



Membership Handbook

Mission Statement: *The North Gwinnett Baseball Softball Association is a non-profit organization whose primary purpose is to promote, encourage, operate and direct baseball and softball programs for the youth in the Northern area of Gwinnett County, Georgia. In an effort to support the physical, mental, social, educational, and spiritual welfare of all participants in our programs, and to promote the ideals of good citizenship and good sportsmanship through organized athletics, the NGBSA Board (a team of volunteers) commits their time, technical and professional expertise, to provide a fun, safe and supportive environment for youth baseball and softball.*

NGBSA CONTACT INFORMATION

P.O. Box 793, Suwanee, GA 30024

Web address: www.ngbsa.org

Record of Revision

NGBSA RedBook

E-mail questions to: prez@ngbsa.org

- 1) Revised 12/1/2010 by Richard Hood – revised to reflect the Spring and Fall of 2012.**
- 2) Revised 1/26/2012 by Richard Hood - revised to reflect the Spring and Fall of 2012.**
- 3) Revised 1/2/2013 by Bobbi Hamel - revised to reflect the Spring and Fall of 2013 and new amendments.**
- 4) Revised 1/22/2015 by Chad Mentzer - revised to reflect the Spring and Fall of 2015 and new amendments.**
- 5) Revised 3/29/2016 by Stephanie Applebee – revised to reflect the Spring and Fall of 2016.**
- 6) Revised 10/12/2023 by Joe Dupriest - revised to remove old information**

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IMPORTANT POINTS OF INTEREST FOR ALL PARTICIPANTS

- NGBSA Executive Board members, league directors and coaches are volunteers. These individuals are not paid for their service and contributions.
- Comments or suggestions regarding the operation of NGBSA should be directed to any Board member (contact information is posted on our website, NGBSA.org).
- All members of the Association are encouraged to participate in the operation of NGBSA. Parents, please participate/volunteer when your team or the Association needs you.
- Please support NGBSA by picking up litter and pulling the trash can liners at your field when they become full; replacement liners can be obtained at the concession stand. All parents, coaches, and guests should do their part in supporting a clean and safe playing environment.
- Coaches, please return all equipment/chalk machines/rakes to the storage buildings when you are the last team in the batting cage and/or last on the field, including rainouts. Also, if you are the last team on the field, please return the bases and field equipment to the appropriate storage boxes or as directed by League Directors and Commissioners. Bases should NOT be left on playing fields overnight for any reason. Base plugs should be used whenever bases are removed from the field.
- As a safety precaution, only ADULTS and/or children 14 and older will be allowed in the score stands. This rule will be strictly enforced.
- Open/Close – The Association will operate an open/close schedule for all days and nights for which sanctioned activities are held. This includes access to restrooms and other equipment, and turning on lights. The Board will direct that access be given no later than one hour before the start of the first game, unless circumstances (e.g. weather conditions) warrant otherwise. Earlier removal of items from locked facilities will not be granted unless directed by the Board. During holidays, spring break and other periods, the Association will not provide open/closes and access to equipment is not guaranteed, nor is field space promised to anyone. In these cases, Board members and League Directors may make certain facilities available on a first come first served basis, under their own responsibility and subject to Board approval. Subject to availability, coaches have free access to the storage boxes underneath the score stands for basic equipment.

PRACTICE AND GAME SCHEDULES

Practice may begin upon team selection following Assessment Day Teams will have up to 2 scheduled practice slots per week before the season begins. Two practices will be at George Pierce Park. After the season begins, best efforts will be made to provide practice times, but no practices are guaranteed in any given week at George Pierce Park. Please respect the use of all facilities, including picking up trash before leaving.

There will be at least twelve (12) games scheduled for each team, typically one during each week, and one on each weekend. Makeup games will be scheduled on Sunday and other available days with a 48-hour notice usually given. The Board reserves the right to change these dates as circumstances warrant.

In Fall ball, the commissioners may decrease the number of scheduled games to less than 12 games. The number of scheduled games in a season may also include games scheduled in an end of season tournament at the commissioners' discretion.

The game schedules will be made available to head coaches no later than one week prior to opening day. All members of the Association (coaches, parents, Board members, etc.) are urged to participate in the workday activities.

CODE OF CONDUCT (inclusive of, but not limited to, the following)

The following general rules apply to ALL participants and spectators in the confines of George Pierce Park and any other location at which team activities take place, and will be enforced by local law officers.

1. Forceful, oppressive, foul or abusive language will not be tolerated. After one warning from a league official, further infractions of this rule will result in immediate expulsion from the park.
2. Parents, fans and spectators shall not coach from outside the playing field including the stands or the scorer's box during a game. Only coaches on the field and in the dugout may give instructions to players during games. It's hard enough for young athletes to perform in front of friends and family. It's even harder when parents, fans *and* coaches are shouting instructions at the same time. Parents and fans are free to offer words of encouragement and applaud good play. But parents and fans should not shout specific instructions to players on the field. Examples of such improper instructions include but are not limited to: "Run!", "Swing!", "Move up in the Box", "Get the ball!" or other such instructions regarding hitting, fielding or pitching. This policy will be enforced by the coaches and the umpires present at the games. If you are asked by your coach or the umpire to stop and you continue, the umpires may eject you from the game and you will be asked to leave the playing and spectator areas until the game is over.

3. If any manager, coach, parent or player is ejected from a game, he/she must immediately leave the playing and spectator areas. If a player is ejected from a game, they must sit out the next scheduled game and at the commissioner's discretion, with the vice commissioners approval, the commissioner may impose additional penalties. If a parent is ejected, they shall not be allowed to attend the next game that their child plays in. If a coach is ejected from a game, he/she is automatically suspended from his/her next game unless otherwise directed by the Board. He/she will be allowed to attend the next game as a parent, but is still subject to ejection for inappropriate behavior. If any manager, coach or parent is ejected from two games, he/she must appear before the Board for a review of his/her conduct. It is the responsibility of the head or the ejected coach to report the ejection of coaches, players and parents to his or her league director within 24 hours of the end of the game. Failure to report an ejection could result in the suspension being extended to two total games.
4. **Emergency, concession stand service, and others specifically authorized by the Board, are the only vehicles allowed beyond the parking lot, inside the general playing area. This will be strictly enforced by the Park Police.**
5. Any vehicle blocking vehicle entrances to the playing fields or parked on yellow curbs will be towed away at the owner's expense. Be sure to park only in authorized parking areas – law enforcement officials will ticket illegally parked cars. Cars shall not be driven into the field areas without express permission from the Board and only for official Association business. Elderly/infirm parents and fans may request use of the Association golf cart at the main concession stand for assistance to and from the parking lot to the spectator areas.
6. There will be absolutely no alcoholic beverages of any form allowed on park premises.
7. There will be absolutely no tobacco products allowed inside playing fields, including, but not limited to, cigarettes, snuff, chewing and dipping tobacco. Coaches found in violation of this policy are subject to ejection/suspension. Smoking outside the playing field is restricted to a general area beyond 25 feet away from the playing field, batting cages, bullpens and team warm-up areas. Smoking is prohibited inside and within 50 feet of the concession stand and the grill area.

BATTING CAGE RULES

1. For baseball the Home team will take the cage for the first 25 minutes of the hour before a game and the visiting team will take it for the next 25 minutes of the hour.
2. All batting cages are reserved one hour before game time for the two teams scheduled to play on the respective fields. Coaches will be responsible for coordinating use of the cage during their assigned time.
3. At times when cages are not reserved, individuals will be limited to 10 minutes if a team or another individual is waiting.
4. Only one cage may be used per team if another team or individual is waiting to use a cage.
5. The following safety rules are to be adhered to at all times:
 - a. Only one child in batting cage at a time.
 - b. All children must have on a batting helmet inside batting cages.
 - c. Equipment should be placed in locations that will avoid injuries to other children (please do not place equipment in areas that are being used for warm-up).

BULLPEN RULES

The Bullpen is designated for the use of the team that has a practice or game on the respective field at that time. If not in use by a team using the field, the team(s) scheduled to use the field next may use the bullpen. Masks must be worn by catchers at all times as directed by the umpires and/or in accordance with governing association rules.

GAME RESCHEDULING AND CANCELLATIONS:

1. Rainouts/Rain Delays – The Executive Board, primarily through the President, Commissioners, and/or Vice-Commissioners, is charged with the responsibility and authority to postpone or delay games for any reason. Neither coaches nor umpires can make such a determination, although their observations and judgment will be solicited. Umpires have control of the field subject to Board authority once a game starts and may delay a game at their sole discretion (e.g. if they deem the field unplayable). The Umpire in Charge will consult with appointed members of the Executive Board on the ultimate cancellation of play and, in the absence of an Executive Board member present at the fields, will act on behalf of the Executive Board at its direction. In the case of observed lightning, standard practice is to suspend a game and not resume it for 15 minutes after the last observed lightning strike. A Board decision may result in postponement and/or delays of selected games. All attempts to get as many games in will be made. The Board, in consideration of timely communication with coaches, parents, and players will attempt to call games as early as possible;

however, due to limited opportunities to make up games, decisions to postpone games may not be made until game time. Members of the Executive Board - usually the President, Baseball Commissioner, and Softball Commissioner - will consult together to review the circumstances and make a determination of postponing or delaying games. The vice-commissioners will act in the commissioner's stead if unavailable for consultation.

2. Canceled games will generally be rescheduled in the next available open slot on their playing field(s) that is more than two days past the canceled game (i.e., a game that is canceled on Thursday may be rescheduled for Sunday, but a game canceled on Friday will not be rescheduled until Monday or the first available date after that). **Dixie Youth/Boys Pitching Rules will govern the number of innings a baseball pitcher may pitch the week of a rescheduled game.**
3. Sunday time slots will normally be as follows:

T-Ball and PeeWee	1:00	2:30	4:00	5:30	
Minor and Major	1:00	2:45	4:30	6:15	
Pony/Colt; Junior/Senior	1:00	3:00	5:00	7:00	9:00

4. The Baseball and/or Softball Commissioner will reschedule the game in the appropriate slot and communicate that information to the umpire association and to the respective coaches.

NGBSA RULES

League specific rules are maintained for each league and available on the NGBSA website, www.NGBSA.org. To find specific league rules, go to the NGBSA website and choose Sports, then Rules for Softball or Baseball. There are general rules for baseball and softball and specific rules posted here at all times. For any rule questions please contact the appropriate league director and/ or the commissioners. All-Star and draft policies are subject to change; if changes are made in the draft policies, you will be notified in writing prior to the draft.

1. **All players must play a minimum of every other inning during regular season play.**
2. If a child misses practice repeatedly, the following procedure should take place:
 - a. The coach should contact the parents to determine the situation.
 - b. If the coach cannot resolve the situation, the coach should contact the League Director to discuss the situation.
 - c. The League Director will contact the parents to discuss the situation and options available.
 - d. In the event an agreeable solution cannot be reached, the Coach/League Director should contact the Baseball/Softball Commissioner who will be responsible for facilitating a final resolution amongst all parties involved. The Vice-Baseball/Softball Commissioner may serve in the Commissioners

stead in the event the Commissioner is unable to attend to the situation in a timely manner.

3. The Protest Rules are as follows:
 - a. An umpire's judgment call cannot be protested.
 - b. Only the team manager/head coach or the acting team manager/head coach shall be entitled to file a protest.
 - c. A \$25 protest fee will be assessed against the protesting manager for all protests filed. This fee must be submitted, via check made payable to NGBSA, along with the written protest, and given to the league director or commissioner. In the event the protest is disallowed, the fee will be forfeited. If the protest is upheld, the fee will be refunded.
 - d. Protests that will be accepted for consideration must involve a violation of playing rules or the use of an ineligible player.
 - e. The protesting manager shall notify the umpire that he/she is protesting the play before another pitch is made. The umpire shall announce that the game is being played under protest; however, failure to do so shall not affect the validity of the protest.
 - f. The protesting manager must then submit his/her protest in writing to the appropriate League Director within forty-eight (48) hours.
 - g. A protest on the grounds of player ineligibility must be filed with the Baseball/Softball Commissioner within forty-eight (48) hours.
4. The game is official when the scheduled time has expired and the current inning is completed (or completion of the half-inning if the home team is ahead). No new inning may start within the last five minutes of the scheduled time period. For the Rookie, T-Ball, PeeWee, Minor, and Major leagues only, if both teams have the same number of runs at the end of the scheduled time period, with both teams having batted the same number of innings, the game will end in a tie and be recorded as such in the league standings. **For all other leagues, a one-inning extension will be allowed. After completion of the extra inning, if there is no winner the game will end in a tie and be recorded as such in the league standings.**
5. Games delayed for 45 minutes may be canceled by the President, Commissioner, or a Board member that has been given appropriate authority and rescheduled for the next available date/time slot. The subsequent game(s) scheduled for the remainder of the current day should be played if possible. The Baseball/Softball Commissioner, and/or Board member on duty, is authorized to rearrange the remaining games to ensure timely completion of the overall day's schedule.
6. The procedures for player skills assessment and drafts are as follows:

7. The purpose of player skills assessment is to ensure teams have a balanced roster of player talent. Designated age groups will have the opportunity to participate in skills assessments prior to player draft. Coaches will rate each child and record his/her ratings on the NGBSA Skills Assessment Form. All questions should be directed to the League Director facilitating the skills assessments process.
8. The Skills Assessment Forms will be immediately collected by the League Directors at the conclusion of the assessment process and submitted to the appropriate Commissioners. The Commissioner will ensure all ratings are encoded to arrive at an average for each player, with pitching ratings counting per League rules.
1. A player draft will be held and attended by all head coaches and League Directors. Absolutely no children allowed at the draft.
2. Player trades or other draft mechanism will be allowed as follows: to enable Head and Assistant Coaches' children to play on the same team.
3. As per the draft guidelines distributed at each league's draft session.

F. In cases involving brothers/sisters, the Coach with the highest rated brother/sister will keep that player and trade for the lower rated brother/sister with a player of equal rating.

G. Late sign-ups (after draft completion) will be assigned to the team in line for the next draft pick.

7. The Baseball and Softball All-Star selection process is as follows:

A. Head coaches in each division will nominate players from their team that they feel should be considered for All-Star selection. Any player who wants to be considered for All-Star selection shall be nominated by his/her coach..

B. The All-star Head Coach will hold a series of player assessments prior to his selecting players for his roster.

C. The All-star Head Coach shall select 12 players from his division and submit his roster choices for the all-star team to his League Director for approval and submission to the Commissioner and the Board for final approval. The All-Star Coach shall wait until the last week of the season to finalize his roster.

D. The All-Star Head Coach may select up to a maximum of two (2) alternates at their discretion.

E. Alternate Activation: An alternate on an all star team may be activated to player status under several circumstances (including injury, illness, or lack of availability of other players). If an all star coach considers activating an alternate, the coach must first contact the Baseball or Softball Commissioner and/or NGBSA

President for a review of the situation. Once a final decision has been made by the appropriate Commissioner and/or NGBSA President, the coach will inform the parents in writing that the player is being removed from the team. The coach then informs the parents of the alternate player in writing that their child is now active. The parents of both players will sign their notifications to acknowledge that they have read and understand the notices of removal and activation.

F. In Softball, alternates are not utilized.

8. The All-Star coaches will be chosen as follows:

A. All-star coach candidates shall submit an application to their League Director by March 15th. The Commissioner, Vice Commissioner and League Directors will make final selection of the All-Star Head Coach position by March 31st, subject to NGBSA Board approval.

B. The All-star Head Coaches will be approved by the Board preferably prior to Spring Break.

C. Board approval of All-Star coach selections, to include Assistant Coaches, will be based upon, but not limited to, prior suspensions, documented complaints, sportsmanship, and undue influence.

In any event, if a coach has been ejected from a game twice during the regular season, he/she will be automatically disqualified to be an all-star coach.

If an All-Star coach is ejected twice from All-Star games, he/she will be relieved of his/her position and be replaced by a remaining Assistant Coach.

9. ALL COACH SELECTIONS WILL BE REVIEWED BY THE BASEBALL/ SOFTBALL COMMISSIONERS, VICE-COMMISSIONERS AND LEAGUE DIRECTORS, AND APPROVED BY THE NGBSA BOARD. Coach selection criteria shall be as follows:

A. The NGBSA Board will approve and appoint each coach upon recommendation of the appropriate League (Baseball / Softball) Commissioner and Vice Commissioner. Any Board member who is recommended shall recuse themselves from the approval process for the position that they were recommended for.

B. All applicants for coach positions (head and assistant) must be in good standing with the NGBSA Board to apply. Head coaches will select and present their desired Assistant Coaches to their League Director who will review each selection with the Baseball/Softball Commissioner. Selections must be made and communicated prior to the player draft. No Assistant Coach selections will be allowed once the draft process begins. Final approval will rest with the NGBSA

Board. All Assistant Coaches must complete the volunteer registration form before final approval. It is the Head Coach's responsibility to ensure that the Assistant Coaches are properly registered as volunteers and approved by the Board.

C. All applicants for coach positions (head and assistant) must complete an online application form and acknowledge the NGBSA Coaches Code of Conduct form at registration.

D. All coaches and assistant coaches will be required to sign a statement allowing a background check. Anyone convicted of a charge involving Moral Turpitude will not be considered for a coaching position.

E. Applicants for head coaching positions should have at least one season of experience as an assistant coach, except when selecting coaches for Tee Ball and Rookie Ball.

F. In the event that there are a greater number of applicants than head coach positions, the following criteria shall be used by the Commissioners in selecting the coach to be presented to the Board for approval:

1. NGBSA Board members and League Directors will have first priority.
2. Applicants with one or more years coaching experience with NGBSA will have second priority. Coaches with negative reviews from previous seasons will not be given priority over other applicants.
3. Applicants who coached last year will receive third priority. Coaches with negative reviews from previous seasons will not be given priority over other applicants.
4. Applicants with one or more years coaching experience with another association will have fourth priority.
5. First-time applicants will be required to provide references from their previous association. Unsatisfactory references will disqualify an applicant for a coaching position, subject to case-by-case review of the Baseball/Softball Commissioner with final approval by the Board.

10. Coach Evaluations:

All coaches and parents are strongly encouraged to complete an end-of-season online Parent Survey and Coaches Evaluation Form. The information provided on these forms is confidential and will be used as a reference tool in determining

future coaching positions. Negative evaluations could affect a coach's future NGBSA coaching opportunity. Coaches are responsible for ensuring that parents of all players on the team complete an online coach's survey at the end of the season.

Coaches and coaches' spouses are not permitted to discuss with parents any aspect of the evaluation process other than to encourage parents to participate in the survey. ANY COACH OR ANY PERSON ON BEHALF OF A COACH WHO ATTEMPTS TO OBTAIN FROM ANY PARENT THE SUBSTANTIVE RESPONSES THAT MAY HAVE BEEN MADE ON THE SURVEY SHALL BE SUBJECT TO SUSPENSION OR EXPULSION FROM NGBSA. A response of less than 75 percent of a complete team in filling out a coach evaluation survey may adversely affect future coaching opportunities for the head coach.

11. Equipment.

League Directors are responsible for working with the Equipment Manager to develop and communicate an equipment pick-up and return schedule.

A. Coaches are required to submit a security deposit of \$200 (\$50 for hitting tee only) in order to check out equipment. The security deposit is held by the Association and returned when the coach returns all assigned equipment. NGBSA reserves the right to cash a security deposit if equipment is not returned as scheduled unless other arrangements have been made with the Equipment Manager or if equipment is not returned within 30 days following the completion of a spring/fall season. Coaches must return all baseball/softball equipment in accordance with the equipment return schedule. All equipment must be checked-in by the Equipment Manager or his/her designee. If the head coach is not able to attend the date established for returning equipment, he/she should make every effort to have another responsible adult (assistant coach, spouse, team parent, etc.) return the equipment, or contact the Equipment Manager to arrange an alternative time for turning in the team equipment. The alternative return should occur within one week of the originally scheduled date. Missing equipment is the sole responsibility of the team Head Coach and must be replaced at his/her expense. Failure to turn in or replace lost equipment will affect the responsible coach's opportunity to coach in the future. Equipment shall not be removed, swapped, or replaced from or within the equipment building at any time without the knowledge and approval of the Equipment Manager. Coaches may purchase "extra" chinstraps, etc. at their own expense.

12. Sponsorships.

Sponsorships for each team are recommended by NGBSA.

A. Team sponsor checks should be made payable to NGBSA.

B. NGBSA team sponsorship prices are a minimum of \$125. for a plaque with a team photo and a minimum of \$200. for a field banner (3' x 5' if placed on T-Ball, PeeWee, or Minor fields, 4' x 6' if placed on Major or Pony fields.)

C. Of each sponsorship, a portion will be deducted for the cost of materials and administration of the sponsorship, a portion will go to NGBSA to help fund NGBSA program activities and maintenance needs, and the remaining amount will go to the team as follows:

1. \$14 will be deducted for a plaque sponsorship, \$60 (\$75 for Field 4 - Pony) will be deducted from a banner sponsorship to help defray the cost of the specified item;
2. 20% of each sponsorship after deduction for cost (plaque or banner) will go to NGBSA;
3. the remainder (80% after deduction for cost) will go to the team. In the fall, only sponsorship donations for plaques will be honored (no banners). For All Star, Softball travel, and GGBL Baseball teams the entire amount of the sponsorship after deduction for cost of the plaque or banner (if obtained through NGBSA) will go to the team

D. Sponsorship worksheets may be obtained from the Sponsorship Coordinator, your coach or the NGBSA website. All sponsorships are registered via the online system. Anyone (sponsor or coach, team mom) may register the sponsorship; however teams are encouraged to enter the information for the sponsor.

E. Sponsorship charges for Scoreboard advertisements will be set by the Board and a team's portion of a scoreboard sponsorship will also be determined by the Board.

13. Financial

1. North Gwinnett Baseball Softball Association Procedures for Cash Income Collection Effective Date: **4/10/05**

Statement of Purpose

The Executive Board of the North Gwinnett Baseball Softball Association

(NGBSA) recognizes its fiduciary responsibility to the Association regarding the proper accounting and reconciliation of income received in the form of cash and personal checks. In accordance with that responsibility, the Board adopts the procedures below.

These procedures shall be used when cash or personal checks are tendered as a result of any NGBSA activity or event, or NGBSA sponsored activity or event such as a tournament. Failure to follow these procedures shall be grounds for removal from the Board.

Authorized Personnel:

At any NGBSA activity or event held at George Pierce Park, all cash and checks collected shall be directly supervised by at least one member of the Executive Board designated by the President or the Treasurer in advance of the activity or event. Where necessary, shifts shall be set up by the Secretary for the supervision.

At any NGBSA activity or event held outside of George Pierce Park, the President or the Treasurer shall directly supervise all cash and checks collected.

For tournaments or similar activities under the NGBSA sanction where limited Board members may or may not be present, the President may appoint someone to directly supervise collections.

Cash/Check Accounting System

Where practicable, the Treasurer or President shall determine a system of accounting for all cash or checks received before an activity or event is held. The accounting system employed shall provide a way of measuring the cash/checks collected against the sales. A receipt system that provides for reconciliation should be used whenever possible.

Collection Procedures

A. All cash/checks collected shall be kept in a repository (cash box) designated for such use by the Treasurer or President. Cash/checks shall not be collected or held in any other manner except in the designated repository or cash box. If cash/checks are collected off-site from an activity, they should be given to the Treasurer as soon as possible.

B. The repository shall be directly handled by someone authorized by the President or Treasurer and supervised at all times by a Board Member.

C. At regular intervals, the cash/checks shall be counted separately by the handler of the repository and a Board Member (at least two different people), placed in an envelope along with the receipts/records of the sales, the envelope sealed, the envelope initialed by both indicating their verification of the amount, and a date and time stamp written on the envelope. The counting interval should be as practical as the situation permits and avoid the retention of larger sums of money. Guidelines are every two hours or when the cash amount totals approximately \$500.

D. The envelope shall be immediately placed in the Park safe by one of the Board members on duty or taken to the bank for deposit by the Treasurer. Once money is in the safe, only the Treasurer or President should remove money from the safe. Exception: The concession manager may make transactions in and out of the safe for concession activities.

E. The Board members on duty should also keep a log of the amounts by activity and the number of envelopes placed in the safe to keep in the cashbox.

F. Under no circumstances shall any monies collected at the Park be kept by any Board Member on their person or in their possession outside of the cash box or collection envelope, or taken outside of the park.

G. If a Board Member charged with collection cannot put any money collected in the Park safe for any reason, the Board Member shall call the Treasurer or President, advise them of the amount of money in each envelope in their possession, and make immediate arrangements to transfer possession of the envelopes to the Treasurer/President. The envelopes shall be kept in the cashbox until tendered to the Treasurer/President.

H. Monies collected at activities/events outside the park shall be collected in the same manner and where practical, immediately deposited by the Treasurer/President with the NGBSA bank.

Reconciliation Procedures

The Treasurer shall collect the envelopes and reconcile the cash/checks with the receipts before depositing. The amounts should be reconciled with the receipts and the log kept by the collecting Board Members. Discrepancies shall be reported to the President. Concession Stand Procedures,

Concession Stand Procedures

The Treasurer and President shall designate the procedures for collection, accounting and reconciliation of all concession stand sales, which shall be followed by the concession manager.

2. Reimbursement.

All requests for reimbursements must include:

1. Reimbursement form,
2. Proper Receipts, and
3. Self addressed envelope and must be sent to PO Box 793, Suwanee, GA 30024. Usually checks will be issued no later than 10 business days after submission. All requests for reimbursements must be made no later than 30 days after the last game the team participates in (including tournament games). To minimize administration, please do not submit requests for less than \$25.00 unless closing out a team account. Requests for reimbursement without a receipt will require Board approval.

3. Secondary Accounts for Travel Softball and Travel Baseball teams.

Approved teams may maintain an additional account outside NGBSA under their control for the purposes of collecting, maintaining, and disbursing funds to team members. Teams must exercise financial responsibility and accountability for the proper use and disbursement of funds per NGBSA Board policy. Teams will have to obtain their own TAX ID number from the IRS.

A report of funds must be given, no less than on a quarterly basis, to the NGBSA treasurer for review upon request. The report of funds may be a bank statement or spreadsheet accounting for the revenues collected and amounts disbursed.

- A. Parents on any NGBSA sanctioned team are entitled to inspect any bank statements, receipts or any other financial records of the team upon written request to the Head Coach. Parents should send an email to the head coach, copying the NGBSA Treasurer, requesting an inspection of the team financial records. Head coaches shall produce the records for inspection within ten (10) days of the date of the request at the Main Concession stand at

George Pierce Park, at a reasonable time or another mutually agreeable time and place. Coaches may simply make copies of the records and give to the requesting parent if they choose. Either party can request the NGBSA Treasurer be present for the inspection, subject to the Treasurer's schedule.

4. Rollover of Accounts.

Funds remaining after the end of the season for a softball travel or baseball GGBL team will be handled as follows:

A. funds collected as parent contributions that are in excess of the funds spent on the team during the season must be disbursed to each team member on a pro-rata share basis;

B. funds accrued from sponsorships or fund raising activities may be held for that team for use in a subsequent season;

C. upon disbanding a team with no expectation of the team to continue, all funds (parent contributions, sponsorship, or funds accrued through fundraisers) must be disbursed to the team members of the final roster on a pro-rata share.

5. Fiduciary Duty.

Any team mom, coach or other person who handles team funds shall owe a fiduciary duty to NGBSA and shall keep a proper accounting of those funds and keep such team funds separate from their personal funds.

6. Allowable team expenses:

Teams may collect and disburse funds from parents and sponsors for expenses incurred by the team for items or services that are consumed by team members during the current season or for durable items that are given to team members by the end of the season. Durable items including equipment that have a lifetime exceeding the life of the team and are not given to team members are not allowable expenses from team funds. The "lifetime" of a Rec team is one season. The lifetime of a Travel team is for the tenure of the head coach.

7. Fundraising Activities – special groups.

Fundraising opportunities at facilities and areas controlled by NGBSA may

be granted to certain groups. Each fundraising event must be approved by the NGBSA Board. 10% of gross proceeds of any fundraising activity to benefit such group(s) will be given to NGBSA. Also, the fundraising group may not sell:

1. any item normally stocked in the concession stand, nor
2. any item being offered for sale at the same time as another group previously approved to sell.

Food sales must be coordinated with and have the approval of the NGBSA concession manager.

8. Tournament Funding:

NGBSA will not contribute funding for (BB/SB) All Star or (BB/SB) Travel Teams that play in tournaments.

9. Scholarships:

Scholarship recipients must agree to volunteer (opening day, concession, field cleanup, etc...) 8/hours/season (can be broken up into segments).

14. NGBSA Travel Ball Team Formation Policy:

The NGBSA Board will approve and appoint each coach upon recommendation of the appropriate League (Baseball / Softball) Commissioner and Vice Commissioner.

NGBSA Community rule:

At least 50% of the team's roster of players must reside in the North Gwinnett High School or Lanier High School district. There will be no 8 year old Travel Baseball and Softball teams out of NGBSA. However, players are allowed to try out for and play on an older age group team.

Travel Coaching Criteria:

The following information will be used to choose the most qualified candidate(s) for all age groups.

1. Must be qualified to coach at this level (prior coaching experience in All Stars and/or Travel Ball Program is a plus).

The Coach's son/daughter must be qualified to play at this level, as

determined by the Travel Coach Selection Committee.

2. Must be in good standing with the NGBSA Board.
3. Number of coaching years in NGBSA will be considered.
4. Number of coaching years in NGBSA for All Stars or Travel Ball will be considered.
5. Number of coaching years at other parks will be considered.

A. Baseball: Baseball Commissioner, Baseball Vice-Commissioner, and Baseball Travel Ball League Director shall convene as the Travel Coach Selection Committee and will appoint all coaches each year pursuant to Board approval. All coaches will be required to complete a coach's application each year. The application period will be from May 15th to May 31st. The Committee may request personal interviews of candidates at its discretion. All coaching selections will be posted to the website by June 30th.

Baseball will support the following number of teams in each age group:

9U - 1 team

10U through 14U – 2 teams in each age group.

The number of teams is subject to being changed by the Baseball Commissioner, Vice Commissioner, and League Director based on factors for specific years. All first year coaches in Travel Baseball must participate in GGBL. Dual teams are the only exception. Tournament only teams shall be approved by the Board, upon recommendation by Commissioner.

B. Softball. The NGBSA Board will approve and appoint each coach upon recommendation from the Softball Commissioner and Vice Commissioner. Coaches of existing teams must reapply every year. Head Coach selections will be made in accordance with Guidelines in Section 10.

The number of teams per age group shall be one with maximum cap of two teams per age group.

Application for consideration of forming a new softball travel team or continuing an existing softball travel team must be made to the

Softball Commissioner by November 1 of each year.

All first year coaches in Travel softball must participate in GYSA tournaments and season.

Facility use will not be made available until notice and provisional approval has been made. Head Coach has final discretion on team member selection as long as he or she follows the ratio in the NGBSA Community rule. Softball commissioner will define the method of proof for each team achieving its 50% ratio and has the authority to request NGBSA logos and NGBSA links be placed on an NGBSA travel teams' websites.

NORTH GWINNETT BASEBALL SOFTBALL ASSOCIATION CONSTITUTION AND BY-LAWS

Mission Statement: The North Gwinnett Baseball Softball Association is a non-profit organization whose primary purpose is to promote, encourage, operate and direct baseball and softball programs for the youth in the Northern area of Gwinnett County, Georgia. In an effort to support the physical, mental, social, educational, and spiritual welfare of all participants in our programs, and to promote the ideals of good citizenship and good sportsmanship through organized athletics, the NGBSA Board (a team of volunteers) commits their time, and technical and professional expertise, to provide a fun, safe and supportive environment for youth baseball and softball.

ARTICLE I – NAME AND PURPOSE

Section 1

The name of this non-profit organization shall be North Gwinnett Baseball Softball Association (NGBSA).

Section 2

The primary purpose of this Association is to promote, encourage, operate and direct baseball and softball programs for the youth in the Northern area of Gwinnett County.

ARTICLE II – MEMBERSHIP AND DUES

Section 1

All coaches, players and their respective family members shall be considered members of NGBSA. In the absence of having a child playing in the baseball/softball program, the NGBSA Board may also grant membership to those individuals who demonstrate an interest and willingness to actively participate in Association activities.

Section 2

The Board, elected on an annual basis, exercises full power and authority to expel or suspend from membership any person or persons whose behavior is determined to be detrimental to, or inconsistent with, the by-laws and basic principles of the Association. At the Board's discretion, the suspension of any person from NGBSA membership may result in the loss of all rights and privileges to include, but not limited to, the right to vote, the right to hold any elected or appointed position. The expulsion from the membership may result in the permanent loss of all rights and privileges to include, but not limited to, the right

to vote, the right to hold any elected or appointed position. The Board, in its discretion, may determine the length of time for a suspension and may promulgate any procedures that it sees fit in the exercise of its power and authority under this Article.

Section 3

The Board shall make a diligent effort to collect all monies owed the Association and shall exercise full power and authority to suspend or expel from the membership any person or persons with an outstanding debt. The suspension of membership shall result in the loss of all rights and privileges to include, but not limited to, the right to vote, the right to hold an elected position, and the right to register a child or children for any future activities. The Board reserves the right to waive this rule in the case of financial hardship.

Section 4

A NGBSA member who is not in good standing with NGBSA or currently serving a suspension may not be nominated for any position on the Executive Board.

ARTICLE III – MEETINGS

Section 1

Meetings of the general membership of this Association shall be held annually on the first Sunday after the regular season is complete or at a time designated by the Board. NOTE: Please refer to the schedule on the front cover for the specific date and time.

Section 2

Public notice of the time and place of all regular and special meetings shall be given not less than ten (10) days prior to the date set for such meetings, if possible.

Section 3

Any number of members present at any official meeting of the Association membership constitutes a quorum. Voting shall be by a majority vote cast in person. There shall be only one vote per household, regardless of the number of coaches, players and respective family members residing in the household. The actual residence of a registered player will be considered the household residence.

Section 4

Special meetings of the Board of Directors may be called by the President, or by a majority of the Board, upon notice to all members of the Board.

Section 5

Routine meetings of the Board shall occur at least once a month on a regularly scheduled basis.

Section 6

A majority of Board membership shall constitute a quorum for the transaction of business at a physical meeting. The act of a quorum of Board members at a physical meeting shall be considered an act of the entire Board. A written report of all business transacted at each Board meeting shall be drafted by the Secretary for retention, review and approval at the following Board meeting.

ARTICLE IV – GOVERNMENT

Section 1

There will be twelve (12) members of the Executive Board. Eleven (11) members will be elected on an annual basis. The twelfth Executive Board member will be the previous President, serving in an advisory capacity. The elected Executive Board shall consist of President, Baseball Commissioner, Vice-Baseball Commissioner, Softball Commissioner, Vice-Softball Commissioner, Secretary, Treasurer, Team Mom Coordinator, Communications Director, Sponsorship Coordinator, and Equipment Manager. A list of names, addresses and phone numbers of the newly elected Executive Board must be forwarded to the Gwinnett County Parks and Recreation Division within thirty (30) days of the election. All Board members shall attend all Board and Association meetings and provide assistance to Association members, as appropriate. All Board members shall be bonded for at least \$5,000. The Treasurer shall be bonded for \$25,000.

Section 2

Board positions to be elected to a two-year term:

- Baseball Commissioner
- Baseball Vice Commissioner
- Treasurer
- Sponsorship Coordinator
- Secretary
- Communications Director

Board positions to be elected to a one-year term:

- President
- Softball Commissioner
- Softball Vice Commissioner
- Team Mom Coordinator
- Tournament Director
- Equipment Manager

A Board member one year into their term, who wishes to run for another position being voted on in that particular year, would need to resign from their current position in order to run for the new position.

Section 2

A Board member may be removed, upon motion at a Board Meeting for cause; or upon a 2/3 majority vote of “No Confidence” by the other Executive Board members. The Board member whom was removed “for cause” shall have an opportunity to be heard at a specially called Executive Board Meeting to show cause why he/she should not be removed. No Executive Board member shall serve simultaneously in any governing capacity of two Athletic Associations. No Board member shall serve more than two consecutive terms in any one office and if no candidate runs for that office in the next election, then the Board may appoint that Board member or any other person it deems qualified to fill the office pursuant to Article 18.

Section 3

President

The President shall be the Chief Executive of the Association and Chairman of the Executive Board charged with supervising its functions. The President’s duties shall include, but are not limited to, the following:

1. Ensure all activities relative to registrations, skills assessments, practice/regular season schedules, etc. are formulated and executed far in advance of opening days to facilitate efficient operations on those dates.
2. Ensure sound economic procedures prevail throughout the Association.
3. Ensure the playing facilities and general areas are maintained in a safe and attractive manner.

4. Communicate on a regular basis with all members of the Board to ensure harmony and efficient and effective operations of the Board.

5. Appoint standing and special committees, as appropriate. The President shall be bonded for \$5,000. To be nominated for President the nominee must have served on the Board for 1 term and be in good standing. If there is not a nominee that has served for 1 term on the Board, then the nominee for President must have served as a League Director in the past.

Section 4

Baseball Commissioner

1. Shall be versed on all rules and their associated supplier.

2. Shall appoint a League Director for each baseball league in the Association.

3. Shall ensure the League Directors work with the Equipment Manager in dispersing equipment and facilitating the return of equipment. The Baseball Commissioner shall be bonded for \$5,000. To be nominated for baseball commissioner the nominee must have served as a baseball director OR served on the NGBSA executive board and be in good standing.

Section 5

Softball Commissioner

1. Shall be versed on all rules and their associated supplier.

2. Shall appoint a League Director for each softball league in the Association.

3. Shall ensure the League Directors work with the Equipment Manager in dispersing equipment and facilitating the return of equipment.

4. Shall be responsible for the scheduling and rescheduling of all softball games if there is no scheduling director. The Softball Commissioner shall be bonded for \$5,000 and co-sign checks in the President's absence. To be nominated for softball commissioner the nominee must have served as a softball director OR served on the NGBSA executive board and be in good standing.

Section 6

Vice-Baseball & Softball Commissioners

1. Shall provide assistance to the Baseball/Softball Commissioner in all duties.
2. The Vice-Softball Commissioner shall also act as liaison between the softball travel teams and the Board, oversee scheduling and activities of travel teams, and represent the NGBSA Board at all travel league meetings.

Section 7

Secretary

1. Shall draft minutes of all meetings for distribution to Board members within one week of meeting closure.
2. Shall handle all Association paperwork as necessary and in a timely manner.
3. Shall coordinate/schedule all meetings of the Board and NGBSA membership.
4. Shall serve as Parliamentarian at all meetings.

Section 8

Treasurer

1. Shall keep accurate financial records of disbursements and receipts.
2. Shall coordinate the receipt and deposit of all fundraising, registration, concessions, sponsorship and other monies in a timely manner.
3. Shall prepare and submit an updated financial report on a monthly basis, at the annual membership meeting, and as needed and appropriate.
4. Shall financially audit concession receipts on a weekly basis.
5. Shall prepare an annual budget for each sport for approval by the Board. The Treasurer shall be bonded for \$25,000 and co-sign checks with the President or designee (Baseball or Softball Commissioner).

Section 9

Team Mom Coordinator

1. Shall coordinate and oversee team uniform ordering and distribution.
2. Shall coordinate Association picture day(s) and purchase/distribution of all photos.
3. Shall coordinate all activities and communications with team moms.

Section 10

Communications Director

1. Shall maintain and manage the NGBSA website
2. Shall coordinate the online registration process with vendors and other Board Members
3. Shall coordinate the online parent survey and coach evaluation process with vendors and other Board members.
4. Shall develop and distribute all flyers and newsletters relating to NGBSA activities.
5. Shall provide other assistance as needed

Section 11

Sponsorship Coordinator

1. Shall appoint and oversee the Sponsorship Committee handling all aspects of sponsorship program, including but not limited to the following: Communicate program specifics to coaches and Board.
2. Solicit sponsors.
3. Order and display banners.
4. Order and distribute plaques.

Section 12

Equipment Manager

1. Shall work with League Directors, in conjunction with Baseball/Softball Commissioners, to distribute and facilitate the return of all baseball/softball equipment.

2. Shall work with the Purchasing Agent to purchase equipment necessary to continue operation of the baseball/softball programs.
3. Shall maintain all baseball/softball equipment in a safe and working condition.
4. Shall maintain an inventory of all baseball/softball equipment on hand.

Section 13

Baseball/Softball League Directors (Appointed Positions)

1. Shall attend Board meetings as determined by the Baseball/Softball Commissioners.
2. Shall have a vote on all league rule changes for their respective sport.
3. Shall be responsible for administering procedures of the draft as delegated by the Board.
4. Shall serve as Protest Committee for their respective sport.
5. Shall address any problems that may arise in their league, in consultation with Commissioners and Vice-Commissioners as needed.
6. Shall provide other assistance as needed.

Section 14

Baseball/Softball Team Mom Coordinators (Appointed Positions)

1. Shall attend Board meetings as determined by the Team Mom Coordinator.
2. Shall coordinate and oversee team uniform ordering and distribution for their League(s).
3. Shall coordinate Association picture day(s) and purchase/distribution of all photos for their League(s).
4. Shall coordinate all activities and communications with team moms within their League(s).
5. Shall address any problems that may arise in their League(s), in consultation with the Team Mom Coordinator as needed.

6. Shall provide other assistance as needed, i.e. Opening Day.

Section 15

Concession Manager (Compensated/Appointed Position)

1. Shall handle all aspects of running the George Pierce Park concession stand(s) to include ordering/purchasing food and drink items, working with vendors and coordinating schedules for all workers.
2. Shall work together with Purchasing Agent to procure non-food items as appropriate to ensure safe and efficient operation of the concession stand in accordance with County health policies.
3. In the capacity of a paid worker, managing the day-to-day operation of the concession stand, shall report to the treasurer and/or president in handling all financial and administrative activities of the concession stand.

Section 16

The Board shall be ultimate arbitrators on behalf of the Association. A Board member who coaches a team will not vote on a matter that comes before the Board concerning him/herself or team.

Section 17

The Association shall indemnify each person who serves as a Director or Board member of the Association against expense actual and necessarily incurred in the defense of any action, suit, or proceedings in which such Director or Board member is made party by virtue of service. However, the Association will not provide indemnification for any Director or Board member judged in a proceeding to be liable for gross negligence or willful misconduct in the performance of his/her duty. The right of indemnification provided shall inure to each Director or Board member at the time such costs or expenses are imposed or incurred, and in the event of their death shall extend to their legal representative.

Section 18

The Executive Board shall fill any vacancy on the Board that occurs after the general election. This appointment shall stand until the next general election.

Section 19

The Board is responsible for maintaining sufficient reserves to insure continued operations of all programs. The Board shall approve a budget before Opening Day. No budget line item shall be exceeded without prior approval of the Board.

Section 20

Changes to local league rules concerning baseball/softball may be proposed at preseason coaches meetings for individual leagues. Proposed changes must be approved by League Directors and the Baseball/Softball Commissioner, then submitted in writing to the Board within two (2) weeks after the meeting.

Section 21

Attendance of Officers/Directors:

It is the responsibility of each Board member to attend all Board meetings. In the case of absence, the absent member will be required to notify the President prior to the meeting being called to order. If a Board member fails to notify the President of their absence, or does not attend two (2) sequential meetings, the Board has the authority to remove that member by vote after proper notification as outlined below:

One (1) verbal notice of the next meeting date/time, after the first absence. One (1) written notice of the next meeting date/time by mail or courier. Written notification of removal must be mailed to the subject member within seventy-two (72) hours of the vote. The Secretary, in conjunction with the President will carry out the communication responsibilities listed above. After removal from the Board, subject member is required to return all correspondence, material, receipts, financial data, equipment, monies due, etc., with respect to NGBSA, within seven (7) days. The return must be made to one of the following Board members:

- a. President
- b. Baseball Commissioner
- c. Softball Commissioner
- d. Treasurer
- e. Secretary

ARTICLE V – NOMINATIONS AND ELECTIONS

Section 1

The President shall appoint a nominating committee of five (5) members, three (3) from the general membership and two (2) from the current Board. This committee shall develop and present to the Executive Board a slate of candidates

for consideration as replacements to fill expiring terms. SAID SLATE MUST BE PRESENTED TO THE BOARD NO LATER THAN FOURTEEN (14) DAYS PRIOR TO THE ANNUAL MEETING. THE EXECUTIVE BOARD SHALL MAKE PUBLIC THE SLATE OF NOMINEES NO LATER THAN SEVEN (7) DAYS PRIOR TO THE ANNUAL MEETING.

Section 2

Nominations may be made from the floor at the annual meeting provided the nominees are present and have been given prior written permission for nomination by the President. Section 3 Election and Assumption of Office The Board in its discretion may promulgate any election procedures that it sees fit to exercise its power and authority under this Article. All elections of Executive Board members are pursuant to Article III, Sections one (1) and three (3) of the Constitution and By-laws. Executive Board member voting power does not pass until full responsibility has been passed to the newly elected member as outlined in the following:

All newly elected Executive Board members will officially take office following the conclusion of the baseball/softball All-Star tournaments. However, immediately following their election at the annual meeting, they will begin acting as assistants to the incumbent Board members but will not have voting power until assuming full responsibility of their respective positions.

ARTICLE VI – AMENDMENTS

The Constitution and By-Laws may be amended by a two-thirds (2/3) majority, less abstentions, of the membership present at the annual meeting of the Association provided the proposed amendment shall have been submitted in writing to the Executive Board AT LEAST TWO (2) WEEKS PRIOR TO THE MEETING. PUBLIC NOTICE OF THE MEETING SHALL BE DISSEMINATED FOUR (4) WEEKS PRIOR TO THE MEETING. Amendments may also be approved by two-thirds (2/3) vote of the Board provided at least seven (7) members are present and vote during a regular Board meeting. All Board members must receive a copy of the proposal at least two (2) weeks prior to the meeting.

ARTICLE VII – PARLIAMENTARY AUTHORITY

The Association shall be governed by Robert's Rules of Order – Revised in all cases in which they are applicable, and in which they are not inconsistent with the By-Laws of the Association. The President may appoint a Board member as Parliamentarian, or in the absence of an appointment, the Secretary shall serve as Parliamentarian.

ARTICLE VIII – COACHING REQUIREMENTS

All coaches must attend an annual Coaches Clinic prior to the start of the NGBSA season in which they have been selected to coach.

ARTICLE IX – DISSOLUTION CLAUSE

In the event of dissolution of the Association, all monies and property will be donated to the North Gwinnett Athletic Association.