**Bay River Rumble**

**Official By-Laws**

**ARTICLE I – LEAGUE STRUCTURE**

1. **Programs Offered**

The structure of the Bay River Rumble (BRR) Fast Pitch Softball Teams shall be as follows:

* **10U** – To be comprised of players aged 8-10 years old. 7 year olds displaying exceptional ability and/or desire may be considered for the program.
* **12U** – To be primarily comprised of players aged 11-12 years old, however younger players may participate if comparable ability and maturity are displayed.
* **14U** – To be primarily comprised of players aged 13-14 years old, however younger players may participate if comparable ability and maturity are displayed.
* **16U** – To be primarily comprised of players aged 15-16 years old, however younger players may participate if comparable ability and maturity are displayed.
* **18U** – To be primarily comprised of players aged 16-18 years old, however younger players may participate if comparable ability and maturity are displayed.
* **23U** – A special team of players aged 17-23 may be formed for the purpose of allowing Bay River Rumble players who have graduated from high school to participate in tournaments. This would be a special event and handled on a case-by-case, pay-as-you-go basis. The 23U team would be self-funded by its participants.

“League age” refers to the age attained by a player as of December 31st of the pertinent year.

1. **Team Contraction & Expansion**

The organization reserves the right to expand and contract as needed, based on the number of players who register to try out and the desires of the current board and coaching staff.

In the event that a sufficient number of skilled players register to try out exceeds the allowable roster size, all efforts will be made to add an additional team. If there are two teams at the same age level, they will be known as BRR Royal and BRR Gray. A third team will be known as BRR White.

1. **Rosters**

Each team will be required to carry a minimum of 11 players on its roster. Rosters with less than 11 players carry an uncertainty and burden that is unfair to the players who have dedicated themselves to the team. If a team begins with 11 and drops to ten mid-season, the coaching staff shall make every effort to find a suitable replacement. Any replacement player will be held to the same standards as those who initially joined the team. Interested players will be required to attend a skills evaluation with the majority of the coaching staff present. For example, if the coaching staff consists of one manager and two assistants, at least two of the three must be present during the evaluation. Rosters shall not exceed 14 players. If there is considerable interest beyond 14 players, please refer back to Item B of Article I regarding team expansion.

**ARTICLE II – OFFICERS & LEAGUE OFFICIALS**

1. **Executive Board**

Executive Board positions shall be as follows:

* **CEO** - As founder of the Bay River Rumble, Rob Burland will serve as Founder and CEO. As CEO, he will be accountable to the appointed BRR Executive Board. The primary role of the CEO is not league management, but operations management such as legal matters, 501(c)(3) status, bank accounts, and other legally binding responsibilities.
* **President** – The President’s primary role will be to see that the purpose of this program is met according to these By-Laws and the BRR Constitution. He/she shall oversee all non-legal aspects of operation and keep the Executive Board informed of any operational information. He/she will be responsible for nominating new Executive Officers for the Executive Board to approve. He/she will see that all Officers, Committee Chairs, and Managers follow BRR procedures and are setting forth the best example for our players and families. In the event that he/she is managing or coaching a team, he/she will be accountable to the Vice President, Treasurer, and Secretary respectively. He/she will also conduct meetings in a timely and orderly fashion.
* **Vice President** – The Vice President shall be prepared to assume the duties of the President in his absence. If the President takes on a coaching position, the VP will be responsible for seeing that he/she is accountable for his/her actions. Any grievances pertaining to the President’s behavior will be handled by the VP. The VP shall oversee community relations and ensure the organization maintains a positive public image. He/she will communicate with sponsors and other community contacts to ensure that positive relationships are built and maintained.
* **Treasurer** – The Treasurer will handle all aspects of the organization’s finances. This shall include keeping permanent records of all transactions, handling all manners of income to ensure that they are appropriately deposited, preparation and presentation of the budget, and providing payment and receipts to any person or company who provides services or funds for any purpose. All financial records are to be kept up-to-date and accurate. A copy of the budget and financial report shall be presented at each Executive Board Meeting. He/she will also be responsible for handling the organization’s non-profit status and state and federal tax requirements. He/she will be the point-of-contact for Wells Fargo and will handle all primary communications with them.
* **Secretary** – The Secretary will keep a permanent and accurate record of all Executive Board Meeting Minutes and correspondences. All official league documents must be presented to the Secretary for a signature and should be copied for record keeping purposes. He/she will perform all Volunteer Background Checks. He/she will also secure times and locations for meetings and promptly report on discussion items to the Executive Board.
* **Player Advocate** – The Player Advocate is the Liaison between the general membership and the Executive Board. The Player Advocate must keep accurate records of all grievances and shall report them to the Executive Board promptly for resolution. The purpose of this role is to allow parents and players a voice to the Executive Board. The Player Advocate will see that the best interests of the player are put first.
1. **Committee Positions**

The following committee positions may be held in conjunction with an Executive Board position or an additional committee position.

* **Safety Officer** – The Safety Officer will be responsible for obtaining insurance for each team and ensuring that league officials are following proper safety precautions and procedures. It is the duty of the Safety Officer to take all accident/incident reports and follow up within 24 hours. The Safety Officer shall also ensure that the teams have access to adequate protective equipment, safe practice fields and facilities, and preparing a safety plan.
* **Equipment Manager** – The Equipment Manager is responsible for researching player equipment needs and getting quotes from vendors. He/she shall also be responsible for maintaining proper inventory of all organizational equipment. He/she will work directly with Managers and Coaches to provide equipment to players at the beginning of the season and throughout the year, on an as-needed basis. He/she will work closely with the Treasurer when ordering new equipment and ensuring invoices are accurate and paid in a timely manner.
* **Uniform Manager** – The Uniform Manager is responsible for researching uniform options as far as quality, providers, style, expected delivery time, and pricing. New uniform styles shall be presented to the Executive Board for approval. He/she will be responsible for maintaining a set of uniforms for borrowed use throughout the year. He/she will work closely with the Treasurer when ordering new uniforms and ensuring invoices are accurate and paid in a timely manner.
* **Communications Officer** – The Communications Officer shall maintain the organization website and Facebook page, provide a web page to each team, and shall update site information in a timely and organized manner. He/she shall prepare and present all league documents for review by the Executive Board and shall be responsible for preparing them for hand out to the general membership.
* **Spirit Wear Coordinator**– The Spirit Wear Coordinator shall be responsible for selecting and marketing spirit wear for each team. He/she will provide new items or vendor suggestions to the Executive Board for approval. He/she will place orders, pick them up, establish delivery terms, and distribute them in a timely manner. He/she will work closely with the Treasurer to ensure that all funds collected are recorded and deposited appropriately, and ensure invoices are accurate and paid in a timely manner.
* **Sponsorship Coordinator** - The Sponsorship Coordinator shall be the organization point of contact for potential sponsors, track new sponsorships, and ensure that each sponsor is properly displayed. He/she will be expected to conduct themselves professionally and will not be authorized to offer anything other than what we have outlined in the sponsorship packet without Executive Board approval. He/she will ensure team banners are in good shape and display all current sponsors, and manage the process to produce new signage and plaques for each sponsor.
* **Field Manager** – The Field Manager will be the main point of contact for upkeep and maintenance of the Salvation Army home field. He/she will coordinate the team schedule for mowing the field. He/she will be responsible for notifying the Executive Board of equipment and safety needs, maintenance, and concerns. The Field Manager will also be responsible for coordinating the monthly practice field schedules for each team and communicating the schedule with each Manager in a timely fashion.
* **BINGO Manager** – The BINGO Manager will explore all BINGO opportunities available to Bay River Rumble and serve as the liaison between the BINGO Operations Managers and the Executive Board. He/she will coordinate all efforts associated with BINGO fundraising, to include submitting grant applications, soliciting volunteers, monitoring participant donations, and working with the Treasurer to ensure proper disbursement.
* **Training Coordinator** – The Training Coordinator shall be responsible for seeking out quality training opportunities, such as coach and/or player clinics or outside instructors. All training activity will be subject approval from the pertinent team Manager and Executive Board.
1. **Terms for Executive Positions**

Each Executive Board position shall be held for the period of one full year. The term shall begin on September 1st of the current year and cease on August 31st of the subsequent year. Terms may renewed, with Board approval, if the Board Member wishes to retain his position.

Appointment of new Executive Board members shall be made in August of the current year, with official duties beginning as stated above.

* By June of the current year, Board Members should identify potential new candidates and put names forth for discussion with the Board. Official appointments will be made by August 15th.

In order for a position to be vacant, one of the following must have occurred:

* The current Board Member has simply chosen not to return for the following year.
* The current Board Member resigned from the position prior to his term ending.
* The current Board Member has been officially asked by the Board not to return for an additional year.
* The current Board Member has been officially removed by the Board prior to the end of the current term.
* A new position is created and therefore vacant.
1. **Resignation and Relief of Duties**

Any person wishing to resign from his position may do so at any time. All resignations shall be given in writing to the Executive Board. Resignations may be immediate or with notice.

Any person giving immediate notice must be prepared to relinquish his duties at that time. Any property belonging to the organization should be returned with the letter of resignation. Any access he may have had to financial information, player information, league interests or assets will be terminated immediately.

Any person who resigns with advance notice will be permitted to complete his duties with respect and cooperation by all fellow Board Members.

An officer may be relieved of duty in the even that he fails to properly conduct the obligations of his Board position, impair or undermine the efforts of the Executive Board, or violates the organization’s By-Laws and/or Constitution. Any officer relieved of duty will be notified in writing by the President with the Executive Board’s support.

**ARTICLE III – EXECUTIVE BOARD MEETINGS**

1. **Guidelines for Meeting Procedures**

The Executive Board will make all efforts to meet on a regular basis prior to the beginning of the season, throughout the season, and post-season to ensure that all league business is being conducted properly and in a timely manner.

All meetings will be called by the President. The President has the authority to call meetings as he sees fit. Proper notice shall be given to all Executive Board members, to include a date, time, location, and agenda.

A majority of the Executive Board is required to constitute a quorum. The President will only vote in the event that a tie-breaker is required.

1. **Special Meetings**

Additional meetings may be held to discuss specific, time-sensitive issues or concerns. Request for a special meeting should include a specific reason for the meeting. If two or more Board Members request a special meeting, the President is obliged to call a meeting.

Informal meetings may be held by Committee Chairs who wish to coordinate and plan for his their designated tasks. These meetings do not require Executive Board participation. The appointed Committee Chair will be responsible for reporting any pertinent information back to the President or Executive Board.

**ARTICLE IV – GENERAL MEMBERSHIP & MEETINGS**

1. **Definition of a Member**
* A “Member” is defined as any registered player and her parent(s) or guardian(s) of the Bay River Rumble organization.
* Any person who serves in an official capacity such as appointed Board Member, Committee Chair, Manager, Coach, or Trainer.
* Any friend or family member of the above Members who support the goals of the organization can request official membership in the program.
1. **General Membership Meetings**

General Membership meetings are meant to be informative in nature and to provide members a forum in which they can express ideas, questions, or concerns that they may have.

The following information will be provided at each meeting:

* Introduction of the Executive Board
* A reading of the current budget and financial status
* Introduction of current season’s Managers
* Introduction of Committee Chairs
* Any changes to the league structure or By-Laws
* Open floor for discussion prior to adjourning

**ARTICLE V – MANAGERS & COACHES**

1. **Managers**

Each team shall have a Manager who has been approved by the Executive Board and appointed by the President. Selected Managers will be required to adhere to all policies and procedures outlined by the Bay River Rumble. All appointed Managers must possess proven coaching skills and experience. The President can remove a Manager if he fails to maintain his duties and obligations to the team and the program or if he violates the By-Laws or Constitution of the organization.

All Managers will be expected to know and adhere to the Manager’s Code of Conduct (refer to Addendum I).

1. **Coaches**

Coaches will be selected by each Team Manager and approved by the President. Coaches must also possess proven coaching skills and experience. A Coach may be removed if he fails to maintain his duties and obligations to the team and the program or if he violates the By-Laws or Constitution of the organization.

All Coaches will be expected to know and adhere to the Coach’s Code of Conduct (refer to Addendum II).

**ARTICLE VI – TEAM GUIDELINES**

1. **Fundraising & Sponsorship**

Each team is responsible for seeking out and obtaining sponsors. All money brought in from the sponsorships shall be retained by the team. (See Section B of this Article.) However, the team will be required to meet the obligations to the sponsor, such as cover the cost of the sponsor’s plaque (actual purchase will be handled by the Sponsorship Coordinator). Sponsorship Forms and donation shall be submitted to the Treasurer, who will ensure appropriateness of the company in regards to the organization’s mission and work with the Sponsorship Coordinator to ensure obligations are met and the donation is deposited in the appropriate account in a timely manner.

It should be noted that sponsors should be family friendly businesses or organizations.

Each team will also be responsible for their fundraising. Fundraisers will also be disclosed to the Executive Board via the Secretary and should be carefully considered for appropriateness. Each team will decide collectively how many fundraisers and what types to participate in during the 12 month period. These funds will also be retained by the team and must be accounted for to the Treasurer and deposited in a timely manner. (See Section B of this Article.) In addition to team fundraising, Bay River Rumble may conduct a maximum of two organizational fundraisers in which all players are required to participate. These events are used as team, organization, and family bonding.

1. **Team Income & Expenditures**

Each team shall be responsible for properly maintaining their account. This includes keeping a proper ledger, reporting transactions to the Treasurer, and ensuring the account is kept in good standing. Each team will have income via investment fees, sponsorship fees, fundraising, and general donations. (All investment fees are to be collected by the Treasurer who will in turn deposit them into the team’s account.)

Retention of Player Investment Fees: All player investment fees collected will go to the General Account and distributed to each team. The annual investment fee is $300\*. The General Account will retain $1,200 per team each year to ensure proper funding of operational expenses.

*\*The Bay River Rumble Executive Board reserves the right to adjust the League Investment Fee as needed to best support the organization. This may also include portions retained by each team.*

1. **General Account**

The General Account will be used by the organization to cover expenses such as field maintenance, insurance, insurance deductibles, office supplies, postal fees, bank fees, and other administrative fees. At the end of each season, August 31st, the General Account will be taken back down to a starting amount. Amount shall be determined by the Executive Board. Any funds exceeding said amount may be marked for future use or distributed back to the teams in equal portions.

If a player is moving up the following season, the monetary amount will follow her to the next team. If she does not return at all, the amount stays with the last team that she played on.

Team accounts will be frozen in August of each year. Accounts will be brought down to a starting amount of $400. Any remaining funds will be divided by the players on the final roster.

* Example #1- $688 is in the team account. $400 remains with the team. The remaining $288 is divided by the 12 players on the final roster. Each player’s portion will be $24 and will follow the player to her new team.
* Example #1a- 2 players leave the program. 5 players move up to the next level. 5 players remain with their current team. Therefore, $48 (2 players) will remain with the same team, $120 (5 players) will move to their new teams account and credited to their fundraising responsibilities of her new team, $120 (5 players) will remain with her current team and credited to their fundraising responsibilities of said team.
1. **Tournaments**

Each team will select the tournaments in which they wish to participate during the Fall and Spring/Summer seasons. After a complete list has been developed, it will be submitted to the Executive Board, via the Secretary, for consideration. Fall tournament schedules should be submitted by August 31st and Spring/Summer tournament schedules should be submitted by January 31st. Changes and additions may be made to the list after submission. The following criteria must be considered and/or met in order to participate in a tournament:

* Teams will make efforts to avoid participating in tournaments that directly conflict with Little League tournaments.\*
* Teams will make efforts to avoid participating in tournaments that will directly conflict with school games, play offs, or tournaments. Each team will be responsible for determining that play has been completed before entering into a tournament.\*
* 16U and 18U teams are encouraged to participate in college showcase tournaments. This will likely require travel outside of the state.

*\*Managers may request an exemption to play in the event that such conflicts do not impact the majority of the team. In such cases, a request to use a “guest player” may be made. Such players would not be permitted to do so repeatedly.*

1. **Uniforms**

Each team will begin with two full uniforms to include a jersey, pants, and socks.\* Prior to the Fall season, the team may also add warm up gear. Each team will have uniforms containing the signature colors of Royal Blue, Black, Gray and White and the Bay River Rumble logo. Each team will work closely with the Uniform Manager in selecting and purchasing their uniforms.

*\*Uniforms are intended to last 2-3 years. Each player is responsible for purchasing her uniform before tournament play begins. Uniforms are the property of the Bay River Rumble and the organization reserves the right to take possession at any time. Once the player’s investment fees are paid and fundraising responsibilities are met, uniforms, helmets, and bat bags become the property of the player. These must conform to organization standards while participating in the BRR program.*

**ARTICLE VII – AMENDMENTS**

Amendments may be made providing that the person who desires the change can adequately demonstrate and justify the need for said change. Any recommendation must be submitted in writing to the President 30 days prior to the First General Membership Meeting of the current year. It is not wise practice to make changes to the organization’s policies mid-season. Therefore, they will not be considered until the time designated above. If it is agreed that an amendment is called for, it can be presented for final approval at the First General Membership Meeting.

As the President of this organization, I do hereby acknowledge and accept these By-Laws to be true to our mission for this program.

Sincerely,

Chris Cox, President

Revised and Approved, August 2016

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**ADDENDUM I – MANAGER’S CODE OF CONDUCT**

Each Manager will be expected to follow and uphold all league guidelines as outlined in the Bay River Rumble By-Laws and Constitution.

Managers are responsible for selecting quality coaching staff. Staff must have demonstrated experience and ability for coaching at the level chosen. Coaching selections will be provided to the Executive Board for final approval and record.

Managers are expected to be organized and qualified to run the team and coaching staff. This includes scheduling and running productive practices.

Managers are expected to model commitment to the team. It is his responsibility to ensure communication with players and/or their parents and schedule routine practices when the full coaching staff is available.

Managers shall plan for unavoidable schedule conflicts. For example, he will make sure a coach is identified and prepared to run practices in his absence.

Managers are responsible for seeking out parents who can fill the roles of Team Parent and other team positions, such as Fundraising Coordinator.

Managers will not be permitted to use abusive language, alcohol, or tobacco at games, practices, or any occasion in which he is the responsible party for the players.

Managers shall use best judgment to alter practice plans in the event of inclement weather or extreme temperatures.

Managers will not use abusive language or physical means of punishment in regards to disciplining players.

Managers will submit to a criminal background and/or registered sex offender’s check. He will ensure that all coaches and volunteers who interact directly with the players will also submit to a background check.

Managers shall maintain a positive attitude on and off the field, setting the prime example of sportsmanship for the team.

Managers will be fair and impartial in regards to selecting players for the team and determining playing time for each player.

Managers will report any issues with players, parents, officials, or any other party to the Player Advocate promptly.

Managers are responsible for documenting incidents as appropriate and submitting an accident/incident report to the Safety Officer immediately.

Managers have the right to ask for Executive Board intervention if they cannot resolve a conflict themselves in a timely manner.

Managers have the right to request removal of a player or parent who is repeatedly a problem to the team. Such grievances must be documented and submitted to the Player Agent, who will discuss the issue with the Executive Board in a timely manner.

Managers may request use of a guest player in the event that rostered players are not available for a registered tournament. Requests to borrow a player from another Rumble team shall be initiated through the player’s Manager and/or the Player Advocate.

Managers can expect support from the Executive Board to conduct their team in the best possible manner.

Managers can expect fair and equal treatment and consideration from the Executive Board at all times.

Managers shall keep the Executive Board and any appropriate Committee Chairs up-to-date on team plans, accomplishments, needs, etc.

Managers must be committed to challenging and developing all players on their team and providing each an opportunity to improve her skills and reach the next level of play.

Managers will encourage their players to participate in service-oriented volunteer opportunities.

Managers are responsible for gaining clarification on any points they do not understand.

Managers shall remember that they are representing the Bay River Rumble organization whenever they are on the field or wearing the logo and should behave with respect and sportsmanship.

Managers must have fun and must make it fun!

**ADDENDUM II – COACH’S CODE OF CONDUCT**

Each Coach will be expected to follow and uphold all league guidelines as outlined in the Bay River Rumble By-Laws and Constitution.

Coaches will submit to a criminal background and/or registered sex offender’s check.

Coaches will not be permitted to use abusive language, alcohol, or tobacco at games, practices, or any occasion in which he is the responsible party for the players.

Coaches will not use abusive language or physical means of punishment in regards to disciplining players.

Coaches shall maintain a positive attitude on and off the field, setting the prime example of sportsmanship for the team.

Coaches will follow the instruction of the team’s Manager. The Coach realizes that he is the Manager’s assistant and understands that role as being a supportive one.

Coaches must be capable and willing to handle the Manager’s role if needed.

Coaches are responsible for gaining clarification on any points they do not understand.

If a Manager leaves a team for any reason, the Coaches will be considered first to fill the Manager role. They are not guaranteed the position, however they are guaranteed first consideration. A Coach must still prove able to fulfill the responsibilities of Manager and receive Executive Board approval before being granted that position.

Coaches must maintain open lines of communication with their fellow coaching staff, players, parents, and the Executive Board.

Coaches will be committed to positively guiding, instructing, and developing all players on the team.

Coaches can expect support from the Manager and Executive Board in regards to their role.

Coaches must remember that they are representing the Bay River Rumble organization whenever they are on the field or wearing the logo and should behave with respect and sportsmanship.