

West Cobb Baseball Association
Kennesaw Due West Road, West Cobb County
Kennesaw, Georgia
May 16, 2011
BY-LAWS

ARTICLE I – NAME

The name of this Association shall be the West Cobb Baseball Association.

ARTICLE II – OBJECTIVE

We, the interested citizens of the West Cobb Community, in order to promote ideas of good sportsmanship and team play do hereby establish these by-laws for the West Cobb Baseball Association.

ARTICLE III – MEMBERSHIP

All parents or legal guardians of current year fully registered participants shall automatically become members of the Association. There shall be no further dues or initiation fees associated with being a member of the Association. Membership shall expire on registration day of the following year.

ARTICLE IV – STRUCTURE OF ASSOCIATION

1. West Cobb Baseball Parents
2. President
3. Athletic Director
4. Secretary
5. Treasurer
6. Registrar
7. Equipment manager
8. Concession manager(s)
9. Recognition Director(s)
10. Field Director(s)
11. League Directors
12. Travel Director(s)
13. Manager/Coaches

ARTICLE V – MEETINGS

Meetings of the Association Board shall be designated meetings as announced by the President. Designated meetings can be called by a vote of the administration of the Association. Designated meetings can also be called by any five officials of the administration petitioning the President to call a meeting. Designated meetings can also be called by a petition from twenty-five percent (25%) of the qualified members of the Association Board. Board members should make every attempt to attend each and every board meeting. If a board member misses more that three meetings in a board year (August 1 to July 31) then the board member is subject to dismissal based on a board hearing and vote.

ARTICLE VI – ELECTIONS

Election notices will be distributed throughout the park at least two weeks prior to the scheduled Election Day (which is normally the last Saturday of April). Election of all Association officials shall be by the vote of qualified members at a designated location and date. Qualified members are defined as parents or guardians of participants in the Association. If a family has more than one child participating in the association, then the parent or guardian shall be allowed to cast one vote only. All new officials will be installed and assume the duties of their offices by August 1st of the current year. Vacancies to the elected Board positions shall be filled by a vote of the remaining elected Board Members. Eligibility for the office of President, Athletic Director,, Treasurer, Equipment Manager, and Concessions Manager requires a person be an active board member in good standing for at least one year.

ARTICLE VII – DUTIES

1. **President:** To schedule and conduct all official meetings. To represent West Cobb Baseball at all official functions and to act as liaison between WCBA and Cobb County Parks and Recreation. To execute all documents necessary to the operation of the park and program. To assign duties to insure prompt and efficient operation of the program. To act as coordinator of the Arbitration Committee, this consists of the President, Athletic Director, and respective League Coordinator. To ensure park coverage by board members. To make sure park has procured equipment, uniforms, and team trophies.
2. **Athletic Director:** To serve as an advisor and assistant to the President, and to act in his stead in his absence. To coordinate all practice activities and game schedule for league teams and travel teams to be approved by the Board of Directors. To assist in securing umpires for the upcoming baseball year. To administer the draft, all-star selection, and arbitration in conjunction with the League Coordinators. To secure and schedule official scorers and umpires for all applicable games.
3. **Secretary:** To record and present copies of all minutes to the Board. To be responsible for distribution of West Cobb Baseball information to the general public through articles and photographs in the local news media. To assist the President and Athletic Director as they deem appropriate.
4. **Treasurer:** To receive all funds, and to maintain a detailed record of all funds. To present for audit each calendar year all records and/or supporting documents. All monies shall be disbursed by check, signed by the Treasurer and for any amount over \$1,500 the President must cosign. All expenditures must be supported by an itemized receipt. To be responsible for all income and expenses associated with the park. To process all registrations and for mail pick up. Collect All Star forms from All Star coaches and deliver to Dizzy Dean, Inc.
5. **Registrar:** Responsible for registration mail out and updating database. Coordinates registration for each age group. Conduct marketing activities to increase park exposure prior to park registrations.
6. **Equipment Manager:** To maintain, receive, and distribute all baseball equipment to all league managers. To assist managers with equipment repairs as appropriate. Ensure outside equipment is properly maintained and is available for use. To maintain, inventory, and assure all equipment is returned and accounted for prior to each season end. To update inventory numbers to the Board of Directors as requested and supply detailed accounting by

December 1.

7. Concession Manager(s): To procure all materials necessary for concessions. Maintain and suggest food product choices and appropriate prices. Upon consensus of these choices, Board approval is required. To coordinate with Treasurer all expenditures prior to commitment. To assure all items are appropriately priced and displayed. To schedule adequate board coverage for the concession area at all times.
8. Recognition Directors: To be responsible for all public relations. To be responsible for planning, purchasing, and distribution of all fund raising items for the West Cobb Baseball Association. Fund raising activities will be approved by the Board prior to purchasing any fund raising items or materials. To be responsible for trophies, other awards, pictures and all sponsorships. To assist Registrar in registration process.
9. Field Director: To coordinate all fields are lined and properly prepared for games. Advises on field conditions and on getting fields ready for play. Coordinates with parks and recreation on field repairs, scoreboards, and lighting.
10. Travel Director: Coordinates all non-league tournaments at WCBA. Helps Athletic Director make sure umpires are arranged and are sanctioned. Coordinates with Athletic Director for scheduling and Field Director for field conditions. Ensure all tournament fees are paid and scorers are secured for tournaments. Coordinate with concession manager to handle work schedule. Coordinates all travel baseball for the park.
11. League Coordinator: To recruit managers/coaches with integrity for their individual leagues. This list should be presented to and approved by the Board of Directors prior to season start. With information from the registrar, contact players/parents from previous years to help maximize sign up for upcoming season. Plan, organize and execute Skills Test evaluation prior to the draft, this should include standardization of skills tests evaluation process and provide a final combined ranking for all players in the draft. Oversee team organization and communicate practice and game schedules to coaches. Maintain scores and results of all games played to be used in the event of tie breakers. Communicate to all coaches final results, seeding and schedules for the end of season tournament. For 13 and 14 year old leagues, establish a process of identifying coaching candidates for park all star teams as well as process for selecting players. For 13 and 14 year old leagues, make certain that Dizzy Dean forms are completed and returned by coaches for forwarding to Treasurer. Monitor, communicate and arbitrate disciplinary situation regarding coaches and players to the President and AD. Make certain all coaches complete End of Season Player evaluations prior to Wood Bat Tournament. Present trophies at the end of season and tournament Championship game. Assist Equipment Manager in the collection of all team equipment.
12. Managers/Coaches: All managers and coaches must consent to a personal background check. With a certificate of approval, they then must be approved by the Board of Directors. (Coaches can be voted on at a later Board meeting if they are not available at the meeting the Managers are voted on.) The manager/coach must show a positive attitude and show exemplary conduct on and off the field. The coach must strive to instill in each player with the ideas and values of good sportsmanship and fair play. Coaches will not use alcoholic beverages, narcotics, or tobacco of any kind on the field or in the dugout during games or practices. Loud, abusive, or profane language will not be accepted under any circumstances. Manager/Coaches shall agree prior to appointment or acceptance of this position full responsibility and acceptance of West Cobb Baseball By-Laws and Principles. All

managers/coaches will conduct a team meeting with parents prior to beginning practice, to discuss and inform the parents of the rules and by-laws. **Manager/coach is responsible for the conduct of the parents and the kids.**

ARTICLE VIII – PLAYER ELGIBILITY

Any person meeting the requirements as to age, residences, and/or established rules and regulations of the West Cobb Baseball Association, or such other organization of which West Cobb is a franchised member will be allowed to participate in local play. At registration, all registrants must certify their age by showing proof of age as allowed by using a certified birth certificate or such other document as is acceptable by park officials. The minimum age to begin competition is governed by the Association to which we are currently franchised. The Association does allow players to play up in these circumstances:

1. 14 year olds in the 9th grade have a choice of playing in the 14 year old league or play up in the 15 year old league since they are in high school.
2. 15 year olds in 10th grade may play in 15 year old league or in 16-18 year league
19 year olds can still play as long as still in high school but cannot pitch or catch

ARTICLE IX - DISSOLUTION

Upon dissolution of the Association, the Board of Directors shall, after paying or making provision for payment of all liabilities of the Association, including the costs and expenses of such dissolution, dispose of all the assets of the Corporation exclusively for the exempt purposes of the Association or distributed to an organization described in Section 501 (c)(3) or 170 (c)(2) of the Internal Revenue Code, 1986 or the corresponding provisions of any future federal law, as shall be selected by the last Board of Directors. None of the assets will be distributed to any officer or director of the Corporation. Any such assets so disposed of shall be disposed of by, and in the manner designated by, the state court having jurisdiction over the matter.

**West Cobb Baseball Association
Policies and Procedures
For
Criminal Background Checks
(Adopted May 16, 2011)**

For protection of the youth playing baseball at West Cobb Baseball in West Cobb County, and at Big Shanty Park on Kennesaw Due West Road, a criminal background check is mandatory for all Board Members, Managers, and Coaches. West Cobb Baseball "WCBA" is recognized as one organization playing at two separate locations due to space limitations.

A written authorization form allowing WCBA to order an individual criminal background check is required and it is the responsibility of the candidate for the respective coaching position or potential Board Member, the "Applicant", to fill out the background screening check form and return it as follows:

- If not already on file, Board Member's consent forms must be completed and returned to the WCBA President prior to the annual WCBA election held in April or May.
- Manager's consent forms must be completed and returned to the respective Coordinator prior to the draft. Coordinator must forward to President immediately.

Failure to provide a consent form for criminal background check form by the above listed deadlines will disqualify the applicant from consideration for their coaching or board position.

The Board of Directors shall appoint the President and Athletic Director to serve as the official committee charged with administering & reviewing all background check procedures. This committee will be responsible for transmitting the signed consent forms to the reporting agency. They shall also receive and review the results of the background check reports from the agency, and determine if any individual does not meet the WCBA minimum standards for coaches and Board Members using the following criteria as a guide:

Individual applicants shall be disqualified from positions as a Board Member, Manager or Coach if they were ever convicted of the following:

- Any crimes against children
- Any felony conviction involving violence/domestic violence
- Any sexual offense

Should any pending charges be uncovered, or should any of the above listed charges be brought against an Applicant during the Manager's/Coach's season or during the Board Member's term, the Applicant shall be suspended from serving as a representative of the West Cobb Baseball Association until such time as the charges have been cleared or dropped and he/she is reinstated by a majority vote of the Board of Directors.

In addition, Applicants shall be disqualified if they have been convicted of the following within the past seven (7) years:

- Any felony conviction
- Any crimes of moral turpitude, as determined by a majority vote of the full Board of Directors
- More than one criminal offense that is drug or alcohol related, or more than one driving while under the influence (DWI) conviction

The President and or Athletic Director shall notify the affected Applicant that a disqualifying entry was reported on the criminal background check and determine if they Applicant chooses to withdraw their name from consideration or request a review by the full Board of Directors of the respective park. If a review is requested, a “Special Meeting” of the Board of Directors will be called and the affected Applicant will be notified of the meeting date and time. The Board of Directors will review the disqualification to determine if any exception should be granted. A full written disclosure of the criminal background history may be made to the Board of Directors as part of the review process and the Applicant is encouraged to attend the special meeting and provide any additional information as he/she chooses. The decision by the Board of Directors shall be *final* and will be based on a majority vote of the Board Members in attendance at the special meeting. The Board of Directors is authorized to take this action pursuant to the By-Laws of the West Cobb Baseball Association and has the obligation to only approve volunteers of the highest moral character.

All information obtained in response to the criminal background check or disclosed in the review process shall be kept confidential and not disclosed or discussed outside of the review process. In the event the Applicant feels a mistake has been reported in their criminal background check, it is the Applicant’s responsibility to contact the reporting agency and resolve any issues. WCBA and its members are not responsible for errors or omissions that may be reported on background checks. The Background Check Committee of WCBA shall maintain all authorizations and records or reports in a confidential manner.

FINANCIAL POLICY

A. The Board shall decide all matters pertaining to the finances of The Association and as stated in these By Laws. All funds shall be placed in a common Treasury. The expenditure of all funds shall not give any team or individual an advantage over another. The Board will determine the funds allocated for each participant or team.

B. Contribution and/or gifts of any type not sanctioned by the Board to individuals or teams shall not be allowed. Any and all contributions and the solicitation of the same shall be for The Association as a whole and may not be done without prior approval from the Board.

C. Organization checks will only be written for expenses that have prior written approval of the President or Athletic Director and the Treasurer per section E below. Checks written to the order of any Board Member must be approved and cosigned by the Treasurer, and President or Athletic Director. None of these persons may be from the same family. In addition, checks written for greater than \$1,500.00 must bear the signature of the Treasurer and President.

D. Since membership in The Association is not based on the ability to pay, request for hardship may be submitted to the President by any Board Member and a determination of fees (if any) shall be made and presented to the Board for approval. The Board will not be informed of the names unless absolutely necessary and will be kept abreast of the number of hardships.

E. Expenses greater than \$100.00 but less than \$500.00 must be approved by the President or Athletic Director and the Treasurer. Expenses exceeding \$500.00, not in the ordinary course of running the business of the concession stand must be submitted to the President and Treasurer for review and then presented to the Board for final approval. The approval process can be conducted at the monthly Board meetings or electronically with e-mail. (All e-mail records must be then presented at the next Board meeting for review and entered into the minutes.) The organization may not enter into agreements with Board Members or companies that are owned by Board Members or their families for services. Any exception to this Bylaw would require Board approval and three (3) competitive bids.