

Avon Lake Youth Baseball Federation Constitution And By-Laws Revised July-07

This organization shall be known as the **Avon Lake Youth Baseball Federation Inc.** (ALYBF)

I. OBJECTIVES:

1. A fund raising organization, to promote and maintain amateur baseball in the city of Avon Lake.
2. To provide "equal" opportunities for every youth in Avon Lake to play baseball in their respective age group.
3. To provide supervised athletic games under rules and conditions most favorable to the enjoyment of the game and a spirit of cooperation among the players, managers, officials, and spectators.
4. To provide supervisors that bear in mind that the attainment of exceptional athletic skills or winning of games is secondary and the molding of future adults is of prime importance.

II. RESPONSIBILITIES:

1. The Avon Lake baseball leagues will be under the auspices of the Avon Lake Recreation Department.
2. The recreation departments appointed Umpire Director and Bleser Field Director will administer, preserve, and uphold the constitution, by-laws, and playing rules as prescribed by the ALYBF in their respective areas.
3. In the event the league directors fail to uphold said constitution, by-laws, and playing rules, the ALYBF reserves the right to ask that said director be relieved of their duties.
4. The director shall have the authority to suspend any manager, coach or player or otherwise discipline any spectator whose conduct is considered detrimental to the best interests of the ALYBF program. Further disciplinary action may be taken by the ALYBF following a hearing on the matter.
5. The managers approved by the federation shall have full responsibility for the discipline of their players on the field.
6. Protest Review:
 - A. Protests shall involve rule interpretations only.
 - B. Protests must be made to the home plate umpire at the time of the dispute and the official scorer who shall note the protest and the point at which it occurred on the official Score sheet.
 - C. If a hearing is desired, a written description of the alleged misinterpretation of the rules must be filed with the ALYBF President, or in his absense the VP of Operations, with a copy to the League Director within 24 hours of the conclusion of the game being protested. A Ten Dollar filing fee is required which will be returned if the protest is upheld.
 - D. The ALYBF president, or VP of Operations will set a date for a protest hearing within five calendar days of receipt of the written protest and establish a board of review of three ALYBF members. Managers and assistants are ineligible to sit on boards of review involving the league in which they are participating.
 - E. A protesting manager or his assistant may appear before the reviewing board to argue the protest and answer any questions.
 - F. The home plate umpire shall attend the board of review if possible to answer questions.
 - G. The opposing manager has the option to attend the board of review and shall be notified of the time and place.
 - H. The reviewing board's decision is final and binding on all parties.
7. Grievances, not dealing with interpretations of the playing rules, are to be submitted in writing to the ALYBF President for consideration by an appointed board of review of three members. Concurrence by this board is required to authorize submission of the grievance to the head of the Umpires Association or the Avon Lake Recreation Department.

III. MEMBERSHIP:

1. Membership shall be open to anyone interested in furthering the goals of the ALYBF. Such person shall be nominated by an active member and approval of the federation. Upon being nominated the prospective member will be given a copy of the ALYBF By-laws along with Form #F OO1 asking that they review the By-laws, choose the committees on which they want to serve, and to return to the next meeting where a vote will be taken to approve membership.
2. To constitute active membership in the ALYBF said member shall attend at least six (6) meetings within the past 12 months and serve on at least one committee. Failure to do so shall result in the member being ineligible to vote on appropriate issues until regaining eligibility.
3. Active members shall be entitled to vote on issues of By-Law Revisions, Financial Matters, Elections and Admittance of New Members. New members will be permitted to vote on the above issues at the fourth meeting after attending three (3) consecutive regular meetings of the ALYBF. All other issues will be presented and approved by a majority vote of the executive committee only.

IV. OFFICERS:

1. The President, V.P. of Operations, Secretary, V.P. of Finance and Trustees shall be elected by a majority vote of eligible members at the organizational meeting and serve for two years beginning October of even years (i.e. 2006, 2008...)
2. In case any of the officers are unable to perform their duties, a special election will be held to fill out the remaining term.
3. A recall vote to remove any elected official may be presented by an eligible voting member, without question by the elected officers, at a regular meeting and voted on at the next regularly scheduled meeting. A 2/3 majority of eligible voters is required to remove an elected official.

V. MEETINGS:

1. There will be 11 scheduled meetings per year beginning in September and ending in July.
2. The Organizational meeting will be the meeting in October.
3. Roberts Rules of Order will prevail.
4. A quorum will be defined as one half the members in attendance plus one.

VI. ORGANIZATIONAL STRUCTURE

1. PRESIDENT -- Chief officer of ALYBF
2. V.P. Operations - Elected 2nd tier officer in charge of:
 - A. League Directors
 - B. Umpire Director
 - C. Day to Day Baseball Operations
3. V.P. Finance -- Elected 2nd tier officer in charge of
 - A. Treasurer
 - B. Budget Director
 - C. Director of Fields
 - D. Tournament Director
 - E. Webmaster
 - F. Concessionaires
4. Secretary - Elected 2nd tier officer in charge of:
 - A. Correspondence & Recorded Files
 - B. Legal Affairs
5. Senior Director Marketing - Appointed 2nd tier officer in charge of:
 - A. Ways & Means
 - B. Public Relations
 - C. Registration
 - D. Sponsors
6. Senior Director Purchasing - Appointed 2nd tier officer in charge of:
 - A. Equipment
7. The Executive Committee will consist of the Four Elected Officers, the Senior Directors, and Trustees.
8. Special Ad-Hoc committees may be appointed at the discretion of the ALYBF President,

VII. REVISIONS:

1. Any revisions to this constitution shall be read at two regular meetings and voted on at the second meeting. To pass a revision a two-thirds affirmative vote of the members present at the second meeting is necessary.

VIII. DISBURSEMENT OF FEDERATION FUNDS

1. No ALYBF monies may be spent on anything but expenses incurred in connection with the Avon Lake Youth Baseball Program.
2. Requests for funding will be presented in writing at a regularly scheduled meeting of the ALYBF and voted on, after discussion, at the next regular meeting.
 - A. Emergency funding, defined as expenses not previously anticipated, may be voted on after one reading if approved by the V.P. of Finance and ALYBF President, This can be done at a regular or special meeting

IX. BOARD OF TRUSTEES (3):

1. Shall consist of the immediate past president and two others elected by the general membership and shall serve for a period of two years commencing October of odd number years (i.e. 2005, 2007...).
2. The trustees will oversee the operation of the ALYBF and assure that the by-laws and constitution are upheld and to audit the financial statements of the treasurer.

X. FISCAL BUDGET POLICY:

1. The fiscal year is defined as January 1, to December 31.
2. Directors will submit to the Budget Director their requirements for the following year by November 15th.
3. The budget will be developed by the budget director and be submitted to the Federation for preliminary approval by the January Meeting, and for final approval by the March Meeting.
4. All equipment will be ordered in compliance with the budget by the V.P. Purchasing or by his ALYBF approved assistant.
5. Concessionaires will order all concession stand items and submit receipts and invoices to the VP of Finance for Payment. They will also make all bank deposits and submit deposit slips to the VP of Finance.
6. The Umpire Director will approve all payments to umpires. Maintain individual league umpire payroll records, approve and submit same to Treasurer.
7. Both the ALYBF President and V.P. Finance prior to procurement must approve all other budgeted or non-budgeted expenditures of less than \$ 500.00. Any expenditure greater than \$500.00 must be approved by a vote of the ALYBF prior to procurement. In the absence of the V.P. of Finance. the Treasurer, will act as alternate and in the absence of the President the V.P. of Operations will act as alternate.
8. A minimum balance of \$2500.00 will remain at the end of the fiscal year to commence the following years fiscal budget.
9. The Umpire Director shall have a \$2000.00 Annual Equipment and Logistical Budget. The League Directors (5Yr T-Ball, Rookie, Coach Pitch, Major/Minor, Munson, Sr. Munson, Girls Coach Pitch, Ponytail, Girls Minor, Girls Major, Seniors) shall each have a \$200.00 Annual Logistical Budget.

XI. DUTIES OF OFFICERS AND DIRECTORS

1. Refer to Addendum "A" for job descriptions and responsibilities

XII. LIST OF ADDENDUMS

- Addendum A Job Descriptions
- Addendum B ALYBF Behavior Policy
- Addendum C ALYBF Member & Coaches Rules of Conduct
- Addendum D Players With Disabilities Policy
- Addendum E League Age Definition
- Addendum F Tournament Play Guidelines
- Addendum G ALYBF Forms

PRESIDENT: The President is responsible for the following:

1. Presiding over regular meetings of the ALYBF.
2. Assigning committees and appointing chairmen to accomplish the tasks of said committee.
3. Supporting all aspects of the ALYBF to the degree necessary for goals to be accomplished.
4. With the Executive committee for:
 - Marketing
 - Budget
 - All Baseball operations
 - Legal affairs
 - Record keeping & correspondence.
 - Financial affairs
5. With the Executive committee, for long range planning and direction of ALYBF.
6. Assigning the Equipment Director and working with the director in procuring and
 - Selecting equipment.
7. Administration of the concession stand and all related equipment & supplies.
8. Acting as spokesperson for the ALYBF in connection with other groups and citizens.
9. Act as Liason to Legal and Financial Advisors.

VICE PRESIDENT OF OPERATIONS: The Vice president is responsible for:

1. Presiding over regular meetings of the ALYBF in the absence of the President.
 - Overseeing all aspects of baseball operations:
 - Girls Leagues
 - T-ball League
 - Coach-Pitch League
 - Major/Minor Leagues
 - Thurman Munson League
 - Umpire Director
 - Director of Fields
 - Tournament Director
 - Webmaster
 - Concessionaires
2. Chairing grievance hearings that arise in each league.
3. Assisting, when necessary, the President in carrying out ALYBF policies & procedures.
4. Reporting to the ALYBF on the status of all leagues, and requests for equipment, fields, etc.
5. To secure concessionaires and to obtain all necessary documentation Including IRS W-9 Forms and submit them to the Treasurer who will disburse payment.

VICE PRESIDENT FINANCE: The VP of Finance is responsible for:

1. Overseeing the work of the ALYBF Treasurer
2. Overseeing the work of the Budget Director
3. Coordinate the finance department's responsibilities with other directors and officers.
4. Provide all necessary information to ALYBF Legal and Accounting Firms

This officer reports directly to the President of the ALYBF.

SECRETARY: The Secretary is responsible for:

1. Presiding over regular ALYBF meetings in the absence of President & Vice President.
2. Recording the minutes of all meetings, preserving them, and making them available for review.
3. All correspondence relating to the organization and retaining copies of same.
4. Participating on the Executive Committee and recording its minutes.
5. Will keep track of member attendance and maintain a list of members eligible to vote.

BUDGET DIRECTOR: The Budget Director is responsible for:

1. Upholding the ALYBF Fiscal Policy.
2. Working with various league directors, umpire director, equipment director and V.P purchasing to get accurate projections of proposed spending. (Final proposals due to budget director by the October ALYBF Meeting.)
3. Working with VP Marketing to obtain accurate projections of incoming revenue. (final projections due to budget director by the October ALYBF Meeting.)
4. Presenting to ALYBF by the November meeting, the preliminary annual operating budget with detailed cost projections by category, revenue sources by category, and a list of assumptions used in the formulation of the report. a final budget will be submitted by the December meeting.
5. In the absence of the VP of Finance and the Treasurer, the Budget Director will assume the duties of VP Finance.
6. Assuring a year end balance of \$2500.00.

This officer reports directly to the President of the ALYBF.

SENIOR DIRECTOR MARKETING: Primary responsibilities of this position are:

1. Advise President of significant matters affecting the organization.
2. Coordinate marketing activities with VPO, League Directors, Legal Affairs, Senior Director Purchasing & Budget Director.
3. Develop creative sources of revenue for the organization.
4. Create and maintain a positive business relationship with other organizations, the business community and the public at large in Avon Lake.
5. Ensure the annual registration process is handled in an efficient manner.

This officer reports directly to the President of the ALYBF.

The following Directors report to the Senior Director Marketing:

- Ways & Means Director
- Public Relations Director
- Registration Director

ADDENDUM "A" : JOB DESCRIPTIONS (Continued)

Issued 01-02, Rev A

DIRECTOR OF REGISTRATION: The director of registration is responsible for:

All tasks associated with the annual registration process which includes but is not limited to the following:

- Site selection for registration.
- Obtaining necessary permission & keys etc. for site usage.
- Staffing the event
- Arranging fee structure, dates, & times.
- Coordinate pre registration media announcements.
- Coordinate any fund raising to run concurrently with registration.
- Arrange for forms and supplies.
- Coordinate with treasurer the procedures for handling funds.
- Develop procedure for dispute resolution.

This position reports to Senior Director Marketing.

DIRECTOR OF PUBLIC RELATIONS: The director of public relations is responsible for:

1. Increasing the awareness of the local community regarding ALYBF activities.
2. Notifying local media regarding significant event which will be occurring. (e.g. Registration, League Standings, Special Events.)
3. Coordinating with Director of Ways & Means all media activities for fund raising.
4. Responding to any inquiry for information from outside sources regarding ALYBF activities as approved by the ALYBF.
5. Coordinate media and informational flow on any legal affairs issue with ALYBF Executive Committee.

This position reports to Senior Director Marketing.

DIRECTOR OF WAYS & MEANS: The director of ways & means is responsible for:

1. Chairing committee meetings designed to enhance fund raising activity for the ALYBF.
2. Coordinating fund raising activities such as but not limited to:
 - ALYBF raffles
 - Field trips
 - Contests
 - Sticker night
 - Appropriation of city funds
3. Working with the business community on a variety of sponsorship funding programs.
4. Coordinating all funding activities with ALYBF executive committee and league directors.
5. Preparing a plan or goal for each fund raising activity with Budget Director and Senior Director Marketing.
6. Reporting on the status of each fund raising activity to ALYBF executive committee.
7. Coordinate team pictures with ALYBF executive committee and the various teams and photographer(s).

This position reports to Senior Director Marketing.

TREASURER: The treasurer is responsible for:

1. Disbursing funds as authorized by the ALYBF.
2. Collecting counting & wrapping for deposit funds from: registration, sponsor solicitation, and sticker night.
3. Overseeing the deposit of funds from all other revenue sources.
4. Coordinating with VP Marketing to assure proper handling of all funds collected through his chairmen.
5. Maintaining current balance sheet showing itemized receipts and disbursements by account type.
6. Preparing annual financial report showing total receipts and disbursements by account type.
7. Advising Executive Committee and Budget Director of any anticipated excess or shortage of funds.
8. Reviewing invoices for correctness.
9. coordinating with VP Purchasing to assure receipt of all proper documentation for disbursement of funds.
10. Coordinating with Umpire Director to assure receipt of all proper documentation for umpire pay.
11. Posting statement(s) to ledger monthly.
12. Refusing to issue blank or unnamed party checks.
13. Refusing to issue checks without sufficient funds in the account to cover them.
14. In the absence of the VP of Finance, Treasurer will assume those duties.
15. Provide to VP of Finance all relevant documents for the Legal and Accounting Firms

The Treasurer reports to the President of ALYBF and is responsible for:

EQUIPMENT DIRECTOR: The equipment director is responsible for:

1. Identification of equipment necessary to carry out the baseball program
 - A. ALL SOFT GOODS - including but not limited to
 - T-shirts
 - Hats
 - Uniforms
 - B. ALL HARD GOODS - including but not limited to
 - Balls
 - Bats
 - Catchers Equipment
 - Protective Gear
 - Umpire Equipment
 - Rule Books as required
 - Distribution of equipment
2. Collection of Equipment
3. Equipment Inventory
4. Assisting in procurement of Trophies and awards as authorized by the ALYBF
5. Recommending to ALYBF by the October ALYBF Meeting the equipment needs for the following year base on previous year team levels and the recommendations of the League Directors.

This position reports to the Senior Director of Purchasing.

LEAGUE DIRECTOR: The league directors are responsible for:

1. Each League Director is responsible to the vice-president of operations (VPO) for league administration and supervision of play.
2. Each Director must administer, preserve, and uphold the ALYBF Constitution & by-laws and playing rules as promulgated by the ALYBF, including Addendum "B" ALYBF Behavior Policy; Addendum "C" ALYBF Members and coaches Rules of Conduct; Addendum "D" Players with disabilities Policy; and Addendum "E" League age Definition. In addition each Director is responsible for:

PRE-SEASON:

- Chair league committee meetings.
- Supervise & coordinate team participation in Sticker Night.
- Supervise & coordinate the distribution of equipment and uniforms to each team.
- Assignment of players.
- Selection & assignment of Managers & Coaches.
- Coordinate with VPO availability of playing fields.
- Coordinate with VPO any improvements needed to existing fields.
- Schedule pre season and league games.
- Implement rule changes with approval of ALYBF.
- Distribute Rules of Conduct & Behavior Policy to all coaches and managers

PLAYING SEASON:

- Chair league committee meetings.
- Chair league managers & coaches meetings.
- Supervise managers and oversee league play.
- Maintain league records and team standings.
- Maintain pitcher eligibility records.
- Present any grievances and protests to ALYBF President.
- Coordinate with VPO, field availability for inclement weather.
- Coordinate with VPO, affected managers, Umpire director, and city maintenance crew
- the timely rescheduling of make-up games.
- Organize and oversee ALL-STAR Games IF APPROPRIATE.
- Report all Game Scores to Local Media & Webmaster

POST SEASON:

- Collect, inventory and turn in uniforms and equipment to Equipment Director.
- Prepare post season evaluation of league managers.
- Coordinate and collect player evaluations from each manager if appropriate.
- Prepare a critique of the past season, including a brief summary of league play, any problems, and recommendations and/or criticisms.
- Future Planning - coordinate with VPO projected player levels, uniform and equipment needs, and playing field requirements for next season.

ADDENDUM "A" : JOB DESCRIPTIONS (Continued)

Issued 01-02, Rev A

UMPIRE DIRECTOR: The Umpire Director is responsible for the following:

1. Adhering to ALYBF Constitution & by-laws and rules of the various leagues.

PRE-SEASON:

- Coordinate & schedule umpire recruitment and registration.
- Organize, schedule, and conduct umpire instructional meetings and clinics for various leagues.
- Working with Director of Equipment to inventory, order or replace equipment as needed.
- Arrange for distribution of equipment to the umpires.
- Obtain correct and complete IRS Form W-9 and any other forms necessary from umpire candidates. (Note Name on W-9 Must be EXACTLY as listed on applicants Social Security Card)
- Obtain and approve invoices from outside umpire associations under contract to the ALYBF and forward them to the Treasurer for payment.

PLAYING SEASON:

- Coordinate and schedule umpires for league games with various League Directors.
- Supervise umpires.
- Assisting League Director in administering any grievances or protests.
- Organizing, scheduling, and holding a mid-season umpire meeting for all leagues, if necessary, to assess the first half of the season.
- Maintain individual league umpire payroll records, approve and submit same to Treasurer.
- Disburse payments to umpires.

POST SEASON:

- Collecting all umpire equipment and turning it in to . Director of Equipment
- Preparing post season evaluation report with critique of the past season, including any problems encountered, and recommendations and/or criticisms, and submit to VPO.

This position reports to the Vice President of Operations.

DIRECTOR OF FIELDS: The director of fields is responsible for the following:

1. Chairing committee meetings designed to develop long term strategies for field acquisition and enhancement.
2. Recommending & Coordinating Capital Funds projects such as but not limited to:
 - New Fences
 - New Backstops
 - Field Construction
 - Field Lighting
 - Dirt Acquisition
3. Working with the business community and the City Recreation Department on methods to improve fields and related items.
4. Reporting on the status of each project to ALYBF executive committee.

This position reports to the Vide President of Operations.

DIRECTOR OF TOURNAMENTS:

The Director of Tournaments is required to follow Addendum "F" the tournament play guidelines of the ALYBF By-Laws. In addition he/she is required to uphold Addendum "B" ALYBF Behavior Policy; Addendum "C" ALYBF Members and coaches Rules of Conduct; and Addendum "D" Players with Disabilities Policy.

- Chairing committee meetings designed to review and recommend for change any tournament regulations.
- Recommending & Coordinating Which Leagues may participate in which tournaments.
- Submitting preliminary funding requests to the budget director by the January meeting with final ALYBF approval to be made no later than the June meeting
- Recommend and supervise teams participation in post season tournament play, including without limitation managers and players selection.
- Collect, inventory and turn in to the Director of Equipment all ALYBF equipment and uniforms used in tournament play.
- Reporting on the status of each project to ALYBF executive committee.

This position reports to the Vice President of Operations.

SCOPE: ALL MANAGERS, COACHES, PLAYERS, & SPECTATORS

1. No manager, coach, player, or substitute shall at any time, whether from the bench, the coach's box, the playing field or elsewhere:
 - Incite or try to incite, by word or sign a demonstration by spectators.
 - Use language which will in any manner refer to or reflect upon opposing players, an Umpire, or any spectator.
 - Make intentional contact with the umpire at any time.
2. No fielder shall take a position in the batter's line of vision, and with deliberate unsportsmanlike intent, act in a manner to distract the batter.
3. Smoking shall not be permitted within the confinements of the fence of a playing field, in the bench areas, or within 50 feet of the playing field where no fence exists.

PENALTY: THE OFFENDER SHALL BE REMOVED FROM THE GAME AND SHALL LEAVE THE PLAYING FIELD

1. When a manager, player, or coach is ejected from a game:
 - A. They shall leave the field immediately, take no further part in that game and shall immediately leave the park premises.
 - B. They shall be suspended from taking part in their team's next scheduled game.
 - C. They shall be placed on probation for the remainder of the season. Following a second ejection, upon ALYBF investigation and approval, the individual may be suspended from further activity for the remainder of the season
 - D. Once a manager, player, or coach is ejected from a game, the umpire of that game must verbally report the ejection to the League Director within 24 hours and in writing Using Form F002 within 72 hours.

SPECTATOR BEHAVIOR:

1. No spectator shall use language which will in any way refer to or reflect upon any manager, player, coach, or umpire in a negative or distracting manner.

UMPIRE'S ACTIONS

- The umpire will ask the person or persons involved to refrain from such actions.
- If the disruption continues from a spectator, the umpire will stop the game and ask the spectator team's manager to instruct the person or persons involved to refrain from such actions.
- Should the disruption continue, the umpire shall stop the game and declare the game to be forfeited to the opposing team.
- The umpire must verbally report a forfeited game caused by spectator disruption to the league director within 24 hours and submit a written report within 72 hours.

ADDENDUM "C" : ALYBF RULES OF CONDUCT

July-07
Issued 02-93, Rev -

SCOPE: ALL MEMBERS, MANAGERS, COACHES, CITY OFFICIALS

NO INDIVIDUAL MAY UNDER ANY CIRCUMSTANCES:

1. Approve the registration of or use a player who does not meet the AGE and RESIDENCY requirements of the appropriate league.
2. Approve participation in any tournament or playoff outside the ALYBF program.
3. Condone participation in any ALYBF program by an individual who has been ruled ineligible by the ALYBF. (This includes anyone participating in NON-ALYBF baseball programs.
4. Solicit funds from individuals, business, or industry without prior approval of the ALYBF Executive Committee.
5. Purchase or authorize for purchase any goods or services without the PRIOR specific approval of the ALYBF as outlined in our fiscal budget policy.
6. Approve of or use any advertisement or logo in ALYBF sponsored events.
7. Accept player registrations after the final General Registration with the exception of the League Director of the league being applied for.

I. OBJECTIVES:

1. To encourage the managers to use the opportunities present when players with disabilities join their teams, to help sensitize others, to develop an awareness and appreciation of the gift and the contribution every child makes to a team effort.
2. As outlined in the ALYBF by-laws Article I, the organization is to provide "EQUAL" opportunities for EVERY youth in Avon Lake to play baseball in their respective age group.
3. This addendum is to define Equal Opportunity as meaning that children with disabilities will be afforded the opportunity to participate in regularly scheduled activities of the ALYBF, in the appropriate leagues, by fully integrating them into our programs.
4. The ALYBF will ACTIVELY solicit participation of disabled players prior to registration.

II. RESPONSIBILITIES:

1. The V.P. of Operations will be responsible for the full integration of children with disabilities into the appropriate league and team. This will include but will not be limited to:
 - A. Discussing the limitations of the player with the parents and player(s) seeking input on how we can be of assistance.
 - B. Discussing the limitations of the player(s) with the respective manager to whom the player is assigned.
 - C. Providing all competing managers with information with respect to what is expected of them in game situations.
2. The League Director will be responsible for coordinating activities with the VP of Operations and the respective rules committee to assure full integration of the disabled player into all aspects of the baseball program. Simple rule modifications which don't negatively affect the flow of the game for non-disabled athletes is the goal.

As with any violation of the ALYBF Constitution and by-laws, any individual who fails to respond to the opportunity provided by these individuals will be subject to immediate suspension and, following a hearing by the ALYBF, possible further discipline up to and including discharge.

Participation in the National Little League Challenger Program in Avon Ohio will also be promoted. Contact Mr Dave Binder 937-5778 (Ages 5-18)

ADDENDUM "E" : LEAGUE AGES

July-07
Issued 01-07, Rev E

T-Ball: League age cut-off: April 30th

T-Ball	Age 5 Only
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Baseball: League age cut-off: April 30th

Rookie	Age 6 only
Coach Pitch	Ages 7-8
Minor	Ages 9-10
Major	Ages 11-12
Thurman Munson	Ages 13-14
Senior Munson Senior	Ages 15-18 (High School Eligible)

Softball: League age cut-off: Dec 31st

Ponytail	Age 6-7
Minor	Ages 8-10
Major	Ages 11-12
Senior	Ages 13-15

Traveling Guidelines

1. All participants must sign a medical release form
2. Additional tournaments may require a medical release form also

Participation

1. As defined by League Age Rules Girls and Boys Ages 5-7 will not be eligible to participate in tournament play
2. Leagues approved for play
 - A. Softball: Seniors
 - B. Baseball: 8U,9U,10U,11U,12U,14U,18U.
3. The number of teams in each respective age bracket will be decided by the number of players that try out. (Max 2 teams per age bracket)
4. Players/parents are responsible for paying for team hats, shirts, and socks and supplying baseball pants. The costs shall be provided to the parents at try-outs as well as the tournament guidelines.

Time of Play

1. All tournament play is based upon tournament availability.
2. League directors will present for federation approval for all tournaments
3. Each team will play in a maximum of 4 tournaments. One of which will be the Avon Lake Tournament, providing the tournament is held. A maximum of two (2) tournaments per team will be paid for by ALYBF, providing the funding exists.

Manager Selection Process

1. To be eligible, a manager must be available for entire duration of all tournaments. Exceptions may be approved by the league and tournament directors, if a qualified assistant coach on the team can manage the team in the manager's absence. The absence shall not be more than 3 games for the tournament season.
2. Tournament managers will be selected by the league director and tournament director. Any manager or coach interested in being considered for managing a tournament team must present their intention in writing to the tournament director by June 1. Tournament managers will be selected and notified by June 8th.
3. A manager or assistant coach may only manage a tournament team for the league which he/she participates. For example, a major manager may not manage a minor team even though they have managed in the minor league the previous year. If a team does not have a manager from that league then a manager from another league may be appointed.
4. Tournament team(s) must be declared no later than June 30th.

Player Selection Process

1. All players in each eligible league will have the opportunity to attend a Try-Out for the Post Season Tournament team(s). Only current ALYBF registered players are eligible to attend the tryout.
2. Try-outs will be held over 2 weekends (consecutive, if possible) with specific try-out times for each individual age group. A Player trying out must attend one of the weekend sessions only. The try-outs will be held in June. Managers of teams will be informed as to give all players/parents adequate notice what dates and times try-outs are. This notice will be posted at ALYBF baseball parks.
3. The Tournament team managers will select a team with a minimum of 11 and a maximum of 14 players per team.

Player Selection Process (continued)

4. Should the League Director/Tournament Director and Tournament Manager be one and the same, The ALYBF President may appoint another manager from that league to assist in the process.
5. Selections will be made privately between the League Directors/Tournament Director and the Tournament Manager(s). This selection shall be final without dispute and without ALYBF intervention.

Tournament Director Responsibilities

The director of tournaments is required to follow the tournament play guidelines of the ALYBF By-Laws. In addition he/she is required to uphold Addendum "B" ALYBF Behavior Policy; Addendum "C" ALYBF Members and Coaches Rules of Conduct; and Addendum "D" Players with Disabilities Policy.

This position reports directly to the Vice President of Operations and is responsible for the following:

1. Chairing committee meetings designed to review and recommend for change any tournament regulations.
2. Coordinate the Avon Lake Baseball Tournament and participation in any other Tournaments. The tournament director may appoint a person to help coordinate the Avon Lake Baseball Tournament.
3. Oversee the player selection process.
4. Scheduling fields for team practices.
5. Ensure any ALYBF equipment used by teams during tournament play is returned to the equipment director/manager.

Team Manager Responsibilities

1. Selecting the team and assistant coaches through the player selection process.
2. Schedule practices for the team.
3. Communicate to all players and parent the tournament schedules, rules, practices, and team meetings.
4. Coordinate and compile team rosters, birth certificates, waivers and deliver them to each tournament administration.
5. Return all league equipment to ALYBF equipment director/manager.

Avon Lake Youth Baseball Federation Inc.

To Prospective Members:

We want to thank you for your interest in the Avon Lake Youth Baseball Federation. We encourage your participation and welcome your questions and suggestions.

Please complete the following Member Data Sheet and return it to the current league secretary.

Your Name _____

Address _____

City _____

Home Phone _____

E-Mail Address _____

Date _____

Sincerely,

A.L.Y.B.F.
Executive Committee

Membrinf
F-003
11-01

Avon Lake Youth Baseball Federation

To Prospective Members:

We want to thank you for your interest in the Avon Lake Youth Baseball Federation. We encourage your participation and welcome your questions and suggestions.

In order to familiarize you with our organization and its objectives we have attached a copy of our Constitution and By-Laws as well as our organizational chart and job descriptions.

We ask that you return to our next scheduled meeting at which time we will vote on your request to join the A.L.Y.B.F.

As with any organization we rely on the help of many individuals and expect all members to participate in some facet of the Federation.

Please review these documents and select an area in which you will be able to contribute. The members will be glad to answer any questions you have and to offer suggestions as to where you may best be of service.

Sincerely,

A.L.Y.B.F.
Executive Committee

Newmembr F-001
10-93