

**BYLAWS:
Gravette Summer
Baseball/Softball
League**

January 11

2010

Official Bylaws governing the operation of the Gravette
Summer Baseball/Softball League.

Gravette Summer Baseball/Softball League Bylaws

Adopted January 11, 2010

These by-laws shall govern the operation of the Gravette Summer Baseball/Softball League and shall direct the actions of the board of directors. Any matter concerning the Gravette Summer Baseball/Softball League that is not expressly covered in these by-laws will be decided by vote of the board of directors.

Purpose

The Gravette Summer Baseball/Softball League is a not for profit organization whose purpose is to promote baseball and softball as a fun summer activity for the boys and girls of the Gravette community and provide an atmosphere where participants will be allowed to participate at every talent level. The operation of the league should be conducted in such a way that all boys and girls that wish to participate are allowed to do so without regard to race, color, religion, creed, social status, or ability to pay. It shall be the responsibility of the duly elected board of directors that the league be operated in such a way as to provide for the best possible experience for each child in the program and with a fiduciary responsibility to control expenses and insure that money collected by the league is used for the best return on investment possible for the safety and enjoyment of the players.

Article I Rules and Regulations

Section I The Gravette Summer Baseball/Softball League shall operate first and foremost under the rules, regulations, and provisions of the appropriate governing body for baseball or for softball. All rules and regulations duly established by the respective State and Provincial organizations are also to be considered binding on this league.

Section II The Gravette Summer Baseball/Softball League shall operate according to the laws of the State of Arkansas as they relate to not for profit organizations.

Article II Membership

Section I A registered member in good standing in the Gravette Summer Baseball/Softball League shall include any person within the boundaries of the league and that upholds and supports the rules and regulations of the Gravette Summer Baseball/Softball League.

Section II All members must complete a registration application to become a member in good standing in the Gravette Summer Baseball/Softball League.

Article III Meetings

Section I There shall be an annual meeting of the Gravette Summer Baseball/Softball League held each year in the month of October. This meeting shall be advertised to the community at least 30 days prior to the meeting date. The annual meeting will be for the express purpose of electing board members to fill vacant positions, and review of the financial records of the organization for the year. Any member in good standing in the league may nominate a candidate for the board of directors and may cast a vote in the elections. The election of board of director's members and the acceptance of the Treasurer's report for the year end shall be the only business conducted at the annual meeting.

Section II The board of directors of the Gravette Summer Baseball/Softball League shall meet at least once a month at a regularly scheduled meeting date, time, and location. These meetings shall be for the conducting of the regular business of the league. An official record of all meetings shall be kept for future reference.

Section III The President, the Vice President, or the Secretary can call additional meetings as are deemed necessary to conduct the business of the league. Such meetings will be necessary during registrations, tryouts, and during the season, but may be called at any time for any reason deemed necessary.

Section IV All meetings of the Gravette Summer Baseball/Softball League are open to any member in good standing to attend. Non board members may address the meeting only when called on by the presiding officer and they may not vote on any business matter of any meeting except the annual meeting.

Section V A roll shall be kept as part of the official meeting minutes. In order for a meeting to be duly constituted, a quorum of members must be present. A quorum shall consist of one member more than one half of the number of active members of the board. If a quorum is not deemed to be present at a meeting then no official business can be conducted.

Section VI The meetings of the Gravette Summer Baseball/Softball League shall be conducted in an organized and democratic manner. In all matters not covered by the constitution and the by-laws of the league, "Robert's Rules of Order" shall be the parliamentary authority by which the business shall be transacted.

Article IV Voting and Nominating

Section I At the annual meeting any member in good standing may nominate the person of his/her choosing for any position open on the board. All nominations must have a second to be valid and given further consideration. If a nomination fails to

receive a second from another member in good standing, the nomination will fail for lack of support.

Section II At the annual meeting any member in good standing may vote, but only in person. No proxy votes will be allowed. Each person is allowed only one vote per ballot question.

Section III The type of vote will be subject to the discretion of the presiding officer. For a question to pass it must receive a majority of the ballots cast. Votes may be voice vote, show of hands, or paper ballot as is deemed to be the best by the presiding officer unless the vote is for the amendment of existing by-laws, which will require a roll call vote with a 2/3 favorable vote in order to pass. If the vote has been a voice vote and there is a question as to the majority, any member can call for a division of the house. If a division of the house is called, then a roll call vote will be taken to get an actual count.

Section IV Current and active board members shall be the only persons allowed to cast votes on any matter brought to a vote after the annual meeting.

Section V The board of directors may vote on any subject matter presented and deemed necessary for the improvement of the Gravette Summer Baseball/Softball League.

Article V The Board of Directors

Section I The board of directors of the Gravette Summer Baseball/Softball league shall each be elected by a majority vote of the membership of the Gravette Summer Baseball/Softball league at the league's annual meeting. Each board member shall be elected to serve a 3 year term unless that person is elected to fill an unexpired term of a board member that has resigned. If the person elected fills an unexpired term the new board member shall serve the remainder of the unexpired term and then be subject to reelection. The board of directors shall function as one unit, upholding the rules and regulations of the appropriate governing body for baseball or for softball.

Section II Board members are expected to attend all board meetings. If a board member is unable to attend a meeting of the board of directors, that board member must notify either the president or the vice president of the board of the reason for their absence prior to the meeting. Failure to give notification of reason for absence from the meeting will cause that member to be listed as unexcused from the meeting. Two unexcused absences in succession will be considered as a voluntary submission of that board member's resignation. The position of that board member will then be declared open and will be advertised for candidates and filled.

Section III Any board member in noncompliance with any by-law may be removed from the board of directors by a 2/3 majority vote of the board.

- Section IV** If a board seat becomes open between annual meetings due to resignation, or removal of an elected board member, the vacant position will be advertised as open and applications shall be accepted for 30 days after the vacancy occurs. The remaining board members will interview all applicants for the position and vote to fill the seat with the applicant they believe to be the most qualified. That person will then become an official member of the board of directors of the Gravette Summer Baseball/Softball league and will serve out the remainder of the unexpired term.
- Section V** All board members will be required to sign a statement of ethics each year and agrees to abide by that statement of ethics at all times. Any board member found in violation of the statement of ethics for board members shall be removed from the board of directors by a 2/3 majority vote of the board members. Any board member removed from the board due to a violation of the statement of ethics will never be allowed to serve on the board of directors for the Gravette Summer Baseball/Softball League again.
- Section VI** All board members will be required to sign an “Application for Volunteers of the Gravette Summer Baseball/Softball League” each year in order that a background check with the sexual offender registry may be conducted. No person may serve unless such a check has been conducted and no record of offense found. Any person with a record with the sexual offender’s registry will be ineligible to serve in any capacity as a volunteer in the Gravette Summer Baseball/Softball league.
- Section VII** All board members shall uphold all decisions made in the board room.
- Section VIII** The board of directors shall act as the grievance committee.
- Section IX** The board of directors shall intervene in any hostility directed at coaches, umpires, or players expressed by any individual that is due to a board decision for the rules and regulations of the appropriate governing body for baseball or for softball.
- Section X** The board of directors shall be responsible for disciplining coaches, umpires, or other board members for failure to uphold rules and regulations of the appropriate governing body for baseball or for softball, or who violate the by-laws established by the league.
- Section XI** An executive committee shall consist of the president, the vice-president, and the secretary of the board of directors of the Gravette Summer Baseball/Softball league. This committee shall have the authority to conduct business transactions up to \$500.00, in one occurrence annually, by unanimous vote of the committee without authorization of the full board. These transactions would be authorized to cover any normal business day operations such as: financial transactions, paying bills, buying uniforms, paying umpires, etc. that prudently should be handled

prior to the next scheduled board meeting. These transactions must be made known to the entire board at the next scheduled board meeting.

Article VI Board of Director Officers and Duties

Section I Terms and Service

- a. All officers of the board of directors shall be elected to three year terms with the exception of the first year after adoption of these by-laws. That year one third of the officers will be elected for a three year term. Those officers shall be president, vice president, baseball commissioner, and fundraising/ sponsorship manager. One third shall be elected for a two year term. Those officers shall be secretary, concessions operations manager, concessions purchasing manager, and softball commissioner. One third shall be elected for a one year term. Those officers shall be treasurer, umpire in chief/field supervisor schedule coordinator, equipment manager/field maintenance manager, and communications manager/website administrator.
- b. On the first year after adoption of these bylaws the positions of treasurer, umpire in chief/field schedule coordinator, equipment manager/field maintenance manager, and communications manager/website administrator will be elected to 3 year terms. Every 3 years thereafter those positions shall be expired and subject to re-election.
- c. On the second year after adoption of these bylaws the positions of secretary, concessions operations manager, concessions purchasing manager, and softball commissioner shall expire and be up for reelection for 3 year terms. Every 3 years thereafter those positions shall be expired and subject to reelection.
- d. On the third year after adoption of these bylaws the positions of president, vice president, fundraising manager/sponsorship coordinator, and baseball commissioner shall expire and be subject to re-election. Every 3 years thereafter those offices shall expire and be subject to reelection.

Section II President

- a. The president shall preside over all meetings of the league. The president shall prepare an agenda for the meetings. The agenda shall be sent to the league secretary at least 7 days prior to the scheduled meeting date so the secretary is able to send the agenda to all of the board members prior to the meeting.
- b. The president shall be responsible for the operations of the league.
- c. The president shall appoint all committees and supervise the activities of those committees.
- d. The president shall be responsible for insuring that the league adheres to all rules of the appropriate governing bodies for both baseball and softball, and to the by-laws of the league.
- e. The president shall be responsible for the charter applications or continuation submitted to the appropriate governing bodies for both baseball and softball prior to given deadlines.

- f. The president shall review the finances at least monthly with the treasurer.
- g. The president shall review with the vice president and the equipment manager the equipment needs to insure that the league has all the necessary equipment to operate.
- h. The president shall receive all mail for the league and be responsible for bringing to the board's attention in a timely manner any matter needing board approval and/or attention.
- i. The president shall be one of the three members of the executive committee.
- j. The president shall have the ability to suspend from participation in any league affairs for a period not to exceed 30 days, any league member, player, parent, coach, volunteer, director, or other person for violations of the code of ethics or for misconduct pending a board review at the next meeting. If a regularly scheduled meeting is more than two weeks away at the time of the suspension, a special board meeting should be called to review the matter and come to a timely decision.

Section III Vice President

- a. The vice president shall preside over meetings in the absence of the president and will carry out such duties and assignments as may be delegated by the president.
- b. The vice president shall preside over the grievance committee and be the liaison between the commissioners and the president in all matters pertaining to complaints and rules.
- c. The vice president shall work with the commissioners to insure that all rules of the league are being adhered to in all matters pertaining to player registration, try-outs, selections, and play.
- d. The vice president shall work with the equipment manager and report to the president to insure that the league has all the necessary equipment it needs to operate.
- e. The vice president shall be responsible for obtaining proper accident and liability insurance coverage for the protection of the league players and volunteers prior to the season beginning.
- f. The vice president shall maintain records of injuries and accidents and shall file any claims necessary with the proper insurance companies.
- g. The vice president shall be one of the three members of the executive committee.

Section IV Secretary

- a. The secretary shall record the minutes of all meetings of the league and shall keep a permanent record of those minutes and the members in attendance at each meeting.
- b. The secretary shall be responsible for maintaining an official record of the league's activities.
- c. The secretary shall carry out any other duties the president or board of directors deems necessary.

- d. The secretary shall be one of the three members of the executive committee.
- e. The secretary shall provide a meeting agenda and record of the last meeting via e-mail, on the league website, and on the league bulletin board a minimum of 5 days prior to the scheduled meeting.

Section V Treasurer

- a. The treasurer shall be responsible for keeping financial records for the league.
- b. The treasurer shall prepare a yearly budget and assumes all responsibility for local league finances.
- c. The treasurer shall be responsible for maintaining receipts for all disbursements of funds.
- d. The treasurer shall be responsible for providing a year-end financial statement to the board and membership at the annual meeting.
- e. The treasurer shall provide a written treasurer's report at all monthly board meetings.
- f. The treasurer shall be one of the two signatures needed on all checks written from any account of the Gravette Summer Baseball/Softball league.

Section VI Umpire-in-Chief / Field Schedule Coordinator

- a. The umpire-in-chief shall supervise the league's umpires.
- b. The umpire-in-chief shall assign and schedule umpires for all home league games requiring umpires.
- c. The umpire-in-chief shall be responsible for notifying umpires if a scheduled game has been cancelled for any reason.
- d. The umpire-in-chief shall be responsible for recruiting new umpires, conducting clinics or meetings on rules and field positions, and insuring that umpires are knowledgeable of the rules of the game.
- e. The umpire-in-chief shall be responsible for insuring the proper conduct and dress of all league umpires.
- f. The umpire-in-chief shall be the initial contact person for all complaints regarding umpires in the league. The umpire-in-chief shall get with the vice president on all umpire complaints and the matter will be handled as is deemed necessary by the two of them. If the complaint is significant it may be brought to the entire board for discussion and resolution.
- g. The umpire-in-chief shall be responsible to get game schedules from the commissioners at the earliest date available and insure that there are no schedule conflicts for field schedules.
- h. Immediately following the draft of players, the umpire-in-chief will make up a practice schedule for each team that is fair and equitable for all teams. The umpire-in-chief shall be responsible for getting the practice schedule placed on the website and the league bulletin board.
- i. The umpire-in-chief shall be responsible for checking field conditions on game days and making the judgment as to playability of the fields. If the games are to be cancelled, the umpire-in-chief shall work with the equipment manager/field maintenance supervisor to insure that this decision is posted on

the league website prior to 3:00 p.m. on days with evening games and prior to 8:00 a.m. on days with daytime games.

- j. The umpire-in-chief shall provide a written report of activities at each regularly scheduled meeting.

Section VII Baseball Commissioner

- a. The baseball commissioner shall be responsible for coordinating all of the activities of the baseball divisions of the Gravette Summer Baseball/Softball league.
- b. The baseball commissioner shall select 5 people to be appointed by the president to a committee for the administration of the baseball program. Each person will have administrative duties for the individual division they represent and will be under the direction and supervision of the baseball commissioner. The areas they will represent are; 4 to 6 year old, 7 to 8 year old, 9 to 12 year old, 13 to 15 year old, and 16 to 19 year old ages.
- c. The baseball commissioner shall work with the baseball committee to schedule sign-ups, tryouts, drafts. In the case of the 4 year old division, the commissioner and the tee ball representative will make up the teams, and shall work with the umpire-in-chief to work out game and practice schedules for that age division.
- d. The baseball commissioner shall work with the president, vice president and umpire-in-chief to schedule coaches interviews and have coaches selected.
- e. The baseball commissioner shall work with the president, vice president and umpire-in-chief to schedule and conduct a coach's clinic for all coaches to go over fundamentals of coaching, expectations, explain how to keep a scorebook and to insure all baseball coaches and assistant coaches sign a coach's code of conduct form.
- f. The baseball commissioner shall insure that the baseball program be conducted according to all Gravette Summer Baseball/Softball league rules as well as all major league baseball rules and any other governing rules and exceptions.
- g. Any complaints about the baseball program are to go first to the baseball commissioner. If the baseball commissioner is not able to resolve the issue, the baseball commissioner shall take the matter to the vice president. If the vice president is not able to resolve the issue the vice president shall present the issue to the grievance committee for resolution.
- h. The baseball commissioner shall work with the equipment manager and the baseball committee to insure that all coaches have adequate equipment and uniforms for their team.
- i. The baseball commissioner shall work with the equipment manager and the baseball managing committee to insure that all coaches have turned in their equipment to the equipment manager at the end of the year.
- j. The baseball commissioner shall work with the concession operations manager and the baseball committee to insure that all baseball teams have been scheduled to work in the concession stand and will be responsible to

follow up with the team prior to their date to insure that they work when they are scheduled.

- k. The baseball commissioner shall provide a written report of activities at each regularly scheduled board meeting.

Section VIII Softball Commissioner

- a. The softball commissioner shall be responsible for coordinating all of the activities of the softball division of the Gravette Summer Baseball/Softball league.
- b. The softball commissioner shall select 5 people to be appointed by the president to a committee for the administration of the softball program. Each person will have administrative duties for the individual division they represent and will be under the direction and supervision of the softball commissioner. The areas they will represent are; 8 and under, 10 and under, 12 and under, 14 and under, and 18 and under.
- c. The softball commissioner shall work with the softball committee to schedule sign-ups, tryouts, drafts and shall work with the umpire-in-chief to work out game and practice schedules.
- d. The softball commissioner shall work with the president, vice president and umpire-in-chief to schedule coaches interviews and have coaches selected.
- e. The softball commissioner shall work with the president, vice president and umpire-in-chief to schedule and conduct a coach's clinic for all coaches to go over fundamentals of coaching, expectations, explain how to keep a score book and to insure all softball coaches and assistant coaches sign a coach's code of conduct form.
- f. The softball commissioner shall insure that the softball program be conducted according to all Gravette Summer Baseball/Softball league rules as well as all rules of the national governing body of softball.
- g. Any complaints about the softball program are to go first to the softball commissioner. If the softball commissioner is not able to resolve the issue, the softball commissioner shall take the matter to the vice president. If the vice president is not able to resolve the issue the vice president shall present the issue to the grievance committee for resolution.
- h. The softball commissioner shall work with the equipment manager and the softball committee to insure that all coaches have adequate equipment and uniforms for their team.
- i. The softball commissioner shall work with the equipment manager and the softball managing committee to insure that all coaches have turned in their equipment to the equipment manager at the end of the year.
- j. The softball commissioner shall work with the concessions operations manager and the softball committee to insure that all softball teams have been scheduled to work in the concession stand and will be responsible to follow up with the team prior to their date to insure that they work when they are scheduled.
- k. The softball commissioner shall provide a written report of activities at each regularly scheduled board meeting.

Section IX Equipment Manager/Field Maintenance Supervisor

- a. The equipment manager/field maintenance supervisor shall be responsible for inventorying all equipment and providing a list of equipment needs to the board of directors after the end of each season and before the beginning of the next season.
- b. The equipment manager/field maintenance supervisor shall be responsible for procuring all necessary equipment and uniforms to safely and adequately supply each team with uniforms and equipment prior to the season.
- c. The equipment manager/field maintenance supervisor shall be responsible for checking pricing prior to purchasing equipment and uniforms and attempting to get the most value for the price for any and all equipment which must be purchased. All equipment purchased must meet the standards of the applicable league.
- d. The equipment manager/field maintenance supervisor shall be responsible for working with the baseball and the softball commissioners to establish a check-out and check-in procedure for equipment to insure that all teams have adequate equipment issued and that all equipment is collected at the end of the season.
- e. The equipment manager/field maintenance supervisor shall be for ensuring there is an adequate supply of official tee balls, softballs, and baseballs available to -conduct all games for the league.
- f. The equipment manager/field maintenance supervisor shall work with the umpire-in-chief to make a decision on game days regarding rain-outs and to get that decision posted on the league website not later than 3:00 p.m. on days of evening games and not later than 8:00 a.m. on days with games during the day.
- g. The equipment manager/field maintenance supervisor shall be responsible to see that the fields are in playable shape prior to game time on game days and shall work with the City of Gravette Parks Department to insure that they are aware of any schedule changes requiring field preparation.
- h. The equipment manager/field maintenance supervisor shall be responsible for scheduling work days to maintain the fields as needed to provide safe and adequate facilities. The equipment manager/field maintenance supervisor shall schedule such work days as are needed and work with the baseball commissioner and softball commissioner to insure that adequate volunteers from among coaches, parents, and board members are present at the workday to insure the work is done quickly and effectively.
- i. The equipment manager/field maintenance supervisor shall provide a written report of activities at all regularly scheduled board meetings.

Section IX Concessions Operations Manager

- a. The concessions operations manager shall be responsible for insuring that the concession stand is staffed and all equipment is in complete working order prior to each day of operation.

- b. The concessions operations manager shall work with the baseball commissioner and the softball commissioner to insure that each team is scheduled to work in the concession stand as is needed.
- c. The concessions operations manager shall be responsible for insuring that the concession stand work schedule is posted on the league website and the league bulletin board.
- d. The concessions operations manager shall be responsible for opening the concession stand, briefing the workers on equipment operation and operation of the concession stand, opening the cash drawer and insuring that there is adequate cash for the beginning of the evening.
- e. The concessions operations manager shall be responsible for closing the concession stand at the end of the day, insuring that all equipment is turned off and cleaned, that all food is adequately stored, and that the concession stand is cleaned before allowing the workers to leave.
- f. The concessions operations manager shall be responsible for counting down the cash drawer at the end of the day and removing the money from the concession stand. The money that is above the amount needed to start the cash drawer for the next day's business shall be turned over to the concessions purchasing manager for deposit into the concessions account.
- g. The concessions operations manager shall provide a written report of activities at each regularly scheduled board meeting which shall include a financial report for the concession stand.

Section IX Concessions Purchasing Manager

- a. The concessions purchasing manager shall be responsible for purchasing all food and supplies necessary for the continued operation of the concession stand. The concessions purchasing manager shall be responsible for the assortment of product carried and the menu items.
- b. The concessions purchasing manager shall be responsible for setting prices of product sold in the concessions stand to insure an adequate profit is made, but keeping the prices within reason so people will purchase from the concession stand.
- c. The concessions purchasing manager shall be responsible for maintaining a record of all transactions of money from and to the general account. A record should be kept of each day's receipts. These amounts should be reported to the board along with the monthly general account report.
- d. The concessions purchasing manager shall be responsible for keeping all records and receipts relating to the operation of the concession stand and shall give a financial report at each board meeting of income, deposits, and expenses.
- e. The concessions purchasing manager shall be responsible to work with the treasurer to keep the account balance of the concession stand account as close to \$1,000.00 as possible during the baseball/softball season. Excess funds should be transferred to the general account for use in operating the league's business weekly.

- f. The concessions purchasing manager shall be partially reimbursed for gasoline for trips to buy supplies. This is not intended to be a complete reimbursement for all miles driven or for all expense associated with the job, but only as a portion to offset some of the abnormal expense this volunteer incurs due to the nature of this position. The concessions purchasing manager shall present copies of expenses to the board of directors each month. The board of directors will review the expenses and vote on the amount to be reimbursed. The Treasurer will write a check for that amount for the reimbursement.
- g. The concessions purchasing manager shall present a written report at regularly scheduled monthly meetings.

Section X Sponsorship and Fundraising Manager

- a. The sponsorship and fundraising manager shall coordinate all fundraising efforts of the Gravette Summer Baseball/Softball league except for the concession stand income.
- b. The sponsorship and fundraising manager shall enlist the aid of any volunteers needed to assist in a committee needed to plan and coordinate fundraising efforts for the league.
- c. The sponsorship and fundraising manager shall oversee the solicitation of businesses in the community to elicit sponsorships of teams, sell advertising on outfield fences, and general donations to aid with the operation of the league.
- d. The sponsorship and fundraising manager shall be responsible to oversee the planning and implementation of at least one major fundraiser each Quarter to raise money for the general fund of the league.
- e. The sponsorship and fundraising manager shall be responsible for filling out paperwork and submitting this paperwork to apply for grants and donations that may be available through corporations, United Way, Babe Ruth League, Inc., American Softball Association, and etc.
- f. The sponsorship and fundraising manager shall present a written report at all regularly scheduled monthly board meetings.

Section XI Communications Manager/Website Administrator

- a. The communications manager/website administrator shall be responsible for getting information to the board members, coaches, volunteers, and general public regarding the activities and operations of the Gravette Summer Baseball/Softball league.
- b. The communications manager/website administrator shall establish and maintain a website for the Gravette Summer Baseball/Softball league and shall be responsible for maintaining the information on that website to be current and accurate.
- c. The communications manager/website administrator shall be responsible to work with other board members to insure that information that needs to come to the notice of the general public is on the website and is also published and announced in the newspaper, on radio and in the school system.

- d. The communications manager/website administrator shall work with the baseball commissioner and the softball commissioner to get sign-up forms on the website prior to sign-up dates, post dates, times, and locations of tryouts, coaches interviews, coaches clinics, and player drafts.
- e. The communications manager/website administrator shall work with the baseball commissioner and the softball commissioner to post team rosters, coach's names and phone numbers, team practice schedules, and team game schedules on the website.
- f. The communications manager/website administrator shall work with the concessions operations manager to post the work schedule of teams for the concession stand operation.
- g. The communications manager/website administrator shall present a written report at all regularly scheduled monthly board meetings.

Article VII Financial Transactions

Section I All business of the Gravette Summer Baseball/Softball League should be conducted via hardcopy check whenever possible. Two signatures will be required on all checks. The signatures shall be the treasurer and any member of the executive committee.

Section II If payment must be made in cash such as paying umpires after a ballgame and a check will not be accepted, payment can be made in cash from the concession stand cash drawer. A signed receipt must be obtained and kept with the concession stand moneys to be turned in to the treasurer. The receipt must have the printed name of the payee and the payee's signature, as well as the signature of the concession stand operations manager and a member of the executive committee.

Section III Cash withdrawals from the general fund should only be made for very special circumstances such as the beginning cash drawer for the concession stand or for cash drawers for the gate on games where an attendance fee is collected. Such withdrawals can only be made with an authorizing note signed by all three members of the executive committee. A copy of the authorizing note must be given to the treasurer with a copy of the withdrawal receipt.

Section IV Reimbursements to any member of the Gravette Summer Baseball/Softball league for expenditures from their personal funds will only be made if the purchase was authorized, either by the full board and is a part of the minutes of a board meeting, or by an authorization from the executive committee signed by all members of the executive committee. No reimbursement will be made to any individual unless a valid signed receipt showing what the funds were expended for is presented with the request for repayment.

Article VIII Eligibility of Players

Section I Registration

- a. Sign-ups shall be held each year beginning in January. Dates and locations of sign-ups shall be established and advertised to the public and placed on the league website. Any youth meeting eligibility requirements for the appropriate governing body of either the baseball division or the softball division league play is eligible to sign up.
- b. Sign-up forms shall be made available on the league website for applicants to print and complete along with the league mailing address to return the completed form, a copy of the child's birth certificate, and the fee to the league.
- c. The annual registration fee shall be graduated by age grouping. A multi-child discount shall be available to parents registering more than one child in the program. The board of directors shall set the registration fees for the year prior to the announcement of sign-ups each year.
- d. Registration fees shall be non-refundable.

Section II Transfer of players

- a. A child shall be expected to play on the team and in the division he or she is placed or is drafted to.
- b. If a parent has a conflict with a coach and does not wish their child to play on that coach's team, the parent may make a request to transfer the child to a different team to the commissioner of the league the child plays in. The commissioner will schedule a meeting with the parent, the coach, the commissioner, the president and the vice president of the league. If in the judgment of the majority of this group the conflict presents a detriment to the success of the player a transfer may be granted provided there is another team that can take that player on their roster. If the majority feel that the conflict does not present a detriment to the success of the player then the transfer will not be granted.
- c. If a parent believes that their child should "play up" or move into the next age group above that which they are eligible to play, the league commissioner, the president, the vice president shall watch the player in a tryout situation to determine if the player is, in fact, capable of playing competitively and safely in the next age group up. If the player is deemed capable, then that player shall be allowed to go through the tryouts and draft for the next age group above their eligible age group.
- d. A player that is allowed to "play up" shall be eligible for selection to the all-star team for either age group but may only play on one all-star team. The player must declare which age group they wish to be considered for prior to all-star selections.
- e. If a parent believes that their child should "play down" or move into the next age group below that which they are eligible to play, the league commissioner, the president, and the vice president shall watch the player in a tryout situation to determine if the player would be better suited to play in the lower age

group. If the majority feel that the player would be safer and have a better playing experience in the lower age group then the player will be allowed to try out and be drafted in the lower age division.

- f. If a player is allowed to “play down” that player must be told prior to making the decision to move to the lower age division that he or she will not be eligible for consideration for the all-star team of either age division.

Section III Playing Time

- a. Regardless of a child’s ability, a coach must play a child for at least 6 defensible outs and one at bat in each game during league play for players under 13. Players that are 13 and older must play at least 3 defensible outs and one at bat in two consecutive games.
- b. If a player is not allowed to play the required amount of time in a game for any reason other than disciplinary action, that player must be placed in the starting line-up of the next game and allowed to play the required amount of time missed in the previous game and the required amount of time for the game they are starting in before being taken out of the game.
- c. If a coach is making a player miss playing time due to disciplinary action that coach must send record of such disciplinary action to the league commissioner in writing, stating the reason and the amount of time to be missed for discipline.

Section IV Tryouts and Draft

- a. In any division where 18 or more players sign up, a tryout will be scheduled and conducted.
- b. All players to be eligible for the draft must attend the tryout.
- c. Any player that does not attend the tryout shall be placed in a pool and the names drawn at the end of the regular draft in succession by the coaches in draft order until all players are placed on a team.
- d. The team draft will be supervised by either the president, or the vice president and the appropriate league commissioner.
- e. The rules for the draft selection process shall be a separate document and shall be agreed upon by the board of directors of the Gravette Summer Baseball/Softball league.

Article IX Grievances

Section I

- a. Any parent, player, or member in good standing shall let it be known by their presence at a regular board meeting or in writing to any board member any grievances against a coach, umpire, or board member.
- b. The board will hear the complaint and will discuss the matter with both sides of the issue before deciding what action shall be taken.
- c. Unless a complaint is made a part of the record, it will not be acted upon or considered, and the board is not accountable to take action.