 Committees

The Organization may form and maintain special committees as necessary.

Each committee will have a designated volunteer chairperson approved by the Board of Directors. Each committee chairperson will be required to communicate and provide feedback to a selected Executive Board member. Committee chairperson and Executive Board point of contact (POC) will be selected at season beginning and can be modified by the Board of Directors at any time.

4.0 Affiliations

4.1 American Softball Association of America (ASA)

The primary affiliation of the Missouri Revolution is with the American Fast Pitch Association. The AFA sponsors some of the highest caliber of fastpitch competition in the United States through their Junior Olympic program. All NCAA Division I, II, III and NAIA schools recognize ASA as the leading organization for developing Woman's Fast Pitch Softball. As an organization we will actively seek out participation in these tournaments first when we can.

4.2 United States Specialty Sports Association (USSSA)

USSSA softball offers some of the best competition in the Mid West sponsoring numerous tournaments each year. Based out of Indianapolis, IA and have many affiliations in Columbia and Kansas City Tournaments are of this affiliation. Team affiliation with USSSA is optional and will be decided by each team's coaching staff. Coaching staff will solicit feedback from players and parents to aid in team decision for sanction affiliations.

4.3 Triple Crown Sports (TCS)

This is a well established organization based out of California that brings some of the most competitive and expansive tournaments today. Each year they put on a tournament in conjunction with the NCAA Div 1 Woman's College World Series in Oklahoma City, OK. and one in Colorado called the Sparkler. These tournaments are of the highest caliber bringing in teams from all over the Midwest and West Coast. It is the goal of our Organization to participate in one of these tournaments every year and send as many teams as possible to participate as it allows girls the best exposure to the highest level of play both by participating and observing. They also offer a great college exposure opportunity to the 16U and 18U levels, by bringing in college coaches from all over the country to evaluate talent.

4.4 Other Affiliations

Team registration is required with other organizations such as ASA and NSA prior to any tournament sign up. These organizations are active at the state level in Missouri and sponsor many excellent tournaments.

Please refer to Section 8.4 for additional tournament details, registration process and tournament fee policy.

5.0 Ethics and Responsibilities – “COACHES COACH, PLAYERS PLAY, PARENTS CHEER”

5.1 Organization Ethics

It is necessary for managers, coaches, assistants, parents/fans, and players to display exemplary courtesy and honesty with all participants and to handle business with the Organization in an honorable fashion in order for the Organization to fulfill its mission.

Suspension from the Organization may be mandated due to any infraction of the intent or spirit of the policies described in the Bylaws and this Organization Handbook. Infractions will be dealt with on an individual basis. The Organization maintains a code of ethics. As a player commits to play for the Missouri Revolution, the Organization fulfills the following commitments:

No Cut Policy: After each player signs a commitment agreement policy and is in good financial standing, she is insured not to be cut by the Missouri Revolution. Said player that is signed for a tournament season's play is guaranteed to remain a part of the Organization for that season. Although, all rules associated with player commitment, playing time, etc., remain in effect.

Equal Opportunity: All participants in tryouts or members of the Organization will be treated equally without regard for race, color, creed, gender, national origin, religious preference, or financial status.

The Missouri Revolution is organized to support female athletes in accordance with the policies of the organized tournament events.

Conflict of Interest: Members of the Board of Directors must notify the President of any potential conflict of interest. However, members of the Board of Directors are encouraged to support the best interests of the Organization. Should a Director feel the issue is too personal and warrants abstention, and then the issue should be addressed in a closed meeting.

5.2 Manager and Coach Ethics and Responsibilities “Coaches Coach”

Each team manager is responsible for the instruction, formation, and tournament play for his or her team. All Missouri Revolution managers and coaches are required to sign a copy of the ASA Code of Ethics for Coaches. The manager will coordinate with his team coaching staff to provide team organization and leadership, development of all players and effective, meaningful practices. In order for this goal to be accomplished and to support the mission of the Organization, the manager will:

Conduct Team Tryouts: Each year the Executive Board will schedule team tryouts. Managers are required to participate, or the Executive Board shall designate a temporary manager to conduct a team tryout for player selection. Team manager or appointed coach will contact each tryout participant via email to inform them of player selections. Player selected will be then be notified of the initial Organizational meeting to be decided by the Board of Directors. It is at this initial meeting that the coming season goals will be outlined, player uniform will be sized and needs of the teams and managers will be addressed.

Team Representative to the Board of Directors: Each team manager will solicit a volunteer to be the Team Representative to the Board of Directors to help the manager with the operational aspects of tournament play and team business. The manager is encouraged to select this person with the participation of the parents/guardians and players, as soon as possible or by the end of the initial team meeting, but no later than September 30 of each year.

Communication and Organization: Managers will provide a practice schedule, team goals and practice schedules in a prompt manner to promote team unity, player conditioning, and development of individual strengths. Any fall tournaments will be decided upon promptly and then the spring schedule will be worked out over the winter with the final schedule to be promulgated by January 31 of that calendar year.

Maintain Team During Off Season: Coaches shall hold optional practices, weather permitting, throughout fall

Practices: The manager and coaching staff will develop effective practices to meet the team development and preparation needs. In support of this goal, practice attendance by team players is mandatory except as indicated in the excused absence policy (see Practice Attendance under Player Code of Ethics).

Practice Schedules: The manager is responsible to schedule and handout practice schedules as soon as possible to allow families to plan other things.

Coaches: The coaching staff is the main source of instruction responsible for achieving the organization's mission. Coaches are chosen by the team manager and approved by the Executive Board, and are reviewed and continually monitored. To achieve the Organization's mission, the coaches must comply with a strict code of ethics. They are to always remember that these children and young adults are very impressionable. The coaching staff for each team will perform the following:

Player Development: The coaching staff will determine areas to be developed and introduce practice techniques to improve each player's skills. Each player shall work with the coaching staff to improve their skills.

Fair Player Treatment: Coaches will communicate with all members of the team during practice, tournaments, and on and off the field. Coaches can reprimand players for absences, horseplay, or nonparticipation at practices and/or games.

Discipline: On the field at games and practices the coaching staff will be responsible for team conduct. Coaches will not use inappropriate language or physical force at any time to enforce discipline unless safety requires intervention.

Safety: Coaches will provide safe practice sites. Coaches will instruct players on adjustments necessary to accommodate the facilities and maintain the highest possible level of safety. Remember safety is the #1 priority at all times.

Player Dignity: Coaches will not curse, or degrade any player at any time. Coaches will at all times demonstrate good sportsmanship. Arguing with umpires, fans or opposing coaches is discouraged at all times. Please remember that you are in a teaching mode and must carry yourself in that respect.

Controlled Substances: All Missouri Revolution managers, coaches, or assistants shall not display or use tobacco products, alcohol, or illegal substances on or around the practice or playing field. Coaches must leave the area and move away from the athletes to use tobacco products or ingest alcohol. Alcohol use is prohibited on or in the area of any playing field where Missouri Revolution athletes are present.

5.3 Player Ethics and Responsibilities "Players Play"

Commitment. All players must commit to the Missouri Revolution Girl's Fastpitch Softball Organization. The Organization does not prohibit players from playing with other athletic organizations and their respective school teams. However, the Missouri Revolution should be a players first priority and any other organizations should not interfere with the commitment to the Missouri Revolution. Players must confer with their team manager and coaching staff on any participation with any other organization. Team manager and coaching staff have the right to establish a policy for their team that would accommodate the success and unity of their team. However, the team manager must keep in perspective the time, money and commitment made by each player and family. It is the Executive Board's recommendation to team managers and coaches that any deviations about involvement in outside athletics are unanimously agreed upon by team

players and parents. School activities are exempt from this policy, although each player/parent should consider the disadvantage of over commitment. All exception agreements are to be filed in writing within one week of the agreement with the Secretary of the Executive Board, signed by the team manager. Upon approval, policy exceptions are to be included in team goals submitted by team managers to the Executive Board. The Executive Board will discuss any verbal agreements; however, upon disagreement, the manager's agreement understanding of a verbal discussion shall be the Executive Board's record of file for consideration of a complaint.

Commitment to the Missouri Revolution: Every player shall commit to playing tournament softball with only the Missouri Revolution. The manager may allow players to play with another tournament team at his discretion and as long as it does not interfere with the Missouri Revolution teams practice, play, community service, or fundraising event. Infraction of this rule can lead to reprimand or dismissal of the player without any refund of money received by the Organization. If a fundraiser is in process during this time, the player will be responsible for fundraising commodities in their possession to either be returned to or paid to the Organization (see rules of dismissal and release).

Participation in Tryouts: Every player shall participate in an Organization tryout before signing a Commitment Agreement. A manager or coach may conduct small group, or private tryouts or incorporate tryouts into a team practice as deemed necessary. Tryout information can be accepted by the managers or coaches from the Player Agent, other Missouri Revolution managers or coaches or other sources in good standing in order to justify a player as completing a tryout.

Fee Commitment: Every player shall pay any and all required registration fee by its deadline, predetermined by the Board. Commitment agreement will outline items included in fee; questions can be directed to a board member. There are various instances where families may apply for financial assistance. This will need to be addressed by the individual team manager and then brought to the Executive Board for approval. There is a Player's Assistance Fund, but it must be maintained and continued to be supported by all so that it may freely benefit those player's truly in need.

Equipment/Uniforms: Yearly equipment/uniform allowance will be determined by Executive Board based upon budget provided by the Treasurer. Uniform policy will require signature upon issuance or borrowing of uniforms. Original copy of forms will be kept with uniform coordinator and a copy can be retained by team representatives. Questions about uniforms or equipment can be made to the uniform coordinator or respective Executive Board member. All uniforms are the property of

the Missouri Revolution and must be well maintained by the individual players and turned in at the end of the season.

Practice Attendance: Practice at any level is not a choice. Players must commit to attending all Missouri Revolution practices. Practice is the only way that they can truly get better as softball players and the manager can properly evaluate talent to decide who will play and when they will play. The manager may excuse players from practice for approved absences. Certain practices can be designated as optional and certain ones mandatory. This will be decided by the individual team managers. If attendance issues should arise where the coach feels that the player's performance is being compromised for the good of the team then they may take actions to correct the situation at their level. If he feels that this is an ongoing issue that affects his team's chemistry then he may submit to the board his concerns for player discipline/removal from his team. The board can then discuss the issue and decided upon the proper action. It is not the desire to remove a player who is in good financial standing. There may be other options decided by the board that are in the players and organizations best interests. Players/Parents must always remember that Practice attendance can/will directly determine playing time at the manager's discretion. It is the only way the coach has to effectively and objectively evaluate his player's strengths and weaknesses. It is recommended each team manager, along with coaching staff, agree on a practice/attendance schedule to be provided to the parents of each player at the beginning of each new season.

Conduct: Players are expected to display good sportsmanship, positive attitude, and a willingness to learn at all times. Teamwork is one of the cornerstones of our Organization. Disruptive behavior towards players, coaches, umpires, opponents, opponent's coaches, or their fans will not be tolerated. Players will follow the direction of their coaches during practices and games and encourage fellow teammates. Coaches are responsible for identifying areas of improvement, therefore eliminating opportunities of player coaching. This will not be tolerated as it does not promote good team standards and practices.

Other age Group Conduct: Revolution players and parents are encouraged to show support for other age groups within the Organization. This support will be done outside the dugout, as only the coaches and players on the team roster (not game roster) are allowed in the dugout during games.

Controlled Substances: Absolutely no display or use of tobacco products, alcohol, or illegal substance by Missouri Revolution player on the practice/playing field will be tolerated. This will call for immediate suspension from the Organization.

Participation with Other Organizations: If a player chooses to play ball with any other Organization, arrangements must be made in advance with the manager. In accordance, the

Missouri Revolution will have first priority in play and practice to insure the team's ability to prepare and play in tournaments at a competitive level. However, school teams have priority over the Missouri Revolution teams. Each player must present their school playing schedule to their manager as soon as it is available to them. Members of the Organization will try and support team members during their school playing season.

Player Continuance: It is the desire of the organization to retain players in good standing, and welcome them back to play year to year. At the end of the season the coaches will submit a list of the players they wish to retain. If there are players in good standing not on their list then the organization will try and find an alternative team in the organization for them to play on. Players may decide to try out for other teams. If they do then they go into the common pool of player selections like all other players that have tried out for the Missouri Revolution.

Rules of Dismissal and Release: A player's dismissal is the last possible resort to resolve a situation that has threatened the Organizations mission. Players can request to be released for academic, family, medical, etc., reasons.

- Upon dismissal, any or all equipment belonging to the Organization, manager/coaches, team or other players must be promptly returned.

Equipment will be listed on the form signed upon equipment/uniform receipt. (See Equipment/Uniforms in Section 5.3)

- Upon dismissal, the Treasurer will determine the settlement for any such fundraising activities and present a statement for approval by the Executive Board. This is to complete outstanding deliveries, collections, etc., of fundraising efforts of the dismissed player.

- The Executive Board shall determine the extent of dismissal/release including, but not limited to the length of ineligibility, if any, to play for the Organization and the possible request of resignations of family members in the Board of Directors.

- The Executive Board will determine if the financial commitments have been met. If a refund is required, all equipment must be returned to the Missouri Revolution Softball Organization before a refund will be made.

5.4 Parents, Guardian and Support Group Ethics and Responsibilities "Parents Cheer"

The Organization understands the importance of parental support. The player's family should be supportive, but not overly demanding. The manager or coaches will expect a great deal from each player. Each parent must reinforce the manager or coaches goals in a positive manner through support and understanding.

Conduct: Family/guardian/support group members will not curse, or degrade any player, manager or coach at any time. Good sportsmanship shall be demonstrated at all times.

Organizational Policies: Family/Guardian/Support group members shall at all times uphold Organizational policies, code of ethics, to the highest standard.

Fundraising: Family/guardian/support groups are required to support their player and organization in fundraising activities. It is essential to support not only their own player but those that require additional financial assistance.

Vacation Planning: The Organization understands the importance of family vacations. In an attempt to make vacations a minimal impact on the team and the player's family, the manager will try to schedule tournaments as far in advance as possible. Parents should attempt to schedule around the tournaments, whenever possible.

6.0 The Money

6.1 Budget

The Executive Board shall develop and approve an annual budget. This budget will include tournament fees, insurance, league registration fees, equipment and such and sources of fundraising, sponsorships, and income for each team. The fiscal year for the Missouri Revolution runs October 1 through September 30. The budget shall be designed based upon the input from the team managers after meeting with his team players and parents and their yearly goals are decided upon. The approved annual budget will be made available to each team representative for distribution.

6.2 Fees

Membership Fees: There are no membership fees to the parents/guardians; although, parents must cooperate and fully participate with their player's team and Organization's fundraising events. Cooperation constitutes making a sincere effort to participate.

Registration Fees: Registration fees must be paid in full by the dates set annually, by the Executive Board. Team representatives must submit all monetary deposits to the treasurer on a deposit record. Treasurer will make bank deposits 10 days after receipt of deposit record to ensure timely processing of checks and latest reflection of account balance in financial statements. Payment arrangements may be made for hardship cases, but if registration fees are not paid in full by the date on the commitment agreement, a family must submit in writing reason for non payment and then submit it to the Executive Board. The player can be suspended from team activities until

fees are paid up to date. The Executive Board and the manager must approve reinstatement to the team. The Executive Board will set registration fees for each season prior to the commitment date. The Executive Board will set registration fees and payment arrangements for any player joining the Missouri Revolution after the start of the season. Non-payment of registration fees may result in suspension or release of player.

Determination of Financial Hardship: The Organization will try to make an effort to distinguish financial commitment from the tryout and player selection process. The parents may seek financial hardship support from the Executive Board without guarantee of availability of this support. Parents seeking said financial hardship support must present a request in writing to the Executive Board.

6.3 Fundraising

Fundraising is a necessary and vital part of any non-profit organization. The parents and players will be required to participate in Organizational fundraising activities. The sources of funds for the Organization include fees, contributions, sponsorships, charitable gaming and other activities such as pre-sold items.

Contributions: Contributions of property or funds to an individual team are allowed. Property or funds received must be processed through the treasurer, and allocated for the individual team(s). Team representatives will provide name and address of contributing person(s) to the secretary within 5 days of receipt of property or funds. The secretary will forward a “thank you” on behalf of the Missouri Revolution within 10 days of notification. Contributions in the form of organizational sponsorships will be utilized in the manner that the Executive Board deems for the benefit of the organization as a whole. Contributions made in the form of sponsorships or contributions to a specific team will be allocated to that team for valid expenses. (See section 6.5 for valid expenses explanation)

Sponsorships: The organization will solicit sponsorships and donations from area businesses to assist in funding the activities of the Missouri Revolution. Various levels of sponsorship are welcomed and these sponsors may advertise on the Organizations web site and any other place that the organization has available.

Other Fundraisers: The Organization will conduct other fundraisers such as selling items, car washes and golf tournaments in order to meet the funding requirements of the organization. Parents of players will be required to support these activities as the money supports the whole organization.

6.4 Tax Exempt Status

The Missouri Revolution is recognized by the Internal Revenue Service (IRS) as a tax-exempt status nonprofit organization. To maintain tax exempt status, all IRS rules and regulations for the raising of funds and the use of those funds must be followed. More information about tax-exempt, nonprofit organizations can be found in IRS Publication 557.

6.5 Valid Expenses

Only expenses allowable by the IRS rules and regulations will be covered by funds raised by the Missouri Revolution.

6.6 Audits

All Audits of the Missouri Revolution shall be conducted as prescribed by the regulations of the Internal Revenue Service. The financial records and results of the review will be available to parents of any current team member, managers and coaches, and members of the Board of Directors if deemed necessary.

7.0 Insurance

7.1 Personal Insurance: All families are required to carry their own health/liability insurance. Personal insurance coverage information is to be listed on the medical release form.

7.2 Supplemental Team Insurance: The Organization will carry liability and supplemental accident/medical insurance. This is only a secondary insurance policy. The Organization will not accept responsibilities for any policy deductible; parents/guardians are responsible for any deductible. The deductible for each incident is dependent upon the supplemental insurance that is carried for that year. If anyone is interested in reviewing the specific policy information, please see your team manager or team representative to the Board of Directors.

7.3 Parents/Players Responsibilities: All players and parents must sign a commitment letter and medical release form before a player is permitted to play in any practice/game/tournament. The original will be filed with the Organization's secretary and a copy filed with the team manager or his/her representative. All players must submit a copy of their birth certificates with a picture; one will be filed with the Organization secretary and the other with the team to carry on them for tournament

purposes. The Organization's insurance policy requires this information be on file for secondary coverage to be effective.

8.0 *Playing the Game*

8.1 Tryouts

The Organization will conduct advertised tryouts for all players in the community wishing to be evaluated for selection to a team. Tryouts are to be held during late summer or early fall to accommodate team turn over for the new season and non conflict with Missouri State High School Athletic Association (MSHSAA).

8.2 Playing at the Appropriate Age

The Missouri Revolution feels it is important to the Organization for all players to play at their appropriate playing age defined by ASA/AFA/USSSA rules. These rules are based on a player's age as of January 1. Example: A young lady turning 15 on January 1, is eligible to play 14U through that calendar year. This policy allows the teams within the Organization to play at their respected levels, allowing all athletes to progress and improve their skills at their current and future level. However, there may be certain exceptions, which will be considered on a case-by-case basis, and decided upon by the respective coaches of the teams.

8.3 Practices

Managers shall establish mandatory and optional practice times for the teams. Players are expected to attend all mandatory practices and try to attend optional practices if possible. Practice attendance can be kept and filed with Organization Secretary .

8.4 Tournaments

Each team will have an opportunity to play in five or more tournaments during the Missouri Revolution season. The Missouri Revolution season runs from September 1 through August 31 of each year. Roster submittal and paperwork associated with individual team registration for each fastpitch affiliation will be responsibility of team manager or team representative. Team manager or team representative will submit request to treasurer for forward payment for any associated registration fees. Request will include affiliation, name for point of contact in affiliation and affiliation address. Treasurer will send payment of fees within 5 days of receipt of request.

Tournament fees: Team Manager or representative must provide the treasurer a disbursement form 5 days prior to tournament deadline to ensure tournament entry fee is forwarded in timely manner. Disbursement forms can be sent to the treasurer via e-mail or amicable arrangements can

be made with the treasurer for timely submittal. Treasurer will send payment of tournament entry fees within 5 days of disbursement receipt.

8.5 Playing Time

Missouri Revolution is a competitive tournament team organization. ***Players are not guaranteed any specific playing time.*** This allows each team to compete at its highest level. Players will be given every opportunity to earn their playing time fairly and honorably. The coach will reserve the right how to best utilize his players in tournaments.

8.6 Roster Size

The Missouri Revolution teams will carry no more than 14 players on the roster. Additional players may be accepted to bring a team's roster to full capacity as necessary, and as directed by sanctioning bodies of specific tournaments. The team manager must submit a request for additions to a team roster to accommodate more than 14 players to the Executive Board for approval.

9.0 Safety

Girl's fastpitch softball is an aggressively played, fun sport where the players are subject to possible injury. However, safety comes first. The Organization will take reasonable caution to provide and maintain a safe environment for these young ladies. All teams are required to carry a stocked First Aid Kit to all practices and tournaments/games. The Organization will put together and help teams stock their respective first aid kits to ensure completeness and safety. The Board of Directors will vote on any increases/decreases to budgeted amount.

10.0 Facilities

The Organization and its teams will use many different facilities. The Organizations policies and code of ethics must be adhered to while using these community and private facilities. All facility rules will be followed. The team manager should communicate special facility rules to Missouri Revolution attendees. The Organization and/or coaching staffs shall not be liable for violations of these rules by any attendees.

11.0 Complaint Procedure

Organization Complaint Procedure: Any concerns in relation to the administrative operation of the Organization, including, but not limited to fees, fundraising, sponsors, and fiduciary responsibilities, etc., will be handled as follows:

- Concerns will be addressed in writing to the Organization's President.

- The President will bring the concern to the Executive Board's attention and the Board of Directors will review the matter. Player Agent will assist President with research and investigation, if needed.
- Findings will be presented to the Executive Board for decision and if required, any corrective/preventative action required to aid in elimination of recurrence.
- Upon Executive Board approval:
 - Findings and actions will be documented and filed with Organizational secretary.
 - A letter will be sent to complainant, outlining findings and actions taken by the Organization. Copy of letter will be filed with Organization's secretary.
 - All concerns of this nature will be handled in a prompt and professional manner away from practice/playing fields and athletes in order to conduct the Organizations private business in a discrete, yet open manner.

Player/Coach Complaint Procedure: All concerns related to any member of the Organization's coaching staff, specific team player, playing time, or code of ethics will promptly be handled as follows:

- All concerns of this matter will be handled promptly and professionally away from practice/playing fields, and athlete in order to conduct the Organization's private business in a discrete, yet open manner.
- Address the concern with the team manager and/or coaching staff.
- If unresolved, address the concern in writing to the Organization's Player Agent.
- The Player Agent will conduct an investigation and present findings with prospective corrective/preventative action to the Executive Board for approval.
- Upon Executive Board approval:
 - All findings and actions will be documented and filed with Organizational secretary.
 - A letter will be sent to complainant, outlining findings and actions taken by the Organization. Copy of letter will be filed with Organizational secretary.
 - A letter will be sent to the respective party/parties, for which the complaint was made, describing and requesting corrective/preventative action is followed to ensure elimination of recurrence. Copy of letter will be filed with Organizational secretary.

Most importantly, please remember to handle any and all complaints away from the players and practice/tournament fields. Also remember an official complaint must be written and submitted in a timely manner to ensure proper investigation and appropriate preventative/corrective action is implemented. Please submit complaint when problem arises, not at the end of the season.

12.0 Communication

12.1 Missouri Revolution Web Site

The Missouri Revolution maintains a web site at www.morevolution.com. The web site provides a rapid means for communicating the changing business of the Organization. You are encouraged to visit the web site often. We will be adding advertisements to this web site and the value to the advertiser is based on the amount of traffic at the site. Please send your comments and suggestions for improving the web site to the web master (link on the home page).

If the board and members feel the need, a password-protected area of the web page can be provide specific information about the teams and the players. The policy for receiving and maintaining a user name and password will be promulgated in an email to all the members. This web site must comply with all child online privacy and protection statutes.

12.2 Missouri Revolution “SCOREBOARD” Newsletter

The Missouri Revolution may publish a monthly newsletter that could be posted on the webpage and sent via e-mail. The newsletter will provide a vehicle for sponsors and donations to advertise, schedule of board meetings , current status of fundraisers, “thank you”, reminders, schedules and upcoming team tournaments. The newsletter’s main purpose is a means of communication within the Organization and to others that visit our website. It can also be used to promotes the efforts of various players and teams

13.0 Definitions

Additional Player: Temporary player from another Missouri Revolution team, or source other than the Missouri Revolution to resolve a team player shortage under special circumstances.

Board of Directors: Each member having one vote. The President chairs the board. There is a Vice President, Secretary and Treasurer and additional board members.

Coaches: Team manager, and his or her coaching staff

Coaching Assistants: Made up of individuals incorporated by the manager/coach to assist in team operations.

Coaching Staff: The Executive Board selects managers and coaching staff.

Commitment Date: Date player must sign the Commitment Agreement for the upcoming tournament season. Executive Board determines such date prior to fall tryouts. For players added to the team during the season, the signing requirement is within two weeks from the date the manager

notified the player of joining the team. Fees will be determined by Executive Board upon commitment signature.

Commitment Agreement: Agreement that the manager/coach, parent(s), and player must sign accepting the Organizational Policies, player code of ethics, family/guardian/support group code of ethics, coaching staff code of ethics.

Executive Board: To include President, Vice President, Secretary, and Treasurer.

Fundraising Commitment: This is the budgeted amount each player is expected to raise to pay for tournaments, equipment, insurance, and team registration to leagues, etc. It is documented in the commitment agreement.

Good Standing: Player/Parent(s) that are not under reprimand suspension for code of conduct violations and are financially up-to-date.

Manager: Head coach for the team.

Membership: The Missouri Revolution has no members. Players, family members, or supporting persons are represented by their respective team's representative to the Board of Directors and through their involvement in committees and in the daily operation of the teams and the Organization.

Parent: Family support member(s) sponsoring and/or supporting the player. Players under 18 years of age, this refers to legal guardians of the player.

Playing Field: Area inside the fenced area of the field, dugouts, batting cages, and adjacent pitching warm up areas. If in fact, the field is not completely fenced; the fence is extended along an imaginary line.

Registration Fee: Total of the signing deposit and the balance that is indicated in the commitment agreements. The Executive Board determines the registration fee annually.

Organization: Also known as Missouri Revolution, which includes Executive Board, Board of Directors, managers, coaches, players/parents in good standing.

Tournament Ball: Sanctioned fastpitch softball events known as ASA, PONY softball, NSA, etc., usually held over two day period on weekends in a pool bracketed playing format.

Tournament Team: Fastpitch softball team trained specifically to perform and play in tournament ball.

14.0 Amendments

The Executive Board reserves the right to amend this handbook by a simple majority of a quorum, which constitutes three Executive Board members present. Your suggestions on how to improve this handbook are welcome. Please see a Board Member or your team manager about recommended improvements in this Handbook. Team representatives to the Board of Directors will notify parents and players of any change to this handbook.

Adopted by Board of Directors

Missouri Revolution Girl's Fastpitch Softball Organization

By: _____

Scott R. Bell

Its: President

Date: December 30, 2007