

# CANON MAC YOUTH TRAVEL BASEBALL C.M.Y.T.B.

By-Laws

&

**Standard Operating Procedures** 

Version 1.2

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Part I.	CM Youth Travel Baseball By-Laws	3
	Article I – Date of Rules Induction	3
	Article II – Mission	3
	Article III- Amendments	3
	Article IV – Membership	3,4
	Article V – Government	4
	Section 1: CM Youth Travel Board	4
	Section 2: Election of CMYTB Officers	5
	Section 3: Committees	5
	Section 4: Eligibility and Election of CMYTB Committee Members	5
	Section 5: Power of CM Youth Travel Board President and Members	5,6
	Article VI – Financial Policy	6
	Section 1: Fees	6
	Section 2: Insurance	6
	Section 3: Funds, Fundraising, and Audits	6,7
	Section 4: Compensation	7
Part II.	CM Youth Travel Baseball Standard Operating Procedures	7
	1. Managers	7, 8,9
	2. Players	9
	A. Eligibility	9,10
	B. Player Tryouts	10
	C. Player Selection Process	10
	D. Miscellaneous Statements Regarding Players	11
	E. Player Registration	11
	F. Player Late Registration	11,12
	G. Rejection Letter	12
	3. Team Formation and Management	12
	A. Team Formation	12
	B. Team Size	12
	C. Team Names	13
	D. Team Uniform and Logo	13
	E. House (Rec) Baseball vs. CMYTB	13
	F. Winter Workouts	14
	G. House and Travel Pitching	14
	4. CMYTB Team Schedules	14
	5. CMYTB Field Allocation	14
	6. CMYTB Tournaments	14,15
	7. CMYTB ORGANIZATIONAL STRUCTURE/OWNERSHIP	15
	8. CMYTB Net Earnings	15
	9. CMYTB Code of Conduct	15

# Part I. CM Youth Travel Baseball By-Laws

# Article I – Date of Rules Induction

These By-Laws are inducted and will go into effect upon final approval by the Canon McMillan Youth Baseball Association (CMYBA) Executive Board of Directors for July 1, 2014.

## Article II – Mission

To develop the skills of advanced baseball players, both on the field and off the field, who live within the CMYBA boundaries. To help prepare these baseball players for an advanced level of play/competition and for life by teaching them a wide range of skills throughout the game of baseball. CM Youth Travel Baseball (CMYTB) is a separate organization within CMYBA, overseen by the CMYBA Executive Board of Directors, and operates under these By-Laws and Standard Operating Procedures (SOP). CMYTB does still adhere to the same Purpose as CMYBA as well (See CMYBA by-law Purpose).

#### Article III – Amendments

These By-Laws and SOP may be amended, repealed or altered in whole or in part by a two/thirds vote at any duly organized meeting of the Executive Board of Directors of the CMYBA, provided notice of the change is included in the notice of such meeting.

# Article IV – Membership

- A. CMYTB will support a minimum of one team from the 8U 16U age levels. The 8U through the 16U age groups will be required to participate in the Rec Program, in order to play for the Travel Program. The only exception would be for the Colt program (if there is no league to play Rec).
- B. Player's age is determined by a player's birth date. The player's age on May 1<sup>st</sup> of the current year determines the player's baseball age. For specific age group levels, see Part II 2. Standard Operating Procedures of this document.
- C. No Right to Play CM Youth Travel Baseball.

The CM Youth Travel Baseball Program is designed to be a program to develop those players that demonstrate an advanced ability or potential ability to play baseball, are of strong character, and in academic good standing at their schools. Unlike the CMYBA Rec Program, no player has the right to play CM Youth Travel Baseball. While any player who meets CM Youth Travel Baseball eligibility requirements may try out for a CM Youth Travel Baseball Team, the CM Youth Travel Baseball Program will select, in accordance with the player selection process

set forth herein, a limited number of players for the teams it establishes within each age or grade classification. Players who are not selected for a CM Youth Travel Baseball team are encouraged to register for the CMYBA Rec Program.

D. If the player pool and evaluations reveal there are enough interested and qualified players, consideration will be given to adding a second team at given age groups.

## Article V – Government

#### **Section 1: CM Youth Travel Board**

- A. President. The President of the CM Youth Travel Baseball Program shall run the CM Youth Travel Baseball Board meetings and enforce observances of the By-Laws and any other powers delegated by the CMYBA Executive Board of Directors. The President shall also be responsible for attending all CMYBA Executive Board of Directors meetings as a voting member, and to submit monthly reports and issues of interest to the CMYBA Executive Board of Directors. The President shall name the head of committees and other offices as needed.
- Baseball Board By-Laws and Standard Operating Procedures. The Vice-President shall also, in the absence of the CM Youth Travel Baseball Board President, run the CM Youth Travel Baseball Board meetings and enforce observances of the By-Laws and any other powers delegated by the CMYBA Executive Board of Directors. The Vice-President shall be in charge of maintaining or purchasing of equipment and uniforms, needed for the travel season.
- C. Treasurer. The Treasurer shall maintain all financial records for the CM Youth Travel Baseball Board. The Treasurer will not only keep in order the financial records of the CM Youth Travel Baseball Board, but he shall oversee and receive reports from every individual CM Youth Travel Baseball Team within the Travel Organization. In doing so, the Treasurer shall submit monthly reports to the President of the CM Travel Baseball Board. As for checks and balances, the Treasurer shall submit quarterly reports to a designated CPA for approval.
- **D. Secretary / Travel Coordinator**. The Secretary shall maintain a record of all minutes from the meetings of the CM Youth Travel Baseball Board, including who is in attendance, motions, votes and charged with abiding by Roberts Rules. The Secretary shall also be in charge of scheduling Tournaments, securing field usage and maintaining a schedule with regards to any CM Youth Travel Baseball League play (i.e. Metro or AAU).
- **E.** Training Coordinator. The Training Coordinator shall set up the CM Youth Travel Baseball Try Outs, secure an indoor training facility for winter workouts, establish a training

program for the players during winter workouts and finally conduct the bi-monthly coaches meetings.

#### **Section 2: Election of CMYTB Officers**

For the first two years of operation, beginning in 2014 for 2015, the CMYBA Executive Board of Directors shall appoint all positions of the CMYTB Board. Thereafter the positions of President and Treasurer shall hold elections in the odd years with the positions of Vice-President and Secretary to hold elections in the even years. The position of Training Coordinator shall be appointed by the CMYTB President, due to the unique qualifications that are needed.

The term of office for all CMYTB Board Members shall be two years, with possibilities of reelections.

Each position shall be nominated and elected. There will be no self-nominations and the nominee must be a resident of the Canon McMillan School District. The only exception would be the Training Coordinator, if first there was no one available within our School District.

Nominations will take place at the September meeting, with elections during the October meeting and Officers will take office Nov 1.

#### **Section 3: Committees**

The CM Youth Travel Baseball President and the CMYBA Executive Board of Directors may define committees to help support the CM Youth Travel Baseball Board.

#### Section 4: Eligibility and Election of CM Youth Travel Baseball Board Committee Members

- A. CM Youth Travel Baseball Board Committee Members are to be selected by the CM Youth Travel Baseball Board President and selection takes place on a need only basis.
- B. The term of committee membership shall extend until the next annual election of CM Youth Travel Baseball Board of Directors.

#### Section 5: Power of CM Youth Travel Board President and Members.

- A. All acts of misconduct (players, coaches, parents and /or fans) shall be referred to the CM Youth Travel Baseball Board President within 48 hrs of the action. The CM Youth Travel Baseball Board President will make a recommendation to the CMYBA Executive Board of Directors in writing as to the course of action to those involved in the misconduct.
- B. CM Youth Travel Baseball Board President has the authority to reprimand, suspend, or ban any individual(s) whose conduct is considered detrimental to the best interest of the CM

Youth Travel Baseball. Before said action is to take place, the CM Youth Travel Board President must receive explicit approval from the CMYBA Executive Board of Directors. It shall be noted that due process shall be given to any individual for whom action may be taken against.

C. The decision of the CM Youth Travel Board President, once approved by the CMYBA Executive Board of Directors, will be final.

# Article VI - Financial Policy

#### Section 1: Fees

- A. All selected players are required to pay their allocated share of expenses as it relates to the ongoing management of the team. These expenses include, but are not limited to, uniforms, tournament participation, league fees, winter workout programs, facility rental, umpires, game balls, first aid kits, insurance, etc.
- B. These expenses are above and beyond CMYBA Rec Baseball Registration fees, set by the CMYTB prior to tryouts each season.

#### Section 2: Insurance

Adhering to the CMYBA Rec Baseball policy and procedures, all CMYTB teams shall be covered under the current insurance policy of the CMYBA.

#### Section 3: Funds, Fundraising, and Audits

- A. Each team shall be financially self-sufficient, and may engage in fundraising to offset some or all of these prior mentioned fees.
- B. All fundraising activities must have prior approval from the CMYTB Board and the CMYBA Executive Board of Directors.
- B. All monies collected will remain with each travel team as part of their overall travel budget. Individual team fundraising monies shall go into that specific teams account.
- C. All monies raised via group fundraising efforts shall be deposited in the appropriate CM Youth Travel Baseball operating account and then to be disbursed equally to the teams as required by non-profit organizations. Equally means, as long as proper participation is met for the group fundraising effort. Proper participation guidelines shall be set prior to fundraising event.
- D. Teams shall keep individual player accounts.

- E. Each team is subject to financial audits conducted at the request of the CM Youth Travel Baseball Treasurer.
- F. All Travel fees and monies are to be kept separate from the CMYBA Rec fees and monies.
- G. All monies raised/fundraised under CM Blaze, may be used for the above established guidelines. However, if a team or teams, should leave the organization all monies raised are property of the CMYTB and CMYBA organizations as per the Internal Revenue Code for a 501(c)(3) organization.

#### **Section 4: Compensation**

No manager, coach, player or other volunteer in the CMYTB Program shall receive, directly or indirectly and salary, compensation or emolument from the CMYTB Program (or vendor) for services rendered (or goods purchased) as Travel Board, Travel Manager, Travel Coach, Player or Volunteer. However, nothing in these rules shall prevent a person affiliated with the CMYTB Program in any of these capacities from receiving reimbursement from the CMYTB Program for reasonable expenses incurred in providing services to CMYTB or for professional services rendered.

Services must be fully disclosed in writing (e.g. winter workout program and/or facility rental) and bid each year to ensure the program is reasonably priced and transparent to the CMYBA Executive Board of Directors and those participating in the program.

# Part II. CM Youth Travel Baseball Standard Operating Procedures

# 1. Managers

Any person interested in managing or coaching a travel team shall complete a CMYTB Volunteer Application form or similar form. Forms will be made available from the CMYBA web site or by contacting the CMYTB Travel Coordinator. Applicants will be required to go through and interview process. The CMYTB Board will conduct the interviews.

Final candidates will be subjected to a background check (Act 33 and Act 34 certification – paid for by the applicant). Managers will be selected from the applicants based on the strength of their application and the results of the interview process and background check. Evaluation criteria will include:

- 1. Good Sportsmanship and the ability to teach players the same;
- 2. Prior managerial or coaching experience teaching kids with advanced skills;

- 3. Prior positive managerial or coaching experiences with the group of kids that the manager will likely be managing at this level;
- 4. Feedback given to the CMYTB Travel Coordinator either from manager/coach surveys or from some other informal source about any manager or coach;
- 5. Any previous Baseball disciplinary action taken that may have been taken against the candidate or any positive or negative experiences involving the coach that are documented (note that these experiences may be documented by the interview panel if they are explored during the managerial interview);
- 6. Knowledge of baseball rules and strategies;
- 7. Ability to organize practice sessions;
- 8. Availability to attend most practices and games;
- 9. Interpersonal skills that foster a positive relationship with players, parents, umpires, and opposing teams;
- 10. Playing experience at high school, college, or professional level as it relates to knowledge of the game; and
- 11. The desire to develop coaching skills by attending baseball clinics, camps and seminars.

The CMYTB Board will select a manager based on the previously stated criteria. Every attempt will be made to make the selection for Manager, from the top 9 player rankings, but the final selection will be made at the CMYTB Board's discretion. The CMYTB President will then submit the selected Manager's name to the CMYBA Executive Board of Directors for final approval. A Manager's tenure will be for one season, commencing in September ending on June 30<sup>th</sup> of the following year.

Should a CMYTB Board member wish to manage a CMYTB Team, the CMYTB Board member will be required to proceed through the same Manager Selection process as defined in the aforementioned.

Once Managers are selected, they are responsible for establishing a staff to assist with the management of his/her team, and must communicate the staff selection back to the CMYTB Board for approval. Any changes to the staff after the season begins must be approved by the CMYTB Board. All staff members must submit a Volunteer Application form as a prerequisite to their selection by the CMYTB Manager, and go through the same background check process as

managers before they are approved as staff by the CMYTB Board. The staff must also be in good standing as required by the CMYBA Executive Board of Directors.

All CMYTB Managers and Coaches are required to attend bi-monthly coach's sessions beginning in October and running through February. These coaching sessions will be run by the CM Youth Travel Baseball Training Coordinator. These sessions will include coaching strategies, baseball drills, and most importantly a consistent and uniformed way of instructing the fundamentals and mechanics of baseball for every age group.

## 2. Players

## A. Eligibility

A player is said to be eligible to participate in the CMYTB once the player registers and plays/participates in the CMYBA Spring Rec Season, of that current Travel season. If a player fails to register and play in the upcoming CMYBA Spring Rec Season, he shall be removed from the CMYTB Travel team. A player is not required to register for CMYBA Fall Rec Season. All players from 8U to 16U, who make the CMYTB Team, are required to register and play for the CMYBA Spring Rec Season.

The player must meet the established age guidelines for each tryout season. At the time of CMYTB Tryouts, in July or August, the player's age division will be determined by their birth date as of May 1 of the upcoming season. The player must also reside in the Canon McMillan School District and register for CMYBA Rec, in order to be eligible for CMYTB.

- 1. The player must meet the established CMYBA rec eligibility requirements. This means that the player's parent/guardian must reside in the Canon McMillan School District.
- 2. Any player, who is selected to play for the CMYTB, must agree to play in the upcoming/current spring rec CMYBA season for that current Travel Season. This is a condition that must be honored, in order to participate on the CMYTB travel team.
- 3. All players from 8u to 14u, who make the CMYTB team, are required to register and play according to the CMYBA Rec By-Laws for the upcoming CMYBA Spring Rec Season.
- 4. 15 u and 16 u players, are directed to fall under the CMYBA rules and bylaws.
- 5. No player, once selected to play for CMYTB, shall be permitted to play for any other organization but CMYBA. To be specific this means no other travel, community or independent leagues.
- 6. A violation of any of the above terms, will result in the immediate removal of a player from their respective team, regardless of far they are into the season.

a. If a player is removed for violating any of the terms, there will be no refund of monies.

## **B. Player Tryouts**

Player selection for each team is wholly dependent upon player tryouts, which take place once a year, before the end of August. A "tryout" is an assessment of a player's ability to compete effectively within the Travel Baseball arena, and should the player demonstrate to CMYTB that they have abilities appropriate for travel-level play, they are then a candidate to be invited to join a CMYTB team.

CMYTB will make all efforts to give reasonable advance notice to all CMYBA registrants as to the time and place of tryouts.

To this end, approximately 2-4 weeks prior to opening registration for the CMYBA Fall Rec Baseball Season, a notification will be posted to the CMYBA web site that communicates the availability of tryouts for the upcoming CMYTB season. Such communication will incorporate all age groups across all CMYBA teams, i.e., a single announcement for all tryouts. In addition an electronic communication will be forwarded to all past and current registrants indicating the CMYTB tryouts. All players indicating interest must register for tryouts.

Dates and times of tryouts will be procured and managed by the CMYTB Training Coordinator. Once the tryout dates, times and locations are determined, this information will be communicated on the web site as well as an electronic communication. It is incumbent upon each CMYTB Manager and player participant to attend the tryouts for the appropriate age level to be considered, so that a fair evaluation takes place.

## **C. Player Selection Process**

While it is within the CMYTB Boards discretion to select the players that will participate on a managers team, an Evaluation Panel will be appointed to attend the tryouts, evaluate players, and ensure each participant is given a fair opportunity during the tryout. This panel will provide input to the managers. Additionally, the manager and the panel will provide input to the CMYTB Board for determining how many teams will be created for any particular level.

A player ranking will be given to all players, based on the evaluation process. For each team, the top nine will be ranked in order. The CMYTB will then begin the Manager's selection process. Once a Manager is selected, he shall have the opportunity to choose the final 2-3

roster spots for the team. The Manager will be able to choose the final roster spots by going no further than 5 player rankings beyond his intended total roster number (ex: if rostering 11 he can go to #16, if rostering 12 he can go to #17, if rostering 13 he can go to #18).

If a player is needed to fill a roster spot for regular season play or a tournament during the active season, it must be from a candidate who participated in tryouts and approved by the CMYTB Board.

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If there are not enough players to form a team at any age year, the players who try out for the unfilled team shall be eligible to play at the next age level team. The players from the unfilled team shall be placed in the pool of players eligible for the next age level team and then the players will be ranked in order. The team selection will then proceed as set forth in Section 2. No player will be eligible to play at a higher age level if there are enough players to field a team at the player's age level.

## D. Miscellaneous Statements Regarding Players

No monies will be collected until team selections are complete.

No player selected to play for CMYTB shall be permitted to play in another travel organization.

## E. Player Registration

Following a player's selection, they will be required to register in the travel baseball program. Player registration will be available on the CMYBA web site. These fees are required as noted below and do not include any additional team related expenses.

- Players registered for play for the Travel Baseball Season will be required to pay a travel registration fee. The registration fee will be determined by the CMYTB for each age level. The registration fee is in addition to any CMYBA Rec Baseball registration fee, which will need to be paid for any player registered in both the Travel and Rec organization.
- In addition to the travel registration fee, there will be mandatory fundraising to offset the costs. There will be established "buy outs" to those who do not wish to participate in the fundraising.
- All travel registration fees must be paid in full by Jan 1. An initial non-refundable deposit shall be paid within a two weeks of acceptance to the team. This shall be deducted from the total cost of the registration.
- Once teams begin winter workouts, all fees are non-refundable. Prior to winter workouts beginning, if a player is unable to continue for any reason monies will

be refunded with deductions taken for any uniforms, equipment and/or training that is completed or has already been purchased.

## F. Player Late Registration

Late registrants will be accepted at the Manager's discretion on an individual basis in direct consultation with the CMYTB Board. If a late registration is accepted the player must go through the special tryout process as determined by the Manager and the CMYTB Board. Managers may select additional players after the team has been selected due to injury or bench strength for tournaments, however it must first be offered to a travel player from the same age group level team (if any), second to a travel candidate who participated in tryouts (and approved by the CMYTB Board) that was not selected for a travel team, and third to a travel player from a lower age group level (and approved by the CMYTB Board). If no players could be selected from these options, then the Manager shall consult with the CMYT Board on how to proceed. A player already named to the roster shall not be removed. Any late registrant will pay the applicable CMYTB late fee.

## **G.** Rejection Letter

Upon formation of the Travel teams, a letter shall be sent out to all those players who did not make the team. An attempt will be made to send out the letter in a timely manner (1 week after acceptance letters are received).

## 3. Team Formation and Management

#### A. Team Formation

CMYTB will support a minimum of one team per age group level provided there is interest by players meeting minimum skill requirements at the 8U – 16U divisions. The number of teams actually supported for any given season for a particular age group will be dependent upon the number of qualified players trying out, the number of coaches that volunteer and the availability of fields offered by CMYBA. Every effort will be made to sponsor at least one team per age group. The ultimate number of teams supported each season will be determined by the CMYTB Board, a Travel Evaluation Panel, and CMYBA Executive Board of Directors following player tryouts.

If it is determined that there are sufficient players to warrant it as well as coaches, volunteers and baseball related resources, consideration will be given to fielding an additional team for respective age group levels.

Teams are formed and active for a single season. The season is considered to start in September and end June 30<sup>TH</sup>. A team looking to play an additional tournament after the June

30<sup>TH</sup> date may petition the Travel Board, on a case by case basis, for authorization to play. The 12yr old team will be an exception to this rule (due to the Cooperstown dates).

#### B. Team Size

It is the CMYTB Manager's discretion as to the number of players chosen for the CMYTB Manager's roster. It is preferred that a roster of at least 12 players is maintained, but not required.

#### C. Team Names

Team names shall be called the Canon Mac Blue, the Canon Mac Gold, or the Canon Mac White. All teams shall register with organizations, tournaments, and leagues as Canon Mac Blue, Gold or White. Canon Mac must appear on all uniforms, either on hats and/or jerseys.

Team names shall be called Canon Mac Blaze. If there should be more than one team registered in a particular age group, then Canon Mac Blaze Blue and Canon Mac Blaze Gold shall be used All teams shall register with organizations, tournaments and leagues as Canon Mac Blaze.

## D. Team uniforms and Logo

- 1. Uniform: Being that Blaze is CMYBA's travel organization, Canon Mac shall be on the uniforms. This can mean the words Canon Mac are used or the CM logo appears somewhere on the hats or shirts.
- 2. Logo: The Blaze logo has been established and will remain the main logo of the CMYTB organization. However, each season in order to change it up a little, alternative color schemes may be proposed to the CMYBA Executive Board of Directors for approval. In doing so, the original logo and its colors shall be kept.

#### E. House (Rec) Baseball vs. CMYTB

House Baseball refers to the CMYBA Rec Baseball Spring Seasons as managed by CMYBA Baseball. The House Baseball season is said to begin with the first official regular season practice played by teams from House Baseball, and ends with the last House Baseball playoff game. For field scheduling purposes, House Baseball has priority over CMYTB during the House Baseball Season. This includes House Baseball regular season games, playoff games, and championship games.

The only exception may be a preseason tournament game however; the manager shall inform the CMYBA House Managers who have players participating.

Every effort will be made to ensure that CMYTB Games will not interfere with House Baseball. This means that if any additional travel leagues are entered by a CMYTB team, the hope would be that they are on a weekend basis.

With respect to any weekend (Fri-Sat-Sun) rescheduled House Baseball games, the hierarchy of games should be as follows; Travel Game, Rec Game, Travel Practice and then Rec Practice.

#### F. Winter Workouts

To prepare for the Spring Travel Season, teams and players will participate in the winter workout programs offered through CMYTB. Winter workouts may begin as early as December. Details of the winter workout program will be available at the time of player selection. Costs of these workouts are to be covered by the Registration fees and fundraising

## G. House and Travel Pitching

If a CMYTB Manager should request that the CMYBA House Baseball Manager not pitch a particular player, the player may not pitch unless approved by the CMYTB Board. Exception: At 13U through 16U, travel pitchers will be identified by the travel managers (4 pitchers per travel team per week) and not be able to pitch more than (1) inning during the week where a doubleheader is scheduled for Sunday.

#### 4. CMYTB Team Schedules

It is within the CMYTB's Manager's sole discretion as to the team's practice, game, and tournament schedule so long as it is alignment with the following:

During CMYBA Baseball Spring and Fall House seasons, weekends will be allocated for CMYTB team games. CMYTB activity will cease during House Baseball Spring post-season playoffs. Managers shall not schedule anything that would conflict with the Rec Playoffs.

Any additional exceptions to scheduling must be presented to the CMYTB Board for approval. The CMYTB Board reserves the right to audit any team's schedule and require any changes that the CMYTB Board believes is not in the best interests of CMYBA Baseball and/or the welfare of the travel players.

## 5. CMYTB Field Allocation

The CMYTB Travel Coordinator will coordinate with the various CMYTB Managers to publish field usage requests for fields allocated to and maintained by CMYBA Baseball. Should two

teams make similar field requests, the CMYTB Board will make every effort to secure fields in a fair and equitable fashion. The CMYTB Travel Coordinator will endeavor to meet all needs and requests of all CMYTB teams and any disputes will be adjudicated by the CMYTB Board.

### 6. CMYTB Tournaments

The CMYTB Board will allow team Managers to set and plan tournaments at their discretion. In doing so, all Managers must submit their tournament schedule to the CMYTB Travel Coordinator. The CMYTB Board would recommend at least three travel tournaments. The exception is that the CMYTB Board may require that every team at every age level participate in at least one out of state tournament as an Organization. The teams will make every attempt to stay together. This will be to promote our Organization. In addition every team should attempt at least one home tournament as well. This will be set through the CMYTB Travel Coordinator.

# 7. CMYTB ORGANIZATIONAL STRUCTURE/OWNERSHIP

By definition CMYTB is a separate sub-organization within CMYBA. If for any reason a team or teams should decide to try and leave the organization, they will have no right to use the CMYTB, Blaze, CMYBA or CM name. In addition CMYBA the parent organization of CMYTB, is the rightful owner of all CMYTB related property and or assets. This refers to, but not limited to, any and all bank accounts, "tournament entry tickets" and equipment. "Cooperstown Ticket": The Cooperstown ticket(s), which is supplied by CMYTB each season in the organizations name, is also ultimately the sole property of CMYBA. No team or teams may have the right to possess the Cooperstown Ticket outside of the organization.

## 8. CMYTB – Net Earnings

No part of the net earnings of the corporation (CMYTB) shall inure to the benefit of, or be distributable to, its directors, officers, members, or other private persons, except that CMYTB shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of exempt purposes.

## 9. CMYTB CODE OF CONDUCT

The CMYTB shall follow the code of conduct set forth in the CMYBA By-laws (Article XXI).