



Sharpsburg Youth Baseball
League By-Laws

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Sharpsburg Youth Baseball

League By-Laws

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Sharpsburg Baseball By Laws

Article I

Name, Location, and Scope

Section 1 Name: The name of this League shall be SHARPSBURG YOUTH BASEBALL (known for purposes of this document as “SYB” or as “the league”) and is a nonprofit organization.

Section 2 Location: The Sharpsburg Youth Baseball organization is located in Coweta County, Georgia at 1011 Andrew Bailey Road, Sharpsburg Georgia 30277. SYB plays League games at Andrew Bailey Ballpark.

Section 3 Scope: Sharpsburg Youth Baseball exists exclusively for charitable and educational purposes. The League is operated as an independent, non-commercial, non-political, and non-profit organization.

Article II

Vision and Purpose

Section 1 Mission Statement: SYB’s mission is to promote the growth of baseball at all levels of competition for boys and girls ages three (3) through eighteen (18) in Coweta and surrounding counties. The development of sportsmanship, teamwork, honesty, courage, respect for authority, and physical fitness are the organization’s priorities. In order to accomplish this mission, we seek to attain the following objectives:

- To govern the league in a manner that puts the development of our players, as both athletes and persons, above other considerations.
- To provide our players with volunteer coaches who work with players of all ability levels and who remember that development of exceptional athletic skills and winning games is secondary to the development of players and to providing our players with positive examples and a positive baseball experience.
- To provide our players with volunteer coaches who seek to teach those players the rules of the game along with proper baseball fundamentals.
- To provide high-quality facilities and equipment for the use of our players to enhance the quality of youth baseball in the future.

Fiscal Responsibility. The League commits to comprehensive financial planning that provides for adequate cash reserves, sound infrastructure, and quality spending while operating on funds raised by participants in its program and its commercial sponsors.



Promote Personal Safety and Property Security. The League commits to promoting the personal safety of its players and fans and the security of their ballpark.

Promote Development of the Youth through a Values Based Program. The League commits to promoting group participation, social contact, cooperation, loyalty, emotional control, discipline, desire, perseverance, and pressure adjustment through its values.

Seek Mutually Beneficial, Honest, and Fair Relationships. The League commits to seeking mutually beneficial, honest, and fair relationships with its community, its government, and its customers and members.

Goal Oriented Administration. The League commits to keeping its Board structure, decision guidelines, and park policies simple and fair. It will agree upon precise, clear goals for the Board, which will lead to accomplishment of its Mission. It will conduct itself in an ethical and professional manner.



Article III

Membership

Section 1 Requirements: Members of the League shall be at least eighteen (18) years of age, be of good moral character, and include all persons who are admitted to membership. Members of the League shall consist of parents whose children are registered to participate in the League's baseball program. In addition, members shall consist of all other persons having an interest in the community served by the League, but whom do not have children registered in the League's baseball program.

Article IV

Government

Section 1 Sharpsburg Youth Baseball shall be governed by the SYB Board of Directors

The governance structure of Sharpsburg Youth Baseball shall be vested in a Board of Directors, which shall be composed of an **Executive Board** and a **General Board of Directors**, supplemented by three (3) Executive Committees.

- Finance Committee
- Informatics Committee
- Operations Committee

The **Executive Board** shall possess the authority to oversee all operations of Sharpsburg Youth Baseball. This includes the power to undertake actions that may obligate or bind the League, with such decisions considered to be made on behalf of the entire Board of Directors.

The **General Board of Directors** shall be responsible for transacting the League's business, establishing policies and activities, and generally directing all League affairs, business, and property. All members of the Board of Directors must maintain good standing with the League.

Section 2 The Executive Officers: The Executive Board shall consist of:

Executive Officer President.
Operational Officer Vice President.



Information Officer Vice President.
Financial Officer Vice President.

Section 3 The Board of Directors: The Board of Directors shall consist of:

- Sr. Director Fields and Grounds
- Director of Administration
- Director of Age Groups
- Director of Fields & Grounds
- Director of Fundraising/Sponsorships/Events
- Director of Marketing / Communications Director of Facilities
(Structural and Concessions)
- Director of Materials, Distribution & League Logistics
- Director of Registration
- Director of Scheduling 4U – 8U
- Director of Scheduling 10U – 18U Director of Travel
Baseball



Section 4 Composition: No individual shall hold more than one (1) position on the Executive Board in any capacity. No individual shall hold more than one voting position on the Board in a full-time capacity. The Board may designate that a husband and wife does not hold separate positions on the Board, or the Board may designate that if they do hold two positions on the Board that only one of the positions be a voting position. At no time shall a husband and wife be allowed to hold two positions on the Executive board at the same time.

Section 5 Attendance: Attendance by SYB Board members is required at all regularly scheduled meetings. Members unable to attend a meeting for any reason should contact the Information Officer before the meeting. Beginning with the fourth (4th) meeting of the term, if a Board member has missed more than 50 percent of the regularly scheduled meetings since the beginning of the term, his or her voting privileges will be suspended until such time as he or she has attended more than half of the meetings for the term.

Section 6 Voting: All votes may be conducted by voice votes. Any eligible voting Board member may call for a vote to be conducted by roll-call, rather than voice. If a voice vote is conducted, any member desiring a roll-call vote must request such a vote before meeting at which the original vote was taken is adjourned.

Unless they are ineligible to vote, all Board members are considered eligible voting Board members.” Board members ineligible to vote for any reason are not considered “eligible voting Board members” for any purposes, including the determination of a quorum at any Board meeting. No voting by absentee ballot or proxy shall be allowed.

The President of SYB shall vote only in a case of a tie vote.

Any Board member holding more than one Board position shall be entitled to only one vote. If the President holds more than one Board position, he or she shall only vote in case of a tie vote.



Section 7 Quorum: The presence of a majority of the members of the Board shall constitute a quorum to transact business, except as otherwise provided in these by-laws. The act of a majority of eligible voting Board members shall be considered an act by the entire Board of Directors.

Section 8 Resignations of elected Board member: Any member of the Board may resign his or her position by notifying of their resignation verbally or in writing to the Executive Officer. Such resignations are effective immediately upon such notification.

Section 9 Removal from Office: Any member of the Board may be removed by the Board whenever, in the judgment of the Board, the best interests of SYB would be served by such action. Such removal must be with cause and without prejudice. A two thirds majority vote of the Board shall be required for removal of a member.

Section 10: Open Board Positions: If any Board position is not filled during the general election or becomes open before the expiration of the term associated with that position, the Executive Committee may nominate a replacement to fill the position. Nominee must be approved by a 2/3 majority of the entire board.

If the opening occurs within three months of the expiration of the term associated with that position, the Executive Committee may name a sitting Board member to fill up to one additional Board position until such time as the next election for that position occurs.

Section 11 Board Salaries: No member of the Board shall be paid compensation for fulfilling their role as a board member. This does not preclude the hiring of a Concessions Operator in which case service may be compensated.



Section 12 Meetings: Regular Board meetings shall be held at least bi-monthly at a location to be determined by the SYB President. The purpose of regular Board meetings shall be to conduct any administrative and financial business of SYB. The SYB Information Officer will notify all Board members of meeting times and locations and will issue the agenda, preferably not less than one week in advance of each regularly scheduled meeting.

Regular meetings shall follow the following general order / agenda:

1. Roll call
2. Approval of previous meeting's minutes
3. Reports of commissioners
4. Reports of other directors
5. Old business
6. New business (to include election of directors at August meeting and in other months when necessary)
7. Adjournment

The President may add other categories to the agenda as he or she deems necessary.

Members of the public may attend any regularly scheduled SYB Board meeting. The dates of such meetings will be publicized on the SYB web site not less than ten days before the meeting's scheduled date. The Board may request the public to leave a meeting when it votes by a two-thirds majority to meet in Executive session.

Biannually, the Financial Officer will provide a general report on SYB's financial status and operations. This report should include a summary of revenues and expenses with sufficient detail to allow the reader a basic understanding of SYB's major categories of revenues and expenditures as well as a report of available balances in all SYB bank accounts.



Article V

Election of Board Members

Section 1 Term of Office: The Executive Officers positions will serve a two-year term. Executive Officers terms will be staggered with the President and Financial Officer positions being voted on for service beginning in the odd year season, and Operational Officer and Information Officer being voted on for service beginning in the even year season. NOTE: Determination of "Odd or Even Year" refers to the upcoming baseball season year which consists of the Fall season and then the Spring season, i.e. Fall 2025 and Spring 2026 are referred to as the 2026 Baseball Season).

All others Board positions shall be elected for a period of one year, commencing July 1st. New Board members will receive an instructions manual (Notebook) from the presiding Board members to ensure a smooth transition of responsibilities.

All new Board members will be officially installed July 1st, at which time previous Board members will vacate their positions.

Section 2 Board Nomination Eligibility Requirements: Board nominations: SYB shall make public notice of all open Board positions not less than 30 days prior to the regularly scheduled election.

Sections 3 Eligibility Requirements:

Executive Officers: All executive officer positions must be held by a nominee who has held a director position for at least two (2) consecutive full Spring and Fall seasons, be in good standing with the league and be in an active role on the board prior to their election, unless selected as a nomination by the executive committee to fill an open vacancy.

The Executive Officers not being voted on during the election window will coordinate the nominee's election process.

Section 4 Election Process: All Board members shall be elected by a plurality of votes cast. All members of the League are eligible to vote, however no absentee ballots will be accepted, i.e., all voting must be done in person on the day of the election, unless otherwise noted and decided by the existing Executive Board members. The election _____



shall be conducted by secret ballot except that unopposed nominees shall be declared elected. The official deadline for the nomination process will be 10 days prior to the election so the information can be shared with the League members as a whole. Voting will be held on one Saturday in the month of May, unless otherwise noted and decided by the existing Executive Board members. This day of voting will be held between the hours of 9:00 am – 12:00 pm, unless otherwise noted and decided by the existing Executive Board members. The Board shall appoint three officials to oversee the elections of which any two Executive board members NOT being voted on should be present. Ballots will be tallied by the Executive Board members involved. The typical election shall be conducted as follows: An election position will be set up at the ballpark with ballots and a ballot box. A roster with eligible voters will be at the voting table and all voters will sign off when they vote. Only parents listed on the official registration form will be eligible to vote and each parent will only be allowed one vote, regardless of the number of children registered. Voters must present a valid form of ID prior to casting their vote. Results of the election will be posted on the League website and at both concessions stands at the Andrew Bailey ball park within one week after the election.



Article VI

Board Members and Responsibilities

The order of succession, should the President leave or be dismissed from the Board, shall be based on appointment by the remaining members of the board and must be filled by one of the remaining Executive Board members.

Section 1 The Executive Board: The Executive Board shall consist of:

President – Roles and responsibilities include but are not limited to:

- Presiding over all regular and special meetings of the Board.
- Enforcing provisions of the League By-Laws.
- Providing an annual report to the Board and other such reports deemed necessary by the board or by the president.
- Public Relations and Representative to the Coweta County Recreation Department.
- Ensures completion of the bi-annual contract with Coweta County Recreation Department.
- Initiating long range strategic and capital planning.
- Attending yearly meetings of league affiliation.
- Sign all contracts and other legal documents executed on behalf of the League or delegating such duties to other Executive members.
- President shall serve as an authorized signer on all bank accounts.
- President shall have the authority to approve the expenditure of funds for the general and routine operating expenses of the league.

The **Vice President of Divisions, Tournaments and Field Operations** - The Vice President of Divisions, Tournaments and Field Operations (Operations Officer) will have oversight of the front-line operations of the league, tournament activity, Select teams and oversight of the Age Group Divisional Director and Director of Facilities.

The Operations Officer's roles and responsibilities include but are not limited to:

- Assisting the President in his/her duties as required.



- Serve as Chair of the Operations Committee
- Overseeing satisfaction of all contracts and hiring's agreed upon by the League.
- Preparing or providing oversight to the League's playing schedule.
- Act as a liaison to other organizations and agencies for tournaments and Inter-league games
- Researching and organizing coach's certification programs and presenting identified opportunities to the board for approval.
- Coordinating all on field tryouts.
- Distributing trophies for the League.
- Organize pre and post season tournaments for the League.
- Contacting and procuring prioritized League teams for tournament host.
- Informing host teams of their tournament responsibilities.
- Creating tournament packet to be sent to all tournament teams.
- Attending yearly meetings of league affiliation with the league President and provide overview of such affiliation to the board.
- Submitting all financial transactions to the financial officer for Board approval prior to final purchase. This approval can be either written or verbal.

The Vice President of Registration/Marketing/Communications –The Vice President of Registration/Marketing/Communications (Information Officer) of the League will have oversight of the information and communication of the league and oversight of the Directors of Communications, Registration and Scheduling.

The Information Officer's roles and responsibilities include but are not limited to:

- Assisting the President in his/her duties as required.
- Serve as Chair of the Registration/Marketing/Communications Committee (Informatics).
- Keeping an accurate record of all regular and special Board meetings and cause same to be recorded in a minute book which shall be kept as a permanent record.
- Creating and assigning board monitoring duties as required.
- Distribute minutes of each meeting to all Board members within 48 hours after a meeting via email and at next Board meeting.
- Facilitate and coordinate all activities related to registration, to include uniform needs preparation and submittal to financial officer.



- Notifying all Board members of all scheduled meetings.
- Organizing and overseeing a sub-committee to review League Bylaws, Rules and procedures and submitting all changes to the board for approval.
- Attending yearly meetings of league affiliation with President and provide overview of any league affiliation rules changes for approval by board for implementation into league rules if accepted.
- Maintain oversight of the League website and ensure it remains up to date with pertinent information to serve the community regarding league information.
- Provide draft information of website updates to the board for approval prior to inclusion on the website.
- Provide Guidance and oversight for all scheduling activities

NOTE: In the absence of the Registration/Marketing/Communications Officer at any meeting, the President (or presiding officer) shall appoint another member of the Board to keep an accurate record (Minutes) of the meeting.

Financial Officer – Vice President – The Financial Officer will have oversight of all financial matters of the organization and have oversight of the Directors of Facilities, Materials and Fundraising.

The Financial Officers roles and responsibilities include but are not limited to:

- Serve as Chairman of the Finance Committee
- Assisting the President in his/her duties as required.
- Researching and procuring League insurance after researching three different providers.
- Procuring trophies for the League after researching three different providers and getting board approval prior to purchase.
- Providing Bi- Annual financial reports to the Board and other such reports deemed necessary by the Financial Officer and Board.
- Receiving and depositing in an account of the Sharpsburg Youth Baseball League at an FDIC League approved bank, all monies paid to it.
- Receiving and presenting all requests for contract expenses to the SYB Board
- Expenses in excess of \$500.00 will require Board approval before purchase



- Expenses in excess of \$1000.00 will require a majority approval from entire SYB Board before purchase
- Keeping an accurate record of disbursements and report to the Board at such time as the Board may direct.
- Disburse by check or debit card all sums as may be authorized by the Board.
- Issuing letters or verbal instructions to League creditors indicating who is authorized to purchase items for the League.
- Procuring an official audit at the end of the term of office and for the end of the year report.
- Issuing 1099 forms according to IRS laws.
- Reviewing and approving all financial transactions in excess of \$250.00 as deemed appropriate and fiscally prudent.

The Executive Board of the League shall, supervise the proper operation of the League, transact necessary business of the League between regular meetings of the League, approve plans of work, appoint League members to fill vacancies, properly account for all receipts and disbursements of the League, and if deemed necessary remove from office any League official or member whose conduct is not in the best interest of the League.

Section 2 The Board of Directors: The Board of Directors shall consist of the following positions. The roles and responsibilities described are not limited to only those items identified. All Board members are expected to fully participate and are subject to being assigned to other duties as deemed necessary by the Executive members.

These roles are designed to ensure the smooth operation, growth, and success of the League.

Sr. Director Fields and Grounds

Overall Responsibility: Oversees all aspects of field and grounds maintenance, development, and safety across all League facilities.

- Key Responsibilities:
 - Develop and implement long-term plans for field improvements and maintenance.
 - Manages budget allocation for fields and grounds.
 - Supervises the Director of Fields & Facilities and ensures adherence to safety standards.
 - Coordinates with local authorities and vendors for major projects.
 - Reports directly to the Executive Board on the status of facilities.
 - Coordinates with Age Group Divisional Director that fields are properly lined for



weekend play when games are played on Friday evenings prior to weekend play.

Director of Administration

Overall Responsibility: Manages the administrative operations of the League, ensuring efficient record-keeping, communication, and organizational flow.

- Key Responsibilities:
 - Maintains official League records, minutes of meetings, and historical documents.
 - Handles general correspondence and ensures timely communication within the Board and with League members.
 - Assists the Executive Board with administrative tasks and special projects.
 - Oversees compliance with League Bylaws and policies.
 - Assists the League Notary with Coaches and Volunteers background process.

Director of Age Groups

Overall Responsibility: Acts as the primary point of contact and advocate for specific age divisions within the League, ensuring appropriate development and competitive balance.

- Key Responsibilities:
 - Serves as a member on the Operations Committee.
 - Establishes a list of prospective managers for each spring and fall season.
 - Contacts and recruits managers for each spring and fall season.
 - Works with the Director of Fields & Facilities to ensure their field(s) are maintained in a safe and playable condition prior to and during all times in which the park is open for practice or games.
 - Promptly provides all relevant League information to managers.
 - Assists and attends all League registration events.
 - Attends and coordinates player tryouts by SYB procedures.
 - Attends Park Cleanup day.
 - Distributes league schedules to each manager.
 - Submits all financial transactions to the Financial Officer for Board approval prior to final purchase. This approval can be either written or verbal.

Director of Facilities (Structural and Concessions)

Overall Responsibility: Oversees the maintenance, improvement, and operation of all League structures (dugouts, press boxes, restrooms, bleachers, score boxes) and the concession stands.

- Key Responsibilities:
 - Serves as a member of the Finance Committee.
 - Maintains bleachers, score boxes, and other structural facilities in a safe and clean condition.
 - Manages structural repairs and improvements to League buildings.
 - Planning and coordinating all concession activities as agreed upon in the league



contract.

- Coordinating and facilitating special events as deemed necessary by the League President.
- Oversees the operation, staffing, inventory, and financial management of the concession stand(s).
- Ensures health and safety compliance for all facilities, including concessions.
- Submits all financial transactions to the Financial Officer for Board approval prior to final purchase. This approval can be either written or verbal.

Director of Fields & Grounds

Overall Responsibility: Manages the day-to-day maintenance and preparation of all baseball fields, surrounding grounds, and structural facilities (e.g., bleachers, score boxes).

- Key Responsibilities:
 - Serves as a member of the Finance Committee.
 - Maintains all fields in a safe, playable condition and maintains bleachers, score boxes, etc., in a safe and clean condition.
 - Schedules and oversees field preparation (mowing, raking, lining, watering).
 - Manages equipment inventory and maintenance for groundskeeping.
 - Ensures fields are safe and playable for practices and games.
 - Coordinates volunteer efforts for field work.
 - Coordinates all field workdays with the Director of Age Groups.
 - Coordinates with County officials regarding field conditions that require county action, in cooperation with the League President.
 - Coordinates with Sr. Director Fields and Grounds, League Scheduler and VP Operations concerning canceling games based on weather and field conditions.
 - Ensures all equipment used to perform field tasks are adequately maintained and available for use in field storage containers.
 - Submits all financial transactions to the Financial Officer for Board approval prior to final purchase. This approval can be either written or verbal.
 - Reports to the Sr. Director Fields and Grounds.

Director of Fundraising/Sponsorships/Events

Overall Responsibility: Leads efforts to secure financial resources for the League through fundraising initiatives, corporate sponsorships, and special events.

- Key Responsibilities:
 - Serves as a member of the Finance Committee.
 - Coordinates with current sponsors regarding continued League support.
 - Actively solicits new sponsors for the League.
 - Manages sponsorship agreements and ensures sponsor recognition.
 - Coordinates with all sponsors regarding signs, thank you letters.
 - Places sponsorship signs on fences.
 - Develops and executes fundraising campaigns (e.g., car washes, raffles, donation drives).
 - Identifies and cultivates relationships with potential corporate sponsors.



- Coordinating and facilitating special events as deemed necessary by the League.
- Plans and coordinates League events (e.g., opening day ceremonies, picture day, closing ceremonies).
 - Manages event logistics, volunteers, and budgets.
- Establishes fundraising activities to be approved by the Board.
- Coordinates and schedules League picture fundraiser.
- Sets up, organizes, and supports Braves Night Out fundraising event for the league.
- Provides a written detailed report to the Financial Officer for each fundraising event to include all invoices and receipts along with all monies associated with the fundraising event for audit prior to deposit in the league account.
- Submits all financial transactions to the Financial Officer for Board approval prior to final purchase. This approval can be either written or verbal.

Director of Marketing / Communications

Overall Responsibility: Manages all external and internal communications, promoting the League and ensuring effective information dissemination.

- Key Responsibilities:
 - Serves as a member of the Informatics Committee.
 - Develops and implements marketing strategies to attract new players and families.
 - Manages the League website, social media presence, and email communications.
 - Creates promotional materials, newsletters, and announcements.
 - Handles media relations and public inquiries, including press releases.
 - Establishes and assists with League Website as required.
 - Maintains all Social media outlets as required.
 - Submits all financial transactions to the Financial Officer for Board approval prior to final purchase. This approval can be either written or verbal.

Director of Materials, Distribution & League Logistics

Overall Responsibility: Manages the procurement, inventory, and distribution of all League equipment, uniforms, and supplies, ensuring smooth logistical operations.

- Key Responsibilities:
 - Serves as a member of the Finance Committee.
 - Orders and distributes uniforms, equipment (balls, bats, helmets, catcher's gear), and first-aid supplies.
 - Manages League inventory and storage facilities.
 - Coordinates equipment returns and maintenance.
 - Oversees logistical support for League events and activities.
 - Ensures all materials meet safety standards.
 - Obtains and submits three (3) bids for equipment as necessary to Board for final approval.
 - Coordinates with equipment supplier regarding ordering and procuring equipment.



- Distributes and accounts for all equipment given to team managers.
- Collects and accounts for all equipment returned by team managers.
- Facilitates and coordinates all activities related to registration, to include uniform needs preparation and submittal to the Financial Officer.
- Ensures adequate numbers of game baseballs are available in assigned locations throughout the season.
- Provides written periodic inventory of equipment needs during the season.
- Provides written yearly inventory and assessment of all League equipment.
- Provides the League Financial Officer with a bi-annual audit of inventory list identifying missing inventory by coach and broken inventory requiring replacement. This audit is to be completed prior to the start of the new Spring and Fall Season.
- Submits all financial transactions to the Financial Officer for Board approval prior to final purchase. This approval can be either written or verbal.

Director of Registration

Overall Responsibility: Manages the entire player registration process, from opening to closing, ensuring accuracy and compliance.

- Key Responsibilities:
 - Serves as a member of the Informatics Committee.
 - Sets up and manages the online registration system.
 - Communicates registration deadlines and requirements to families.
 - Coordinates the advertisement and public info with coaches and parents about registration.
 - Obtains location of registration.
 - Organizes registration process.
 - Processes registrations, collects fees, and manages refunds.
 - Assists with the collection of birth certificates, as needed, for all players.
 - Assists the Financial Officer of the League with the collection of registration fees as needed.
 - Maintains accurate player databases and rosters.
 - Provides registration reports to the Executive Board and other Directors as needed.
 - Submits all financial transactions to the Financial Officer for Board approval prior to final purchase. This approval can be either written or verbal.

Director of Scheduling 4U – 8U

Overall Responsibility: Develops and manages the game and practice schedules for the younger age divisions (4U-8U).

- Key Responsibilities:
 - Serves as a member on the Informatics Committee.
 - Creates balanced and fair schedules for all teams in the 4U-8U age groups.
 - Creates and facilitates all League Schedules, including practice schedules for the Travel teams and Rec teams within these age groups.



- Communicates schedules to teams and manages schedule changes/reschedules.
- Ensures adherence to League rules regarding game limits and practice times for these age groups.
- Distributes the practice schedules to the Director of Age Groups prior to opening day for their specific age range.
- Distributes league schedules to each manager within their age range.
- Distributes the League schedule to the County representative for their age range.
- Distributes all league schedule changes to all affected parties within their age range.
- Updates all changes to the game schedule on the League Website for their age range.
- Remains in contact with impacted coaches as necessary for the schedule changes within their age range.



Director of Scheduling 10U – 18U

Overall Responsibility: Develops and manages the game and practice schedules for the older age divisions (10U-18U).

- Key Responsibilities:
 - Serves as a member on the Informatics Committee.
 - Creates balanced and fair schedules for all teams in the 10U-18U age groups.
 - Creates and facilitates all League Schedules, including practice schedules for the Select teams and Rec teams within these age groups.
 - Communicates schedules to teams and manages schedule changes/reschedules.
 - Ensures adherence to League rules regarding game limits and practice times for these age groups, potentially including inter-league play.
 - Distributes the practice schedules to the Director of Age Groups prior to opening day for their specific age range.
 - Distributes league schedules to each manager within their age range.
 - Distributes the League schedule to the County representative for their age range.
 - Distributes all league schedule changes to all affected parties within their age range.
 - Updates all changes to the game schedule on the League Website for their age range.
 - Remains in contact with impacted coaches as necessary for the schedule changes within their age range.

Director of Travel Baseball

Overall Responsibility: Oversees all aspects of the League's travel baseball program, distinct from recreational League play.

- Key Responsibilities:
 - Establishes policies and guidelines for travel teams.
 - Manages travel team budgets, fees, and fundraising specific to travel.
 - Facilitates tournament registration and travel logistics.
 - Ensures compliance with external travel baseball organizations' rules and regulations.

Umpire in Charge – Non Board member / Partner

Overall Responsibility: Manages all aspects of umpiring and officiating for the League.

- Key Responsibilities:
 - Serves as a non-voting member of the board but can offer insight and guidance during scheduled meetings.
 - Schedules all umpires for League games played at Andrew Bailey.
 - Provides training for all League umpires.
 - Recruits League umpires as deemed necessary.
 - Reports to the Executive Board all issues concerning umpires.
 - Resolves any disputes regarding rules and interpretations.
 - Gathers and reports all incidents that occur during injuries, ejections, etc.



Section 4 The Sharpsburg Youth Baseball League Board: The Board is responsible for:

- Attending Board meetings.
- Assisting with registration, tryouts, draft, etc...
- Assisting in League sponsored tournaments.
- Assisting in League sponsored activities.
- Assisting other Board members with their duties, when needed.
- Obtaining Board approval for expenses.
- Assisting in league monitoring activities



Article VII

Registration Fees

Section 1 Registration Fees: The registration fees of the League will be established on a yearly basis by the Board. Fees are payable upon registration of a child, unless inability to pay, a payment plan, or special exception is approved by the Financial officer. No child shall be turned away from playing because of financial difficulties. Approval of “hardship” cases must be approved by the President and the Financial officer. Families receiving a “Hardship” registration must be in good standing with the league. Fees for active board members in good standing with the board shall be granted the equivalent of one registration fee for their service. Board members that are determined to by the board to be not fulfilling their duties shall have this grant of registration fee forfeited.

Article VIII

Representation

Section 1 Representation: A set of playing rules (local Rules) for the upcoming season shall be submitted to the Board for approval thirty days prior to the first League game. A set of local rules shall be available to each manager, provided they have attended the required coaches training certification.

Article IX

Committees

Section 1 Committees: Standing and special committees may be created by the Executive board members as deemed necessary to promote and conduct the work of the League. No committee action that obligates or binds the Board shall be undertaken without consent or authority of the Board.

Article X

Tournaments

Section 1 Tournaments: Any tournaments held at Andrew Bailey Fields and the distribution of profits must be authorized by the Board.



Article XI

Rules of Order

Section 1 Rules of Order: Procedures for the conduct of meeting not covered in these By-Laws shall be governed by Robert's Rules of Order where applicable.

Article XII Amendment and Waiver

Section 1 Amendment and Waiver: These By-Laws may be amended by the Board upon a two thirds majority vote. The By-Laws or any portion thereof may be waived by the Board upon a two thirds majority vote.

Article XIII

General Membership Meeting

Section 1 General Membership Meeting: There will be a general membership meeting held in the spring once registration is completed and teams have been established. The date, time, and place shall be determined by the board.

Article XVIII

Sharpsburg Youth Baseball Age Group Exemption Policy

Policy Statement: Sharpsburg Youth Baseball is committed to providing a safe and fair playing environment for all participants. Players are generally required to play within their age-specific division as determined by League rules and age cut-off dates. This policy outlines the strict conditions under which a player may be considered for an exemption to play down in a younger age group.

1. Eligibility for Age Group Exemption: A player may be considered for an exemption to play down in a younger age group only under the following circumstances:

- There must be a documented, severe, and ongoing medical illness or condition that, as certified by a licensed medical doctor, directly prohibits the player from safely or effectively participating in their age-specific division.
- The medical documentation must clearly state the nature of the illness/condition, its impact on the player's ability to participate in their age-appropriate division, and a professional medical opinion that playing in a younger age group is necessary for the player's health, safety, or continued participation in baseball.

2. Required Documentation: To apply for an age group exemption, the player's parent(s) or legal guardian(s) must submit the following to the Sharpsburg Youth Baseball Board of Directors:

- A formal written request detailing the reason for the exemption.



- A comprehensive letter or report from a licensed medical doctor (M.D. or D.O.) on official letterhead. This documentation must include:
 - The diagnosis of the illness or condition.
 - A clear explanation of how this illness or condition impairs the player's ability to participate in their age-appropriate division.
 - A specific recommendation for the player to participate in a younger age group, along with the medical rationale for such a recommendation.
 - The doctor's signature, date, and contact information.
- 3. Executive Board Approval: All requests for age group exemptions, along with the accompanying medical documentation, must be submitted to and receive explicit approval from the Sharpsburg Youth Baseball Executive Board. The Executive Board reserves the sole right to grant or deny any exemption request, and their decision shall be final. The Executive Board may consult with medical professionals or other experts as deemed necessary to evaluate the request. Approval of an exemption is not guaranteed and will be considered on a case-by-case basis, prioritizing the safety and well-being of the player and the competitive balance of the League.
- 4. Examples of Possible Medical Situations (Illustrative, Not Exhaustive): The following are examples of severe medical situations that *might* warrant consideration for an age group exemption, provided they are thoroughly documented by a medical professional as per Section 1 and 2:
 - Chronic Neurological Conditions: Such as severe epilepsy with frequent, unpredictable seizures that are exacerbated by high-impact activities, or other conditions significantly impacting motor skills or cognitive processing required for safe play at their age level.
 - Significant Cardiac Conditions: Documented heart conditions that severely limit exertion and require reduced physical demands, making participation in a higher-intensity age group unsafe.
 - Severe Orthopedic Impairments: Conditions like severe congenital limb differences, progressive muscular dystrophy, or significant, long-term recovery from major surgery (e.g., spinal fusion) that profoundly affect mobility, strength, and coordination necessary for their age group.
 - Developmental Delays (Medically Diagnosed): In cases where a medical diagnosis confirms a significant developmental delay that impacts physical coordination, reaction time, or understanding of complex play, making it unsafe or impractical for the player to compete with their chronological age group.
 - Immunocompromised States: Severe, chronic conditions requiring extensive medical treatment (e.g., chemotherapy, organ transplant recovery) that result in extreme fatigue, weakness, or a highly compromised immune system, making the physical



demands and potential exposure of their age group prohibitive.

Note: This policy is designed to address exceptional medical circumstances. It is not intended for minor injuries, temporary illnesses, or general developmental differences that are not medically diagnosed as prohibiting participation in the player's age-specific division. The League understands and empathizes with all requests for age group adjustments, even those that do not meet the strict medical criteria outlined in this policy.



Article XV
Fundraising/Sponsorship Financial Management
and Bank Account Policy

ARTICLE I. Purpose

Section 1.1. The purpose of this by-laws amendment is to establish the financial management framework for Sharpsburg Youth Baseball ("SYB") fundraising, including the opening of a separate account, expenditure approval procedures, reporting requirements, and distribution of funds in the event of dissolution.

ARTICLE II. Bank Accounts

Section 2.1. SYB shall maintain a dedicated bank account designated for fundraising/sponsorship income and expenses

Section 2.2. The Fundraising/Sponsorship Bank account shall have no fewer than two (2) authorized signers and no more than four (4). Authorized signers shall include the Treasurer/CFO, President, and up to two additional board members as approved by the Board of Directors.

Section 2.3. All expenditures in excess of five hundred dollars (\$500) shall require two signatures.

ARTICLE III. Account Management

Section 3.1. The Director of Fundraising/Sponsorship shall be responsible for maintaining accurate records of all receipts and disbursements.

Section 3.2. The Treasurer/CFO, President, and Director of Fundraising shall have full online banking access. View-only access may be provided to additional board members upon request.

Section 3.3. Routine expenditures under \$250 may be disbursed without prior board approval.

Section 3.4. Expenditures exceeding \$250 shall require prior approval of the Board of Directors by majority vote and must be documented in meeting minutes.

Section 3.5. All fundraising-related expenditures must align with a board-approved



fundraising budget.

ARTICLE IV. Reporting

Section 4.1. The Director of Fundraising/Sponsorship shall present a Fundraising Report at each board meeting

- (a) Fundraising income and expenses.
- (b) Sponsorship income and expenses.

Section 4.2. An Annual Financial Report shall be prepared at the close of each fiscal year. The report shall be distributed to the Board of Directors and made available to the general membership.

ARTICLE V. Oversight

Section 5.1. All bank statements for the fundraising income and expense account shall be reviewed monthly by both the Treasurer/CFO and the President.

Section 5.2. A financial review shall be conducted annually by two non-signing board members or by an outside accountant, as determined by the Executive Officers.

ARTICLE VI. Dissolution

Section 6.1. In the event that SYB ceases operations, all outstanding debts and obligations shall first be satisfied.

Section 6.2. Any remaining funds shall be distributed to a local nonprofit organization that supports youth sports or community recreation, as determined by a majority vote of the Board of Directors.

Section 6.3. Under no circumstances shall funds be distributed to individual board members, volunteers, or participants.

ARTICLE VII. Fund Distribution

Section 6.1. All uses of SYB fundraising funds shall require prior approval of the Board of Directors by majority vote.

Section 6.2. Proposals for the use of funds must be submitted in writing and shall include:



- (a) A description of the purpose of the expenditure.
- (b) Anticipated impact on the league or its players.

Section 6.3. Eligible purposes for the use of funds may include, but are not limited to:

- (a) Purchase of field equipment and maintenance supplies.
- (b) Facility renovations or improvements.
- (c) Scholarships or financial aid for players in need.
- (d) Programs, events, or initiatives that further the mission of SYB.

Section 6.4. All approved proposals shall be documented in the minutes of the meeting at which they are adopted.

ARTICLE VIII. Amendments

Section 7.1. This by-laws amendment may be amended by a two-thirds (2/3) majority vote of the Board of Directors, provided that written notice of the proposed amendment has been submitted at least seven (7) days prior to the vote.