

The Fallston Baseball Program

Bylaws and Procedures



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ARTICLE I: Purpose, Mission, & Responsibilities of The Fallston Baseball Program

- A.) **PURPOSE.** The purpose of The Fallston Baseball Program is to encourage interest and participation in youth recreational league baseball.
- B.) **MISSION.** The mission of The Fallston Baseball program is to inspire youth regardless of race, creed or national origin in the ideals of sportsmanship, scholarship, and physical fitness. We will promote the development of character, patriotism, health, safety, and good citizenship. We will teach baseball in a manner which balances team discipline with a child's fullest enjoyment of the game.
- C.) **RESPONSIBILITIES.**
- a. We will familiarize the boys with the fundamentals of baseball. We will provide opportunities to play the game in a supervised, organized and safe manner. We will keep the welfare of the children free from any adult ambition and personal glory.
 - b. We will confine our programs activities to those, which promote amateur baseball.
 - c. A child's participation must be solely for the pleasure, enjoyment, and social benefits derived from the game.
 - d. We will organize and support any reasonable fundraiser which funds, promotes, or supports the Fallston Baseball Program.

ARTICLE II: Board of Directors

- A.) **GENERAL OVERVIEW.** The Board of Directors shall consist of members who all have at least one (1) year experience with the program as a coach, committee head, committee member, or any other board appointed position (i.e. age level commissioner). The board shall operate under these by-laws. The board shall cooperate in all matters and adhere to all requests and policies of the Fallston Recreation Council. The board shall be elected every other year by the voting membership of the Fallston Baseball Program. The board shall consist of (5) voting members (referred to as the "executive committee"). The voting members shall consist of the President of the Board (also referred to as "Chairperson" or "Chairman"), Vice President (also referred to as "Vice Chairperson" or "Vice Chairman"), Treasurer, Secretary, and Director of Communications. The board members will be responsible for the various duties and obligations required to oversee the Fallston Baseball program. Each chairperson is encouraged to create and manage committees to aid in the running of their day-to-day responsibilities.

B.) COMPOSITION OF THE BASEBALL BOARD OF DIRECTORS

- a. **PRESIDENT.** The President of the program shall preside at all meetings, shall call special meetings if needed, shall schedule general meetings at regular intervals, shall sign or countersign all contracts, agreements, or other instruments authorized by the Board of Directors. The President shall appoint any committees deemed necessary. The President shall vote on matters before the FRC board along with the other FRC board Chairpersons. The President or President's designee of the voting members of the baseball board should attend all meetings of the FRC Board.
- b. **VICE PRESIDENT.** The Vice President of the program will serve as the program representative for the recreational leagues in which the program will participate. The Vice President will attend any and all meetings where program representation is requested and serve as the liaison between the program and other program and league coordinators. The Vice President will oversee program inventory and equipment needs. When necessary, the Vice President or a designee approved by the voting members shall fulfill the duties of the President.
- c. **DIRECTOR OF COMMUNICATIONS.** The Director of Communications will be responsible for

coordinating registration, database management, website updates, mailings, signage, program email distribution, and any other necessary correspondence.

- d. **TREASURER.** The Treasurer shall be responsible for maintaining our finances, creating budgets and the paying of invoices. This position will be responsible for interfacing with the main recreation board treasurer. The Treasurer should maintain and be prepared to present a written report of all income and expenses covering the fiscal year to date and include the current balance. The treasurer also has the authority (along with the President) to sign or countersign all contracts, agreements, or other instruments authorized by the Board of Directors.
 - e. **SECRETARY.** The Secretary will attend all meetings and provide documentation of attendance and meeting minutes. The Secretary will notify all board members of meetings. Furnish committees or responsible parties all correspondence referred to them. The Secretary will oversee and maintain the field schedule for the program.
- C.) **ELECTIONS.** The Board of Directors shall be elected by the voting membership of The Fallston Baseball Program; 3/5 majority required for ratification. The newly elected board shall be notified as soon as practical. Voting results shall be determined by a simple majority. We will use the Silent Vote method when necessary and appropriate. "Silent Voting" will be conducted through ballot dissemination to voting members, collection, tally of results, and review amongst the board. Voting shall occur in July of every other year.
- D.) **VACANCIES.** Should a seat on the board of Directors become vacant during the season, the remaining Board of Directors shall nominate and elect by a simple majority a replacement for that position which meets the criteria established for the board.
- E.) **MEETINGS.** Meetings of the Board of Directors shall be open to any interested party. Meetings shall be held at regular intervals throughout the year and dates/frequency should be listed on the Fallston baseball program website. From time to time, special emergency meetings may be required.
- F.) **ATTENDANCE.** All members of the Board of Directors are required to attend all meetings of the Board of Directors. If a member of the Board of Directors misses 3 consecutive meetings, they may be removed from the board by a simple majority vote of the Board of Directors. The board may then nominate a replacement and elect him by a simple majority vote.
- G.) **QUORUM.** A quorum of 3/5 of the voting members of the Board of Directors must be present to vote on any matter before the board or to conduct any business, which is in front of the board. Decisions of the board will be made by a simple majority vote. If a quorum of voting members is not present at a baseball meeting (or there is a tie in the vote), voting may be conducted by the Secretary and evidenced via email approval.

ARTICLE III: MEMBERSHIP & ELIGIBILITY

- A. **MEMBERSHIP.** The Membership of The Fallston Baseball Program shall include the Fallston High School attendance area.
- B. **ELIGIBILITY FOR PARTICIPATION.** Eligibility for participation in a council program requires that an individual:
- a. Reside in the council area. (See Article I, Section 2).
 - b. Meet the requirements of the program.

- c. Register at the announced time and place (limited registrations must be previously announced), to include the payment of established fees. (Waiver of fees for hardship cases will be determined by the program chairperson with notification of total numbers to the Chairman of the Board on a confidential basis). The acceptance of late registration shall be at the discretion of the program chairperson.
- d. Be free of debt (including reimbursement for lost or damaged equipment), for past participation in any council program or activity.
- e. Once eligibility is granted, each in-house team member shall participate in at least 50% of each game. It is the responsibility of the coach to see that this intent is carried out. The only exception shall be in the event of disciplinary action.
- f. Council area members MUST be given first consideration for program participation.

ARTICLE IV: COACHES & VOLUNTEERS

A. PROGRAM OVERSIGHT.

- a. The Board of Directors shall establish introductory and various age groups for the children to play baseball with respect to the development of the children, the size and growth of the children, and the demographics of the children who wish to participate.
- b. The Board of Directors will ensure that there is at least one baseball knowledgeable coach per travel team, either a former player or coach, to ensure that the travel players will be afforded the best coaching possible.
- c. The Program Leaders (i.e. Age Group Commissioners, Travel Coaches and other individuals leading a program) will also review and assess the ages of the program's registrants in an effort to mitigate any potential liability of the program. The participation in a program is ultimately the responsibility of the participant/registrant's parent(s) and/or guardian(s). The Program Leaders are encouraged to consult with the Board on any unusual matters.

B. COACH & VOLUNTEER REGISTRATION.

- a. The Board of Directors will approve placement of coaches, referees, volunteers, and assistants as needed to provide a successful and smooth operating program.
- b. The Board of Directors shall remove a coach or any other volunteer if it becomes apparent his or her behavior is not in compliance with the bylaws and with the directives of the Board of Directors.
- c. Intent to coach will be initiated by completing registration through the Registration System (i.e. TeamSnap), upon which time a background check will be completed.
 - a. The board will make all final decisions pertaining to who will coach teams within the program.
 - b. Should there be one or more interested parties in a head coaching position the board may request the interested parties attend a board meeting to openly discuss his/her qualifications.
 - c. Any interested party in being a head coach of a team will have had to notify the board or Program Leader via the procedure outlined above. It is generally expected that to be a head coach of a team, the individual must have been an assistant or head coach, or served the program in another volunteer capacity as either a board or committee member. Each coach is expected to be a member of the community that is in good standing.
 - d. Should there be a vacancy for any head coaching position that no one volunteers for, the board reserves the right to recruit and appoint a coach for that vacant position.

C. RESPONSIBILITIES OF THE COACH/VOLUNTEER.

- a. The coach is responsible for notifying all their players of practice and game times. The coach is responsible for all gear and for the gear bag entrusted to him by Fallston Baseball (as applicable).
- b. The coach is responsible for distributing and collecting all equipment lent to players for in-house or travel team use and returning it to the Vice President.

- c. The coach is responsible for safeguarding any field equipment.
- d. A coach may not dismiss any player from his or her team without first receiving permission of the Baseball Board of Directors. The board will make every effort to resolve the matter within the program.
- e. A coach should be familiar with the FRC's incident reporting system and should consult with the Baseball President if there are any questions with respect to a reportable matter.

ARTICLE V: REGISTRATION FEES

- A. **REGISTRATION FEES.** The Board of Directors will establish participation fees, which will fund the program and allow it to meet its obligations. Registration fees will be evaluated and voted on by the Baseball Board of Directors each year and submitted to the FRC Board of Directors for approval prior to registration opening.
- a. Supplemental "Out-of-Season" sessions/program offerings, including summer league, and fall and winter skills and drills or winter workouts will be determined based on fees for field space, number of sessions, etc.
 - b. For inhouse programs, additional tournaments and/or expenses assessed to teams above and beyond base registration will be submitted by the individual coach to the Baseball BOD for approval.
 - c. It is the responsibility of all coaches to ensure that their players have appropriately registered within the FRC registration system. Certain out of season programs (i.e. winter workouts) may be conducted without registering participants. These programs are conducted at a participant's own risks.
- B. **EQUIPMENT.** Certain equipment will be available through the baseball program for participants. Examples include catcher's equipment, helmets, bats, baseballs, etc.
- a. Equipment will be handed out prior to the start of the season and returned upon conclusion of the season. It is the responsibility of the Program Leader to help ensure that all applicable equipment is returned to the equipment storage space at the conclusion of the season.
 - b. A deposit for equipment may be requested as determined by the discretion of the board.

ARTICLE VI: FUNDRAISING

- A. **FUNDRAISING.** All fundraising efforts will go towards offsetting the cost of registration, purchasing of protective equipment, and/or covering related costs incurred by the baseball program. The Board of Directors may establish fundraisers to include, but not limited to:
- a. Sell concessions
 - b. Sell accessories, clothing, and apparel
 - c. Buy or sell equipment
 - d. Establish fundraising events such as bull roasts, raffles, golf outings, etc.

ARTICLE VII: AMENDMENTS

- A. **AMENDMENTS.** Amendments to these bylaws shall be proposed and recorded in the meeting minutes. The Board of Directors shall then vote on the proposed amendment at the subsequent meeting. Amendments are approved by a majority vote of the entirety of voting members of the Board of Directors.

ARTICLE IIX: TRAVEL TEAMS

- A. **TRAVEL TEAMS.** Travel teams will be regulated as any other team within the program.

- a. Team and coaches subject to jurisdiction of program chairpersons.
- B. TRYOUTS.** Travel teams are to be selected by open tryouts.
 - a. Final rosters and budgets must be submitted to the FRC board prior to the start of team play.
 - b. Rosters must include the player's date of birth, address, and school attended.
 - c. Travel team rosters must always be comprised of a minimum of 50% of players from the current FRC district, so long as there is a second team in that particular age group.
 - d. Travel team rosters must always be comprised of a minimum of 75% of players from the current FRC district. Exceptions can be made to this on a limited basis by approval of a majority vote of the voting members of the Baseball Program. Team members that played on the prior season team are considered to be grandfathered in as being from the FRC district. An example calculation is shown in Appendix 1. All questions regarding boundary rules and interpretations should be directed to the Fallston Baseball Executive Committee.
 - e. If more than one travel team exists at a specific age group, the coach of the “Blue team” should have right of first refusal and priority in selecting players from the tryout process. Players receiving an offer to join the Blue team are expected to accept that team’s offer and not decline the Blue team’s offer and accept an offer from another travel team (i.e. the “Orange team”) within that same age group. The coaches at the age group in question should work cooperatively and proactively to resolve any potential matters in this regard. Exceptions to this policy are expected to be minimal and would require the approval of the Blue team’s coach and/or a majority vote of the executive board.
 - f. Board of Directors will be obligated to protect the integrity of each age group through careful monitoring of numbers of players and teams.
- C. PLAYING TIME.** Each travel team member shall participate in at least 25% of each game. It is the responsibility of the coach to see that this intent is carried out. The only exception shall be in the event of disciplinary action including unexcused absences from practice and games.
- D. FEES.** Travel programs are likely to participate in tournaments and incur additional costs that are not covered by the participant’s initial registration fee. The travel team coaches are expected to create a budget at the beginning of a season and work with the Treasurer to maintain a budget to actual comparison throughout the season. The travel coach should retain and provide receipts to the Treasurer and work with the Treasurer for reimbursement of all costs incurred. The travel coach, Treasurer and Director of Communications should work together to ensure program participants are charged an appropriate share of the additional costs of the team through the use of the baseball program’s registration system.

Article IX: USE OF FIELDS, FACILITIES, & GROUNDS

- A. GENERAL.** Use of fields, facilities, and grounds.
 - a. Council programs have priority over non-council programs for the use of facilities and grounds under council control.
 - b. Conflicts between programs shall be resolved by a decision of FRC President, Chairperson, and BOD. This will also include extension of the use of facilities to any person/persons or groups provided that such use does not interfere with council programs.
 - c. Those persons or groups to whom the use of the council facilities are extended shall be subject to the rules and regulations governing the facilities as set by Harford County Parks and Rec.
 - d. Any program that leaves a field unplayable, (such as excessive trash needing to be cleaned up or equipment left on the field which prevents another sport from playing), will be fined \$250.00 per infraction to be levied by the FRC board.
- B. IN-SEASON FIELD USE.** “In-season” will be defined as the time from March 1st through July 31st for the

Spring season and September 1st through November 15th for the Fall season.

- a. Fields identified for use by the baseball program will be communicated from the FRC BOD.
- b. All in-season scheduling will be coordinated and communicated through the Secretary. Any and all changes will be communicated to all coaches.
- c. Requests for practice times must be submitted prior to March 1st for the Spring season and August 1st for the fall season and can only be changed with approval by the Director of Fields & Scheduling.

C. INCLEMENT WEATHER.

- a. Unless fields are closed by Harford County Parks & Recreation, it will be the decision of the President and/or Secretary as to whether grass fields are playable for practices and/or games. The decision to close grass fields will be communicated to the program in a timely manner.
- b. Excessive field usage, under adverse conditions as determined by the FRC board, will result in a back charge to the offending program / team for the restoration of the field damage. The amount levied will be at the discretion of the FRC board. The Baseball Board also reserves the right to take similar action within the baseball program itself.

D. TRY-OUTS & EVALUATIONS. Try-out/evaluation dates for the baseball program shall be submitted to the FRC board for approval prior to their implementation. The chairpersons of the programs involved shall resolve any conflicts with an in-season program's games/practices. If a resolution cannot be reached, the FRC board will intervene.

Appendix 1 – Example FRC District Calculation (both teams compliant at 75%)

Year 1			Year 2		
	#			#	
Player	1	In area	Player	1	No longer participating
Player	2	In area	Player	2	No longer participating
Player	3	In area	Player	3	No longer participating
Player	4	In area	Player	4	In area
Player	5	In area	Player	5	In area
Player	6	In area	Player	6	In area
Player	7	In area	Player	7	In area
Player	8	In area	Player	8	In area
Player	9	In area	Player	9	In area
Player	10	Out of area	Player	10	Out of area - Grandfathered in
Player	11	Out of area	Player	11	Out of area - Grandfathered in
Player	12	Out of area	Player	12	Out of area - Grandfathered in
			Player	new - 13	Out of area
			Player	new - 14	Out of area
			Player	new - 15	In area
In Area	9	75%	In Area*	10	83%
Out of Area	3	25%	Out of Area	2	17%
	*	Includes players from prior season(s) that are grandfathered in.			
	**	8 of 11 players (or 72%) or 9 of 13 (69%) in area is permissible.			

Given the limited roster size of a baseball team, 8 of 11 players (72%) or 9 of 13 players (69%) being within the FRC boundaries is considered acceptable.