



## SUMMARY LETTER

Welcome to the Sting Fast Pitch Softball Family! Sting is a proud and well-funded softball organization that has been helping young ladies fulfill dreams since 1998. The reason Sting has been very successful for nearly two decades is because of people like you that volunteer. Sting always needs volunteers for key roles and positions. Additionally, if you have a special skill(s) that can help Sting grow; we encourage and welcome your time, talent, and treasured contributions. Please inform your head coach and complete the Volunteer Form if you would like to become a volunteer. WE NEED YOU & THE PLAYERS NEED YOU!

- **Season:** The Sting season runs from September 1<sup>st</sup> of the current year and concludes on August 31<sup>st</sup> of the next year. Year round, the Sting Organization prides itself based on a code of sportsmanship, superb demeanor, and flawless character. All Sting board members and coaches fully understand this code and are required to adhere to the code. Therefore, each parent/guardian and player is now a member of the Sting Organization and is required to adhere to the same code by reviewing, signing and submitting the Parent/Guardian & Player Code of Conduct Form. \_\_\_\_\_  
(Initials)

- **Dues:** Annual dues for the season are as follows:

\$100.00 Registration

- The registration is used to register players with the Amateur Softball Association, to obtain liability insurance and excess medical insurance. During tryouts, players are given a Player Registration Form to complete. The information provided on this form will assist in registering each player. Your insurance will be the primary source for handling medical issues. As a last resort, the insurance obtained by Sting can be used. Each player is required to have a completed and signed Medical Release Form and a copy of the player's medical insurance must to be provided to the head coach. **Registration is due immediately upon acceptance.**

\$400.00 Sponsorship (**\$350.00 if paid in full by September 1<sup>st</sup>**)

- Sponsorship allows players to be sponsored by a business. Any business that sponsors a Sting Player(s), Team(s), or the Organization receives certain amenities based on the level of sponsorship. Additionally, the business is afforded the opportunity to deduct the sponsorship on their annual tax submission. Obtaining sponsorship from business relieves some financial burden from parents/guardians. The Sponsorship Form can be found on the Sting website at <http://www.vastingfastpitch.com/forms.html>.

**All payments for registration and sponsorship are due by October 1<sup>st</sup>**

- **Uniforms/equipment:** Players will be issued uniforms (pants, jerseys, socks, and belts), a helmet with a face mask, and an equipment bag. It is the player's responsibility to maintain all issued items. Uniforms and equipment will be kept clean at all times and will only be worn only during Sting events. Uniforms will only be worn during games and will never be worn during practices. Helmets and equipment bags will be properly maintained and cared for at all times. Helmets and equipment bags are only to be used during Sting events. At the end of the fall and summer seasons, all uniforms and equipment will be collected, inventoried and inspected by the head coach. Any item found to have been neglected will be replaced by the player. \_\_\_\_\_  
(Initials)

- **Bingo:** Bingo is our primary funding source for each Sting team. Each player is required to have two (2) representatives present at each scheduled bingo session. (Note: Players count as one of the two representatives if they are 14 years of age or older. By Virginia State Law, players under the age of 14 are prohibited from working bingo.) Players over the age of 14 but not older than 18 are required to complete the Minors Release Form. Details regarding bingo can be found on the Bingo Contract or you can speak directly with your head coach. The obligated bingo schedule runs from September 1<sup>st</sup> of the current year and concludes on August 31<sup>st</sup> of the next year. The bingo schedule can be found on the Sting website: <http://www.vastingfastpitch.com/bingoschedule.html>. \_\_\_\_\_  
(Initials)
- **Winter Conditioning:** Sting participates in a rigorous winter conditioning program typically from the first week of November to the end of February. To ensure your daughter is getting the best training available, Sting will pay half of the total cost. The player will be responsible for the remaining half to ensure the player has an investment in attending the winter conditioning program. \_\_\_\_\_  
(Initials)
- **Scholarship:** Unlike other organizations, Sting offers scholarships to players that play consecutive years, graduate as a Sting Player, and attend a college. For additional information please visit the Sting website at <http://www.vastingfastpitch.com/forms.html>.
- **Media Consent:** Social media has consumed everyone because of the convenience it offers in sharing information quickly. However, social media is not private and anything posted to social media sites can be misused. Due to the nature of our sport, Sting requires all players to have a completed and signed Media Consent Form. Videos and Photography are used to promote players. Players that **do not** submit or **decline** the media consent will not be promoted. \_\_\_\_\_  
(Initials)
- **Required Documents:** The following documents need to be reviewed, completed and returned no later than 5 business days to the head coach once you have accepted an offer to join the organization:
  - Summary Letter
  - Parent/Guardian/Player Code of Conduct Form
  - Medical Release Form
  - Bingo Contract
  - Minor Form (if over 14 but not older than 18)
  - Media Consent Form
  - Parent(s)/Guardian(s) Skills Form
  - Copy of Player's Medial Insurance
  - Copy of Player's Birth Certificate

Please make sure you make a copy of all the forms listed above for your records.

- **Optional Document:** The Volunteer Form is optional but is greatly desired. We always need volunteers because good ideas come with numbers. The more people that volunteer the stronger the organization will become. Thank you in advance.

Again, welcome to Sting! We are glad you decided to wear the Navy Blue/Vegas Gold Uniform.

Kara Haley  
President,  
Sting Girls Fast Pitch Softball



## PARENT/GUARDIAN & PLAYER CODE OF CONDUCT

Date: \_\_\_\_\_

To: Executive Board, Sting Girls Fast Pitch Softball Association, Inc.

From: (Print names below)

Parent/Guardian: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Player: \_\_\_\_\_

Manager: \_\_\_\_\_

Subj: Code of Conduct Agreement

By signing below I/we acknowledge my/our responsibility to properly conduct myself/ourselves in a manner, which exemplifies the spirit of sportsmanship, character and a representative of our organization and our community.

I/we understand that any infraction may result in suspension or termination of participation privileges with the team/organization.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Player Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Manager Signature)

\_\_\_\_\_  
(Date)



## PARENTAL AUTHORIZATION – MEDICAL RELEASE

I, as the parent/guardian of \_\_\_\_\_, do hereby give my  
(player's name)

approval for their participation in any and all Sting Girls Fast Pitch Softball activities. I hereby grant my permission to managing personnel or other organizational representative to authorize and obtain medical care, at my expense if not covered under insurance purchased through the organization, from any licensed physician, hospital, or medical clinic should the player become ill or injured while participating in Sting Girls Fast Pitch Softball activities away from home, or where neither parent/guardian is available to grant authorization for emergency treatment. I assume all risks and hazards incidental to my child's participation, including transportation to and from the activities; and do hereby waive, release, absolve, indemnify and agree to hold harmless the local organization, Sting Girls Fast Pitch Softball, the organizers, sponsors, supervisors, participants and persons transporting the player to and from the activities, for any and all claims arising out of an injury to the player.

Parent(s) or Legal Guardian(s): \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## BINGO CONTRACT

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, hereby agree and understand that Bingo is the primary funding source for all Sting Fast Pitch teams and participation is mandatory in order for my daughter to play for the Sting Girls Fast Pitch Softball Organization from September 1<sup>st</sup> through August 31<sup>st</sup> of the established playing year. I understand that there is no opt out or buy out options for Bingo. \_\_\_\_\_ (initial)

I further understand and agree that **two (2)** people from my family (*player 14 or older and one adult over the age of 25*) are required to work their scheduled dates and that we will comply with the established schedule. If I am unable to work the scheduled session, I understand that it is my responsibility to obtain a suitable replacement and let the bingo manager know of such changes at least 3 weeks in advance.

I further understand we are only allowed to find replacements for up to **three (3)** scheduled sessions during the year. Failure to do so will result in the following penalties: \_\_\_\_\_ (initial)

- 1st time - Failure to work a scheduled bingo session for your team will result in a monetary penalty of \$75.00 **per person, per session** to be paid within seven (7) days of event. \_\_\_\_\_ (initial)
- 2nd time - Failure to work a scheduled bingo session for your team will result in monetary penalty of \$150.00 **per person, per session** to be paid within seven (7) days of the event. \_\_\_\_\_ (initial)
- Failure to adhere to these obligations could result in immediate dismissal from the team/organization. \_\_\_\_\_ (initial)

I further understand that if I/we decide to leave the organization prior to the end of the scheduled season and I/we will be responsible for paying all monies owed including monetary penalties incurred in accordance with the contract. Failure to do so will result in actions being taken by collections.

By signing this document I fully understand and comply with the standards established within this document.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Player Signature

\_\_\_\_\_  
Date



## MINOR RELEASE FORM

I, \_\_\_\_\_, give permission for my child \_\_\_\_\_  
(Parent or Guardian) (Minors Full Name)

to work/participate in the Organization's BINGO game. My child was born on \_\_\_\_\_.  
(Month/Day/Year)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)



## MEDIA CONSENT AND RELEASE FORM

Throughout the year, players may be highlighted in efforts to promote Sting Fast Pitch activities and achievements. For example, players may be featured in materials to train other players and/or increase public awareness of our organization through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

I, as the parent or guardian of \_\_\_\_\_, hereby give Sting and its Board of Directors as well as Coaches, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

a. This is with the understanding that neither Sting Fast Pitch nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my child’s participation.

b. I further release and relieve Sting Fast Pitch, its Board of Trustees, Coaches, and other representatives from any liabilities, known or unknown, arising out of the use of this material.

I certify that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions.

**Please understand that failure to return this release form within five (5) days from the date of distribution will constitute approval of the above requests.**

I **DO** give Sting Fast Pitch Permission to use such media to promote or advertise my daughter within the program:

Name of child: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_  
Print Parent/Guardian Name Signature Date

I **DO NOT** give Sting Fast Pitch Permission to use such media to promote or advertise my daughter within the program:

\_\_\_\_\_  
Print Parent/Guardian Name Signature Date

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**PARENTS/GUARDIANS VOLUNTEER FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Which of the following best describes your abilities? (Select the most accurate):

- |  |  |  |
|--|--|--|
| <input type="radio"/> Accounting           | <input type="radio"/> Hospitality            | <input type="radio"/> Purchasing         |
| <input type="radio"/> Admin & Clerical     | <input type="radio"/> Hotel                  | <input type="radio"/> Quality Assurance  |
| <input type="radio"/> Automotive           | <input type="radio"/> Human Resources        | <input type="radio"/> Quality Control    |
| <input type="radio"/> Banking              | <input type="radio"/> Information Technology | <input type="radio"/> Real Estate        |
| <input type="radio"/> Biotech              | <input type="radio"/> Installation           | <input type="radio"/> Repair             |
| <input type="radio"/> Broadcasting / Media | <input type="radio"/> Insurance              | <input type="radio"/> Research           |
| <input type="radio"/> Business (General)   | <input type="radio"/> Inventory              | <input type="radio"/> Restaurant         |
| <input type="radio"/> Business Development | <input type="radio"/> Journalism             | <input type="radio"/> Retail             |
| <input type="radio"/> Construction         | <input type="radio"/> Labor (General)        | <input type="radio"/> Sales              |
| <input type="radio"/> Consultant           | <input type="radio"/> Legal                  | <input type="radio"/> Science            |
| <input type="radio"/> Customer Service     | <input type="radio"/> Legal Admin            | <input type="radio"/> Shipping           |
| <input type="radio"/> Design               | <input type="radio"/> Maintenance            | <input type="radio"/> Skilled Labor      |
| <input type="radio"/> Distribution         | <input type="radio"/> Management             | <input type="radio"/> Social Services    |
| <input type="radio"/> Education            | <input type="radio"/> Manufacturing          | <input type="radio"/> Strategy           |
| <input type="radio"/> Engineering          | <input type="radio"/> Marketing              | <input type="radio"/> Supply Chain       |
| <input type="radio"/> Executive            | <input type="radio"/> Newspaper              | <input type="radio"/> Teaching           |
| <input type="radio"/> Facilities           | <input type="radio"/> Nonprofit              | <input type="radio"/> Telecommunications |
| <input type="radio"/> Finance              | <input type="radio"/> Nurse                  | <input type="radio"/> Trades             |
| <input type="radio"/> Food Service         | <input type="radio"/> Pharmaceutical         | <input type="radio"/> Training           |
| <input type="radio"/> Franchise            | <input type="radio"/> Planning               | <input type="radio"/> Transportation     |
| <input type="radio"/> Grocery              | <input type="radio"/> Procurement            | <input type="radio"/> Warehouse          |
| <input type="radio"/> Health Care          | <input type="radio"/> Professional Services  | <input type="radio"/> Other: _____       |

Provided a brief description of your selection(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I possess the following skills: (Select all that apply)

- |   |   |  |
|---|---|--|
| <input type="radio"/> Accounting              | <input type="radio"/> Dispersing Information    | <input type="radio"/> Problem Solving      |
| <input type="radio"/> Accuracy                | <input type="radio"/> Entertainment             | <input type="radio"/> Project Management   |
| <input type="radio"/> Administrative          | <input type="radio"/> Ethical                   | <input type="radio"/> Promotions           |
| <input type="radio"/> Advising                | <input type="radio"/> Evaluating                | <input type="radio"/> Proposal Writing     |
| <input type="radio"/> Advertisement           | <input type="radio"/> Event Planning            | <input type="radio"/> Public Relations     |
| <input type="radio"/> Analytical thinking     | <input type="radio"/> Fundraising               | <input type="radio"/> Public Speaking      |
| <input type="radio"/> Artistic/Creative       | <input type="radio"/> Human Resources           | <input type="radio"/> Publishing           |
| <input type="radio"/> Auditing                | <input type="radio"/> Information Technology    | <input type="radio"/> Quick Learning       |
| <input type="radio"/> Bookkeeping             | <input type="radio"/> Interpersonal Skills      | <input type="radio"/> Regulating Rules     |
| <input type="radio"/> Budgeting               | <input type="radio"/> Investigation Skills      | <input type="radio"/> Reliability          |
| <input type="radio"/> Business management     | <input type="radio"/> Knowledge of Laws         | <input type="radio"/> Report Writing       |
| <input type="radio"/> Calculations            | <input type="radio"/> Leadership                | <input type="radio"/> Reporting            |
| <input type="radio"/> Classifying Records     | <input type="radio"/> Logical Thinking          | <input type="radio"/> Research             |
| <input type="radio"/> Coaching                | <input type="radio"/> Maintenance               | <input type="radio"/> Resourcefulness      |
| <input type="radio"/> Collaboration           | <input type="radio"/> Management                | <input type="radio"/> Responsibility       |
| <input type="radio"/> Communications          | <input type="radio"/> Managing Finances         | <input type="radio"/> Sales Ability        |
| <input type="radio"/> Compiling Statistics    | <input type="radio"/> Marketing                 | <input type="radio"/> Scheduling           |
| <input type="radio"/> Computer Software       | <input type="radio"/> Medical                   | <input type="radio"/> Shopping             |
| <input type="radio"/> Computer Hardware       | <input type="radio"/> Meeting Deadlines         | <input type="radio"/> Strategic Thinking   |
| <input type="radio"/> Conducting Meetings     | <input type="radio"/> Monetary Collection       | <input type="radio"/> Supervision          |
| <input type="radio"/> Conflict Resolution     | <input type="radio"/> Multi-Tasking             | <input type="radio"/> Teaching             |
| <input type="radio"/> Counseling              | <input type="radio"/> Negotiating               | <input type="radio"/> Team Building        |
| <input type="radio"/> Couponing               | <input type="radio"/> Networking (People)       | <input type="radio"/> Teamwork             |
| <input type="radio"/> Creating Ideas          | <input type="radio"/> Networking (Computers)    | <input type="radio"/> Technical Support    |
| <input type="radio"/> Creating Innovation     | <input type="radio"/> Organized                 | <input type="radio"/> Technology           |
| <input type="radio"/> Creating New Procedures | <input type="radio"/> Organizational Management | <input type="radio"/> Time Management      |
| <input type="radio"/> Creating New Solutions  | <input type="radio"/> Overseeing Meetings       | <input type="radio"/> Thorough             |
| <input type="radio"/> Creative Thinking       | <input type="radio"/> Overseeing Operations     | <input type="radio"/> Training             |
| <input type="radio"/> Critical Thinking       | <input type="radio"/> Patience                  | <input type="radio"/> Verbal communication |
| <input type="radio"/> Customer Service        | <input type="radio"/> People management         | <input type="radio"/> Web Development      |
| <input type="radio"/> Decision Making         | <input type="radio"/> Personal Interaction      | <input type="radio"/> Wireless Technology  |
| <input type="radio"/> Defining Problems       | <input type="radio"/> Planning                  |  |
| <input type="radio"/> Effective Listening     | <input type="radio"/> Prioritizing              |  |
| <input type="radio"/> Others: _____           |   |  |
| _____   |   |  |
| _____   |   |  |
| _____   |   |  |

I am interested in volunteering for the following position(s): (Select all that apply)

- |   |  |  |
|---|--|--|
| <input type="radio"/> President                   | <input type="radio"/> Bingo Paper Manager          | <input type="radio"/> Committee Member |
| <input type="radio"/> Vice President              | <input type="radio"/> Facilities Manager           | <input type="radio"/> Head Coach       |
| <input type="radio"/> Secretary                   | <input type="radio"/> Equipment Manager            | <input type="radio"/> Assistant Coach  |
| <input type="radio"/> General Funds Treasurer     | <input type="radio"/> Ways & Means Coordinator     | <input type="radio"/> Other: _____     |
| <input type="radio"/> Bingo Treasurer             | <input type="radio"/> Parent/Player Representative |  |
| <input type="radio"/> Bingo Coordinator           | <input type="radio"/> Web Master                   |  |
| <input type="radio"/> Bingo Assistant Coordinator | <input type="radio"/> Travel Coordinator           |  |
| <input type="radio"/> Bingo Instant Manager       | <input type="radio"/> Committee Leader             |  |

## Positional Descriptions:

- **President:** Overall responsible for the operations and functions of the organization. The President chairs all organizational board meetings. The President is responsible for all organizational matters.
- **Vice President:** Assists the President in overseeing operations and functions of the organization. The Vice President is responsible for all administrative matters pertaining to the organization.
- **Secretary:** Responsible for recording and maintaining board meeting minutes. To include updating approved changes to organizational bylaws and other administrative documents.
- **General Funds Treasurer:** Responsible for managing, balancing, and reconciling the General Funds account. To include frequent collaboration with the Revenue Funds Treasurer for timely submission of all State and Federal taxations, forms and fees.
- **Revenue Funds Treasurer:** Responsible for managing, balancing, reconciling all Bingo/Sponsorship proceeds, and individual team accounts. Manages distributions of fund and transactions to meet teams approved spend plans. Responsible to frequently collaborate with Certified Public Accountant and Banking officials to timely submit all State and Federal taxation forms and fees.
- **Bingo Coordinator:** Responsible for the overall operations and management of the bingo program. Supervise and assist the Bingo Assistant Coordinator, Bingo Instant Manager and Bingo Paper Manager in their duties. Ensure adequate supplies are available for each scheduled bingo session. Responsible for the accuracy of all purchased instant games and bingo paper. Work closely with the Revenue Funds Treasurer to provide records and data for quarterly and annual reporting. Partner with Head Coaches in establishing
- **Bingo Assistant Coordinator:** Responsible for assisting the Bingo Coordinator in the operations and management of the bingo program. Assist the Bingo Instant Manager and Bingo Paper Manager in their duties to ensure accuracy of all purchased instant games and bingo paper.
- **Bingo Instant Manager:** Responsible for the ordering and inventorying of all instant games and work closely with vendors to get the best games available at the lowest price. Ensure adequate supplies of instant games are available for all scheduled bingo sessions. Produce quarterly and annual inventories of instant games purchased to Bingo Coordinator when requested.
- **Bingo Paper Manager:** Responsible for the ordering and inventorying of all bingo paper and work closely with vendors. Ensure adequate supplies of bingo paper are available for all scheduled bingo sessions. Produce quarterly and annual inventories of all bingo paper purchased to Bingo Coordinator when requested.
- **Facilities Manager:** Responsible for identifying, managing, and scheduling of indoor and outdoor practice facilities, to include managing and scheduling of the winter conditioning program for all teams.
- **Equipment Manager:** Responsible for fitting and equipping all players, coaches and teams with uniforms and equipment.
- **Ways & Means Coordinator:** Responsible for establishing, coordinating, identifying, reserving, and scheduling of team and organizational events.

- Spirit Wear Coordinator: Responsible for establishing coordinating, consolidating, ordering, distributing, and reconciling all spirit wear orders of team and organizational spirit wear orders.
- Parent/Player Representative: Services as the primary representative for parents/players issues, concerns, disputes, grievances, disparity or other life impacting matters.
- Web Master: Responsible for maintaining and updating the contents of the organizational web site to include, ensuring all licenses and web service payments are paid.
- Travel Coordinator: Responsible for developing a repository of quality and cost efficient hotels, dining facilities, and transportation agencies to accommodate all teams travel locations.
- Various Committee Leaders: Serves as a committee lead for an established committee.
- Various Committee Members: Supports the committee lead for assigned committee tasking.
- Head Coach: Responsible for the overall management and functionality of the softball team and serves as the bingo manager for all scheduled bingo sessions.
- Assistant Coach: Assists the Head Coach in the management and functionality of the softball team and assists the Head Coach on all scheduled bingo sessions.