

BY LAWS AND POLICIES OF THE HICKSVILLE BASEBALL ASSOCIATION REVISED 2005

I. GOVERNING BODY OF HICKSVILLE BASEBALL ASSOCIATION

The Hicksville Baseball Association shall also be referred to as HBA, Hicksville Baseball Assoc., or Hicksville National in this document.

The Executive Cabinet of the Hicksville Baseball Assoc. will consist of the President, aka, Commissioner, Vice Presidents, aka, President of the Boy's Division, and President of the Girl's Division. Each member of the Executive Cabinet will be authorized to spend up to one hundred dollars (\$100) for operating and/or start up expenses.

The Executive Council of the Hicksville Baseball Assoc. will consist of the Commissioner, President of the Boy's Division, President of the Girl's Division, and four trustees (Junior, Continuing, Senior, and Executive).

The Board of Directors will consist of all Officers and Directors

A. MEMBERSHIP

Executive Council

- a. Commissioner
- b. President of Boy's Division
- c. President of Girl's Division

The above members will serve a two year term. They will be voted in by the general membership. They can serve more than one term. Due to the responsibility and commitment involved, to be eligible to be a member of the Executive Council, one must have been an active member of the Executive Board for a minimum of three years immediately preceding the election.

d. Trustees

1. Executive Trustee – serving their fourth year in office. Chairperson of the Trustees
2. Senior Trustee – serving their third year in office.
3. Continuing Trustee – serving their second year in office.
4. Junior Trustee – serving their first year in office.

The Trustees shall be elected by the general membership to serve a term of four years. One Trustee shall be elected each year with the other three continuing in office. The four trustees will hold rank according to the date of their election to that position. Due to the responsibility and commitment involved, to be eligible to be a member of the Executive Council, one must have been an active member of the Executive Board for a minimum of three years immediately preceding the election.

e. Officers

1. Treasurer
2. Secretary

The Officers shall be elected by the general membership to serve a term of two years.

f. Directors

The Directors shall be elected by the general membership for a term of one year. A Director may serve two or more terms.

The chain of command will be the Commissioner, either the President of the Boys or the President of the Girls, and the four Trustees in seniority order. In the event that none of the above is present, the League Director with the most seniority on the Board of Directors will make any necessary decisions at the playing fields.

Should an unexpired term become vacant, any appointment made by the Commissioner and the Division Presidents, must be approved by the Board of Directors. Should an Executive Council position become vacant and there are no qualified board members interested in filling the position, a person may be appointed, with the board's approval, as an "interim" until the next election.

The Directors:

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| 1. Concessions | 12. Clinics and Basics |
| 2. Fields and Grounds | 13. Boys Seniors |
| 3. Equipment | 14. Boys Majors |
| 4. Umpires | 15. Boys Minors |
| 5. Player Representative | 16. Boys Farms |
| 6. Tournaments | 17. Boys Instructional |
| 7. Scheduling | 18. Girls Seniors |
| 8. Sponsors/Pictures/Trophies/Fundraising | 19. Girls Majors |
| 9. Social Events and Recruiting | 20. Girls Minors |
| 10. Information and Safety | 21. Girls Intermediate |
| 11. Challenger Division | 22. Travel |

B. DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

As the Hicksville Baseball Association, Inc., the Board of Directors is primarily responsible for seeing that the Assoc. fulfills its objectives. The main duties and responsibilities of the Board of Directors are as follows:

1. Uphold the constitution of the Hicksville Baseball Assoc.
2. Determine, set, and execute the general policies of the Hicksville Baseball Assoc.
3. Review, and approve or disapprove any nomination to the Board of Directors.
4. Screen, and approve or disapprove all candidates recommended by the League.
5. Review, and approve or disapprove individual division policies submitted by each Director.
6. Act as a decision board on any recommendation made by any committee as set forth in the constitution.

C. LIMITATIONS OF THE BOARD OF DIRECTORS

1. A member of the Board of Directors may not hold more than one position.
2. No member of the Board of Directors will be allowed to manage without the approval of the Board. **No Director can manage in his/her respective division.** Members of the Board of Director may select the team for their sons and/or daughters, prior to the draft. However, no more than two (2) directors' children can be members of the same team. If a conflict arises, selection shall be by seniority on the Board of Directors. In any event, the Division President will have final say in these matters.
3. By the sixth month of the Board's calendar year, a director must attend 50% of "all" the meetings in order to be eligible for director's choice.

D. MEETINGS OF THE BOARD OF DIRECTORS

1. The Board of Directors will meet at least once a month, usually on the second Thursday.
2. The second Wednesday will be an "executive" meeting. It will be used for Division meetings, emergency board meetings, etc. This meeting is not open to the public.
3. The fourth Wednesday of the month will be an open meeting. It will include the Commissioner's report, trustees' report, Treasurer's report, etc. This meeting is open to the public.

It is every board member's responsibility and duty to show a presence at the fields, not just at your child's game, but at different times during the week. It is also your responsibility to open, or lock up, the shed on your designated days.

II. THE EXECUTIVE BOARD: THEIR DUTIES AND RESPONSIBILITIES

1. COMMISSIONER
 - A. Apply for and maintain the charters and franchises for Hicksville Baseball Association.
 - B. Obtain insurance coverage for members and players of the Association, as well as bondage coverage for the executive board of the Association.
 - C. Call and preside over Board of Director and General Meetings.
 - D. Execute all decisions reached by majority vote, by the Board of Directors, providing a quorum was present.
 - E. Appoint someone to an "interim" board position until the next board meeting. A majority vote is needed to permanently fill the position.
 - F. Appoint members of the Association to chair committees.
 - G. Ensure that every member of the Association serving in a supervisory capacity is fulfilling their responsibilities.
 - H. Present an annual budget to the general membership at the March meeting, for approval.
 - I. Chair the protest committee.

- J. Obtain and maintain the building permits from the Town of Oyster Bay Parks Commission.
- K. Obtain and maintain permits for all the playing fields used by the Association.

2. DIVISION PRESIDENTS: BOYS AND GIRLS

- A. Assist the commissioner in the operation of the Association.
- B. Be responsible for the smooth operation of their respective division.
- C. Supervise and advise the Directors of those divisions.
- D. In the commissioner's absence, preside over any meeting, based on seniority.
- E. Be responsible for the fair and balanced selection of teams.
- F. Be responsible for the fair selection of tournament and all star teams.

3. TRUSTEES

- A. Assist the Commissioner, League Presidents, or any other member of the Association, with any problems or concerns.
- B. Review operational procedures and make suggestions for improvement.
- C. Check and audit the Treasurer's books at each regularly scheduled meeting.
- D. Check and audit the Director of Concession's books on regularly scheduled basis.
- E. Ensure that each member of the Executive Council, as well as the entire Board of Directors, is fulfilling their responsibilities.
- F. Set up impeachment proceedings against the Commissioner and/or League Presidents whose activities, they believe, are detrimental to the Hicksville Baseball Association. The action should follow those outlined in "Robert's Rules of Order".
- G. A minimum of one Trustee must be present at any and all team drafts.
- H. Senior and Continuing Trustees will be directly responsible for the smooth operation of:
 - 1. Director of Player Personnel
 - 2. Director of Scheduling
 - 3. Director of Umpires
- I. Executive and Junior Trustees will be directly responsible for the smooth operation of:
 - 1. Director of Fields and Grounds
 - 2. Director of Equipment
 - 3. Director of Tournaments
 - 4. Chair the Nominating Committee (Executive Trustee)
 - 5. Regularly audit the treasurer's report.

4. TREASURER

- A. Account for all monies, both income and expenditures, of the Association.
- B. Pay, with the Executive Board's approval, all expenses that are supported by proper documentation (bills, invoices, etc.).
- C. Maintain a file containing all receipts.

D. Present monthly Budgetary Reports at the open meetings.

5. SECRETARY

- A. Take the minutes at all Board of Directors meetings.
- B. Take the minutes at all open meetings.
- C. Read the minutes from the previous meeting, for the Board's approval, and make any necessary changes.
- D. Keep official attendance records.
- E. Maintain a record of the membership of the Association.
- F. Notify all Board members, as well as the general membership, of any meeting changes.
- G. Obtain and file any permits needed for the use of meeting rooms, as well as social events.
- H. At the end of each year, add any policy or Constitutional changes.
- I. Write and mail newsletters to the general membership as well as local papers.

6. DIRECTOR OF INFORMATION AND SAFETY

- A. Maintain a web site for the Association.
- B. Make sure that all grounds of the Association are up to safety codes of Little League.
- C. Distribute and collect, to the division directors, the volunteer application.
No one will be allowed to manage or coach before submitting this application.

7. LEAGUE DIRECTORS

- A. Be accountable for the proper and smooth functioning of their respective division.
- B. Submit, in February, for the Board's approval, a division policy.
- C. See that the rules and policies of Little League, Hicksville Baseball Assoc., and division policies are upheld and enforced.
- D. Recommend, for the Board's approval, their selections for team managers.
- E. Supervise and oversee the draft (selection of players) of their respective divisions.
- F. Supervise and oversee the selection of an all star team(s).
- G. Select, with Board's approval, a manager and coaches for the all star team(s).
- H. Supervise, with the Director of Equipment, the issuance and collection of all uniforms and equipment.
- I. Maintain standings in their applicable divisions.
- J. Act as an intermediary between the protest committee and all parties involved in a (n) (alleged) protest and see that the final decision is carried out.
- K. Maintain a current and complete roster of all teams in their division.
- L. See that any accident (practice or games) is properly handled and that the proper forms for insurance are completed. Both the Board of Directors and parent (guardian) must be notified as soon as possible.
- M. Maintain, in conjunction with the Director of Fields and Grounds, the playing fields. The Director of Fields and Grounds will have the final say as to the safety and playability of the fields. In the absence of the Director of Fields and Grounds, the highest ranking Executive Board member present will make the decision.
- N. Notify the managers and the Director of Umpires of game cancellations.

- O. At the end of the season, collect rating cards from each manager and forward these cards to the Player Representative.
 - P. Make sure each manager is giving each child equal playing time as well as addressing the concerns of any parent.
 - Q. Show a presence at the fields, in particular, games in your division.
8. DIRECTOR OF CONCESSIONS
- A. Purchase and supervise the purchasing of concession materials and the selling of the same.
 - B. Maintain a monthly profit and/or loss statement and submit it to the Treasurer and Trustees, for the Board's approval.
9. DIRECTOR OF FIELDS AND GROUNDS
- A. Supervise and/or direct the daily maintenance care of the playing fields
 - B. Maintain the permits for all playing fields used by the Assoc.
 - C. Act as a liaison between the Town of Oyster Bay's Parks Commission and the Association; and between the School District (UFSD#17), concerning the playing conditions of the fields used by the Association.
10. DIRECTOR OF EQUIPMENT
- A. Purchase, with the Board's approval, all and any equipment needed for the proper functioning of the Association.
 - B. Maintain, distribute, and at season's end, supervise the collection and storage of all equipment and uniforms belonging to the Association.
11. DIRECTOR OF UMPIRES
- A. Be familiar with the annual edition of the Official Baseball and Softball Rules and Regulations.
 - B. Be familiar with the rules and regulations of the Hicksville Baseball Association.
 - C. Train and supervise the umpires.
 - D. Submit an umpire policy for the Board's approval.
 - E. Schedule all umpire's games and post said schedules at the shed.
 - F. Maintain a list of all umpires and their telephone numbers. This list should also be posted at the shed and given to the Commissioner and Division Presidents.
 - G. Be a member of a protest committee, provided a family member is not involved.
 - H. Provide umpire cards.
 - I. See that any umpire involved in a protest submits a full report to the protest committee.
 - J. The Director of Umpires may umpire games.
12. PLAYER REPRESENTATIVE
- A. Annually update the registration form and prepare all mailings for registration.
 - B. Plan the dates and coordinate registrations.
 - C. Control the registration by grouping players by age, division, and the number of teams.
 - D. Form, in conjunction with the division director and team managers, teams that have an equitable distribution of talent.

- E. Maintain a waiting list of late registrants and, in conjunction with the League Director, assign them to teams as openings become available, provided a balance of talent is maintained.
 - F. File the rating cards received from the League Directors at the conclusion of the playing season.
 - G. Report to the Executive Board and the general membership the monthly status of all active registrants in the Association.
 - H. Maintain, and provide to Commissioner, Division Presidents, and Division Director, a complete roster of all teams in their respective divisions. The roster must include: a) team number and division; b) manager and coaches name, address, and telephone number; c) players name, address, telephone number, birth dates; d) registration.
 - I. Submit, by May 10th, a complete roster of all teams to Williamsport, Pa.
13. DIRECTOR OF TOURNAMENTS
- A. Obtain approval from Little League to host the Mid Island Tournament. The participants in the tournament must be Little League sanctioned, and carry the appropriate insurance.
 - B. Attend all official pre-tournament meetings with league directors.
 - C. Register all teams involved and make sure all the necessary forms, rosters, birth certificates, etc., are completed properly.
 - D. Make sure payment has been received before any schedules are released.
 - E. Develop a schedule of games for the tournament.
14. DIRECTOR OF SCHEDULING
- A. Develop a schedule for the regular season.
 - B. Develop a schedule for the playoffs.
 - C. Maintain and update the schedules throughout the season. Only the Director of Scheduling may reschedule a game.
 - D. Notify the Director of Umpires, Director of Concession, and respective Division Directors of any and all changes.
 - E. Work with the Director of Tournaments in scheduling games for the Mid Island Tournament.
15. DIRECTOR OF SPONSORS AND PICTURES
- A. Hiring, with the Board's approval, a photographer to take team pictures.
 - B. Notify the managers of their picture day and time.
 - C. Take pictures on opening day and any other social event and releasing them to the local newspapers.
 - D. Obtain and recruit new sponsors for the Hicksville Baseball Association.
 - E. Maintain records and contracts with the sponsors of the Association.
 - F. Make sure sponsors receive the proper recognition throughout the season.
 - G. Collect all sponsor funds and forward them to the treasurer.
 - H. Deliver, to each sponsor, any trophy or plaque that has been awarded to them.
 - I. Submit a list of sponsors to the Board of Directors.
16. DIRECTOR OF RECRUITING AND SOCIAL EVENTS

- A. Recruit active members for the Board of Directors.
- B. Recruit children in the Hicksville School District for baseball and softball.
- C. Direct and oversee all social events of the Association. They include but are not limited to:
 - 1. Opening Day – filing for parade permits (Police & Fire Departments) and sending letters of invitations to local officials and politicians.
 - 2. Annual Dance – notifying the general membership as well as coordinating the event and obtaining any necessary permits.
 - 3. Picnics – coordinate the event as well as notify the general membership.

17. DIRECTOR OF FUNDRAISING AND TROPHIES

- A. Obtaining and overseeing the disbursement of the Association’s awards and trophies for: All stars, Williamsport, and the regular season.
- B. Develop and implement ideas, with the Board’s approval, to raise funds for the Hicksville Baseball Association.
- C. Obtain fair bids/prices on goods to sell for the Association.

18. DIRECTOR OF CLINICS AND BASICS

- A. Schedule and oversee clinics for both baseball and softball.
- B. Submit a budget for the use of professional personnel to teach the different age groups properly.
- C. Run a weekly clinic, for five yr. olds, to teach the fundamentals of the game. It is suggested that a tee ball format be set up half way through the season to keep the children interested.
- D. Enlist parents to help. (They are the Association’s future.)

19. DIRECTOR OF TRAVEL

- A. Coordinate and oversee travel teams, ages 13 thru 18, for both baseball and softball.
- B. Tryouts must be held and overseen by the Director of Travel, a Trustee, and the Commissioner or respective President.
- C. Select managers, with the Board’s approval, for each team.
- D. The Director of Travel, Trustee, and the Commission (or respective President), along with the manager and coach will have the final say in selection of players.

III. General Policies

A. Managers

- 1. Managers must distribute all uniforms issued at the beginning of the season. The equipment bag must be returned to the division director, **not dropped off at the shed.** The division director will return the equipment to the Director of Equipment.

2. Managers are expected to prepare the playing field.
At the end of the season, rating cards are to be completed and returned to the division director.
3. Managers cannot cancel or postpone games.
4. Managers must notify their Director 48 hours in advance of the inability to field a team (8 players, 7 in instructional). He must also notify the opposing team. The Director will notify the Director of Umpires and the Director of Schedules.

B. Playing Rules

1. Universal batting is in effect.
2. Each player must play a minimum of 3 innings in the field.
3. If a player becomes ill or injured, or if a player must leave early, that team will **not** be assessed an out in the batting rotation.
4. Games that have been started may be called due to inclement weather by the umpire in charge (plate umpire). Realizing that the umpire might be under 18, he/she can/should consult with a Board member to help make their decision.
5. When lightning occurs, all games are immediately suspended.
6. Baseball week is Sunday thru Saturday.
7. One pitch is considered one inning pitched.

C. Safety

1. All players wearing glasses must wear safety lenses.
2. All male players are required to wear protective cups.
3. All catchers, even when warming up a pitcher, must wear a mask and a protective helmet.
4. All offensive players on the field of play must wear helmets.
5. There is no “on deck” batter. No bats are allowed in the players hand unless they are up at bat. Exception – Senior Division
6. No “donuts” or “sleeves” are permitted.
7. Intentional throwing of a bat or helmet is subject to player’s expulsion from the game and possible suspension.
8. All parents (guardians) are to be furnished with procedures to be followed regarding insurance claims.
9. In case of a serious accident, and the absence of the parent (guardian), a Board member or manager will accompany the child to the hospital. Parents are to be notified before any action is taken.

D. Forfeiture

1. Forfeitures are to be discouraged and only called as a last resort. If a game cannot start within 30 minutes, the game must be forfeited.
2. Teams may play with 8 players, instructional division with 7 players.
3. If a manager or coach is “put out” of a game for disciplinary reasons, they must leave the complex. If they do not, a forfeit will be imposed.

E. Establishment of Teams

1. No draft will be conducted unless the following are present: the President of the Division or the Commissioner, the Director of the Division, and at least one Trustee.

2. All new players should have a tryout in order to rate the player.
3. All players should be rated by managers.
4. Teams are divided equally by talent. Player talent levels are used to create teams.
5. Managers are picked by lot after teams have been created. Manager's child is then put on manager's team at proper talent level.
5. No coaches are picked until teams are finalized.
6. Eligible board members' children are placed on teams at the proper talent level. No more than two (2) Director's choices will be allowed. If a conflict arises, the Division President will have the final say.

F. Elections

1. Nominations will be held at the Executive Meeting in Sept. (2nd Wednesday of the month). This meeting shall be open to the public, (open meeting) for the purpose of nominations. If no one is nominated to run against a particular position, that nomination shall be closed at the end of the meeting. The elections, if necessary, shall be on the fourth Wednesday in Sept. After the elections, the new board will take over, and the meeting will become an executive meeting (closed).

IV. Members' Right in the Hicksville Baseball Association

- A. A complaint by a member of the Association is to be referred to the Director of his/her division. If the decision of the Director is unsatisfactory to the member, it can be referred to the President of that division. If the solution is still unsatisfactory to the member, that member can refer the situation to any of the four Trustees. At this stage, the Trustee has the option to accept the prior decision or to refer the situation to the Executive Council for a vote.
- B. Any member who wishes to resign may submit that resignation verbally or in writing to any member of the Executive Board. If a written resignation is not received within ten days, the verbal resignation will be considered binding. During the ten day period, the member has the right to reconsider their decision and notify the Executive Board of their decision. The resignation will be announced at the next Board of Directors meeting.

V. Amendments, By – Laws, and Policies

The Constitution, By-Laws, or any section thereof may be amended or repealed by a majority vote of the active membership present at a regularly scheduled general meeting of the Association, provided the additions and/or deletions have been read to, and voted on, by the membership at two consecutive regularly scheduled meetings.

If, during the playing season, a conflict arises between the Constitution, By-Laws, and/or policies of the Association and franchised league rules and regulation, the franchised league rules and/or regulation document holds.

VI. Dissolvement of the Association

In the event of the dissolvement of the Hicksville Baseball Association, Inc., all assets of the Association will be disbursed in accordance with the laws of the State of New York.

