

# Jessamine County Youth Baseball Bylaws

## ARTICLE 1 - ORGANIZATION

### **1.01 - JCYB**

Jessamine County Youth Baseball League (JCYB) is the name under which this organization is Incorporated. Jessamine County Youth Baseball is a registered 501(c)3 with IRS declaration on December 28, 2015 - (See Exhibit A - Declaration Page)

## ARTICLE 2 - OBJECTIVES

The objectives of JCYB shall be to promote good sportsmanship, team play, honesty, loyalty, courage, and respect for authority within our community. To achieve these objectives the JCYB Board of Directors will provide rules and regulations based recommendations from Cal Ripken/Babe Ruth Baseball.

## ARTICLE 3 – LEAGUE OVERVIEW

### **3.01 Player Member**

Anyone meeting the requirements of Cal Ripken/Babe Ruth and JCYB and who reside within the authorized JCYB boundaries, or as otherwise authorized to participate pursuant to Cal Ripken/Babe Ruth, shall be eligible to participate, but shall have no rights, in the management or the property of JCYB. A player member's league age is determined by the official Cal Ripken/Babe Ruth Birth Chart which can be found: <https://tinyurl.com/yb7qygtf>

- A. Provided there is availability and uniforms have not been ordered, a player who moves into the JCYB league boundaries after team assignments, may be added to a team roster with the approval of the respective league vice president and JCYB player agent.
- B. All players will be responsible for participating in at least one fundraiser each year. At the time of this writing, this fundraiser consists of a 'pre-paid spirit cards.' The purchase of these cards will be collected upon registration and can then be sold as a JCYB fundraiser on an individual basis.
- C. All players are responsible for participating in practices, games, and other team activities. Failure to participate may result in removal from the team. Missing three consecutive games or six practices may be grounds for a manager to petition the JCYB board to have a player removed from his/her roster.
- D. Players who miss practices or games because of injury, illness, or family crisis are not subject to removal. If a player is removed due to lack of participation, registration fees

will not be returned. All player removals must be approved by the board.

- E. Player skill assessments for Major, Minor, and Rookie Leagues will be held on a weekend as determined by the board. If the player is unable to attend, then the player should contact the Player Agent and will be placed in a blind draw for the draft. Team drafts will be conducted per league as described in the bylaws: 12.02 (While a make-up assessment date will potentially be scheduled, this is not guaranteed)
- F. All players will wear the complete uniform as provided by the league or determined by the respective manager in all games. This will include a hat, shirt, and pants.
- G. All players will abide by JCYB rules and regulations, attached here in.

### ***3.02 - Parents***

A parent/guardian will be responsible for:

- A. Seeing that the player is at all team functions
- B. Assisting the player in participation in league fundraiser(s)
- C. Cooperating with team managers and coaches
- D. Abide by all league rules and regulations
- E. Attending the initial parent meeting

### ***3.03 - Volunteer***

A volunteer is deemed to be anyone directly participating in team activities and will have direct contact with youth other than their own. All volunteers will be required to participate in and pass an annual background check.

### ***3.04 - Observer Requirements***

Parents, relatives, friends, and other fans are expected to conduct themselves in a positive manner. Derogatory comments to players, managers, coaches, and umpires will not be tolerated. The umpire(s) or any board member should deal with poor behavior instantly.

**Please refer to our Code of Conduct, which will be provided to each member family upon online registration.**

The use of tobacco or alcoholic beverages in any form is strictly prohibited in the park, on the playing field, benches, bleachers, fence line, and dugout areas. Alcoholic beverages are not permitted in the park during practices or games. Any substantive complaints concerning the behavior of a league official, manager, coach or parent should be submitted in writing to the president of the league or the respective league vice president. The board shall review all

written complaints and may provide a written response.

### ***3.05 - Finances***

The JCYB Board is the only official body that has the authority to make any financial commitments or fund raising decisions.

As per IRS guidelines, JCYB will file an annual tax return form 990, in a timely fashion, making the document available for public viewing, in at least two places, including [www.JCYB.org](http://www.JCYB.org).

### ***3.06 - Managers***

Anyone wishing to become a manager must be at least 21 years old, complete an application, be subject to and pass a background check, and be approved by the board.

The Manager Selection Committee will consist of the; player agent, vice president and president. They will unanimously agree on manager selections to be presented to the JCYB board for approval. In the event that the selection committee can't agree on the managers in question, the president of JCYB will make the final decision. Preference will be given to returning managers, unless there is a concern regarding their conduct or performance. There is no guarantee a previous year manager will be given a team in subsequent years.

Managers are allowed to select their own assistants, pending approval of the JCYB board and a background check. Applicants should possess the ability to teach and motivate young children and have a working knowledge of baseball. All managers and assistant coaches, upon request by the league, will attend league sponsored coaching or continuing education-based clinics. Managers will be required to obtain the Cal Ripken/Babe Ruth Coaching Certification, which can be found: <http://www.baberuthcoaching.org/>

### ***3.07 - Inclement Weather***

JCYB will follow Cal Ripken/Babe Ruth's inclement weather rules. The respective league VP or his designee may reschedule games as soon as possible. Rainouts may not be reschedule if they do not impact tournament seeding and time or field availability is an issue. All effort will be made to make up all games. If lightning occurs, the umpire and managers will clear the field regardless of the circumstances of the game. Play will resume no sooner than 20 minutes after the last time lightning was seen. (see make-up games 14.06)

See Cal Ripken / Babe Ruth Inclement Weather rules here: <https://tinyurl.com/yc3r6cwb>

## ARTICLE 4 – REGISTRATION FEES

Registration fees, as set by the board, shall be assessed as a prerequisite for a player member to play prior to the start of regular season or Fall Ball. Full or partial scholarships may be made available under appropriate circumstances, as determined by the JCYB board.

## ARTICLE 5 – League Representatives (Board Members)

### ***5.00 - Requirements***

All representatives and board members shall be at least 21 years of age. All shall support all bylaws, rules and regulations of JCYB and attend all board meetings. Excessive absences without notification may require disciplinary action by the board, which may include termination or resignation from the board due to non-performance of duties. The following list sets forth the potential positions on the *Board of Directors*:

### ***Jessamine County Youth Baseball Board of Directors***

1. President
2. Vice-President
3. Player-Agent
4. Secretary
5. Treasurer
6. General Counsel
7. Director of Sponsorship & Marketing
8. Director of Media & Communications
9. Director of Equipment
10. Director of Rules and Umpires
11. Vice-President of Major Division
12. Vice-President of Minor Division
13. Vice-President of Rookie Division
14. Vice President of T-Ball Division
15. Vice President of Wee Ball Division
16. Team Parent Liaison
17. Director of Special Events
18. Director of Concessions
19. Director of Safety & Security
20. Director of Facilities
21. Director of Fields and Grounds

## 5.01 – President

The League President shall have a minimum of one year of service on the board of directors. The President is elected for a period of two years, but may succeed himself/herself if re-elected.

### **Responsibilities**

The President is the chief administrative officer of the League.

1. He/She is responsible for conducting JCYB in strict conformity to the policies, principles, rules and regulations of this League and Cal Ripken/Babe Ruth Baseball as agreed to under the conditions of its charter.
2. Exercises general authority and supervision over all functions of the League; however, specific authority is delegated to specific board members, other volunteers and hired agents.
3. Meets with each new board member to review their responsibilities.
4. Schedules each board meeting and prepares the agenda.
5. Presides over each board meeting. In the event of his/her absence, the President will notify the League Vice-President and provide the agenda so they can preside over the meeting. The President will be responsible for adding to a meeting agenda any item deemed significant by any member of the board of directors.
6. The President is the officer with whom Babe Ruth Baseball Headquarters maintains contact. He/She or designee will represent the League in all meetings of the local, state, or national organization.
7. Completes and returns the application required to renew the League Charter each year. This shall be accomplished prior to May 1st each year.
8. He/She is the only officer authorized to speak for the League or sign letters written in the name of JCYB or JCYB stationery. The President may delegate this authority as necessary.
9. Authorizes all non-board approved expenditures over \$100 by reviewing invoices.
10. Oversees the general conduct of all officers, managers and coaches and ensures they are performing their duties accordingly. Informs the board if someone is not performing their duties as required or their conduct is inappropriate.
11. The President is a voting member of the Board of Directors but votes only to break a tie vote, unless the vote is required of all board members.
12. Along with the Treasurer at the January meeting submits the annual budget for approval of the board.

## 5.02 - Vice President

The League Vice President is elected for a period of two years but may succeed him / herself, if re-elected.

### **Responsibilities**

1. In the absence of the President, presides over the JCYB meetings.
2. Coordinates JCYB's fundraising committee and projects. This includes the following duties:
  - a. Selection of a project(s) decided by a committee formed by the League Vice President, Director of Special events, and at least one other board member. The committee decision shall be presented to the board for approval.
  - b. Works with Director of Special Events in fundraiser(s).
  - c. Coordinates collection of fund raising money with respective team parent or guardian.
3. The League Vice-President is responsible for administration of the insurance program for all players, managers, etc. Receives bids, provides detailed information for prospective bidders, and supervises contract agreements and any other matters pertaining to insurance.
4. Serves on all manager selection committees.
5. Works with the player agent in the ordering of uniforms.

### 5.03 - Treasurer

The Treasurer is elected for a period of two years but may succeed himself / herself if re-elected.

#### **Responsibilities**

1. Presides over meetings in the absence of the President and Vice President and perform such duties as may be assigned by the President or by the Board of Directors, in addition to the following duties:
  - a. Shall be the chief financial officer and the chief accounting officer of the Organization. Shall be in charge of the Organization's financial affairs and shall safeguard all funds, securities, and valuable papers.
  - b. Shall receive all monies and securities and deposit these funds in a depository approved by the Board of Directors.
  - c. Endorses for deposit or collection all checks and notes payable to the corporation or its order.
  - d. Records all funds received in a cash receipts journal.
  - e. Co-signs along with the Vice President, all checks over \$2,500.00 drawn on the account of the corporation.
  - f. Presents all league financial records to the independent auditor.
  - g. Records all disbursements in a cash disbursement journal.
  - h. Reconciles bank statements monthly to assure that the cash balance in the corporate check register and records match the cash balance on the bank statement.
  - i. Prepares a financial report to be given at each of the regular meetings of the Board of Directors.

- j. Prepares an annual operating budget in cooperation with the President to be presented at the January meeting of the Board of Directors.
- k. Annually coordinates with outside CPA, to file IRS Form 990 in a timely fashion, before appropriate tax-filing deadline.
- l. Prepares previous year's income statement to be presented to board at January meeting.
- m. Files annual sales tax reports to the State Department of Revenue.
- n. Shall monitor and administer the monies allocated to the operation of the concessions stand, umpire wages, fund-raising activities, etc.
- o. Performs all duties that a treasurer would ordinarily perform.

## 5.04 - Secretary

The Secretary is elected for a period of two years but may succeed himself / herself, if re-elected.

### **Responsibilities**

1. Presides over meetings in the absence of the President, Vice-President, and Treasurer. The Secretary shall perform such duties as may be assigned by the President or by the Board of Directors, in addition to the following duties:
  - a. Keeps the minutes of all general membership meetings and of the Board of Directors meetings in one or more books provided for that purpose.
  - b. Sees that all notices of meetings are duly given in accordance with the provisions of these bylaws or as required bylaw.
  - c. Serves as the custodian of the corporate records.
  - d. Performs all duties a secretary would ordinarily perform including typing letters, rosters, bylaws, etc.
  - e. Serves as the custodian of the bylaws including certification of any new amendments adopted in accordance with Article 24.
  - f. Responsible for receiving and distributing mail to other board members on a timely basis.

## 5.05 - Player Agent

The Player Agent is elected for a period of two years but may succeed himself / herself, if re-elected.

### **Responsibilities**

1. Performs such duties as may be assigned by the President or by the Board of Directors in addition to the following duties:
  - a. Assists the President in establishing and maintaining the eligibility of player personnel. Cal Ripken/Babe Ruth Regulations and JCYB require each candidate to present acceptable proof of age prior to player selection.

- b. Supervises League sign-ups, assessments, and player selection draft. Ensures the completion of the registration form or internet sign-up application. Prior to the league draft, announces to managers the option selected by parents of each sibling eligible to be drafted.
- c. Assist the Vice President of each league in preparing the Major, Minor, Rookie, T-Ball, and Wee ball league playing schedules and pre-season and regular season practice schedules. As appropriate, the Player Agent may assign the responsibility for completing the practice and game schedules to a designated representative of the Major, Minor, Rookie, T-Ball and Wee ball leagues.
- d. Maintains all team and player records of player releases.
- e. Submits rosters of each team showing name, address, and birthdate of each player to Cal Ripken/Babe Ruth Headquarters before the first regularly scheduled game.
- f. Reports to Cal Ripken/Babe Ruth Headquarters replacements of players after submission of team rosters.
- g. Serves on the committee for All-Star post-season play.
- h. Serves with the President on a committee to rule on all protested games.
- i. Serves on the manager selection committee for each division.

## 5.06 - Vice President of the Major League

The Vice President of the Major League is elected each year but may succeed himself / herself, if re-elected. The individual should have adequate knowledge of the game of baseball and should be thoroughly familiar with the purposes of the Major League Program.

### **Responsibilities**

1. Shall attend all JCYB board meetings or appoint a representative.
2. Member of selection committee to select suitable managers for the teams after reviewing their qualifications.
3. Meets with the JCYB Player Agent to determine the number of eligible players available to establish teams for the Major League.
4. Once the teams are established, team rosters will be provided to the approved managers.
5. Coordinates with the Player Agent the practice and game schedule and provides the information to the JCYB board of directors.
6. Serves as the liaison between the Major League managers and the JCYB board of directors, coordinating requests for equipment, insurance, and registration fees collection, etc., with the appropriate JCYB League Officers. Fundraising programs will be coordinated directly with the JCYB Vice President.
7. The above duties include Spring and Fall.

## 5.07 - Vice President of the Minor League

The Vice President of the Minor League is elected each year but may succeed himself / herself, if re-elected. The individual should have adequate knowledge of the game of baseball and should be thoroughly familiar with the purposes of the Minor League Program.

### **Responsibilities**

1. Shall attend all JCYB board meetings or appoint a representative.
2. Member of selection committee to select suitable managers for the teams after reviewing their qualifications.
3. Meets with the JCYB Player Agent after Minor League selections have been made to determine the number of eligible players available to establish teams for the Minor League.
4. Once the teams are established, team rosters will be provided to the approved managers.
5. Coordinates with the Player Agent the practice and game schedule and provides the information to the JCYB Board of Directors.
6. Serves as the liaison between the Minor League managers and the JCYB board of directors, coordinating requests for equipment, insurance, and registration fees collection, etc., with the appropriate JCYB League Officers. Fundraising programs will be coordinated directly with the JCYB Vice President.
7. Coordinates the transfer of players, as necessary, from the Minor League Teams to the Major League Teams.

## 5.08 - Vice President for Rookie League

The Vice President of the Rookie League is elected each year but may succeed himself / herself, if re-elected. The individual should have adequate knowledge of the game of baseball and should be thoroughly familiar with the purposes of the Rookie League Program.

### **Responsibilities**

1. Shall attend all JCYB Board meetings or appoint a representative.
2. Serves on selection committee to select suitable managers for the teams after reviewing their qualifications.
3. Meets with the JCYB Player Agent to determine the number of eligible players and establishes the number of teams for the year.
4. Once the teams are established, team rosters will be provided to the approved Managers.
5. Coordinates with the Player Agent the practice and game schedule of all games and provides the information to the JCYB Board of Directors.
6. Serves as the liaison between the Rookie League managers and the JCYB board of directors, coordinating requests for equipment, insurance, and registration fees

collection, etc., with the appropriate JCYB League Officers. Fundraising programs will be coordinated directly with the JCYB Vice President.

## 5.09 - Vice President for T-Ball League

The Vice President of the T-Ball League is elected each year but may succeed himself / herself, if re-elected. The individual should have adequate knowledge of the game of baseball and should be thoroughly familiar with the purposes of the T-Ball League Program.

### **Responsibilities**

1. Shall attend all JCYB Board meetings or appoint a representative.
2. Serves on selection committee to select suitable managers for the teams after reviewing their qualifications.
3. Meets with the JCYB Player Agent to determine the number of eligible players and establishing the number of teams for the year.
4. Once the teams are established, team rosters will then be provided to the approved Managers.
5. Coordinates with the Player Agent the practice and game schedule of all games and provides the information to the JCYB Board of Directors.
6. Serves as the liaison between the T-Ball League managers and the JCYB board of directors, coordinating requests for equipment, insurance, and registration fees collection, etc., with the appropriate JCYB League Officers. Fundraising programs will be coordinated directly with the JCYB Vice President.

## 5.10 - Vice President for Wee-Ball League

The Vice President of the Wee-Ball League is elected each year but may succeed himself / herself, if re-elected. The individual should have adequate knowledge of the game of baseball and should be thoroughly familiar with the purposes of the Wee-Ball League Program.

### **Responsibilities**

1. Shall attend all JCYB Board meetings or appoint a representative.
2. Serves on selection committee to select suitable managers for the teams after reviewing their qualifications.
3. Meets with the JCYB Player Agent to determine the number of eligible players and establishing the number of teams for the year.
4. Once the teams are established, team rosters will then be provided to the approved Managers.
5. Coordinates with the Player Agent the practice and game schedule of all games and provides the information to the JCYB Board of Directors.
6. Serves as the liaison between the Wee-Ball League managers and the JCYB board of directors, coordinating requests for equipment, insurance, and registration fees

collection, etc., with the appropriate JCYB League Officers. Fundraising programs will be coordinated directly with the JCYB Vice President.

## 5.11 – Director of Concessions

The Director for Concessions is elected for a period of two years but may succeed himself / herself, if re-elected.

### **Responsibilities**

1. Works with the treasurer and concessions committee to develop an annual budget.
2. Provides, for the January board meeting, an estimate of the revenue, which concessions will be provided for league operation during the coming year.
3. Organizes and supervises all concession functions.
4. Orders all inventory.
5. Schedules concession employees.
6. Presents to the Board for approval any changes in goods, services, or prices.
7. Provides assistance and advice to concession stand volunteers and workers.
8. Coordinates with the Director of Facilities any maintenance projects required for the concession stands.
9. Oversees the concession stand during Fall Ball.
10. Counts all monies received on a daily basis and has this signed off by at least two board members.
11. Secures all funds in a safe, located within the concession stand, which will be deposited within the bank by league treasurer in a timely fashion.
12. Shall maintain daily inventory counts and present weekly totals to the treasurer and monthly to the Board of directors.

## 5.12 - Director for Equipment

The Director for Equipment is elected for a period of two years but may succeed himself / herself, if re-elected. This person must have a general knowledge of baseball equipment and more specifically knowledge relating to safety requirements. Emphasis should be on the ability to select the best buy with the idea of quality vs. cost analysis in mind.

### **Responsibilities:**

#### ***Equipment:***

1. Inspects each team's equipment along with the Vice-President of each league to determine condition and correct an issues. Using the authorized equipment lists (see below) establishes the replacement equipment needed to ensure all authorized equipment will be available and in good condition.

2.

	Major	Minor	Rookie	T-Ball	Wee Ball
Chest Protector	1	1	1	N/A	N/A
Shin Guard Set	1	1	1	N/A	N/A
Pitching Mask	1	1	N/A	N/A	N/A
Catchers Mask	1	1	1	N/A	N/A
Masked Helmets	N/A	N/A	1	2	1
Batting Tee	Upon Req	Upon Req	Upon Req	1	1
Equipment Bag	1	1	1	1	1

3. Establishes a total list of requirements from #1 above. Contacts at least three sporting goods suppliers. Gets bids from the suppliers on those items and will present the bids to the board for approval. Baseballs will be purchased annually, in a single lot from the lowest bidder. All bids shall be submitted to the board for approval of allotment and payment. Baseballs must be available by the beginning of league play.
4. Using the information from the inspection, the scheduled games, equipment bids, etc. prepares a detailed budget for the year, indicating quantities, prices, etc. This will be coordinated with the league treasurer and President and ready for presentation to the board at the January board meeting.
5. After approval of the budget, equipment will be purchased so as to complete the authorized equipment list for each team. This equipment will be in the equipment bags in time for the first game.
6. Maintains an adequate supply of game baseballs at all times. Supplies game baseballs to the umpires prior to all games. Each participating team will receive one of the balls following each game.
7. At the conclusion of the season, managers will return all equipment to the Vice President for Equipment.

## 5.13 - Director for Sponsorship & Marketing

The Director for Sponsorship & Marketing is elected for a period of two years but may succeed himself / herself, if re-elected.

### **Responsibilities**

The major responsibilities of the Director for Sponsorship & Marketing are to pursue new sponsors as required and to act as the league's contact with all present sponsors. Specifically he/she will:

1. To the best of their ability, assures that all teams within the league have a sponsor by April 1st.
2. Works with the respective League Vice Presidents to obtain sponsors for their respective teams.
3. Collects sponsor fees, prepares and presents sponsor awards following the season. (Sponsor fees will be set and approved by the Board annually. )
4. Coordinates ordering team sponsorship banners.

## 5.14 – Director of Fields and Grounds

The Director for Fields and Grounds is elected for a period of two years but may succeed himself / herself, if re-elected. He/She should have a basic understanding of general maintenance and the principles of safety and be able to apply them in a practical manner.

### **Responsibilities**

1. Supervises the maintenance of all fields and practice areas. Coordinates all maintenance work to be performed on JCYB fields. Gains the appropriate approval and coordinates with the appropriate Parks and Recreation or City/County officials on all improvements that will change the appearance of the park.
2. Prepares the fields for play. This task may be delegated as appropriate.
3. Ensures a First Aid kit is available at the concession stand.
4. Verifies that the teams involved have cleaned dugouts. If not, reports to the League President.

## 5.15 - Director of Communications

The Director of Communications is elected for a period of two years but may succeed himself / herself, if re-elected. The Director of Communication shall perform such duties as may be assigned by the President or the board of directors.

### **Responsibilities**

1. Generally responsible for the advertising functions of the league. Using public media to adequately cover such functions.
2. Works with the player agent to keep the league community informed of all actions such as: sign-ups, assessments, tournaments, fundraisers, parent's night, etc.

3. Responsible for providing information for publication on the JCYB website.

## 5.16 - Director of Rules & Umpires

The Director of Umpires is elected for a period of two years but may succeed himself / herself, if re-elected.

### **Responsibilities**

1. Recommends to the board the umpire fees for each budget year (January 1st of each year).
2. Supervises, all umpires on the staff, as required.
3. Hires and schedules umpires for all Major, Minor, Rookie, and T-Ball games including: Rainouts, Playoffs, Tournaments, etc.
4. Meets with all umpires prior to the start of the season to review all rules to ensure standardization of enforcement.
5. Umpires may be selected from adults of 18 years of age or older. \*Umpires for Wee Ball, T-Ball and Rookie may be 15 years of age.
6. Oversee the umpire instruction and supervision of scorekeepers in their responsibilities and duties. (Official scorekeepers generally are not provided for games. Parent volunteers serve in this capacity.)

### 5.16A - Umpire Responsibilities Include:

Enforce all JCYB Rules and Regulations regarding baseball play as follows:

1. Conduct of players, managers, coaches and spectators.
2. Substitution.
3. Pitching eligibility.
4. Field decorum.
5. Arrive at the game site at least 15 minutes prior to the scheduled start time.
6. All umpires must wear uniforms.
7. The Director of Rules & Umpires and/or the League President may dismiss any umpire, without warning, who fails to perform their duties as assigned.
8. Instruct and supervise scorekeepers in their responsibilities and duties. (Official scorekeepers generally are not provided for games. Parent volunteers serve in this capacity.)

## 5.17 – Director of Special Events

The Director of Special Events is elected for a period of two years but may succeed himself / herself, if re-elected.

### **Responsibilities**

1. The Director of Special Events will coordinate all special functions and ceremonies within the league.
2. Fills all Special Event Committee positions.
3. Plans and coordinates JCYB Fun Day.
4. Invites sponsors to opening games and other league activities to develop closer relationships.
5. Responsible for coordinating Opening Day ceremonies. Each respective league Vice President will assist in coordinating respective Opening Day ceremonies for their respective league.
6. Obtains bids from three photographers to take team and individual pictures on "picture day" and submits recommendation to the board for final approval. Establishes dates for respective league team pictures and coordinates the scheduling with respective team parent(s) or guardian. The League may receive income from the photographer but will not be involved in handling payments to the photographer.
7. Other duties to be established

## **5.18 Director of Safety / Security**

The Director of Safety / Security is elected for a period of two years but may succeed himself / herself, if re-elected.

### **Responsibilities**

1. Responsible for overall safety of all park patrons.
2. Monitors park for hazards including vehicles, equipment, activities, and people.
3. Conducts routine safety inspections
4. Organizes safety programs
5. Coordinates and conducts background checks on all volunteers and active persons within the facilitation of JCYB
6. Provides direction and guidance for crowd control and altercations
7. Plans/assists in the exit of unruly patrons.
8. Acts as court liaison for JCYB

## **5.19 - Manager / Assistant Coaches**

### **A. Requirements**

1. Each new manager shall be approved by the JCYB board of directors .

2. Managers must be at least 21 years of age and assistant coaches must be at least 18 years of age. Both manager and assistant coach should be of excellent character with high moral standards and integrity. Knowledge of baseball is secondary to the ability to lead his/her players.
3. Each manager is allowed three assistant coaches who also must be approved by the board of directors.
4. All managers / coaches must annually pass a background check.

## **B. Responsibilities**

1. The main responsibility of the manager is to organize and conduct his team in manners, objectives, and principles as outlined by these bylaws. In addition, he/she shall do the following:
  - a. Familiarize themselves with his players' background.
  - b. Use sound judgment in all areas with the players' safety, health and welfare being of utmost concern.
  - c. Call a special meeting of the parents of his players and inform them of league objectives and goals as well as his philosophies and expectations.
  - d. Communicate with league Vice President regarding practice schedules, game schedules, rules, rainouts, and any other items pertaining to the season.
  - e. Read and have a solid understanding of all rules and regulations
  - f. Represent JCYB with high moral character and integrity at all times regardless of geographic location.

## **5.20 - Selection of New Major, Minor, Rookie, T-Ball and Wee Ball Managers and Assistant Coaches**

Each nominee for the position of Major League, Minor League, Rookie League, T-Ball and Wee Ball Manager will be required to complete an application & background check for that position and submit prior to being considered by the board. The Vice President from each respective League, the Player Agent and the League Vice President will recommend applicants to the board of directors for approval. In addition, the board should review and approve individuals requesting to become assistant coaches prior to the start of the season. Preference will be given to returning managers, unless there is a concern regarding their conduct or performance. There is no guarantee a previous year manager will be given a team in subsequent years.

## **5.21 – Standards of Field Decorum**

1. The actions of players, managers, coaches, umpires, and league officials must be above reproach at all times.
2. Uniformed players, news photographers, managers, coaches, and umpires are the only individuals who shall be permitted within the confines of the playing field just prior to and during games.
3. Except for the batter, base runners, the player on deck, managers, and coaches at first and third bases, all players shall be in their respective dugouts or in the bullpen when a team is at bat.
4. When a team is on defense, players not participating shall be in their dugouts or in the bullpen.
5. A manager shall not leave the bench or dugout except to confer with a player or an umpire.

## ARTICLE 6 - BOARD OF DIRECTORS

### 6.01 - General Powers

The board of directors shall manage the business and affairs of JCYB and is hereby vested with all the powers possessed by the corporation itself, so far as this delegation of authority is not inconsistent with the laws of the Commonwealth of Kentucky and the Articles of Incorporation or with these bylaws.

The board of directors has the power to authorize the President to execute all legal instruments of every kind and nature on behalf of the corporation, including notes, leases, conveyances, contracts, and all other legal instruments. The board of directors has the power to adopt all local rules governing the operation of JCYB, Cal Ripken/Babe Ruth, and any other activities involving the corporation, which are not inconsistent with its rules and regulations. All official playing rules and regulations published by Cal Ripken/Babe Ruth Baseball, Inc. shall be binding on the corporation unless amended by local rules adopted by the corporation's board of directors.

### 6.02 - Elections

The board of directors shall be nominated and elected by the sitting board. In the event, there is more than one (1) candidate for a voting board position, each candidate that submits an application to the board shall have the opportunity to present a brief (no more than five (5) minutes) presentation at the board meeting before the election takes place, expressing his/her reasons for seeking the position. Unopposed candidates may be approved by voice vote. Otherwise, votes will be secret but all votes will be read aloud. A sitting board member may not vote in the election for a position for which he/she is a candidate. The candidate receiving the most votes shall be declared the winner. In the event of a tie, the sitting president shall

vote to break the tie. If the contested election is for president, the sitting vice president shall refrain from voting. However, in the event of a tie, the sitting vice president shall vote to break the tie.

### **6.03 - Membership**

The board of directors shall consist of all duly elected officers of the corporation. Each member of the board of directors shall hold office for the term for which he/she is elected or until his/her successor shall have been appointed or elected, unless dismissed by 3/4 majority vote of the entire active board.

### **6.04 - Manner of Acting**

The act of the majority of the members of the board of directors present at a meeting at which a quorum is present shall be the act of the board of directors unless otherwise designated in these bylaws. A quorum is at least 6 active members of the current board of directors.

### **6.05 - Method of Voting**

1. All voting will be conducted by voice or show of hands except, if requested, seconded and approved by the board, voting on a specific issue may be completed by secret ballot and through email or telephone.
2. The board shall only accept absentee voting if approved by the President prior to the selected time of the meeting.
3. Article 7.05 and 7.06 addresses the definitions of different methods of voting.

### **6.06 - Vacancies**

Any vacancies occurring in the board of directors may be filled by appointment by the board of directors for the unexpired term of the vacancy. New members may be voted in at the attendance of their second board meeting.

### **6.07 - Past Interpretations**

Past interpretations by previous boards as to the meaning of any provisions contained in these bylaws may be considered as persuasive, but are not binding on the present board.

### **6.08 - Miscellaneous**

Any situation that may develop, which is not covered in these bylaws, will be ruled upon by the JCYB board of directors in the best interest of the league and the youth we serve.

### **6.09 - Removal from League**

The board of directors, by a 2/3 vote of those present at any duly constituted board meeting, shall have the authority to discipline, suspend or terminate any league member (player, manager, coach or parent) or board member when the conduct of such person is considered detrimental to the best interests of the league and Cal Ripken/Babe Ruth Baseball. The member involved will be notified of alleged charges against them along with the meeting time and location at least 48 hours prior to the meeting time and will be given the opportunity to appear at the meeting to answer to charges in question.

## **ARTICLE 7 - MEETINGS AND QUORUM**

### **7.01 - Regular Meetings**

The board of directors shall generally meet on a monthly basis at such places as may be designated in a notice by the president from the secretary.

### **7.02 - Special Meetings**

Special meetings of the board of directors may be called by or at the request of the president or any three (3) board members. Special meetings shall be held at such places as may be designated in a notice by the President from the Secretary. The notice of a special meeting must designate the matters to be considered at such special meeting. Nothing in this section shall be construed to prevent new matters to be considered at a special meeting if the members of the board approve by voice vote the new matters so considered.

### **7.03 - Notice of Meetings**

The secretary should provide notice of board meetings either in writing or verbally at least five (5) days in advance of said meeting. Any member of the board may waive notice of any meeting. The attendance of a member of the board at any meeting shall constitute a waiver of notice of such meeting, except where a member of the Board attends a meeting for the expressed purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

### **7.04 - Quorum**

Six (6) members of the occupied positions of the board of directors shall constitute a quorum for the transaction of business at any meeting of the board of directors unless otherwise stipulated in these bylaws.

### **7.05 - Majority Vote**

A majority vote, whenever requested, means at least 2/3 of the quorum present.

#### **7.06 -Vote of the Entire Board**

Notwithstanding any other provision of these bylaws to the contrary, when these bylaws require a vote of “the entire board” or “entire board of directors” at least seventy-five (75%) of the occupied positions of the Board of Directors must vote on the issue.

### **ARTICLE 8 – COMMITTEES**

#### **8.01- Standing Committees**

The board of directors shall have the power to appoint special committees as it shall determine and to delegate such powers to them as the Board of Directors shall deem advisable. Committee meetings are not required to be open to the public and minutes of committee meetings will not be recorded as committees must present all recommendations to the Board for discussion. Committee responsibilities include analysis of information as referred to or deemed proper by the President and the presentation of recommendations to the Board of Directors based on the evaluation of this information.

### **ARTICLE 10 – LEAGUE YEAR AND SEASON**

#### **10.01 –League Year and Season**

The League Year and season shall begin on November 1st each year and end on October 31st of the following year.

### **ARTICLE 11 – FINANCIAL POLICY**

#### **11.01 – Responsibility**

The board of directors shall have final authority in all matters pertaining to the finances of the Corporation.

#### **11.02 – Common Treasury**

The board of directors shall place all income in a common treasury, directing the expenditure of it in such manner as will permit no individual or team to have an advantage over other individuals or teams in any matter. Except as set forth in 11.03, nothing herein shall be construed to prevent the acceptance of funds donated for a designated purpose and the expenditure of those funds shall be restricted to the designated purpose.

### **11.03 – Contributions**

With the exception of financial contributions to fund full or partial scholarships, financial contributions solely for the benefit of individual regular season teams shall be discouraged.

### **11.4 – Sponsorships**

Babe Ruth League, Inc. forbids sponsorship by any organization or individual whose activities may be regarded as injurious or have a harmful effect on the welfare of the youth, and, therefore strongly advises meticulous care in the selection of sponsors. All sponsors must be submitted to the board for approval.

### **11.05 – Independent Financial Review**

No later than December 31 of each year, the president and the treasurer shall arrange for, and present to the board of directors, an independent, third party, review of the league's financial activities and condition for the immediately preceding fiscal year.

## **ARTICLE 12 - LEAGUE ROSTERS**

### **12.01- Draft Meeting**

Following assessments, all league managers will meet with the player agent and league president at a time and place designated by the player agent for the purpose of selecting players by the following draft system.

### **12.02 - Draft Method (Major, Minor, Rookie Divisions)**

Revised Draft Policy  
January 2018

- 1.) Team drafting order will change from season to season.
- 2.) New or returning managers who select an assistant prior to the draft shall forfeit their first round draft pick, as the assistant coach's child will be their first round draft pick.

- 3.) A manager may not select a new assistant for draft purposes, as long as the previous assistant's child is on the roster. This is the case whether or not the assistant is still available to help with the team. Should a new assistant be chosen, while the previous assistant's child remains on the team, the manager must attempt to draft the current assistant's child with no guarantee that this selection will be successful. \
- 4.) New or returning managers who do not select an assistant or have a returning assistant from the previous year's draft will draft as normal.
- 5.) The draft order will be determined by blind draw in two sections. Section 1 will consist of teams without a new assistant. Numbers will be placed in a hat and drawn to determine the highest draft position in the first round. Section 2 will consist of teams with a new assistant. Remaining numbers will also be placed in a hat to determine the order of remaining first round and assigned the assistant's child as their first round pick.
- 6.) Once the order has been determined, the draft will proceed in a snake-draft format, which will thus set the order for the second round and the remainder of the draft.

*Example: 6 team division. 3 team managers have designated new assistants prior to the draft. 3 managers do not declare an assistant or have a previously listed assistant. The 3 teams without a new assistant will draw for draft picks 1 -3, the other 3 teams will draw for positions 4 - 6. Picks 4 - 6 will be the children of the assistants. The team that draws 6 will then get the first selection of the second round and the 2<sup>nd</sup> round will snake back down to team 1.*

7.) Any team in need of a new manager whether the previous manager has changed divisions or is no longer able to fulfill his / her duties, will be placed into a blind draw prior to the draft. A manager may request a specific team but must have 100% approval from the other managers within the division to be appointed to that team. In the event a previous listed assistant coach or a parent of a child already rostered on a team should be appointed as a JCYB manager, they would acquire the team in question and not be placed in a blind draw.

#### **Player Evaluations/ Skills Assessment:**

- A. All players will perform skills in 3 categories, assessing 4 basic skills: Fielding, Throwing, Running and Hitting.
- B. Managers are strongly encouraged to be present at the skills assessment to evaluate the players.
- C. New players or those moving up are required to attend and participate in Player Evaluations/Skills Assessment.
- D. Any player not in attendance will be placed in a blind draw draft following the draft of evaluated players.
- E. An alphabetical list of players eligible for the draft will be compiled by the Player Agent and made available to each Manager prior to draft day.

### **Team Draft Process**

- A. All returning players will go back to the same team unless a request is submitted to the board before assessments. Note: Unless requested differently, children / players of Managers will automatically be placed on their team. Siblings will also be placed together, unless requested differently.
- B. Returning players and siblings will be listed on the draft board from round 3 down.
- C. Each team shall receive a 1st and 2nd round draft pick. After the first 2 rounds teams will play catch up.

### **T-BALL / Wee Ball Leagues**

- A. ***There will not be a draft in Wee Ball or TBall. A computer generated selection will take place after taking into considerations requests and age balance.***
- B. All returning players will go back to their team from the prior year unless a request is submitted to go back into the draft. Note: Unless requested differently, children/ players of Managers/ Head Coaches will automatically be placed on their team. Siblings will also be placed together, unless requested differently. Both will be selected according to the following guidelines.

### **12.04 - Team Size**

All teams should have at least 10 active players on the team at all times. Teams will draft based on establishing similar age groups. Based on player registrations the league reserves the right to amend this on a season to season basis before the team draft process begins.

### **12.05 - Jurisdiction**

A Player shall have the right to continue playing in their respective league even though his/her residence has changed after becoming a member of the league. The following year, the player will not be allowed to play within the JCYB league unless their residence has returned to the JCYB jurisdiction.

## **ARTICLE 13 - PLAYER TRADES**

No trading of players shall be permitted in JCYB at any time for any reason.

## ARTICLE 14 - LEAGUES

### **14.01 - Dugout Limits**

People allowed in the dugout, other than players, will be limited to the manager, three coaches, and a team parent. All individuals permitted in the dugout must have, on file and in good standing, a background check. Should this background check not be on file and in good standing, the individual will not be allowed in the dugout or on the field regardless of position.

### **14.02 - Team Parent**

Each team will elect or appoint a Team Parent. The following are responsibilities of the team parent.

- A. Attend meetings scheduled by the JCYB Board of Directors or the JCYB Team Parent Director.
- B. Assist the Team Parent Director in compiling a complete and detailed list of player uniform information within one (1) week of team selection for the league to use for ordering.
- C. Work with the JCYB Team Parent Director of Sponsorship and Marketing to coordinate fundraising efforts for the league and communicating necessary information to their respective teams.
- D. Work with team manager to schedule an official book keeper or scoreboard operator for required games.
- E. Review video training sessions sponsored by the league for various functions (i.e., How to keep the scorebook correctly, how to operate and keep the scoreboard correctly, etc.)
- F. Any other duties as assigned to them by their team Manager or the JCYB Team Parent Director.

### **14.03 - Team Official Score Book Keeper**

- A. The home team is responsible for providing a representative for the purpose of keeping the official scorebook for their game.
- B. This person should report to the scorer's table immediately following the conclusion of the game prior to theirs.
- C. They will be responsible for receiving each team's game lineup/ batting order from the managers, recording them in the score book before the game begins and keeping accurate records throughout the game (i.e., balls, strikes, outs, hits, errors, etc.)

- D. The scorebook keeper and the scoreboard operator should be positioned next to each other at the scorers table. If the need arises, they will be available for consultation with the umpire.

#### **14.04 - Team Official Scoreboard Operator**

- A. The Visiting Team is responsible for providing a representative for the purpose of operating the scoreboard for their game.
- B. This person should report to the scorer's table immediately following the conclusion of the game prior to theirs.
- C. They will be responsible for operating the scoreboard for their game. Keeping accurate information displayed on the scoreboard at all times (i.e., Balls, strikes, outs, inning, etc.).
- D. The scoreboard operator and the scorebook keeper should be positioned next to each other at the scorers table. If the need arises, they will be available for consultation with the umpire.

#### **14.05 - Chalking Fields for Play**

Prior to the start of play for the day, or when necessary, the home team will elect or appoint a representative to ensure the field is ready for play which may include but not be limited to:

- A. Chalking appropriate lines for play.
- B. Work with the Director of Field Maintenance on any projects necessary.
- C. Obtain volunteers from their team to assist with League projects as required.

#### **14.06- Rescheduling Rain Out or Suspended Games**

- A. Any game that has been rained out or suspended may be rescheduled by the league in question, vice president.
- B. In the event a makeup may not be scheduled the game may be cancelled from the schedule and not made up.
- C. If; however, the rain out or suspended game will impact either the league or division standings, it will be rescheduled prior to the league championship game or the beginning of the league tournament.
- D. A Suspended Game will begin at the exact point when stopped and played until completion.
- E. Prior to the teams leaving the field for a suspended game, each team manager and the officiating umpire, will consult the official book and sign off on the exact gae standing and precisely where it will be restarted once play resumes.

## ARTICLE 15 - LEAGUE CHAMPION

### 15.01 – League Tournament Champion

The League Tournament shall be a single elimination tournament. The tournament will be seeded based on final season record. In case of a tie, seeding will be awarded based on the following tie breakers.

1. Head to head record.
2. Fewest total runs against in the regular season.
3. Coin toss

## ARTICLE 16 - LEAGUE ALL STAR TEAM SELECTION

16.01 - JCYB shall be represented by 8, 9, 10, 11 & 12 year old teams. Parents must complete a Player All Star Form indicating they are aware of the time and cost commitments associated with All Star selection. The Player Agent will prepare a list of all eligible players nominated by the managers from each team seven (7) days prior to the All Star selection meeting.

### 16.02- Try Outs

Each age group will hold a try out date. The date will be determined by the Board of Directors and all coaches and players will be notified by no less than 7 days prior to try outs. A player not able to make his/her scheduled try out may still have their name in the selection process.

### 16.03 - Player Selection

A. The Player Agent will consolidate the nomination lists provided by team managers and players which attended tryouts. The final consolidated lists shall be given to the special committee no later than two (2) days prior to the committee selection process.

B. Generally, the only persons authorized to be present at the All-Star selection are: League President, Player Agent, League VP and League Managers, (or their qualified representatives).

The following method shall be used to select players for all the All Star Teams:

A Special Committee will be responsible for player selection in each age group. The Special Committee will be made up of the division VP from which the selecting age group competed during regular season, the player agent, approved All Star Manager, 2 of his/her approved assistants, and 2 additional board members not affiliated with the selecting age group.

Final team rosters must be approved by the JCYB Board of Directors.

## **16.04 - All Star Managers**

A. All Star Managers must come from approved JCYB team Managers.

B. Managers who wish to be in the vote for All Star Manager must submit their name to that divisions VP, along with which age group they are interested in managing, no later than May 1st, unless otherwise noted by the division VP.

C. Managers MUST be willing to complete all duties that go along with the All Star teams. (Coordinate practice & tournament schedules, submit/distribute uniforms, manage financials, etc.)

D. Voting for the All Star managers will be completed by a special committee made up of the division VP in which the age group competed during the regular season, JCYB League VP, JCYB Player Agent, and 2 additional JCYB board members not affiliated with the age group in question.

E. Interested Managers will go before the JCYB Board of Directors, and voting special committee for a brief interview prior to selection from the special committee. Interested managers will be notified no less than 3 days prior to the interview process. Voting by the special committee shall be completed at the end of the interview process for each age group in question.

F. Selected All Star Team Managers will have the option of selecting his /her assistants, but must be from approved JCYB Managers/ Assistant Managers.

G. All Star Managers are required to submit a financial statement to the JCYB Board of Directors.

## **16.05 - All Star Eligibility**

- A. All-star participation will be in the respective players own age group.
- B. All-star participation will be in accordance to Babe Ruth/Cal Ripken Rules

## ARTICLE 17 – MAJOR LEAGUE

### **17.01 - Purpose**

The purpose of the major league is to provide the opportunity for all eligible boys and girls within the JCYB boundaries to play baseball, gain experience and have fun. Players in Major league are at least 9 years old but no older than 12 years old on or before April 30th of the current year unless approved otherwise by the board of directors.

### **17.02 - Organizational Structure**

- A. The Major League Vice President is a voting member of the board of directors. Article 5.06 includes the job responsibilities for the major league vice president.
- B. The major league Vice President shall govern the major league. He/She shall oversee the daily operations of the major league consistent with the guidelines set forth by the JCYB Board of Directors.

## ARTICLE 18 – MINOR LEAGUE

### **18.01 - Purpose**

The purpose of the minor league is to provide the opportunity for all eligible boys and girls within the JCYB boundaries to play baseball, gain experience and have fun. Players in minor league are at least nine (9) years old but no older than 12 years old on or before April 30th of the current year unless approved otherwise by the board of directors.

### **18.02 - Organizational Structure**

- A. The Minor League Vice President is a voting member of the Board of Directors. Article 5.07 includes the job responsibilities for the Minor League Vice President.
- B. The Minor League Vice President shall govern the Minor League. He/She shall oversee the daily operations of the Minor League consistent with the guidelines set forth by the JCYB Board of Directors.

## ARTICLE 18B - MAJOR / MINOR LEAGUE PITCHING RULES

## PITCHERS

- 1.) Any player on a regular season team may pitch. (NOTE: There is no limit to the number of pitchers a team may use in a game.)
- 2.) A pitcher, once removed from the game, cannot return as a pitcher. A pitcher remaining in the game, but moving to a different position, can return as a pitcher anytime in the remainder of the game, but only once per game.
- 3.) The manager must remove the pitcher when said pitcher reaches the limit of 85 pitches in any game, but the pitcher may remain in the game at another position:

**Exception:** If a pitcher reaches the limit imposed in regulation, while facing a batter, the pitcher may continue to pitch until any one of the following conditions occurs:

- 1.) That batter reaches base
- 2.) That batter is put out
- 3.) The third out is made to complete the half-inning.

4.) Pitchers in Minor or Major divisions must adhere to the following rest requirements:

- If a player pitches 66 or more pitches in a day, four (4) calendar days of rest must be observed.
- If a player pitches 51 - 65 pitches in a day, three (3) calendar days of rest must be observed.
- If a player pitches 36 - 50 pitches in a day, two (2) calendar days of rest must be observed.
- If a player pitches 21-35 pitches in a day, one (1) calendar day of rest must be observed.
- If a player pitches 1 - 20 pitches in a day, no calendar days of rest are required.

5.) Home team must designate the scorekeeper or another game official as the official pitch count recorder. Visiting team also must keep records to verify pitch counts. Pitch counts should be verified by both teams between each inning.

## ARTICLE 19 - ROOKIE LEAGUE

### 19.01 - Purpose

The purpose of the Rookie League is to provide a natural progression from the introductory T-Ball program to a more advanced game resembling a truer form of baseball. This is to be done by stressing fundamentals rather than competition or winning. Players in Rookie league are at least seven (6) years older but no older than eight (8) years old on or before April 30th of the current year

### 19.02 - Organizational Structure

- A. The Rookie League Vice President is a voting member of the Board of Directors. Article 5.08 contains the job responsibilities for the Rookie League Vice President.
- B. The Rookie League Vice President shall govern the Rookie League. He/She shall oversee the daily operations of the Rookie League consistent with the guidelines set forth by the JCYB Board of Directors.

## ARTICLE 20 - TEE-BALL LEAGUE

### 20.01 - Purpose

The purpose of the T-Ball League is to provide the opportunity for all eligible boys and girls within the League boundaries, to play baseball, gain experience and have fun. Players in T-Ball league are at least four (4) years old but no older than six (6) years old on or before April 30th of the current year

### 20.02 - Organizational Structure

- A. The T-Ball League Vice President is a voting member of the Board of Directors. Article 5.09 contains the job responsibilities of the T- Ball League Vice President.
- B. The T-Ball League Vice President shall govern the T-Ball League. He/She shall oversee the daily operations of the T-Ball League consistent with the guidelines set forth by the JCYB Board of Director.

## ARTICLE 21 – WEE BALL

### 20.04 - Purpose

Wee Ball is intended and should be structured to foster a more instructive than competitive environment. This league is for youth 4 years old who wish to begin their career in baseball at an early age

### 20.05 - Organizational Structure

- C. The Wee Ball League Vice President is a voting member of the Board of Directors. Article 5.09 contains the job responsibilities of the Wee Ball League Vice President.
- D. The Wee Ball League Vice President shall govern the T-Ball League. He/She shall oversee the daily operations of the Wee Ball League consistent with the guidelines set forth by the JCYB Board of Directors.

## ARTICLE 22 – FALL BALL

Fall Ball is intended and should be structured to foster an instructive rather than competitive environment. The JCYB Board will set the registration fee for Fall Ball each season. Volunteers will be utilized as umpires and score will not be kept.

## ARTICLE 23 – BYLAW AMENDMENTS

### 23.01 - Votes

Bylaws may be amended at any board meeting of the organization by two-thirds (2/3) vote of the entire board, provided written notice of the proposed revision has been given to each member at least ten (10) days in advance of any meeting. Board members may vote in accordance to the voting policy as mentioned in 6.05

### 23.02 - Proper Form of Amendments

1. These bylaws may not be amended orally. All amendments must be in writing and properly noticed as required in 23.01
2. The board may orally amend written amendments before a final vote.

### **23.03 - Passage of an Amendment**

Once the Board properly passes an amendment, the secretary shall attest to its original authenticity by recording the vote count and the date it occurred on the original and fixing his/her signature.

1. The secretary shall keep the original with the minutes.
2. The secretary shall distribute to all board members a copy of any new amendments and to any other persons who may request a copy.

### **23.04 - Updating Bylaws**

1. The Secretary shall update these bylaws with all amendments newly enacted by the board every January and distribute the updated set of bylaws to all board members and any other person requesting a copy as noted in Article 25.
2. The Secretary shall sign and date the certification statement at the end of the bylaws each time an update of these bylaws is made.

## **ARTICLE 24 – CRIMINAL BACKGROUND CHECK**

### **24.01- Policy Statement on Criminal Background Checks for Volunteers Jessamine County Youth Baseball - Youth Sport Leagues.**

#### **24.02 - STATEMENT**

In an effort to protect children who participate in organized sporting activities with the Jessamine County Youth Baseball, criminal background checks will be mandatory for all recognized youth sports managers, assistant coaches, team parent and any adult who may have contact with youth participants other than their own.

#### **24.03 - DEFINITIONS**

Jessamine County Youth Baseball recognizes a Manager as being one who is responsible for scheduling and organizing practices, attends all practices and games providing guidance and teaching skills to the participants and who the primary contact is with department staff regarding team or player issues.

An assistant coach is recognized as being one who attends more than two practices or games during a season for the purpose of providing guidance and teaching skills to the participants, is responsible for organizing and scheduling practices in the manager's absence and who the secondary contact is with department staff regarding team or player issues.

A team parent is recognized as the person responsible for the organization and scheduling of parental involvement for the team.

Any reference to coach or volunteer in this policy applies to all managers,, assistant coaches and team parent. Any adult or teen 18 or older who is involved with a team must meet the above criteria to be recognized as a coach or assistant coach.

Jessamine County Youth Baseball reserves the right to limit the number of recognized assistants per team. Only those persons with a current background check on file and officially recognized as manager, assistant coaches or team parent by Jessamine County Youth Baseball will be allowed to participate during games and practices.

#### **24.04 - PROCEDURE**

Volunteers must submit appropriate information for a criminal background check. This information gives Jessamine County Youth Baseball the right to check criminal history records and verify social security numbers. Any applicant who has lived in a state other than Kentucky within the last 7 years is subject to a nationwide search. Background checks will be performed through '1st Advantage' and may take up to 14 days to complete.

In some instances, factors of time may be taken into account when considering coaching eligibility (i.e. length of time since disposition of certain offenses). The JCYB Board of Directors will review background check information to determine coaching eligibility. All information is strictly confidential. The decision may be appealed to the board. All criminal history record information will be promptly destroyed following determination of the suitability of the candidate for a volunteer position.

Any coach, who while coaching for the Jessamine County Youth Baseball is arrested for committing a criminal offense will immediately forfeit his/her coaches eligibility until disposition by the courts. A conviction on an offense will result in termination of coaching eligibility as stated in this policy. Coaches are required to notify the Jessamine County Youth Baseball Board of Directors if arrested or convicted of any offense at anytime during their coaching term. Coaches returning for Fall Ball, within the same year, are required to notify Jessamine Youth Baseball of arrests and convictions prior to the start of the season. The Jessamine County Youth Baseball will conduct an additional background check to determine

coaching eligibility. Any volunteer who does not complete and/or submit for a background check may be excluded from league participation until the check has been satisfactorily completed.

#### **24.05 - Background Checks on an Annual Basis**

All volunteer / coaching candidates must have a background check completed each season.

#### **24.06 - POLICIES ON CHILD ABUSE/MOLESTATION**

Limit One on One Contact: Babe Ruth League recommends that no activities shall take place involving one on one contact between a single, non-related volunteer and a child, if such activities can be practically avoided. Instead, a “buddy system” is encouraged where two (2) adults should always be present during practices, games, carpooling and special events.

Prohibition of Sleepovers: It is recommended that players traveling to tournaments and staying in hotels either be accompanied by his/her parent or be supervised by two (2) adults who are in each other’s presence at all times.

Verbal Conduct Policy: In appropriate comments of a sexual nature and suggestive jokes are prohibited.

Take Home/Pick Up: Take home/pick-up of athletes by league personnel is strongly discouraged because of the difficulty in limiting one on one contact between adult and child (remember the Buddy System). Parent(s) should make every effort to provide transportation for their own children to and from scheduled events. The local league should clearly outline the expected start and end time for all events and communicate this with all parent(s). Parent(s) should be instructed to make back-up plans in the event they can’t provide transportation. If parent(s) can’t provide transportation they must communicate to the coach/manager the name of the person(s) who are authorized to pick up the child.

Child Abuse Protection: All forms of sexual, physical, verbal and emotional abuse are prohibited.

### **ARTICLE 25 - AVAILABILITY OF BYLAWS**

Bylaws shall be made available to any person making such a request. Bylaws are available on the JCYB.org web site.

**SIGNATURE PAGE**

Certification Statement: These bylaws have been approved by the JCYB Board of Directors.

All Board members had 10 days to review the bylaws prior to voting for the passage of this document.

I hereby attest that these bylaws have been voted on and approved by the JCYB Board of Directors on:

JCYB Secretary : \_\_\_\_\_  
Printed Name

JCYB Secretary: \_\_\_\_\_  
Signature

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

JCYB Board Member Certification; My signature indicates my awareness of the proper passage of these bylaws as amended:

Board President : \_\_\_\_\_  
Printed Name

Board President : \_\_\_\_\_  
Signature

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