

# Loveland Youth Baseball Organization By-Laws

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# Loveland Youth Baseball Organization

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### Article I – Membership in LYBO

**Section 1** – Players, parents/guardians of players, managers, coaches, officers, directors, committee persons, sponsors, contributors, and other interested adults shall be eligible for membership.

**Section 2 - Classes** - There shall be the following classes of Members:

(a) **Player Members** - Any player registered actively with LYBO shall be eligible as a Player Member. Player Members shall have no rights, duties or obligations in the management or in the property of LYBO.

(b) **Regular Members** - Any adult person actively interested in furthering the objectives of the LYBO may become a Regular Member.

**Section 3** -- The General Secretary shall maintain the roll of membership to qualify voting members. Only members in good standing are eligible to vote at annual or special meetings of the Organization. See Article II, Sections 4 and 5.

**Section 4 – Suspension or Termination** - Membership may be terminated by resignation or action of the Board of Directors as follows:

(a) The Board of Directors, by a two-thirds (2/3) vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of LYBO and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

(b) The Board of Directors shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds (2/3) vote of those present at any duly constituted meeting (quorum is required).

### Article II - 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 and social media publications and/or individual mailings (electronic or otherwise), 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 General 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** – At each annual or special meeting of the Organization, every eligible member present shall be entitled to vote regarding elections and by-law amendments. All proposed amendments and/or changes to existing amendments must be read at least one meeting before they are voted on.

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**Section 4** – Eligibility to vote at annual and special meetings is acquired via attending at least four (4) Board meetings during the 12-month period prior to the vote. The eligible voter must be present to cast his/her vote.

**Section 5** – At each annual or special meeting of the Organization, the presence in person (there shall be no proxy voting) of one-fourth (25%) of eligible voting members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted. If a quorum is present, a majority shall be required to carry the vote.

**Section 6** -The Board of Directors shall meet monthly at a time and place as determined by the President. Normal operating decisions 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. The presence of not less than 2/3 (eight) of the twelve Board members shall be required to constitute a quorum for the transaction of business at any monthly or special Board meeting. A Board majority (7 of the 12 eligible votes) shall be required to carry the vote. In the event of a tie, the President's vote shall carry.

### Article III - Board of Directors

**Section 1** – The Board of Directors, also referred to as "Directors", shall be comprised of the following twelve (12) elected and voting positions: **President, General Secretary, VP of Marketing, Treasurer, VP of Player and Coach Development, VP of Operations, VP of Non-player Personnel Ages 12 and Under, VP of Non-player Personnel Ages 13 and Above, VP of All Star Baseball Ages 12 and Under, VP of All Star Baseball Ages 13 and Above, VP of Fund Raising & Sponsorship, 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.

### Article IV - 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.

**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 candidate for the position will be given three (3) minutes to verbally communicate his/her reasons for candidacy, why he/she is qualified and/or his/her 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 12 Board positions will be staggered over a 3-year period, with no more than four (4) positions expiring in any calendar year. The positions will be grouped in the following manner:

- Group 1: President, VP of Operations, VP of Non-Player Personnel Ages 12 and Under; and VP

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of Umpires, Rules and Ethics;

- Group 2: General Secretary, VP of Marketing, VP of Player and Coach Development, and VP of All Star Baseball Ages 13 and Above;
- Group 3: Treasurer, VP of Non-Player Personnel Ages 13 and Above, VP of All Star Baseball Ages 12 and Under, and VP of Fund Raising & Sponsorship.

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; however, no person shall serve in the same office for more than three consecutive terms.

**Section 7** – The removal of a director can be executed by two-thirds (2/3) vote if the director in question has not made at least one-half (1/2) 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 V - 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, government bodies, school boards and related bodies, and business organizations; shall be responsible for liaising between the Board and District 9 and Little League Baseball, Loveland Softball Association, and other baseball and sports organizations; shall represent Loveland Youth Baseball (or designate representatives) at District 9 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, including but not limited to: facilitate communications to the Board before and after all Board meetings, post updates to the Loveland Youth Baseball Website, organize and Coordinate the preseason "Meet the Coaches" event, organize and coordinate "Opening Day" activities; and organize and coordinate tournaments and special events hosted by Loveland Youth Baseball that may be approved from time-to-time by the Board.

**Section 2** – The **General Secretary** shall have custody of the Loveland Youth Diamond Sports Constitution, Loveland Youth Baseball 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, in conjunction with the President, 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 contribute to the LYBO marketing strategy by leveraging social media and publicly facing materials (email distribution, flyers, signage, etc.) to identify and acquire participation, promote events and maintain a public presence; shall update, maintain and be primarily responsible for the Loveland Youth Baseball website and Social Media Accounts; shall maintain communicative relations with Board members, community members, prospective families and sponsors; shall foster and maintain relationships with external vendors and local businesses; shall be responsible for news media relations and the general publicizing of Organization activities and events; shall attend Organization sponsored activities and events, as deemed necessary by the Board; shall be responsible for all external correspondence on behalf of the Organization, in conjunction with the

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President; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**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 (participation dues, sponsorships, donations, fund raising, concessions revenue, receivables, payables, investments, operating expenses, etc.); 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 and a forecast of future financial needs; 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 the Organization, all Organization participants, and all Organization volunteers; shall maintain the Organization's bank and investment accounts; shall assure the prompt payment and satisfaction of the Organization's bills and financial liabilities, as well as the receipt of all receivables; shall prepare and timely file, in conjunction with Loveland Softball Association and Loveland Youth Diamond Sports, all required Local, State and Federal Tax filings; shall prepare and timely file all periodically required Corporate Registration documentation and information with all necessary governmental bodies; shall maintain an appropriate mailing address for the Organization's financial and Corporate Registration activities; shall oversee the Organization's annual Senior Scholarship fund, application and award winner(s) selection process, and distribution of awarded scholarships; shall at all times assure that all funds raised in the name of the Organization are used only to support the Organization; and shall transmit all of the aforementioned records to any person elected to succeed him or her in that office.

**Section 5** – The **VP of Player and Coach Development** shall supervise the annual registration of player candidates, Head Coach candidates, and the subsequent assignment/distribution of players and Head Coaches among Organization teams, including any draft proceedings; shall maintain a list of replacement players (eligible players not assigned to teams); shall lead, manage and oversee all aspects of the Loveland Baseball Academy, including but not limited to: registration, funding, expenditures, and operations; shall oversee the creation and/or use of Player and Coach Developmental Clinics, Player and Coach Training Materials, Coaching and Team Handbooks, and related Player and Coach reference materials; shall work in conjunction with the VP of All Star Baseball Ages 12 and Under, and VP of All Star Baseball Ages 13 and Above, as applicable, to oversee and manage 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 acquisition, control, inventory, distribution, and return of field, player and umpire equipment and uniforms; shall coordinate and facilitate contracting for adequate field usage rights with the City of Loveland, Symmes Township, Miami Township, Loveland City Schools, and other government entities and bodies as deemed necessary by the Organization; shall assure the availability of appropriate restroom facilities for all fields used by the Organization; shall coordinate and facilitate the acquisition and maintenance of equipment necessary to maintain all fields used by the Organization; shall perform required annual background checks on all Board Members, Committee Members, League Coordinators, Coaches, Umpires (age 18 and above), and other parties as deemed necessary by the Organization; shall oversee and manage the Organization's safety program; shall oversee and assure the proper registration of all teams and ensure appropriate insurance coverage; shall coordinate and facilitate all game and practice schedules for the fields used by the Organization; 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 communicate to Managers, Coaches and Division Commissioners the Organization's expectations; 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; shall handle all Coach, Player and Personnel complaint resolution; shall facilitate and oversee the selection of Coaches and Players for each season's In-House All Star games; shall oversee and manage the Interleague Database; shall conduct post-season evaluations

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of Managers, Coaches, Division Commissioners, and overall season operations and report same to the Board; 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, Coaches and Division Commissioners; shall communicate to Managers, Coaches and Division Commissioners the Organization's expectations; 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; shall handle all Coach, Player and Personnel complaint resolution; shall facilitate and oversee the selection of Coaches and Players for each season's In-House All Star games; shall oversee and manage the Interleague Database; shall conduct post-season evaluations of Managers, Coaches, Division Commissioners, and overall season operations and report same to the Board; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 9** – The **VP of All Star Baseball Ages 12 and Under**, for all teams ages 12 and under, shall serve as the Organization's primary contact and liaison for all All Star business and communications; shall work in conjunction with the VP of Player and Coach Development to oversee and manage the Little League All Star player selection process, select coaches, and manage the Little League All Star Database; shall conduct evaluations of players, coaches and overall All Star operations and report same to the Board; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 10** – The **VP of All Star Baseball Ages 13 and Above**, for all teams ages 13 and above, shall serve as the Organization's primary contact and liaison for all All Star business and communications; shall work in conjunction with the VP of Player and Coach Development to oversee and manage the Little League All Star player selection process, select coaches, and manage the Little League All Star Database; shall conduct evaluations of players, coaches and overall All Star operations and report same to the Board; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 11** – The **VP of Fundraising & Sponsorship** shall manage the Organization's Fundraising and Sponsorship Programs, including relationships with all sponsors; shall oversee and manage the acquisition, installation and maintenance of all sponsor banners and advertisements, including maintenance of sponsor advertisements on the Organization's website; shall oversee and manage the "Spirit Wear" Program; shall oversee and manage the participation of sponsors in all special events, including but not limited to: Opening Day, Organization hosted and/or sponsored tournaments and events, and In-House All Star Games; shall oversee and manage the operation, maintenance, and inventory of concessions, concessions facilities and equipment; and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 12** – The **VP of Umpires, Rules and Ethics** shall manage and oversee the recruitment, obtainment and training of suitable umpires for the Organization; shall manage, oversee and facilitate the compensation program for all umpires, in coordination with the Treasurer; shall create and/or improve the rules and regulations governing the play of baseball within the Organization; shall participate in the role of "arbitrator" in the efforts of the 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 VI – 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.

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**Section 2** – Each Commissioner shall be accountable to the respective VP’s 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 VII – 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 the Manager expectations. *See Attachment #B1: Manager & Coach Expectations.*

**Section 2** – Each Manager shall appoint one person as the team’s official Assistant Coach. The Assistant Coach shall be accountable for modeling the LYBO Mission Statement and fulfilling the Coach expectations. *See Attachment #B1: 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 #B2 – "Code of Conduct", Addendum #B3 – "Code of Ethics", and Addendum #B4 – "Disciplinary Process".*

### **Article VIII – 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 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 five members: the VP of Umpires, Rules and Ethics (who shall serve as Arbitrator), VP of Non-player Personnel Ages 12 and Under, VP of Non-player Personnel Ages 13 and Above, VP of All Star Baseball Ages 12 and Under, and VP of All Star Baseball Ages 13 and Above. 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.

### **Article IX – 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.

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**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 X - 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, fundraising, concession stand operation, and other activities as deemed appropriate by the Board of Directors.

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

### Article XI - Affiliations

**Section 1** – This Organization is affiliated with the Ohio District 9 Little League Organization and Little League Baseball, Incorporated and shall adhere to the rules and regulations of the Organization's Little League Charter.

**Section 2** – This Organization is affiliated with the Loveland Softball Association (LSA), as set forth and described in the Loveland Youth Diamond Sports Constitution.

### Article XII – Distribution of Property Upon Dissolution

**Section 1** – Upon the dissolution of the Corporation and Organization, and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Corporation and Organization to another Incorporated entity which maintains the same objectives as set forth in Article II of the LYDS Constitution, which are or may be entitled to exemption under §501(c)(3) of the Internal Revenue Code or any future corresponding provision.

### Article XIII - Amendments

**Section 1** – These by-laws may be amended by a two-thirds (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, so long as notification for the special meeting is provided to the membership at least ten (10) days in advance of the date of such meeting.



# Loveland Youth Baseball Organization By-Laws

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 \_\_\_\_\_ day of **April, 2023**; and that a quorum was present and voted to accept these By-Laws.

Signed in the presence of:

Witness:

\_\_\_\_\_

Print name:

\_\_\_\_\_

President  
Loveland Youth Baseball Organization

Witness:

\_\_\_\_\_

Print name:

\_\_\_\_\_

Vice President of Operations  
Loveland Youth Baseball Organization

Witness

\_\_\_\_\_

Print name:

\_\_\_\_\_

General Secretary  
Loveland Youth Baseball Organization

# Loveland Youth Baseball Organization By-Laws

## Addendum B1

### 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. All Managers and Coaches must follow the standards listed in our Code of Conduct.

**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. Attend at least 4 Board meetings during the course of the season.

**It is strongly encouraged that one manager and one coach per team participate in a LYBO committee or office**

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

- 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, distributing uniforms, attending LYBO Board Meetings, reporting scores, etc.
- Do work such as field preparation, field maintenance and cleanup, take care of LYBO's facilities and equipment, committee participation, etc. (or coordinate with appropriate designees).

**LYBO strongly encourages every manager to recruit multiple volunteers to help coach and assist with team activities.** Those volunteers could help with snack assignments, scorekeeping, bench coach, etc.

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## Addendum B2

### Code of Conduct

The following standards are created by LYBO to ensure that all coaches 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 this 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 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.

**1** 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**  
(print name)  
**Conduct and the disciplinary process, and commit to abide by the letter and spirit of their contents.**

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Date

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Signature

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## **Addendum B3**

### 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 B4**

#### 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 (who shall serve as Arbitrator),
- 2) VP of Non-player Personnel Ages 12 and Under,
- 3) VP of Non-player Personnel Ages 13 and Above,
- 4) VP of Travel Baseball Ages 12 and Under, and
- 5) VP of Travel Baseball Ages 13 and Above.

#### **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.
9. LYBO, at its discretion, reserves the right to terminate a Manager or Coach at anytime.

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## Addendum B5

### 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.

# Loveland Youth Baseball Organization By-Laws

## **Addendum B6**

[Reserved]