

## **JULINGTON CREEK BASEBALL**

**(a Creeks Athletic Association non-profit organization Tax ID# 501C3 #85-8012631587C-6)**

### **BYLAWS**

#### **ARTICLE I - NAME**

This organization shall be known as Julington Creek Baseball, hereinafter referred to as JCB.

#### **ARTICLE II - PURPOSE AND RIGHTS**

The principal operations of JCB shall be in affiliation with Babe Ruth League, Inc. and shall be governed by, and shall comply with, the principles, rules and regulations enunciated and decreed by Babe Ruth League, Inc. JCB will operate in and about the City of Jacksonville, County of St. Johns, and State of Florida, but may extend into such areas as provided for by the State, Region and National Headquarters rules and regulations.

The purpose of JCB is to develop and operate a recreational baseball program which fosters and encourages interest and participation in recreational and competitive athletics with primary emphasis on youth sports in our area, including the purchase of necessary equipment, the purchase, lease, or rental of facilities, and all other matters pertinent and appropriate to such purpose.

Furthermore, JCB's purpose is to educate, teach, and train members in athletics, sportsmanship, and fair play, and to do all things necessary for this purpose. In addition, the Association will interface with the St. Johns County Parks and Recreation Department to help make the Northwestern St. Johns County's recreational needs known. JCB shall annually apply for a charter from Babe Ruth League, Inc., and shall do all things necessary to obtain and maintain such charter.

JCB will seek to implant in the youth of the community ideas of good sportsmanship, honesty, loyalty, courage, and respect. The organization recognizes that these ideas are best taught in conjunction with parent involvement and will attempt to foster a culture of involvement of parents through coaching, volunteering, mentoring, and communication.

All Directors, Officers, Coaches and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance.

In accordance with Section 501C3 of the Federal Internal Revenue Code, JCB shall operate exclusively as a non-profit educational organization. No part of the net earnings shall be used to benefit any private individual; no substantial part of the activities shall be to carry on propaganda, or otherwise attempt to influence legislation; and there will be no participation in any political campaign on behalf of any candidate for public office.

#### **ARTICLE III - SEAL SECTION 1**

The Board of Directors may provide a corporate seal which shall have inscribed thereon the words "CORPORATE SEAL".

#### **ARTICLE IV - MEMBERSHIP**

##### **Section 1 - Classes**

Any parent/parents shall become League Member(s) of JCB upon registration and full payment/sponsorship for a child for the Spring and/or Fall Baseball season (as outlined by the specified dates during registration) and shall remain a member in good standing. Those residing in St. Johns County will have precedence over those living outside the county.

There shall be the following classes of League Members:

1. Player Member – Any player candidate meeting the requirements of Babe Ruth League, Inc., and who resides within the authorized boundaries of JCB, shall be eligible to compete for participation, but shall have no rights, dues, or obligation in the management or in the property of JCB.
2. Regular Member – Any person actively interested in furthering the objectives of JCB may become a regular member upon election or by nomination by the Board of Directors as hereinafter provided. These shall include, but are not limited to, the officers, directors, commissioners, operations officers, managers, and coaches.
3. Voting Member – Any parent/guardian of a player member in good standing at the time of the Annual Meeting, and the regular members in good standing at the time of the Annual Meeting, are qualified to vote at the Annual Meeting only. Each parent/guardian of a player member is entitled to one vote. Thus, each parent/guardian of multiple player members is entitled to only one vote. The Secretary shall maintain the roll of membership to qualify voting members. As used hereinafter, the word “Member” shall mean a Regular Member unless otherwise stated.

## **Section 2 – Eligibility**

Any person interested in active participation to affect the objectives of JCB may apply to become a League Member.

League Members including, but not limited to, the officers, directors, commissioners, operations officers, managers, and coaches must have a child participating in our league. The removal of a child participant during the league year shall disqualify league members from volunteering within the league at that time.

Any person not having a child participating in a sport may become a League Member of JCB, without the requirement to pay membership dues, by being nominated and voted into membership by a majority of those members present at any regular monthly board meeting provided the position is open and unfilled by General Membership.

## **Section 3 – Dues**

All elected Officers and Directors automatically become League Members of JCB.

Dues for League Members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any season. Dues must be paid at the time of advertised registration dates.

Any League Members wishing to apply for late registration may be assessed a late registration fee in addition to the regular registration dues. Any late registrants may be placed on a wait list and will be assigned a team as space allows, based on the number of teams the league can accommodate at any given time according to field space, coaching and scheduling limitations placed on the league by the Board of Directors.

League Members who fail to pay their fixed dues within 30 days from the time the same becomes due may (by vote of the Board) be dropped from the rolls and shall forfeit all rights and privileges of membership.

League Members are not required to be affiliated with another organization or group to qualify as members of JCB. Hardship Cases must be brought to the attention of the JCB Officers for review. Upon review a decision will be made by a Board vote for either a partial or total reduction of registration costs.

Board Members who commit to a full season of service shall receive a full free due for one of their participating children each season the child participates. The promo code will be entered in at the time of registration.

## **Section 4 - Termination**

League Members in good standing may attend all JCB functions and meetings, may address the Board and express their opinion on any JCB business, and may vote in the general election. All League Members speaking at a Board meeting must identify themselves before addressing the Board. An individual membership is entitled to one vote, a family membership allows for two voting members with one vote each at the general election.

Resignation or action of the Board of Directors may terminate League membership. In the event a dispute arises concerning rules interpretation or conduct of a player, manager, coach or parent, such action shall be based on the recommendation of the Mediation Committee. The Mediation Committee shall consist of the Vice President (Officer), Member-At-Large, Player Agent, Umpire-In-Chief, Coaches Director /or AB Director (depending on if it is AB or Rec related) and Equipment/Safety Officer. In the event the VP is not available then any officer may fill in. If any Director is unavailable, then any Director may fill in.

1. The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to terminate the membership of any League Member when the conduct of such person is considered detrimental to the best interests of JCB and/or Babe Ruth League, Inc. The League Member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.
2. If a dispute arises concerning rules interpretation or conduct of a player, manager, coach or parent, any action will be based on the recommendation of the Mediation Committee.

### **Section 5 – Process**

Upon notification by any party in a dispute over termination of any League Member, the Mediation Officer will convene a hearing of the Mediation Committee.

The Mediation Officer will notify all parties in the dispute of the date and place of the hearing, using all methods available. Each side will have equal time to present their case, which may include any media available as well as written documentation from witnesses and will agree to maintain proper levels of conduct throughout the proceedings. If the use of media is to be included the presenter will be responsible for providing the means with which the committee members will be able to view such media. The mediation committee will document all details of the hearing and prepare...

The Mediation Committee will document all details of the dispute, to include testimony of any third-party witnesses presented at the hearing and prepare a Recommendation of Action for the Board of Directors (BOD).

The Mediation Officer will present in writing via email a Recommendation of Action to the BOD within 1 week of the culmination of the hearing in question wherein the BOD may address the resolution as New Business at either the next regularly scheduled meeting or at an earlier Special Meeting called by the BOD for the purposes of solely addressing the resolution requirement. One party from each side may be present at the meeting to answer questions from the Board and have any media or paperwork that was presented at the hearing present in case it is called upon to be viewed or heard by the BOD.

The decision will be a vote of only the Board of Directors... and is final.

### **Section 6 – Member in Good Standing as Defined**

A League Member in Good Standing – shall be defined as any member – adult who has joined JCB through the membership of their child, or by joining the association directly via membership application and acceptance.

- In the case of an adult who joins without a child, the League Member must not be under any disciplinary action within the association.
- The member must not be under suspension, probation, expulsion, or any other disciplinary action from any sport / activity within the association. This includes no longer being allowed to coach in a sport (see Coaches Code of Conduct).
- If the League Members child drops out / quits a sport for any reason other than medical, they will no longer be considered as a League Member in good standing with the association. This will be based on the most recent sport/activity which the child participated in.

## **Section 7 – Member Not in Good Standing as Defined**

A League Member Not in Good Standing – shall be defined as any member – That is currently under disciplinary action within the association. The member is currently under suspension, probation, or expulsion. The member cannot volunteer in any capacity at JCB while under disciplinary action. They are permitted to attend their players' games only as a parent provided the disciplinary action does not include a Trespass Warrant.

## **ARTICLE V - BOARD OF DIRECTORS AND OFFICERS DUTIES AND POWERS**

### **Section 1**

The management and control of JCB shall be vested in a Board of Directors comprised of Officers and Directors. The number of Officers and Directors shall be not less than six, no more than fifteen.

The Officers of JCB shall be elected for a two (2) year term and shall hold office until their successors are elected and qualify. The Officers of JCB shall consist of a President, Vice President, Secretary, and Treasurer.

The Directors of JCB shall be elected for a one (1) year period and shall hold office until their successors are elected and qualify. The Directors of JCB shall consist of a Player Agent Director, Equipment & Safety Director, Scheduling & Field Director, UTP (Uniform, Trophy, & Photo) Director, Concessions Director, Umpire in Chief Director, AB/All Star Director, Coaches Director, Babe Ruth Director, IT Director, and a Member-At-Large, who shall be elected at the July meeting of JCB, and who shall hold office until their successors are elected and qualify.

Elected terms shall run from August to the end of July following. Newly elected Officers and Directors shall officially take office at the next official Board Meeting in August. All Officers and Directors shall be elected by a simple majority vote of the members present. If there are uncontested Officer/Director positions, no vote will be necessary.

All elected Officers and Directors must be a member in good standing and may only serve in an elected capacity not more than four (4) consecutive years, unless no other candidate is nominated prior to the annual elections.

No two family members shall participate in voting roles at the same time.

#### **Eligibility:**

To be eligible for a position as an Officer or Director, each person must commit to attending 9 of the 12 monthly Board meetings from August to July. Any Officer or Director who does not attend the minimally required number of meetings is at risk of losing his or her position. Members are eligible as Officers and Directors only if they are not actively involved in the promotion and/or operation of any other baseball program.

#### **Nominations and Annual Election:**

Officer vacancies or expiring terms will only be open for election from candidates that currently serve on the board with at least 11 months experience. Should no candidate emerge from the current board, then the seat would be open to election for general membership to pursue. All Director and Operational positions are open for election yearly and made available to the general membership to pursue.

The annual meeting is to be held on a Sunday in July of each year. Three weeks prior all current board members must state their intentions for the subsequent Board year. Either self-nominating for another position within the board; a desire to stay within their current board position and run as an incumbent; or an intention to resign their position at the conclusion of the league year. Two weeks prior to the annual election a list of electable positions is to be made public for general membership to self-nominate. Upon completion of the self-nominating process a confirmation email will auto-generate confirming your submission. One week prior to the annual meeting, a list of nominees must be submitted for

election to the Secretary. The Secretary shall then put together a sample ballot of nominees listing all board positions with incumbent names, even those not up for election with an asterisk confirming the two-year term has not expired or open officer positions with current board members that are unopposed. The Secretary and IT Director will then release the sample ballot to all general membership. Vacancies shall be filled by vote of the general membership of JCB.

**Absentee Ballot:**

For the express purpose of accommodating a member in good standing who cannot attend the annual meeting, an electronic absentee ballot may be requested and obtained from the Secretary. This electronic ballot shall be obtained for the single use of a single family and will be validated. Additionally, it must be submitted the day prior to the start of the general election. The Secretary shall present all absentee ballot results to the Vice President on the date of the annual meeting prior to the conduct of the election process.

**Election Procedure:**

The Secretary and another Officer not up for election will facilitate. The two Officers will hand out the ballots while a 3<sup>rd</sup> Board Member controls the door. No more than two voters at a time may enter and go to their individual voting booth. At the conclusion the Officer will read off the votes; the additional Board Member will verify those votes; and the Secretary will log the votes. The results will be sent to general membership by the Secretary and IT Director after all in person and electronic absentee ballots have been counted.

**Election Tie Breaker:**

If a position ends in a tie after all in person and absentee ballots have been counted; then the newly elected board will vote on whom they would prefer to serve with. The vote will take place at the first Board Meeting of the new board via ballot box and the candidates are informed immediately following said meeting. A Board Member must attend the Board meeting to be eligible to submit a vote. The President shall cast a deciding vote in the event of another tie.

**Section 2**

If any vacancy occurs in the Board, by death, resignation, or otherwise; it may be filled by another party with a two-thirds vote of the remaining Officers and Directors at any regular meeting or at any special meeting called for that purpose.

**Section 3**

A majority vote of the Board of Directors (Officers and Directors) shall be one more than one-half of the Board members present. Each Board member shall be entitled to only one vote, regardless of the number of offices held. Officers and Directors who do not meet the requirement of 9 of 12 meetings may create a vacancy and forfeit their vote.

**Section 4**

A quorum of the Board of Directors shall be the President and/or Vice-President and 6 of the remaining Board positions, either Officers or Directors. The Board of Directors cannot conduct business unless a quorum is present.

**Section 5**

All Board powers shall be exercised by or under authority of, and for the business and affairs of JCB and shall be managed under the direction of the elected Board. The Board members are voluntary and may not be employed by JCB for any reason.

Active Board members are ineligible to receive any direct financial benefit from JCB.

(Exception – Board members will receive one full free registration for a participating child each season the child participates. The promo code will be entered in at the time of registration and Board members must commit to a full season of service time to receive the free registration.)

## **Section 6 - Disciplinary Action:**

The Board of Directors shall establish a procedure for disciplinary actions to include all parties involved. These procedures shall provide for a timely hearing on any issue requiring such a hearing; and shall include all parties involved in said issue. The Mediation Committee shall consist of the Vice President (Officer), Member-At-Large, Player Agent, Umpire-In-Chief, Coaches Director /or AB Director (depending on if it is AB or Rec related) and Equipment/Safety Officer. In the event the VP is not available then any officer may fill in. If any Director is unavailable, then any Director may fill in. If the Officer against whom the charges have been made is part of the Mediation Committee, then the President will take the place of the Officer in question. The Mediation Officer will notify all parties in the dispute of date and place of hearing, using all methods available. All parties will have equal time to state their side and will agree to maintain proper levels of conduct throughout the proceedings. The Mediation Committee will document all details of the dispute, to include testimony of any third-party witnesses presented at the hearing and prepare a Recommendation of Action for the Board of Directors, which may include removal of office as a member not in good standing. The decision will be a vote of only the Board of Directors and is final. For an Officer to be removed from office, a two-thirds vote of all remaining Officers is required.

A member not in good standing requires a one-year suspension from all volunteer activities. This is limited to volunteer roles within the organization and does not include attendance of games or restrictions from property. Park access restrictions would only come from a trespass warrant if required.

## **Section 7 - The Duties of Elected Officers (voting roles) shall be as follows:**

President – Duties as defined by the Board with examples as shown in Exhibit A attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

Vice President – Duties as defined by the Board with examples as shown in Exhibit A attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

Secretary – Duties as defined by the Board with examples as shown in Exhibit A attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

Treasurer – Duties as defined by the Board with examples as shown in Exhibit A attached and which may be amended by majority vote of the Board.

## **Section 8 - The Duties of Elected Directors (voting roles) shall be as follows:**

Player Agent Director – Duties as defined by the Board with examples as shown in Exhibit B attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

Equipment & Safety Director – Duties as defined by the Board with examples as shown in Exhibit B attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

Babe Ruthe Director – Duties as defined by the Board with examples as shown in Exhibit B attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

Umpire in Chief Director – Duties as defined by the Board with examples as shown in Exhibit B attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

Concessions Director – Duties as defined by the Board with examples as shown in Exhibit B attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

AB & All-Star Director – Duties as defined by the Board with examples as shown in Exhibit B attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

Coaches Director – Duties as defined by the Board with examples as shown in Exhibit B attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

Fields & Scheduling Director – Duties as defined by the Board with examples as shown in Exhibit B attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

UTP (Uniform, Trophy, & Photo) Director – Duties as defined by the Board with examples as shown in Exhibit B attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

IT Director – Duties as defined by the Board with examples as shown in Exhibit B attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

Member-at-Large - Duties as defined by the Board with examples as shown in Exhibit B attached and which may be amended by majority vote of the Board of Directors as deemed necessary.

## **ARTICLE VI - MEETINGS**

### **Section 1**

The annual meeting of the Association will be held at a pre-designated place in Northwest St. Johns County, Florida, announced by the Board of Directors. Public notice of the meetings shall be posted at least seven (7) calendar days prior to the meeting. The annual meeting of the members for any year shall be held no later than thirteen months after the last preceding annual meeting of the members. Business transacted at the annual meeting shall include the election of Officers and Directors of JCB.

### **Section 2**

Regular meetings of the Board will take place monthly (30 days) at a time and place as designated by the President or Vice President. The date and location will be communicated to the Board and the membership at least 7 days prior to the meeting. If a meeting cannot take place within one month (30 days), the meeting will be scheduled as soon as possible after the month has passed.

### **Section 3**

Special meetings of the Board of Directors may be called at any time by any two Directors to be held in a place or places as the Directors from time to time designate. Notice of special meetings of the Board of Directors shall be given to each Director by five (5) days' notice by letter, phone call, email, or in person.

### **Section 4**

An emergency meeting of the Board of Directors may be called by any director, with quorum approval, to address any issue which requires attention within less than five (5) days.

### **Section 5**

A special or emergency meeting may be designated as a "Closed" meeting by a majority vote of the Board members present and shall be the first order of business for that meeting. However, these meetings must be documented with minutes available to the public.

## **ARTICLE VII - RULES OF ORDER**

The President shall occupy the chair and start meetings promptly at the time specified.

No business outside of items listed on the agenda should be taken up except in regular order unless a majority vote of those present to the contrary. Items to be placed on the agenda should be submitted to the Secretary no later than 48 hours prior to the next meeting.

No motion shall be received or placed before the meeting unless duly moved and seconded. It shall be open for discussion until the President has so stated.

Any recommendation of the Board of Directors or any duly elected or appointed committee shall carry with it a motion to concur, which motion shall have precedence over any motion.

When a question is before the body, no other motion shall be in order except (1) to adjourn; (2) to lay on table; (3) the previous question; (4) to postpone; (5) to refer; (6) to amend. These exceptions shall have precedence in the order named. The first three shall be without debate and each motion, in order, requires a vote.

When a Board member desires to make a motion or speak to the question, he shall first obtain the President's recognition. Such Board member must confine him/herself strictly to the question under consideration and shall not be interrupted unless on a point of order.

The President shall be privileged to debate upon any subject upon vacating the chair.

Should more than one Board member rise to speak at the same time, the President or presiding officer shall determine who shall be recognized.

An amendment takes the precedence over a motion and shall be put to vote first.

Voting shall be shown of hands unless otherwise proved or called for.

In the event of a tie vote, the President or presiding officer shall cast the deciding vote.

A motion to reconsider shall not be entertained unless made by a Board member who voted in the majority. A majority vote shall be necessary to reconsider.

The Board may adopt additional Rules of Order for any meeting, by majority vote, of the Board members in attendance.

Only members of the Board will be allowed to participate in a debate.

Any Board member shall be able to call a point of order to resume meeting.

The following order of business shall apply:

1. Roll Call, determine Quorum.
2. Approval of Minutes.
3. Approval of Agenda.
4. Approval of Financial Statements
5. Report of Sub-Committees.
6. Report of Board of Directors.
7. General Membership or Public Comments (time allotted to be determined by the Board)
8. Old Business.
9. New Business.
10. Community Announcements.
11. Election of Officers (when applicable)
12. Adjourn.

## **ARTICLE VIII - MANAGERS & COACHES**

### **Section 1**

Team Managers & Coaches shall be appointed each season by the Coach's Director and/or Commissioners of each division. They will be approved by the Board of Directors. Managers shall be responsible for the draft selection of their teams according to the rules set before them by the league, and for their actions on the field.

### **Section 2**



Background Checks – It has become the standard among youth organizations to require volunteers working with children to complete a background check. The purpose of the required background check is to deter individuals who should not be working with young athletes from applying to volunteer. Additionally, it serves to identify any unsuitable criminal history of those individuals who do apply as a volunteer. Babe Ruth League, Inc. cares about the protection of its players and seeks to achieve the goal of making Babe Ruth League, Inc. the safest program in which our youth can enjoy the great game of baseball.

In addition, in February 2018, a federal law “Safe Sports Act” was signed into law requiring volunteers to take abuse prevention training. Babe Ruth League, Inc. has incorporated the training pieces into the background check program they offer to streamline the process for volunteers.

All JCB coaches/volunteers will be required to pass a background check and abuse prevention systems (APS) training as administered by Babe Ruth League, Inc. No coach/assistant coach/team parent/volunteer will be allowed on the field with the participants without proof of passing a background check and completion of Babe Ruth League, Inc APS training.

### **Section 3**

Coach certifications – All managers should complete the Babe Ruth League Coaching Certification to coach a JCB team. Coach certifications are administered through the Babe Ruth League website. All JCB Advanced Baseball and All-Star managers are required to complete the Babe Ruth League Coaching Certification.

### **Section 4**

At no time will ANY individual be allowed on the field of play (game or practice) without successfully completing the background check and APS training. A violation of this policy will be reviewed by the JCB Board and could include discipline up to and including immediate suspension from coaching at JCB. This person may then appeal to the Board for reinstatement. Additional penalties for violating this policy, up to and including being banned from coaching any sport within CAA may be implemented by CAA.

## **ARTICLE IX - FINANCE**

### **Section 1**

The Board of Directors shall decide all matters pertaining to the finances of JCB, and it shall place all income in a common league treasury, directing the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individuals or team.

### **Section 2**

The Board shall allocate the contribution of funds or property to individual teams participating in Districts, States, etc. at the conclusion of the Spring season.

### **Section 3**

The Board shall not permit the solicitation of funds in the name of Babe Ruth League, Inc. unless all those funds raised are placed in the JCB treasury.

### **Section 4**

The Board shall not permit the disbursement of JCB funds for other than the conduct of JCB activities in accordance with the rules and policies of Babe Ruth League, Inc.

### **Section 5**

No Director, Officer, Member of JCB shall receive, directly or indirectly, any salary, compensation, or emolument from JCB for services rendered as Director, Officer, or Member, except as spelled out in Board of Directors bylaws.

#### **Section 6**

All monies received shall be deposited to the creditor JCB in the JCB accounts, and all disbursement shall be made by check or ACH transfer. All checks shall be signed by the JCB Treasurer and such other Officer or Officers or person or persons as the Board of Directors shall determine.

#### **Section 7**

The fiscal year of JCB shall begin on the first day of August and shall end on the last day of the following July.

#### **Section 8**

Distribution of Property upon Dissolution. Upon dissolution of JCB, and after outstanding debts and claims have been satisfied, the Members shall direct the remaining property of JCB to another Federally incorporated entity which maintains the same objectives as set forth herein, which are or may be entitled to exemption under Section 501c3 of the Internal Revenue Code or any future corresponding provision.

#### **Section 9**

Capital or Special Projects – if JCB determines a need to raise funds for capital improvements or special projects, they may add a fee to cover this expense to their registration fees. Requirements to do this will be (1) Presentation to and approved from the CAA board, (2) All sports capital / special funds will be deposited in the JCB Main Account, designated to the specific project. Funds will be paid by JCB for all special / capital projects.

#### **Section 10**

As a non-profit the objective of the JCB League is to run at zero profit at the end of each season. However, each sport will be required to retain a reserve amount at the end of each season to be able to operate the sport for the next season. The maximum reserve any sport will have in its account will be established by CAA. CAA will annually communicate this maximum reserve value to JCB. Any amount greater than the maximum reserve will be transferred to the CAA General Account and will be allocated by the board as requested or needed, by majority vote, to best serve the youth within our organization.

#### **Section 11**

County and CAA membership fees will be included in the JCB registration fee. JCB, upon completion of final registration, will then transfer the membership fees to the general account of CAA for payment to CAA and the County.

#### **Section 12**

The revenue received from fundraising shall be exclusively used to promote the JCB Rec program, with the exclusion of the below fundraising avenues. Concession Stand net profit and Sign sponsorship net profit will be applied to the JCB Advanced Baseball program. The JCB Rec and Advanced programs must use the money as designated above either to cover operating expenses or designated to an approved capital/special project.

#### **Section 13**

JCB upon approval of its Board or Directors may give concessions to a “Partner” for fund raising, where the “Partner” would run the concession and keep xx percent of the amount raised.

#### **Section 14**

JCB Treasurer has a responsibility to the CAA Treasurer and will respond to any, and all requests in a timely manner. The CAA Treasurer will be responsible for the timely annual tax filing. Additionally, the Treasurer will be responsible for an audit which is to be performed on an annual basis.

#### **Section 15**

JCB's goal is to be self-sufficient.

#### **Section 16**

JCB shall separate the registration fees collected into two separate Profit & Loss (P&L) statements, one for Recreational Baseball, and the other for Advanced Baseball. Each statement's revenue shall be based on the number of registrants within their given program. Advanced Baseball teams shall be issued any unused monies from their P&L at the conclusion of the Spring season and prior to the Summer All Star season to cover summer operating expenses. See Exhibit D Section 10.

### **ARTICLE X - POWERS**

The League shall have the following powers in addition to the powers expressly or implicitly conferred on it by law. To make and enforce rules and regulations to govern itself on a local basis, but consistent with and not contrary to any rules and regulations promulgated by Babe Ruth League, Inc.

### **ARTICLE XI – PARLIAMENTARY AUTHORITY**

Rules of Order: Robert's Rules of Order Second Edition shall govern the proceedings of all meetings, except where same conflicts with the constitution or by JCB bylaws.

### **ARTICLE XII – AMENDMENTS**

This constitution and bylaws may be amended, repealed, or altered in total or in part by a majority vote at any duly organized meeting of the Members, provided notice of the proposed change is included in the notice of such meeting. Draft of all proposed amendments shall be submitted to Babe Ruth League, Inc. and CAA for review and approval.

#### **EXHIBIT A: OFFICERS**

**President:** Conduct the affairs of JCB and execute the policies established by the Board of Directors. Present a report of the condition of JCB at the annual meeting. Provide regular guidance and insight (positive and constructive) to all JCB Officers, Directors, and Board members regarding appropriate league affairs to continually improve the welfare of JCB. In addition, monitor JCB Officers, Directors, and Board Members workload to avoid burnout. Be responsible for the conduct of JCB in strict conformity to the policies, principles, Rules and Regulations of Babe Ruth League, Inc., as agreed upon under the conditions of the charter issued to JCB by that organization.

Designate in writing other Officers, if necessary, to have power to make and execute for and in the name of JCB, such contracts and leases they may receive which have had prior approval of the Board. Investigate complaints, irregularities, and conditions detrimental to JCB and report thereon to the Board or Executive Committee as circumstances warrant. Review and provide input to the Treasurer regarding an annual budget to the Board of Directors and be responsible for the proper execution thereof. With the assistance of the Player Agent, examine the registration and support proof of age documents of every player candidate, and certify residence and age eligibility. Prepare a draft Board meeting agenda with the Secretary to conduct monthly Board meetings in an orderly fashion. Coordinate and communicate activities with the Babe Ruth League, Inc. including but not limited to the FL District 2 Commissioner, State of Florida

Commissioner, and BRL Designated Helper. Actively participate with Creeks Athletic Association (e.g., attend board meetings, provide updates, etc.). Assist with the promotion of special league events (e.g., Opening Day, MLB PHR, JCB Classic, etc.). Regularly communicate with other NE Florida BRL Presidents, St Johns County Parks and Recreation, CAA, Jax Ump, Jax Jumbo Shrimp, and Platinum sponsors. Create, coordinate, and implement ideas to improve JCB (baseball education, financial efficiency, and community relationships). Lead and coordinate with the Secretary on JCB community charitable events (can drive, Toys for Tots, etc.). Support the next league President for 1 year after last season in office. Review all post season parent surveys collected.

The President shall vote only in the event of a tie. (a) Be Chairman of the Board of Directors and vote in the event of a tie. (b) Be empowered to sign checks with the Treasurer; over \$1,000. Expenditures greater than \$1,000 require Board approval. (c) Attend games for support and monitor appropriate sportsmanship by JCB players, coaches, and parents.

**Vice President:** The Vice President shall act for and with the authority of the President in his/her absence. Be empowered to co-sign all checks with the Treasurer. Pursue and coordinate Corporate Sponsorships. Monitor games for all appropriate sportsmanship by JCB players, coaches, and parents. Be empowered to co-sign all checks; over \$1,000. Expenditures greater than \$1,000 require Board approval. Be responsible for the oversight and coordination of general operations and orderly administration of all levels of play in the League. These include, but are not limited to, equipment, grounds and facilities, internet/information, opening day, commissioners, fundraising, volunteer coordination, umpires, scheduling, uniforms, pictures, and trophies. The appropriate Operational positions for these activities will assist the Vice President.

**Secretary:** Shall keep an accurate accounting of all official actions and proceedings of the Board of Directors; the minutes of all JCB meetings, and all other official documents of JCB. Handle any necessary league correspondence. Assume responsibilities for the position of Chairperson of Registration and Membership in their inability to perform their duties. Act as Parliamentarian to ensure the Rules of Order are followed. Be responsible for recording the activities of JCB and maintaining appropriate files, mailing lists and necessary records, including, but not limited to, filing the appropriate charter and insurance with Babe Ruth League, Inc. Be responsible for preparing an agenda for all meetings with the assistance of the President and other Board members who will submit items to be included. Be responsible for the securing of facilities for all monthly and annual meetings, as well as for maintaining a list of all Members, Directors, and committee members, and giving notice of all meetings of JCB, the Board of Directors or Committees. Keep the minutes of the meetings of the Members, the Board of Directors, and the Executive Committee, and cause them to be recorded in a book kept for that purpose. Conduct all correspondence not otherwise specifically delegated in connection with said meetings, and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed. Prepare the ballot of nominees in preparation for the Annual Meeting. Notify all Members, Directors, Officers, and committee members of their election or appointment.

**Treasurer:** Shall be chief custodian of the JCB income and expenditures (with bond to be provided by the Association). Submit to the Board at meetings a written financial statement covering all transactions since the last report. Issue checks to pay for all expenses approved by concurrence of the Board of Directors or expenses incurred with the personal limitations of designated representatives as outlined (with regular communications with the Officers). Keep accurate records and accounts of JCB funds and file all necessary financial reports and forms. Submit annual tax-related documents to Creeks Athletic Association for filing. Schedule and monitor annual audit. Monitor games for appropriate sportsmanship by JCB players, coaches, and parents.

## **EXHIBIT B: DIRECTORS**

**Player Agent Director:** Player agent primary function is running fair drafts. Updating the Officers on registration numbers leading up to the registration close date. Works with Commissioners to ensure players are in their proper division and age group in preparation for the draft. Working with Officers, Coaches Coordinator, and Commissioner of specific divisions. The Player Agent shall make a final decision on special circumstances where a player may "play up".

A player can only “play up” within a division and cannot cross divisions. For example, a 7 and under player can play in the 8 and under division but cannot play in the 9 and under division. JCB does not allow players to “play down”.

**Equipment & Safety Director:** The Equipment Director shall be responsible for the purchase (in coordination with the Treasurer) and distribution of all league equipment. Maintain, organize, and distribute an inventory of safe, well stocked player equipment. Obtain 3 bids from competitive companies for equipment wanted/needed and present the options to the Board for a vote, if needed.

Shall coordinate all safety activities and promote safety in activities through CPR and AED training, equipment, procedures, and facilities. Coordinate prevention of injuries and solicit suggestions for making conditions safer. They then report said suggestions to the Board of Directors and implement those changes approved by the Board, Coordinate reports of any injuries, including, but not limited to, the filing of the necessary documentation and notification of the appropriate persons.

**Babe Ruth Director:** The Babe Ruth Director shall be responsible for seasonal and day-to-day league activities including, but not limited to communicating with the JCB Board members information relating to rosters, game schedules, field use, umpires, and equipment needs. Setting registration deadlines. Making sure each age division has enough coaches per team, based on registration volumes. Ensuring coaches complete background and BR safe sport training requirements. Coordinating preseason workout dates/times for each age group. Coordinating equipment pick up and return dates. Coordinating practice schedules. Supervising draft of teams in each age division, with the goal of making sure teams are competitively balanced. Addressing concerns and questions from coaches, parents, and players, as applicable. Coordinating uniform orders. Communicating to coaches on field closures, schedule updates, board decisions affecting the League. Answering questions and emails sent via the JCB website. Coordinating All-Star coaches, teams, tryouts, activities (spring season). Coordinate Umpires for JCB Rec game schedules (13U through 18U) with the local umpire association, currently Jacksonville Umpire Association (JUA). Handle all JUA & JCB last minute changes with JUA.

**Umpire-In-Chief:** Ensure JCB has an umpire association under contract to call all JCB Rec Games for age groups 6U through 18U. Coordinate JCB Rec game schedules (6U through 12U) with umpire association, currently Jacksonville Umpire Association (JUA). Handle all JUA and JCB last minute changes with JUA and JCB Commissioners. Coordinate “Teen Umpire Program”. Train teen umpires. Schedule and assign Teen Umpires to rec games. Pay Teen Umpires. Prepare and mail Teen Umpire paychecks weekly. Order and distribute JCB Teen Umpire hats and shirts. Periodically, personally evaluate Teen Umpires calling games. Investigate claims of umpire behavior (JUA or Teen Umpire) and write reports. Inform JUA and Teen Umpires when games have been cancelled due to weather or other circumstances. Coordinate all schedule updates and changes with JUA and Teen Umpires.

**Concessions Director:** The Concessions Director shall be responsible for ALL concessions at Durbin and Mills fields. This includes continuous training of volunteers throughout the season. Will coordinate the scheduling of all volunteers for concessions. This includes being available to schedule last-minute cancellations to get coverage for the stand to be open. Will be responsible for negotiating concession contracts which will be brought to the Board for final approval. Keep records for the receipt and disbursement of all monies and securities of JCB, approve all payments from allotted funds. Provide the Treasurer with a list of checks to be disbursed. Prepare a monthly report on the status of finances (current vs. budget). Receive all monies and securities, and deposit some in a depository approved by the Board of Directors. Always thinking of new ways to satisfy JCB families and generate revenue for the teams. The Concessions Director shall assist with the coordination of vendors for special JCB events (e.g., Opening Day, MLB PHR and Jr HR Derby competitions).

**AB/All Star Director:** Oversee the interviews and selections of Advanced Baseball Program managers each fall and spring. Oversee the tryouts and selection process each fall and spring for all Advanced Baseball and All-Star teams. Ensure all Advanced Baseball managers follow the JCB code of conduct and all the rules of JCB for All-Star qualifications. Coordinates all aspects of the annual special community events (e.g., MLB Pitch, Hit, & Run, Jr Homerun Derby, Toys for

Tots, can food drives, etc.). JCB All-Star team coaches (i.e., Advanced Baseball coaches) will volunteer to help at all special community events. The AB/AS Director will present plans to the Board for approval well in advance of the special community events. The AB/AS Director will be responsible for coordinating and facilitating the JCB Classic All-Star tournament.

**Coaches Director:** Solicit and propose to Board coaching volunteers per age group. Will schedule and coordinate annual coaches' clinic. Be responsible for ensuring all coaches are certified through Babe Ruth League, Inc. with background checks and abuse training. Monitor and enforce Coaches Code of Conduct.

**Fields & Scheduling Director:** Responsible for overseeing the Scheduling Manager in the development of a (5U – 12U) schedule. Be the liaison between the County and Commissioners on any field concerns or repairs needed at our facilities. Keep a Repair and Maintenance log on all needed repairs that have been requested and completed. Have a big picture view of facilities and what is needed, then coordinate that vision with the Board of Directors to help make that vision a reality.

**Uniform, Trophies, and Pictures Director (UTP):** Coordinating all JCB players and coaches' uniform needs. The role coordinates between JCB uniform vendor(s) and Commissioners to ensure accurate orders for all athletes and coaches each season. All orders (including special requests) are coordinated through this role. Optional parent/sibling apparel orders (for recreational teams) are managed by this role. This role is also responsible for the pre-season coordination of team photos. Partnering with the vendor and scheduling the teams for their photo session. Also, selection and ordering of all end-of-season awards for recreational athletes through our award vendor(s). Additional responsibilities may include special orders of merchandise, other awards as needed for special events and tournaments, as well as ensuring the JCB brand is properly utilized or otherwise protected for printed use.

**IT and Webmaster Director:** Responsible for all events leading to and including registration of players. Organize and prepare online registration. Provide database information in team/group formats for league use (primarily for uniforms, County player rosters, and distribution of player information to individual coaches). Maintain and update the JCB website. Assist Scheduling Director in development of season Rec schedules and posted online.

**Member-At-Large:** This position is assigned by the current JCB President. It must be a former Board Member in good standing that no longer has a player participating at JCB. The person would preferably but not limit to former Board officers with a long-standing history with the league. This Board Member will be a valuable liaison and information resource to the current Board of Directors with no conflicts of interest. This board member will help facilitate mediation when needed as an independent arbiter.

## **EXHIBIT C: OPERATIONAL POSITIONS**

**Signs & Sponsors Coordinator:** In conjunction with the Treasurer, collect donations from sponsors for all teams. Provide sponsorship information to the league commissioners as needed. Provide artwork to sign company for all sponsors. Verify that all signs are completed correctly and placed on sponsorship boards at both parks. Get competitive bids from 3 sign vendors yearly and provide them to the Board for approval, if needed.

**Social Media Manager:** Utilize multiple social media platforms to promote our program and players. Utilize multiple media platforms to promote other organizations within the CAA umbrella. Always protect the JCB and Diamond King brands. Any unauthorized uniforms, colors, or logos are strictly prohibited from our social media platforms.

**Scheduling Manager:** Responsible for developing (5U – 12U) and maintaining the schedule for all fields.

**Photo Manager:** Responsible for overseeing the execution of our team photos every season and providing our Social Media Manager with photo content for Social Media.

**Commissioners-**

**T-Ball:** Handle Day to day activities within T-Ball division. Duties include but are not limited to; assigning practice time, drafts, tryouts, disseminating league communication, local rules, coordinate game makeups, and interaction with coaches.

**Rookie:** Handle Day to day activities within T-Ball division. Duties include but are not limited to; assigning practice time, drafts, tryouts, disseminating league communication, local rules, attending championship games, keep standings, coordinate game makeups, and interaction with coaches.

**Minors:** Handle Day to day activities within T-Ball division. Duties include but are not limited to; assigning practice time, drafts, tryouts, disseminating league communication, local rules, attending championship games, keep standings, coordinate game makeups, and interaction with coaches.

**Majors:** Know the rules and make sure the coaches are aware of them and where to find them on the website. Make sure the field schedule is available online. Ensure enough coaches to field between 11-13 players per team (in extreme circumstances 14/team). Recruit and ensure the Majors division coaches select preferences on practice slots. Ensure coaches know where to instigate communication between the coaches. Organize evaluations for Recreation teams. Ensure player evaluation software (e.g., Team Genius) is accessible and usable for evaluations with the Coaches Coordinator. Ensure evaluations are run in a timely and fair manner with all recreational coaches participating in that season attending.

Assess whether coaches, in practice, execute the expectations for that of a coach of kids in conjunction with the Coaches Coordinator. If necessary, manage replacing coaches or dissolving teams with input from the Board members if a coach fails in their duties. Make sure coaches use a scoring mechanism for recreational games (e.g., scorebook Game Changer, etc.). Know how to line a field if called upon. Know how to umpire from behind the mound if called upon. Make sure that umpire complaints are heard and handled with the Board. Receive scores and input them on the website. Coordinate delivery of trophies to teams.

## **ARTICLE XIII – REGISTRATION AND DRAFT PROCEDURES**

### **Section 1 – Registration Procedure**

1. The Board of Directors (BOD) shall establish a registration deadline in both Fall and Spring.
2. After the deadline, all subsequent registrations will be put on the waitlist.
3. Each team shall have no less than 11 players and no more than 12 players.
4. The Player Agent shall communicate to the BOD how many teams will be in each division.
5. The Player Agent will establish a par to be allowed from the waitlist based off registration.
  - a. Example 1: The 10U Division has 120 players after registration closes. There shall be 10 teams and no players will be accepted off the waitlist.
  - b. Example 2: The 9U Division has 117 players after registration closes. There shall be 10 teams and a maximum of 3 players will be accepted off the waitlist.
6. Players will be accepted off the waitlist in chronological order. Date/timestamp from registration will be used for official waitlist registration time.

### **Section 2 – Tryout Procedure**

1. Recreational baseball tryouts will be held at the same time as Advanced baseball tryouts. As players check in at registration, they will be asked if they are interested in trying out for Advanced Baseball. Those who request it will be placed in the Advanced Baseball tryout. Those not interested will be placed in the recreational evaluation. Players must attend one of the two tryouts to be selected unless an injury/illness prevents attending a tryout and this will be addressed on a case-by-case basis. Tryouts will be held in August or September for Fall; December or January for Spring; and March or April for

summer All-Stars. The Rec commissioners and coaches will handle the Rec evaluation, while the Advanced Baseball coaching staff will handle the Advanced Baseball draft.

## **Section 2 – Draft Procedure**

1. The BOD, with advisement from the Player Agent and Commissioners, shall establish draft days and times for each age group in both the Fall & Spring.
2. The draft should be held within the Boardroom at Mills Field.
3. Teams shall have 2 player exceptions (Head Coach and 1 Assistant Coach) to be pulled out of the draft and count as that team's first and second round pick.
4. If a Head Coach has not identified an assistant, that Head Coach will select one player before Round 3 begins.
  - The Player Agent has discretion to deviate from this rule if there is additional information available whereby a Head Coach is attempting to "stack" the draft.
5. Teams will coordinate team names and uniforms with the UTP Director prior to commencement of the draft.
6. Teams shall pull numbers randomly to establish draft order.
7. Draft will utilize a snake draft system. 1<sup>st</sup> pick in 1<sup>st</sup> round has last pick in 2<sup>nd</sup> round and so on...
8. The team with the last pick in the 1<sup>st</sup> round shall have the 1<sup>st</sup> pick of the practice schedule. If certain practice times are important to a coach, then trading back in the draft should be their approach.
9. The attending commissioner shall enter all practice times into the practice template and send it to the Director of Fields & Scheduling immediately following the draft.
10. All trades shall be finalized prior to leaving the Boardroom on the night of the draft. No trades will be accepted after the draft concludes and all coaches have left the premises.
11. Only players that attended the Recreational or Advanced tryouts may be selected. Any players unable to attend will be selected randomly out of a hat to complete the draft.
12. There should be an equal number of AB players placed on each team...

## **EXHIBIT D: JULINGTON CREEK ADVANCED BASEBALL**

The purpose of the JCB Advanced Baseball (AB) program is to provide advanced instruction to all players (5U to 18U) that have an abundant enthusiasm for the game of baseball with the opportunity to learn and compete at a higher level without the associated costs of "travel" program and without paid coaches. It is a competitive program, and each player is required to try out to participate. This program requires a higher level of commitment than our traditional recreational baseball at JCB from the players and their parents; but can potentially advance a player's skills faster than traditional Rec participation. Our advanced baseball program is designed to better prepare our kids to thrive in a competitive atmosphere while being treated valuably, fairly, and with encouragement and respect. We form teams in each age group during Fall and Spring rec seasons provided a qualified coach is in place; and our All-Star program takes over after the Spring season ends. In the summer Cal Ripken sponsored All-Star tournaments are the culmination of the advanced baseball programs. Depending on the number of participants and coaches available, we attempt to field two teams (Elite and Select teams) for each age group.

### **SECTION 1 – *Bi-Annual Coaches Meeting***

End of Every Spring and Fall, there will be a mandatory coach meeting for all Advanced Baseball teams. A minimum of one coach from each team must attend.

### **SECTION 2 - *Team Manager and Assistant Coach Requirements***

1. Cal Ripken Advanced Baseball teams shall have no more than four coaches on their roster, or in the field and dugout. Babe Ruth Advanced Baseball teams shall have no more than 3 coaches on their roster, or in the field and dugout.
2. Team managers must become Cal Ripken Coach Certified online.
3. Team Managers and Assistant Coaches must complete a Babe Ruth background check.



4. Team Managers and Assistant Coaches must complete the Sexual Abuse Awareness Training offered through Babe Ruth.
5. At least one coach on staff must be CPR/AED certified.

### **SECTION 3 - *Player Evaluation Process***

1. Advanced baseball tryouts will be held at the same time as traditional recreational tryouts. As players check in at registration, they will be asked if they are interested in trying out for Advanced Baseball. Those who request it will be placed in the Advanced Baseball tryout. Those not interested will be placed in the recreational evaluation. Players must attend the tryout to be selected unless an injury/illness prevents attending a tryout and this will be addressed on a case-by-case basis. Tryouts will be held in August or September for Fall; December or January for Spring; and March or April for summer All-Stars. The Rec commissioners and coaches will handle the Rec evaluation, while the Advanced Baseball coaching staff will handle the Advanced Baseball draft.
2. Advanced Baseball tryouts process will be utilizing 2 fields:
  - A. The Advanced Baseball group is timed in the 60-yard dash (2 Graders), while the Rec group will hit (4 Graders). Then Switch...
  - B. The Advanced Baseball group will field from Shortstop to 1<sup>st</sup> base, while the Rec group will catch fly balls and throw to 2<sup>nd</sup> base or 3<sup>rd</sup> base. Then Switch...
  - C. The Advanced and Recreational players interested in pitching or catching to be evaluated will participate in a four-man bullpen. There will need to be four Rec coaches to evaluate the Rec group; and four AB coaches to evaluate the AB group.
    - AB Director reserves the right to amend this process as needed to help a particular age group or division based on volunteers.
3. Each age group will communicate their respective times and dates of evaluations that will be communicated in a uniform manner, such as a virtual postcard. Mills evaluations will be for 5U – 8U and 13U – 18U. Durbin evaluations will be for 9U – 12U.
4. JCB will use an application (e.g., Team Genius) for evaluation of Advanced Baseball tryouts.
5. For Advanced Baseball, different aged group coaches will grade tryouts (ex. 9U coaches for 10U players, and vice versa). There must be a minimum of 3 graders for an evaluation to be deemed official. For rec evaluations, all rec teams must have a minimum of one coach to attend evaluations to evaluate.
6. After the Elite team is picked each fall and spring, the Select team manager will be selected next if enough qualified players for a second team tried out at the same time.
7. 7 players must be picked from the top 12 scored players from tryouts (including makeup tryouts). Other players are picked based on team needs, score of tryouts, and past performance in rec and advanced teams. After the Elite team is picked, the Select team must pick 7 of the from the next highest 12 scored players left from the tryout list. The other players for Select are also picked based on team needs, score of tryouts, and past performance in rec and advanced teams. A Select team may have 2-3 additional players practice with the team in a “practice squad” position that would not receive uniforms or eligibility for tournaments and games without an official promotion to the team should roster size permit.
8. Once a player is selected for the Elite team, he will have to confirm acceptance of the nomination to play for the team. Where the player wants to play for the Select team but has been chosen for the Elite team, the parents of the player may submit for a waiver to the Board. The Elite and Select Managers along with a Board review team (including an Officer, Player Agent, Advanced Baseball / All-Star Director, and Division Commissioner) will review and accept or deny the request. In case of a tie, the President will be the tiebreaker. A player does not have to accept either an Elite or Select nomination to participate in Rec.

9. Both 12U Elite and Select Advanced Baseball / All Star teams are eligible to attend Cooperstown and have tryouts in the Fall. In the Fall teams must select 10-12 players. These players are locked in for the remainder of the year as this event requires year-round fundraising.

#### **SECTION 4 - Head Coach Evaluation Process**

1. The AB Elite and Select managers must be interviewed or reviewed prior to each Fall season. Should multiple candidates emerge, A panel of interviewers shall review the resumes and conduct the interviews as promptly as possible. The panel will have received all the parent reviews from the previous season prior to the interviews commencing. The panel shall be made up of 4 Board Members consisting of an impartial Officer, Member at Large, and 2 additional impartial members. The President shall act as the tiebreaker. Should one of the panelists be unavailable or become an interviewee they may be replaced by another board member. At minimum there must be 4 board members present to have a valid seated panel. If a coach is unopposed, then the AB/AS Director will conduct a formal review of the previous season utilizing parent reviews, past performance, and team goals.
2. At the end of every season, within 30 days, each parent will be emailed a review form to fill out. This will be accomplished using a digital means (e.g., Google Forms). Coaches shall encourage the submission of the reviews and shall be deemed satisfactory when a minimum of 4 reviews are received per team. The goal is 100% submission.

#### **SECTION 5 - Roster Sizes**

Cal Ripken Elite and Select rosters shall have a minimum of eleven players and a maximum of fourteen players. Babe Ruth Elite and Select rosters shall have a maximum of sixteen players. Summer All Star rosters must have a minimum of twelve rostered players. For the fall, a team can carry less than the Spring and Summer requirements as to help allow for a Select team when numbers are low due to score drop off and/or registration drop off. This will need to be approved by the AB/AS Director and supported by an executive board member for consistency.

#### **SECTION 6 - Recreational Requirements**

1. Based on the results of Fall evaluations and following the AB team selection guidelines, the AB coaches may run a Fall workout for the 24 invited kids, this will allow multi-sport families in the fall to participate with JCB and remain connected to the organization. They will have exclusive workout times on Sunday, Wednesday, and Friday during fall, spring, and summer seasons. AB players can play within their own division or play up a division if requested and go into the recreational draft for that division.
2. In spring, a 10-game recreational schedule for AB Elite and Select teams must be played to qualify for summer all-stars. The AB Elite and Select teams can "play up" within their specific division and mix with another AB Elite and Select teams to play each other to count for the 10-game all-star requirement if no more than 6 players are on the same team from the same AB Elite or Select teams.
3. In spring and fall seasons, AB Elite and Select players will be exempted from their age divisions traditional recreational league. So long as the number of managers and assistant coaches in that season's rec program are fully met. If there is a coaching shortage within a division the AB Elite and Select managers and coaches will be required to fill all coaching gaps and coach a Rec baseball team (1 manager and 2 coaches). If the AB Elite and Select managers and coaches do not fill all coaching gaps, then all AB Elite and Select players of that division will play traditional rec baseball.

#### **SECTION 7 - Concessions & Sponsorships**

1. Durbin concessions will be run by 12U Elite and Select Cooperstown teams and Mills concessions will be run by all other Advanced Baseball teams to help fund their team expenses. Durbin will be paid 100% of gross profit after all expenses including food, equipment, paper goods, and more. Mills will be paid 90% of gross profit after all expenses including food, equipment, paper goods, and more.
2. Large equipment purchases can be amortized over the length of the equipment's warranty for deduction and reimbursement.
3. Sponsorships can be raised to help fund expenses per the league policy on sponsorships with no refunds for departing players who leave mid-season and any money left over cannot be carried over to next season. Teams will be paid 100% of gross profit after all committed expenses including signs, design, and more.
4. A World Series invite for winning regionals will receive \$1,000 to go towards the teams account provided they have participated in all available league fundraising opportunities including most importantly concessions during the league year.

#### **SECTION 8 - *Diamond King Branding Requirements***

1. Our program and all teams are to be known as the "Diamond Kings". Teams are not permitted to utilize any other names at any time printed either electronically or physically.
2. The Diamond King program approved colors are Royal Blue, Baby Blue, White, Grey, and Black. No other colors may be used in uniforms or print. Both electronically and physically. Pink may be utilized for Breast Cancer Awareness via a Pink Ribbon that can be worn year round or Pink uniforms that can be worn in the month of October ONLY.
3. Any Diamond King logo must be approved by the Board of Directors. No other logos may be used at any time printed either electronically or physically.
4. Current Diamond King approved logos – See Exhibit E
5. Teams are permitted to utilize the Diamond King name, logos, and colors for additional uniforms, practice shirts, etc., but the design must be approved by the UTP Director and one Executive Board Member prior to ordering. Failure to get approval prior puts your investment at risk if it is deemed not within brand standards.

#### **SECTION 9 - *Coaches Code of Conduct***

1. All Diamond King coaches, including Manager and Assistant Coaches must sign a Coaches Code of Conduct. See Exhibit G.
2. Violation of Diamond King sectioned Code of Conduct will result in:
  - A. 1<sup>st</sup> Offense – Season suspension. The violating coach can no longer coach or participate in any activities with the team for the remainder of the season. We have three seasons defined as Fall, Spring, and Summer.
  - B. 2<sup>nd</sup> Offense – 1 year suspension as "Member Not in Good Standing". This is defined as the violating coach cannot volunteer in any capacity at JCB for 1 year. They are permitted to attend their players' games only as a parent.
  - C. 3<sup>rd</sup> Offense – Permanent League Expulsion

#### **SECTION 10 – *Advanced Baseball Program Funding***

1. The JCB AB program shall have its own P&L statement through the JCB Treasurer.
2. Revenue for each season shall be based on registrants rostered by the AB program.

3. Fixed expenses such as county fees, CAA fees, uniforms, insurance, and game balls shall be deducted from the AB program's revenue.
4. Remaining monies shall go towards a group fund for the AB programs variable expenses.
5. AB team managers can make a motion to the AB All Star Director requesting monies from the group fund. With a second on the motion the AB All Star Director will put the request up for a vote to all AB team managers.
6. Passage will be determined by a simple majority. In the event of a tie, the AB All Star Director will cast a deciding vote.
7. Any requests over \$1,000 will require additional Board approval. The board should uphold the AB programs vote provided the spend benefits the children within the program.
8. At the conclusion of the Spring season any monies remaining in the group fund will be paid out as a distribution equally to each All-Star team.
9. The dividends provided shall be used to help cover each team's summer All-Star expenses. This includes all tournament registrations, umpire fees, additional UTP Director approved team swag, banners, and team equipment.
10. Any unspent monies after August 1<sup>st</sup> shall be distributed evenly to each team family by their individual team(s).

Amendments by Division:

TeeBall:

- Practice Only team in the Fall – Must participate in Rec

Rookies:

Minors:

Majors:

- The Cooperstown teams may have an additional tryout in the Spring to fill out any roster vacancies from players leaving, injuries, or general open roster spots. This additional Spring tryout must be supported by the AB Director and no players from the Fall may be removed from their previously selected team, except for disciplinary reasons.

**EXHIBIT E: APPROVED DIAMOND KING LOGO'S**

*Kings*



EXHIBIT F: DIAMOND KING UNIFORM COMBO



## EXHIBIT G: COACHES CODE OF CONDUCT

### FOR BOTH RECREATIONAL AND DIAMOND KING COACHES

- We are here for the kids!
- All decisions and actions shall be made using the spirit of fair play, sportsmanship, and to enrich the overall experience of the kids participating in the program. KIDS COME FIRST!
- Every team manager must become Cal Ripken Coach Certified online.
- Every team manager, assistant coach, or team parent must complete a Babe Ruth background check.
- Every team must have at least one CPR/AED certified adult on the team every season.
- Coaching is a privilege, NOT a right. Every manager and coach must reapply each season and be approved.
- Managers should make themselves available to players and parents for discussions about the players abilities and goals. Upfront communication is critically important.
- Managers are to encourage electronic evaluation forms to be filled out by parents at the end of every season. Teams MUST participate in this.
- These evaluations are used in the selection process. Bad patterns will be held against anyone applying as a manger vs. someone in good standing for the position.
- Managers are to return all league equipment at the end of each season. Which includes catchers' equipment and tees. This allows us to inventory, inspect, and replace old equipment to ensure we have the needed equipment the following season. Failure to return equipment disqualifies a manager from coaching the subsequent season until it is turned in.
- Managers and coaches are responsible for knowing the rules of Julington Creek Baseball and Babe Ruth / Cal Ripken. Both park and Babe Ruth / Cal Ripken rules can be found online.
- ONLY managers are allowed to talk to umpires and must teach their assistant coaches this proper protocol.
- Teen umpires are NEVER to be addressed PERIOD! If a manager has a concern about a call, then you must appeal to the adult umpire that is working the game behind the plate. If the teen is working a game without an adult, then their call is final without objection. This is a ZERO TOLLERANCE policy. Teen umpires are to report any inappropriate behavior to the Umpire-in-Chief and they will escalate the occurrence to the JCB Disciplinary Committee. If found guilty, they will be automatically suspended from all Recreational and/or AB games and practices for the REMAINDER OF THE SEASON.

- Due to nationwide umpire shortages, there may be occasions when no umpire is provided by JUA. In the absence of an umpire, the game will be called by the team managers. It is expected that you will put the kids first above any kind of competitive nature and remember that they are just kids. No scholarships or trophies are being handed out that day. Call the game fairly and as accurately as possible with honesty and integrity. Confrontations between coaches is strictly prohibited and both sides of the conflict could be eligible for suspension regardless of whom started it.
- Managers are always completely responsible for the behavior of ALL their fans and coaches. If a fan or assistant coach are ejected the manager will be subject to ejection as well.
- If any manager or coach is ejected from a game. They will be automatically suspended from all Recreational and/or AB games and practices for a minimum of ONE WEEK.
- If any manager or coach is ejected twice from a game in a season. They will be automatically suspended from all Recreational and/or AB games and practices for the REMAINDER OF THE SEASON.
- The JCB Disciplinary Committee reserves the right to issue a harsher punishment if the severity of the ejection warrants it.
- Improper language is NOT allowed. Continued use of improper language could result in JCB Disciplinary Committee suspensions. If you wouldn't want it recorded and put on the news, then don't say it.
- Julington Creek Baseball facilities are part of Tobacco Free Florida. There is ZERO TOLERANCE for smoking, vaping, chew, or dip.
- Julington Creek Baseball facilities are an alcohol-free zone. There is ZERO TOLLERANCE for drinking before or during a game or practice.
- If found guilty of possessing tobacco or alcohol on JCB property, they will be automatically suspended from all Recreational and/or AB games and practices for the REMAINDER OF THE SEASON

#### **ADDITIONAL FOR DIAMOND KING COACHES**

- We are an Advanced Baseball All Star program within the Julington Creek Baseball Recreational association that participates in both Cal Ripken/ Babe Ruth and Travel Tournament Play. While we participate in travel baseball tournaments, we are NOT a travel program. Advertising as a travel program is strictly prohibited.
- Team managers are responsible for all equipment that enters their dugout and is utilized on the field. For hitters, the use of altered bats is strictly prohibited to protect the integrity and safety of the game for the players; the team; and the league. Examples of bat alterations include painting, logo replacement, end loading, shaving, cracking and more. For pitchers, it is illegal to scuff balls; utilize grip enhancers or lubricants.
- Our AB All Star program and teams are to be known as "Diamond Kings". Teams are NOT permitted to utilize any other names at any time printed either electronically or physically.
- The Diamond King program approved colors are Royal Blue, White, Grey, and Black. NO other colors may be used in uniforms or print electronically or physically.
- Any Diamond King logos must be approved by the Board of Directors. No other logos may be used at any time printed either electronically or physically.
- Violation of the above Diamond King Policies will result in:
- 1<sup>st</sup> Offense – Season Suspension. Violating coach can no longer coach or participate in any activities with the team for the remainder of the season.

- 2<sup>nd</sup> Offense – 1 year suspension as “Member Not in Good Standing” This is defined by JCB as the violating coach cannot volunteer in ANY capacity at JCB for 1 year.
- 3<sup>rd</sup> Offense – Permanent League Expulsion