

NEW LENOX BASEBALL ASSOCIATION TRAVEL BY-LAWS

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TRAVEL BASEBALL DIVISION POLICY AND PROCEDURE MANUAL

NEW LENOX BASEBALL ASSOCIATION

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**ORGANIZATION OBJECTIVES**

The objectives of the Travel Baseball Division shall be:

- To establish and promote a culture for the development player skills, team work, fair play, work ethic, sportsmanship, and sense of community.
- To field the most competitive teams possible through selection of the best available players for the purpose of representing NLBA in league play and tournament play.
- To provide the best coaching available
- To retain New Lenox players in our league for as long as possible

**DIVISION LEADERSHIP STRUCTURE**

Position Title	Reports To	Roles and Responsibilities
<b>Travel Baseball Vice President</b>	NLBA Executive Board	<ul style="list-style-type: none"> <li>• Book full-time travel tryouts, and assure schedule is given to Social Media and Communications directors.</li> <li>• Book and schedule allotted indoor facility practice time for full-time travel teams. If the league is in control of such spaces</li> <li>• Collect and pay all fees for teams that are using indoor and outdoor facility usage.</li> <li>• Recruit and establish qualified full-time travel team managers.</li> <li>• Assure all NLBA required safety, waiver, etc. paperwork for all managers is completed.</li> <li>• Ensure that full-time travel team managers are aware of and perform their assigned roles and responsibilities.</li> <li>• Establish, schedule, and lead a full-time travel meeting as required, but at least once a month, gathering full-time travel managers to communicate relevant news, concerns, issues, etc. This would also include administration of the</li> </ul>

Position Title	Reports To	Roles and Responsibilities
		<p>communication applications used by the coaches.</p> <ul style="list-style-type: none"> <li>• Coordinate with the Tournament Director to establish NLBA full-time travel tournaments.</li> <li>• Respond to full-time travel associated comments, questions, and concerns.</li> <li>• Collect NLBA team funding and disperse to the full-time travel team managers.</li> <li>• Coordinate the annual volunteer “Field Days” maintenance responsibilities.</li> </ul>
<p><b>Part Time Travel Baseball Coordinator</b></p>	<p>NLBA Executive Board</p>	<ul style="list-style-type: none"> <li>• Communicate with the Chicago Sunday league and get information to the part-time coaches for their seasons.</li> <li>• Book in-house evaluations / part-time travel tryouts.</li> <li>• Recruit and establish qualified part-time travel team managers.</li> <li>• Ensure that part-time travel team managers are aware of and perform their assigned roles and responsibilities.</li> <li>• Establish, schedule, and lead a part-time travel meeting as required, but at least once a month, gathering part-time travel managers to communicate relevant news, concerns, issues, etc.</li> <li>• Respond to part-time travel associated comments, questions, and concerns.</li> </ul>

Position Title	Reports To	Roles and Responsibilities
<b>Full Time Travel Managers</b>	Travel Baseball VP	<ul style="list-style-type: none"> <li>• Conduct a team try-out and select a team.</li> <li>• Establish and implement training plans to develop player skills.</li> <li>• Establish core team values promoting team work, fair play, work ethic, sportsmanship, and sense of community.</li> <li>• Set an example as a high character leader and display the core team values stated above.</li> <li>• Establish a team budget.</li> <li>• Collect NLBA funding from the Travel Baseball VP.</li> <li>• Collect fees from team members.</li> <li>• Establish practice, game, and tournament schedules.</li> <li>• Book practice and game facilities.</li> <li>• Pay all team fees to facilities, vendors, etc.</li> <li>• Perform basic maintenance of fields before and after use.</li> <li>• Participate in all NLBA field days, or assure that representatives are present</li> </ul>
<b>Part Time Travel Managers</b>	Part Time Travel Baseball Coordinator	<ul style="list-style-type: none"> <li>• Conduct a team try-out and select a team.</li> <li>• Establish and implement training plans to develop player skills.</li> <li>• Establish core team values promoting team work, fair play, work ethic, sportsmanship, and sense of community.</li> </ul>

Position Title	Reports To	Roles and Responsibilities
		<ul style="list-style-type: none"> <li>• Set an example as a high character leader and display the core team values stated above.</li> <li>• Establish a team budget.</li> <li>• Collect NLBA funding from the Part Time Travel Baseball Coordinator.</li> <li>• Collect fees from team members.</li> <li>• Establish practice, game, and tournament schedules.</li> <li>• Book practice and game facilities.</li> <li>• Pay all team fees to facilities, vendors, etc.</li> <li>• Enroll team in the Chicago Sunday Baseball League and attend mandatory League informational and scheduling meetings.</li> <li>• Communicate with in-house managers to establish pitching availability, practice and game schedules. Pitching and scheduling conflicts shall be resolved between the in-house and part-time managers. In cases of un-resolved conflict, priority shall be given to in-house team commitments.</li> <li>• Perform basic maintenance of fields before and after use.</li> <li>• Participate in all NLBA field days, or assure that representatives are present</li> </ul>

## NOMINATION AND SELECTION PROCESS

- **Vice President (VP)**  
The Travel Baseball VP is a member of the NLBA Executive Board. As such, they shall be nominated, elected, and perform executive board member duties in accordance with the NLBA Constitution.
  
- **Part Time Travel Baseball Coordinator**  
The Part Time Travel Baseball Coordinator is a member of the NLBA Executive Board. As such, they shall be nominated, elected, and perform executive board member duties in accordance with the NLBA Constitution. It is preferred that this role is filled by an experienced Part Time Travel Manager, who is still active as a Part Time Travel Manager.
  
- **Managers**  
To be considered as a Part-Time or Full-Time travel manager you must be nominated by an existing board member. Part-Time Travel Team Managers shall be nominated at the August NLBA Executive Board Meeting, and the selection vote shall be conducted at the September NLBA Executive Board Meeting. Full-Time Travel Team Managers shall be nominated at the May NLBA Executive Board Meeting, and the selection vote shall be conducted at the June NLBA Executive Board Meeting.

Nominees must be present for the June Board Meeting and September Board Meeting. As part of the selection process, prospective nominees will be called into the executive board meeting they will introduce themselves to the Executive Board, and answer any questions asked by the board. Nominees will then be asked to leave the room for board discussion prior to the voting.

The managerial voting will take place following the Executive and General Board meeting, the members responsible for this voting will be the following:

- Travel Baseball Vice President or Part Time Travel Coordinator
- Executive Board – President, Vice President, Treasurer and Secretary
- 2 Executive Board members chosen by the Travel Baseball Vice President, this must be rotated annually.

Once voting is completed the Travel Baseball Vice President will notify the nominees the result of the vote, and the elected Managers will officially accept their positions within 48 hours.

A majority vote from the Travel Committee is required for election as a manager, it is required to have 100% attendance for the vote to take place.

- In cases where there is only one nominee for a managerial opening, it will not guarantee the nominee the position. If a sole nominee does not carry a majority vote, the Travel Committee may elect to conduct a search for other nominees.
  
- In cases where there are more than two nominees and a single nominee does not carry a majority vote, the two nominees with the most votes shall be named as finalists and the board shall re-vote to determine the winner by majority.

Once elected, Managers will be required to seek election annually the manager will not need to be nominated, however the managers do have to attain the same majority vote from the travel election committee. Outside of the election period Managers may be deemed eligible for dismissal for conduct detrimental to NLBA, failure to comply with the Travel Division Rules herein, or failure to comply with any other code or policy of the NLBA. If a manager requests to step down from a team, priority for the new team will be given to the existing coaching staff and not require nomination, however they will still be required to seek election from Travel Committee. Any other candidates would have to go through standard nomination and voting process outlined above. Along with the manager election each team's color evaluation will be done annually based on performance, player retention, and other variables that can impact a team's ability to compete.

## TEAMS STRUCTURE

NLBA will sponsor one or more teams at each age level. Teams may be formed in accordance with the following table, as talent and resource availability justifies. The maximum number of teams specified in the table below shall not be exceeded.

		Maximum # of Teams	
		Full Time Travel Division	Part Time Travel Division
Age Division	7U	0	1
	8U	2	1
	9U	3	1
	10U	3	1
	11U	3	1
	12U	3	1
	13U	3	1
	14U	3	1

The first team formed at an age vision will be known as the New Lenox Rebels Black, the purpose of this team to form a high-level team to remain competitive at the AAA/Gold level and continue this growth from inception to a time when this team disbands.

The second team that is formed will be known as New Lenox Rebels Red, with the rule of forming one team per season at each age group this team will be the second team formed and will also strive to compete at a high level to remain competitive at the High AA/Silver or AAA/Gold level shall the talent pool allow.

The third team formed will be known as the New Lenox Rebels White. The goal of these players are to gain experience in travel baseball and work hard to become future Black or Red players. The goals of this manager is to assure the kids get reps to continue to develop beyond what in-house and part-time is able to offer.

Field time is to be evenly dispensed between the teams in each age division. No preferential treatment shall be given based on seniority or otherwise. However, it is the responsibility of each team's manager to request and coordinate field time with the NLBA Scheduler.

15U and 16U travel teams are exempt from restrictions on tryouts and team selection, roster limits, and league and tournament play in this document. These teams are at the high school level, and as such, form and compete on a different timeline (after the high school baseball season ends). However, 15U and 16U teams must still have players register with NLBA and submit rosters to the NLBA Registration Director, to ensure that these teams are insured by NLBA.

## TRYOUTS AND TEAM SELECTION

Players shall be evaluated and selected by the team managers. Managers' selections shall be final and are not subject to appeal.

Notice of tryouts shall be published a minimum of 4 weeks prior to the tryout date, this should be conducted no later than the second week of July and will be chosen by the league. There will be one unified tryout at each age, the Managers are responsible for establishing tryout dates in coordination with the Travel Baseball VP and Part Time Travel Coordinator, and the NLBA Scheduler. At a minimum, the notice of tryouts shall be posted on the NLBA website, Facebook and Twitter feeds. The notice of tryouts may be publicized by other means by the managers as well.

For priority the Black team will fill the roster first from this pool of tryout talent, followed by the Red team and then the White team. A team may have their roster left unfilled after those tryouts by choice of that manager.

Tryouts shall be open to all players who meet the applicable age category requirements or are younger. Age requirements shall be clearly indicated in the tryout notice.

There shall be a uniform tryout structure and evaluation forms used at all tryouts within each age and travel division. The basic framework shall be designed by the age managers in conjunction with the Travel VP.

It shall be a mandatory requirement for one independent evaluator present at all tryouts. The independent evaluator must be a current or past travel manager, or a current board member.

The independent evaluator(s) cannot be a person who may be part of the team after the tryouts (e.g. assistant coach, player parent, etc.). It is the responsibility of the managers to arrange for this evaluator.

### PART TIME TRAVEL TRYOUTS – ADDITIONAL REQUIREMENTS

For ages 7u and 8u, the tryout will be conducted at the league evaluation days in January and February.

For ages 9u through 14u the tryout will be conducted on the Third Weekend in October. The rainout date would be the following weekend if necessary.

Exact tryout times and space allocation shall be coordinated by the team managers with the Part Time Travel Baseball Coordinator and the NLBA "in-house" recreational division VPs.

**ROSTER REQUIREMENTS**

Each team shall have a minimum of 11 players on the roster at the time they are established each year. If teams lose players due to injury, etc., throughout the year, replacement is at the discretion of the team’s manager.

The Travel Baseball VP must approve rosters larger than 12 players. *Approval must be obtained from the VP before the manager makes roster offers to the additional players.*

Full Time Travel Team Managers are responsible for establishing the age cut-off requirements for their teams. The age cut-off for each team must be based on the tournaments and leagues the Manager will register the team for during the season.

Part Time Travel Team age cut-offs must align with the rules of the Chicagoland Sunday Baseball League.

No team shall be allowed to have more than 3 “out of district” players. Players outside of the district boundaries will be “grandfathered” in and no longer considered “out of district” per this rule, if they have played at least one season of “in-house” recreational division spring ball in NLBA. Fall ball season does not count towards this “grandfather” rule.

**TEAM FINANCES**

**NLBA PROVIDED FUNDING**

The following is a list of the monetary allocations provided to each team, by NLBA.

<b>Budget Line Item</b>	<b>Amount</b>	<b>Comments</b>
Uniforms	Equal to the cost of the current Pony level uniform, per player.	Monies are collected via NLBA registration fees and league sponsorships.
Gear		-(2) Boxes of game balls will be provided to each travel team -PT Teams receive an equipment bag from the equipment shed, allocated by the Equipment Director. -Monies are collected via NLBA registration fees and league sponsorships.
Umpires	12 Games	FT Teams only. Not included for PT because the player registration fee allocation is spent for in-house game umpires. -Monies are collected via NLBA registration fees and league sponsorships.

Budget Line Item	Amount	Comments
Fields	Practice and Game time allocated by the NLBA Scheduler	A portion of NLBA registration fees and league sponsorships is allocated to field maintenance, field improvements, and the maintenance of the associated equipment, structures, etc.
Insurance	Insured thru NLBA	<p>Players are insured under the NLBA policy. Players are required to be registered for the NLBA. FT Travel players register as such, and PT Travel players are registered via in-house registration.</p> <p>Proof of insurance is provided to managers for their use in leagues and tournaments, as required.</p>

#### TEAM PROVIDED FUNDING

The following is an example list of monetary allocations that need to be provided by the collection of additional fees from team members. It is the responsibility of each team's manager to establish and maintain the final budget allocations.

Budget Line Item	Amount	Comments
Uniforms	\$ BY MANAGER	To supplement NLBA provided funding (if desired)
Umpires	\$ BY MANAGER	To supplement NLBA provided funding (if desired)
Practice and Game Facilities	\$ BY MANAGER	To supplement the facilities provided by NLBA (if desired)
League Membership	\$ BY MANAGER	
Tournaments	\$ BY MANAGER	

#### FUNDRAISING

It is recommended, but not required, to participate in fundraising activities to assist player families with the cost of travel baseball.

In general, teams have the freedom to elect to participate and hold fundraising activities and events, at their discretion. Teams are allowed to run these activities and allocate funds received as a result of these activities, at their own discretion. It is recommended that activities in which the New Lenox Rebels organization (the team, e.g. NL Rebels 10U) is used as the "donee or recipient" of the funds, that money received should be allocated to the individuals on teams equally (i.e. "shaking the can").

Fundraisers must be compliant with all applicable laws and ordinances (i.e. gambling, alcohol, etc.). Fundraisers are often public events. Managers must ensure that their team and events represent NLBA in a positive and professional manner.

Managers should proactively communicate with families regarding fundraising activities: how funds will be allocated, requirements of players/families and results of fundraising activities, etc.

### SPONSORSHIPS

If a business or individual directly gives funds to be specifically allocated to one individual on a team, this is deemed to be a sponsorship. In this situation, the sponsor should directly provide the funds to the individual's family (not the team), and the family should then make payment to the team. A sponsorship is not considered a charitable contribution, and thus does not call for the issuing of a receipt from the team.

### ACCOUNTING REQUIREMENTS

Managers are required to establish a team bank account at the approved NLBA bank for team funds. Managers shall not co-mingle team and personal monies or accounts. Team bank accounts may be kept open year to year, but must be closed when a team is dissolved.

Managers must give the option to player families at the end of each season as to whether they would like to be paid their portion of any remaining funds, or leave the balance to credit towards the next season, if they are returning. Player families who will not be continuing with the team for the following season must receive all monies owed to them. A balance may be due to player families due to fundraising activities and/or the team running under budget for the season. A player family shall not be paid a portion of team funds that exceeds the total fees they have paid. For example, if the team had fundraisers and/or donations that raised money greater than the team's expended budget, families cannot be paid that balance to the point of a net profit. Those additional funds must remain with the team account.

All managers are required to maintain budgets. Managers are required to submit a preliminary budget to the Travel Baseball VP for review no later than the September NLBA Board Meeting, and a final budget which is the actual seasons expenditures no later than the July NLBA Board Meeting. Managers are not allowed to close bank accounts and/or issue refunds (if any) to players before final budget approval is received from the NLBA Treasurer and Travel Baseball VP.

Managers are also required to provide the families with preliminary and final budgets, at a minimum. It is also recommended that Managers issue updated budgets before the first game and mid-way through the season (i.e. after Memorial Day Tournament).

## UNIFORMS

- Black, Red, White, and Columbia Blue colors only.
- Red, White and Blue Patriotic Schemes (i.e. Stars and Stripes Logos) are allowed.
- The official “NL” Logo must be on the hat.
- Jersey must say “Rebels”, “New Lenox” or have the official “NL” logo.
- Official logos must be used on all team materials.
  - Local businesses routinely serve NLBA teams and have the logos at their disposal. Alternatively, managers may request logo files from NLBA, if required.
- Uniform proofs must be given to the Travel VP prior to any order taking place, you must give the Travel VP at least 2 weeks to approve the uniforms.
- Shall any of these not be met you will not receive league Uniform reimbursement fees.

## LEAGUES

Part Time Travel Teams must join the Chicagoland Sunday Baseball League (CLSUNBALL – <http://www.clsunball.com/>). This is a mandatory requirement.

It is recommended that Full time travel leagues join a travel baseball league, this is not a mandatory requirement, but it is recommended.

Team managers are responsible for league registration and paying associated fees from team funds.

## TOURNAMENTS

Full Time Travel Teams must play in the NLBA Memorial Day Classic Tournament. Entry to the tournament is free to all Rebels Full Time teams. In addition to the “free” entry for the Memorial Day tournament, it is mandatory that each team have at least (3) representatives (i.e. coaches or parents) to work (i.e. field set-up and prep, field maintenance, field cleanup, for the Memorial Day tournament. You will be responsible for giving a check for the entry fee in which it will be held until duties are performed.

Team managers are responsible for any tournament registration and paying associated fees from team funds.

## AMMENDMENTS

Amendments to this document can be made by the Executive Board which consists of the President, Vice President, Secretary and Treasurer, the Travel Baseball Director, and up to two parties appointed by the President. Any changes must be captured and approved with a majority vote of these parties.

## REFERENCES AND RELATED DOCUMENTS

- NEW LENOX BASEBALL ASSOCIATION (NLBA) CONSTITUTION