

ROCKLIN PONY YOUTH BASEBALL- LEAGUE POLICIES AND PROCEDURES

Policy

Actions taken by The Board over matters not covered in the league policies and procedures; these policy actions are by vote of The Board; such policy may be changed at any time during the season at any regular meeting when proper notice has been given to all members of The Board.

Members of the Board of Directors, Field Directors and Local League officials are expressly forbidden to use their position and authority in RPYB to require or unduly pressure leagues to purchase and/or use products, (such as baseballs, trophies, concession supplies), or services (such as umpires, ground care, fund raising), which provide profit to that individual as an individual, or part of a specific group of individuals

The Board shall have the power to suspend, discharge, bar or otherwise discipline any member, manager, coach, player, parent, league official, umpire as well as other related people as needed without refund whose conduct is considered detrimental to the best interests of the League (see Disciplinary Guidelines and Code of Conduct).

The Board shall meet at least quarterly or as often as needed to handle league business. The time and place for such meetings shall be determined by the President and shall be made known to all members of the Board upon at least 1-days' notice, oral, telephonic or written. Any League Member may attend a Board meeting; however, membership participation shall be at the discretion of the Board. Furthermore, the Board may convene in executive session to discuss or resolve such matters, which the Board, in its discretion, believes, should be handled confidentially. Board members may carry written proxies for non-attending Board members for specific votes.

No person who a member is of or who is employed by or who is any way connected with the League shall receive any personal financial benefit therefore beyond the reasonable value of services in carrying out the purpose for which the League has been organized.

Disciplinary Action

RPYB reserves the right to discipline any player, parent, spectator, manager/coach, or board member for conduct detrimental to the league. The league's code of conduct outlines several examples of conduct deemed unacceptable, but is not all-inclusive. In cases requiring potential discipline, the league's Executive Board will meet to discuss. When appropriate, a meeting with the individual(s) will be held with a member or entirety of the Executive Board to discuss. If the offense is minor in nature and can be corrected, the individual will be advised of the warning and be instructed on actions to take or avoid. A follow-up written communication will be sent to the individual to document the discussion. If the activity continues or worsens, or if new issues arise, the board may elect stricter action, including suspension or removal from position or complete removal from the league. RPYB will make every attempt to not affect the child/children of an offending adult, when possible. If the offending individual is a player in the league, RPYB will be mindful to carefully address the issues with the parent(s) of the

child to ensure the matter is handled appropriately and in a positive manner. RPYB will make every effort to address the issues with the player and parents in a non-confrontational manner. When appropriate, players will be issued a warning and have clear instructions to resolving the matter. If the problem continues or worsens, or if new issues arise, the league may elect to suspend or remove the player from the league without refund. In all cases, the league's Executive Board has full authority to suspend or remove offending individual(s), as well as determining if any or all paid fees are to be refunded, at its sole discretion.

Registration

The league shall set dates each year for registration start and completion dates, as well as allowable methods of registration (walk-in registration, mail-in registration, and/or online registration). If walk-in registrations are to occur, the league will schedule the registrations and promote them through the league website. The league shall estimate the number of teams and openings available based on information available at the time. The league reserves the right to set a cap numbers in any divisions necessary to ensure the success of our league, our capacity is limited by the number of fields available for practice and the play of games. We also reserve the right to close registration at any time our numbers reach or exceed the capacity of our program.

In addition to the registration fees set forth by the league, a separate player fee shall be established each year. The player fee may be paid up front with registration or before uniform distribution. League Fundraisers shall be used for players to offset the cost of the player fee.

We reserve the right to refuse admission to our league or refund registration in order to maintain the integrity of our program. This may be based on experiences in our league or other leagues.

Per Rocklin Pony's agreement with the city of Rocklin, Rocklin residents are guaranteed placement on a team provided they register by the regular registration deadline. Residents registering after the deadline and non-Rocklin residents are registered as space is available and are not guaranteed placement.

We are not allowed to drop Rocklin residents (via address or school) if they registered during regular registration. This also means we cannot close registration when a division fills up if prior to the final registration day. If roster size is over 13 player per team, and we are unable to add teams the process for dropping players, is as follows:

- Pull a registration report for the particular division, and include registration date, city, and school, in your selection, and sort the list by registration date.
- Begin looking at the most current registrations. If player is a Rocklin resident or attends a Rocklin school, move on to the next on the list.
- The most current registrations for those that do not live in Rocklin and do not attend a Rocklin school will need to be dropped, until you reach the proper team capacity.
- The player's families will need to be notified, possibly placed on a waitlist, and the treasurer will need to be notified so a refund, in full, can be processed.

- If players drop prior to the ordering of uniforms, please contact the dropped players and offer them a spot prior to adding anyone new, regardless of residency.

Scholarships

For parents unable to afford registration costs, RPYB allows scholarships to cover some or all fees. Additional items such as baseball gear or clothing may be considered if needed. In these cases, the league will provide the equipment or appropriate credit at its discretion. These parents must submit a scholarship request before the December board meeting. All requests will be reviewed by the Executive Board for approval. RPYB reserves the right to limit the number of scholarships issued. RPYB has full to deny scholarship requests for any reason. Parents will not be allowed to pursue scholarships in consecutive years unless approved by the Executive Board. Scholarship parents may be asked to complete additional volunteer shifts or duties. Scholarship players and parents should be kept confidential.

Birth Certificates

The league will not retain birth certificates year to year. New players to the league will present their birth certificate at walk-in registration or can mail to the league office if registering online. Once verified, the birth certificate shall be returned (if in person) or shredded (if mailed in). All-Star players will be required to submit a copy of their birth certificates to their managers. The birth certificate will be retained until tournament play has concluded.

Player Safety

At no time should a manager or coach be alone at the park with a player at any level of play. This a RPYB policy put in place to protect our volunteers and players. No player in the following divisions is to be left alone at the park during practice, scrimmages, or games.

Champions, Shetland, or Pinto divisions:

In the following divisions we recommend parents are present during practice, scrimmage and games. If a parent will not be present for anytime it is their responsibility to okay it with the manager and coaching staff and leave a contact phone number in case of emergency.

Mustang, Bronco, or Pony divisions:

Player safety is very important to RPYB. If a player is deemed to be a safety risk, the team's manager shall bring the issue forward to the divisional Player Agent. The player shall be evaluated for several weeks during practice to determine his/her ability to play at a safe level. If appropriate, the manager and Player Agent may elect to meet with the parents and coaching staff to work on additional drills and practice to help the player develop. If the player is still deemed a safety risk, the board may refund the players remaining registration fees minus uniform cost (please see refund policy). At no time will a player be moved down a division (out of their age group).

Refunds

There will be a 10% administrative fee charged on all registration refunds-requested in writing, unless

the board votes to waive the fee. All refund requests must be received in writing prior to the first date of workouts/tryouts or other specified refund cutoff date. Workout dates will be clearly posted on the league website. No refunds will be issued after that time unless extenuating circumstances exist. In this situation, a board vote may take place to decide on the appropriateness of a refund.

Fundraisers

Each year the league shall set decide whether to hold a league fundraiser (candy sales, raffle etc.). All league participants are required to participate in the league fundraiser unless the board determines otherwise.

Volunteer Hours

In order for the league to operate and function successfully, we need volunteers to help. The league will establish which volunteer positions (managers, scorekeepers, etc) will be exempt from further volunteering requirements. For players without exempt parents, a volunteer deposit check will be collected. The deposit amount will be determined by the league each year.

The league shall set the hours required for each player/family to fulfill each year. Based on the number of hours available each participant may fulfill their hours in a number of positions. Volunteer hours apply towards one player only at a time. Parents with multiple children in the league will need to fulfill each player's volunteer requirements. Parents unable to participate in the required volunteer duties should contact the league's volunteer coordinator to discuss. Volunteer hours must completed in the timeframe allotted for each division. Once the parents have completed their required volunteer hours, their deposit checks will be shredded. Failure to fulfill the volunteer hours will result in volunteer checks being cashed.

Selection of Team Managers

Each year persons interested in becoming a manager or coach in RPYB League shall apply by completing an application form and registering online. Manager applicants shall be interviewed by a panel selected by the RPYB Board of Directors. All applicants must be interviewed. The Board can elect to assume the panel's selections without further action needed, or may elect to discuss and vote on the panel's recommendation for the final selection process.

Each manager shall name his requests for assistant coaches. All requested coaches must be registered with the league, and any children they have for the team roster must be registered. RPYB has the right to deny coaching requests or combinations if they feel a coach is not qualified, has a negative history in the league, or whose inclusion would alter the competitive balance of the division.

Emergency applications will be accepted and approved at any time and as needed.

Managers and coaches shall not manage or coach more than one team at the same time within the League unless necessary, and each request must be approved by the Board.

Tryouts

Players from the Pinto, Mustang, Bronco, and Pony Divisions shall try out each year. Teams will redraft every year. Shetland players do not tryout as they are assigned to teams.

Tryouts for each division are run by the League Player Director under the direction of the Vice President of Baseball Operations and League President. Divisional Player Agents shall take direction from the League Player Director. All managers are to attend tryouts and make their own ratings.

Exemption Rankings

Children of division managers and coaches will be exempt from the draft. These players will still attend tryouts and be evaluated by all division managers. These players will be announced as exempt players so other managers know they are not draftable. Between tryouts and the draft, the division managers will meet to estimate the draft ranking the exempt players. If the majority of the managers cannot agree on a rank for a player, the player will be assigned to the better/higher draft position. For example, if three managers believe a coach's son to be at a third round draft level and three believe him to be a fourth round level, the player will be assigned as a third round pick. The division Player Agent and/or board member may oversee the meeting and assist in the rankings. All exemptions will be placed on the draft board and confirmed with drafting managers prior to the draft.

Player Draft

These procedures apply to all divisions except Shetland, as they are assigned to teams.

The draft order will be selected by random draw. Exemptions will be indicated in their selected draft positions prior to the draft. The exemption placements will be announced and verified prior to the draft. Any errors in the placement of the exemptions must be corrected prior to the draft. Once the first draft pick is selected, the draft board will not be altered.

All players attending tryouts are eligible to be selected by teams in the player draft. Players who did not attend tryouts will be considered 'blind' picks and will be randomly drawn and placed on rosters after all draftable players have been selected. Names of 'blinds' will be announced to the drafting managers prior to the draft for discussion. If managers know the player and player's talent level, this can be discussed and the 'blind' player can be chosen by the managers to become draftable. For players new to the league or not known by the managers, the board members presiding over the draft will forward any known information about the player. Managers can elect to make these players draftable or left as 'blinds'.

Parents of draftable players may submit a written request if there is a division manager/coach they do not wish to draft and coach their child. This request will be evaluated by the division Player Agent and/or board members. If the request is approved, the manager will be notified prior to the draft that he/she may not draft the player. Only one written request will be considered per player, per year. In the event the league receives multiple letters regarding the same manager or coach, the league may decide it is in the best interest of its players to remove the manager or coach from their position or decline their application in the future.

Any package of siblings will be announced prior to the draft and indicated on the players' numbers. When a manager selects one of the packaged siblings, the paired sibling will be assigned as the team's next available draft pick.

The draft will proceed in a serpentine order. A two-minute time limit should be placed on each selection. Only after all draftable players are selected can 'blinds' be selected randomly. Depending on the number of teams and players, the Player Agent or board member coordinating the draft may allow

the final round(s) to break from the serpentine order and instead proceed straight across the draft board. This would be done to ensure a team or two were not receiving multiple/uneven amounts of low draft picks or 'blinds'.

Once the draft has concluded, teams will be given fifteen minutes to discuss potential trades. All trades must be approved by the majority of drafting managers and Player Agent/board member(s) overseeing the draft. No trade shall give any team a competitive advantage over others in the division.

The draft is confidential; at no time shall any player or family know the order in which players were selected. The release of this information ruins the integrity of the draft. If at any time a manager, coach, or league member be found to reveal the draft status, trade etc., the Board has the right to remove said manager or coach immediately or deny their application the following year.

All drafting managers will receive their rosters and contact information in the days following the draft.

The board reserves the right to change the draft process to benefit the league, but all drafting managers must be advised of the revised draft process in this event.

Players pulling out after the Draft

Players who pull out of the league after the draft for reasons other than a doctor verified injury/illness will not receive a refund (unless the parent requests board consideration) and will not be eligible to return to the league the following year. If the team needs a player to replace the departing player, the wait list will be utilized.

Teams Borrowing a Player

Teams in the league who are short players from a game may borrow players from teams one division below to ensure the team does not forfeit. Teams may add not more than two players in a game, and also may not exceed nine players total in the lineup. If another player on the team roster shows up late, the borrowed players may remain in the game or can elect to leave without penalty to the team. Teams may not borrow a player for the Divisional TOC unless necessary to avoid a forfeit. Borrowing a player for TOC must be approved by the Player Agent and should not benefit/improve the talent level of the borrowing team compared to the talent level of the missing player(s).

Selection of All-Star Teams, Players, Managers, and Coaches for Tournament Play

All Star Teams

RPYB usually attempts to field at least one All Star team per Division each season. 6u, 7u, 8u, 9u, 10u, 11u, 12u, 13u, 14u. Select teams may enter as All-Star teams but will abide by same rules and policies as selected teams. Per Pony rules, teams will consist of 12-15 roster players.

If needed, RPYB may elect to combine some players from the same division on the higher age team (example, some 9 yr old players may need to play on the 10U team if there are not enough 10U players within Mustang). However, the 9U Mustang team will get the priority of the 9U players before the remaining 9U players need to go up to 10U. This is to keep the strongest team possible in each age division.

If needed, RPYB Select teams may need players from the recreation division. Select teams may choose from players not selected by the recreation division team.

Selection of All-Star Players

All players in the division are eligible to be selected to the All-Star teams. Players will register on line for All Star consideration by a date posted on the league website. Registration deadlines are generally in April.

Players must play at least 75% of their regular season games, within the Division they wish to play All Stars, to be considered eligible. If a player is unable to play in the regular season due to injury they may receive an exemption with Board Approval to be eligible for All Stars.

Each division manager will receive a list of registered All-Star eligible players in their division. Managers are encouraged to watch these players in order to form an opinion and ranking of the all-star candidates. Division managers will meet before the end of the regular season to discuss the All-Star candidates and select the majority (League will determine specific numbers) of the team based on manager discussion and approval. The division Player Agent overseeing the meeting may elect to increase or decrease the number of players selected by the group depending on need and/or lack of consensus within the group. The remainder of the roster will be completed by the All-Star manager, once selected and announced. The added roster players must be chosen from the group of next-highly ranked players by the division managers unless authorized by the Player Agent and board.

To be eligible for All-Star play, every player/family must sign a commitment letter with their intent for postseason play. This letter must be submitted before the player can be added to the roster. Any player who does not fulfill their commitment, or pulls out after the All Star selection meeting will be subject to exclusion from All-Star consideration the following year.

The order of selection of the All-Star team and Alternates shall not be disclosed to anyone outside the organization.

All-Star players will be notified of their selection by the League Player Agent and/or All-Star Manager, who will confirm:

- The player will be available for all All-Star activities throughout the tournaments' dates. If a player will not be available for any period of the tournament calendar, the Player Agent must be notified. Availability will be a factor considered in naming the rosters.
- The player and his/her parent or guardian is aware that the minimum play rule does not apply to tournament play. There are NO minimum play rules. We encourage teams to play everyone, but there will likely not be a balanced play schedule.

Selection of All-Star Managers and Coaches

Candidates for All-Star managers and coaches in each division will submit applications for that position by the posted deadline. Any applicant not submitting an All-Star manager application will not be considered.

Selection of All-Star Tournament Managers in each division will be accomplished by a Committee composed by the following members:

- The League President, who will chair the committee but will not vote except in the case of a tie. Unless this person is applying for the position of manager of that All-Star team, in which case another Executive Board Member will take his/her place.
- The Vice-President of Baseball, unless this person is applying for the position of manager of that All-Star team, in which case another Executive Board Member will take his/her place.
- The League Player Agent, unless this person is applying for the position of manager of that All-Star team, in which case another Executive Board Member will take his/her place
- Division League Player Agent, unless this person is applying for the position of manager of that All-Star team, in which case another Executive Board Member will take his/her place
- Optional: Up to three (3) additional “members-at-large”, who will be selected by the League President, and who may be board members, managers, coaches, umpires, or any other members of the RPYB community. The “members-at-large” should not be coaches applying for the position of All-Star manager.

The committee, by a majority vote, shall select the All-Star manager using the following criteria:

- Evidence of knowledge of the game of baseball.
- Evidence of ability to teach baseball and good sportsmanship to children.
- Evidence of the ability to represent the league in a positive manner, and also work well with league directors, parents and players.
- Evidence of managerial skill, which might include the division standing of the team managed by the applicant during the regular season.
- Evidence of commitment to make the team as competitive as possible, both to contribute to the enjoyment of the players and to enhance the reputation of our organization and its players.
- Evidence of respect from players, other managers, parents, umpires, etc.
- Previous All-Star coaching experience

Ejections and Suspensions

Manager, coach or player ejections shall result in an automatic suspension from the next scheduled game during regular season play. Manager and coaches ejected from a game shall leave the ballpark immediately. Ejected players may sit in the dugout with their team, unless the ejection is behavior related and requires the player to leave. Parents ejected from the field shall leave the ballpark immediately. If they need to remove the player from the game, this will be allowed without penalty to the player or team. Managers, coaches, and parents ejected from a game shall be suspended from attending the next regularly scheduled RPYB game. Failure to comply with RPYB rules and disciplinary actions may result in removal from the league. The Board may levy additional suspensions if necessary.

Reasons and Procedures for Manager and/or Coach Dismissal

If, in the opinion of the Board of Directors, a manager or coach is not discharging his/her responsibility or his/her ability to manage or coach is in question, or his conduct is in question, the following is applicable: An RPYB board member shall first discuss the complaint with the manager and attempt to correct the complaint issues. If the board member is unable to correct the complaint, the manager and/or coach issue shall go before the Board of Directors for a fair and impartial hearing. A manager or coach may be removed by a board vote if at any time or point in the season a manager or coach is deemed not to be acting in the best interest of the league and its players.

Manager/Coach responsibilities

Managers and coaches are expected to abide by league rules, code of conduct, and all policies and procedures. Managers and coaches are tasked with teaching the game to the players, including sportsmanship and respect for opponents and officials. Managers are asked to oversee team activities and communicate with players and parents in regards to concerns. Managers and coaches are encouraged to discuss issues regarding players, parents, coaches, etc, with the division player agent in order to ensure issues are handled in a timely and proper manner.

Parental Responsibilities

Dugouts are reserved for managers and coaches only. Parents may drop off a drink to players but must immediately exit the dugout. RPYB does not allow parents to coach from the stands, fence line or behind the dugout during games or practices. It is the sole responsibility of RPYB managers and coaches to instruct the Players. The parent's responsibility is to cheer for their player, and the other players on the field. It is also the parent's responsibility to support the league's policies and procedures.

Parents shall receive a warning through the conduct for any violations, future violations may result in suspension from games, or removal from the league. The board has the authority to vote for removal from the league or to deny registration due to incidents deemed detrimental to the league.

RPYB does not have a specific position playing requirement. Managers and Coaches are required to set their line ups and ensure players can safely play their assigned positions, with an emphasis on development over winning. The league will not address parents' complaints regarding playing time.

Problems between managers/coaches and parents will be discussed at a meeting between parent and manager. If a further meeting becomes necessary, the manager will arrange a meeting between the manager, parent and division Player Agent to resolve the problem.

RPYB will not involve itself in any custody issues involving parents and their children. When applicable, the league will follow the custody agreement and/or court documents.

All participants are required to follow all RPYB Policies, and the policies of the city of Rocklin, Rocklin Parks and Recreation Department. This includes but is not limited to the following

- a) No tobacco products (signs posted at the park)

- b) No Alcohol at the park
- c) All dogs must be on a leash at all times
- d) No Scooters, Bikes or Skateboards at the parks (signs posted at the park)

Umpires

RPYB has adopted a no argument policy with umpires. Managers and coaches may call time and question a specific play or call on the field in a calm and professional manner. Any time a manager, coach, player or parent argues a call, questions a call from the stands, or makes derogatory statements from the playing field, dugout, or stands the offending party will be removed from the game and our fields. Removal may be from an umpire or board member, continued offenses may result in additional suspensions or removal from RPYB.

The League shall pay umpires. The Treasurer shall maintain receipt books for the records.

League Schedules

League schedules shall be made with the goal of each team playing other teams in their division an equal number of times. Every attempt should be made by the league to schedule two league games per week, per team. All teams will adhere to the regular season game schedule. RPYB will not adjust game or practice schedules for any manager, team or player. If a manager is managing multiple teams, the scheduler will make every effort to schedule the teams with as few conflicts as possible. It is likely all conflicts cannot be avoided, however, so a manager will need to assign one of his coaches to manage the game in his/her absence.

If a specific division is oversized, the league may use an unbalanced schedule or divide the division into separate subdivisions to allow easier scheduling.

The league will attempt to calendar and block out Rocklin school functions before we make the schedule. With our league catering to multiple cities and schools, it is possible that some conflicts cannot be avoided.

Interleague Baseball Organizations Schedules

Teams from other local Pony organizations will be included in RPYB's league schedule if and when the need arises for additional teams in a Division. The league will make a recommendation to interleague when appropriate, providing RPYB and/or the outside organization has the facilities to accommodate the schedule.

League Tournament of Champions (TOC)

All teams in divisions Pinto 1 and above will be included in TOC.

The league may decide to include other leagues in playoffs or participate in the playoffs with other leagues. This decision shall be made yearly and in the best interests of our teams, players and families.

Winning percentage will be used to seed the TOC teams. When teams are tied for a playoff position in the standings, the following tie breaker procedure will be used to seed the teams:

1. Head to head record
2. Coin toss

In all TOC games, the higher seeded team will be the home team.

A division Player Agent, with approval of a majority of the Board members present at a legal meeting of the Board, may adopt an alternative playoff schedule for his or her division. Said authorization shall only be effective on an annual basis.

Players must play at least 75% of their regular season games, within the Division to play in the TOC to be considered eligible. If a player is unable to play in the regular season due to injury they may receive an exemption with Board Approval to be eligible for TOC. If a team will not have enough players to participate in TOC, the team's manager may request accommodation from the division's Player Agent. The Player Agent may allow player(s) from the lower division to play up to ensure a team won't have to forfeit due to availability. Substitute players should not exceed the missing players in terms of talent level. Substitute players will only be added to get the team to nine players.

Trophies /medals

1. Championship and runner-up trophies or medals will be awarded to the two teams involved in the TOC championship game (except Shetland)

Board Members' Registration Fees

Registration fees for all Board Members' children are required to be paid. Board Members who volunteer two years of continuous board service and have fulfilled the obligations and duties of their positions may have their registration fee reduced by 20%. This allows the league to cover the players' registration and uniform costs. This fee cut applies to all children of the board member. If any of the players are in the Select program (or whose registration fees exceed that of the recreational league registration), the discounts may not exceed those of the recreation league discount.

Board Member Responsibility

Board Members shall act responsibly and in the best interests of the league at all times. If at any time the conduct of a board member does not fulfill their board responsibilities, or their conduct is considered to be detrimental to the established league. The Executive Board, by a majority vote, may suspend the board member indefinitely until a review is held by the board of directors.

Access keys or codes to the snack bar, connex, and lighting system shall be limited to board members requiring access and should be guarded from loss or misuse.

Within the RPYB organization, Board Members responsibilities have a higher priority than team manager or coaching responsibilities. If, in the opinion of the majority of the board, a board member is not fulfilling his/her responsibilities as a board member, and also has managerial or coaching responsibilities, the board may deem and that the board member reassign his/her managerial or coaching responsibilities to another person. If a board member who also has managerial or coaching responsibilities resigns from the board prior to expiration of their term, the board may, upon majority vote, reassign his/her coaching responsibilities to another person.

RPYB League Player Agent Eligibility

Division Player Agents will not be allowed to be in charge of a Division that their child is playing in unless necessary and Board Approved.

League Boundaries

The boundaries for Rocklin Pony Youth Baseball include the cities of Rocklin, Roseville, Lincoln, Loomis and Granite Bay. Other Placer County players may be permitted. Players outside these areas must be approved by the Registrar and Executive Board to ensure they are eligible for league and All-Star play.

Sponsors Agreements and Registration

Rocklin Pony Youth Baseball operates by contributions of sponsors in addition to registration fees as described herein. The league will annually determine need for sponsors and make sponsorship packages available. Sponsorships must be approved for value to the league and appropriateness of the type of sponsorship business. RPYB has the right to deny a sponsorship to any business for any reason.

Sponsorship agreements will be renewed each year. Depending on the sponsorship level, a written agreement will be put in place for each sponsor outlining the term of the agreement, and what is put forth in the agreement (money, trade for services etc.). These terms include, but are not limited to field banners, website link/image, booth/participation in opening or closing ceremonies or other events, etc. Any banners lost during the season due to weather, vandalism, or acts of god will not be replaced by the league. The sponsor may supply or pay the league for a replacement banner of the same size and style as the original. All banner art work and information must be supplied by the sponsor to the league upon request.

Competitive Bids for Services

Rocklin Pony Youth Baseball shall obtain competitive bids for all services provided to the league to include but not limited to (Uniforms, spirit wear, trophies, team pictures, etc.) The bids shall be brought before the board. The board shall select the vendor based on the best interests of the league.

Conflict of Interest

At no time will a board member or volunteer have a business interest tied to the league in which their position may influence the competitive bid process, influence the selection of players, or their playing time. If determined to exist, the board will meet to discuss appropriate action.

Uniforms

The Uniform Director shall annually obtain three competitive bids from vendors and present the three bids to the board for approval. The board can use any criteria to select the vendor, but emphasis should be placed on quality, pricing, and ease of transaction/accessibility of vendor.

Uniform colors will be selected by teams each year. Returning managers in a division may request to have the same team color and/or team name as last year. If they elect to not have the same color/team name as the year before, they will be subject to random drawing with the remaining managers.

Managers (who are not returning within the division AND requesting their previous uniform color) will draw for selection.

During registration, it is the responsibility of the player's parents to indicate size, name, and requested number. Any uniform or hat size discrepancies that are not caused by vendor/manufacturer error or RPYB error (ordering the wrong size) shall be replaced at the expense of the parents. Jerseys will not be replaced due to a jersey number error. Rocklin Pony Youth Baseball will not incur any cost for the replacement of incorrect sizing or jersey number.

Uniform sizing, player last names, and numbers must be confirmed by each manager provided to the league by a deadline provided from the Uniform Coordinator. Only legal last names will be printed on jerseys (no nicknames, first names, etc). If a team has multiple players of the same last name on a team, first initials may be added.

Uniforms shall not be issued to players unless all registration fees and fundraising monies are paid.

Spirit Wear Selection

The Spirit Wear Director shall obtain three competitive bids from vendors based on a written detailed list of what our league is looking for regarding uniforms. We shall not disclose any bids or give vendors the opportunity to match another vendors bid. We shall take into account local vendors, but ultimately we are looking for the best quality and price for the league. The Spirit Wear Director shall present the three bids to the board, the board will make the final vendor selection based on information provided.

Use of League Information

Use of league information is restricted to official use by the league Rocklin Pony Youth Baseball. All emails will be sent through the League Information Officer to the league. All emails and information sent or distributed to the league shall be approved by the Executive Board. This includes but is not limited email, flyers, phone calls etc. Any type of communication to league members in any form that is deemed by the Board of Directors as harmful to the league can result in being removed and barred from the league. All emails, email accounts, and league information are the sole property of Rocklin Pony Youth Baseball. Any emails sent from RPYB or the sole property of RPYB, they shall not be forwarded or disseminated in any manner.

Board Meeting Minutes shall not be distributed to the league or placed on the website. Board Meeting Minutes may contain sensitive information that will not be released publicly. At any time a league member may request to see the minutes from a board meeting. The league will meet with the league member and let them read the minutes. They may not make copies or take notes from the minutes.

Board emails, email accounts, website content, league communication and documentation are the sole property of Rocklin Pony Youth Baseball. Board members are required to use league email accounts for all communications.

Code of Conduct Violations will also be retained by the league. They will not be placed on the website, league members may request to review the Code of Conduct Violations at any time in the same manner as the meeting minutes.

The name Rocklin Pony Youth Baseball, RPYB, its Logos, and slogans are the sole property of Rocklin Pony

Youth Baseball. They may not be reproduced, or used in any manner without written permission from the RPYB Executive Board. In the case of a vendor agreement, only specific items and quantities may be ordered and purchased through a written contract and are the sole property of Rocklin Pony Youth Baseball.

Code of Conduct

The Code of Conduct shall apply to all participants, parents, family members and friends of all RPYB registered players. The Board of Directors shall enforce the Code of Conduct. If after the appeal process of a disciplinary action, the recipient of the discipline does not comply with the discipline, this will result in immediate removal from the league including any and all players and will not result in a refund.

Financial

We shall retain the services of a tax professional to prepare and file our taxes each year in a timely manner. The dates for turning in paperwork to the CPA shall be noted on the board Calendar.

The league accounts shall have check books that require two signatures. The league shall set up accounts in a manner that best suits our league (separate accounts if necessary). Each year after the taxes have been submitted to the CPA, RPYB books shall be audited by an independent third party.

All League purchases under \$1,000 must be approved by a member of the Executive Board. Purchases over \$1000 must be Board Approved.

Snack bar food or game-required equipment (baseballs, scorebooks, etc) purchased to restock the inventory does not require board approval as it is budgeted accordingly.

Any league member wishing to see the financial report may do so after requesting it in writing to the RPYB, and may meet with the Executive Board for a full explanation before a RPYB scheduled board meeting. No photos or copies of the financial records will be allowed as it contains sensitive league information. Reviews of the financials and/or meeting with the Executive Board should be made in writing to the Treasurer at least two weeks prior to the board meeting. Any league member calling for an audit of the books, shall be responsible for the full cost of the audit and any other fees associated with or resulting from the Audit.

League information shall be made available in accordance with state and federal laws.

Any action by a RPYB League Member that causes the league to incur legal fees may be held responsible for such legal fees if it is determined the league is in compliance with state and federal laws.

Equipment

Equipment owned by the league may at no time be loaned or borrowed by an individual in the league for personal use, or loaned to other organizations without permission of the Executive Board. This encompasses all baseball equipment, field equipment, snack bar equipment, sound equipment etc.

Invoices

All Vendors shall provide Invoices to Rocklin Pony Youth Baseball for services rendered. We will not provide payment until a dated and complete invoice has been received.

Calendar

Each year the league shall set up a calendar of events and all scheduled board meetings. This calendar will be available on the home page of the league website.

Facilities/ Field Usage

The use of our facilities is strictly for the teams in Rocklin Pony Youth Baseball. During the spring season and specified days in the winter we have a contract with the city and have authority over the fields.

The use of lights is only available for RPYB teams playing during the season in the league, and for league scheduled practices and games only. Any individual using lights for non-league practices or games may be removed from their volunteer position or the league.

Select and/or Travel Ball Teams and Organizations

Select and/or Travel Ball Teams that are comprised of 100% Rocklin Pony Players, Coaches and Managers may request field time and have access to Rocklin Pony Field Equipment. Teams may not charge fees to players or families, "no coaching or club fees". The only allowable costs may be for uniforms and tournament fees. All teams must submit a complete roster with players, managers, and coaches names and addresses to the League Secretary, one approved teams may schedule field time through the league. All rules, policies and procedures, bylaws etc. apply to any team scheduled on our fields. Teams may also request use of the league insurance for tournament and game play, any teams coming in to play our select teams must be approved by RPYB and show proof of Insurance. Any person stepping on the field or in the dugout must also be approved by the league.

Amendments

Section 1 – These League Policies and Procedures may be amended only by a 2/3 vote of the voting members present at a legal meeting of the Board of Directors, as defined in the By Laws.

Section 2 – The Presiding officer shall not be considered a voting member for the purpose of this Article.

Section 3 – A qualified Board member shall be considered present for the purpose of this Article if said member is physically present at the meeting or said member has submitted a vote in writing in absentia pursuant to the By-Laws.
