

Nevada Lightning Fastpitch, Inc.



Organizational Operating Policies

1.0 INTRODUCTION

Welcome to the Nevada Lightning Girls Fastpitch Softball Organization (Lightning). Tournament softball is a full time commitment which can be very rewarding. To be successful it takes commitment from coaches, managers, players and parents. These operating principles are designed to focus the combined efforts of all involved in one direction. The policies here have been developed and proven over many years of experience in travel softball and compared to the practices of the top softball organizations across the country.

2.0 MISSION STATEMENT

The goal of our organization is to develop solid fundamentals, teach a respect and love of the game and to be competitive at a high level. We prepare our student athletes for High School Softball and then Collegiate Softball.

Mission Statement

Nevada Lightning, Inc.

Mission Statement and Goals

Nevada Lightning Fastpitch is organized to achieve the objective of providing a competitive environment conducive to the positive athletic, academic and social development of young women in sports.



The Goals of Nevada Lightning are as follows:

Nevada Lightning is dedicated to instilling in its members a sense of good sportsmanship and a commitment to creating an environment that will enhance player development and provide the framework to build a positive self-image as part of the athletic experience.

As an organization we are dedicated to provide young women with quality coaching and the opportunity to play the best competition for their age level in the country. While doing this Nevada Lightning and its coaches will give the commitment to your daughters to enhance their ability and to further themselves in the sport of softball and as individuals. This will lead them to the next step in softball and in life.

2.1 COLLEGE RECRUITING PROGRAM

The Nevada Lightning organization is dedicated to helping each of its student-athletes that wishes to play collegiate softball. In the 14U to 18U years this becomes a major focus for our teams and players as these are the prime recruiting years. Recruiting during the younger years is rare, though a need of awareness and preparation for collegiate softball begins much earlier.

The Nevada Lightning organization has retained a recruiting coach in order to educate coaches, parents and players on the ins and outs of preparing for college from an academic and athletic perspective.

Link to current recruiting program:

<http://www.nevadalightningfastpitch.org/play-up-athletics/>

3.0 ORGANIZATIONAL STRUCTURE

The structure of the Lightning organization is governed by the by-laws of Nevada Lightning Inc. The by-laws address the legal obligations of Nevada Lightning Inc. and define the Governing board.

3.1 THE BOARD

The Executive Board's, as defined in our by-laws, role is to maintain the day-to-day operations of the organization.

3.2 INDIVIDUAL MEMBERS

In addition to the four board members, individual members can be appointed. Generally the purpose of individual members is to represent each team that is not already represented by an Executive Board member.

3.3 ACCOUNTANT

Nevada Lightning Inc. will contract a certified public accountant to audit monthly financial transactions, prepare monthly financial statements and prepare year-end tax documentation.

3.4 WEB MANAGER

Nevada Lightning Inc. will contract a web manager to oversee the organization's website and maintain content and visual continuity among the individual team web pages.

4.0 TEAMS

Nevada Lightning Inc. will roster teams in the 10U, 12U, 14U, 16U and 18U age divisions. Teams will be identified birth year of its players, for example '99, '00, '01.

4.1 VETTING OF NEW TEAMS

New Teams of any age level wishing to join the Nevada Lightning organization must apply through the Executive Board. It is at the discretion of

the Executive Board to consider teams at any age level with consideration for the organization as a whole.

4.1.1 APPLICATION

A new team will be required to submit an application to the Executive Board containing no less than the following information:

- List staff with details of experience (head coach, assistant coach, manager)
- List players and parents with details of experience
- Defined long term goals
- Detailed financial plan including proposed tournament schedule and budgeting
- Demonstrate understanding of Nevada Lightning Organizational Policies
- Demonstration of their knowledge of travel ball

5.0 TEAM MANAGEMENT

Reserve for future development

6.0 ORGANIZATIONAL STANDARDS

In order to be a true organization rather than a group of affiliated teams Nevada Lightning Inc. has developed the following organization policies. These policies fall under several categories. They are duties to the organization, conduct, organizational continuity and team requirements.

6.1 TEAM OBLIGATIONS

Team obligations include off the field non-softball functions that affect the year-to-year operation, comradery and overall health of the organization.

6.1.1 POINTS SYSTEM

Teams are required to participate in the Lightning point system. The Lightning points system was designed to encourage and reward participation in the operation of organizational events.

40 POINTS	PARTICIPATION IN THE YEARLY BEER & WINE TASTING FUNDRAISER, INCLUDING WORK SCHEDULE TICKET SALES, RAFFLE & SILENT AUCTION ITEMS, FOOD ITEMS (NO POINTS FOR PARTIAL PARTICIPATION)
3.75 POINTS PER QTR (15 PTS POSSIBLE)	PAYMENT OF NEVADA LIGHTNING DUES BY DUE DATE (Exception of January- due date January 15th)
5 POINTS	MAINTAIN FINACIAL REPORTS- REPORT TO BOARD
15 POINTS	ATTENDING EACH BOARD MEETING OR HAVING REPRESENTATIVE ATTEND
2 POINTS	TWO COACHES/MANAGER ATTEND BBQ
8 POINTS	MINIMUM OF 8 PLAYERS ATTEND BBQ
5 POINTS	PARTICIPATE IN SPRING CLINIC
10 POINTS (POINTS APPLY ONE TIME)	1.OFFICER ON BOARD (PRESIDENT, TREASURER, SECRETARY, ADVISOR) CHAIR ONE OF THE FOLLOWING COMMITTEES:
	2.BEER & WINE
	3.CLOTHING/ACCESSORIES
	4.BBQ
	5. FACILITY MAINTENANCE
	6.10U CLINICS
	8. COACH/TEAM SELECTION

6.1.1.2 SPLITTING TEAMS

Teams that split into two teams during the year will receive a pro-rated distribution based on the girls that go to each team from the prior year.

Nevada Lightning Split Team Distribution Proposal

If a team in good standing that has participated fully in the current years organizational fundraiser splits into two teams both team will be eligible for distribution. The distribution will be calculated as follows:

1. Both teams' participation points will be added together.
2. The total points will be split between the two teams based on the percentage of players from the original team rostered on each new team.
3. Only players that participated in the annual fundraiser will be considered in the percentage.
4. The maximum percentage split possible will be 75%, the minimum will be 25% either way.

Example:

- Original team had 12 players and splits
- 5 players roster with one team, 6 players roster with the other, 1 player leaves the organization
- 5 is 45% of the remaining players, 6 is 55% of the remaining players
- The teams combined points equals 130 points towards distribution
- 45% of 130 is 58.5 points, is awarded to the team with five players
- 55% of 130 is 71.5 points, is awarded to the team with six players

6.1.1.3 AGING OUT

Teams that age out of the organization will receive their annual distribution early, prior to the start of the third financial quarter of the year.

6.1.2 BEER AND WINE EVENT

Teams are required to participate in the annual Beer and Wine Tasting event in January of each year. Participation includes fulfilling the financial commitment for tickets, for attendance and for assigned tasks.

6.1.3 BBQ

Teams are required to attend the annual August BBQ. This includes a minimum of two coaches and eight team members.

6.1.4 10U/12U CLINICS

Teams are required to participate in the annual February 10U/12U clinics by co-hosting one clinic. This includes a minimum of one coach and five players.

6.1.5 FACILITY CARE AND USE

Teams are required to aid in the upkeep of our indoor facility. This is an ongoing commitment to keep the facility clean after each practice and report any problems.

6.1.5.1 UNATTENDED CHILDREN IN THE FACILITY

For obvious safety reasons our indoor facility strictly prohibits unattended non-player children in the facility. This includes but is not limited to the siblings of Lightning players.

6.1.6 YEARLY ORGANIZATIONAL SURVEY

The Executive Board will commission a yearly customer survey. The survey will request feedback from families on Coaching, Management and Board activities.

6.1.7 ANNUAL ORGANIZATIONAL MEETING

Coaches, parents and players at the 10U-18U level will be required to attend an annual meeting held by the Executive Board.

6.2 CONDUCT

Every member of Nevada Lightning be it an administrator, coach, manager, player or parent represents the organization at all times. Our standards of conduct are directly related to our mission statement and providing a positive environment conducive to success for our athletes. Failure to adhere to the standards of conduct set forth can lead to disciplinary action handed out by the Executive Board.

6.2.1 AGREEMENTS AND ETHICS

6.2.1.1 PARENT AGREEMENT

Teams are required to have signed parent agreements from all members of their team that clearly outline behavior and financial expectations/obligations. The contracts, once signed, will be kept in the team binder. Failure to sign or acknowledge the contract does not exempt any individual from the standards set within.

<http://www.nevadalightningfastpitch.org/wp-content/uploads/2016/02/Nevada-Lightning-Parent-Agreement-2.pdf>

6.2.1.2 COACH'S CODE OF ETHICS

Coaches and managers must sign and adhere to the Lightning Code of Ethics. The code of ethics, once signed, will be kept in the team binder. Failure to sign or acknowledge the code of ethics does not exempt any individual from the standards set within.

<http://www.nevadalightningfastpitch.org/wp-content/uploads/2016/02/Nevada-Lightning-Coaches-Manager-Code-of-Ethics.pdf>

6.2.2 ADDITIONAL CONDUCT CONSIDERATIONS

In addition to the conduct standards presented in the parent agreement and the Code of Ethics, The Lightning has established conduct standards of operation. These standards are designed to project a professional image inside and outside our organization

6.2.2.1 R.O.O.T.S.

Coaches, players and parents are expected to live up to the R.O.O.T.S. of honoring the game; these are respect for Rules, Opponents, Officials, Teammates, and Self. -Jim Thompson, Founder of the Positive Coaching Alliance, The Double Goal Coach

Rules: Teach and play the game as it was meant to be played. Refuse to bend the rules.

Opponents: Treat opponents as a gift; be fierce in play and friendly in between.

Officials: Honoring the game means respecting officials at all times.

Teammates: Honoring the game by never embarrassing or demeaning your teammates.

Self: Respect yourself and your personal standards and you will always honor the game.

6.2.2.2 TWENTY FOUR HOUR RULE

From time to time issues may arise in the middle of a tournament or practice and a family may need to provide feedback or discuss a problem with a coach or vice versa. When this situation occurs our standard is for all parties to follow the 24 hour rule. Experience has proven that conversations held the day after the conclusion of a tournament or practices are much more productive.

6.2.2.3 AUTHORIZE DUGOUT PERSONNEL

During games, only authorized personnel (coaches, players, scorekeeper and manager) are allowed in the dugout. This is a sign of professionalism that many coaches and recruiters look for.

6.2.2.4 COMMUNICATING ISSUES TO THE EXECUTIVE BOARD

Team managers are expected to communicate to the Executive Board any major issues they are having with families on their team.

6.2.2.5 RESOLUTION OF DISPUTES

Unresolved disputes between families and teams will be resolved by the Executive Board.

6.3 ORGANIZATIONAL CONTINUITY

These policies include on the field softball related operations that set the standards for the organization. These standards will define our brand as a softball organization. Commitment to these standards is paramount to the

success of the organization as a whole, our current teams, as well as future teams. Above all, commitment to these standards is crucial to the success of our young athletes.

6.3.1 STANDARD GAME UNIFORMS

The Lightning organization will have one set of approved uniforms consisting of a Saturday set, a Sunday Set, and an alternate. At minimum teams will use the Saturday and Sunday uniforms. The alternate uniforms will be optional as a third set.

6.3.2 PRACTICE UNIFORMS

Teams will establish their own practice uniform standard and require players to wear approved practice uniforms. Standard practice uniforms promote team unity and spirit.

6.3.3 COACHES UNIFORMS

In order to represent the organization professionally, coaches need to wear appropriate Lightning attire to tournaments and practices.

6.3.3 APPROVED UNIFORM AND APPAREL VENDORS

The Lightning organization has established relationships with approved vendors. Having various vendors to choose from gives individual teams the options they need when ordering uniforms, apparel and gear while at the same time receiving the pricing and service we desire. See the Lightning Apparel section on our website



<http://www.nevadalightningfastpitch.org/>

6.3.4 INTRA ORGANIZATIONAL BORROWING OF PLAYERS

Teams are encouraged, when there is a need, to borrow players from teams within the organization. Standard protocols have been set and must be followed to preserve the integrity of the organization and both the borrowing and lending teams.

6.3.4.1 COACH COMMUNICATION

Any arrangement to borrow a player from another Lightning team must be initiated and negotiated between the head coaches.

6.3.4.2 SANCTIONING ORGANIZATIONAL REQUIREMENTS

Teams must adhere to protocol for each tournament sanctioning organization for borrowing players which includes the use of a borrowed player form or equivalent form.

6.3.5 INTRA ORGANIZATIONAL TRANSFERRING OF PLAYERS

Lightning players that wish to leave a Lightning team must first

communicate their desire to their current head coach. The current head coach will arrange a meeting with the prospective head coach and notify the executive board as a courtesy. If there is no resolution, the executive board will review the situation from the perspective of the player, the current team and prospective team and help resolve any disputes.

6.3.5.1 TRANSFER PERIOD

Players may transfer to another Lightning team between seasons which is limited to the months of January and August.

6.3.5.2 INTRA ORGANIZATION RECRUITING

Intra Organization Recruiting is strictly prohibited by coaches, team staff or team parents.

6.3.5.3 KNOWLEDGE OF INTRA ORGANIZATIONAL RECRUITING

Coaches, team staff or parents that are approached for recruiting purposes by any member of another Lightning team are to notify your head coach and the Executive Board.

6.3.6 INTER ORGANIZATIONAL PLAYER BORROWING

Teams will be allowed to borrow players from another organization for a regional or national level tournament. When borrowing a player from another organization a coach must notify by the Executive Board.

6.3.7 HIGH LEVEL TOURNAMENTS

Teams will strive to play in high level tournaments, regardless of age level in the organization.

6.3.8 ATTEMPT TO SCHEDULE LIKE TOURNAMENTS

Coaches are encouraged to communicate about attending the same tournament venues.

6.3.8.1 ATTEMPT TO USE SAME HOTEL

Teams who are playing at the same venue are encouraged to stay at the same hotel together.

6.3.9 PREFERRED HOTELS

Managers are encouraged to book with Marriott, Hilton or Holiday Inn properties that include free hot breakfast, free Wi-Fi and free parking.

6.3.10 WEB SITE AND PROFILES

The Lightning organization will provide an organizational website.

6.3.10.1 TEAM PAGES

Teams are required to keep the content of their website team page current, including current roster, practice schedule, tournament schedule

and coaching staff.

6.3.10.2 PLAYER PROFILES

Teams at the 14U, 16U and 18U levels are required to maintain player profiles for all of their players on the Lightning website. Skills videos are highly encouraged for any player attending college showcase tournaments.

6.3.11 PAID LESSONS

It is expected that coaches provide all players with proper coaching during scheduled team practices. It is also realized that some coaches will provide lessons to players outside of scheduled practice times. Any Lightning coach that wishes to give lessons for a fee to Lightning players must be approved by the board and certified as a Lightning approved instructor.

6.3.11.1 USE OF FACILITY FOR PAID LESSONS

Lightning approved instructors giving a paid lesson must use the Lightning facility.

6.3.12 ASA TRY-OUT FORM

Any lightning team working out a non-Lightning rostered player for any purpose must have an official ASA or similar tryout form filled out and signed prior to any work out.

6.4 TEAM SOFTBALL OPERATION

6.4.1 ROSTER

Teams are required to list their official roster on the Lightning web site within their respective team page.

6.4.1.1 ROSTER SIZE

Teams are recommended to maintain a minimum roster of 11 players and a maximum of no more than 13.

6.4.1.2 COMMITMENT TO PLAYER

Once a player is rostered a team may not release that player for any reason other than player and/or parent disciplinary reasons. Rostering a player is the coaches commitment to that player and shall be honored

6.4.1.3 RELEASING A PLAYER FOR DISCIPLINARY REASONS

Teams will notify the Executive Board prior to releasing any player for disciplinary reasons. This can include, but is not limited to, conduct, attendance and grade reasons or failure to pay dues.

6.4.2 ASA ROSTER AND INSURANCE OR EQUIVALENT

Teams are required to have their players covered by ASA insurance or an

equivalent recognized provider without gaps throughout each year.

6.4.3 TWO SEASONS

Teams will operate in two seasons over the course of the year. The spring/summer season ranges from February through July and the fall/winter season goes from August through January.

6.4.4 TEAM BINDER

Teams are required to keep a binder that includes information on all players (medical release form, parent agreement, birth certificate, digital media release form, liability waiver and Scholastic Eligibility forms).

6.4.5 TEAM ATTENDANCE POLICY

Teams will establish an attendance policy and hold their players accountable to the policy.

6.5 TEAM MANAGEMENT

Lightning has set standards for the day-to-day management of teams. These standards lead to informed and therefore happy families. These standards also protect the organization and the individual teams in the event a dispute arises.

6.5.1 STAFF

Teams are required to have a head coach, at least one assistant coach, and a team manager. A treasurer is highly recommended.

6.5.2 ACCOUNTING

Teams are required to provide monthly team and player accounting statements to families and the Executive Board via email.

6.5.3 BANKING

Teams are required to maintain their bank accounts at the organizational bank.

6.5.4 BUDGET AND FEES

Teams must provide a detailed budget and payment schedule to families prior to the season.

6.5.4.1 PAID COACH

Teams will be allowed to budget one paid, non-parent coach with board approval.

6.5.4.2 PAYMENT OF DUES

Families are required to pay their team dues on time or be subjected to not traveling to tournaments or not participating further on the team.

6.5.5 FUNDRAISERS

Teams are encouraged to organize and conduct their own fundraisers. 100% of the proceeds from individual team fundraisers go to the individual team.

6.5.5.1 TAX DEDUCTIBLE SPONSORSHIPS

Federal Law requires that all sponsorships or donations that are seeking tax deductions must be processed through the main organizational bank account.

6.5.6 TEAM NEWSLETTER

Team managers are encouraged to send out weekly or bi-weekly emails to families to keep them updated on the on goings of the team. Team managers are required to copy the President of the organization on all team emails that go out to families.

6.5.6.1 ORGANIZATION UPDATES

Managers are required to communicate in writing general news from board meetings and any new policies adopted by the organization.

6.6 PLAYER DEVELOPMENT

Lightning player development standards reflect our purpose and mission statement and are presented in the best interest of our student-athletes.

6.6.1 COLLEGE RECRUITING PROGRAM

Teams are required to participate in the Lightning College Recruiting Program.

6.6.2 GRADE CHECK

Teams are required to participate in the Lightning Scholastic Eligibility Program.

6.6.2.1 TEACHER INVOLVEMENT

Players will be required to hand deliver the Lightning Scholastic Eligibility form to each teacher. At the request of the student-athlete each teacher will write in the current grade and sign the form for their respective class.

<http://www.nevadalightningfastpitch.org/wp-content/uploads/2016/02/Nevada-Lightning-Player-Scholastic-Eligibility-Form.pdf>

6.6.2.2 GRADE CHECK FREQUENCY

Players will return the Lightning Scholastic Eligibility form to their coach after each quarterly grading period. This provides a short enough interval to identify any problems before they become irreversible. This

also allows players who fall below the standard the ability to raise their grades and be reinstated.

6.6.2.3 GRADE STANDARD

Players must maintain a minimum 2.5 GPA to compete in tournament play.

6.6.2.4 FAMILY CHOICE

Individual family's standards greater than this minimum need to be respected and supported.

6.6.2.5 TEAM CHOICE

Teams can elect to adopt a higher grade standard and/or consequence standard.

6.6.2.6 FAILURE TO MEET STANDARD

Players falling below the minimum standard for two consecutive grading periods may be released from the team roster.

6.6.3 PLAYER EVALUATION FORMS

Coaches will present skill evaluations to players and parents upon request.

6.6.4 FACILITY USE

Families can use the indoor facility during non-practice times, at no additional cost other than their Lightning dues payment. Families are encouraged to contact the facility management team at to reserve their individual workout times.

6.7 COACH DEVELOPMENT

6.7.1 TRAINING

Coaches are required to participate in the Lightning coaches training.

6.7.2 ACE CERTIFIED

All coaches in the organization will need to be ACE certified once a year in compliance with ASA rules.

6.7.3 YEARLY COACHES CLINIC

All coaches in the organization will be required to participate in an organizationally organized clinic.

6.7.4 WARM UP ROUTINES

Coaches will follow an active dynamic warm up principle as directed by the Lightning Organization.

6.7.5 PRACTICE PLAN

Coaches will create a written practice plan for each practice.

Executive Board February 4/20/2016

Bret Pagni, President

Gary Marquardt, Treasurer

Polly Romero, Secretary

Jim Moore, Advisor to the Board

Date	Revision	Note
3/28 /2016	Draft release	Approved by the executive board 2/25/2016. Reviewed by voting membership and coaches via email 2/26/2016, 3/1/2016 and 3/12/2015
4/22/2016	Initial release	Approved 4/20/16; Mike Altimus, Eric Pender, Polly Romero, Kari Harn, Jenn Felter, Brad Betker, Jim Moore, Gary Marquardt, Bret Pagni