

Perdido Bay Youth Sports Association (PBYSA)

Baseball Operating Guidelines

I. Name

The league shall be known as “Perdido Bay Youth Sports Association”, hereinafter referred to as the “League”. The League has been established as a non-profit organization under the laws of the State of Florida.

II. Purpose

The purpose of the League shall be to organize and supervise the playing of baseball under specialized rules and regulations, to secure suitable and adequate financial backing for these purposes, and to own, lease or otherwise obtain the use of suitable playing facilities and equipment for these purposes. The Baseball Operating Guidelines will fall in line with the PBYSA By-Laws and shall not conflict with the By-Laws.

III. Membership

A. Baseball Committee: The Baseball Committee will be made up of the following positions:

1. Baseball Director
2. Registration Coordinator
3. Sponsorship Coordinator
4. Equipment Manager
5. Field Maintenance
6. Photography Coordinator
7. Background Check Coordinator
8. Uniform Coordinator
9. Umpire Manager
10. Weeball Commissioner
11. 6U Commissioner
12. 8U Commissioner
13. 10U Commissioner
14. 12U Commissioner
15. 15U Commissioner

B. League Membership: Any parents or guardians of active players, active team or division sponsors, or active volunteer adult leaders shall be considered members of the League. For purposes of this provision, “active” shall mean actual participation during the prior or current season. Membership is restricted to those who are at least eighteen (18) years of age and excludes anyone who may have been specifically banned from the League by the Baseball Committee, Baseball Director, or PBYSA Executive Board.

C. Committee Membership: Members are appointed by the Director and will remain a member of the committee until removed by the Director or the member resigns. If a member misses three (3) consecutive scheduled meetings, that member may be removed at the discretion of the Director.

The League shall not discriminate based upon age, sex, gender, national origin, race or religion.

IV. Policies of the League

A. Welfare of Young People

It shall be the policy of the League to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount and all matters of policy shall be determined on that basis.

B. Conflict of Interest

No person who is a member of or who is employed by or who is in any way connected with the League shall receive any personal financial benefit therefore beyond the reasonable value of services in carrying out the purpose for which the League has been organized.

C. Sponsors and Advertising

- (1) In order to secure suitable and adequate financial backing to carry out the purpose of the League, it shall be the policy of the League to permit only such sponsorship as is consistent with the purpose for which the League is organized and to select sponsors who are interested in the League solely or principally as a means of contributing to the welfare of young people.
- (2) It shall be the policy of the League to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with the League or any of its programs. It shall further be the policy of the League to prohibit the use or consumption of alcoholic, tobacco or any prohibited substances during any League function including, without limitation, practices and games.
- (3) A database listing all sponsors will be maintained by the committee. The database will be available to all members.
- (4) All sponsors will be displayed on the PBYSA website.
- (5) PBYSA shall create a standard letter that can be given to local businesses to request sponsorship for the park or an individual team.

- (6) Advertisements for registration will be displayed on all social media and distributed via email.
- (7) Signs will be displayed at local elementary and middle schools in Perdido Bay.

D. Coaches & Players

All League coaches and players shall promote and maintain good sportsmanship at all times, including at all League practices, games and any additional League functions. Coaches shall comply with the PBYSA coaches and parents' code of ethics and any additional League rules set down by the Board. Coaches shall treat all League officials and umpires with courtesy and respect. Players are expected to treat all coaches, League officials and umpires with courtesy and respect.

- 1) Background checks must be performed on all coaches. No exceptions.
- 2) Must fall in line with PBYSA By-Laws article VIII subsection A (Managers/Coached Responsibility/Authority).

E. Disciplinary Guidelines

(1) Enforcement of playing rules at League games shall be the sole responsibility of the umpire(s) who have been assigned to the game. Enforcement of additional League conduct rules shall be the joint responsibility of the Division Commissioners, umpires assigned to that game, any committee members present at the game and any other League officials who have been given authority by the Director. For any incidents regarding a player, the Division Commissioner shall inform and consult with Coaches.

(2) Violations of conduct rules for coaches, players, and parents include (but are not limited to) the following:

- Fighting;
- Foul language;
- Derogatory remarks made to umpires, coaches or League officials;
- Improper decorum in the dugouts or on the fields;
- Cheating or fraud of any kind;
- Destruction of league or city property;
- Continued use of improper equipment or wearing of an improper uniform after being warned;
- Malicious conduct of any kind;
- Violation of the PBYSA Baseball Rulebook;
- Violation of PBYSA guidelines of General Conduct;

(3) Thus, if a coach, player, or fan is ejected from a game for any of the aforementioned violations, he/she must leave the playing field immediately and the park within 10 minutes of the ejection. (A coach or fan can only return to the park to pick up a player once the game is completed.) Failure to act accordingly will result in the forfeiture of the game and suspension from the league for the rest of the season. Additionally, the league may pursue criminal trespass charges if the police are required to remove someone from the park.

(4) In addition to the ejection from the game, the coach, player and/or fan will receive the following suspension and penalties as a general guideline. PBYSA Board of Directors may enforce more severe penalties depending on the severity of the offense. The PBYSA Board may supersede these guidelines.

1. 1st offense: suspension for up to two team games.
2. 2nd offense: suspension for one calendar week and the suspension of one game of the child of the coach, parent, or guardian involved.
3. 3rd offense: suspension for the remainder of the season.
4. 4th offense: lifetime expulsion from all PBYSA leagues.

(5) If the offense occurs in the last game of the season, the proscribed suspension will be effective for the following season or the next season that the violator participates in.

(6) Parents will be required to read and sign a Parent Pledge provided by the PBYSA Board of Directors. The code of conduct will be maintained by the Baseball Committee. A copy of the code of conduct will be filed with the registration form and a copy given to the coach of the player. The signature of the parent or guardian is stating that all members of the family agree and will follow the code of conduct.

V. Committee Meetings and Voting

The Baseball Committee, hereinafter referred to as the “Committee”, shall be drawn from existing members of the league and appointed based on position in the League (see membership above) and in the manner provided for as follows:

The Committee shall consist of not less than one (1) nor more than twelve (15) persons. The term for each Committee member appointed is one (1) year. All members of the Committee shall be eligible until replaced.

A quorum for the conducting of all business, except as specifically otherwise set forth herein, shall be at least two-thirds (66.66%) of the Committee or eight (8) members.

The Committee, in its discretion, may remove any Committee member upon the affirmative vote of two-thirds of the Committee sitting at the time such issue is brought before the Committee for vote. The Committee may fill any vacancies on the Committee at any regular Committee meeting by a majority vote thereof.

The Committee shall meet at least monthly or as often as needed to handle league business. The time and place for such meetings shall be determined by the Director and shall be made known to all members of the Committee upon at least 1-day’s notice, oral, telephonic or written. Any member may attend a Committee meeting; however, membership participation shall be at the discretion of the Committee. Furthermore, the Committee may convene in executive session to discuss or resolve such matters, which the Committee, in its discretion, believes, should be handled confidentially.

All committee votes will be performed behind closed doors with committee members only, and the Director will be present during all voting by the baseball committee. Voting will require a roster of the committee members present during the vote and will be maintained by the Committee indefinitely.

Minutes from all committee meetings and voting must be kept on file for all park participants to view upon request.

The Committee shall have full authority and discretion to make all policy, and implement the on-going business of the League consistent with the bylaws. Without limiting the generality of the foregoing, the Committee shall have the power to:

- Purchase or otherwise acquire for the League any property, right or privilege which the League is authorized to acquire, by the price of consideration and upon such terms as the Director may deem appropriate;
- Appoint, remove or suspend subordinate agents or volunteers and to determine their duties and fix their salaries, if any;
- Determine the composition of a sub-committee to deal with the particulars of the Allstar teams (if any);
- Suspend, discharge, bar or otherwise discipline any member, manager, coach, player, parent, league official, umpire as well as other related people as needed without refund whose conduct is considered detrimental to the best interests of the League (see Disciplinary Guidelines);
- Set registration fees based on consultation from the PBYSA Treasurer;
- Generally do all such lawful acts and take actions as may be necessary and proper.

VI. Financial Policy

The Baseball Director shall decide all matters pertaining to the finances of the Baseball League, bearing the responsibility to conduct the financial affairs of the league in a prudent business-like manner.

VII. Duties of Officers

The League shall have the following:

A. The Committee Director shall:

- Preside at all meetings of the Committee and the League;
- Serve as the Director of the League;
- Represent the League at any meetings of other organizations, including the City of Perdido and PBYSA;

- Perform such other duties as are normally associated with the role of a Director.

B. Division Commissioners shall:

- Determine the number of teams for their division;
- Determine and assign coaches for the teams in their division;
- Assign players to teams (6U);
- Assist the Chairman in planning and holding tryout sessions (8U, 10U, 12U, 15U);
- Conduct the draft of players (8U, 10U, 12U, 15U);
- Write PBYSA rule amendments for their division;
- Hold meetings with coaches at appropriate times before and during the season;
- Distribute the following items to coaches at appropriate times: equipment, rosters, rule books, season schedules, pictures, trophies, and any forms or flyers as directed by the Committee;
- Monitor games during the season;
- Be empowered to suspend any player, coach or parent for one (1) game for conduct considered by the coordinator to be detrimental to the League, and recommend further disciplinary action to the Committee if considered necessary (see Disciplinary Guidelines below);

C. The Sponsor Coordinator shall:

- Contact potential new sponsors for the League (Millennium Sponsors);
- Coordinate sponsor assignments with teams (sign and team sponsors);
- Distribute sponsor plaques to division coordinators or directly to sponsors;
- Maintain records of sponsor's name, address, phone numbers, etc.
- Keep track of sponsor logos, uniform colors, teams or divisions they sponsored and any other special needs.

D. The Umpire Coordinator shall:

- Obtain suitable umpires for the League as directed by the Board;
- Schedule and hold training sessions for the umpires;
- Assign umpires for all League games;
- Arrange for paychecks to the umpires;
- Consider all complaints relative to umpires and make suitable recommendations to the Board.

E. The Field Coordinator shall:

- Attend all required county meetings and work to obtain fields as directed by the Board;
- Coordinate any required installations of fences or equipment sheds at the fields;
- Work with the County to obtain any required lighting for all League games;
- Arrange for the field preparation for all League games.

F. The Equipment Manager shall:

- Empty and clean all equipment bags, and take an inventory of the equipment during the off-season;
- Obtain any required new equipment as directed by the Board;

- Provide equipment as required for the player tryout sessions;
- Fill and distribute equipment bags for each division to the division coordinators;
- Distribute balls as required for all League games to the division coordinators;
- Collect all equipment from coaches at the end of the season.

G. The Scheduling Coordinator shall:

- Write and distribute schedules for all League games as directed by the Committee.

H. The Registration Coordinator shall:

- Monitor registration leading up to each season.
- Coordinate evaluations and provide rosters to coaches to effectively hold evaluations
- Track participation goals and report progress regularly to the Director.

I. The Uniform Coordinator shall:

- Assist coaches in ordering uniforms through uniform vendors.
- Communicate deadlines and any delays between vendors and the Committee.
- Ensure uniform payments are collected in a timely manner.

J. The Background Check Coordinator shall:

- Complete proper training needed to access the FDLE Background Check System.
- Ensure compliance by all volunteers and coaches with State of Florida background check requirements.
- Order credentials for coaches that have passed a background check.

K. The Photography Coordinator shall:

- Communicate and schedule picture day with the appropriate vendor.
- Provide order details to parents and players.
- Schedule and communicate to coaches when their team will take pictures.

VIII. Amendments

These Operating Guidelines may be amended by a two-thirds vote of the Committee members at the annual meeting.

IX. Discrimination Not Permitted

In rendering its functions and in exercising its purposes, the organization shall not practice or permit discrimination on the basis of sex, age, race, national origin, religion, physical handicap, or disability.