

# ***Paso Robles Youth Baseball By-Laws***

---

## **PREFACE**

*These revised and updated bylaws dated January 21, 2016 were voted on and approved at the January 21, 2016 meeting thus superseding all previous bylaws of Paso Robles Youth Baseball. They shall be in effect until amended, except where these bylaws are in conflict with the existing laws, rules and regulations of PONY Baseball, Inc., the State of California, or the United States of America.*

## **ARTICLE I – NAME**

This organization shall be known as the Paso Robles Youth Baseball, hereinafter referred to as PRYB.

## **ARTICLE II – OBJECTIVE**

**Section 1** – The objective of PRYB shall be to implant firmly, in the children of the community, the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority so that they may be well adjusted, stronger, and happier children and grow to be good, decent, healthy and trustworthy citizens.

**Section 2** – To achieve this objective, PRYB will provide a supervised program under the Rules and Regulations of PONY Baseball, Incorporated. All Directors, Officers, and Members shall bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary, and that molding the future of citizens is the prime importance. In accordance with Section 501-(c) – (3) of the Federal Internal Revenue Code, PRYB shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of net earnings shall inure to the benefit of any private shareholder or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate of public office.

## **ARTICLE III – MEMBERSHIP**

**Section 1** – There are the following classes of members:

**Player Member**: Any player candidate meeting the requirements of PONY, Inc. and who resides within the authorized boundaries of PRYB shall be eligible to compete for participation, but shall have no rights, duties, or obligations in the management of PRYB. Player member shall participate in PRYB only (for a recreational league); no other recreational baseball league (i.e. another city's league, Cal Ripken, Little League, or similar) membership shall be maintained by player member during the PRYB regular season, other than a Pony sanctioned/sponsored team. PRYB shall take precedence over club/travel baseball during the regular and All-Star seasons. Players or coaches missing more than four practices and/or 2 games during the regular season due to club/travel baseball activities will not be eligible for All-Star selection.

**Regular Member**: A regular member is either the legal guardian of a child playing in PRYB or an adult volunteer. A Regular Member will have the right to attend the annual meeting for election of Board Officers and Directors or any other meeting. All adult volunteers must be approved by the Board of Directors prior to participating in PRYB. All Officers, Directors, and other elected or appointed officials must be regular members in good standing.

# ***Paso Robles Youth Baseball By-Laws***

---

## **Section 2** – Other Affiliations

Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as a member of PRYB.

## **Section 3** – Suspension or Termination

- a) Membership may be terminated by voluntary resignation or action of the Executive Board of Directors.
- b) The Executive Board of Directors, by two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend, and/or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of the PRYB and/or PONY Baseball, Inc. The Member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges

## **Section 4** – Code of Conduct

All classes of members must sign the appropriate code of conduct annually.

## **ARTICLE IV – MEETINGS**

**Section 1** – Meetings of the Board of Directors shall occur at regularly scheduled intervals determined by the members of the Executive Board of Directors. Additional meetings, as necessary, may be called by the President, or upon written request of two (2) members of the Executive Board of Directors or four (4) of the Appointed Board of Directors. Notifications to the Board Members of additional meetings shall be made at least seven (7) days prior to the scheduled date of the meeting.

**Section 2** – A meeting(s) of the members of the Executive Board of Directors shall be held prior to October 1<sup>st</sup> of each year for the purpose of establishing an itinerary for the league, budget, approval of individuals nominated for Appointment Board of Director or Staff positions, and other matters necessary for the administration of PRYB. Executive Board meetings need not be formal; however, minutes shall be kept.

**Section 3** - Rules of Order – Robert’s Rule of Order shall govern the proceedings at all meetings except where otherwise legally obligated.

**Section 4** – Quorum: At any official meeting, any number present shall constitute a quorum provided there is at least three of the Executive Board of Directors and at least three other Officers. Executive Board members may vote by proxy if the item in question is part of the

## ***Paso Robles Youth Baseball By-Laws***

---

regular meeting agenda and the Executive Board member is unable to attend. The proxy holder shall not count as a member of the board for the purpose of determining quorum.

**Section 5** - Attendance at meetings of the Board of Directors is mandatory for all Executive and Appointed Board members. Emergency situations or illness are considered excusable. Executive Board members or Appointed Board members who fail to attend three (3) or more consecutive regular scheduled or additional meetings without explanation or proper excuse will be considered to have abandoned their office and be subject to removal from the Board of Directors.

### **ARTICLE V – BOARD OF DIRECTORS**

**Section 1** – Board of Directors – The Board of Directors shall consist of the Executive Board and Appointed Board members.

**Section 2** – Executive Board – The Executive Board shall consist of President, Vice President, Secretary, Treasurer and Player Agent. Executive board members serve a two (2) season term and are elected no later than June 30 of every even numbered year. The Executive Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until his/her resignation or termination; however, all current season duties must be immediately completed by the former board, not the newly elected board. Upon election, all keys, paperwork, files, electronics, equipment, financial documents, and all other PRYB properties shall be handed over to the new board within seven calendar days of election.

**Section 3** – An Appointed Board consisting of any number of individuals deemed appropriate by the Executive Board of Directors shall be established. Members of the Executive Board shall nominate individuals for Appointed Board positions. The term of an Appointed Board Member shall be one PRYB season. Appointed Board members positions shall consist of at least, but not be limited to:

- a) Shetland Division Representative
- b) Pinto Division Representative
- c) Mustang Division Representative
- d) Bronco Division Representative
- e) Sponsorship Director
- f) Snack Bar Director
- g) Website Director
- h) Equipment Director
- i) Uniform Director
- j) League Parent Coordinator
- k) Field Director
- l) Safety Director
- m) Paso Robles Youth Sports Council Representative
- n) Umpire Director
- o) Special Events Coordinator

## ***Paso Robles Youth Baseball By-Laws***

---

- p) Fundraiser Coordinator
- q) Registration Coordinator
- r) All-Star Coordinator

**Section 3A** – Vacancies: Should a vacancy occur on the Board of Directors, by death, resignation or otherwise, it shall be filled by a majority vote of the remaining Executive Board members and Appointed Directors at any regular or specially called meeting of the Board of Directors.

**Section 4** – Meeting, Notice, and Quorum: Regular meetings of the Board of Directors shall be held monthly and on such days as shall be determined by the Board. The President or Secretary may, whenever either of them deems it advisable, and the Secretary shall, at the request in writing of five (5) Directors, issue a call or a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Director by any means that will effectively notify them at least three (3) days before the time appointed for the meeting. At least fifty percent of the Board of Directors including the presence of one (1) officer shall constitute a quorum for the transaction of business.

**Section 5** – Duties and Powers: The Executive Board of Directors shall have the power to create such Board positions that are required to successfully operate the league and delegate such powers to them as the Board shall deem advisable.

**Section 6** – Any Board Member who is unable to attend a scheduled meeting is to notify the President or Secretary that he/she cannot attend. Excessive absences could result in termination of his/her Board position.

**Section 7** – The Executive Board shall have the power by two-thirds vote of those present at any regularly or specially called meeting to discipline, suspend, or remove any Officer, Director or Committee member(s) of the PRYB in accordance with the procedures set forth in Article III, Section 3-(A).

**Section 8** - On or before June 30<sup>th</sup> of every other year, a meeting between the current Executive Board members and Executive Board members-elect shall take place to facilitate an orderly exchange of all materials and documents necessary for the newly elected Executive Board members to begin and maintain a successful term. Any remaining PRYB properties and records shall be turned over at this time if not done prior.

**Section 9**- Once the new board is in place, they shall decide who will be placed on the banking documents.

# ***Paso Robles Youth Baseball By-Laws***

---

## **ARTICLE VI – COMMITTEES**

**Section 1** – Any board director has the authority to form a committee to assist with the accomplishment of the objective of their respective position; however, these committee members are not considered members of the Board of Directors.

## **ARTICLE VII – ADMINISTRATIVE DUTIES**

### **Executive Board Members**

**Section 1** – President, Vice President, Secretary, Treasurer, and Player Agent shall be elected by the Regular Members of the PRYB.

### **Section 2 – The President shall:**

- a) Conduct the affairs of the PRYB and execute the policies established by the Board of Directors.
- b) Present a report on the condition of PRYB at the annual meeting of the Regular Members.
- c) Communicate to the Board of Directors, such matters deemed appropriate, and make such suggestions as may tend to promote the welfare of PRYB.
- d) Be responsible for the conduct of PRYB in conformity to the policies, principles, and Rules and Regulations as set forth by the Board of PRYB.
- e) Designate, in writing, other Officers if necessary to have power to make and execute for/and in the name of PRYB such contracts or leases as may have received prior approval of the Board.
- f) Investigate complaints, irregularities, and conditions detrimental to the PRYB and report thereon to the Board as circumstances warrant.
- g) Prepare, sign, and submit to PONY Headquarters, team rosters, including players claimed, and the Tournament Team eligibility affidavit.
- h) Apply for charters from the PONY Baseball, Inc. for PRYB and shall do all things to obtain and maintain such charters.

## ***Paso Robles Youth Baseball By-Laws***

---

### **Section 3 – The Vice President shall:**

- a) In case of the absence or disability of the President, and provided he/she is authorized by the President or the Executive Board to so act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Executive Board of Directors or by the President. The Vice President will act as Chairperson of the Protest Committee.

### **Section 4– The Secretary shall:**

- a) Be responsible for recording the activities of PRYB and maintaining appropriate files, mailing lists, and necessary records.
- b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Executive Board of Directors.
- c) Maintain a list of Directors and Committee Members and give notice of all meetings of the PRYB, the Board of Directors and committees.
- d) Keep minutes of the meetings of the Members and Board of Directors and recorded them.
- e) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.
- f) Be responsible for publicity concerning annual meeting.

### **Section 5 – The Treasurer shall:**

- a) Be responsible for the financial activities of PRYB by maintaining the check book and deposits, paying league debts timely, handling disbursements/deposits of money for concession stand, receiving/depositing all monies associated with registration, fundraisers and sponsorships. At time of election, treasurer shall communicate with chosen financial institute to place new Board members elect on all necessary documents.
- b) Provide to the Board of Directors detailed monthly checkbook reconciliation, a profit/loss statement, and an itemized income/expense statement.

## ***Paso Robles Youth Baseball By-Laws***

---

- c) A budget for the upcoming season shall be presented to the league by the December meeting.
- d) At the Annual Meeting of Regular Members and Board of Directors, provide a year-end profit/loss statement and an itemized income/expense statement. These statements should coincide with PRYB fiscal year (10/01 thru 9/30).
- e) Compile information necessary (balance sheet, checkbook register, itemized income/expense statement, profit/loss statement, list of all equipment purchases, and a list of league officers) for the filing of the PRYB Income Tax Return. Deliver and communicate with a tax professional. PRYB tax return must be postmarked no later than February 15<sup>th</sup> annually.
- f) Maintain files on the above-mentioned records according to PRYB fiscal year.
- g) Conduct regular and usual correspondence dealing with PRYB financial matters such as those involving suppliers and vendors.

### **Section 6 - The Player Agent shall:**

- a) Assist and oversee each Division Representatives with his/her division responsibilities of enforcing and maintain the safety code and the rules and regulations of PRYB and PONY Baseball, Inc.
- b) It is the duty to conduct/arrange for and supervise the evaluations sessions as well as oversee the player draft to ensure that all teams are balanced and are as close to equal in strength as possible.
- c) Responsible for completing "Field Use Request Form" for use of game and practice fields owned by City of Paso Robles and Paso Robles Public Schools. Completed forms shall be provided to PRYB Paso Robles Youth Sports Council Representative prior to the November PRYB Board meeting.

# ***Paso Robles Youth Baseball By-Laws***

---

## **Appointed Board Members**

### **Section 7 – Division Representatives**

- a) Responsible for all matters pertaining to the operation and enforcement of the safety code, and rules and regulations of PRYB and PONY of their respective division under the guidance and supervision of the Board of Directors.
- b) In conjunction with the Field Director and the managers in their league of responsibility will be responsible for the condition of their assigned field.
- c) Responsible for holding meetings with the managers in their league of responsibility to make sure that all Managers understand the rules of PRYB and PONY Baseball.
- d) Responsible for the maintenance suitability for play and coordination of the practice fields utilized by PRYB during the baseball season.
- e) Report any question or matter including doubt or uncertainty in regards to player health and/or player demeanor not to exclude parent manner.

### **Section 8 – Umpire Director**

- a) Umpire Director shall be responsible for all matters related to umpires, including umpires utilized by the league under contract with an independent organization or otherwise.
- b) Umpire Director shall be responsible for the acquisition of qualified umpires for Bronco, and Mustang. No umpires will be assigned to Shetland Division or Pinto Division games; the coaches will act as the umpire. When umpires are provided to the league based on a contract with an independent organization(s), the Umpire Director shall be responsible for the negotiation of the appropriate contract or agreement and shall present the agreement to the Board of Directors for approval prior to the commencement of the season.
- c) Umpire Director shall serve as the liaison between PRYB and the independent umpire organization(s) to ensure qualified umpires are provided to the league.
- d) Umpire Director shall also be responsible for providing the umpire organization(s) with accurate game schedules to ensure that at least one umpire is provided for Mustang and Bronco Division league games, and when appropriate, such as league championship games, two (2) umpires for Mustang or Bronco Division league games.

## ***Paso Robles Youth Baseball By-Laws***

---

- e) Umpire Director will ensure that prompt payment for services is made by the Treasurer to any independent umpire organization(s) utilized, and shall be responsible for the reconciliation of any billing disputes with the organization(s).
- f) Umpire Director may also assume the duties scheduling the umpires for all league games, including play-offs, championship games, and games requiring rescheduling.

### **Section 9 – Sponsorship**

- a) Sponsorship Director shall be responsible for all matters related to sponsorship and fundraising for the league.
- b) Sponsorship Director shall seek acceptable sponsors for all the teams in the league, and perform the necessary duties associated with those responsibilities, including the assignment of sponsors to the teams and the collection of sponsorship fees for transfer to the Treasurer.

### **Section 10- Fundraiser Director**

- a) Fundraising Director shall be responsible for organizing any fundraising activities for the league and the collection of fundraising fees for transfer to the Treasurer.

### **Section 11 – Snack Bar Director**

- a) Snack Bar Director shall be responsible for all matters related to the management of the snack bar or concessions activities maintained or operated by PRYB.
- b) Snack Bar director shall ensure those concession activities operated by PRYB, or for PRYB by an independent organization(s) are fiscally sound and for the benefit of the league. In the event an independent organization is utilized during concessions operations, Snack Bar Director shall negotiate the appropriate agreements to ensure the fiscal interests of PRYB are favorable.
- c) Snack Bar director is responsible for funds collected during concession activities and shall maintain those funds for transfer to the Treasurer.
- d) A monthly accounting of all concession activities shall be prepared by the Snack Bar Director and presented to the Board of Directors.

## ***Paso Robles Youth Baseball By-Laws***

---

### **Section 12 – Equipment Director**

- a) Equipment Director shall be responsible for all matters related to the equipment and supplies necessary for the baseball operations of PRYB.
- b) Equipment Director shall be responsible for the acquisition, inventory, and condition of all equipment and supplies necessary for baseball operations.
- c) Equipment Director shall be responsible for distributing the necessary and appropriate equipment and supplies as required.
- d) Equipment Director may also perform other functions as prescribed by the President or Board of Directors.

### **Section 13 – Uniform Director**

- a) Uniform Director shall be responsible for all matters related to baseball uniforms utilized by PRYB.
- b) Uniform Director shall be responsible for the acquisition, inventory and distribution of baseball uniforms and related supplies.
- c) Uniform Director may also perform other functions as prescribed by the President and Board of Directors.

### **Section 14 – Safety Director**

- a) Safety Director shall be responsible for making sure all playing fields are supplied with a first aid kit.
- b) Safety Director shall be responsible for holding a safety meeting with all Team Managers, Assistant Managers, and Coaches to discuss safety procedures prior to Opening Day.
- c) Safety Director shall be responsible for the conducting, or causing to be conducted, a background check of all Team Managers, Assistant Managers and Coaches.
- d) Safety Director will be responsible for any insurance claims that need to be submitted in the event a player is injured during a PRYB activity.
- e) Safety Director will be responsible for the organization and management of all Live Scan activities and applicants.

## ***Paso Robles Youth Baseball By-Laws***

---

### **Section 15 – Paso Robles Youth Sports Council Representative**

- a) Shall be designated PRYB representative to the Council.
- b) Shall operate at the direction of the PRYB Executive Board.

### **Section 16 – All-Star Coordinator**

- a) Working with the Shetland, Pinto, Mustang, and Bronco division representatives, all-star coordinator will facilitate the selection process of:
  - 1. Closing day ceremony all-star teams for each division: Each coach will be responsible for selecting 1-4 players to represent his or her team in closing day ceremonies.
    - a) Coaches for the closing day teams will be appointed based on regular season team record for Pinto, Mustang, and Bronco Divisions. In the Shetland Division, coaches will be appointed by the division representative and Executive Board.
  - 2. Division Traveling Teams: Division coaches will nominate players from both their teams and from within the division to participate in a try-out. The Team Manager, once selected, will choose an assistant coach from the players nominated for All-Star consideration. A try-out will be held over a 2-3 day period and players will be evaluated during this period. Team Manager, assistant coach, the division representative and/or an executive board member will evaluate the nominated players, and choose a minimum of 12 players for each team. Players will be evaluated and chosen based upon ability and sportsmanship.
    - a) An application will be filled out with the applicant coach's qualifications to manage the traveling all-star team. Division Traveling Team Managers shall be selected by a committee composed of the All-Star coordinator, the executive board members, and two executive board appointed committee members.
  - 3. Fundraising: All-Star coordinator will organize some fundraising opportunities for all travel teams and will require all teams to create a treasury report which records all donations, earnings from fundraisers, expenditures, and tournament entry fees.
- c) Apply for summer tournaments at all division levels

## ***Paso Robles Youth Baseball By-Laws***

---

- d) Coordinator will present to the Executive Board proposed tournaments and entry fees for each division. If financially feasible, PRYB will donate \$500.00 toward uniform expenses, official Pony baseball patch, and a one-time tournament entrance fee to Paso Robles Youth Baseball section district tournament to each traveling all-star team.

### **Section 17 – Special Events Coordinator**

- a) Organizes and facilitates Open and Closing Ceremonies
- b) Organizes and facilitates league picture day
- c) Assists with league fundraisers
- d) Works with web site coordinator and others to publicize league activities

### **Section 18- Registration Coordinator**

- a) Works with Executive Board to schedule time and location of player registration including online registration services as well as walk-in registration
- b) Maintains files of all players acquired at registration
- c) Works with Executive Board to set up evaluation schedule
- d) Works with Executive Board to prepares rankings for draft and organizes draft

### **Additional Staff Directors**

May include, but is not limited to:

- a) League Parent Coordinator
- b) Election Director
- c) Website Director

In the event the responsibilities of any member of the Board of Directors are not specifically documented in this section, the individual appointed or elected shall perform his/her duties in a responsible manner and in the best interest of PRYB.

## ***Paso Robles Youth Baseball By-Laws***

---

### **ARTICLE VIII – FINANCIAL AND ACCOUNTING**

**Section 1** – The Executive Board shall decide all matters pertaining to the finances of PRYB and it shall place all income including auxiliary funds, in a common league treasury directing the expenditures of same in such manner as will give no individual, team, or division an advantage over those in competition with such individual team or division.

**Section 2** – The Board shall not permit the contribution of funds or property to individual regular season teams, thereby to discourage favoritism among teams.

**Section 3** - The Board shall not permit the solicitation of funds in the name of PONY Baseball unless all funds so raised are placed in PRYB treasury.

**Section 4** – The Board shall not permit the disbursement of PRYB funds for other than the conduct of the Paso Robles Youth Baseball activities in accordance with the Rules and Regulations and policies of PONY Baseball, Inc.

**Section 5** – No Director, Officer, or Member of the PRYB shall receive directly or indirectly any salary, compensation, or emolument from PRYB for services rendered as Directors, Officer or Member unless those services fall outside of the regular duties prescribed earlier. The Board must approve any services rendered to PRYB by a regular member for compensation and must also approve the type/amount of compensation. Such service and compensation shall be kept as public record and available for audit by any member of PRYB.

**Section 6** – For league expenses, Executive Board members individual expenditure limit shall be \$500, and Appointed Board Members expenditure limit shall be \$100.

**Section 7** - All monies received, including auxiliary fund, shall be deposited to the credit of PRYB in one or more depositories selected by the majority of the Board of Directors at regular or special meetings. Two (2) executive officers approved by the Board of Directors shall sign all checks over five hundred dollars (\$500.00).

**Section 8** - The fiscal year of the PRYB league shall begin on the first day of October and end on the last day of September.

### **ARTICLE IX – PROTEST COMMITTEE**

**Section 1** – A protest committee shall be convened subsequent to the receipt of a protest submitted pursuant to Article 15, and should occur prior to the next scheduled game of the teams involved. The Protest Committee shall consist of the Vice President (Chairperson), Umpire Director, Player Agent and at least one (1) Player Director to be selected by the Chairperson.

## ***Paso Robles Youth Baseball By-Laws***

---

**Section 2** – Umpire Director, a non-voting member of the committee, shall present the basis of the protest and read the applicable rules. Player Director of the division involved shall represent the managers of the teams, present the facts involved and will not vote. Remaining Player Directors will vote, and in the event of a tie, the Chairperson will cast the deciding vote. All decisions of the protest committee are final. In the event the Vice President is involved either directly or indirectly by virtue of managing or coaching or having a child within the same division of the protesting situation, the President will designate a different board member to act as the Chairperson.

### **ARTICLE X – MANAGERS, ASSISTANT MANAGERS, AND COACHES**

**Section 1** – Managers, Assistant Managers, and Coaches for all leagues and divisions shall apply for their desired positions and be approved by the Board of Directors. Managers will be responsible for the players on their team during PRYB functions on and off the playing field, and at all practice sessions, from the time they tell the players to report, until the players are picked up by their parent(s) or designated individual. Managers, Assistant Managers and Coaches shall manage their team in a manner consistent with applicable Major League Baseball Rules and Regulations, PONY Baseball, inc. Rules and Regulations, and PRYB By-Laws. Assistant Manager and any Coach may assist the Manager on the playing field. In the event of the Manager's absence, the Assistant Manager assumes responsibility of the Manager's duties.

Section 2 – Managers or in their absence, Assistant Managers or Coaches shall have a copy of all players registration forms at all times when practicing or playing.

### **ARTICLE XI – TEAMS AND DIVISIONS**

**Section 1 - PRYB Executive Board will determine how the league registers with National PONY Baseball whether it be traditional or 'and under'.**

#### **Section 2 – Shetland Division**

- a) Shetland Division will consist of 4, 5 and 6 year olds as determined by PONY Baseball age guidelines. The division will be non-competitive with no scores kept. Teams will consist of 10-13 players. There will be no tournament play.

#### **Section 3 – Pinto Division**

- a) Pinto Division will consist of 7-8 year olds as determined by PONY baseball age guidelines. The number of players per team shall be determined by the Player Director(s) prior to the draft. The teams shall consist of between 10-13 players pursuant to PONY Baseball rules. Players eligible for team selection shall be from

## ***Paso Robles Youth Baseball By-Laws***

---

those who participated in the try-out(s) or who were excused from participation by the Player Director(s).

- b) Pinto Division shall be a player development division intended to introduce the player to baseball games where the score is maintained. Pinto League game scores shall be kept. The intent of the division shall be to develop the skills and sportsmanship of each player.
- a) Pitching machines, or in the event of malfunction a coach-pitcher, will be used. Teams will bat their full roster in an established line up order and free defensive substitution will be allowed during games. No player shall sit out more than one consecutive inning.
- b) There will be postseason play-offs or championship games and All-Stars as deemed appropriate by PRYB Board of Directors.
- c) No metal cleats will be allowed during league or postseason play.

### **Section 4 – Mustang Division**

- a) Mustang Division will consist of 9-10 year olds as determined by PONY baseball age guidelines. Number of players per team shall be determined by the Player Director(s) prior to the draft. The teams shall consist of between 10-13 players pursuant to PONY Baseball rules. Players eligible for team selection shall be from those who participated in the try-out(s) or who were excused from participation by the Player Director(s).
- b) Mustang Division shall be competitive, with game scores and team standings maintained. Teams will bat their full roster and free defensive substitution, with the exception of the pitcher, shall be allowed. Once a pitcher has been removed from the mound, he/she may not resume that position.
- c) There will be postseason play-offs or championship games and All-Stars as deemed appropriate by PRYB Board of Directors.
- d) No metal cleats will be allowed during league or postseason play.

### **Section 5 – Bronco Division**

- a) Bronco Division will consist of 11-12 year olds as determined by PONY baseball age guidelines. Number of players per team shall be determined by the Player Director(s) prior to the draft. The teams shall consist of between 10-13 players pursuant to PONY Baseball rules. Players eligible for team selection shall be from amount those who participated in the try-out(s) or who were excused from participation by the Player Director(s).

## ***Paso Robles Youth Baseball By-Laws***

---

- b) Bronco Division shall be competitive, with game scores and team standings maintained. Teams will bat their full roster and free defensive substitution, with the exception of the pitcher, shall be allowed. Once a pitcher has been removed from the mound, he/she may not resume that position.
- c) There will be postseason play-offs or championship games and All-Stars deemed appropriate by PRYB Board of Directors.
- d) Bronco Division shall include base lead off, stealing, and dropped third strike advance by a batter pursuant to Official Baseball Rules. cleaned up grammar

### **ARTICLE XII – PLAYER SELECTION / DRAFT**

#### **Section 1 – All Divisions**

- a) PRYB Board of Directors shall determine by majority vote at a regularly scheduled meeting the method of player draft for each Division.

### **ARTICLE XIII - OFFICAL SCORING**

**Section 1** - It shall be the responsibility of the home team for all Divisions (except Shetland) to provide an Official Score of the game. Home team shall update the website with the score of the game within twenty-four hours of games completion.

### **ARTICLE XIII- GAME SCHEDULING**

**Section 1** - Shetland Division game will have a one hour fifteen minute time limit. Pinto and Mustang Divisions games will have a two-hour or six complete innings limit whichever comes first. Bronco Division will have a two hour fifteen minutes or seven complete innings limit. A new inning begins upon the completion of the previous inning (time of the third out). No new inning shall start after the time limit has expired.

**Section 2** - Should a Pinto, Mustang or Bronco Division game be tied at the completion of regulation play (six complete innings for Pinto and Mustang, seven complete innings for Bronco) and time is remaining based on appropriate time limits described in Paragraph A, additional innings shall be played; however, no additional innings shall start after the time limit has expired. If the games are tied at the end of regulation play, the game will be recorded as a

## ***Paso Robles Youth Baseball By-Laws***

---

tie. Due to daylight savings time on fields that do not have operating lights, this scenario shall be reduced to four innings for Pinto and Mustang; Bronco will be six.

**Section 3** - Standings will be determined mathematically and shall be based on winning percentages for league play.

**Section 4** - Schedules should, if possible, be made prior to the draft of teams. Every effort will be made not to schedule games during Spring break and Memorial weekend. However, uncontrollable circumstances such as weather, may make it necessary to schedule make-up games during those periods.

### **ARTICLE XV - CONDUCT**

**Section 1** - Grievous individual misconduct on the part of spectators, adult leaders of play, and players during PRYB sanctioned activities on or off the field may result in disciplinary action as determined by PRYB Conduct Committee. Grievous individual misconduct may include, but not be limited to, use of alcoholic beverages and/or controlled substances; publicity audible use of foul, abusive, or inappropriate language; physically assaultive or combative behavior, including fighting, and the intentional throwing of equipment in a manner which could cause injury. Infractions may result in removal from further league play for the remainder of the season.

**Section 2** - There shall be no consumption of alcoholic beverages or use of controlled substances at any reserved youth baseball site while any part of the site is being used by youth baseball. Sites shall include the entire park areas and all surrounding parking lots. Team Managers shall be responsible for their personal conduct, conduct of their assistant managers, coaches, team members, and conduct of their team member's parents/family members. Any violation of this rule may cause the offending team to forfeit their next game. A second offense by the same person, by action of PRYB Conduct Committee or Board of Directors, may result in the removal of said person and /or ballplayer from the league or other disciplinary action.

**Section 3** – PRYB Conduct Committee may be convened subsequent to the receipt of documented information regarding conduct of an individual directly affiliated with PRYB which is not in the best interest of the league or in violation of league conduct rules. Individuals directly affiliated with the league may include: member of the Board of Directors, adult leaders or supervisors of players, umpires, players and the parents/family members of players. PRYB Conduct Committee should be convened as soon as reasonably possible and no later than seventy-two hours of receipt of written complaint.

**Section 4** - Conduct Committee shall consist of three (3) persons from the Board of Directors chosen by the President. The President shall appoint the Chairperson. Chairperson shall

## ***Paso Robles Youth Baseball By-Laws***

---

provide Executive Board recommendation for action at the conclusion of Conduct Committee Investigation. Executive Board shall, by majority vote, determine to endorse or modify Conduct Committee recommendation.

**Section 5** – Any person affected by a decision of the Executive Board may appeal the sanctions enacted to the Board of Directors and address the Board at the next scheduled meeting. Any request for review by the Board of Directors shall be submitted in writing by the affected individual. Pending the review, the sanctions enacted by the Executive Board shall be enforced.

### **ARTICLE XVI - RULES**

**Section 1** - All games shall be governed by the Official Baseball Rules, except as modified by PONY Baseball, Inc. Rules and Regulations and PRYB Board of Directors action.

**Section 2** - Game time will be forfeit time. Forfeiture by both teams will result in a loss being given to each team. Teams must have a minimum of eight (8) players and Manager, Assistant Manager or Coach present in order to start a game. In the event that a team starts a game with only 8 players, they shall have a void in the number nine (9) position of the batting order. They shall not receive an out for this position as long as it remains unoccupied. If during the course of the game a roster player(s) arrives, he/she may be inserted into the lie up in the unoccupied position(s) at any point during the game. Once a game has started, a team may play with less than eight (8) players. Players may not fill in for another team not having enough players. This is considered a forfeit and will be considered a loss. By allowing this to continue, disrupts the standings as well as tournament seeding.

**Section 3** - All players in every division shall not sit out more than one (1) consecutive inning.

**Section 4** – The minimum playing inning standards documented in Section 3 for all divisions shall not apply in the following instances:

- b) A player has been suspended from play pursuant to these By Laws.
- c) A player fails to arrive at his/her game in uniform and ready to play before the end of two (2) complete innings (12 outs) without proper notification of the Manager that he/she will be late, except for acceptable reasons such as illness, injury, or accident. In these instances, the minimum inning playing standards for the player shall be at least one (1) defensive inning and one (1) at bat.
- d) A player fails to arrive at his/her game in uniform and ready to play before the end of two (2) complete innings (12 outs) without proper notification of the Manager that he/she will be late, except for acceptable reasons such as illness, injury, or accident. In these instances there shall be no minimum inning playing standards for the player, although the manager should make an effort to insert the player into the game.

## ***Paso Robles Youth Baseball By-Laws***

---

**Section 5** – Should a player in the Pinto through Bronco Divisions fail to take his proper turn at bat due to ejection from the game, he/she shall be recorded as an out upon his/her first scheduled time at bat following the ejection. The player shall not be allowed to return to the game.

**Section 6** - Should a player in the Pinto through Bronco Divisions fail to take his proper turn at bat for any reason including illness or injury during the game or leaving the game after he/she has been placed in the line-up and the game as started, the player shall be recorded as an out on his/her first time at bat following the onset of the illness or injury or the time he/she departed the game. Should the situation which caused the player to leave the game be corrected, the player shall be allowed to re-enter the game in his/her original batting position (i.e. use of restroom).

**Section 7** - The following procedure is established for Managers dealing with discipline problems and apply to the following circumstances:

- a) Practice Attendance - Player misses two (2) consecutive practices or fifty percent of practices during a two week period without a valid excuse or notifying the Manager.
- b) Game Attendance -Player misses two (2) consecutive games without notifying the Manager.
- c) Physical Abuse -Player's conduct is physically abusive or assaultive toward teammates, coaches, or team parent(s).
- d) Disrespect - Player is frequently disrespectful or verbally abusive toward team members, coaches, and/or team parent(s).
- e) Player intentionally destroys and/or vandalizes PRYB property or equipment.

Manager shall:

- a) Manager discusses the matter with the players and his/her parents, and if the matter is not resolved, advises them of his/her intent to suspend the player.
- b) Manager informs the Division Player Director(s) of the player's conduct, his contact with the parents and his/her intent to suspend the player.
- c) Division Player Director(s) discusses the matter with the player's parents, and in the event the Player Director approves of the suspension, notifies the parents.

## ***Paso Robles Youth Baseball By-Laws***

---

- d) Player Director advises the President of his/her intent to suspend. If the President concurs, the suspension shall be implemented.
- e) Manager notifies the player's parents of the approved suspension and the affected game.
- f) Manager notifies the umpire of the player's suspension prior to the affected game and listed the players as SUSPENDED on the line-up card.
- g) Suspended player may appear at the affected game in proper uniform, however, his/her appearance is not required.
- h) Division Player Director shall provide written documentation of the process to the President.

**Section 9 - Protective Gear:** It is recommended that all players wear athletic supporters and protective cups. All catchers must wear chest protector, mask, and protective helmet while on the field. All players shall wear their league provided baseball caps (except when wearing a protective helmet), and uniforms in a proper fashion at all times on the playing field.

**Section 10** – Any player intentionally throwing any items other than a ball (i.e., bats, helmets, gloves, or hats) or removing their protective helmets while on the playing field during play, shall be warned on the first offense, and may be removed from the game after the second violation during a game.

**Section 11 -Batting:** There will be no designated hitters.

**Section 12 - Warm-ups:** As time allows prior to a game, the visiting team may take infield practice first for no longer than ten (10) minutes. The home team (3<sup>rd</sup> base dugout) will take infield practice second for an equal amount of time prior to the start of the game.

**Section 13 - Protest of Umpire Call:** Notification of the intent to protest a decision of an umpire shall be made to the home plate umpire and official scorer, who shall document the protest prior to the next pitch after the call in question. A written protest shall be submitted to either the application Division Director, Vice President (Protest Committee Chairperson) or an Executive Board Member within 24 hours of the protested game. Written protest shall include the following information:

- a) Date, time, and location of the protested game.
- b) Names of the teams, managers, umpires, and official scorer of the protested game.
- c) Rule(s) under which the protest is made.
- d) Essential facts related to the decision and protest.

## ***Paso Robles Youth Baseball By-Laws***

---

**Section 14 –Dugout Behavior:** With the exception of water, sport drink type liquids, and sunflower seeds; no food, beverages or tobacco products will be allowed in the dugouts or on the playing field during games. No climbing, hanging, etc. on the backstop or fences shall be prohibited.

**Section 15** - No bat boys or girls will be allowed.

**Section 16** – No player of either team, Manager, Assistant Manager, or Coach shall leave the field or dugout for any reason during the game other than to visit the restroom, for first aid purposes, or in the case of an emergency which necessitates departure.

### **ARTICLE XVII - AMMENDMENTS**

**Section 1** - These By Laws are perpetual. Any section may be amended or repealed by at least two-thirds (2/3) vote of the Appointed Board of Directors and a least two-thirds (2/3) vote of the Executive Board of Directors providing that a written notice of such proposal shall be mailed or personally delivered to each member of the Board of Directors at least seven (7) days prior to the meeting at which the proposed changes shall be submitted to a vote.

### **ARTICLE XVII - VOLUNTEER SCREENING AND BACKGROUND CHECK POLICY AND PROCESS**

#### *Why is Paso Robles Youth Baseball(PRYB) conducting volunteer background checks?*

The safety of our players is a top priority! Criminal background screenings will be **mandatory** for all volunteers having direct contact with our players. Any volunteer who will be in the dug-out or on the playing field with our players during a game must complete and pass a background screening. This includes Board Members, Managers and Coaches, parents assisting periodically during Shetland games will not be subject to this screening. For each team, a Head Coach and two assistant Coaches will be screened. **There will be no exceptions.**

#### *How does the process work?*

For Managers and Coaches - after processing an application to manage/coach within the PRYB Registration System, a manager/coach will then follow the procedure outlined below.

#### *How does a volunteer process a background screening application? What is the cost to the applicant?*

## ***Paso Robles Youth Baseball By-Laws***

---

Once a volunteer completes the online registration, that registration will be reviewed by the Executive Board. Once the volunteer has been approved by the Executive Board as a "potential" volunteer for PRYB, the applicant will be contacted via email by the PRYB president and provided an application form for the league chosen background check.

During the January PRYB Board Meeting, all Executive and Appointed Board members will be provided an application form for the league chosen background check.

For all Head Coaches and Board Members, PRYB will cover the cost of the background check. For all assistant coaches, the costs associated with the background check will be borne by the individual with a cost not to exceed \$15 for the application.

### ***What will PRYB consider as an offense that will result in a non-approval?***

The background check will first validate the given Social Security Number (SSN) to the applicant to ensure the applicant is in fact a match to the personal information provided.

The process will search a National Criminal Database which include criminal records and sex offender registry records across 50 states and the District of Columbia

The following list of offenses would result in non-approval. Offenses including but not limited to:

- Conviction of a felony
- Conviction of a crime involving a minor, regardless of the offense
- Conviction of a crime involving force or threat of force against a person
- Conviction of a crime in which sexual behavior is an element
- Conviction of a crime involving controlled substances within the past 10 years
- Conviction of a crime involving cruelty to animals
- Any sex offender registrant
- Refusal to undergo background screening

### ***Who at PRYB will see the details of a non-approval and how will it be communicated to an applicant?***

Only the President of PRYB will have access to the details of a non-approved application. The President will communicate the results directly to the applicant.

### ***If the details of a non-approval are not accurate or the person identified in the results is believed not to be the applicant how is this addressed?***

If the volunteer believes the non-approval is a mistake he/she can speak directly to the independent company facilitating the background check to determine how/if the results can be

## ***Paso Robles Youth Baseball By-Laws***

---

changed. The volunteer applicant will not be approved by PRYB until such time that an approval is received by the background screening provider.

*Will there be an appeal process for those applicants who are non-approved based upon the result of the applicant screening?*

If the volunteer believes the non-approval is unjust, a written appeal can be submitted to the President of PRYB. An appeal committee consisting of the Executive Board will review the appeal and make a determination. A written response detailing the approval or non-approval will be provided to the applicant.

*How long is a background screening approval considered valid?*

Each approved screening is valid for a one (1) year period from the date of the approval. A volunteer is considered approved for all volunteer activities performed for the one (1) year period. The volunteer will need to renew his/her approval for each subsequent year by completing the screening process again.

*Continuing Obligation to Report Offenses*

Should a previously eligible volunteer be arrested or convicted of one of the above disqualifying offenses, the volunteer's duty to notify PRYB is immediate. The volunteer shall notify the PRYB President and shall immediately suspend volunteer activities.

### **ARTICLE XVIV - DISSOLUTION**

**Section 1** - When determined necessary by the President and upon approval by a two-third (2/3) vote of the Executive Board of Directors and Appointed Board of Directors, PRYB shall be dissolved and the following actions taken:

- a) All available documents pertaining to the administration of the league shall be provided to both PONY Baseball, Inc. and Paso Robles Youth Sports Commission.
- b) All current and outstanding financial obligations shall be satisfied and all remaining funds under the control of PRYB shall be presented to Paso Robles Youth Sports Commission and designated for use in funding other youth baseball sports programs.
- c) Any other action, including but not limited to; merger with an existing PONY affiliated youth baseball league, merger with an existing youth baseball league not affiliated with PONY Baseball, Inc.; or cancellation of affiliation with PONY Baseball, Inc. shall be approved by two-thirds (2/3) vote of the Executive and Appointed Board of Directors.