

Capitol Lady Outlaws

Organization BY-LAWS



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1.0 Preamble

The Capitol Lady Outlaws Fast Pitch Organization (CLOFP) is a non-profit run by volunteers where no individual's personal funds shall be tied to the organization. The Organization's objective is to make a positive impact on the players overall competitive athleticism, fast pitch knowledge and academia. The overall objective of this structured volunteer organization is to promote an ongoing fast pitch program in Thurston County, Washington and the surrounding areas. We will inspire in its participants the ideals of sportsmanship, scholarship, and physical fitness; regardless of race, color, gender, or creed. Unlike many sports organizations today; the Capitol Lady Outlaws organization will achieve unity through the pursuit of a competitive environment and understand good sportsmanship by learning and respecting the emotions surrounding victory and defeat. The organization realizes the challenges and as it evolves we have committed to the following core values:

Setting Goals – By doing this we ensure our commitment to the parents and daughters to provide a program based on measurable achievement.

Achieving a Higher Standard – Mediocrity or “Just getting by” is not acceptable. Our commitment is for your children to understand that the route to success is derived from performance. We also know the parent's investment must be reimbursed with the same standards.

Finding A Way – We all know the route to success is usually not the shortest path, but rather the path less followed. Why the path is less followed? Finding a way to navigate to success is as true in sports as life, and can be achieved by following the values set in items 1 and 2.

Lead by Example – To sustain a perpetual organization will take leadership. Usually leadership requires us to be good followers at times. It is up to the organization to demonstrate success through leadership and instill this in your daughters.

The Capitol Lady Outlaws recognizes their responsibility to represent our community in an ethical and respectful manner and are interested in developing a cooperative relationship with all parties involved to achieve the following goals and principles:

1. Foster a sense of pride and unity within the community by encouraging support of a single organization.
2. Support the varying skill and maturity levels of all players by offering both In-House and Travel programs.
3. Instill a sense of motivation, drive and desire to be the best fast pitch player possible. Produce athletes that are confident and respectful representatives of our community. This organization provides a program oriented toward quality supervision and safety mindfulness; a program directed at teaching the fundamentals of fast pitch; and a program allowing it's participants to grow with confidence and pride in an atmosphere that fosters these attributes both on and off the field.

2.0 Playing Structure

Recognizing that each child develops at their own pace, we will provide a structure aligned with NSA, ASA and USSSA playing standards and will provide constructive feedback based on player/coach expectation and observation of your daughters ability. This will allow her to develop her skill level during the season for advancement to next level of expertise based on eligibility. The organization's objective is to establish a multi-tiered, developmental program (i.e. 12U, 14U, 16U, 18U, A and B categories) that will challenge

your daughter to play at their highest possible level with the ultimate goal of preparing them for competitive college selection, or simply participate in a game that they love.

Players will be evaluated on their fast pitch skills, determination and attitude. Based on the try-out evaluation; the selected players will be strongly encouraged to participate at an appropriate level by the coaching staff. Registration and team rosters will not exceed 12 athletes. Based on the availability of an all volunteer Coaching Staff and the number of players that meet the expectation of the competitive level of the sport; the number of teams formed may vary during the final selection for participation.

2.1 In-House Program

The In-House Program is the foundation of our structure and is absolutely necessary for the overall success and the growth of each individual player and the Capitol Lady Outlaw Program. It provides a learning environment for first-year and varying skilled players to learn the basics or expand their fast pitch knowledge in an instructional environment. The In-House program starts after regular season play. It will begin with a Try-Out period which all returning players are expected to participate. The program will evolve into participation in Fall Tournaments through the end of September each year. Practices with players that have been identified during the tryouts for the Capitol Lady Outlaws will participate in practices and play in a minimum of two tournaments, for the coaches to evaluate the player's capabilities. The final Roster of 12 will be selected and new players completing the Fall Try-Out period will be contacted by the Coaches with an "Offer-to-Play" agreement. The team will break from October through December. January will begin the new season with three (3) practices per week which will revolve around physical fitness, agility, and core conditioning relative to fast pitch. In the March time frame as weather warms, we will move from a gym to a designated field and we will start to have teams formed based on equally skilled distribution of players. It may be necessary to readjust the In-House structure for playing levels, team sizes, and rules and regulations.

2.2 Travel Program

The Capitol Lady Outlaws is a competitive travel fast pitch organization. To challenge players with a higher level of competition against advanced skill levels, we will play in other surrounding community fast pitch tournaments. Tournament schedules are routinely NSA, USSSA and ASA tournament weekends (Saturday and Sunday) and depending on size of the tournament may include Friday and Monday. Understanding travel costs, the Capitol Lady Outlaws Fast Pitch (CLOFP) Organization will provide every consideration to keep costs and travel to a minimum and still achieve the competitive exposure and results desired.

3.0 Membership of the Organization

Capitol Lady Outlaws Fast Pitch (CLOFP) Organization is made up of a Board of Directors (Board), families who have fulfilled the registration requirement, active coaches, and other persons interested in the furtherance of the Capitol Lady Outlaws program. Membership in the organization requires good financial standing and a signed commitment. All members of the organization, parents, coaches, and children, shall be required to read and sign the appropriate commitment page.

Parents of active players and other active volunteers over 18 years of age interested in the furtherance of the Capitol Lady Outlaws will be afforded voting rights for the Board elections provided Player Fees are

current, they have attended at least 75% of the current year's tournaments and Open Board Meetings. Board nominations will be taken at the close of the regular season (July) and board elections will take place at the winter break, during the October Open Board Meeting.

4.0 Executive Board and Appointed Officers

The Capitol Lady Outlaws will have the following non-compensated Board positions:

I.	President	Executive	(Executive Decisions/Authorizations)
II.	Secretary	Executive	(Voting Member)
III.	Treasurer	Executive	(Voting Member)
IV.	General Manager	Executive	(Voting Member)
V.	Organization Head Coach	Executive	(Voting Member)
VI.	Fundraising Coordinator	Appointed	(Voting Member)
VII.	Equipment Manager	Appointed	(Voting Member)
VIII.	College Recruitment	Appointed	(Voting Member)
IX.	Fan Gear Coordinator Advisor	Appointed	(Non-Voting Member)

Appointed positions are selected by the executive board based on Good Faith, commitment to the Organization, and willingness to volunteer and meet the commitments expected of the position appointed to.

Voting positions are those positions that affect the wellbeing of the players, and health of the organization regarding capability, financial strength, and tools in the daily operations of the Organization.

4.1 Purpose of the Board of Directors

To ensure the Capitol Lady Outlaws Fast Pitch Organization represents and serves the community and its' members, a board of directors that is elected by active participants through a nomination and voting process will govern the organization. The Board structure would be flexible based on program needs, growth requirements and participant suggestions. The purpose of the Board of Directors shall be:

1. To perpetuate and direct the organization.
2. To set policy and take care of all matters dealing with the organization.
3. To set, direct, and control all monetary policy.
4. Only the Board of Directors has the right to suspend or expel any person not adhering to the policies defined in the Capitol Lady Outlaws Bylaws, Code of Conduct and current league or conference governing laws and code of conducts.
5. To have the authority necessary to carry out all duties, whether or not specifically enumerated within the bylaws, for the organization to function.
 - a. To monitor bylaws on a regular basis to ensure the program is properly structured. At a minimum the bylaws should be review on an annual basis.

- b. Annual proposed changes to the bylaws shall be submitted at the January board meeting.
- c. Annual proposed changes will be voted on during the February board meeting.
- d. Amendments made outside of the annual review may be made by a 2/3 majority vote of the board and put into effect immediately.



4.2 Organization and Authority of the Board of Directors

1. The President shall chair all board meetings, set the agenda for all business to be discussed and maintain orderly procedure through the user of parliamentary rules as outlined in Roberts Rules of Order.
2. The President shall have no vote on a motion and may not speak to an issue or enter into a discussion of a motion on the floor without first relinquishing the chair.
3. The Board may terminate elected or appointed members for just cause and make new appointments as required filling vacated positions.
4. If professional assistance or expertise is required, the Board may appoint such advisors. Such appointees shall have no voting authority by virtue of their appointment.
5. The Board intends to hold a minimum of four (4) regularly scheduled Open Board Meetings each calendar year beginning in January. Meeting time and place will be specified in the meeting minutes of the previously scheduled meeting. Time and location of such meeting, as agreed upon by 2/3 Board vote, may be changed on a 24-hour notice given by either the Secretary or President. These meetings will be "open" to the parents, sponsors or interested parties ("Public") where all are welcome. The public is welcome to present issues or concerns to the Board using the following guidelines.
 - a) There will be a reserved time during the Open Board Meeting for the public to address the Board. These times will be approved and adjusted by the Board to accommodate each meeting schedule.
 - b) The public addressee will need to schedule the topic and time with Secretary at least 72 hours prior to meeting date.
6. The order of succession to the office to the President shall be:
 - a) Immediate nominations and elections by the organization. In the case of immediate resignation or that no nominations are received, the Board of Directors will nominate all interested in serving the position and appoint based on standards met. The position shall not go vacant for more than 30 days.
 - b) An Executive Board member may fill the position of President in the interim.
 - c) Upon selection of a new President, review of minutes of two (2) previous quarterly meetings and an audit of financial data will be conducted.
7. The Board of Directors cannot conduct business without a quorum, which is defined as a majority of its duly elected members.
8. A 2/3 majority vote of those members present at a duly constituted meeting is required to adopt any measure unless specified herein.

9. All Board members, other than the President, are eligible to vote on any issue brought before the Board unless the issue directly affects an individual's role within the organization. Members of the Board may abstain from any vote that may cause a conflict of interest.
10. The Board shall have the authority necessary to carry its stated purpose and responsibilities.
11. No measure may be adopted which conflicts with any affiliated conference ruling.
12. Annual budget preparation will be the responsibility of entire Board.

4.3 Elections and Term of the Board of Directors

1. Any current member in good standing for a period of one (1) season of the Capitol Lady Outlaws Fast Pitch organization may be eligible for a Board position.
2. The Board of Directors term of office shall be for two (2) years, beginning in November (end of fall season) following their election.
3. Board Elections shall be held in October of each year for the positions that are up for re-election. Newly elected Board members will take office in November of the coming year. Scheduled elections will be held in even years beginning in 2012 for:

- I. President
- II. Secretary
- III. Treasurer
- IV. General Manager
- V. Organization Head Coach

4. Board nominations will be accepted during September with final nominations being at the October Open Board Meeting. Nominations for any person not attending at least 60% of the Open Board Meetings or being an active volunteer for at least one season will not be accepted. The Board determines eligibility of nominees based on the type of volunteer services provided. The Board of Directors meeting minutes will be made public, and will be sent out announcing the nominations within one (1) week prior to the October Open Board Meeting and Election results will be announced within one (1) week after the October meeting.
5. The Board of Directors is expected to serve full terms and to attend 70% of all Open Board Meetings and Board Workshops and 70% of organizational functions (including home and away games). A Board member must inform another Board member if they cannot attend a function. If a board member fails to comply with these conditions, the Board of Directors may remove such member.
6. The newly elect Board of Directors will meet with the active Board of Directors at the first board meeting following the elections. The retired board member will "shadow" the new board member for a period not to exceed 180 days for the purpose to ensure good orderly transfer of responsibility and continuity of the Organizations programs and commitments.

7. A Director must serve for one (1) year before he/she is eligible to run for President or either Vice President positions. In the event the President or either Vice President is unable to finish their term and no other office in succession accepts the position, the position may be filled by any current Board member regardless of tenure with the board.

4.4 Operations and Management

The Board collectively oversees the operational areas necessary to year-round functioning of the organization. Board members in charge of an operational area, either elective or appointive, retain primary accountability for the management and detailed implementation of their assigned responsibilities. Duties and responsibilities of the Board members are as follows:

President:

- a. Leads or manages the organization's direction.
- b. Coordinates activities of Board for appointments of all vacated positions.
- c. Act as back-up for Treasurer.

Secretary:

- a. Maintains current and updates Capitol Lady Outlaw rules and bylaws.
- b. Coordinates any revisions or amendments to the Capitol Lady Outlaw Bylaws and submit changes for adoption by the Board.
- c. Maintains accurate minutes of Board meetings.
- d. Notifies Board members of meetings.
- e. Maintains organization history and records.
- f. Conducts league and business correspondence.
- g. Aides in the dissemination of information to membership (parents).
- h. Files paperwork for all license/title applications and renewals.
- i. Assists President in filing corporate bylaws and other information with governmental agencies as required.
- j. Monitors website to ensure information is current and accurate.

Treasurer:

- a. Prepares annual financial statements.
- b. Prepares monthly financial statements.
- c. Prepares and finalizes annual budget.
- d. Establishes accounts receivable and accounts payable procedures and informs the Board of the accounting method utilized.
- e. Manages financial assistance/fee waiver policy/player sponsorship.
- f. Manages refund policy.

- g. Maintains bank account with authorized signatures with President as back-up.
- h. Manages asset value for Organization.
- i. Processes accounts payable and accounts receivable.
- j. Prepares and files all necessary financial reports.
- k. Files corporate bylaws and other information with governmental agencies as required.

General Manager:

- a. Coordinates the distribution and flow of any information or forms from the Board, President, or appointed committee coordinators to the parents.
- b. Coordinates the collection of any information, forms, or monies from parents for the Board or committee coordinators.
- c. Coordinates parent volunteer time and works with Team Parents to ensure coverage for game day.
- d. Coordinates special events (i.e. pictures, kick-off party, year-end banquet, etc.)
- e. Coordinates all parent volunteer time requirements to ensure coverage for special events.
- f. Coordinates field/school use permits and other organizational contracts. Copies of these permits or contract shall be filed by the Secretary.
- g. Assists all Board members with committees and volunteer programs needed throughout the year.
- h. Coordinates the individual team's Administrative Assistant roles and responsibilities.
- i. Coordinates insurance program and payment.

Organization's Head Coach:

- a. Solicits for and recruits new coaches.
- b. Coordinates selection process for all coaches.
- c. Provides a list of all coaches for Board approval. For approval, there must be a 2/3 majority of those present.
- d. Coordinates background checks for coaches.
- e. Acts as liaison between the Board and the coaches regarding rules, philosophy, and policy of the organization.
- f. Acts as liaison between the coaches and the parents regarding rules, philosophy, and policy of the organization.
- g. Coordinates a weekly game report from each team including feedback, injuries, ejections, etc.
- h. Coordinates and runs coaches meetings, including keeping record of attendance.

- i. Responsible for coaches' compliance with league rules.
- j. Coordinates with other coaches to develop a standard for classification, selection, and/or draft of multiple team levels to ensure all participants are properly/equitably placed.
- k. Manages Coach's Code of Conduct.
- l. Coordinates Coaches clinics and camps.
- m. Manages all scrimmage games/practices.
- n. Coordinates with the GM all information needed to be communicated with the parents.
- o. Overall responsibility that Coaches meet the registration and training requirements.
- p. Overall responsibility for all tournament registration forms.

Fundraising Coordinator:

- a. Formulates participant fundraising programs for Board approval.
- b. Sets schedule and locations for all fundraising events.
- c. Works with General Manger to coordinate volunteers required for fundraising events.
- d. Sets-up committees and work parties as necessary.
- e. Submits receipts and revenues to the Treasurer with profit and loss statement.
- f. Maintains record of contacts, supplies, etc. for future reference on all fundraising events.
- g. Develops annual corporate fundraising budget or plan for Board approval.
- h. Implements identification and solicitation of major donations from corporations.
- i. Maintains records of all donations provided to the organization.
- j. Manages the display of Sponsor Banners during game day or special events.
- k. Ensures that all donors are properly acknowledged and that all sponsors receive appropriate recognition and benefits (plaques, banners, ads, etc.).

College Recruitment Advisor:

- a. Be knowledgeable about the process and timelines for contacting colleges of interest.
- b. Be knowledgeable about effective college exposure tournaments.
- c. Be knowledge about the necessary compliance paperwork to fill out with NCAA, NAIA, and Junior College organizations.
- d. Be a resource for players and parents who are interested in pursuing or learning more about collegiate fast pitch careers.
- e. Conduct workshops for Capitol Lady Outlaws who are interested in playing fast pitch in college and are juniors or seniors.
- f. The workshops will serve dual purposes:
 - 1) To inform and assist with the process of contacting college coaches with effective materials.

- 2) Interested players will meet for 30 minute to 1 hour workshops once a week for four weeks in the fall for the upcoming season.

Equipment Manager

- a. Position is dully appointed and accepted by a willing volunteer who is responsible for the accounting, distribution, maintenance and acquisition of new equipment for each team.
- b. The Equipment Manager will advise the Board of equipment needs. Request and approval will be granted by the President or General Manager prior to any purchase being made.

Fan Gear Coordinator

- a. The Fan Gear Coordinator will be responsible for preparing orders.
- b. Coordinating the manufacturing and receipt of all products.
- c. The distribution of products to respective team fans.
- d. Provide records of all funds collected for product sales at quarterly Board meetings.

5.0 Tournaments/Games

Regular and Post Season

All regular season and post season games will be scheduled by the Organization Head Coach under advisement of the respective team coaches whom desire to participate in the selected tournament. Any tournament or games played outside of the regular season or post season must be approved by the Board. Post-Season play is considered to be after State Championship tournament have been held. Regional and Exposure tournaments after the State Championships are considered to be post-season. The approximate season of play is the first week of April until the 2nd weekend in July.

Post season play will usually be played by 16U and 18U teams at exposure events. Post Season events will be scheduled as soon as practical and a relative expectation of player commitment to the team for the purpose of team continuity are desired. Players entering their Junior and Senior year should check their school calendars for events they desire to attend. For players entering their senior year, this may be your last opportunity for exposure to colleges seeking new players.

Fall Season

Fall Season, commonly referred to as "Fall-Ball" will be scheduled if teams desire to participate. Fall-ball is an oppotune time for new players to meet and bond with returning players, however school starts and fall sports may mitigate the opportunities to play. The fall-ball season will begin after offers are made to prospective players and will not go beyond the end of September. Please see the FALL BALL, Appendix H for the standardized cost structure and guidance for executing a successful fall season. This is imperative for parents of new and younger players.

NOTE: This appendix is currently being drafted based on "Lessons Learned" with previous try-out and fall-ball experiences. The by-laws will be updated with the appendix for the 2012 season.

6.0 Player Fees and Fundraising

Player Fees

The Capitol Lady Outlaws is a non-profit organization. Player fees are derived from the annual budget for first aid kits, practice fields, indoor facilities, web-site, insurance, uniforms, helmets, team equipment and the number of tournaments promised for the season of play. Each player is responsible for **full remittance** of the player fees by **April 15th of the season to be played**. An initial commitment fee of \$300.00 (non-refundable) is required to be paid by November 1st or until a prospective team member has had one week to review the Bylaws and signed the appropriate commitment and consent forms at the conclusion of the Fall Season of the year that the season is being entered into. Late try-outs and offers to play for the Outlaws after the Fall season will be given the one week period to review the Bylaws and shall enter the agreement to play by providing the appropriately signed commitment and consent page, and the commitment fee. This obligation demonstrates commitment and removes measurable RISK to the Organization's efforts to develop the team rosters and secure the facilities to work with the individual players and teams based on the "In-House Program".

The remaining fees are divided over 4 periods in Appendix F of the Bylaws.

NOTE: Every effort on the part of the Organization, Coaches, and Staff are focused on keeping costs to a minimum. No one person has the authorization to allocate funds for any special interest or expect reimbursement without prior consent from an authorized executive level decision or Board of Director's approval.

Fundraising

Fundraising is instrumental to the success of any non-profit organization. Our fundraising program is in keeping with fiscal personal responsibility ethics and standards. Each child may seek sponsorship. In this case we have provided a sample letter (Appendix G) for you to use as a guideline. We request that sponsors remit sponsorship payments directly to the Capitol Lady Outlaws Fastpitch Organization (CLOFP) in your player's name for proper accounting and receipt delivery. When participating in fundraising activities (i.e. Carwash, Yankee Candle, Candy bar sales, etc.), 90% of the profits of personal player sales will be reimbursed toward your player fees. If you have paid your player fees, you will be reimbursed that amount. Funds will only go to those who participate.

Each child/parent or team has the opportunity to organize their own fund-raiser. Please communicate with the Board with the plans and support expectations. We will help in any way we can. Your efforts will be rewarded with 100% of proceeds applied to your player fees.

Our intent is to establish "Pay-as-you-go" standard, and NO Parent's fees will be used to provide for someone else. Participation is a choice and life is full of them. The Board has agreed and has set policy; that no-matter the player's talent, the financial obligations must be adhered to by everyone. This can be achieved through Capitol Lady Outlaw's fundraising activities, and the organization will help the ones that want to help themselves.

The Outlaw Organization will hold a minimum of one (1) mandatory fundraiser during the course of the season (October thru August) which all profits will benefit the Organization. These benefits will be used to improve/pay for facilities, training tools, certifications of coaches and mitigate financial losses. Transparency and accounting of these funds will be provided in an appendix yet to be determined. Minutes of board meetings and approved expenditures are posted on the website for your review. This is held to strengthen the Organization for years to come.

Contract Termination

In the case a contract is terminated due to injury or by choice with the Capitol Lady Outlaws;

1. All Fees paid to date are non-refundable up to and including the payment due February 1st.
2. If a player is paid in full by this date, they will be reimbursed for Tournament Fees only.
3. If a player is behind on their scheduled payments, the Outlaw Organization will seek Legal Methods to acquire the fees owed, including the February 1st payment (See Players Fees Appendix F).

In the case of injury with the same parameters of item(s) 1 above, the same reimbursement policy is in effect in items 2 and 3.

In the case the injury occurs after the February 1st date;

1. There will be no refund of tournament fees that have been pre-paid.
2. There will be no refunds for tournament fees expected in the 30 day period after the injury has occurred. Example: If 2 tournaments were scheduled in the 30 days following the injury and your season is over, the reimbursement will be processed and the fees for the 2 tournament will be deducted.

The Organization has up to 30 days to process any refunds for distribution. Should we have to go to court to collect players' fees you will be liable for court cost and any and all attorney's fees incurred by this organization.

In the case that a team is dismantled for any reason; and based on the Board of Directors discretion, authorized equitable reimbursement of fees will be paid to the respective players who warrant reimbursement and will be at the fair discretion and approval of the Board of Directors and will have the necessary documentation to reinforce reimbursement decisions.

Note: Please see the current season allocated budget in which your player fees are assessed in the "Cost and Payment" for your age group in the appendix attached to the by-laws.

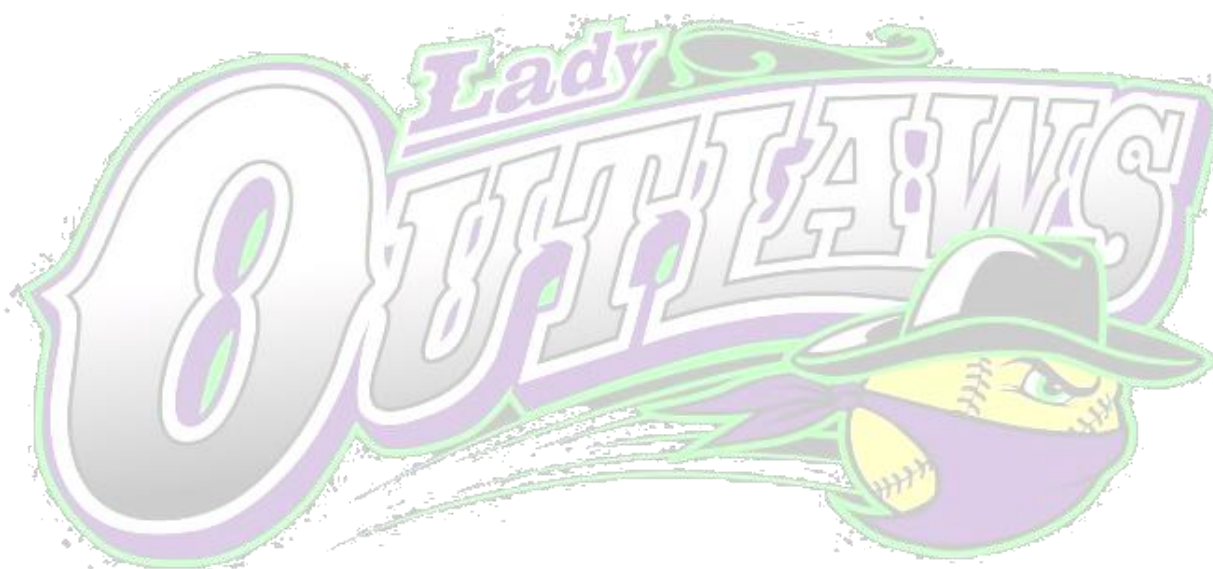
Pick-Up Players

It is the policy of the Outlaw Organization to NOT CHARGE a player that is a guest as a "Pick-Up" player, as the fees for any tournament have been paid by someone that that player is replacing. They are a guest and will be treated in a manner that all guests are treated in your home.

Pick-Up players will be sought-out within the Outlaw Organization first. Players that meet age and skill requirements will be offered the opportunity to play first when it does not impact their team's tournament and/or team strategy. Team Head Coaches will discuss and come up with an appropriate agreement.

If there are no available players in-house that can be granted the opportunity to play as a pick-up player due to other commitment, then Coaches are authorized to seek players outside of the Organization. Every effort to assess a Pick-Up player's skill level and standards that meet or exceeds the skills on the Team concerned will be done to ensure we mitigate any risk to the team's efforts during tournament competition.

APPENDICES



Appendix A

Coaching Philosophy

As a coach it is our personal approach that creates the climate and our daily mood that sets the tone for the season. In all situations it is our response that decides whether a crisis will be escalated or de-escalated. We can make the weather miserable or joyous; be a tool of torture or an instrument of inspiration.

Our goal is to optimize each player's performance through repetition as well as skill development and increase knowledge of the game so that each player can perform to their utmost abilities with confidence while creating a positive atmosphere; setting realistic goals and expectations to advance each athlete to the next level.

It is our expectation that each player's effort and attitude will afford them the necessary knowledge, skills and abilities to earn their position as a member of the team and be successful players in any competitive environment.

The coaches in return will endeavor to contribute their time, energy and knowledge of the game to ensure that each player has the necessary tools to be a successful player and a respected citizen of the community.

There is an overall expectation that the player will attend all practices during the season, unless there is illness or an emergency. **Participation is key to success** in all of our tournaments. Out of respect for our volunteer staff and your teammates; 24 hour notice is the minimum requirement for all expected absences. Failure to attend practices and tournaments will be adjudicated at the coach's discretion based on how it may affect the team's performance.

Dennis Wells, Capitol Lady Outlaws Head Coach

Date

Appendix B

Responsibilities and Conduct

It is within the mission statement of the Capitol Lady Outlaws (see 1.0 Preamble of the bylaws) to provide a fun, safe and positive environment for the learning, practice of athletic, sporting activity. (Also see Coaching Philosophy). The mission of Capitol Lady Outlaws Organization further includes the goals of developing good character, teaching positive life skills, promoting physical fitness, healthy choices and teaching good sportsmanship. This organization is designed for the child. We will require a background check and basic education for all volunteer coaches, trainers and other staff. Negative coaching will not be tolerated and the emotional, physical well-being of the child participant will always be a guiding principle in this and all activities.

Parents of participants in the Capitol Lady Outlaws organization will become aware of and abide by the by-laws. Parents will conduct themselves in a civil, responsible, ethical and fair manner. If something is observed that requires the coach's attention, please advise him/her directly at a feasible time (preferably after the game, practice or tournament).

It is the responsibility of every teammate, participant, volunteer, coach, trainer and parent to abide by the following:

1. **Trustworthiness:** It is a goal of Capitol Lady Outlaws Organization to promote trustworthiness among the players, the board, volunteers, teammates, trainers, coaches, parents and officiating staff by:
 - Always pursuing victory with honor;
 - Demonstrating and demanding integrity;
 - Observing and enforcing the spirit and letter of the rules of the game;
 - Not compromising education (coaches will be checking grades) and character-development goals;
 - Not engaging in or tolerating dishonesty, cheating or dishonorable conduct.

2. **Respect:** Parents and players are expected to respectfully express any alternative views at an appropriate manner and time off the field and away from the participants. Capitol Lady Outlaws Organization is opposed to bullying, hazing, teasing and other conduct that degrades any and all people.
 - We will be monitoring MySpace, YouTube, and Facebook for the above reasons.

3. **Responsibility:** Every parent, player, participant and volunteer or staff member of Capitol Lady Outlaws Organization is responsible for his or her own words and actions. They will further demonstrate responsibility for the environment by insuring that the practice and game fields are left in a clean, safe manner. Parents are expected to demonstrate responsibility by having his/her child at practice and games on time and prepared. Players are to be equally responsible for coming to practice and games prepared, ready to participate. The players' fees and all cost of this sport is the parent's obligation.

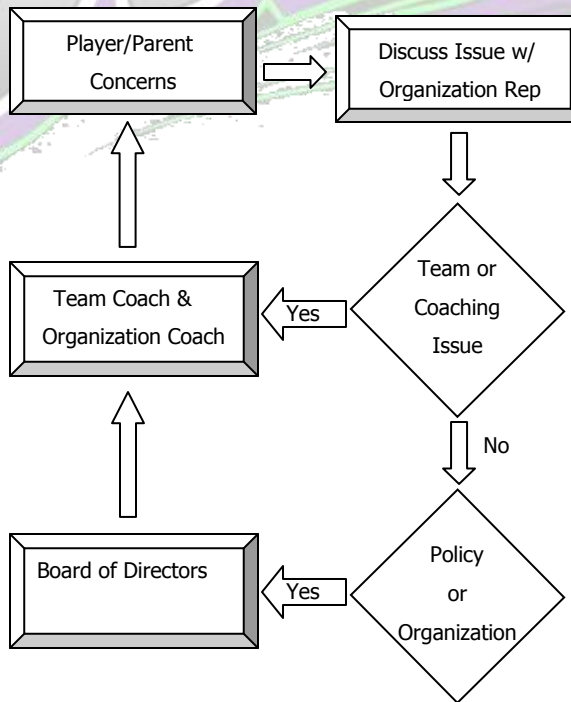
4. **Caring:** It is the goal of Capitol Lady Outlaws Organization to promote caring in the sports environment so as assuring that the academic, emotional, physical and moral well-being of athletes is always placed above desires and pressures to win.
5. **Communication:** Success of any organization is achieved through communication. It's difficult to gather 5 to 6 teams together including parents and get information out. Therefore the most effective means of communicating is through email. Either from coaches or from the board or usually the GM. Please review your email and visit www.capitolladyoutlaws.org routinely for information and updates.

Another aspect of communication is to be able to provide problem resolution. If a problem IS NOT confronted, then there is no problem! We cannot fix or address something if we don't know about it. Therefore please consider the following;

Complaints or Concerns

The Outlaw Organization is divided into two definitive aspects involving you the parents and the Player(s). 1) The Board of Directors and advisors are responsible for fair and equitable standards and administrative operations of Organization and 2) the Coaching staff that ensures the operational standards are adhered to regarding the safety, wellbeing and advancement of your player's skills. This is done through constant communication of the General Manager and the Organization Head Coach.

The Organization as a whole has implemented a structured process for communicating your complaint, concern, or recommendation for improvements for the program.



If you have any financial concerns, player discipline problems, or any issues which need to be discussed in confidence please see any trusted member of the board you feel comfortable with discussing the issue in confidence with, for help or guidance or possible resolution. The Organization wants this to be a positive experience by all involved. Enough said.

A. Lessons Learned Guidance for Problems Encountered – The items below has demonstrated tendencies that distract the players and coaches and in-turn occupy valuable time and usually not positive or productive.

1. Playing Time – If you have an objection to the amount of time or positioned played and are upset by this, please wait until after the game or the day of tournament play and ask your child first. The coaches should have discussed this with your player and they will know why. It is the standard policy of the coaches at all age groups; that the player will have the reasons explained to them based on policy, rules or guidelines previously discussed with parents and players or outlined in the Bylaws. Please understand; that as a TEAM they will be asked to play other position in certain occasions. Reasons for this are based on what is best for the TEAM as a whole considering factors such as; game situations, attendance, and player performance.

2. Parent Expectations – If it is absolutely necessary to speak with the coach and you're upset about something regarding your child, please wait for the weekend to end. We request that you wait until Monday following the tournament as the Coaches have 10 other girls and other things going on during tournament play. It is the Outlaw Organization policy that all forms of communication and problems are confronted and resolved. We do look for Win-Win situations for the child, but there are NO Guarantees for parent satisfaction.

3. Parent Coaching – If you **ARE NOT** a coach, player or Board member, you are a parent. Parents who are observed coaching or instructing players on technique, field play, or batting during a game will be asked to cease this conduct, as it usually confuses the child during the tempo of competitive fastpitch. These actions tend to undermine the coaches, agitate the players and eventually disrupt the overall teamwork. It will not be tolerated and you may be approached by any Staff to stop.

Parents and Fans should be a team too!

4. Use Critical Thinking – Please consider all the possible scenarios a coach and player has in any given moment of the game. Each game is different. If there were any guarantees, there would not be gambling in sports. Be objective in your thoughts when considering your player, or someone else's player's capability, and each play, AFTER the fact. Hind-sight is 20/20, but what did you NOT see, or understand. Was/is there a possible strategy that is being executed for possibly 1 or 2 batters ahead of the play of interest? Try to always consider the "Big Picture". Please avoid venting your frustration until you've considered the facts. Consider the team and your player regarding the undue stress which occurs with unwarranted outbursts. Be considerate of the other fans and parents. Take a "time-out and walk away. If that doesn't work then refer to paragraphs 1 through 3, if you cannot shake the frustration.

Remember that the Outlaw Organization encourages communication. Whether in confidence or not; don't bottle-up your frustration. Please let someone on the staff know and let's discuss it. We cannot help if we don't know about it and if we don't know about it, then there is no problem.



Appendix C

EXECUTIVE BOARD MEMBER EXPERIENCE

Chris Braniff is our Board President. Chris served our Country for 20 years in the U.S. Navy and retired as a Chief Petty Officer. He is employed at Boeing as a Project Leader. He is a staunch believer that success is achieved through Commitment and Personal Accountability. He brings experience to the Organization from his previous residence serving as the Home Owner Association Board President. He is devoted to maintaining focus on the Lady Outlaws' Organizational Commitments to the Team and Parents during his tenure.

Lori Braniff is our General Manager. Mrs. Braniff has been the General Manager now going on our 3rd year. She has previously managed a chain of optical stores in Florida for over 7 years and managed a home based business for 3+ years. Mrs. Braniff has been involved in Select Fastpitch as a player during the same age as the players today and has been a coach, with combined experience of approximately 20 years. She has been an active volunteer at her children's school and all communities she has lived in. Since moving to Washington, she has been working for our US Air Force in the Finance department since 2009.

Ginny Loncar is our Treasurer Ginny has worked as staff accountant for FSLIC and Accountant for the the Town of Steilacoom followed by raising children and bookkeeping currently for family rental business. Throughout the years spent time volunteering for the kid's schools and functions. Spent the last 10 years following all three of my children around the Northwest (and beyond) non-stop to baseball and basketball tournaments - and loving it!!!

Jessica Burkhart is our organization's Board Secretary. Ms. Burkhart is an Executive Assistant for the State of Washington and has been for over 10 years. She has been a tremendous asset to our organization in a very short time. Ms. Burkhart has been involved in fast pitch since the tender age of 7 and coaching as an adult and now watching her daughters play.

Dennis Wells is our Head Coach for the Capitol Lady Outlaws Fastpitch organization. Mr. Wells has been a baseball coach for over 12 years and a fastpitch coach for the past 4 years. He enjoys spending time with his daughters. He serves as an umpire for 9-18 year olds in Baseball and has been involved for 10 years. He is an excellent coach and cares about the advancement of his players skills.

Appendix D

Minor Waiver/Release Form

RELEASE OF LIABILITY FOR MINOR PARTICIPANTS - **READ BEFORE SIGNING**

IN CONSIDERATION OF _____, my child/ward, being allowed to participate in any way in the sport of Amateur Competitive Fastpitch related events and activities, with the Capitol Lady Outlaws Fast Pitch (CLOFP) Organization, the Name undersigned acknowledges, understands, and agrees that:

The risk of injury to my child from the activities involved in these programs is significant, including the potential for permanent disability and death, and while particular rules, equipment, and the execution of ***personal discipline*** may reduce this risk, to themselves and others, the risk of serious injury does exist; and;

- 1) FOR MYSELF, SPOUSE, AND CHILD, I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASED PARTY or others, and I assume full responsibility for my child's participation; and,
- 2) I willingly agree to comply with the program's stated and customary terms and conditions for participation. If I observe any unusual significant concern in my child's readiness for participation and/or in the program itself, I will remove my child from the participation and bring such attention of the nearest official immediately; and,
- 3) I myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS Capitol Lady Outlaws Fast Pitch (CLOFP) Organization; its directors, officers, officials, agents, employees, volunteers, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessor(s) of premises used to conduct the event ("Releasees"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property incident to my child's involvement or participation in these programs, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES INVOLVED OR OTHERWISE, to the fullest extent permitted by law.
- 4) I, for myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, HEREBY INDEMNIFY AND HOLD HARMLESS all the above Releasees from any and all liabilities incident to my involvement or participation in these programs, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent permitted by law.

Appendix E

SIGNATURE PAGE

I HAVE READ THE "MINOR WAIVER/RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT FOR _____ (Players Name) . I FULLY UNDERSTAND ITS TERMS AND UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS PAGE AND I SIGN IT FREELY AND VOLUNTARILY WITHOUT PREJUDICE or INDUCEMENT.

(PRINT NAME)

(PARENT/GUARDIAN SIGNATURE)

(DATE)

UNDERSTANDING THE COMMITMENT

I understand that by signing and returning this page to the Capitol Lady Outlaws Fast Pitch Organization that; I understand the seriousness of the risk involved for my daughter to participate in this sports program. I further understand my parental/guardianship responsibilities for adhering to the responsibilities and conduct for myself and daughter, including the financial obligation as a member of the Capitol Lady Outlaws Organization and I freely accept them as a participant.

(PRINT NAME)

(PARENT/GUARDIAN SIGNATURE)

(DATE)

This signed waiver/release will be kept on file by the sports organization for a period 7 years or longer if the player has been involved in a serious injury.

1. I have read and understand all contents pertaining to this membership packet. Initial _____
2. I agree to all financial obligations stated here on or in this package. Initial _____
3. I understand that if I, or my player is not in good financial, scholastic, or ethical standing with the Capitol Lady Outlaws Fast Pitch (CLOFP) Organization my child will not play. Initial _____
4. I agree and understand that this is a legal and binding document. Initial _____

(PRINT NAME)

(PARENT/GUARDIAN SIGNATURE)

Appendix F

Costs and Payment

\$ 300.00 Commitment Fee. Due November 1st, or any convenient time after you have accepted a position with the Capitol Lady Outlaws Organization. If accepted please read "appendix D" and remit the amount indicated with the signed signature page (Appendix E) and **a copy** of your player's birth certificate with a copy of her picture identification.

\$ 300.00 1st payment due January 5th – There will be a 10 day grace period.

\$ 300.00 2nd payment due February 5th – There will be a 10 day grace period.

\$ 300.00 3rd payment due March 5th – There will be a 10 day grace period.

\$ Remaining 4th payment due April 5th – There will be a 10 day grace period. The remaining amount will be determined by the age group of the team. Tournament costs and returning player costs will vary. See the table for previous new player fees and current proposed fees for 2011. Player must be paid in full by April 30th.

2011 Season New Player Fees

<i>Year</i>	<i>12U</i>	<i>14U</i>	<i>16U</i>	<i>18U</i>
2009	N/A	1,200.00	N/A	N/A
2010	\$1,300	1,300.00	1,450.00	1,500.00
2011	\$1,300/*\$800	\$1,300/*\$800	\$1,500/*\$1,000	\$1,500/*1,000

* Denotes returning player fees if NO uniform items are needed. The Organization makes every effort to maintain uniform continuity so that only wear and tear items should require replacement.

**Average Costs per Player. Younger teams are less based on Tournament costs.
 Capitol Lady Outlaws 2011 Budget Estimate - Individual Player Fees Break-down**

<u>Item</u>		<u>Amt</u>
<u>Uniform</u>		\$285.00
<u>Personal Equip.</u>		\$235.00
<u>Tournament Fees</u>	AVG	\$450.00
<u>Insurance</u>		\$50.00
<u>Association Registration</u>		\$100.00
<u>Facilities (Indoor/Fields)</u>		\$250.00
<u>Organization Fee</u>		\$150.00
Equip Maint./Replacement		
First Aid Equipment		
Administrative Costs		
Total		\$1,520.00

**** This is a Generic Estimate based on Averages Only. NOT OFFICIAL INDIVIDUAL COSTS.**



Appendix G

2010 Season

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 30, 2010

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear Prospective Sponsor:

My name is [**Your Name**] and I am a member of the Capitol Lady Outlaws Competitive Girls Fast Pitch organization. The Capitol Lady Outlaws was established as a non-profit and incorporated in the state of Washington in 2008. The organization started with one team in the 2009 season and has grown to [**Number**] teams in our [**YEAR**] Season.

The coaching staff and Board are committed to developing and perfecting our skills, competitive spirit, and core values of hard work and integrity. We are elevating our understanding; achieving a higher level of standards pertaining to our personal accountability and responsibility as players and citizens. These are considered to be the most important aspects in our pursuit of the competitive edge in preparation for college and our futures.

It is my decision along with my parents to become a member of the best organization for competitive fast pitch softball in the South Puget Sound area. However, for the organization to sustain the high standard of athletic and personal integrity; they incur numerous expenses that are funded by our player fees to offset the cost. These expenses include;

- ① Equipment
- ① Insurance
- ① Uniforms
- ① Indoor Facility Rental
- ① Tournament Fees/Travel Costs
- ① Outdoor Practice Fields
- ① Operational Expenses

I would like to humbly appeal to your generosity, assistance and support of the Lady Outlaws via a donation of any amount to help offset my player fees for the season. Your personal donation or sponsorship of any amount would be a great help to my family and the organization, and you have my deepest and most sincere appreciation!

I would like to invite you to visit the Capitol Lady Outlaw website at www.capitolladyoutlaws.org and see for yourself the commitment to the players others are making.

OUTLAW INFORMATION & FACTOIDS

The Board of Directors consists of the President, Secretary, Treasurer, General Manager and Organization Head Coach.

Team Year Groups: 12U, 14U, 16U and 18U

Coaching Staff: We have approximately 25 Coaches, staff and volunteers with varying experience in the realm of Fastpitch and Baseball organized sports activities.

Compensation: The Capitol Lady Outlaws are founded on the principals Hard Work, Making the right choices and Esprit de corps. They offer NO compensation other than the return of satisfaction of helping these young women develop to their potential.

Your gift is tax deductible, and we will ensure you're provided with a receipt for you records. Cash or checks are gladly accepted. **Please make all checks payable to Capitol Lady Outlaws Fast Pitch (CLOFP).**

501(c)3 Status: Currently applied for and awaiting determination.

Come join the fun and see me in action at one of the exciting tournaments! You can "keep tabs" on us and our success by visiting our Web site. Schedules, team standings, and pictures are updated and posted regularly.

For more information or questions, please contact Lori Braniff, General Manager, at 360.704.8933 or by email at admin@capitolladyoutlaws.org .

Thank you so much for your consideration and support.

Sincerely,

[Your Name]

Appendix H

Try-Outs and Fall-Ball

To be delineated in Revision 2.2 of the 2012 season based on Lessons learned in 2011 Fall Ball regarding try-outs and availability of players due to conflicting fall school sports for practices and attending fall ball tournaments.

