



# Roseville PONY Baseball

## Bylaw Document

Effective: January 1, 2023

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## **Article I - Name and Divisions**

The league shall be known as: **Roseville PONY Baseball**, hereinafter referred to as “RPB” or the “League”, a member of PONY Baseball, Inc. a non-profit Pennsylvania corporation.

This League shall consist of the following Divisions (when the number of registered players for each Division is sufficient as deemed by the Board of Directors):

- Foal Division..... (3 & 4 year old players - 4U)
- Shetland Division..... ( 5 & 6 year old players - 6U)
- Pinto Division..... (7 & 8 year old players - 8U)
- Mustang Division.....(9 & 10 year old players -10U)
- Bronco Division.....(11 & 12 year old players - 12U)
- Pony Division..... (13 & 14 year old players - 14U)
- Colt Division..... (15 & 16 year old players - 16U)
- Palomino Division..... (17, 18 & 19 year old players - 18U)
- Champions Division..... (Anyone between the ages of 5 and 18 years old, or who remain in a school setting, with special needs that would prevent them from playing in a traditional baseball or softball program)

If the numbers of players is sufficient, and the board determines that it is in the best interest of the League, Divisions may be split into an age-pure (eg. 7u, 8u) or “minor/major” format.

The Champions Program (aka “Champions Division”) shall be operated as a separate entity for purposes of finances, registration, uniforms, and equipment. A Champions Program Chairperson shall be voted upon by the board to administer the program, but is not a voting member of the board, nor are they required to attend board meetings. The tenure of the Chairperson will last until such time as the person resigns from the position or is removed by the Board. The Chairperson of the Champions Program shall report to the League Player Agent as needed, and should provide an update on the program’s overall status to the entire Board on an annualized basis during the September board meeting. The League Treasurer shall have oversight of the financial records of the Program, and the program Chairperson shall provide any information regarding the program to the Board upon request. The Chairperson may also act as a manager or coach within RPB. Finally, the Champions program shall receive the assistance of the board to ensure its success as a vital member of Roseville PONY Baseball.

## **Article II - Statement of Policy**

### *1. Vision and Mission Statements*

PONY Baseball, as an organization, has adopted the following mission statement:

“PONY Baseball and Softball is designed to ‘Protect Our Nation’s Youth’ by providing experiences in youth baseball and girls softball that will help young people grow into healthier and happier adults.”

Roseville PONY Baseball agrees with and has chosen to adopt this as our mission statement, expanding on it to incorporate our added mission:

RPB Vision Statement: As a vital member of the Roseville Community, Roseville PONY Baseball will be a recognized leader in youth sports fostering sportsmanship, character, and baseball knowledge.

Roseville PONY Baseball also has adopted the following as our mission statement, to assist us in our vision for the organization's future:

RPB Mission Statement: Roseville PONY Baseball sets forth to achieve a higher level of baseball knowledge and skill to the youth of the area through the development of quality coaches and players by providing a mental and physical instructional environment within a recreational setting toward a greater level of competition.

2. It shall be the policy of the League so to conduct its activities 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.
3. 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 the services in carrying out the purpose for which the League has been organized.
4. 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.
5. 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.

### **Article III - Purpose**

The purpose of the League shall be to organize and supervise the playing of baseball and softball under specialized rules and regulations, to secure suitable and adequate financial backing for these purposes, and to own, lease or otherwise provide suitable playing facilities and equipment for these purposes.

**Article IV - Board of Directors**

1. The governing Board of volunteers for RPB (herein referred to as the Board) must be 18 years of age or older and shall consist of the following voting Board Positions:

The Executive Board (Officers)	The Board of Directors
League President	Foal/Shetland Division Player Agent (DPA)
League Vice President	Pinto DPA
League Secretary	Mustang DPA
League Treasurer	Bronco, Pony, Colt DPA
League Player Agent (LPA)	All-Stars DPA
	Director of Volunteers
	Director of Fundraising
	Director of Communications
	Director of Equipment
	Director of Scheduling
	Director of Fields
	Director of Registration
	Director of Umpires
	Director of Uniforms
	Director of Sportsmanship and Academics
	Director of Snack Bar
	Webmaster
	Director of Safety

2. Fifty percent (50%) of the voting membership of the Board plus one shall constitute a quorum. Should the Board comprise members of the same household, attention to Section VI.5 shall be considered when determining if a quorum exists.
3. Each voting Board Member’s term of office shall run for two years from Sept 1st to August 31st. Board members elected to subsequent terms are on an annual basis. Each board position has a

job description in Addendum A of these by-laws.

4. The current year's bylaws shall be in effect until the new Board accepts the new bylaws.
5. A prospective Board member shall attend at least one Board Meeting prior to being nominated to a position. The Nomination of a Board member shall be held during a regularly scheduled Board Meeting. Newly elected Board members shall assume their Board duties upon approval by the Board.
6. After the election of a new Board members is complete, the Board will assign an existing Board Member to assist in onboarding. The League Secretary shall have the responsibility of conducting a smooth transition of information.
7. In the event of death, resignation or inability to perform the duties of any Board office, the Board, by a majority vote, shall be empowered to remove and/or replace said Board member. A replacement shall serve the remainder of the term vacated by the previous Board member.
8. Each board member shall develop an annual checklist, broken up into monthly duties that are pertinent to each respective position. All board positions shall follow the annual checklist on a monthly basis.
9. Each board member shall continually develop their job description (see Addendum A) and annual checklist during their term and provide updated language for annual Bylaw improvement. Development of job descriptions and annual checklists ensures adequate onboarding for new board members and a smooth transition of respective duties during change in board leadership.
10. Any Board member in good standing with the Board and upon approval of the Board may have a percentage of their player's registration fees (up to 100%) waived after completing six months of service and beyond. Registration fees do not include fundraiser participation or buyout fees, nor does it include the Roseville Youth Sports Coalition fee.
11. A Board member is not subject to additional volunteer hours as long as they are completing their position as required in their respective job description.

#### **Article V - Revisions and Amendments to Bylaws**

Revisions and amendments to the RPB Bylaws shall take place yearly and require a majority vote of the Board. All changes to the Bylaws shall be submitted in writing to the League President in advance of the regularly scheduled monthly Board meeting. The League Bylaws Chairman or any voting member of the Board shall read the suggested changes to the Bylaws to the membership at the Board meeting as prescribed below and after notification to the general membership of the League.

1. At the August Board Meeting, the League President shall appoint a Bylaws Advisor who shall select at least three other committee members, approved by the Board, to review and suggest changes to the bylaws. The bylaws will be presented by the Bylaws Committee to the Board

and read three times for approval by the Board.

- a. September: The first reading shall consist of proposed changes.
  - b. October: The second reading shall consist of Board approved changes.
  - c. November: The Board shall then approve the bylaws (by a majority vote) at the third and final reading. (Depending on the nature and scope of proposed updates, the final reading of updates may be approved in December.) This shall be accomplished before the first day of skills evaluation for the upcoming baseball season.
2. A Board reading of the suggested changes to the Bylaws must take place in a regularly scheduled Board meeting or in an Executive Board meeting.

All suggested changes to the Bylaws must be read as noted above in regularly scheduled or executive Board meetings.

3. The 3<sup>rd</sup> and final reading of the Bylaws (without changes) and approved as noted will be considered complete and be officially in effect from that date forward.
4. Any and all suggested changes to the Roseville PONY Baseball Bylaws given to the Board after the Bylaws are in effect for that baseball season will not be considered until the current baseball season is over.
- a. The only exception is in cases where a delay would cause significant risk to the safety of League participants, significant financial or operational problems. Any suggested change or changes to the By-laws during the season shall be in writing under the signature of the Secretary and shall be distributed to each affected manager at least fifteen (15) days prior to the meeting at which the proposed change or changes shall be submitted to vote.

## **Article VI - Meetings and Voting**

1. The board shall hold one regularly scheduled meeting each month.
2. An "Executive Board" meeting may be called at any time by the League President or upon written request of at least three members of the Board.
  - a. Executive Board Meetings are defined as meetings necessary to deal with league business outside the normal Board Meeting schedule.
  - b. The Executive Board consists of the President, Vice President, Secretary, Treasurer, and League Player Agent.
3. Voting outside of a regularly scheduled Board meeting - online voting: any board member may motion to vote on items outside of regular board meetings, provided they have good cause to do so and the urgency of the motion cannot wait until the next regularly scheduled board meeting. The member who wishes to motion should follow the following procedure:
  - a. Inform the Secretary they have a motion to be presented. If the Secretary is not available, another member of the Executive Board may stand in.
  - b. Deliver the Motion to the Secretary who will present it to the Board via email.
  - c. The Board will then have the opportunity to discuss the Motion if needed. If necessary,

- a full meeting of the board could be called.
- d. The Secretary will request that a member provides a second to the motion. Once the motion has a second, all other members shall vote by responding to emailed motion, responding to the motion with yes, no, or abstain.
  - e. The Secretary will keep the official tally of the votes. The motion will be deemed as passed if a majority of voting board members (50% +1) votes in the affirmative (yes).
4. Voting Members of the Board are required to attend a minimum of 75% of the board meetings unless excused by the League President. Non-compliance with this provision may result in removal of the existing member. Members are expected to notify the Secretary or the President prior to any Board meeting they are unable to attend. Board members, who are unable to attend, should have their report sent to the Secretary or President 72 hours before the meeting. There is to be no leeway on the Treasurer's report. Non-voting members are not subject to this rule.
  5. In the event that two individuals from the same household occupy more than one (1) board position, this household will be restricted to a single vote in all board matters. The determination of "same household" status and which board position is given voting right shall be determined by majority vote of the Board (not including same household individuals) and remain in effect until modified by subsequent majority vote.
  6. "Robert's Rules of Order, revised" shall govern the procedures of all official Board meetings, except where they conflict with the Bylaws of the League, which shall take precedence.
  7. Abstaining votes shall count as a YES. In order for a vote not to count a member must simply recuse themselves from a vote. In addition, the President shall not vote in instances where the board is tied.

#### **Article VII - Disciplinary Actions**

1. The Board of Directors shall have the authority to suspend, discharge or otherwise discipline any member, manager, coach, player, league official, umpire or other person whose conduct is considered detrimental to the best interests of the League.
2. Any adult (persons 18 years of age or older) who is suspended, removed or otherwise disciplined by the Board of Directors shall have the right to appeal such action before a majority of the members of the Board of Directors at a regular or special meeting called for that purpose.
3. The Disciplinary Committee shall, upon evidence of misconduct of any player, notify the manager of the team of which the player is a member and the parents of any such player who is less than 18 years of age, within 36 hours of the allegation. The manager shall appear with the player before the League Player Agent, and at least three other members of the Board of Directors, for consideration of appropriate action. The player's parents or guardian shall be advised of and invited to attend such meeting.



## **Article VIII - Sponsors, Registration and Fundraising**

1. RPB operates by contributions from sponsors, registration fees, and supplemental fundraising activities as described herein.
2. Sponsorship fees and registration fees shall be established by the League based on current price of franchise fee, insurance fee, equipment and uniform cost in the year the application is made for admission into the League.
  - a. The sponsorship agreement shall be headed by the Director of Fundraising. The Director of Fundraising may appoint a Sponsor Chairperson for assistance. This person shall be nominated and approved by the Board with a majority vote.
3. Prospective players, parents, guardians, etc., shall take sole responsibility of reviewing the PONY Baseball Rule book.
4. Select Team initial registration fees shall cover both season and PONY Nationals tournament entry fees.
5. FORCE MAJEURE: the league shall not be expected to provide a refund or future discount if a force majeure event occurs. The league will not be liable for any failure or delay in performing an obligation that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy
  - a. In the event of a full or partial season cancellation (Spring, Fall, Nationals/AllStars, Select) due to a force majeure event, the league will review the pertinent finances to determine if a refund or future discount is feasible.

## **Article IX - Financial Policy**

1. The Board shall decide by a vote on all matters pertaining to the finances of the League. It shall be the policy of the League to place all income in one financial institution. Expenditures of League income shall be directed in a manner which shall not give any division or any individual League team any advantage over another as to equipment, uniforms, etc.
2. The Board must authorize the payment of all League expenses as submitted by each board member in accordance with the approved budget for his/her area of responsibility. Such action must be ratified at the next regularly scheduled Board meeting and must be recorded in the League minutes. Any Board member while in the performance of league business may spend funds up to \$100.00, without prior Board approval, and shall be reimbursed by the league. All expenditures submitted for reimbursement require proper documentation to validate the expenditure (i.e., receipts or signed affidavit). Whenever possible the Board shall avoid spending any funds without prior Board approval.
3. The League Treasurer shall review and track all expenses and income and submit an updated financial condition report at each regular board meeting. This shall consist of all current monthly income and expenses separated by cost center. All monies owed the League by any board member, vendor, sponsor or individual shall be billed on or before the first of each month. Payment to the League shall be due within 30 days of the billing date. The League Treasurer shall be responsible for processing and recording in the Board meetings minutes, all accounts payable and receivable statements.
4. At no time shall there be a relationship between any two members able to sign checks for the league. The League Treasurer shall not be a member of the audit committee. The League Treasurer shall also provide the necessary documentation and work with a local CPA to file all applicable tax reporting for the league no later than November 1st. The league will provide necessary accounting software to be used by the Treasurer in the performance of duties.
5. An annual budget for each cost center shall be submitted to the Board within sixty (60) days of the last sign-up date.

The annual budget shall be based on the previous year's expenditures. Specific items to be addressed are cost of League franchise fees, player registration fees, League insurance fees, uniforms, equipment, umpires, events, postage, field maintenance, tournament fees, and overhead fees, to include office and storage fees, newsletters, utilities at the office, files, trophies, and plaques, etc.

6. All Funds Transfers between members of the league requires documentation from the relinquishing member and the receiving member. Documentation can be in paper or email form and must distinguish amount of money being transferred and signature of members.
7. The Vice President, or designee approved by the Board through a consenting vote, may also act as a signer on league checks if the President is unavailable to sign.

8. The RPB League shall be solely responsible for all Board approved expenses, including all PONY sanctioned tournaments. The Director of Registration shall be responsible for the collection of all registration fees for all sanctioned tournaments.

### **Article X - Special Committees**

Special Committees may be appointed by the President for such special purposes as deemed necessary. Committee duties and responsibilities are to be outlined at the time of the appointment.

#### **Fall Ball Committee**

The Fall Ball Committee ("FBC") shall be formed annually in the Month of April to prepare for the opening of fall registration as soon as practicable after the Spring Season end date. The FBC shall be composed of the League Player Agent, all Division Player Agents, the Registrar, Director of Uniforms, Director of Fields, Director of Equipment, as well as any other Board Members who wish to volunteer their time to the endeavor. The specific duties of each member of the FBC shall be agreed upon during the first meeting of the FBC. The FBC will work with any sister PONY organizations who are to participate in the Fall season to agree upon the details of the season such as rules, scheduling, field allocations, umpire payments, and any other pertinent details to the Fall season.

### **Article XI - Volunteerism Requirements**

RPB operates solely on fundraising and volunteerism and does not directly have employees. Therefore, it is required that all families complete volunteer hours. Before each season, the Director of Volunteers will determine the number of hours required per family and the types of volunteer opportunities that will be available. Board members, Managers, Assistant Coaches, and Team Parents are exempted from this requirement as their obligations have been met by other means. The operation and management of this program will be at the discretion of the Director of Volunteers (or a delegate or committee).

Snack Bar Specific Requirement:

The home team for each game played at Mahan Park is required to provide one (1) volunteer to the snack bar for each game. The volunteer is to arrive at the snack bar 15 minutes prior to the game start time, and may depart once the volunteer from the next game arrives, or in the case of the final game of the day, the snack bar is closed. The volunteer must be an adult unless otherwise approved by the Snack Bar Director or their delegate. In the event a volunteer is not supplied, the game will be stopped and the manager or a coach from the home team will be required to staff the snack bar.

**Article XII – Background Check Requirements for all volunteers**

In compliance with AB 506, Roseville PONY Baseball has a mandatory requirement that all members of the Board of Directors, Team Managers, Coaches, Team Parents, and any volunteer (collectively “volunteer”) who has more than 16 hours of contact with players undergo (1) a CA Department of Justice LiveScan, and (2) a background check consistent with PONY requirements. Additionally, all volunteers must annually complete Child Abuse Mandated Reporter training. Roseville PONY Baseball will provide opportunities prior to the start of the Spring and Fall seasons to complete the required Livescan and background check. Roseville PONY Baseball will pay for the cost associated with these checks if completed during scheduled times. Otherwise, the volunteer may be required to bear the cost if done off schedule. Once the Livescan, background check and reporter training have been completed, a volunteer may assume their role withing the organization. Roseville PONY Baseball may develop a Policy, as an attachment to the ByLaws, that describes what may preclude a person from volunteering for the organization.

**Article XII - Authentication of Bylaw Publication**

The names of the following voting elected Board Members (the Board) of the Roseville PONY Baseball League at the time of the first fiscal year’s regularly scheduled Board meeting must appear on each copy of the Bylaws. They include, League President, Vice President, League Treasurer, League Secretary, Director of Team Parents, Director of Registration, Director of Scheduling, Director of Equipment, Director of Fields, Director of Uniforms, Director of Snack Bar, League Player Agent, Shetland, Pinto, Mustang, Bronco, PONY and Colt DPA, Director of Fundraising and Webmaster.

League President – VACANT

League Vice President – VACANT

League Treasurer – Jake Franklin

League Secretary – Amanda Bonacorso

Director of Volunteers – Ericka Johnson

Director of Registration – Marolyn Yaranon

Director of Scheduling – Kris Johnson

Director of Equipment – Kellen Pfeiffer

Director of Fields – Dan Spenker

Director of Uniforms – Anna Lynne Figueroa

Director of Umpires – Paul Fry

Director of Snack Bar – VACANT

Director of Communications – VACANT

Director of Fundraising – Aprildawn Scalimini

Webmaster – Victor Nava

Director of Sportsmanship & Scholastics – Ashleigh Purinton

League Player Agent – Steve Park

Foal/Shetland DPA – Derek Ogden

Pinto DPA – VACANT

Mustang DPA – VACANT

Bronco/Pony/Colt DPA – VACANT

All-Stars DPA – VACANT

Acting Director of Safety – VACANT

*Acting League President – Paul Fry*

*Acting Director of Safety – Ashleigh Purinton*

Board Approval Date: December 14, 2022

## **Addendum A - Roseville PONY Baseball Board Member Job Descriptions**

### **President:**

- Attend and act as the chair of the scheduled board meetings.
- Shall preside at all meetings of the League Membership and at all meetings of the Board of Directors, shall serve as the Chief Executive Officer of the League, shall be an ex-officio member of all standing and special committees, and shall perform such other duties as are normally associated with the office of President.
- Direct interface to the City and School Board officials and PONY National representatives.
- Regular communication with the league.
- Attend, or ensure that a League representative attends, the annual PONY West Zone Presidents Meeting.
- Attend, or ensure that a League representative attends quarterly City of Roseville Youth Sports Coalition meetings.

### **Vice President:**

- Attend the scheduled board meetings.
- Shall perform such duties as may be assigned by the President, shall otherwise assist the President in the performance of the President's duties, and shall preside at meetings in the absence of the President.
- Shall obtain and maintain the league insurance policy.
- Shall ensure that the league Statement of Information is filed on time and kept up to date with the California Secretary of State.
- This position is responsible for all items representative of the game of Baseball (Fields, Umpires, Manager/Coaches etc.). This position is also responsible for all non-Baseball operational duties (Sponsorship, Boosters, Fundraising, Public Awareness etc.)

### **Treasurer:**

- Attend the scheduled board meetings.
- The treasurer shall receive and deposit in a banking institution all monies belonging to the Association; submit a monthly statement of accounts to the Board; submit a monthly itemized list of all monies received since the last meeting; submit a monthly list of accounts payable with invoices; co-sign the checks with the President when needed; prepare and maintain all financial books for an annual audit.
- Timely preparation of the league annual tax return.
- Submit annual treasury report to the league on or before September 1st, which will include copies of year-end tax forms filed with the State of California and the IRS.
- Submit annual renewal to the California Department of Justice.
- The treasurer will perform such other duties as may be necessary for the proper functioning of the office.

### **Secretary:**

- Attend the scheduled board meetings.
- The secretary shall maintain all meeting minutes of the Association; take minutes of all meetings; mail all members of the Association of every monthly meeting; will put a public notice of meetings at least one week prior to any meeting; and will perform such other duties as may

be necessary for the proper functioning of the office.

Director of Sportsmanship and Scholastics:

- Attend the scheduled board meetings.
- Oversee the Academic All American Program
- Oversee the Sportsmanship Recognition Program
- Identify Candidates for Scholarship Opportunities
  - Local (Roseville Youth Sports Coalition)
  - National (PONY National, etc.)
- Facilitate Hardship/Financial Assistance Applications

Director of Volunteers:

- Attend the scheduled board meetings.
- Shall operate the league Background Check & Concussion Certification Program.
- Present to all team volunteers at the division meetings to make sure they understand the following:
  - Uniforms – ordering, etc.
  - Fundraising – dates and requirements
  - Picture Day - dates
  - River Cats - dates
  - Encourage them to get a team sponsor from their team
  - Trophies
  - Snack Bar Duty – make sure they make a schedule and enforce it
  - Snack Schedule after the games – typically at the Shetland, Pinto and maybe Mustang division. It's open to all divisions but usually stops after Mustang.
- You are the go-to person to receive and push out all communications to the Team volunteers for the regular season, playoffs as well as Fall Ball.

Director of Uniforms:

- Attend the scheduled board meetings.
- Coordinate the ordering of all uniforms for each team for the regular season, fall ball and any PONY sanctioned tournaments. Collect the money and jersey numbers accordingly and distribute accordingly.
- Order PONY Nationals uniforms.
  - Purchase patches for tournaments and arrange for installation.
- Coordinate with the Select DPA to order uniforms for the Select programs.
- The Director of Uniforms shall also coordinate the sale of spirit wear.
  - Spirit Wear sales can be assigned to a vendor, subject to Board approval of both the vendor and terms of the agreement.

Director of Equipment:

- Attend the scheduled board meetings.
- Purchases, inventory, maintain, and dispose of all league equipment.
- Issues equipment to teams at the outset of the season, maintains accountability for such, and receives it back again at the close of the season.
- Regularly inspects equipment and makes decisions on the replacement of worn, damaged, lost equipment.
- Works closely with the Treasurer in Planning for league growth, and the lead time requirement for additional team equipment.

#### Director of Fields:

- Attend the scheduled board meetings.
- Oversee the maintenance of all league used fields; recruits and supervises volunteer staffing, in conjunction with individual Fields Directors, and Division Reps to accomplish the above; arranges for the purchase & delivery of materials for use in maintaining and upgrading fields facilities.
- Maintains league owned equipment, for use by parent volunteers; performs maintenance as required on facilities.

#### Director of Fundraising:

- Attend the scheduled board meetings.
- As needed the league's Fundraising Director will provide specific instructions at the team parent meeting.
- Coordinate with local restaurants to have successful restaurant fundraiser events.
- If applicable: Fireworks Booth Committee that promotes the event, creates and manages the volunteer schedule for the booth, monitors all delivery of fireworks and manages the event.
- Fundraising also oversees all Sponsorship activity. Solicits Sponsors for all league requirements, including teams, the league directory, league facility location signs, and special events such as Tournaments.
- Acts as liaison between the league and the sponsors. Keeps sponsors informed of league activity and works closely with the sponsors to keep sponsor names continually in the public eye.

#### Director of Snack Bar:

- Attend the scheduled board meetings.
- Coordinate the supply of all food at the snack bar.
- Monitor the excess supply and purchase additional snack bar items as needed throughout the season.
- Coordinate with the Director of Volunteers to ensure staffing is sufficient to open the snack bar during events at Mahan Park.

#### Director of Registration:

- Attend the scheduled board meetings.
- Shall report directly to the League Player Agent and is responsible for registering all players, managers, coaches, and any other volunteers for the league.
- Shall ensure that all necessary registration documents are received.
- Shall update the database with manually obtained registrations.

#### Director of Umpires:

- Attend the scheduled board meetings.
- Shall report directly to the Vice President.
- Shall be responsible for developing the written policy for the administration of the of the League's Umpire Program. The League's Umpire policy shall be reviewed and approved by the Board of Directors.
- Shall be responsible for recruiting, evaluating, training and selection of all umpires; shall be responsible for administering the umpire organization including youth umpires and the direction of junior coordinators. Oversees all Umpire related content for the league website Umpire section to be sure the information is accurate and useful.



- Shall be responsible for ascertaining and assuring that all playing operations are conducted in accordance with the rules and regulations of Roseville PONY Baseball and PONY National Baseball, Shall be responsible for communicating new rulings to the Umpires, Managers and Coaches, Shall coordinate with Equipment Manager to insure that the proper uniform in code and safety is provided to all umpires, Shall schedule all Umpires for RPB prior to the beginning of the season, In the case of Inter-League Play, will coordinate umpire schedule with Inter-League Schedule Coordinator, Shall be the primary contact for all Umpires and Scorekeepers, Shall train and supervise all Scorekeepers,
- Shall be the primary contact point in addition to the Vice President for any complaints or issues that arise with Scorekeepers or Umpires. Shall issue rulings overriding Umpires and Scorekeepers if in the best interest of Roseville PONY Baseball.

#### Director of Scheduling:

- Attend the scheduled board meetings.
- The Director of Scheduling shall set games, rescheduled games, places, and dates to play.
- Games will not be scheduled to start after 7:30pm except for Friday and Saturday Nights.
- Sunday play shall only be used as a last resort for make-up games, rain-outs, suspended games or tie games, and the pitching waivers are not permitted at any time.
- The Director of Fields shall notify the Director of Scheduling, Team Managers, and the Director of Umpires regarding game cancellations left to the judgment of RPB.
- The Director of Scheduling will maintain a proper balance of practice time and rescheduled games.

#### Director of Communications:

- Attend the scheduled board meetings
- Answer or direct incoming communication emails
- Send league announcements through email and social media

#### Webmaster:

- Attend the scheduled board meetings.
- The RPB webmaster is the primary point of contact for the following:
  - RPB's website, email management including distribution lists, utilization of social media, and in general provides technical solutions and recommendations.
- Responsibilities include:
  - Update and maintain the league website.
  - Assist the Director of Communications with league communications and social media posts.
  - Assist board members with their utilization of the league's registration and content management system (e.g. TeamSideline).
  - Assist board members with their utilization of the league's online collaboration and productivity solution (e.g. Google Workspace).
  -

#### League Player Agent:

- Attend the scheduled board meetings.
- Shall be responsible for ensuring the safety and welfare of all player members. Shall supervise the annual registration of player candidates, tryout sessions, and draft of players among League

teams, and shall maintain any listing of eligible players not assigned to teams who may be available as replacement players.

- Also plans, organizes, and supervises the operation of division play, from the application stage through regular & postseason play.
- Responsible for the evaluation, coordination and conduct of manager and coach training & selection, and approval of Managers and Coaches for each team, and ensures that they comply with division policy and procedures.
- Acts as the Disciplinary Committee Representative to the Board of Directors.
- Supervises player evaluation days and drafts, conducts regular manager's meeting, coordinates the postseason PONY Nationals manager and player selection process, and enforces league rules.
- Acts as the division representative to the Board of Directors, and liaison to other staff functions, such as Publicity, Equipment, etc.
- Acts as protest committee and rules committee member on an as-required basis.
- The League Player Agent shall nominate each Division Player Agent for board approval.

#### Division Player Agents:

- Attend the scheduled board meetings.
- Assist President or Vice President in determining game cancellation and notify managers of the same.
- Be responsible for distribution, League rulebooks, and divisional rules to all managers at orientation or before.
- Know and understand the rules of their respective division and be responsible for enforcement of these rules.
- Hold a minimum of one meeting with Managers and Coaches prior to the season to go over the rules of their divisions. Must maintain a list of all managers and coaches attending the meetings and be responsible for getting information to those not in attendances.
- Be responsible for the welfare and well-being of all players in their respective division; shall receive, prior to the draft, medical release forms from the Registrar for distribution to the managers.
- Assist in sign ups and tryouts.
- Assist with the League Scheduler and Board of Directors for preparing the season's game and preseason practice schedules.
- Establish date, time, and location of draft with managers, President, Executive Vice President, Registrar and Secretary. Provide each manager with a list of all returning players on the team as provided by the Registrar; screen list for all players who have dropped or are ineligible players; review draft rules with manager as noted in the Bylaws;
- After all teams have voted to establish selected Tournament Team players. Meet with team managers to select rest of Tournament Team.

#### Director of Safety

- Attend the scheduled Board meetings.
- Monitor and ensure proper completion of background checks, training and certification requirements of all Board members, managers, coaches, team parents, and other volunteers pursuant to federal, state, local and PONY mandates.
- Conduct or facilitate safety training for all Board members, managers, coaches, team parents, and other volunteers pursuant to federal, state, local and PONY mandates
- Act as the Custodian of Records for CA DoJ livescan purposes.

- Assists the Vice President to ensure the League maintains adequate insurance.

#### Duties for "Fall Ball" Committee

Pertinent Board Members and respective DPAs shall take responsibility for the following items should a Fall Ball league materialize:

- If necessary, communicate with other sister PONY Leagues and Board personnel to organize the fall ball league.
- Assign team rosters, managers, and coaches.
- Obtain team uniform information from each player and coaches for use by Director of Uniforms.
- Develop the appropriate fees to ensure the cost of the fall ball program is sufficiently funded.
- Ensure appropriate availability for practice and game fields (scheduling).

## **Addendum B - Social Media Policy**

### Social Media Policy

Roseville PONY Baseball (“RPB”) recognizes the importance of the Internet in shaping the public’s perception of our organization. RPB also recognizes the importance of our Board Members, coordinators, committee members, coaches, parents, players, and volunteers in leading and setting the tone of social media interactions in a manner that advances RPB’s mission and goals.

### Applicability

This Social Media Policy applies to all Board Members, coordinators, committee members, coaches, parents, players, and volunteers (“RPB Members”). This Social Media Policy applies to all social media content posted by RPB Members in their professional and personal capacity to the extent such content is related to RPB.

### Guidelines

All RPB Members shall abide by the following guidelines when using social media:

- Be positive and respectful, and always take the high road. When disagreeing with others’ opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, ask the RPB Board of Directors or your Division Player Agent for advice on how to disengage from the dialogue in a polite and respectful manner that reflects well on RPB.
- Do not post content that would harm RPB or damage RPB’s reputation. Remember that even while you are on your own personal time, you are a representative of RPB, and people may interpret your online postings or social interactions as though they were official RPB statements.
- Use good judgment when posting comments on any official RPB sites. Bear in mind that your comments can create liability for RPB. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the Board of Directors.
- Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, “would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?” If the answer is “no,” do not post.
- Encourage others to engage in positive interactions on social media. If you are concerned about any RPB Member use of social media, please bring your concerns to the attention of your Division Player Agent or a member of the RPB Board of Directors.
- Personally identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official RPB social networking sites without the approval of the RPB Board of Directors.

(continued on next page)

## Violations of the Social Media Policy

The RPB Board of Directors shall have the authority to monitor and enforce this Social Media Policy. The RPB Board of Directors, and any individual appointed by the Board of Directors, shall have the authority to remove any inappropriate or offensive comments from official RPB sites and to block any individual or organization from posting on any official RPB social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of RPB.

The failure of any RPB Member to adhere to this Social Media Policy shall be considered a violation of the RPB Code of Conduct, and any RPB Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in RPB, in accordance with the findings of the RPB Disciplinary Committee.