

Kempsville PONY Baseball, Inc.

By-Laws

Amended February 2008

SECTION I - DUTIES OF THE ELECTED AND APPOINTED PERSONNEL

A. Officers elected by the league membership.

1. President:

- a. Organize and coordinate league activities.
- b. Assure that league operations adhere to established rules.
- c. Schedule and chair all Executive Board meetings.
- d. Schedule and chair all General League meetings.
- e. Serve as a member of the Protest Committee.
- f. For planned absences, appoint a vice president to assume the duties of the President.
- g. Establish committees and appoint committee chairpersons to carry out necessary tasks.

2. Palomino Vice-president:

- a. If no other Vice-president has been appointed, assume the duties of President in his absence.
- b. As director of the Palomino league, perform all functions necessary to assure successful operation of the Palomino league including:

- 1) Coordinate with managers to assist the Player Agent in developing local playing rules.
- 2) Assign team managers and coaches. The Executive Board must approve these assignments.
- 3) Serve as a member of the Protest Committee.
- 4) Assist the Player Agent in developing a playing schedule and in scheduling make-up games.
- 5) Comply with the duties outlined in the Manager's Agreement of responsibilities.
- 6) Coordinate the Palomino Tournament at the end of the season if KPB is host for such tournament. If the Vice-president cannot be present during the tournament due to prior commitment, he or she must ensure that a replacement is obtained and approved by the President, to coordinate the tournament.
- 7) Assist the equipment manager to insure the prompt return of all uniforms and equipment at the end of each season and/or tournament.
- 8) Conduct Palomino tryouts.

3. Colt Vice-president:

- a. If no other vice-president has been appointed, assume the duties of President in his absence and the absence of the Palomino Vice-president.
- b. As director of the Colt league, perform all functions necessary to assure successful operation of the Colt league including:

- 1) Coordinate with managers to assist the Player Agent in developing local playing rules.
- 2) Assign team managers and coaches. The Executive Board must approve these assignments.
- 3) Serve as a member of the Protest Committee.
- 4) Assist the Player Agent in developing a playing schedule and in scheduling make-up games.
- 5) Comply with the duties outlined in the Manager's Agreement of Responsibilities.
- 6) Coordinate the Colt Tournament at the end of the season if KPB is host for such tournament. If the Vice-President cannot be present during the tournament due to prior commitment, he or she must ensure that a replacement is obtained and approved by the President, to coordinate the tournament.
- 7) Assist the equipment manager to insure the prompt return of all uniforms and equipment at the end of each season and/or tournament.
- 8) Conduct Colt tryouts.
- 9) Schedule and chair a meeting to select a Colt tournament (all star) team.
See Section VIII.
- 10) Coordinate with the Player Agent in administering the player pool.

11) Provide weekly updates of league team standings through Saturday's games to the League Webmaster and Player Agent no later than each Monday.

- c. As director of the Fall Baseball 18 and under league, perform all functions necessary to assure successful operation of the fall baseball program.

4. Pony Vice-President

- a. Perform the functions listed in subparagraph A.3.b. for the Pony league.
- b. As director of the Fall Baseball 14 and under league, perform all functions necessary to assure successful operation of the fall baseball program.

5. Bronco Vice-President:

- a. Perform the functions listed in subparagraph A.3.b for the Bronco league.
- b. As director of the Fall Baseball 11 and under league, perform all functions necessary to assure successful operation of the fall baseball program.

6. Mustang Vice-President:

- c. Perform the functions listed in subparagraph A.3.b for the Mustang league.
- d. As director of the Fall Baseball 9 and under league, perform all functions necessary to assure successful operation of the fall baseball program.

7. Pinto Vice-President:

- a. Perform the functions listed in subparagraph A.3.b for the Pinto league.
- b. As director of the Fall Baseball 7 and under league, perform all functions necessary to assure successful operation of the fall baseball league.
- c. Select, train, schedule and oversee Pinto umpires.

8. Shetland Vice-president:

- a. Perform the functions listed in subparagraph A.3.b for the Shetland league.
- b. As director of the fall tee-ball league, perform all functions necessary to assure successful operation of the fall season.
- c. Coordinate volunteer umpires for Shetland games.

9. Secretary:

- a. Maintain all league records.
- b. Record the proceedings at all official league meetings.
- c. Assume responsibility for all official league correspondence.
- d. Serve as a standby member of the Protest Committee. See Section VII.
- e. Act as coordinator between the Executive Board and area newspapers, league newsletters, or league web site and assist as necessary.
- f. Keep records of attendance for all general membership and Executive Board meetings.

10. Treasurer:

- a. Assume custody of all league funds.
- b. Assume responsibility for control of monetary expenditures to conform to league policies.
- c. Develop the annual operating budget.
- d. Prepare and submit in a timely manner all required reports and documents such as the league's monthly income/expense report and annual tax return.
- e. Serve as a member of the Ways and Means Committee.
- f. Serve as standby member of the Protest Committee. See Section VII.

11. Player Agent:

- a. Supervise all aspects of registration.
- b. Coordinate try-outs with league vice-presidents.

- c. Conduct player drafts.
- d. Provide each league Vice-president with a list of players in that league's player pool and update this list as necessary.
- e. Be responsible for developing and publishing local playing rules assisted by league Vice-Presidents and managers.
- f. Serve as a member of the Protest Committee.
- g. Assign practice fields and schedule regular season games and make-up games.
- h. Coordinate with league Vice-presidents to administer the process for nominating and selecting players for All Star teams.

B. Personnel positions appointed by the President and approved by a majority vote of the Executive Board. Appointed position terms shall run concurrently with elected officer terms, except that committee chairpersons and committee members serve for the period needed to complete the committee's work.

1. Equipment Manager:

- a. Be responsible for procurement, upkeep, and custody of all uniforms and playing equipment.
- b. Assist treasurer in developing a budget.
- c. Obligate funds for equipment procurement in accordance with league policy.
- d. Develop long-range procurement plans.

2. Buildings and Grounds Manager:

- a. Be responsible for the maintenance of buildings and playing fields and for maintenance of grounds equipment.
- b. Develop and update long range plans.

3. Concessions manager:

- a. Manage the concession stand(s).
- b. Organize and instruct league parents in the manning and operation of the concession stand and assist in other special projects.
- c. Develop long range procurement plans. Maintain a concession stand checking account and transfer funds to the Treasurer at the request of the Treasurer or league President. (Note: the Treasurer will provide additional funds if needed for league start up).
- d. Provide to the Treasurer on a bi-weekly basis, an accounting of all receipts and expenditures, and turn in funds as directed by the Treasurer or President.

4. Ways and Means Director:

- a. Coordinate efforts to raise operating funds to support the budget.
- b. Coordinate sponsor advertising including the sale of sponsor signs and/or program ads.

5. Promotions Director:

- a. Develop fund raising promotions for the benefit of the league.
- b. Organize managers, coaches and players to conduct the fund raising promotions.
- c. Provide to the Treasurer a breakdown of expenses and receipts, along with the monies received from the fund raiser.

6. Player and Coach Development Coordinator:

- a. Coordinate skills clinics for players and coaches.
- b. Provide introductory training clinics for new coaches or for coaches referred for this training by league Vice-presidents.

7. League Webmaster:

- a. Maintain the KPB website.
- b. Post league standings weekly.
- c. Coordinate on-line registration with the Player Agent and Treasurer.

8. Committee Chairpersons:

- a. The composition and responsibilities of standing committees such as the Discipline Committee, the Protest Committee, and the All Star Committee are outlined in Sections V., VII, and VIII, respectively.
- b. The Nominating Committee Chairperson shall be designated in August of each year and will present a slate of nominees at the September general meeting. Nominations taken from the floor at the September general meeting are the last opportunity to add candidates for elected positions before the vote at the October general meeting.

9. The President may create new appointed positions on a temporary basis. If the created positions are to become permanent, the by-laws should be amended.

SECTION II - FISCAL POLICIES

A. General. KPB shall develop a budget which will generally govern the expenditures of funds. KPB shall maintain bank accounts with withdrawal authorization limited to the President, Treasurer and/or Secretary. Checks written for \$500.00 and under require only one signature; checks over \$500.00 require the authorization of the President and Treasurer. Special checking accounts for purposes such as concession stand may be established with approval of the Executive Board. Check authorization and amount rules will be established as needed for operation requirements.

1. An item budgeted in the approved budget constitutes authority to obligate funds to purchase that item. However, the person responsible for purchasing the item must ascertain from the Treasurer that funds will be available before proceeding with the purchase.

2. Only the Equipment Manager or an alternate designated by the President is authorized to purchase baseball equipment. Only the Equipment manager shall be authorized to use charge accounts to purchase baseball equipment.

3. Budgeted items, other than baseball equipment or uniforms, may be purchased by any member of KPB upon approval of the President.

4. The Treasurer, President and/or Secretary must sign all checks for the purchase of any item. In the event that the Treasurer is unavailable and a check must be written, the President shall sign the check. If the Treasurer and President are unavailable, the Secretary shall sign the check.

5. The President may authorize purchase of items not budgeted up to a total cost of \$500.00. Expenditures over \$500.00 for items not budgeted must be approved by the Executive Board.

6. The Buildings and Grounds Manager is authorized to expend up to \$100.00 for emergency repairs.

7. The business manager of any All Star or traveling team shall provide a written list of all expenses incurred, to include receipts for expenditures over \$15.00, to the Treasurer following the completion of travel for which funds were advanced or authorized. Any advanced funds not expended shall be returned to the Treasurer for deposit in the league's bank account.

8. All bank statements shall be sent to the KPB Post Office box. Only the President and Secretary shall have a key to the Post Office box and the President shall review all bank statements prior to turning them over to the Treasurer.

SECTION III - SELECTION OF MANAGERS AND COACHES

A. Each league Vice-president is responsible for recommending their league team managers and shall submit a list of manager recommendations to the Executive Board for approval by a date set by the president. Once approved, the managers shall serve until the following year manager selections are made.

B. It is league policy that the previous year's manager, provided he performed satisfactorily, be offered first refusal on managing the same team. If the previous manager declines the team, the principal coach shall be given first consideration for the manager's position.

C. All league adult members, including officers, may be selected as managers and coaches of regular season and all star teams. Vice-Presidents shall not manage or coach a team in their respective league.

D. Each manager shall select a principal coach and other coaches to assist with the team. Coaches are not normally subject to formal approval, but the executive board reserves the right to disapprove a manager's selection of a coach. Coaches may not be selected until the completion of the player draft. Coaches' terms run concurrently with the manager's.

E. Managers will record with their league Vice-president the names of all coaches selected. This shall be done prior to the opening game of the season, and shall be updated if any changes occur.

F. Managers will be required to sign an agreement of understanding of:

1. The KPB Constitution and By-Laws
2. PONY and KPB Rules and Regulations
3. KPB Playing/Ground/Field Preparation Rules
4. KPB Policies
5. The responsibilities and duties of the managers, coaches and KPB staff.

SECTION IV - PLAYER SELECTION

A. General. Player selection shall conform to the general policy of maintaining a balanced league with player talent and ability spread as evenly as possible among all teams. The Player Agent is charged with the responsibility of conducting player selection. The manner of conducting the draft will be at the discretion of the Player Agent and President but he should provide player tryouts whereby team managers can observe the potential ability of all league players eligible for the draft.

B. Manner of tryouts. All players registered prior to tryouts will be eligible to participate in the scheduled tryouts. During the draft, managers will select players to complete their team up to the allowed maximum number of players. Teams will be restricted to a maximum number of players in the upper age bracket of each division based on the total number in that age bracket. Teams in all divisions except Palomino shall be limited to a minimum of 12 players and a maximum of 15 players.

C. Returning players. Players who were on a KPB team the previous year and are still eligible for that team shall be exempt from the draft and shall be assigned to their previous team.

D. Changing Teams. Players who are drafted or assigned to a team must remain on that team as long as they are eligible to play in the particular league unless specifically authorized by the President of Kempsville PONY Baseball.

E. Pre-assigned Players. The only pre-assigned player will be the son/daughter of the team manager or the sibling(s) of a team's returning player.

1. The pre-assigned player will be assigned to the team as the team's third draft selection.
2. If more than one player qualifies as a pre-assigned player, each will be assigned three draft selections after the preceding (i.e. 3rd, 6th, 9th) or as the last selection if less than three selections remain.

F. If a new manager has a son/daughter who is a returning player to a team in the same division, the player will be allowed to change to the parent's team. The team losing the player will be compensated by receiving from the other team the same draft selection in the current draft as the one in which the player was chosen in the previous year's draft. If the player was a blind draft pick or an undrafted player (assigned from the player pool) the compensation will be considered a third draft selection.

G. When a manager drafts one brother/sister of two or more brothers/sisters in the same age bracket, the second shall be assigned to that same team, if so desired by the parents or players, as the third consecutive pick by that manager. If less than three rounds remain in the draft at the time the first sibling is picked, then the second shall be assigned in the last round.

H. Player Pool: All players who are released from a team under Section IV. D. and/or players who did not originally sign up and tryout for various reasons but desire to play in KPB shall be placed in a common player pool by league. This player pool shall be administered by the Player Agent in coordination with the league vice presidents. Teams that lose players shall draw the next available player from this pool based on order of signups. The President must approve any deviation from first-in, first-out.

SECTION V - DISCIPLINARY ACTIONS

A. General. Managers and coaches shall exhibit proper conduct and set good examples at all times, as well as maintain player discipline during any evolution connected with KPB. This includes practice sessions as well as games. Breaches of player discipline concerning the rules listed in Section V, paragraph B. below shall be referred to the Discipline Committee. The Discipline Committee shall be comprised of the same members as the Protest Committee and shall function in the same manner. Each manager is charged to report observed disciplinary problems to the Discipline Committee. The Discipline Committee is charged to refer minor infractions to the player's manager for action and take severe measures only when absolutely necessary to preserve good order and discipline. All league members are charged to report any observed inappropriate conduct by any league member to the President and/or league Vice-president.

1. The Executive Board shall have the authority to suspend, discharge or otherwise discipline any member, manager, coach, league official, umpire or other person whose conduct is considered detrimental to the best interest of the league.

2. Managers may take any reasonable action to maintain good order including suspending a player for not more than one game or requesting expulsion from the team. The Discipline Committee will review requests for expulsion.

3. The league Vice-president or league President may temporarily suspend a player, manager, or coach whose conduct is not within accepted standards, until the disciplinary committee can meet. The disciplinary committee must meet within 48 hours of the suspension.

4. The ejection of a manager, coach, or player is considered a serious situation. Any manager, coach, or player ejected from a game for any reason is automatically suspended for the next game. The ejected manager or coach must immediately leave the playing field out of sight and sound of the field area to prevent any vocal or visual communication with the team and coaches. The team manager must notify the league Vice- president, the league President, or the Player Agent within twenty-four hours of his, his coach's, or his player's ejection. Failure to do so will result in an additional automatic one-game suspension for the manager. If the manager was not at the game in which the ejection(s) occurred, it is the responsibility of whichever coach was in charge to notify the appropriate league official.

5. If a manager or coach or player is ejected from a second game in the same season there will be an automatic suspension of the offending individual for the next two games. Further ejection may lead to more severe disciplinary action.

6. The Discipline Committee may take any action deemed necessary to maintain good order. In cases resulting in expulsion from the league, the player shall be given the opportunity to appear before the Executive Board to appeal such action. The player's parents or guardians should also be present.

B. Rules of Conduct:

1. Players shall not throw or kick bats, helmets, or other equipment, taunt or tease opposing players, ridicule or criticize umpires. Managers are expected to enforce this rule but repeated offenders shall be subject to action by the Discipline Committee.

2. Obvious breaches of discipline which may not result in ejection from a game, such as fighting, cursing, or displaying poor sportsmanship shall be reported to the Discipline Committee.
3. Managers are expected to conduct themselves in a manner befitting their positions as leaders of young athletes. Actions by any manager that do not measure up to these standards shall be subject to action by the Discipline Committee.

SECTION VI - PLAYING RULES

- A. General. Local play shall be in accordance with the Official Baseball Rules as amended by the Rules and Regulations for PONY Baseball.
- B. Local Rules. Due to the limited facilities available to KPB, special rules or exceptions to the official rules may be necessary. These rules shall be called "Local Playing Rules for KPB" and shall be formulated and promulgated as follows:
 1. Each league Vice-president should solicit suggestions for local rule changes from their managers. The Player Agent and appropriate league Vice-president shall be responsible for drafting any new local rule changes. After the local rules have been drafted, they shall be presented to the President for approval. If any rule change is rejected by the President, the Vice-President of the appropriate league can present the rejected rule change to the Executive Board, which, with a two-thirds acceptance, can overrule the President
 2. Promulgation of local rules. The Player Agent shall deliver a copy of the approved local rules to all league Vice-presidents, managers, the Commissioner of Umpires, and post a copy at the appropriate baseball fields.
 3. Amendments. Local rules may be amended using the same procedures as were used to originally adopt the rules. Should the Player Agent or President have cause to believe that a rule change is required, he may at any time assemble the Vice-presidents and managers for the purpose of amendment.

SECTION VII - PROTEST COMMITTEE

- A. The Protest Committee shall meet to rule on all protests. Only misinterpretations, violations and infractions of local playing rules, by-laws, PONY Baseball Rules and Official Baseball Rules may be protested. Judgment calls by umpires may not be protested. Notification of intent to protest should be made at the time of the incident but not later than the end of the game. A formal written protest must be submitted to the appropriate league Vice-president, Player Agent, or the President within forty-eight hours of the end of the game. When formal protest is received, the Protest Committee must meet within five days. The decision of the Protest Committee is final.
- B. Composition of the Protest Committee will be:
 1. President
 2. Player Agent
 3. League Vice-president
- C. Should a member of the Protest Committee disqualify himself or be unable to fulfill his duties on the committee, the following alternates will be used in the order listed:
 1. Vice president of another league
 2. League Secretary
 3. League Treasurer
 4. Team manager appointed by the ranking member of the Protest Committee.

SECTION VIII - SELECTION OF TOURNAMENT (ALL STAR) TEAMS

A. The All Star Committee shall be comprised of the President, league Vice-president, and Player Agent. The purpose of this committee is to oversee the selection of All Star Teams and coaching staffs.

B. Method of Selecting All Star Teams.

1. The All Star teams will consist of thirteen to fifteen players. Prior to the selection meeting, the manager of each of the league's teams will submit to the All Star Committee, a list of not more than five players from his team who are deserving of being on the league's all star team and who meet PONY tournament eligibility requirements. Every effort should be made to nominate only players who will commit to being available for the entire All Star season. Based on the number of players nominated and the overall coach and player talent within the league, the All Star Committee will decide whether a second all star team should be formed.

2. The All Star Committee will prepare a ballot of all players nominated. Each team will be allowed one vote, cast by each team's manager or his representative for 15 players. The 10 players receiving the most votes will automatically be placed on the All Star team. The All Star team manager will then be selected as described in Section VIII. B. 8. Within two days, the All Star team manager (with input from the coach and business manager) will select two players from the remaining list of All Star nominees and any additional players from either the remaining list of All Star nominees or from the entire league roster of eligible players.

3. If a second All Star team will be formed in a league, the process used in Section VIII. B. 2. will be extended to vote on more than 15 players. The number of additional players voted on will be decided by the All Star Committee based on the total number of players nominated. The second team will initially consist of the 8 players with the most votes who were not selected for the primary All Star team. Two days after the All Star vote has occurred (by which time the full primary All Star team must have been selected), the All Star committee will select the second team's manager. The second team's manager (with input from the coach and business manager) will select 3 players from the remaining list of All Star nominees. Any additional players may be selected from either the remaining list of All Star nominees or from the entire league roster of eligible players.

4. The rosters of all all-star teams must be approved by the respective All Star Committee prior to announcement. Once selected, the manager and his staff may not cut or release any player without the approval of the All Star Committee.

5. Three additional players may be selected by each All Star team manager starting with the remaining list of All Star nominees. These players must be notified they are alternate players and not actual all star team players. They may practice with their All Star team. Alternates may not be elevated to actual roster status unless one or more of the original All Star players are removed from the roster; they meet PONY replacement of tournament player rules, and are approved by the All Star Committee.

6. Each player and the player's parent or guardian will be required to sign an All Star team contract committing to availability for the entire All Star season and agreeing not to play in any tournament for any other team until his/her All Star team has played its last game. If this contract is violated, the All Star Committee may take appropriate disciplinary action such as removing the player from the All Star team and declaring him/her ineligible for All Star play the following year.

7. All players will be required to pay an All Star team registration fee to help defray the additional costs incurred. This fee will be established by the Executive Board and must be paid prior to the first tournament game.

8. The All Star team coaching staff will consist of a manager, coach, and business manager. The Pinto All Star team may add a dugout coach. The manager will be selected following selection of the All Star team(s) as described in Sections VIII. B. 2. and 3. With the approval of the All Star Committee, the manager receiving the most votes will be the primary All Star team manager. Should the All Star committee disapprove the vote's results, the manager with the second-most votes will be appointed. The All Star team manager will then select the coach and business manager from the remaining managers and principal coaches. Every effort should be made to choose All Star coaches and business managers from regular season managers and principal coaches. The All Star Committee may authorize a departure from this standard if the need arises due to a limited availability of managers or principal coaches.

9. Each manager, coach, and business manager will be required to sign an All Star contract committing to availability for the entire All Star season and including a personal conduct statement. Without the prior approval of the All Star committee, any violations of this contract may be grounds for discipline action by the All Star Committee and the league.

SECTION IX – SCHEDULING

The President and Player Agent shall develop a playing schedule for all leagues. The Player Agent shall be responsible for rescheduling games not played due to rain or other circumstances.

Make-up games should be rescheduled during the regular season if possible. However, care should be taken not to place undue burden on either rescheduled team since pitcher eligibility and player availability may be a factor.

SECTION X – AWARDS

All awards to players or teams shall be approved by the Executive Board.

1. The President may appoint an Awards Committee as needed.
2. Funds for awards shall be noted in the approved budget.
3. All managers shall be advised of the available awards prior to the start of the season.
4. No additional awards shall be made without the approval of the Executive Board.

SECTION XI - REGISTRATION FEES

Each player shall be required to pay the established registration fee prior to the start of the new season, unless specifically authorized by the President of Kempsville PONY Baseball. The Executive Board following the election of officers at the annual meeting shall set the amount of the registration fee.

SECTION XII - LEAGUE PROMOTIONS

All players in all leagues except Colt and Palomino are expected to take part in league promotions such as candy sales or raffles. All managers in these leagues are required to support these promotions and assist the Promotions Director in every way possible. Players in the Colt and Palomino leagues will be assessed an additional registration fee and therefore will not be required to participate in league promotions.

SECTION XIII – AMENDMENTS

These by-laws may be amended in the same manner as the Constitution. These procedures appear in Article X of the Constitution.