

# Loveland Youth Baseball Organization By-Laws

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# Loveland Youth Baseball Organization

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### Article I - Meetings and Voting

**Section 1** – The membership of LYBO shall hold an annual meeting, no later than the second Sunday in October, at a place and time as determined by the Board of Directors. Notice of time and place of such annual meeting shall be made known through the LYBO website, news publications and/or individual mailings, as appropriate, not less than seven (7) days prior to the meeting.

**Section 2** – Special meetings of the Organization membership may be called by the President, or by majority vote of the Board of Directors, or upon written request to the Secretary by not less than 15 members of the Organization. Notice of time and place of such special meetings of the Organization membership shall be made known to the membership of the Organization not less than five (5) days prior to the meeting.

**Section 3** – The Board of Directors shall meet monthly at a time and place as determined by the President. Normal operating decisions –as well as elections or amendments as required – will be made by the Board of Directors at these monthly Board meetings as the normal course of managing the Organization. Special board meetings may be called by the President or the General Secretary for those normal operating matters which are unresolved within the reasonable duration of a monthly meeting.

**Section 4** – At each annual or special meeting of the Organization, every eligible member present shall be entitled to vote regarding elections and by-law amendments. There shall be no proxy voting. All proposed amendments and/or changes to existing amendments must be read at least one meeting before they are voted on.

**Section 5** – Eligibility to vote at annual and special meetings is acquired via attending at least four Board meetings during the 12-month period prior to the vote. The eligible voter must be present to cast his/her vote.

**Section 6** – The presence of not less than 2/3 (seven) of the ten board members shall be required to constitute a quorum for the transaction of business at any special or monthly board meeting. A board majority (6 of the 10 eligible votes) shall be required to carry the vote.

### Article II - Board of Directors

**Section 1** – The Board of Directors, also referred to as “Directors”, shall be comprised of the following ten (10) elected and voting positions: President, Treasurer, General Secretary, VP of Operations, VP of Marketing, VP of Player Development, VP of Non-player Personnel, VP of Fund Raising & Sponsorship, VP of Travel Baseball, and VP of Umpires, Rules and Ethics.

**Section 2** – All other positions of leadership within the Organization necessary to successfully manage an efficient and effective Organization shall be appointed by the Board of Directors.

**Section 3** – The positions on the Board of Directors are voluntary, non-paid positions. It is discouraged, but not prohibited, for an acting board member to concurrently hold a paid position, such as Umpire Coordinator or Equipment Manager. In the event that a person holds both a board and a paid position at the same time, he or she shall be excluded from voting on any issue related to the scope or nature of the position for which he or she is paid.

### Article III - Election of the Board of Directors

**Section 1** – Elections shall be held annually for the Board positions which are either vacant or occupied by a board member whose term is ending.

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**Section 2** – Nominations of the candidates eligible for election will be taken at the last monthly meeting prior to the annual board meeting, by the following process:

- a) A person may not nominate himself or herself to be a candidate for any position.
- b) Nominations must be made in person at the board meeting or sent via email to the General Secretary prior to the date on which the elections will take place.

**Section 3** – At the election, prior to the vote for each open position, each and every candidate for the position will be given three (3) minutes to verbally communicate their reasons for candidacy, why they are qualified and/or their plans for the position in the event of being elected.

**Section 4** – The winner of the election shall be the candidate who garners the greatest number of votes.

**Section 5** – The term of office for all Board of Director positions shall be three (3) years beginning the day following the annual meeting. The 10 board positions will be staggered over a 3 year period, with no more than 3 positions expiring in any calendar year. The positions will be grouped in the following manner: Group 1: President, the VP of Operations, and VP of the Younger Non-player Personnel, VP of Marketing; Group 2: Treasurer, the VP of Player Development and the General Secretary; Group 3: VP of Fund Raising & Sponsorship, VP of Travel Baseball, and the VP of Umpires, Rules and Ethics. In all elections, each officer will be voted in for a term of three (3) years unless a board position is being vacated on a year it is not up for election. In that case, the election will be for finishing out that position's term if it is for 1 or 2 years (see section 8 if the position is vacated during the year).

**Section 6** – All directors shall be eligible for re-election. No person shall serve in the same office for more than three consecutive terms.

**Section 7** – The removal of an director can be executed by 2/3 vote if the director in question has not made at least ½ of all meetings or has not consistently acted in accordance with the Mission Statement of the Organization and/or any of its policies or guidelines regarding morals, ethics, or fiscal responsibilities.

**Section 8** - In the event of the death, resignation, removal or inability to perform the duties of office for any reason, of any director, the Board of Directors, by majority vote of the entire board, shall be empowered to select a replacement for such director who shall serve until the following annual meeting.

### Article IV - Duties of Directors

**Section 1** – The President shall preside at all meetings of the Organization membership and at all meetings of the Board of Directors, shall be an ex-officio member of all standing and special committees, shall be responsible for liaising between the Board and outside Legal counsel; shall be responsible for liaising between the Board and select baseball leagues/teams; shall represent Loveland Youth Baseball (or designate representatives) at district baseball meetings, shall represent the Organization to other affiliate organizations; and shall perform such other duties as are normally associated with the office of President.

**Section 2** – The General Secretary shall have custody of the constitution, by-laws, schedule of elected directors and all other records of the Organization; shall keep an accurate record of the meetings and other activities of the Organization and its Board of Directors; shall be responsible for all internal correspondence on behalf of the Organization; shall preside at meetings in the absence of the President; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 3** – The VP of Marketing shall oversee the creation and maintenance of website content; shall be responsible for news media relations and the general publicizing of Organization activities and events; shall be responsible for all external correspondence on behalf of the Organization; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

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**Section 4** – The Treasurer shall receive and disburse all funds with the approval of the Board of Directors; shall keep an accurate account of all funds received and disbursed for the Organization; shall submit a financial report at all regular meetings and at such other times as may be requested by the President; shall compile an annual report of Organization finances; shall provide the books of the Organization and such other documentation as requested for the annual audit; shall oversee the process of identifying and proposing investment opportunities; shall be responsible for the identification and procurement of the necessary insurance coverage for all Organization participants and volunteers; and shall transmit all financial records to any person elected to succeed him or her in that office.

**Section 5** – The VP of Player Development shall supervise the annual registration of player candidates and the subsequent assignment/distribution of players among Organization teams, including any draft proceedings; shall maintain a list of replacement players (eligible players not assigned to teams); shall oversee the creation and/or use of developmental clinics and reference materials; shall oversee the Little League All Star Program; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 6** – The VP of Operations shall coordinate and facilitate the efforts of the Equipment Manager(s) in the control, inventory, distribution, return and acquisition of equipment and uniforms; shall coordinate and facilitate the efforts of the Field Manager(s) in the acquisition and maintenance of fields and field agreements, as well as the equipment necessary to maintain them; shall liaise with the city of Loveland for the purpose of contracting adequate field usage rights; shall coordinate and facilitate game and practice schedules for the fields within the jurisdiction of the Organization; shall manage the safety program; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 7** – The VP of Non-player Personnel ages 12 and under shall be responsible for the nomination (for Board approval), supervision and evaluation of Managers, Coaches and Division Commissioners; shall facilitate the formation of viable, competitive teams in the age divisions under each VP's supervision; shall provide appropriate information to parents, including setting behavior expectations and handling complaint resolution; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 8** – The VP of Non-player Personnel ages 13 and above shall be responsible for the nomination (for Board approval), supervision and evaluation of Managers and Coaches; shall facilitate the formation of viable, competitive teams in the age divisions under VP's supervision; shall provide appropriate information to parents, including setting behavior expectations and handling complaint resolution; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 9** – The VP of Travel Baseball shall coordinate the organization of competitive travel baseball teams to play within the Little League District and against local independent teams while maintaining individual player eligibility for Little League All Star consideration. This includes organization of player try outs, assignment of players to travel teams; shall select and supervise travel team coaches; shall set behavior expectations and handle complaint resolution; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 10** – The VP of Fund Raising & Sponsorship shall manage the Fund Raising program; Manage the Sponsorship program and the relationship with the sponsors; shall coordinate and facilitate the efforts of the Concessions Manager in the operation and maintenance of concessions facilities and equipment; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 11** – The VP of Umpires, Rules and Ethics shall coordinate and facilitate the efforts of the Umpire Coordinators in their duties of obtaining suitable umpires for the Organization; shall represent LYBO in the creation and/or improvement of the rules and regulations governing the play of baseball within our Organization and its affiliates; shall participate in the role of "arbitrator" in the efforts of the

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Disciplinary Committee, which oversees grievances and/or disciplinary actions related to LYBO players, umpires, managers and coaches; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

### **Article V – Duties of Age-level Commissioners**

**Section 1** – The Board of Directors shall appoint a Commissioner for each age level within LYBO. Each Commissioner must sign the Code of Conduct, abide by the Code of Ethics and attend the monthly Board meetings.

**Section 2** – Each Commissioner shall be accountable to the VP of Non-player Personnel for overseeing the divisions within his/her age level. Beyond the normal Organization/divisional activities, each Commissioner will be responsible within his/her age level for: conducting the draft, managing the leagues scores during the season and coordinating the post-season tournament for their age group.

### **Article VI – Duties of Managers and Coaches**

**Section 1** – Each LYBO team shall have one (1) Head Coach, referred to as the Manager, who is appointed by the League Commissioner and League VP and subject to the approval of the Board of Directors. The Manager shall be accountable for modeling the LYBO Mission Statement and fulfilling all of the Manager expectations. *See Attachment #B2: Manager & Coach Expectations.*

**Section 2** – Each manager shall appoint one person as the team's official Assistant Coach. The Coach shall be accountable for modeling the LYBO Mission Statement and fulfilling all of the Coach expectations. *See Attachment #B2: Manager & Coach Expectations.*

**Section 3** – The Board of Directors shall have the authority to suspend, remove or otherwise discipline any member, manager, coach, player, Organization official, umpire or other person whose conduct violates the Code of Conduct or the Code of Ethics, or is considered detrimental to the best interests of the Organization. Any person who is suspended for the remainder of a season or longer shall have the right to appeal such action before a majority of the members of the Board of Directors at a regular or special meeting called for that purpose. *See Addendum #B3 – "Code of Conduct", Addendum #B4 – "Code of Ethics", and Addendum #B5 – "Disciplinary Process".*

### **Article VII – Permanent Committees**

**Section 1** – Permanent Committees are those working groups that are mandated by and included in the by-laws of the Organization for the proper and ethical operation of said Organization. The permanent committees mandated by this Organization are the Executive and Disciplinary Committees.

**Section 2** – The Executive Committee shall be comprised of each and every elected Board Member of this Organization. The purpose of the Executive Committee is to provide for private discussion and resolution of any issue that is necessarily deemed private by the Board of Directors. The resolutions and decisions of the Executive Committee shall be made public, but the discussion and related minutes will remain confidential.

**Section 3** – The Disciplinary Committee shall consist of three members: the VP of Umpires, Rules and Ethics (permanent member of this committee and Arbitrator), and the VP of Non-player Personnel or Travel Baseball and Commissioner, both of whom shall vary case-by-case based on the age group of the issue under review. Note: The Commissioner shall, upon evidence of misconduct of any person in his/her age group, notify the respective player's manager and parents within 48 hours of notification to the Disciplinary Committee. If a committee review is necessary, the manager shall appear with the player before the Disciplinary Committee for consideration of appropriate action. The player's parents shall be advised of, and invited to, any such meeting.

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### Article VIII – Other Committees

**Section 1** – In order to more efficiently and effectively execute the work of the Organization, the Board of Directors may create (or dissolve) any standing or special committee, and appoint (or remove) the appropriate committee members.

**Section 2** – Standing Committees are those working groups, formed by the Board of Directors, with a specific scope and objective, but without a specified duration of existence. A list of the active standing committees – complete with scope, objective and membership – shall be documented via the General Secretary.

**Section 3** – Special Committees are those working groups, formed by the Board of Directors or any director, with a specific scope, objective and specified duration of existence. The nature of a special committee is temporary, typically formed with some urgency. The scope, objective and membership of the special committee shall be documented by the General Secretary. (Caution: Irresponsible appointment of special committees can disrupt or interfere with the work of standing committees. Augmenting the scope of an existing standing committee should be considered before creating a special committee.)

### Article IX - Auxiliary

**Section 1** – An Auxiliary organization may be formed of persons not otherwise associated with LYBO for the purpose of assisting the Board of Directors in on-going mission refinement, organization improvements, fund-raising, concession stand operation, and other activities as deemed appropriate by the Board of Directors.

**Section 2** – All recommendations from the activities of the Auxiliary Board are subject to Board of Director approval.

### Article X - Affiliations

**Section 1** – This Organization is affiliated with Ohio District 9 Little League Organization.

**Section 2** – This Organization is affiliated on a team by team basis with the Greater Cincinnati Knothole Baseball District 34 and the Southwest Ohio AABC League. LYBO teams may be placed in these leagues for additional experience. See Addendum #B7 for requirements for these teams.

**Section 3** – This Organization is affiliated with the *Loveland Softball Association (LSA)* as it pertains to field and equipment procurement and maintenance and equipment storage.

### Article XI - Amendments

**Section 1** – These by-laws may be amended by a 2/3 vote of the eligible voting members of the Organization at the annual meeting or a special meeting called for the purpose of amending these by-laws, as long as notification for the special meeting is provided to the membership at least 10 days in advance of the date of such meeting.

We, the undersigned, hereby certify that the above stated By-Laws were amended and adopted at a regularly scheduled meeting of the eligible voting members of the Loveland Youth Baseball Organization Board of Directors on the **Seventh** day of **February, 2016**; and that a quorum was present and voted to accept these By-Laws.

Signed in the presence of:

Witness

President

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Witness

Vice President of Operations  
Loveland Youth Baseball Organization

Witness

Secretary  
Loveland Youth Baseball Organization

# Loveland Youth Baseball Organization

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### Addendum B1

## Organization Chart & Responsibilities

Organization Design Principles: Provide for: inclusion, checks & balances, delegation, accountability & Avoid conflict of interest.

- President
  - Legal - Liaison with Attorney
  - Other Loveland Organizations - Liaison with Stix, Softball, School on Team Formation, Issues
  - District Contact - Liaison with Little League District 9, Knothole and AABC
  - Head Executive Committee
- Vice President of Operations
  - Equipment - Inventory Management, Player & Umpire Gear, Distribute & Collection, Uniforms
  - Fields - Liaison with City, Contract and Development, Games and Practice Scheduling, Tournaments
  - Safety - Little League ASAP program, First Aid training, Equipment and Fields
- Secretary
  - Recorder - Board & Special Meeting Minutes
  - Documents - Maintenance
  - Distribution of Information to Coaches/Parents, Pictures Coordination
- Vice President of Marketing
  - Media - Web Site Content, Newspaper, Signs
- Treasurer
  - Receivables - Dues, Sponsors/Donors, Fund Raisers, Concessions
  - Payables - Investments, Operating Expenses
  - Insurance - Maintenance
- Vice President of Player Development
  - Registration - Eligibility, Player Database, Web System
  - Assignment - Tryouts, Draft Prep, Draft Execution
  - Development - Clinics, Training Materials, Events
  - All Star Program - Maintenance
- Vice President of Leagues 12 Years and Younger
  - Managers & Coaches - Selection, Pre-season expectations, Post-season evaluations, Select Team Interface during Season
  - Division Commissioners - Player & Personnel Issues, All Star Coaches & Players 9/10 Ages and below
  - Parents - Information, Expectations & Complaint Resolution
- Vice President of Leagues 13 Years and Above
  - Managers & Coaches - Selection, Pre-season expectations, Post-season evaluations, Select Team Interface during Season
  - Division Commissioners - Player & Personnel Issues, All Star Coaches & Players 13 Ages and above
  - Parents - Information, Expectations & Complaint Resolution
- Vice President of Travel Baseball / Director of Generals Program
  - Organizes try outs, player and coach selection
  - Managers & Coaches - Selection, Pre-season expectations, Post-season evaluations, Select Team Interface during Season
  - Division Commissioners - Player & Personnel Issues



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- Vice President of Fundraising & Sponsorship
  - Fund Raising - Spirit Wear, Special Events, Kids Glove
  - Sponsorship - Program, Recruiting, Banners
  - Concessions - Program Management, Equipment, Physical Structures, Inventory
- Vice President of Umpiring, Rules and Ethics
  - Umpire Coordinator(s) - Recruiting, Training, Evaluating
  - Playing Rules - Updating & Training, Enforcement
  - Disciplinary Committee - Code of Ethics, Code of Conduct

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### Addendum B2

## Manager & Coach Expectations

### **ROLES:**

The "Manager" is the Head Coach and has ultimate responsibility for the affairs of the team. The "Coach" assumes specific responsibilities delegated by the Manager, including full responsibility for the team when the Manager is absent.

**In order to be a manager or coach of a team in any level of LYBO, a person must**

**comply with the following REQUIREMENTS:**

1. Sign the Code of Conduct and abide by the Code of Ethics
2. Sign an equipment return contract
3. Attend at least the minimum number of required Board meetings
4. Participate in a LYBO committee or office (one manager or coach per team)

**Every Manager is accountable for performing – or delegating through to completion – the RESPONSIBILITIES listed below:**

- Build a roster through the Organization's sanctioned process
- Communicate with players, parents, Commissioners, and as needed with the Umpire Coordinator and other Organization officials
- Organize team activities (practices, games, picture day, etc.)
- Teach baseball rules and fundamentals to all players
- Provide opportunity to all players
- Fulfill administrative duties such as collecting and holding player documents, ordering and distributing uniforms, attending LYBO Meetings, reporting scores, etc.
- Do work such as field preparation, committee participation, etc. (or provide a designee to accomplish such)

LYBO strongly encourages every manager to recruit multiple volunteers to help coach the team.

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### Addendum B3

## Code of Conduct

The following standards are created by LYBO to ensure that all coaches<sup>1</sup> conduct themselves and their teams in an appropriate, sportsmanlike manner. In fact, to be selected as LYBO Manager or Coach, a candidate must read and understand the Code of Conduct and commit adherence annually by signature. A "Zero Tolerance Policy" is in effect regarding violations of these standards by coaches, players and spectators.

1. Coaches are expected to model the attitudes and behaviors representative of the LYBO mission statement and principles.
2. Coaching in the LYBO is a privilege, not a right. The LYBO Board of Directors reserves the right to select, discipline or remove any coach at its sole discretion, at any time, for any reason. See *Addendum B5 – Disciplinary Process*.
3. Coaches will know, teach, and abide by the rules of the game. Read your rule book(s) before the season and carry it during all games.
4. Coaches must teach proper, legal and safe behavior and techniques. Always stress safety in games and practices.
5. Coaches will follow recommended age-appropriate pitch counts, and will not "over pitch" players.
6. Coaches must treat all players with integrity, dignity and respect at all times, and create a playing environment that is free of abusive or hostile behavior. Abusive behavior is not limited to inappropriate physical contact or touching, but also includes emotionally abusive statements (e.g., "You're an embarrassment", "You're not worth the uniform you play in", etc.) Physical, emotional, racial and sexual abuse is intolerable and prohibited.
7. Coaches will teach and exhibit sportsmanship and the spirit of healthy competition.
8. Coaches will treat the umpires with respect, no matter what the call. Never intimidate umpires or opposing players, coaches or spectators. This type of behavior is unsportsmanlike and prohibited.
9. Coaches are responsible for the conduct of their players during games and practices. Demonstrate and insist on clean, skillful and sportsmanlike conduct.
10. Coaches are responsible for the conduct of their team's parents and spectators. Maintain a positive climate among all the spectators and coaches by discouraging negative remarks and/or harassment of umpires, players and other spectators. An umpire can request that a coach stop inappropriate behavior or conduct by his team's fans. If these fans do not stop the inappropriate conduct, the umpire may request that the manager or coach see that these fans leave the vicinity of the ball field. If these fans refuse this request, the umpire has the authority to call the forfeit against the team in question.
11. If a coach is ejected from a game and/or subsequently suspended, said coach shall not be in attendance at, within or adjacent to the baseball facility for the remainder of the game and/or games for which they are suspended.
12. Coaches will never use profanity or vulgar language.
13. Coaches will not have or allow alcoholic beverages in the vicinity of the playing field.
14. Coaches will not use any tobacco product on the field, which includes the dugout.
15. Neither coaches nor spectators are allowed behind the backstop while the ball is in play. Coaches are to be located off the playing field, in the dugout area, while the ball is in play. The exceptions are: base coaches in their respective coaching box, and T-ball coaches, who may position themselves in the outfield in accordance with the affiliated league rules.

<sup>1</sup> The term "Coach" in this document refers to any manager, coach or adult volunteer involved with LYBO participants.

**I, the undersigned, \_\_\_\_\_, acknowledge and understand this Code of Conduct and**

**(print name)**

**the disciplinary process, and commit to abide by the letter and spirit of their contents.**

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Printed name of coach

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Signature of coach

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## **Addendum B4**

### Code of Ethics

1. As a non-profit organization dealing with youth, LYBO shall be non-discriminatory in its hiring practices and the general conduct of Organization business.
2. The Organization will not tolerate physical, emotional, racial or sexual harassment of any of its participants.
3. Conflicts of interest on the part of any employee, member of the Board of Directors, Commissioners, Managers, Coaches or Organization volunteers shall be disclosed. Such persons shall not vote on an issue related to their conflict of interest and shall, if requested by the President, remove themselves from the meeting until discussion and subsequent voting on such subject has been completed.
4. Employees of the Organization, members of the Board of Directors, Commissioners, Managers, Coaches and Organization volunteers are expressly forbidden to use their position and authority in LYBO to:
  - a. require or unduly pressure any person or business to purchase or use products (e.g., baseballs, trophies, concession supplies), or services (e.g., umpiring, ground care, fund raising), and
  - b. profit financially from any Organization purchase, sale, service or activity.

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### **Addendum B5**

## **Disciplinary Process**

The LYBO Disciplinary Committee will maintain our Organization Rules, Code of Conduct and Code of Ethics. Any observed or reported violation of any of the aforementioned Rules or Codes will result in an investigation by the Committee, and if warranted – at the sole discretion of the Committee – a hearing and subsequent disciplinary action.

#### **Members of the Committee:**

- 1) VP of Umpires, Rules and Ethics
- 2) VP of Non-player Personnel (age-level specific)
- 3) Commissioner (age-level specific)

#### **Violation / Incident Review Process:**

When an incident involving an alleged rule or code violation is reported to LYBO, it will be directed to the Disciplinary Committee, which will do the following:

1. The respective Commissioner will speak to the person who reported the incident to obtain as many details as possible.
2. The Commissioner will then contact the Manager/Coach in question to explain what was reported, and get his/her input and/or rebuttal and prepare a summary for the Committee.
3. The Committee may contact umpires, parents, Managers, or Coaches for additional information.
4. The Committee will have a conference call or meeting to discuss the information obtained during the investigation process.
5. If necessary, the Committee will call a special meeting involving all key parties to better understand and mediate the incident.
6. The Committee will determine if disciplinary action is warranted. If so, the Committee will first notify the LYBO Board of Directors of its decision, and the Board will confirm or revise the decision.
7. The Committee will then communicate the disciplinary action to be taken (warning, suspension, etc.) to all involved parties.
8. Any warnings, games suspensions or other short-term disciplinary actions taken by the Committee or LYBO Board are final. Suspensions for the remainder of the season or more may be appealed to the Board of Directors, via the following appeals process:
  - a. Submit a written appeal, complete with supporting rationale and evidence, to the General Secretary.
  - b. The General Secretary will notify the Board of Directors and add the appeal to the agenda of the subsequent board meeting.
  - c. The disciplined person shall appear in person to state his/her case to the Board.
  - d. The Board will make a decision to uphold, revise or overturn the disciplinary action on the day of the appeal, by majority vote, in a closed session of the Executive Committee.
  - e. The decision of the Executive Committee will be final.

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9. LYBO, at its discretion, reserves the right to terminate a Manager or Coach at any time.

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### Addendum B6

## Standing Committees

**To be identified and completed by the board...**

### **Suggestions:**

The **Manager/coach selection committee**, chaired by the respective VP of Non-player Personnel, shall actively seek out a sufficient number of applicants to meet the needs of the Organization, and subsequently review the qualifications of all persons who apply for such positions and interview those candidates worthy of selection. Final appointment of selected candidates shall be subject to the approval of the Board of Directors.

The **Finance Committee**, chaired by the Treasurer, shall prepare an annual budget for the Organization and an annual audit of Organization financial activities; shall supervise fundraising and sponsorship activities of the Fundraising Committee; and, at the request of the Treasurer, shall assist with the collection and handling of Organization monies.

The **Field and Facilities Committee** shall be charged with the general preparation, maintenance, development and improvement of all playing facilities owned, leased or used by the Organization and shall make recommendations to the Finance Committee for suggested or needed expenditures in this area of operation. This committee will also collaborate on the scheduling of all of the fields available to LYBO.

The **Fundraising Committee** shall be responsible for soliciting revenue which supports the operation and growth of the Organization. This responsibility includes, but is not limited to, executing contractual agreements with business donors, collection and acknowledgement of all donations and contributions, and the coordination of any fundraising activity which bears the name of the Organization. Any team(s), in cooperation with the Fundraising Committee, may acquire financial contributions for the non-profit operation of that team(s), provided that all transactions meet Organization policies and fiscal guidelines.



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### **Addendum B7**

## **LYBO TRAVEL BASEBALL TEAM REQUIREMENTS**

### **Team Requirements**

- Teams 13 years old and up must have a minimum of 8 Loveland Players
- Teams age 12U and below must receive special approval of the VP of Travel Baseball or the LYBO board
- Teams age 12U and below must have a minimum of 10 Loveland Players
- Coaches must demonstrate that their players are of AABC caliber
- Teams can play in any level of AABC or Knothole that they desire
- Teams must submit a roster prior to receiving board approval

### **Coach Requirements**

- Prospective coaches must submit a Travel Baseball team application and be approved by the VP of Travel Baseball or the LYBO board
- The Board reserves the right to rescind field privileges for failure to observe all of the field rules
- Travel Baseball Coaches must attend a minimum of 6 board meetings per year
- The Board reserves the right to suspend or remove any manager from coaching under our umbrella should they fail to follow the Code of Coaches Conduct Procedures or Select team requirements

### **Administrative Requirements**

- Teams will play under the LYBO Umbrella
- Teams must provide for their own insurance
- Teams are allowed to use the LYBO non-profit status
- Teams do not have to conduct tryouts
- Team will be required to pay a per player fee for each season
- Team will be allowed to practice and play games on the Loveland fields following the field use guidelines
- Teams will be required to get their own uniforms
- Teams will be required to make their own schedule, coordinating with the LYBO master field coordinator
- Teams will be required to obtain and pay their own umpires
- Teams are responsible for their own budgets and for collecting and funds on their own

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