

Lakeville Baseball Association Bylaws

Article I - Name

This organization shall be known as the Lakeville Baseball Association, Inc.

Article II - Objective

Section 1. The objective of the Lakeville Baseball Association is to create a fun and safe environment for recreational and competitive baseball programs for all ages, including youth and adults. Beyond teaching the fundamentals and strategies of the game, the association strives to instill values of sportsmanship, honesty, loyalty, courage, and respect for others in every player.

Section 2. The Lakeville Baseball Association shall operate exclusively as a non-profit educational program of recreational and competitive baseball in accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code. No earnings shall benefit any Officer, Director or Member of the Lakeville Baseball Association except, when approved by the board, Members are compensated for a position within the association and approved by the Board.

Section 3. The Lakeville Baseball Associations consists of the following programs:

a) House Program: includes Rookie Camp, Instructional League (tball, house grades 1-2) and Community League (grade 3-8)

b) Travel Program: includes North Travel and South Travel (ages 9-15)

c) Senior Youth Program: includes North/ South Senior Legion,, North/ South Junior Legion(16AAA)

d) Miracle League Program: includes the South Metro Miracle league for children and adults age 3 years old and older with cognitive and/or physical disabilities, regardless of ability.

e) Adult Program: includes Town Baseball Team(s), 35+ Baseball Team(s) and 50+ Baseball Team(s) as defined by the Minnesota Baseball Association

Section 4. The Lakeville Baseball Association shall retain member status in the Metro Baseball League (MBL) as a means to deliver its mission through the game of baseball.

a) The LBA shall abide by the approved bylaws of the MBL as it pertains to MBL membership and league operation and play for youth baseball teams.

b) The LBA reserves the right to enact additional association rules/policies as necessary to effectively deliver LBA programs.

c) The LBA maintains the right to control its affiliation status with the Metro Baseball League or any other partner organization.

d) The LBA shall abide by the approved bylaws of the Minnesota Baseball Association as it pertains to MBA membership and league operation and play for adult baseball teams.

Article III - Membership

Section 1. Anyone sincerely interested in active participation to further the objectives of the Lakeville Baseball Association may become a member. Membership shall be valid from the first day of September to the last day of August.

a) Player Members.

1.) House membership is open to all children, ages 4-14 who reside within the City of Lakeville or within the boundaries of Independent School District 194 (ISD 194).

2.) Miracle League membership is open to qualifying individuals, age 3 and above. There are no geographic boundary limitations to this program.

3) Traveling program (North and South Travel, North and South Senior Youth) candidates, the membership is open to **appropriately aged** children that reside within the City of Lakeville **OR** within the boundaries of ISD 194. Children who are open-enrolled in ISD194 are also eligible for membership (must demonstrate proof of open enrollment). Traveling program candidates who live within the City of Lakeville but attend private school, home school, or an Independent School District aside from ISD 194 may also become members provided they have not participated in another association's traveling program while residing at an eligible Lakeville address. ***Lakeville Baseball Association strongly discourages the movement of traveling program membership between associations without a change in school enrollment.*** In residence eligibility cases involving the Metro Baseball League (MBL), Lakeville Baseball Association will comply with rulings as determined by MBL.

4) Adult programs membership is governed by the boundary rules defined by the MBA.

b) Regular Members. Any person who resides within the City of Lakeville or within the boundaries of Independent School District 194 and is actively interested in furthering the objectives of the Lakeville Baseball Association may become a regular member

c) Boundary Designation. Players and regular members will be designated North, South, or Other, based on residence in the high school attendance area in effect at the time. Where programs are divided, player members may only participate in programs in their boundary designation. Program directors may still create blended teams. Regular members and player members who reside in neither boundary designation, but are otherwise eligible members, must apply for an exception. The Board will assign a designation.

d) Eligibility Exceptions. The Board of Directors may by a simple majority of those present at any duly constituted meeting, make exceptions to the eligibility requirements of the Player or Regular Member classification.

Section 2. Suspension or Termination. Membership may be terminated by resignation or by action of the Board of Directors.

a) The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any Member when the conduct of such person is considered detrimental to the best interests of the Lakeville Baseball Association. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges.

b) The Board of Directors shall, in the case of a Player Member, give notice to the Coach of the team of which the player is a member of any suspension or revocation of such player's rights to future participation as a player on a Lakeville Baseball Association team. A Player Member may have playing rights suspended for up to 30 days or revoked for the remainder of the season. If the playing rights are revoked, the Player Member may seek reinstatement the following season. Playing rights may be suspended or revoked for behavior by the Player Member that violates the Lakeville Baseball Association's principles of sportsmanship, honesty, loyalty, and respect for others. The Lakeville Baseball Association may also suspend or revoke a Player Member's playing rights if allowing the Player Member to continue playing is considered detrimental to the best interests of the Lakeville Baseball Association, its members and opponents. Any suspension or revocation must comply with applicable human rights laws.

Section 3: Roster Status

The following rules have been put in place to protect the health of the player, the commitment of the player to his teammates and the LBA's commitment to its own membership as outlined by its mission statement.

a) "Double Rostering" – Players ages 9-15 who have been assigned an LBA travel roster spot cannot accept, or must terminate, an active roster position with any other non-approved baseball organization during the Metro Baseball League's summer season schedule including Post-Season State Tournaments and the August Classic. Failure to do so will result in forfeiture of the player's LBA roster spot.

b) "Levels of Play" - The MBL has designated all "Club" teams as "AAA". Therefore, if an LBA designated "A" or "AA" player participates in a club game or tournament or on the active roster of an MBL AAA team during the MBL designated summer season, that player will forfeit their "A" or "AA" LBA roster spot for the remainder of that summer season.

c) House players must participate at their current grade level.

- Exception 1: The players age supersedes grade.
- Exception 2: Players may not advance past 2nd grade without being registered in their grade. Starting at 2nd grade, players must play at their grade (a 2nd grader may not register for 3rd grade).

d) Travel players must participate at their appropriate age level. Players are encouraged to participate with players in their same grade. Players may not “play up”. For example, 10-year-olds play on the 4th grade team. LBA has teams 9U-15U

Article IV - Fees

Section 1. A reasonable participation fee for Player Members shall be set each year by the Board of Directors and the Program Director for each program to assure the operational continuity of the Lakeville Baseball Association.

a) The Lakeville Baseball Association is a pay-to-play organization. However, a scholarship program is available for any player with a demonstrable financial hardship. Furthermore, the Commissioner may waive the registration fee if deemed necessary.

b) An additional late fee may be required for any registration submitted after the normal registration period. The Board of Directors shall set the late fee at the time the participation fee is set. The Board of Directors will set such a fee in an amount to encourage timely registration rather than discourage late registration.

c) The player fees must be equal in the North and South Programs. Any exception must be approved by the Board of Directors by a 100% vote of those present at any duly constituted meeting.

d) A volunteer “Opt Out” fee may be assessed to a member’s account if it is deemed the member has not completed the volunteer requirements for any given year. All future registrations will be suspended until the “Opt Out” fee is paid in full.

Article V - Meetings

Section 1. Annual Meeting. The annual meeting of the Members of the Lakeville Baseball Association shall be held at the regular October meeting each year for the purpose of electing a Board of Directors, receiving reports, and for the transaction of such business as may properly come before the meeting.

Section 2. Notice of Meetings. Notice of each meeting of the Lakeville Baseball Association shall be published, if possible, at least five days prior to the date of such meeting on the Lakeville Baseball website. Notice of each meeting, not a special meeting, shall also be electronically sent to each member of the Board of Directors. The notice must set forth the place, time and purpose of the meeting. The proposed agenda of the meeting shall accompany all notices. Nothing shall prohibit the Members of the Association from transacting any order of business at any regular meeting.

Section 3. Special Meetings. Special meetings of the Board of Directors may be called by three members of the Board of Directors or the Commissioner at their discretion. No business other than that specified shall be transacted at any special meeting of the Board.

Section 4. Quorum. The presence in person or by proxy of one-half of the Board of Directors shall be necessary for a quorum. In the event that a quorum is not attained for two consecutive meetings, the Commissioner shall institute an emergency quorum beginning at the second meeting and continuing until a regular quorum is achieved. An emergency quorum shall consist of the number of Directors present; but in no case may business be conducted with less than one-third of the Board of Directors.

Section 5. Voting. Each legal guardian of a registered player shall have one vote in the election of Officers and Program Directors. Players shall not possess any voting rights.

Section 6. Proxies. Each Officer and Program Director shall be entitled to one vote in person or by proxy. All proxies must be in written form and may be withdrawn at any time.

Section 7. Rules of Order. Robert's Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Bylaws of the Lakeville Baseball Association.

Section 8. Tie-breaker. The Commissioner shall abstain from all votes unless there is a tie. In cases of a tie vote the Commissioner shall cast the tie-breaking vote.

Article VI - Board of Directors

Section 1. Board and Number. The management of the property and affairs of the Lakeville Baseball Association shall be vested in the Board of Directors. The Directors shall upon election immediately enter upon the performance of their duties and shall continue in office until their successors have been duly elected and qualified.

Section 2. Board of Directors. The Board of Directors of the Lakeville Baseball Association shall consist of Officers and Directors. It is the duty of the Board of Directors to attend all Board meetings.

a) Officers. The Officers of the Lakeville Baseball Association shall consist of: Commissioner, Director of Finance and the Registration and Information Director.

b) Directors. The Directors of the Lakeville Baseball Associations shall consist of: Finance Director, Registration and Information Director, House Director (R-2,) Community Director (3-9), North Travel Director, South Travel Director, Miracle League Director, North Senior Youth Director, South Senior Youth Director, Fields and Facilities Director, Scheduling Director, Equipment and Uniforms Director, Fundraising Director, Player and Coach Development Director, Operations Director, Adult Baseball Director and Volunteer Director. Each program consists of the Director, committee members and coordinators. Committee members and coordinators for the Programs must be approved by the Executive Board by a majority vote of those present at any duly constituted meeting.

c) Coordinators. Each program or function may have coordinators if necessary.

Section 3. Term of Office. The term of office for Officers and Directors of the Lakeville Baseball Association shall be two consecutive years. No person shall be permitted to hold more than one Board of Directors position.

Section 4. Elections. The positions of Commissioner, Registration and Information Director, House Director, North Senior Youth Director, South Travel Director, Equipment and Uniforms Director, Operations Director, Scheduling Director and Adult Baseball Director will be elected by the membership of LBA in even numbered years.

The positions of Finance Director, North Travel Director, Senior South Youth Director, Community Director, Player and Coach Development Director, Fundraising Director, Fields and Facilities Director, Miracle League Director, and Volunteer Director will be elected by the membership of LBA in odd number years.

a) Elections shall take place at the annual meeting. All elections of Board of Director positions, except for Commissioner, shall be by majority vote of all members present at the time of the meeting.

b) No Director or Officer shall be eligible for re-election to the Board of Directors unless such Director has attended a minimum of two-thirds (2/3) of the meetings of the Board of Directors held within the preceding twelve (12) months of the election unless an exception is granted by the Board of Directors.

c) Candidates for Commissioner must come from a current Board of Directors member in good standing.

d) The Commissioner is elected by the current Board one month prior to the general Board election.

e) Candidates for the North Travel, South Travel, North Senior Youth Director and South Senior Youth Director: Positions must be from the boundary designation that they will serve. Regular members, except current Board members, may only vote for the Program director in their boundary designation. Current Board members may vote for any position.

f) A Board member may run for another position. Should the member not be elected, he/she would retain his/her current position for the balance of its term.

g) With the exception of candidates for Commissioner, all candidates must declare their intent to run for a position no later than the regular Board Meeting the month prior to elections by submitting the current application by email to the current Commissioner or an Officer. Candidates will meet with the current Board at the regular Board Meeting one month prior to elections. The current Board must certify candidates by majority vote prior to two (2) weeks before elections. Only certified candidates will be on the ballot at elections.

Section 5. Removal from Office. The Board by two thirds majority vote at any duly constituted meeting, may remove from office any Officer or Director when the conduct of such person is considered detrimental to the best interests of the Lakeville Baseball Association. Circumstances which can lead to a vote for removal include, but are not limited to:

a. Any Board member that is convicted of any type of sexual or violent crime involving children.

b. Any Board member that is willfully disregarding the bylaws and rules of the association.

c. Any Board member that has not attended at least 50% of the regularly scheduled Board meetings after 50% of the election year.

d. Any Board member that refuses to perform the duties of their position as they are described herein the Bylaws.

The Officer or Director involved shall be notified of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges.

Section 6. Filling of Vacancies. In the event that a Board member resigns, is removed, is unable or unwilling to carry out the duties of their position, or is elected to another position on the Board, the Board of Directors may replace such member by a majority vote at any duly constituted meeting. The newly elected member shall complete the term of office of the replaced member.

Section 7. – INDEMNIFICATION To the full extent permitted by Minnesota Statutes, Section 317A.257, as amended from time to time, or by other provisions of law, each person who has or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, wherever and by whomsoever brought (including any such proceeding, by or in the right of this corporation), whether civil, criminal, administrative, or investigative, by reason of the fact that he/she is or was a director or officer of this corporation, shall be indemnified by this corporation against expenses, including attorney's fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding. The indemnification provided by this section shall insure to the benefit of the heirs, executors, and administrators of such person and shall apply whether or not the claim against such person arises out of matters occurring before the adoption of this section. This section shall not apply to such persons who have committed intentional harmful acts against this association.

Article VII - Duties of Officers and Directors

Section 1. Commissioner. The Commissioner shall:

- a) Preside over all meetings of the Board of Directors.
- b) Conduct the affairs of the Lakeville Baseball Association and execute the policies established by the Board of Directors.
- c) Present a report of the condition of the Lakeville Baseball Association at its annual meeting.
- d) Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Lakeville Baseball Association.
- e) Delegate complaints, irregularities, and conditions detrimental to the Lakeville Baseball Association to the Grievance Committee.
- f) Examine the application and supporting proof-of-age documents of every player candidate that may be questioned and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
- g) Execute all bonds, mortgages, loans and other contracts approved by the Board of Directors.

h) Give notice to the Board of Directors of all meetings of the Lakeville Baseball Association and the agenda for such meetings.

i) Must be nominated by a current member of the Executive Board.

j) In the absence of the Commissioner, the Board Member having served the most time on the Executive Board, shall assume responsibilities.

Section 2. Registration and Information Director. The Registration and Information Director shall:

- a) Be responsible for coordinating all registration events by management of the online registration process.
- b) Be responsible for recording the activities of the Lakeville Baseball Association and maintain appropriate files, mailing lists, and necessary records.
- c) Prepare and receive all correspondence and other written tasks on behalf of the Commissioner, Board of Directors and the Lakeville Baseball Association.
- d) Keep the LBA Website – lakevillebaseball.org -- up-to-date and respond to all inquiries made to the web site (Web Development coordinator).
- e) Publicize Lakeville Baseball events (elections, registration, tryouts, All Star Festival, picture day), tournaments (house, traveling and senior youth), and other relevant activities for the members of the Lakeville Baseball Association.
- f) Regularly share at the Board meetings all activities and any proposals to monitor all information and communication activities.
- g) Work with all LBA Board Members to achieve the program's goals and objectives.

Section 3. Finance Director. The Finance Director shall:

- a) Perform such duties as are herein specifically set forth and other duties as are customarily incident to the Office of Finance Director or may be assigned by the Board of Directors.
- b) Receive all money and securities, and deposit same in a depository approved by the Board of Directors.
- c) Prepare an annual financial report for submission to the Board of Directors within the first quarter of the fiscal year.
- d) Prepare an annual budget for submission to the Board of Directors within the first quarter of the fiscal year, ideally budget would be approved by the Board of Directors in November or December, including registration fees.
- e) Keep records for the receipt and disbursement of all money and securities of the Lakeville Baseball Association, and approve all payments from allotted funds and draw checks thereon.
- f) Submit financial statements at each monthly meeting of the Board of Directors for their approval.
- g) Sign LBA checks. If a check is over \$5,000 or if a check is written to LBA Finance Director or family members then have the Commissioner sign, too.
- h) Ensure liability, medical, equipment, and Board of Directors insurance is paid and current.
- i) Recruit and establish a committee of coordinators as needed to include, but not limited to, a finance coordinator to administer the registration process; online registration support, scholarship determination,

paid worker (concessions, tournaments and umpires) administration, collections, and refunds and conduct ongoing financial reporting duties.

j) Meet regularly with the above committee to coordinate activities, discuss proposals to bring to the Executive Board and to monitor all financial activities.

k) Check/Open mail from the P.O. Box on a weekly basis and a daily basis during registration.

l) Check e-mail account on a weekly basis and a daily basis during registration.

m) Record and retain records for 1099's and report to accounting firm at the end of each year, they prepare 1099's.

n) Send financial information and other relevant information to accounting firm at the end of each year (they prepare tax returns, Form 990, and quarterly sales tax returns).

o) Attorney General Report (attach 990) and Audit if gross receipts are above threshold.

p) Reconcile and monitor bank accounts.

q) Possible internal audit documentation and procedures/processes.

r) Administer Refund and Pay to Play Policies for and with all North and South Programs (Traveling, House, Senior Youth)

s) Ensure that all W-9 paperwork is filled out on an ongoing basis and retain records.

t) Retain and administer any contracts and loan agreements.

u) Sales Tax Exemption - administer and record/retain records.

v) Tournaments and Concessions – pay workers (umpires, field, concessions), including the Fall League and record/collect and deposit cash for all tournaments and season concessions.

w) Administer donation receipts.

x) Manage the scholarship program. See related scholarship policy.

y) Miracle League – Sign checks, deposit checks, financial info, make sure donation receipts are given and special requests.

z) Work with all LBA Board Members to achieve the program's goals and objectives.

Section 4. Fundraising Director. The Fundraising Director shall:

a) Coordinate activities that provide funds for the Lakeville Baseball program, outside of the registration fees.

- b) Ensure that sponsoring organizations and funds solicitation meet the criteria set forth in Article IX of the bylaws.
- c) Work with the Finance Director to ensure a full accounting is made of all money received and disbursed as part of the fund raising effort.
- d) Provide adequate recognition to sponsoring organizations and for outstanding individual fundraising efforts.
- e) Establish fundraising and sponsorship goals in an effort to contribute to keeping the registration fees at an acceptable level.
- i) Recruit and establish a committee of coordinators to include, but not limited to, a tournament coordinator, a sponsorship coordinator and a concessions coordinator to coordinate the fundraising process and coordinate all revenue generating tournaments and concessions activity.
- j) Meet regularly with the above committee to coordinate activities, discuss proposals to bring to the Executive Board and to monitor all fundraising and tournament activities.
- f) Work with all LBA Board Members to achieve the program's goals and objectives.

Section 5. Scheduling Director. The Scheduling Director shall:

- a) Act as a single point of contact between Lakeville Parks and Recreation, ISD 194 and the various Lakeville Baseball Association programs to procure Lakeville baseball fields for practices, games and tournaments.
- b) Act as a single point of contact between Lakeville Parks and Recreation, ISD 194 and other entities to procure facilities for board meetings, parent meetings, development clinics and other purposes as needed for Lakeville Baseball Association.
- c) Provide schedule of facilities and baseball fields for all programs. Ensure that field availability is divided fair and equitably between the North and South Programs.
- d) Provide information to all requesters of facilities on proper use and care of facilities. Insure requesters are aware of Community Education and School facility use requirements.
- e) Procure state tournament bids for tournaments hosted by Lakeville Baseball Association.
- f) Act as a single point of contact with MBL and MBT for hosting of state tournaments and August Classic.
- g) Work with all LBA Board Members to achieve the program's goals and objectives.

Section 6. Fields and Facilities Director. The Fields and Facilities Director shall:

- a) Act as a single point of contact between Lakeville Parks and Recreation, ISD 194 and the various Lakeville Baseball Association programs to maintain playable conditions on all Lakeville baseball fields for practices, games and tournaments.

- b) Provide instruction to all Lakeville Baseball Association users on proper use and care of facilities.
- c) Provide and maintain equipment for use by Lakeville Baseball Association users to maintain baseball fields.
- d) Provide information to all requesters of facilities on proper use and care of facilities. Insure requesters are aware of Community Education and School facility use requirements.
- e) Provide input to Lakeville Parks & Recreation and ISD 194 on the construction and maintenance of baseball fields. Ensure new fields meet the requirements of the Lakeville Baseball Association.
- f) Work with all Lakeville Baseball Association Board Members to achieve the program's goals and objectives.

Section 7. North/South Travel Director. The Travel Directors shall:

- a) Coordinate all activities related to the North and South Traveling teams for ages 9-15.
- b) Present a comprehensive handbook of rules and policies to the Executive Board for the North and South Traveling Programs prior to the scheduled December Executive Board meeting.
- c) Recruit and establish a committee of Lakeville Baseball Association Members and any other Lakeville Baseball Association members which will work towards formulating the policies and procedures of the Traveling and Senior Youth Handbooks.
- d) Conduct regular meetings with the above committee members for the purposes of coordinating activities, discussing proposals to bring to the Executive Board and implement strategies to further the development of the players in the program.
- e) Coordinate all tryout and team establishment activities including, but not limited to, selecting knowledgeable and impartial evaluators, establishing coach selection criteria and guidelines, establishing a coach interview committee, overseeing the team selection process, communicating with LBA members and any other activities required in order to establish and implement a fair and thorough team selection process.
- f) Communicate regularly with the Lakeville North and Lakeville South High School Coaching Staffs.
- g) Attend Committee Meetings and Executive Board Meetings.
- h) Will NOT be a head coach for a team.
- i) Recruit and partner with Level Coordinators for each age group in the travel program. Level Coordinators will:
 - Assist with coach interviews
 - Assist with team selection in partnership with Head Coaches and Travel Director
 - Coordinate tournament selection for age level
 - Sounding board for coaches
 - Second line of contact for the parents within the associated age group

- NOT be a head coach, unless Board approved.

j) Work with all Lakeville Baseball Association Board Members to achieve the program's goals and objectives.

Section 8. North/South Senior Youth Directors. The North and South Senior Youth Directors shall:

Coordinate all activities related to the North/South Senior Youth teams.. Teams include:

- American Legion Junior and Senior Legion

Specific activities include:

a) Recruit and establish a committee of North/South LBA Members which will include a Legion Coordinator, Senior Babe Ruth I Coordinator, 16AAA Coordinator.

b) Conduct regular meetings with the above committee members for the purposes of coordinating activities, discussing proposals to bring to the Executive Board and implement strategies to further the development of the players in the program.

c) Facilitate and coordinate tryouts for the Legion, Senior Babe Ruth I, and 16AAA teams and player selections for all Senior Youth teams.

d) Select, hire, and evaluate coaches.

e) Attend Senior Youth League regularly scheduled meetings and perform administrative duties required of the specific leagues.

f) Schedule games, fields, and umpires for each of the teams.

g) Select umpiring association(s) for each of the teams.

h) Coordinate and schedule tournaments for the Legion, Senior Babe Ruth I, and 16AAA teams.

i) Coordinate concessions, scoreboard operations, and announcing at the Senior Youth level.

j) Establish and coordinate a fundraising program at the Senior Youth level.

k) Order, distribute, and collect uniforms and equipment at the Senior Youth level.

l) Facilitate players and parent meetings.

m) Regularly interface with players, parents, coaches, and Senior Youth Baseball league officials regarding Senior Youth Baseball-related questions and concerns.

n) Propose and manage to a Senior Youth Baseball budget in partnership with the Finance Director.

- o) Keep content current on the Senior Youth Baseball web pages on the Lakeville Baseball Association website.
- p) Ensure that sufficient supporting facilities are provided at the fields for players, parents, and fans (e.g., restrooms).
- q) Communicate regularly with the Lakeville North/South Senior High Coaching Staff.
- r) Communicate format of required player statistics to coaches and collect/distribute to appropriate personnel for player improvements and evaluations for the upcoming year.
- s) t) Attend Committee Meetings and Executive Board Meetings.
- u) Work with all Lakeville Baseball Association Board Members to achieve the program's goals and objectives.

Section 10. House Director: Rookie to 2nd grade / Community Director: 3rd to 8th grade. The House/Community Directors shall:

- a) Represent the interests of the House Baseball Program
- b) Attend Program Committee meetings and Board Meetings.
- c) Establish budget and make recommendations for player program costs to the Executive Board, in partnership with the Finance Director.
- d) Coordinate procurement of equipment with Equipment and Uniforms Director.
- e) Establish guidelines for team rosters, coaches' solicitation, practice game schedules, and playing field assignments.
- f) Act as a liaison between program level coordinators and the Board of Directors for concerns in their program.
- g) Supervise and enforce all Association rules of their program of responsibility.
- h) Recruit and establish a Committee of Level Directors, Fall Baseball Coordinator and any other LBA members which will work towards furthering the development of the LBA House Program immediately upon being elected.
- i) Conduct regular meetings with the above committee members for the purposes of coordinating activities, discussing proposals to bring to the Executive Board and implement strategies to further the development of the players in the House program.
- j) Work with all LBA Board Members to achieve the program's goals and objectives.

Section 11. Miracle League Director.

- a) Represent the interests of the Miracle League Program

- b) Attend Program Committee meetings and Board Meetings.
- c) Establish budget and make recommendations for player program costs to the Executive Board, in partnership with the Finance Director.
- d) Coordinate the procurement of equipment with Equipment Director
- e) Establish guidelines for team rosters, coaches' solicitation, practice game schedules, and playing field assignments.
- f) Work with all LBA Board Members to achieve the program's goals and objectives.

Section 12. Equipment and Uniforms Director.

- a) Procure and cause to be repaired all Association equipment and uniforms. The Equipment and Uniforms Director has purchasing responsibility that includes, purchasing baseballs, bags, bats, gloves, uniforms and necessary equipment to support the players within these programs. All purchases require Board approval
- b) Organizes the storage facilities at King and Quigley fields to maintain the baseball equipment owned by LBA. Over the winter, equipment is organized and cleaned in preparation for the spring season. Equipment is supplied for winter camps as required by the level directors. Travel bags are prepared by age group for the North and South Travel. House programs are supported by supplying equipment to the locked bins at our various field locations. Prior to the spring season, travel bags are issued to coaches along with game balls and practice balls. During the summer, the Equipment Director will be called for equipment support and replacement gear as needed.
- c) Meet regularly with committee members to coordinate activities, discuss proposals to bring to the Executive Board and to monitor all equipment procurement and fields/facilities use by LBA members.
- d) Work with all LBA Board Members to achieve the program's goals and objectives.

Section 13. Operations Director

- a) Responsible for the vision, profitability, and execution of LBA hosted tournaments and concessions.

LBA Hosted Tournaments

- Recruit and manage a Tournament Manager responsible for the onsite management and execution of LBA hosted tournaments, including both MBL/T and In-House tournaments. This position may be a paid position.
- Organize and participate in “go, no go” decisions due to weather, field conditions, or other factors.
- Determine the number and dates of LBA hosted tournaments and coordinate with the Scheduling Director and MBL/T.
- Other activities as needed to ensure the successful planning and execution of LBA hosted tournaments.

Concessions

- Recruit and manage a Concessions Manager responsible for the onsite management and execution of concessions. This position may be a paid position.
- Determine and report operational metrics such as income, expenses, etc.
- Develop and maintain relationships with the suppliers.
- Responsible for overall quality and variety of food offerings.
- Responsible for any licensing and/or compliance.
- Other activities as needed to ensure the successful planning and execution of the concessions operations at LBA fields throughout the summer.

Umpires

- Recruit and manage an Umpire Manager. This position may be a paid position.
- **Recruitment and Staffing**
 - Identify, recruit, and onboard new umpires to meet the association's officiating needs.
 - Coordinate with local umpire associations and community groups to expand the umpire pool.
- **Training and Development**
 - Organize training sessions, clinics, and workshops to develop umpiring skills and understanding of rules.
 - Provide ongoing mentorship and feedback to support umpire performance and growth.
- **Scheduling**
 - Develop and manage umpire schedules for all regular season and tournament games.
 - Coordinate with league administrators and team coaches to ensure consistent and fair game coverage.
 - Address and resolve scheduling conflicts as needed.
- **Performance and Evaluation**
 - Monitor umpire performance, handle feedback, and manage issues or conflicts with professionalism.
 - Conduct evaluations to ensure umpires uphold LBA's standards of professionalism, fairness, and respect.
- **Administrative Duties**
 - Maintain accurate records of umpire assignments, availability, training, and evaluations.
 - Ensure compliance with LBA policies and procedures.
 - Communicate regularly with umpires, coaches, and association leadership to address needs and updates.
- **Budget and Compensation Management**
 - Oversee compensation for umpires and manage the umpire program budget.
 - Submit timely payroll information to the finance department.

b) Meet regularly with concessions manager, tournament manager and other committee members to coordinate activities, discuss proposals to bring to the Executive Board and to monitor all equipment procurement and fields/facilities used by LBA members.

c) Work with all LBA Board Members to achieve the program's goals and objectives.

Section 14. Player and Coach Development Director

a) Identify and cultivate opportunities for in-house and traveling players to develop and hone skills in-season and during the offseason.

b) Provide opportunities for coaches to learn, share ideas, and identify needs for their players.

c) Develops and maintains relationships with local high school programs and baseball training facilities.

d) Assists travel directors with logistics of conducting tryouts.

e) Work with all Lakeville Baseball Association Board Members to achieve the program's goals and objectives.

Section 15. Volunteer Director

a) Work with Board Directors on an annual basis to identify and ensure the volunteer needs of LBA program are met.

b) Track and utilize registration information so as to be aware of volunteer resources.

c) Manage and track volunteer hours.

d) Work with the Finance Director to collect checks and deposit or shred them based upon parents completing the required volunteer service hours.

e) Serve as a voting member of the LBA Board in good standing and attend all monthly Board meetings.

f) Work with all Lakeville Baseball Association Board Members to achieve the program's goals and objectives.

Section 16. Adult Baseball Director

Coordinate all activities related to the Adult teams. Teams include:

- Town Team(s)
- 35+ Team(s)
- 50+ Team(s)

Specific activities include:

- a) Recruit and establish a committee of Members which will include a Town Team Coordinator/Manager, 35+ Team Coordinator/Manager, 50+ Team Coordinator/Manager.

- b) Conduct regular meetings with the above committee members for the purposes of coordinating activities, discussing proposals to bring to the Executive Board and implement strategies to further the development of the players in the program.
- c) Facilitate and coordinate tryouts..
- d) Select, hire, and evaluate coaches.
- e) Attend League regularly scheduled meetings and perform administrative duties required of the specific leagues.
- f) Schedule games, fields, and umpires for each of the teams.
- g) Select umpiring association(s) for each of the teams.
- h) Coordinate concessions, scoreboard operations, and announcing.
- i) Establish and coordinate a fundraising program for Adult teams.
- j) Order, distribute, and collect uniforms and equipment for Adult teams.
- k) Regularly interface with players and coaches related questions and concerns.
- l) Propose and manage to a Adult Baseball budget in partnership with the Finance Director.
- m) Keep content current on the Adult Baseball web pages on the Lakeville Baseball Association website.
- n) Ensure that sufficient supporting facilities are provided at the fields for players, parents, and fans (e.g., restrooms).
- o) Attend Committee Meetings and Executive Board Meetings.
- p) Work with all Lakeville Baseball Association Board Members to achieve the program's goals and objectives.

Article VIII - Coaching

Section 1. Coaches shall be appointed annually by the Program Directors. Coaches shall be responsible for their actions and the actions of their teams on the field. Coaches may be removed for just cause by majority vote of the Board of Directors present at any duly constituted meeting.

Article IX - Finances

Section 1. The Board of Directors shall decide all matters pertaining to the finances of the Lakeville Baseball Association.

Section 2. All sponsorship/fundraising income of the Lakeville Baseball Association shall be placed in the Association treasury. The Board of Directors shall direct the income and expenditures from all sponsorship/fundraising activities. No individual or teams shall receive unfair benefit from these activities.

Section 3. The Board of Directors shall not permit the contribution of funds or property to individuals or teams, but shall solicit the same for the programs of the Association, thereby discouraging favoritism among individuals and teams to endeavor to equalize the benefits of the programs of the Lakeville Baseball Association.

Section 4. The Board of Directors shall not permit the solicitation of funds or property in the name of the Lakeville Baseball Association unless all of the funds are placed in the Association's treasury or all

of the property becomes the sole possession of the Association. Any solicitation of funds in the name of the Lakeville Baseball Association must receive prior approval by the Board of Directors by a majority of members present at any duly constituted meeting.

Section 5. The Board of Directors shall not permit the disbursement of Association funds for other than the conduct of Lakeville Baseball Association activities, or for initiatives which further the growth of baseball within the community.

Section 6. The Lakeville Baseball Association recognizes the significant commitment of time, talent and resources that its Board Volunteers dedicate towards the execution of their responsibilities. Therefore, a registration credit will be offered to dependents of Board Members not to exceed the amount of the highest program registration fee. Additionally, expenses incurred during the execution of Board member duties will be reimbursed pending approval, using the approved form for submission.

Section 7. All money received shall be deposited to the credit of the Lakeville Baseball Association in a depository designated by the Board of Directors. All checks shall be signed either by the Lakeville Baseball Association Finance Director or such other Officer as the Board of Directors shall determine. Any check written for an amount over \$5,000 must be signed by the Finance Director and one other Officer.

Section 8. The fiscal year of the Lakeville Baseball Association shall begin on the first day of January and shall end on the last day of December.

Section 9. Upon dissolution of the Lakeville Baseball Association and after all outstanding debts and claims have been satisfied, the Board of Directors shall distribute the property of the Association to such other Organization or organizations maintaining an objective similar to that set forth herein.

Section 10. An annual audit of Lakeville Baseball Association accounts will be made by the Commissioner and one other Board of Directors member, not to include the Finance Director, or by an outside consultant appointed by the Board of Directors

Article X - Grievance Procedure

Section 1. Members of the Lakeville Baseball Association are urged to take precautions to prevent circumstances which may lead to grievances or protests. Members should attempt to resolve grievances informally at the Coaching Level. When this method fails to resolve problems, grievances or protests shall be processed as hereinafter provided.

- **Step 1.** A formal grievance shall be submitted in a timely fashion to the Program Director of the appropriate program. The grievance shall be placed in writing setting forth the facts on which it is based, the provision or provisions allegedly violated, the individuals involved and the remedy requested. The Program Director shall investigate the grievance or protest and inform the Member of the findings within ten (10) days. A grievance not resolved in Step 1 may be appealed to Step 2 of the Grievance Procedure.
- **Step 2.** If appealed, the grievance shall be presented to the Commissioner of the Lakeville Baseball Association. The Commissioner will place the grievance on the agenda of the next regularly scheduled Board meeting. The grievance shall at that meeting be delegated to the

Grievance Committee. In the event no standing Grievance Committee has been established, the grievance will be heard by the Board of Directors. The Grievance Committee or the Board of Directors may invite those individuals involved in the grievance or protest to be given an opportunity to address the grievance. The Grievance Committee or Board of Directors shall answer the grievance or protest within seven days and notify the grieving individual in writing, if not present at the Grievance Hearing. It shall be the duty of the Information Director of the Association to reply to all grievances considered by the Grievance Committee or the Board of Directors.

Section 2. No protest or grievance shall be considered on a decision involving an umpire's judgment.

Section 3. The decision of the Grievance Committee or the Board of Directors shall be final and non-appealable.

Article XI - Amendments

Amendments to these bylaws may be proposed by any Officer or Director of the Lakeville Baseball Association and may be discussed at any regular or special Board meeting.

These bylaws may be amended, repealed or altered in whole or in part by a two-thirds vote of the Board of Directors at any duly constituted meeting provided notice of the proposed change is included in the notice of such meeting.

Article XII - Savings Clause

This agreement is subject to law. In the event that any provision of this agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment no appeal has been taken within the time provided, such provision shall be voided. All other provisions of this agreement shall continue in full force and effect.

Article XIII - Related Policies

Related policies maintained on the Lakeville Baseball Association website are:

1. Registration policy
2. Scholarship policy