



CALIFORNIA BREEZE SOFTBALL
GIRLS COMPETITIVE SOFTBALL
P.O. BOX 277955
SACRAMENTO, CA. 95827-7955

A message from the General & Business Managers:

Welcome to the California Breeze Softball Organization (C.B.S.) Many of you are coming to our organization directly from a recreational program; there are some important differences to note. There are no minimum playing requirements at this level of competition and while it is our goal to improve the abilities of all our players we are in existence to put the best team possible on the playing field. In addition to playing skills, we also stress academic and social skills to all participants.

The Executive and General board members are there to assist you with any questions or concerns you have. Please use their knowledge.

Welcome to California Breeze Softball, we hope your experience is a positive and rewarding one. Please visit our web site for additional information on this wonderful organization.

HOME PAGE

<http://www.californiabreeze.org>

EMAIL ADDRESS

calbreeze@surewest.net

Sincerely,

Donald E. Mashburn

Don Mashburn
General Manager/Business Manager

CALIFORNIA BREEZE SOFTBALL

TABLE OF CONTENTS

	PAGE
MESSAGE FROM THE GENERAL MANAGER	1
TABLE OF CONTENTS	2
ORGANIZATIONAL CHART	3
BYLAWS	
ARTICLE	
I	Name and Location 4
II	Purpose 4
III	Capital and Uses 4-5
IV	Membership, Voting and General Meetings 5
V	Board Members 5-6
VI	Officers 6-9
VII	Parliamentary Authority 9
VIII	Amendments to By-Laws and Rule 9
IX	Distribution of Assets 10
X	Code of Conduct 10-11
RULES AND REGULATIONS	
DIVISION I	OPERATING PROCEDURES
PART A.	Bingo 12-16
PART B.	Budgets 16-18
PART C.	Finances 18-19
PART D.	Fund-raising 19
PART E.	Membership 19-20
PART F.	Uniforms 22
PART G.	Liability 23
DIVISION II	FORMS
	Breeze National Funding Request (Example) 24
	Check Request 25
	Breeze Organization Budget 26
	Tournament Entry Request Form 27
DIVISION III	TEAM INFORMATION
	10 & Under Roster 28
	11 & Under Roster 29
	12 & Under Roster 30
	14 & Under Roster 31
	16 & Under Roster 32
	18 & Under Roster 33
	18 & Under Roster 34

**California Breeze
2002-03 Organizational Chart**

**General
Manager**
Don Mashburn

**Business
Manager**
Jeff Alexander

**Assistant
Manager**
Bill Tembey

Secretary	Treasure	Equipment Manager	Equipment Manager	Uniform Manager	Uniform Manager	Bingo Manager
Brenda Alexander	Connie Allen	Mike Lombard	Dennese Phleger	Laura Eatough	Nicole Gray	
General Board						
10 Under Head Coach	12 Under Head Coach	14 Under Head Coach	16 Under Head Coach	18A Under Head Coach	18G Under Head Coach	
Nicole Gray	Chris Eatough	Mike Sutliff	Chad Clay	Clark Tourville	Don Mashburn	
Manager Guy Gray	Manager Laura Eatough	Manager	Manager	Manager Debbie Tourville	Manager Connie Allen	
Liaison	Liaison	Liaison	Liaison	Liaison	Liaison Lorraine Browning	

General Membership *

Voting Membership

Non-Voting Membership

* This is not part of the General Board, shown for information only

**BYLAWS OF
BREEZE SOFTBALL, INC.**

ARTICLE I

Name and Location

Section 1. **NAME** This organization will be known as SACRAMENTO BREEZE SOFTBALL, INC.

Section 2. **LOCATION** The principal place of business of this organization will be in the City of Sacramento, County of Sacramento, and State of California. Correspondence will be sent to Breeze Softball, Inc., P. O. Box 277955, Sacramento, California, 95827-7955.

ARTICLE II

Purpose

Section 1. **PURPOSE** The purpose of this organization shall be:

- a. To organize and supervise social, physical and mental growth of girls using softball as a tool to fulfill these goals.
- b. To provide a greater opportunity by working together as members of the Amateur Softball Association (ASA), with representation, to solve like problems and improve the quality of programs in the hopes of attaining the desired ideals.

ARTICLE III

Capitol and Uses

Section 1. **CAPITAL** The capital of this organization shall be obtained through player fees, fund raising promotions, voluntary donations, tournament proceeds and bingo revenue.

Section 2. **USES** The spending of all capital shall be in an attempt to benefit participants/members of this organization to fulfill the goals desired through a softball program.

ARTICLE IV

Membership, Voting and General Meetings

- Section 1. **MEMBERSHIP** - Girls become participants/members in the softball program through tryouts and parental agreement to work bingo. A child shall not be denied the right to participate in organization play because of financial hardship. There are voting and non-voting participants /members.
- Section 2. **VOTING** - the following are entitled to vote in conducting all organization business as presented at general membership meetings: 1. Each player over the age 18 shall hold one vote. 2. Each family shall hold one vote for each player under the age 18 they have in the organization. 3. All Board members not covered by 1 or 2 above shall hold one vote.
- Section 3. **MEETINGS** - the Business Manager will hold the following meetings as deemed necessary: Executive Board, General Board and General Membership. The organization's Executive Board or any member so desiring may also call General Board meetings. General board meetings shall be open to the General Membership.

ARTICLE V

Board Members

- Section 1. The Executive and General Board and vote of the General Membership shall exercise the powers of this organization.
- Section 2. **QUALIFICATIONS OF BOARD MEMBERS** Each parent or interested adult shall be deemed qualified to be a board member.
- Section 3. **TERM OF OFFICE** Each term of office shall be served from September 1 to August 30.
- Section 4. **VACANCIES** shall be filled by approval of the general membership.
- Section 5. The Secretary will give NOTICE OF MEETINGS Notice of the time and place for General Board and General Membership meetings to each member at least three days prior to the meeting.
- Section 6. **QUORUM** a simple majority of the membership present and voting shall be necessary and sufficient to

constitute a quorum for the transaction of routine business.

ARTICLE V

Board Members

Section 7. **STATEMENT OF ETHICS** The conduct of the board member (hereinafter "officer") shall be marked by integrity and dignity, and he/she shall expect and encourage such conduct by others. The officer is expected to act with competence, and to strive to maintain and improve both personal competence and that of others. The officer must understand and support the Breeze organization's objectives and policies, be able to interpret them to others, and contribute to the formulation and evaluation of such objectives and policies. The officer shall be dedicated to exercising his/her special competence and knowledge to the most effective use of organizational resources, and shall be prepared to work with others in the organization to this end, while recognizing the limits of such special competence as well as the strengths. The officer's conduct shall reflect due regard for possible conflicts of interest. He/she shall be prepared to assist in the clarification of possible conflicts of interest that may arise in the organization, and to this end shall refrain from accepting gifts or favors of monetary value, or engaging in private business or professional activities where there is, or would appear to be, a conflict between the officer's private interest and the interests of the organization. The officer shall foster the development of professional standards among colleagues in his/her organization and in other softball organizations. The officer shall ascertain that there is awareness in the organization of the existence and content of this code of ethics and these standards of professional conduct.

ARTICLE VI

Officers

Section 1. **OFFICERS** The Executive board of this organization shall consist of General Manager, Business Manager, Assistant Manager, Secretary, Treasurer, Equipment Manager, Uniform Manager and Bingo Manager. The office of the Treasurer may be combined with that of the Secretary at the discretion of the Executive Board or organization membership. The General Board of this organization shall consist of the members of the Executive Board plus the Head Coach and one

Liaison from each team in the organization.

Section 2. A nominating committee selected by the General Board at least 30 days prior to the end of the season will normally determine ELECTIONS Nominations for officers for the Executive board. The election shall take place at the last General Membership meeting each year.

ARTICLE VI

Officers Con't

Section 3. **TERMS OF OFFICE** Officers shall serve for a one-year term commencing September 1.

Section 4. **REMOVAL AND RESIGNATION** Any officer may be removed by a majority vote of the voting general membership. Resignations will be by written notice to the Business Manager.

Section 5. **VACANCIES** will be filled by general election.

Section 6. **GENERAL MANAGER** The General Manager shall be chief executive officer of the organization and shall have general direction of the affairs of the organization. The General Manager shall be responsible for the development and direction of the coaching staffs and players. He/she shall have the power to call meetings and establish committees when needed.

Section 7. **BUSINESS MANAGER** The Business Manager shall be responsible for the policy and operation of the day-to-day business and financial affairs of the organization. All expenditures of organization funds are subject to the approval of the Business Manager. The Business Manager shall preside at all meetings.

Section 8. **ASSISTANT MANAGER** In the absence of the General or Business Manager, the Assistant Manager shall perform all the duties of the General or Business Manager, with the same power and be subject to the same controls as these managers. The Assistant Manager is responsible for organizing tournaments for the organization, procuring fields for practices and games and interfacing with the American Softball Association (ASA). The Assistant Manager shall perform such duties as from time to time may be prescribed by the Executive Board.

ARTICLE VI
Officers Con't

- Section 9. **SECRETARY** The Secretary shall keep, or by responsible for the keeping of the minutes at all meetings. The Secretary shall be responsible for all communication from the organization. Notices and purposes of the meeting to all officers, membership and teams shall be the responsibility of the Secretary. The Secretary shall send out any mailing as required. The Secretary shall perform all other duties as may be required by the Executive Board.
- Section 10. **TREASURER** The Treasurer shall keep an adequate and correct account of the assets, liabilities, disbursements and receipts of the organization. The Treasurer shall deposit all moneys in the name and to the account of the organization as prescribed by the Executive Board. He/she shall disburse funds as ordered, but such disbursements must include the signature of two designated officers. He/she shall deliver a financial statement to each General Board meeting. He/she shall obtain the necessary insurance for the organization. The books of account shall be open at all times for inspection by any officer or member. The Treasurer shall perform any other duties as prescribed by the Executive Board.
- Section 11. **EQUIPMENT MANAGER** The Equipment Manager shall keep and adequate and correct account of the organizations equipment. The Equipment Manager shall conduct an annual inventory of the organizations equipment and shall report the status of said inventory to the Business Manager. The Equipment Manager shall issue purchase orders for all new equipment. The Equipment Manager shall perform all other duties as may be prescribed by the Executive Board.
- Section 12. **BINGO MANAGER** The Bingo Manager is responsible for the overall bingo operation for the organization and shall serve as the chairperson of the Bingo Committee. The Business manager shall appoint the other two members of the committee to a one-year term. The Bingo Manager also deals with the bingo hall on behalf of the organization. The Bingo Manager shall perform any other duties as prescribed by the Executive Board.

ARTICLE VI
Officers Con't

Section 13. **UNIFORM MANAGER** The Uniform Manager shall keep and adequate and correct account of the organizations uniforms. The Uniform Manager shall conduct an annual inventory of the organizations uniforms and shall report the status of said inventory to the Business Manager. The Uniform Manager shall issue purchase orders for all new uniforms. The Uniform Manager shall perform all other duties as may be prescribed by the Executive Board.

Section 14. **HEAD COACH** The Head Coach has general control of their team in the organization. Head Coaches are responsible for the selection of the remainder of their coaching staff and for the selection of 1 liaison to serve on the General Board. The Liaison shall not be related to any current Head Coach in the organization. Each Head Coach will be subject to evaluation and confirmation annually by the Executive board by October 31 of each year. When a vacancy exists, the General Manager for the position of Head Coach takes written applications. The General Manager shall recommend one of the applicants to the General Board for approval. Should the General Board not approve the recommended applicant, the General Manager shall submit another applicant until the General Board approves an applicant.

ARTICLE VII
Parliamentary Authority

Section 1. **PARLIAMENTARY AUTHORITY** the rules contained in "Roberts Rules of Order" shall govern all Board meetings in all cases, except when inconsistent with the by-laws of the organization.

ARTICLE VIII
Amendments to By-laws and Rules

Section 1. **AMENDMENT TO BY-LAWS** By-laws may be amended at any general membership meeting by a majority vote of those in attendance and voting.

Section 2. **CHANGES TO RULES AND REGULATIONS** Rules and regulations may be amended at any general board meeting by a majority vote of those in attendance and voting. There will be a minimum ten-day period

ARTICLE VIII

Con't

between the presentation of a motion and the actual vote unless approved by 3/4 of the General Board present and voting.

ARTICLE IX

Distribution of Assets

Section 1. **DISTRIBUTION OF ASSETS** Upon the dissolution or winding up of this organization, its' assets remaining after the payment of, or provision for the payment of, all debts and liabilities of this organization, shall be distributed to a non-profit organization. The non-profit organization to receive the distribution of assets will be decided by a vote of the General Membership.

Article X

Code of Conduct

Section 1 **Code of Conduct** Where as the mission of the California Breeze Organization is to provide every possible opportunity for each player to become the best scholar/athlete possible, with an emphasis on sportsmanship. This organization feels it is critical that all Organizational Officers, Coaching staffs, Managers and Parents set an example of proper conduct through professionalism, sportsmanship and integrity. Although Standards of Conduct are a part of the A.S.A. National Code, The California Breeze Organization demands a higher level of behavior from any individual(s) affiliated with the California Breeze Organization. Listed below are actions not permitted by the California Breeze Organization?

1. Inappropriate conduct or any derogatory action on or off the playing field.
2. Verbal or physical attack or threat upon an umpire, ASA official, parents, player or coach.
3. Playing under an assumed name or falsifying an official ASA document.
4. Commission of any acts that are contrary to the objectives, mission or purposes of the California Breeze Organization and A.S.A.

Any organization Officer, Coach, Manager, Player,

Article X
Code of Conduct
Con't

Parent or affiliated individual(s), can be penalized for being found not in compliance with this Code of Conduct.

Section 2

Code of Conduct Board At the beginning of each season, each team shall nominate one parent to be part of a Code of Conduct Board (CCB) to be convened at the time an alleged conduct infraction has been brought to the attention of any Executive Board member. An investigation shall be conducted by the CCB, including interviews and testimonials. At the conclusion of each investigation, a report including a recommended course of action (or non-action) will be presented to the Executive Board. The Executive Board may or may not act on this recommendation. All actions, or a non-action maybe appealed by the effected party(s), including the CCB, to the California Breeze General Board for review and repel or action. Any individual on the CCB or Executive Board directly involved with the alleged incident(s), or presenting a conflict of interest with the investigation, shall be removed from that specific process.

**RULES AND REGULATIONS OF THE
BREEZE SOFTBALL ORGANIZATION**

DIVISION I OPERATING PROCEDURES

Part A. **BINGO**

1. Breeze (CBS) is a member of Sacramento Consolidated Charities (SCC), a California Nonprofit Public Benefit Corporation, located at 2350 Florin road in Sacramento, CA. The telephone number of the hall is 422-1282 or 422-4646. The Breeze General Board selects three representatives, one being the Breeze Bingo Manger to represent Breeze on the SCC Board of Directors. These three persons also are qualified to serve as floor managers when bingo is played and are the three members of the Breeze Bingo Committee. Currently (2003-04) these representatives are:

Jeff Alexander Breeze Business Manager
Bill Tembey Breeze Asst. General Manager
Nicole Gray Breeze Bingo Manager

2. On behalf of Breeze, each player or someone working on the player's behalf must work at Florin Road bingo every third Friday year round. The minimum time requirement per session is six hours. The floor manager has flexibility in start/ stop times. Refusal to work the extra night or failure to show up is considered a missed bingo night and subject to the consequences. **Your Bingo Commitment is through September 14, of the year you are playing.**
3. If a worker cannot be at bingo on their scheduled night, **it is that person's responsibility to find a replacement worker that can perform the same job(s).** If possible, the Bingo Manager will assist. The Bingo Manager **must be notified** in advance and approve of all trades. If the proper procedure has been performed the replacement worker becomes responsible for that night. If the replacement worker is not a member of Breeze, the original Breeze worker is still subject to the consequences if the replacement does not show up. If the Bingo Manager cannot be contacted, notify any member of the Breeze Bingo Committee.
4. Bingo jobs are assigned and scheduled by the Bingo Manager. When possible any special requirements are taken into consideration. A worker is expected to train one **RULES AND**

**REGULATIONS OF THE
BREEZE SOFTBALL ORGANIZATION**

Part A. **BINGO (Con' t)**

night immediately upon joining Breeze and before entering the three-week rotation. Although the training night is not part of the three-week rotation, failure to show up is considered a missed bingo night and subject to the consequences. Each worker will be expected to learn a minimum of two different jobs.

5. **IMPORTANT:** The first time a bingo night is missed the Bingo Manager will mail a letter acknowledging the missed night. The person receiving the letter may request to appear before the Breeze Bingo Committee to explain the miss and request a make-up. If the Bingo Committee grants the request the Bingo Manager will assign a make-up date(s). After the make-up is worked it is as though a bingo was never missed. A missed make-up night is a missed bingo night and subject to the consequences. If the Bingo Committee denies the request, the letter serves as a first un-excused absence. The second time a bingo night is missed the Bingo Manager will mail a letter acknowledging the missed night. The person receiving the letter may request to appear before the Breeze General board to explain the miss. At that time the Breeze General board will be given a brief synopsis of that person's bingo background. The Breeze General board will decide what action is to be taken, if any, and will consider recommendations from the Bingo Committee.

PLEASE NOTE: Two un-excused absences are cause for dismissal from the Breeze Softball Organization.

GENERAL GUIDELINES USED BY THE BINGO COMMITTEE

Excused Absences: ACTION: One for one make-up

1. Family emergency, with call to bingo hall.
2. Sudden illness, with call to bingo hall.
3. Emergency call to go to work or kept at work, with call to bingo hall.
4. Car problems on the way to the bingo hall, with call to bingo hall.

Unexcused Absences (make-up required):

ACTION: Two for one make-up and a letter.

1. Illness, with last minute call to bingo manager/bingo hall.
2. Scheduling mix-ups (not scheduling problems).
3. Called to go to work or kept at work, with NO call to bingo hall.

**RULES AND REGULATIONS OF THE
BREEZE SOFTBALL ORGANIZATION**

Part A. **BINGO (Con' t**

4. Car problems, with NO call to bingo hall.
5. Replacement worker, not a member of Breeze did not show up.

Unexcused absences (make-up required):

ACTION: Three for one make-up and letter.

1. Intentional miss or forgot.
 2. Could not find replacement.
 3. Showed up with alcohol on breathe and consequently asked to leave.
6. Associate Program: Any Breeze member who works bingo in addition to their normal schedule shall have \$8.00 per hour worked donated to the non-profit girl's softball organization of their choice. This allows a donation to be made to high school booster programs, any Breeze Team (added to the team budget but NOT an individual account), recreational programs or college programs. All such organizations must have non-profit status. The Breeze Business Manager will make determination of an organization's eligibility with appeal rights to the General Board. All associate hours must be approved and scheduled by the Bingo Manager.
7. Alcoholic beverages may not be consumed immediately prior to or during your bingo shift. Workers with alcohol on their breath will be sent home and the night will be considered a miss.
8. All workers must sign in at the security desk upon arrival for the bingo shift. This includes anyone working in the associate program. Print your name (if you are working for someone else, put their name in parenthesis after your name). Enter the code for the job/jobs you are scheduled to work that session. When excused by the floor manager at the end of the shift, sign out on the same sheet.
9. All workers are required by county ordinance to wear a name badge while working bingo. These are located at the security desk located nearest the caller's booth. All floor workers must also wear an apron. The color of the apron depends on the job that you are doing. Aprons are found in the break room. At the end of your shift, check the pockets of your apron and place the apron on or near the washer in the break room.

**RULES AND REGULATIONS OF THE
BREEZE SOFTBALL ORGANIZATION**

Part A. **BINGO (Con' t)**

10. Floor workers may not drink, eat, chew gum or smoke while working. Hats and tank tops are not allowed. Smoking is only allowed in the smoking room. Smokers may go into the smoking room to smoke, but should be careful not to interrupt the players and should use judgment in fraternizing with players. The floor manager has the right to ask that you not smoke if he/she feels that it is interfering with your job performance.
11. All bingo workers are expected to HUSTLE while working. When working the floor, spread yourselves out. If you see a worker doing the same job as you in front of you, head the other way. Do not wait for someone to hold up a hand to request service. Anticipate and look for sells. Constantly be on the move and circulate through BOTH bingo rooms. Floor workers are required to
12. Sell in the smoking room, as that is where the majority of the sells are made. If you do not have what the customer wants, find it or find someone who has it.
13. If any problems occur, immediately contact the floor manager. No question or problem is too small.
14. When a player calls "BINGO" the closest worker must HURRY to the player. You may want to ask the player to show you the winning face on the paper to make it easier for you. If you do not have a microphone, HURRY the paper to the nearest camera/microphone unit. It is best to have another bingo player visually verify the paper number as you communicate with the caller. The verification number is usually in the center of the face. On some special paper (intermission, lottery and mirror paper) it is in the lower left hand corner of each face. Familiarize yourself with the differences. Does not turn the microphone on until the caller recognizes you, BUT NEVER allow the caller to close a game if you are not seen? YELL!! Some bingo games require winning on more than one face. All winning face numbers must be verified. Learn the differences. After the verification, Put up a yellow ball found at each end of the table. Turn off the microphone and put the paper on top of the yellow ball flag. EXCEPTION if it is a progressive game you do not put the paper on top of the yellow flag you return it to

BINGO (Con't) Part A.

the player, as they will be playing the next game on it. Find out about and be aware of these games.

15. The head cashier, the number two cashiers and all pull-tab counter personnel are required to sign their paperwork at the end of each bingo night. Any major discrepancies must be reported to the floor manager and rectified before leaving.
16. Breaks for workers are handled as follows:
 1. If you are a floor worker, sign up for a break time after you sign in at the front security desk. Pull-tab workers sign up for a break at the pull-tab counter and paper workers sign up for a break at the cash register counter where they get their paper. Cashier #3, #4 and #5 take a break after cashiering and before starting their next job. Cashier #1, #2, paper cashier and all pull-tab counter workers usually take food back to their workstation when able. Callers check with the floor manager.
 2. Only one of each color apron is allowed on break at a time, except when unavoidable.
17. (Con't)
 3. No breaks may be taken before 6:45 PM and between 8:30 to 9:00 PM. These are busy selling periods. The latest break can begin at game #16. The grill closes at game #17.
 4. Breaks are twenty minutes in length.
 5. Avoid breaks anytime when several customers are in line.
 6. All food and drink consumed by workers on our night (Friday) is charged directly to Breeze. For this reason it is necessary to regulate how much we pay. Each worker is entitled to one meal and one drink for each session worked.

Part B. **BUDGETS**

1. The budget year will be 1/1 through 12/31 of each year.
2. The budget committee will be comprised of the Business Manager, Asst. Manager, Treasurer and one liaison representing each team (~~excluding the 10/U~~) and will serve a one-year term. The liaisons will be appointed to the budget committee by each team's Head Coach and approved by the Asst. Manager. The Business Manager will choose the chairperson of the committee from the liaisons.
3. The budget committee shall meet as needed to review budget requests and shall meet in June of each year to review actual income and expenses against approved budgets. Recommendations from the budget committee to the Executive Board may be made at any time.
4. The Treasurer will keep record of expenses within each budget and shall not knowingly expend funds in violation of a budget. If a budget goes negative OR if revenues do not meet projected levels the Treasurer will notify the Budget Committee chairperson who will call a committee meeting. The committee will make recommendations to correct the deficit to the Executive Board.
5. The Business Manager will submit a proposed organization budget to the budget committee. The budget request must be detailed to allow for accounting of money and to ensure that money is spent for approved purposes. A sample outline is located in the forms section. The budget committee will review the proposed budget and return it with any recommendation to the Business manager who will present it to the Executive Board. The Executive Board may accept or reject any or all recommendations of the budget committee and then shall present the organization budget to the general membership at the next scheduled meeting for approval. If the Executive Board rejects any budget committee recommendations, the general membership present at the meeting shall be made aware of
5. The rejected recommendations before voting on the budget. Final approval of the organization budget shall be by simple majority vote of the general membership present and voting at the meeting. If the budget is not approved by the general membership the business shall submit a new proposal to the budget committee and the process starts anew.

Part B. **BUDGETS (Con' t)**

6. Each team in the organization (~~except 10U~~) will be allotted a budget from the budget committee for regular season play, including Regionals and a maximum of \$2,500.00 for winter ball. This money is intended to cover all travel and lodging costs, food tournament fees, league fees, medical supplies and social activities.
7. It is the Head Coaches responsibility to ensure that money is spent only for approved purposes. Each Head Coach will submit a Breeze national funding request form (sample located in forms section) to the Budget Committee as soon as costs can be accurately projected. The Budget Committee will review these requests and make recommendations to the Executive Board.
8. The Executive Board will review the team requests and recommendations as submitted from the budget committee and shall either modify (line item veto), approve or reject the budgets.
9. Teams that do not qualify for Nationals or have local Nationals (defined as no travel or lodging expenses) may request in-lieu money up to \$2,000.00 for a team function. In the case of local Nationals, the team may request and use this money before their Nationals. In all cases the Treasurer must be notified of the intended use of the in-lieu money by September 1 of each year. In-lieu money not allocated by September 1 of each year reverts back to the organization to fund Nationals.
10. All money not spent by December 31 of each year reverts back to the organization to fund Nationals.

Part C. **FINANCES**

1. To get reimbursed for expenses, you must have a receipt. If it is for travel, you need the motel/hotel receipt and a copy of the tournament flyer. Teams with outstanding receipts over two weeks old will have additional funds withheld until the receipts are brought current.
2. All umpires used must be able to prove they are ASA certified.

Part C. **FINANCES (Con' t)**

3. Bingo revenue may not be used for the purpose of generating other income (fund-raisers) or alcoholic beverages.
4. All requests for checks must be via the check request form (sample located in the forms section). Tournament entry forms are to be filled out and given to the Treasurer who will write the check and mail the entry forms. (Use Breeze Form included)
5. The organization will pay for tournament travel expenses for up to five (5) members of each coaching staff. They are: Head Coach, Manager, Two Assistant Coaches and one Chaperon. These individuals must have served in their capacity for a minimum of ½ of the regular playing season to qualify for national travel expense reimbursement.
6. Money is allocated to each team as it is earned and may not be spent prior to being earned. Bingo proceeds will be distributed to the team accounts monthly.
7. No equipment or uniforms may be purchased without the prior approval of the Equipment or Uniform Manager. All purchases charged (not paid for at the time of purchase) to Breeze must have a purchase order number issued prior to the purchase. For equipment and balls the Equipment Manager will issue the P O # and update the inventory of the team receiving the equipment. For uniforms and embroidery the Uniform Manager will issue the P O # and update the inventory of the team receiving the uniforms. For all other purchases the Treasurer will issue the P O #. Invoices not referencing a valid P O # will be returned to the vendor. Only the Equipment or Uniform Managers may authorize the distribution of equipment or uniforms to the teams.
8. ~~Four hundred sixteen dollars and sixty-seven cents (416.67) will be transferred into a separate bank account each month to fund the Mashburn Scholarship Fund. This is a restricted account in that once money is deposited into the account it may only be withdrawn for the purpose of funding an approved scholarship. The scholarship committee will determine candidates for the annual awards of these funds.~~

Part D. **FUND-RAISING**

1. Expenses associated with fund-raisers sponsored by the organization will be split by the number of teams in the organization to establish the minimum dollar amount needed from each team to break-even. Money raised above the minimum established, or by any other fund-raising method will be credited toward the budget of the team who raised the money. At the end of each budget year all money left reverts to the organization.
2. The Executive Board must approve all individual team fund-raisers in advance. All money raised by the teams must be deposited in the Breeze account. This must happen within five (5) working days of the receipt of the funds. If payment is made by check, the check must be made out to Breeze Softball, not an individual.

Part E. **MEMBERSHIP**

1. A girl becomes a player in the organization through the tryout process. The tryout process is described in number 5 below. If the girl's abilities are acceptable to the organization, the girl (if 18 & over) or the parent must agree to work their shift at the bingo hall every third Friday, year round
2. All other expenses associated with playing competitive softball will be the responsibility of the player. All members must assist in the fund-raising process of the organization.
3. No girl may be signed up after May 1st of each year without the prior approval of the General Manager. A girl signing up after January 1st/May 1st of each year who agrees to work bingo as stated above will be asked for a \$300.00/\$500.00 donation to be paid by July 15 of that year. The organization may provide methods this money can be raised. This rule does not apply to girls picked up between Regional and Nationals or the 10/U - 12/U teams. (With this change a team has appeal rights on a case-by-case basis with the board)
4. If a girl leaves the organization and she does not continue to fulfill the minimum bingo time per month, she will have to sit out a National but will be able to come back the following Sept. 1st.

Part E. **MEMBERSHIP**

5. A Head Coach may request the removal of a player from the team. This request, made to the General Manager, should only be made after all efforts have been exhausted to resolve the situation. The General Manager will hold a meeting with all interested parties to discuss the situation. The General Manager has the authority to remove the player from the team and the organization should he/she decide it is warranted based on the information presented at the meeting. The effected player may appeal this decision to the General Board at the next regularly scheduled meeting. In the case of appeal the General Boards' decision is final.
6. The tryout process is limited to a consecutive 14-day period once per year per girl. Before tryouts may begin, Breeze requires a medical release form and a uniform financial responsibility form (if the girl is being issued a uniform) to be signed and in the possession of the Head Coach for that team. During the tryout process the player does not need to have bingo worked on their behalf. Any girl continuing to play past the 14 day tryout period will be considered to be a member of the Breeze organization and the Head Coach must turn in the membership forms to the Business Manager immediately.
7. Player resignation from the organization will be by notice to the Head Coach of their team.
8. The California Breeze Organization wants all athlete members to have healthy strong bodies enabling high intensity competitive play. The California Breeze, therefore, has a "zero-tolerance" policy toward the use of illegal drugs (as the law defines by substance and age). Any player and/or coach caught in possession of, under the influence of, and/or using any illegal substance during a Breeze function, tournament, trip, or practice will be immediately released and banned for life from the Breeze Organization.

Part F. **UNIFORMS**

1. Uniforms remain the property of Breeze Softball, Inc. and must be surrendered on demand. Each player must have a signed financial responsibility form before a uniform will be issued. If a player leaves the organization she must turn in all uniforms or reimburse the organization for the cost of the uniforms. It is the responsibility of each player to take reasonable care of his or her uniform.
2. All players in the organization will wear the Breeze uniform. Teams will wear only Board approved t-shirts, sweatshirts, warm-ups and hats.
3. Uniform cleaning instructions, all stains should be carefully pre-treated prior to washing. The uniforms should then be washed in cold water only. If the uniform top is silk screened with our logo or name (which most of them are), the top should be turned inside out before washing. These precautions will help add a year or more to the life of the uniform. Breeze jackets should always be dry-cleaned (despite what the jacket label indicates). Machine washing removes the crispness and shape of the jacket. Stains on the collar or sleeve cuffs/ribs are best cleaned with a detergent and brush. Team bags on the other hand can be machine washed in cold water on a delicate cycle.
5. Please remember that our uniforms are for tournament wear only. They should never be worn to practice, or anywhere else unless instructed to do so by the manager or coach. Additionally, Breeze player jackets (as well as other uniform items) should not be worn by other girls who are not on the team. You worked hard to be a member of this organization and should be proud of your accomplishments.
6. Do not put your name, team number, or anything else on your uniform items. While this has been done in the past, we want to refrain from repeating past mistakes. The pinstriped uniforms were almost \$100.00 each and we want to keep them nice.

Part G. **LIABILITY**

1. Each player over 18 years of age or parent of a minor age player must sign a Uniform Agreement.
2. Each player over 18 years of age or parent of a minor age player must sign a Waiver and Release Agreement.
3. During organization sponsored travel, there must be at least one adult, 18 years of age or older, in each room or set of adjoining rooms of players.
4. During organization-sponsored travel, no girl to ill to travel to the game site will be left alone nor will any minor age player be left unsupervised.