

Rodeo Baseball Association (RBA)

Bylaws & Rules



Approved: January 2024

Article I – NAME

This Organization shall be known as
RODEO BASEBALL ASSOCIATION (RBA) and herein referred to as “League”.

Article II – OBJECTIVES

- A. The objective of this league shall be to develop in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage, and reverence, so that they may be well adjusted, stronger, and happier, and grow to be good, healthy and trustworthy adults. The purpose of this league shall be to organize and supervise the playing of baseball and softball under specialized rules and regulations.
- B. The objectives will be achieved by providing supervised competitive baseball and softball games. The managers, coaches, umpires, board members and any other adults involved in the league in any capacity shall bear in mind that the winning of the game is secondary, and the molding of future adults is of prime importance.

Article III – GOVERNMENT

- A. This league shall be governed by the President and The Board of Directors.
- B. The Board of Directors shall be elected at the annual meeting before the start of the current season.

Article IV – STATEMENT of POLICY

- A. It shall be the policy of this league to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount, and all matters of policy shall be determined on that basis.
- B. No person who is a member of or who is employed by or who is in any way connected with this league shall receive any personal financial benefit beyond a reasonable value for services provided to the league. reasonable shall be defined as a fair bid and decided by majority vote of Board Members in attendance.
- C. All volunteer managers and coaches shall abide by the current Coaches Code of Ethics (See Appendix A).

- D. RODEO BASEBALL ASSOCIATION will only solicit and accept sponsorship of businesses that are consistent with the goals of the organization. It shall be the policy of the Organization to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with any of its programs.
- E. All Board Members, Managers, Coach, Team Parents, Parents, Players, Volunteers, and Spectators associated with Rodeo Baseball Association shall abide by the Zero Tolerance Policy (See Appendix A).

Article V – MEETINGS

- A. Robert's Rules of Order Revised (RROR) shall govern the proceedings of all meetings, except where RROR conflicts with the By-laws of this league.
- B. Rodeo Baseball Association shall hold scheduled meetings on the third (3rd) Monday of each month, unless otherwise announced or scheduled. There will be public notice of such.
- C. Additional meetings may be called by the President at any time or upon written request of at least three (3) members of the Board of Directors.
- D. Notice shall be given to the Board of Directors (2) days in advance for all additional meetings called unless a waiver or such notice is received.
- E. NO PROXY VOTING.
- F. Voting for the upcoming Board of Directors shall be voted for by show of hands.
- G. Reviews and Final action on personnel matters and disciplinary actions, shall be closed session by the Executive Committee appointed by the President. If a member of the Executive Committee is directly involved in a disciplinary matter his/her will be replaced by another appointed Board of Director, (President appointed). Voting will be by secret ballot and 2/3 of members.

Article VI – MEMBERSHIP

- A. Volunteer adult leaders, parents and/or guardians of players, team sponsors and other contributors, managers, coaches, umpires, committee members and Members of the Board of Directors are considered active members.

Article VII – BOARD OF DIRECTORS

- A. The members of the league as outlined in Article VIII shall elect the Board of Directors.
- B. The Board of Directors shall consist of the following positions: President, Vice President, Treasurer, Secretary, Operations Manager, Adult Softball Coordinator, Head Team Parent, Equipment Manager, Fund Raising Coordinator, Event Coordinator (Public Relations), Sponsorship Coordinator, Fields Manager, Asst. Fields Manager, Grant Writer, Snack Bar Manager, Asst. Snack Bar Manager, Umpire in Chief, Player Agent 14U, Player Agent 12U, Player Agent 10U, Player Agent 8U, Player Agent 6U. Duties are listed in Appendix B.
- C. Term of office shall be for one (1) year, August through September.
- D. The Board of Directors is authorized to do all things necessary, expedient, or appropriate to the accomplishment of any of the objects and purposes for which the league is formed.
- E. Members of the Board of Directors shall attend all scheduled meetings. If a member of the Board of Directors is absent from three (3) consecutive meetings, they shall lose their voting rights.
- F. If a board member loses their voting rights, said member can only have their voting rights reinstated by a 2/3 vote of the Board of Directors.
- G. Any Board member failing to do the duties of their office may be released or asked to resign from their position, and the vacancy filled by appointment and majority vote of the Board of Directors.

Article VIII – ELECTIONS

- A. The elections will be conducted as outlined in Robert's Rules of Order Revised.
- B. At a Board meeting prior to the general meeting at which elections will be held, the Board of Directors will select a Nomination Committee of a minimum of five (5) persons, including a Chairperson, to obtain officers for the following year. The role of this committee is to obtain names of potential officers for the following year, solicit nominations broadly, and determine eligibility of nominees.

- C. The Nomination Committee will report the nomination slate to the Board of Directors and general membership; these names will be read into the minutes.
- D. At this time the Chairperson of the Nomination Committee will take nominations from the floor.
- E. The nominating committee will verify that all nominees meet the requirements and qualifications outlined in Appendix B.

Article IX – FINANCIAL

- A. The treasurer shall report financial activities at each scheduled meeting to include balance, income and expenses.
- B. All funds obtained must be submitted to the Treasurer or designee for a deposit accompanied with RBA Deposit Form within 48 hours of the close of the event. Cash from snack bars, gates or other cash yielding event shall be counted by two (2) adults, one (1) being a member of the Board of Directors. Both parties shall sign an RBA Deposit Form.
- C. Reimbursements shall be requested by submitting a RBA Reimbursement Form with receipts attached. Reimbursement shall be approved by the Treasurer & Secretary.
- D. Post-season fund-raising activities that are specific for tournament teams shall be permitted; however those activities and any use of those funds must be Board approved.
- E. Solicitation of funds shall be for the treasury of the Organization and contributions specific to individuals or teams will be unacceptable.
- F. There shall be three (3) signatories from the Board of Directors on record for any banking accounts held by Rodeo Baseball Association. A minimum of two (2) signatures is required on all League checks and withdrawals, prior to disbursement. Two (2) of the signatories shall be the Treasurer and Secretary. The third signatory shall be appointed annually by the Board of Directors. None of the signatories shall be related by marriage, blood, domestic partnership, or other relations deemed by the Board of Directors.
- G. The annual budget shall be drafted by the Special Committee. Modification of the approved budget can be requested at the meeting. Approval and modification of the budget shall

be by majority vote of the Board of Directors.

- H. The Treasurer has authority to expend league funds up to approved budgeted operational expenses. All other expenditures will require Board approval prior to purchase.

Article X – SCHOLARSHIPS

- A. Scholarships are awarded based on financial and special circumstance needs.
- B. The minimum number of scholarship available will be determined annually. Once a minimum number is established for the year additional scholarships must be approved by majority vote of Board of Directors.
- C. Scholarship Committee will consist of the Executive Board, which will be the President, Vice President, Treasurer and Secretary.
- D. Recipients of scholarships must meet scholarship criteria.
- E. Scholarship Committee will review applications and notify all applicants upon completion of the committee's review.

Article XI – VOLUNTEERS

- A. **TEAM MANAGERS AND COACHES:** Shall be selected by Board of Directors. Managers and Coaches are required at all times to carry a valid California Driver's License or California Identification card along with automobile insurance when transporting players; and shall not transport players unless in an approved seat. The Manager shall at all times have a coach or team parent in or at the dugout; players are not allowed in dugouts unsupervised. All team managers are required to complete the coaches' clearance process.
- B. **TEAMPARENTS:** A volunteer representative from each team shall take charge of the team snack schedule, collection of money, or other activities as requested by the league. This volunteer must also have an approved volunteer application on file.
- C. **ALL VOLUNTEERS:** All managers, coaches, team parents and any volunteers associated with this league will complete or update an application form every year and shall be recommended by the President to the Board of Directors for approval. Managers shall be a minimum of 18 years of age; coaches shall be a minimum of 15 years of age with Board approval. Coaches and Managers shall attend classes that the Board of Directors

deem necessary. Only approved volunteers can be on the field due to insurance and liabilities and only approved volunteers can transport team players.

Article XII – AMENDMENTS

- A. These Bylaws shall become effective immediately upon their adoption.
- B. The power to amend, repeal, or adopt Bylaws is hereby delegated to the Board of Directors.
- C. Members of the Board of Directors will be notified of any proposed changes to this constitution ten (10) days prior to the meeting that the changes will be voted on. A 2/3 vote of the Board of Directors in attendance shall be required to pass any such amendments.
- D. Amendments to these By-laws will be made only during the off season, defined as before opening day and after the end of the pony sanctioned all-star tournament season.

APPENDIX A

CODE OF CONDUCT & ZERO TOLERANCE POLICY

“Participant” for the purpose of these policies is any person affiliated with Rodeo Baseball Association as in Board member, Coaches, Players, Parents, Siblings, and any other Person(s) related.

Code of Conduct/Zero Tolerance Policy

Youth sports are supposed to be fun for children! Unfortunately, many parents, fans and coaches don't realize that their actions, whether verbal or nonverbal, can have lasting emotional effect on children. Too many children are leaving sport activities because the fun is unfairly taken away by adults.

The Rodeo Baseball Association has adopted the following Code of Conduct because of its concern for good sportsmanship. All coaches, players and parents must abide by our "Code of Conduct". Violations of this code must be reported to the Rodeo Baseball Association Board of Directors. All reported violations of the "Code of Conduct" will be investigated and enforced as stated in the Rodeo Baseball Association "Zero Tolerance Policy".

Zero Tolerance Policy

Rodeo Baseball Association has agreed that there will be zero tolerance for fans, players, and coaches for misbehavior at all sporting events and practices. This includes but is not limited to booing, shouting at officials, or arguing any calls. Expressing any negative behavior or comments, threats or obscene gestures to players, coaches, spectators, or officials is also unacceptable.

Cheering in a positive fashion, for both sides, is highly encouraged. Rodeo Baseball Association is a recreational league with the children that play in our league as the primary emphasis. Many officials and coaches are volunteers, and we should all appreciate their efforts, and support them, setting good example for the children.

Any spectator, manager, coach, or player that does not behave appropriately, as stated in the Zero Tolerance Policy, will be asked to leave the sporting event according to the following steps:

1. A member of the Board of Directors will identify violators.
2. A member of the Board of Directors will confer with both coaches and may give a warning or ask the violator to leave.

If the decision is made for the violator to leave, play will not resume until he/ she has left the facility. If he/she refuses to leave, his/her team will forfeit, and the game will be over.

All violations must be reported to the Rodeo Baseball Association Board of Directors and all reports violations of the policy will be investigated and subject to disciplinary action in accordance with the "Zero Tolerance Policy; that could include, but is not limited to the following:

RODEO BASEBALL CODE OF CONDUCT & DISCIPLINARY POLICY

Level 1 action, which may lead to the suspension of the manager, coach, assistant coach, team mom, player, parent, spectator, or any member of RBA from participation in RBA activities, are listed below including length of suspension. There is no appeal of Level 1 Suspensions.

LEVEL 1 DISCIPLINARY ACTION

VIOLATION		DISCIPLINARY ACTION
1	Use of swearing or profanity of any nature or disparaging comments including but not limited to electronic communication	One Game Suspension (PENDING BOARD DECISION)
2	Use of abusive or vilifying language toward anyone on the ball field	One Game Suspension (PENDING BOARD DECISION)
3	Verbal abuse/heckle any players, coaches, fans or umpires directly or indirectly	One Game Suspension (PENDING BOARD DECISION)
4	Continuing any dispute after three minutes	Two Game Suspension (PENDING BOARD DECISION)
5	Willful disregard for John Swett Unified School District and/or Rodeo Baseball and/or Lefty Gomez Recreation and Park rules by parent, player, coaches, managers, assistant coaches, team mom, spectator, or any member of RBA	Two Game Suspension (PENDING BOARD DECISION)
6	Use of Alcohol, drugs, tobacco (including vaping)	Two Game Suspension (PENDING BOARD DECISION)
7	Ejection by Umpire	One to Two Game Suspension (PENDING BOARD DECISION)

Level 2 actions, which may lead to the suspension of manager, coach, assistant coach, team mom, player, parent, spectator or any member of RBA from participation in RBA activities, are listed below including length of suspension. Level 2 suspensions are reviewed by the Board of Directors of Rodeo Baseball and can be appealed to the executive Board. The Player Agent for the division in which the incident happened must notify the violator in writing of disciplinary action and the violator should be afforded a review hearing with the Rodeo Baseball Executive Board if the violator requests such hearing.

LEVEL 2 DISCIPLINARY ACTION

VIOLATION		DISCIPLINARY ACTION
8	Persistent misconduct after a caution	Four Game Suspension (PENDING BOARD DECISION)
9	Dangerous play to harm another player, parent, coach, assistant coach, manager, umpire, or any person involved with RBA.	Four Game Suspension (PENDING BOARD DECISION)
10	Second Offense – Any level 1 action	Four Game Suspension (PENDING BOARD DECISION)

Level 3 “Major” Actions which may lead to the suspension of manager, coach, assistant coach, team mom, player, parent, spectator or any member of RBA from participation in RBA activities for the remainder of the Season and or long-term suspensions. Level 2 suspensions are reviewed by the Board of Directors of Rodeo Baseball and can be appealed to the executive Board. The Player Agent for the division in which the incident happened must notify the violator in writing of disciplinary action and the violator should be afforded a review hearing with the Rodeo Baseball Executive Board if the violator requests such hearing.

LEVEL 3 DISCIPLINARY ACTION

VIOLATION		DISCIPLINARY ACTION
11	Any attempt to physically harm an umpire, coach, manager, player or anyone at an RBA event	Expulsion For Remainder of Season or a 30 Day Suspension (PENDING BOARD DECISION)
12	Any manager, coach, assistant coach, parent, guardian, player or other member willfully striking, or fighting with any other manager, coach, assistant coach, team mom, parent, guardian, player or other member at any League game or RBA function	Expulsion For Remainder of Season or a 30 Day Suspension (PENDING BOARD DECISION)
13	Causing physical harm to an opponent due to any act of violence	Expulsion For Remainder of Season or a 30 Day Suspension (PENDING BOARD DECISION)
14	Second Offense – Persistent misconduct after a caution	Expulsion For Remainder of Season or a 30 Day Suspension (PENDING BOARD DECISION)
15	Second Offense – Dangerous play/intent to harm another player	Expulsion For Remainder of Season or a 30 Day Suspension (PENDING BOARD DECISION)
16	Third Offense – Any level 1 action	Expulsion For Remainder of Season or a 30 Day Suspension (PENDING BOARD DECISION)
17	Any acts of vandalism to the ball field facilities or equipment	Expulsion For Remainder of Season or a 30 Day Suspension (PENDING BOARD DECISION)
17	Any willful disregard for Local ordinances that causes harm to any individual at the ball field	Expulsion For Remainder of Season or a 30 Day Suspension (PENDING BOARD DECISION)

**Rodeo Baseball Association
Coaches Code of Conduct**

1. I will place the emotional and physical well-being of my players ahead of a personal desire to win.

2. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

3. I will do my best to provide a safe playing situation for my players.

4. I will lead by example in demonstrating fair play and sportsmanship to all my players.

5. I will provide a sports environment for my team that is free of drugs, tobacco, alcohol and refrain from their use at all youth sports events.

6. I will remember that I am a youth sports coach, and that the game is for children, not adults.

Coaches Name (Printed)

Coaches Signature

Date

**Rodeo Baseball Association
Board of Directors Code of Conduct**

1. I will run youth sports for the children involved, not the adults

2. I will make sure I am knowledgeable in the area of youth sports administration

3. I will do my best to provide a safe playing situation for all participants.

4. I will provide support for coaches, officials and parents to provide and enjoyable experience for all.

5. I will require all parents, coaches and officials abide by our Code of Conducts and Zero Tolerance Policies.

6. I will provide a sports environment for all that is free of drugs, tobacco, alcohol and refrain from their use at all youth sports events.

7. I will keep informed about current issues involving youth sports programs.

BOD Name (Printed)

BOD Signature

Date

**Rodeo Baseball Association
Parents Code of Conduct**

1. I will encourage good sportsmanship by demonstrating positive Support for all players, coaches and officials at every game, practice or youth sports event.
2. I will place the emotional and physical well-being of my child ahead of my personal desire to win.
3. I will insist that my child play in a safe and healthy environment.
4. I will require that my child’s coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches Code of Ethics.
5. I will support coaches and officials working with my child, in order to Encourage a positive and enjoyable experience for all.
6. I will demand a sports environment for my child that is free from Drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
7. I will remember that the game is for youth – not adults.
8. I will do my very best to make youth sports fun for my child.
9. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
10. I will help my child enjoy the youth sports experience by being a respectful fan, assisting with coaching, or providing transportation.

Parent Name (Printed)

Parent Signature

Date

Rodeo Baseball Association's Zero Tolerance Policy

NO PARTICIPANT SHALL:

1. At anytime lay hand upon, shove, strike, or threaten: an official, coach, player, or spectator.

MINIMUM PENALTY: Immediate removal from the game or practice.

MAXIMUM PENALTY: Suspension from all RBA activities for one year and placed on probation the following year.

2. Refuse to abide by an official's decision.

MINIMUM PENALTY: Immediate removal from the game.

MAXIMUM PENALTY: Suspension from all RBA activities for one year and placed on probation the following year.

3. Use obscene gestures or objectionable demonstrations of dissent concerning an official's decision. The degree of the infraction of this principle of good sportsmanship shall, in the official's judgment, draw the following.

MINIMUM PENALTY: Immediate removal from the game.

MAXIMUM PENALTY: Suspension from all RBA activities for one year and placed on probation the following year.

4. Use abusive language or verbally attack another player, coach, official, or spectator.

MINIMUM PENALTY: Immediate removal from the game or practice.

MAXIMUM PENALTY: Suspension from all RBA activities for one year and placed on probation the following year.

5. Appear on the court or field of play under the influence of alcohol or drugs.

MINIMUM PENALTY: Immediate removal from game or practice. Suspension from two league games and placed on probation for the remainder of the season.

MAXIMUM PENALTY: Suspension from all RBA activities for one year and placed on probation the following year.

6. Smoke while on the field of play.

MINIMUM PENALTY: Suspension from two league games, placed on probation for the remainder of the season.

MAXIMUM PENALTY: Suspension from all RBA activities for one year and placed on probation the following year.

7. Fight, physically attack as an aggressor upon any player, coach, official, or spectator.

MINIMUM PENALTY: Immediate removal from the game or practice. Suspension from two league games, placed on probation for the remainder of the season.

MAXIMUM PENALTY: Suspension from all RBA activities for an indefinite period of time.

Parent Name (Printed)

Parent Signature

Date

APPENDIX B

BOARD OF DIRECTORS TITLES AND RESPONSIBILITIES:

The Board of Directors shall consist of up to (18) elected Directors and (2) may be appointed by the President of the Association with the advice and consent of the Board of Directors of the Association. The Executive Board Officers will establish and direct all non-officer positions and their duties.

2020 Board of Directors:

- President _____
- Vice President _____
- Secretary _____
- Treasurer _____
- Operations Manager _____
- Head Team Parent _____
- Fundraising coordinator _____
- Grant Writer _____
- Snack Bar Manager _____
- Assistant Snack Bar Manager _____
- Softball Coordinator _____
- Public Relations Manager _____
- Umpire in Chief _____
- Sponsorship Coordinator _____
- Equipment Manager _____
- Fields Manager _____
- Assistant Fields Manager _____
- Website Coordinator _____
- 14U (Pony) Player Agent _____
- 12U (Bronco) Player Agent _____
- 10U (Mustang) Player Agent _____
- 8U (Pinto) Player Agent _____
- 6U (Shetland) Player Agent _____

EXECUTIVE BOARD (E-BOARD) OF DIRECTORS RESPONSIBILITIES:

The Executive Board will be the governing body of the Rodeo Baseball Association and will operate within the constitution, by-laws, county regulations, laws, and other applicable policies to conduct the affairs of the association. A well-organized executive committee is important for the foundation of a youth baseball league. Most executive committee members exercise the authority of the Executive Board between meetings in the best interest of the league. This authority shall include the interpretations and enforcement of the league rules and policies, the imposing of penalties for rule infractions and other incidental matters not requiring Board action. The committee shall report all actions under the provisions of this authority at the next regularly scheduled meeting of the Executive Board. Positions and duties of the executive committee are defined below. The executive board will consist of: President, Vice President, Treasurer and Secretary. Unless otherwise noted, each duly elected executive committee member shall have authority to vote on matters brought before the Board.

BOARD OF DIRECTORS RESPONSIBILITIES:

The Board of Directors, elected from and by the adult members of the league, is responsible for the day-to-day operations of the league within the rules, regulations and policies of our league. This board does not have the authority to alter, suspend or change any of the rules, regulations or policies of Rodeo Baseball. The Board of Directors will consist of: Operations Manager, Head Team Parent, Fundraising Coordinator, Grant Writer, Snack Bar Manager, Assistant Snack Bar Manager, Softball Coordinator, Public Relations Manager, Umpire in Chief, Sponsorship Coordinator, Equipment Manager, Fields Manager, Assistant Fields Manager(s), Website Coordinator, 14U Player Agent, 12U Player Agent, 10U Player Agent, 8U Player Agent and 6U Player Agent.

PRESIDENT:

A voting position. The President shall preside at all meetings of the Board of Directors, shall serve as the Chief Executive Officer of the Organization and shall perform such other duties as are normally associated with the office of President.

Qualifications: One (1) year active membership or one (1) year service on the Board of Directors; Knowledge of how the League operates; and the willingness and time to serve and head the Board of Directors and committees set forth in this Constitution.

Reasonability: This position is part of the executive board. This position manages the following positions: Vice President, Treasurer, Secretary, Operations Manager, Public Relations Manager, Sponsorship Coordinator & Adult Softball Coordinator. This position also has indirect management responsibility for all other board positions.

Duties include:

- Overall responsibility is to ensure league business is completed in a timely manner to allow running of baseball and softball programs.
- Acts as Master of Ceremonies for all League Events (i.e. Opening Day Parade, Closing Day, etc.)
- Represents RBA at all outside organizational meetings (i.e. RMAC, Rodeo Chamber of Commerce Meetings, R10, Crockett Community Foundation, Pony Baseball, etc).
- Responsible for all external communications of league activities and business issues. Approves all external correspondence and advertising copy.
- Authorizes all official Pony Baseball or other league operations documents including Pony registration forms and Tournament affidavits
- Review meeting minutes at the conclusion of every board meeting for accuracy.
- Facilitates board meetings according to agenda and establishes meeting agenda.
- Responds to information inquiries from the public and delegates as necessary and in conjunction with the RBA Public Relations Manager.
- Chairs RBA League Executive Board

VICE PRESIDENT:

A voting position. The Vice President will oversee their respective divisions as pertains to baseball; shall otherwise carry out such duties and assignments as may be delegated to them by the President; and shall preside at meetings in the absence of the President.

Qualifications: One (1) year coach, manager, board member or active member; and their time and willingness to manage the divisions and fulfill the duties as assigned.

Reasonability: This position is part of the executive board and reports to the President. This position manages the following positions: Player Agent & Umpire in Chief.

Duties include:

- Initiates and coordinates interlock activity with other leagues as Board decides.
- Oversee sign-ups, tryouts, drafts, rosters, etc.
- Coordinate uniforms & order
- Arbitrator for League Grievance Procedures.
- Audit all RBA financial records at the end of each Fiscal Year. Vice President will not have any authorization to any league financial account.
- Head Division Player Agent
- Manages the player draft process.
- Responsible to oversee Player Agents to ensure Board decisions are being carried out.
- Functions as arbiter in case of disputes Player Agents can't handle.
- Review and approve master game schedule. Ensure master schedule meets League Interlock requirements. Provide a copy to all board members. Master schedule will not be disseminated down past the Division Player Agents.
- Ensures that the Umpire in Chief has aligned the umpire schedule with the master game schedule.
- Manages all-star selection process, including selection of managers, coaches, players and tournament commitments.
- Attend opening/closing day, tryouts/drafts, coaches meeting, coach/player clinics.

SECRETARY:

Avoting position. The Secretary shall have custody of the Constitution and By-laws; and all other records of this league; shall keep an accurate record of all the meetings and other activities of this league and of the Board of Directors; shall be responsible for all correspondence on behalf of this league, and shall transmit all records including financials into proper accounting software. The secretary will act on behalf of the treasurer in their absence. In the absence of the Secretary, the Vice President will make the changes in coordination with the Head Team Parent.

Qualifications: One (1) year board member or active member; The ability to take accurate meeting minutes at Board meetings and fulfill the duties as assigned.

Reasonability: This position is part of the executive board & reports to the President. This position manages the following positions: Head Team Parent, and Public Relations.

Duties include:

- Prepare minutes for each meeting to be distributed via e-mail prior to the next meeting.
- Maintain and create RBA Calendar.
- Create Meeting Schedules to be distributed to Board Members 1 week prior to meeting.
- Schedule locations for meetings. (I.e. Rodeo Senior Center, Snack Bar, etc.)
- Maintain RBA administrative files. (Files must be held in Snack Bar Filing)
- Maintain & update RBA accounting software.
- Prepare flyers for sign-ups and all events.
- Prepare annual sign-up flyer. Provide to RBA Public Relations to get approval from school districts for distribution.
- Prepare all Sign-Up and registration forms.

- Coordinate league sign-ups. Establish locations, dates and times of sign-ups. If possible, sign-ups should be scheduled around the 1st and 15th of the month.
- Organize and disseminate medical forms. Provide to Head Team Parent for dissemination to all team parents.
- Process all registration forms. Maintain database for all registrations, keeping information current. Database/Accounting software is to be updated within 48 hours after each sign-up.
- After the last scheduled sign-up date, all new sign-ups will be coordinated directly with the Head Team Parent.

SECRETARY CONTINUED...

- Shall maintain an up-to-date roster of all teams, to include name, age, phone number, address, and date of birth; these rosters will be coordinated with the division Vice President.
- File and maintain birth certificates. Solicit missing birth certificates through the Head Team Parent.
- Prepare and distribute, as needed, master sign-up / team rosters, tryout sheets, and draft lists 48 hours prior to the league's first try out date.
- Prepare team rosters after the completion of the league draft and provide a copy to all board members. Only the secretary can make changes to the master list.
- Maintain & update database within 48 hours for all financials.
- Attend opening/closing day, tryouts/drafts, coaches meeting, coach/player clinics.

TREASURER:

Avotingposition. The Treasurer oversees RBA's finances (RBA general account, snack bar account, adult softball, and any other accounts established by the league.) The Treasurer shall be responsible for sending accurate accounting of all financial documents to the Secretary to be input into RBA's accounting software. In the absence of the Treasurer, the Secretary will manage RBA's financials.

Qualifications: One (1) year coach, manager, board member or active member. *The ability to maintain accurate financial records of Rodeo Baseball Association.*

Reasonability: This position is part of the executive board & reports to the President. This position manages the following positions: Snack Bar Manager, Grant Writer, Sponsorship Coordinator & Fundraising/Event Coordinators.

Duties include:

- Receive, receipt, and deposit all funds with RBA's approved deposit slip collected by the association.
- Receive all bills of debts incurred by the association or on behalf of the association and disburse funds of the corporation per invoices, securing signatures of Secretary as required.
- Deposits monies with RBA's approved deposit slip (Signed by Treasurer & Secretary) and other valuable effects in the name and to the credit of the Organization in the established accounts.
- Maintains access to all passwords for bank accounts and online services (for example, PayPal), providing a copy of that information to the President and Secretary for confidential recordation.
- There must be 2 names listed on all bank accounts (Treasurer & Secretary)
- Solicits budget forecasts from all Board members to develop yearly budget. Budget forecasts need to be submitted by the end of January so we can approve at the February meeting.
- Works with Board members throughout the year on maintaining budget, reporting actuals, and staying within approved amounts.
- Initiates a board vote for any alterations or expenses to the budget over \$1000.
- Retains custody of the funds and securities of the Organization and keeps full and accurate accounts of all assets, liabilities, receipts and disbursements of the Organization in the books.
- Assist Secretary in maintaining a bookkeeping system, ensuring that regular and accurate bank reconciliations occur, and reporting any discrepancies immediately to the board. (QuickBooks Online)

TREASURER CONTINUED...

- Coordinate and make available the financial records of the association to any reasonable request for examination.
- Submit all financial records to Secretary for review.
- Receive all donations, keep track of donors, and send thank-you letters with the help of the Secretary as needed.
- Prepare annual financial report and other reports required by tax professionals, attorneys and the Internal Revenue Service.
 - IRS tax forms
 - State Franchise tax forms
 - Statement of Non-Profit Corporation
- Works with the Vice President, President, and any legal counsel to ensure maintenance of non-profit status.
- Apply & maintain RBA's liability insurance. (send copy to all Board members)
- Secures petty cash and prepares all game-day checks for officials.
- Receive all fees, dues, and other monies constituting the revenue of the association, which will be deposited in a manner as designated by the Board of Directors. All deposits of such funds will be conducted in a timely manner & must be signed by Treasurer and Secretary.
- Send all receipts, invoices, refunds, bank statements, etc. to Secretary to be input in accounting program monthly.
- Receive and review all financial statements submitted by teams and report such to the Board of Directors.
- Prepare a monthly report to the Board that includes; bank balance, budgets.
- Responsible for regular mailbox checks and timely distribution of mail to intended recipients.
- Attend opening/closing day, tryouts/drafts, coaches meeting, coach/player clinics.

OPERATIONS MANAGER:

A Voting Position. The Operations Manager oversees various departments, such as: Fields and Equipment. They also analyze and improve organizational processes, and work to improve quality, productivity and efficiency of our league.

Qualifications: Experience in management, operations, and leadership.

Reasonability: This position is not part of the executive board. This position reports to the President.

Duties include:

- Provide inspired leadership for the organization.
- Make important policy, planning, and strategy decisions.
- Develop, implement and review operational policies and procedures.
- Help promote and encourage high morale.
- Oversee, budgeting, reporting, planning and auditing.
- Work with the board of directors to determine values and mission, and plan for short- and long-term goal.
- Identify and address problems and opportunities for RBA.
- Build alliances and partnerships with other organizations.
- Attend opening/closing day, tryouts/drafts, coaches meeting, coach/player clinics.

HEAD TEAM PARENT:

A Voting Position. The Head Team Parent will act as the RBA Board's liaison to league parents. The Head Team Parent will instruct parents on the league's grievance procedure and policy. The Head Team Parent is responsible for the overall management of all volunteers for our concessions stands/special events operated by Rodeo Baseball Association. The Head Team Parent is responsible for leading the team parent meeting.

Qualifications: One (1) year coach, manager, board member or active member.

Reasonability: This position is not part of the executive board. This position reports to the Secretary.

Duties include:

- Assist League Secretary with annual league sign-ups / registration.
- Reports all late signups to the board for placement.
- Assists Secretary in obtaining birth certificates.
- Relays uniform issues to equipment manager and secretary.
- Schedule and plan a team parent initiation meeting to disseminate information and provide team parents information on their responsibilities.
- Coordinate with the Events Coordinator ensuring parent participation goals are met.
- Plan and schedule League Picture Day. To include coordinating with league approved vendor.
- Will disseminate information to all parents regarding Fundraising Events, Opening Day Parade, etc.
- Responsible for coordinating the Parent Snack Bar Schedule with the Snack Bar Manager.
- May assist with fundraising and other events as needed.
- May be assigned to a committee or any project in which needs help; and generally assigned to where help is needed.
- In charge of ordering all T-Shirt / Hoodie orders from board approved vendor.
- Attend opening/closing day, tryouts/drafts, coaches meeting, coach/player clinics.

FUNDRASING/EVENTS COORDINATOR:

A voting position. The Fundraising / Events Coordinator shall be responsible for the ways and means activities other than concessions, ensuring accountability for funds raised and the participation of all league players. Responsible for the planning, coordination, and execution of all special events and projects sponsored by this league, including any and all tournaments and may be assigned to any committee or any project where help is needed. At the end of the season provide a complete report to the Board of Directors; and may also have other duties as assigned by the President.

Qualifications: The ability to estimate the financial needs of the organization and plan appropriate fund-raising activities to meet those needs.

Reasonability: This position is not part of the executive board. This position reports to the Treasurer.

Duties include:

- Schedule / organize all Opening/Closing Day activities including:
Obtaining opening parade permit, coordination of roadblocks with the equipment manager, schedule guest speaker, band and flag ceremony.
- Organize and assign board duties for event support. Coordinate team lineup for parade procession. Supply information to Website Coordinator to post event news.
- Schedule / organize Rodeo Baseball Annual Hit-A-Thon activities including:
Mascot from A's or Giants, Jumpers and any other activities that's fun for the kids within the budget.
- Schedule / organize raffles, See's Candy, and other fundraising events.
- Research and present ideas to the Board of Directors for programs and events to promote Rodeo Baseball.
- Organize and oversee such programs and events, working in conjunction with the Sponsorship Coordinator as needed.
- Coordinate with the Head Team Parent for parent and team participation.
- Assist with League sign-ups.
- Obtaining permits as needed. Schedule the facility, caterer and entertainment. Price and obtain all decoration and party supplies.
- Attend opening/closing day, tryouts/drafts, coaches meeting, coach/player clinics.

GRANT WRITER:

A voting position. The Grant Writer submits grant applications on behalf of the Rodeo Baseball Association.

Qualifications: Must have excellent written communication skills and understand the needs of Rodeo Baseball and the need of the funding organization that is offering the grant money.

Reasonability: This position is not part of the executive board. This position reports to the Treasurer.

Duties include:

- Write, complete applications for Grants of \$1,000.00 or greater to outside organizations.
- Coordinate with various board members for grant application information.
- Potential grant sources are Crocket Community Foundation, RMAC, P66, Oakland Athletics, SF Giants, NY Yankees, Starbucks, and Dicks Sporting Goods.

SNACK BAR MANAGER:

A voting position. The Snack Bar Manager is responsible for the overall management of all concession stands operated by Rodeo Baseball Association and determining the volunteer needs of the RBA PP program.

Qualifications: Must be Serve Safe Certified.

Reasonability: This position is not part of the executive board. This position reports to the Treasurer.

Duties include:

- Provide a list of items needed for the concession stand.
- Weekly inventory orders for items.
- All receipts/payments must be submitted to Treasurer & Secretary within 24 hours.
- Weekly inventory count on board approved POS system.
- Send weekly reports to Treasurer and Secretary.
- Coordinate volunteers and staffing needs.
- Create a schedule for staff.
- Act as league contact for suppliers including Pepsi, Smart and Final, etc.
- Manages umpire fee payments and umpire reporting forms.
- Prepare a monthly report to the Board for the concession account.
- Prepare daily deposits for Treasurer and Secretary with board approved deposit slips.
- Attend team parent and provide a schedule with open time slots for volunteers.

ASSISTANT SNACK BAR MANAGER:

A voting position. The Assistant Snack Bar Manager is responsible for performing a variety of duties within the snack bar which may include completing customer transactions, cleaning the food or stock areas, assisting in the kitchen area, and maintaining inventory; performing all other responsibilities as directed by the Snack Bar Manager.

Qualifications: Must be Serve Safe Certified.

Reasonability: This position is not part of the executive board. This position reports to the Snack Bar Manager.

Duties include:

- Weekly inventory counts for orders.
- Help coordinate volunteers and staffing needs.
- Help with schedule and staffing.
- Cleans and stocks work area.
- Assists with a variety of kitchen-related functions as needed.
- Clean and sanitizes work station and equipment.
- Greets customers and takes food orders; provides information about menus; looks for opportunity to “upsell” products.
- Attend team parent and provide a schedule with open time slots for volunteers.

SOFTBALL COORDINATOR:

A Voting Position. The Softball Coordinator will oversee their respective divisions as pertains to softball; shall otherwise carry out such duties and assignments as may be delegated to them by the President.

Qualifications: One (1) year coach, manager, board member or active member; and the time and willingness to manage the divisions and fulfill the duties as assigned.

Reasonability: This position is not part of the executive board. This position reports to the President.

Duties include:

- Overseas signups, tryouts, drafts, rosters.
- Collect all league fees PRIOR to opening day & work with Treasurer & or Secretary to deposit funds into RBA bank account within 48 hours.
- Coordinate umpires.
- Help coordinate uniforms
- Schedule practice times/locations
- Oversee field prep.
- Monitor equipment needs/fields.
- Attend opening/closing day, tryouts/drafts, coaches meeting & coach/player clinics.
- Assist League Treasurer with USSSA reporting.

PUBLIC RELATIONS MANAGER:

A Voting Position. Oversees new player recruitment efforts; develops and maintains a league marketing plan focused on player recruitment and retention; oversees efforts to market new divisions of play and initiatives offered by the league; works with local media to promote the interests of RBA, and coordinates efforts to make RBA visible in the community year round.

Qualifications: To communicate effectively with Managers, Coaches, Parents, Players and Board Members.

Reasonability: This position is not part of the executive board. This position reports to the Secretary.

Duties include:

- Planning, developing and implementing PR strategies.
- Managing enquiries from media, individuals and other organizations.
- Researching, writing and distributing press releases to media, parents and board members.
- Planning publicity strategies and campaigns.
- Managing and sharing content with users on social media sites such as Instagram and Facebook.
- Speaking publicly at interviews, press conferences and presentations
- Attend opening/closing day, tryouts/drafts, coaches meeting, coach/player clinics.

UMPIRE IN CHIEF:

A Voting Position. The Umpire In Chief is responsible for the overall administration and coordination of all League umpires.

Qualifications: One (1) year coach, manager, board member or active member.

Reasonability: This position is not part of the executive board. This position reports to the Vice President.

Duties include:

- Provides Umpire Training.
- Schedules Umpires.
- Order and distribute training materials to all umpires, managers and coaches.
- Monitor the performance of League umpires.
- Coordinate umpire training clinics.
- Provide Rules clinic/umpire training for managers and coaches.

SPONSERSHIP COORDINATOR:

A Voting Position. The Sponsor Coordinator shall be responsible for soliciting league and team sponsors on a yearly basis, as well as being the central contact for all sponsors informing them of Opening Day, making sure they receive a game schedule of the team which they are sponsoring and keeping them informed of all special events held throughout the year.

Qualifications: One (1) year coach, manager, board member or active member.

Reasonability: This position is not part of the executive board. This position reports to the Treasurer.

Duties include:

- Solicit team and player sponsorships
- Work in conjunction with the President to establish a list of potential team sponsors and follow up with current and prospective sponsors as directed.
- Develop sponsor/league relationships.
- Communicate league events with sponsors.
- Distribute sponsor plaques.
- Attend opening/closing day.

EQUIPMENT MANAGER:

A Voting Position. Responsible for overseeing all equipment, uniform and trophy needs for the RBA.

Qualifications: Understanding of the equipment needs of all divisions in both Baseball and softball.

Reasonability: This position is not part of the executive board. This position reports to the President.

Duties include:

- Develop inventory and budget for all equipment
- Inventorying equipment at the beginning and ending of each season.
- Maintain electronic copy of inventory
- Discard broken or unusable equipment, develop list of required replacements for Board approval.
- Price and order replacement equipment.
- Check out equipment to managers.
- Price and purchase all balls for league and tournament use.
- Price, order and coordinate purchases and distribution of uniforms and trophies.

FIELDS MANAGER:

A Voting Position. The Field Manager shall be responsible for the overall condition of the playing fields, to insure safe playing conditions and that the necessary field equipment and supplies are available for use by the team managers during the season and at the end of the season provide a complete report to the Board of Directors.

Qualifications: Knowledge of the needs of playing and practice fields for both Baseball and Softball.

Reasonability: This position is not part of the executive board. This position reports to the President.

Duties include:

- Organize and schedule Field Clean Up days with Events Coordinator.
- Ensures that all fields are playable.
- Organize work crews for grant funded work.
- Ensure fields are prepped for tournaments and softball.
- Coordinates Sponsor Sign assembly, printing, hanging, etc.
- Coordinates field preparation training sessions for managers and coaches.
- Maintain and repair or arrange for repair of facilities (e.g. trailers, locks, fencing, etc).
- Price and purchase any necessary field equipment, with board approval, including chalk.
- Attend opening and closing day.

ASSISTANT FIELDS MANAGER:

A Voting Position. The Assistant Field Manager is responsible for performing all duties and responsibilities as directed by the Fields Manager.

Qualifications: Knowledge of the needs of playing and practice fields for both Baseball and Softball.

Reasonability: This position is not part of the executive board. This position reports to the Fields Manager.

Duties include:

- Help ensure that fields are playable.
- Assist in organizing Field Clean Up days.
- Help maintain and repair of facilities and fields.
- Assure that bathrooms are cleaned after all events.

WEBSITE COORDINATOR:

A voting position. The website coordinator is responsible for updating RBA's website and online calendar.

Qualifications: Must have some knowledge of basic website design.

Reasonability: This position is not part of the executive board. This position reports to the President.

Duties include:

- Manage content and flow of the league's website pages and information
- Manage RBA Calendar.
- Update website content based on requests from other Board members.
- Update website with new photos, events & important dates.

PLAYER AGENT 14U:

A Voting Position. The 14U Player Agent serves as the liaison between Board of Directors and coaches, parents and players for the Pony Division.

Qualifications: To communicate effectively with Managers, Coaches, Parents, Players and Board Members. You cannot have a child in the 14 and under division to hold this board position.

Reasonability: This position is not part of the executive board. This position reports to the President.

Duties include:

- Review and submit rule changes to the board prior to the beginning of any season.
- Bring complaints to Board and supervise the complaint through the grievance process.
- Participate in try-outs.
- Help coordinate player draft.
- Act as league's good will ambassador with interlocks for the 14 and under division.
- Handle team grievance / problems (including problems with parents, coaches, managers and players).
- Communicate Board info to managers and coaches.
- Supervise tournament / post season player selection process.

PLAYER AGENT 12U:

A Voting Position. The 12U Player Agent serves as the liaison between Board of Directors, coaches, parents and players for the Bronco Division.

Qualifications: To communicate effectively with Managers, Coaches, Parents, Players and Board Members. You cannot have a child in the 12 and under division to hold this board position.

Reasonability: This position is not part of the executive board. This position reports to the President.

Duties include:

- Review and submit rule changes to the board prior to the beginning of any season.
- Bring complaints to Board and supervise the complaint through the grievance process.
- Participate in try-outs.
- Help coordinate player draft.
- Act as league's good will ambassador with interlocks for the 12 and under division.
- Handle team grievance / problems (including problems with parents, coaches, managers and players).
- Communicate Board info to managers and coaches.
- Supervise tournament / post season player selection process.

PLAYER AGENT 10U:

A Voting Position. The 10U Player Agent serves as the liaison between Board of Directors, coaches, parents and players for the Mustang Division.

Qualifications: To communicate effectively with Managers, Coaches, Parents, Players and Board Members. You cannot have a child in the 10 and under division to hold this board position.

Reasonability: This position is not part of the executive board. This position reports to the President.

Duties include:

- Review and submit rule changes to the board prior to the beginning of any season.
- Bring complaints to Board and supervise the complaint through the grievance process.
- Participate in try-outs.
- Help coordinate player draft.
- Act as league's good will ambassador with interlocks for the 10 and under division.
- Handle team grievance / problems (including problems with parents, coaches, managers and players).
- Communicate Board info to managers and coaches.
- Supervise tournament / post season player selection process.

PLAYER AGENT 8U:

A Voting Position. The 8U Player Agent serves as the liaison between Board of Directors, coaches, parents and players for the Pinto Division.

Qualifications: To communicate effectively with Managers, Coaches, Parents, Players and Board Members. You cannot have a child in the 8 and under division to hold this board position.

Reasonability: This position is not part of the executive board. This position reports to the President.

Duties include:

- Review and submit rule changes to the board prior to the beginning of any season.
- Bring complaints to Board and supervise the complaint through the grievance process.
- Participate in try-outs.
- Help coordinate player draft.
- Act as league's good will ambassador with interlocks for the 8 and under division.
- Handle team grievance / problems (including problems with parents, coaches, managers and players).
- Communicate Board info to managers and coaches.
- Supervise tournament / post season player selection process.

PLAYER AGENT 6U:

A Voting Position. The 6U Player Agent serves as the liaison between Board of Directors, coaches, parents and players for the Shetland Division.

Qualifications: To communicate effectively with Managers, Coaches, Parents, Players and Board Members. You cannot have a child in the 6 and under division to hold this board position.

Reasonability: This position is not part of the executive board. This position reports to the President.

Duties include:

- Review and submit rule changes to the board prior to the beginning of any season.
- Bring complaints to Board and supervise the complaint through the grievance process.
- Participate in try-outs.
- Help coordinate player draft.
- Act as league's good will ambassador with interlocks for the 6 and under division.
- Handle team grievance / problems (including problems with parents, coaches, managers and players).
- Communicate Board info to managers and coaches.
- Supervise tournament / post season player selection process.