



Roseville PONY Baseball

Bylaw Document

Effective: November 11, 2025

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Article 1 - Name and Divisions

The league shall be known as: **Roseville PONY Baseball**, hereinafter referred to as “RPB” or the “League”, a member of PONY Baseball, Inc. a non-profit Pennsylvania corporation. RPB shall operate as a non-profit 501c3 per the laws of the State of California.

This League shall consist of the following Divisions (when the number of registered players for each Division is sufficient as deemed by the Board of Directors):

- Foal Division..... (3 & 4 year old players - 4U)
- Shetland Division..... (5 & 6 year old players - 6U)
- Pinto Division..... (7 & 8 year old players - 8U)
- Mustang Division..... (9 & 10 year old players -10U)
- Bronco Division..... (11 & 12 year old players - 12U)
- Pony Division..... (13 & 14 year old players - 14U)
- Colt Division..... (15 & 16 year old players - 16U)
- Palomino Division..... (17, 18 & 19 year old players - 18U)
- Champions Division..... (Anyone between the ages of 5 and 18 years old, or who remain in a school setting, with special needs that would prevent them from playing in a traditional baseball or softball program)

If the numbers of players is sufficient, and the board determines that it is in the best interest of the League, Divisions may be split into an age-pure (eg. 7u, 8u) or “minor/major” format.

The Champions Program (aka “Champions Division”) shall be operated as a separate entity for purposes of finances, registration, uniforms, and equipment. A Champions Program Chairperson shall be voted upon by the board to administer the program, but is not a voting member of the board, nor are they required to attend board meetings. The tenure of the Chairperson will last until such time as the person resigns from the position or is removed by the Board. The Chairperson of the Champions Program shall report to the League Player Agent as needed, and should provide an update on the program’s overall status to the entire Board on an annualized basis during the September board meeting. The League Treasurer shall have oversight of the financial records of the Program, and the program Chairperson shall provide any information regarding the program to the Board upon request. The Chairperson may also act as a manager or coach within RPB. Finally, the Champions program shall receive the assistance of the board to ensure its success as a vital member of Roseville PONY Baseball.

Article 2 - Statement of Policy

1. Vision and Mission Statements

PONY Baseball, as an organization, has adopted the following mission statement:

“PONY Baseball and Softball is designed to ‘Protect Our Nation’s Youth’ by providing experiences in youth baseball and girls softball that will help young people grow into healthier and happier adults.”

Roseville PONY Baseball agrees with and has chosen to adopt this as our mission statement,

expanding on it to incorporate our added mission:

RPB Vision Statement: As a vital member of the Roseville Community, Roseville PONY Baseball will be a recognized leader in youth sports fostering sportsmanship, character, and baseball knowledge.

Roseville PONY Baseball also has adopted the following as our mission statement, to assist us in our vision for the organization's future:

RPB Mission Statement: Roseville PONY Baseball sets forth to achieve a higher level of baseball knowledge and skill to the youth of the area through the development of quality coaches and players by providing a mental and physical instructional environment within a recreational setting toward a greater level of competition.

2. It shall be the policy of the League to conduct its activities 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.
3. No member, board member, or employee of the League may receive any private financial benefit from the organization, except for reasonable payment for services performed to further the League's mission..
4. In order to secure suitable and adequate financial backing to carry out the purpose of the League, it shall be the policy of the League to permit only such sponsorship as is consistent with the purpose for which the League is organized and to select sponsors who are interested in the League solely or principally as a means of contributing to the welfare of young people.
5. It shall be the policy of the League to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with the League or any of its programs.
6. The League welcomes vendors to enhance our events and support local commerce. All vendors must receive League approval, and their offerings must align with the League's family-friendly mission. All approved vendors will receive access to designated event space. The League may elect to approve vendors offering similar products or services, at their discretion.

Article 3 - Purpose

The purpose of the League shall be to organize and supervise the playing of baseball and softball under specialized rules and regulations, to secure suitable and adequate financial backing for these purposes, and to own, lease or otherwise provide suitable playing facilities and equipment for these purposes.

Article 4 - Board of Directors

1. The governing Board of volunteers for RPB (herein referred to as the Board) must be 18 years of age or older and shall consist of the following voting Board Positions:

The Executive Board (Officers)	The Board of Directors
League President	Foal/Shetland Division Player Agent (DPA)
League Vice President	Pinto DPA
League Secretary	Mustang DPA
League Treasurer	Bronco, Pony, Colt DPA
League Player Agent (LPA)	All-Stars/Select DPA
	Director of Volunteers
	Director of Fundraising
	Director of Communications
	Director of Equipment
	Director of Scheduling
	Director of Fields
	Director of Registration
	Director of Umpires
	Director of Uniforms
	Director of Sportsmanship and Academics
	Director of Snack Bar
	Webmaster
	Director of Safety

2. A quorum shall be constituted by the presence of more than fifty percent (50%) of the voting membership of the Board. If any Board members are from the same household, only one member's presence will count towards the quorum. The specific voting rights and quorum determination for same household board members will follow the guidelines outlined in Article 6.8.
3. Each Board Member's term of office shall run for one year from Sept 1st to August 31st. Board members elected to subsequent terms are also on an annual basis. Each board position has a job description in Addendum A of these by-laws.

- a. Executive Board or Officer positions may only be filled by a current board member in good standing after having served a minimum of one full year in a non-Executive position for RPB. This requirement may be waived by a 2/3 majority vote of the board.
 - b. Executive Board or Officer positions are expected to serve a minimum term of at least 2 years to ensure continuity and stability within the organization.
4. The bylaws of the current year shall remain in effect until the Board formally accepts and adopts any revisions or amendments to the bylaws.
5. A prospective Board member shall attend at least one Board Meeting prior to being nominated to a position. The Nomination of a Board member shall be held during a regularly scheduled Board Meeting. Consideration of a nominated board member shall be discussed and put to a vote in a closed door session. Newly elected Board members shall assume their Board duties upon a majority approval by the Board.
6. After the election of a new Board member is complete, the Board will assign an existing Board Member to assist in onboarding. The League Secretary shall have the responsibility of conducting a smooth transition of information.
7. In the event of death, resignation or inability to perform the duties of any Board office, the Board, by a majority vote, shall be empowered to remove and/or replace said Board member. A replacement shall serve the remainder of the term vacated by the previous Board member.
8. Each board member shall develop an annual checklist, broken up into monthly duties that are pertinent to each respective position. All board positions shall follow the annual checklist on a monthly basis.
9. Each board member shall continually develop their job description (see Addendum A) and annual checklist during their term and provide updated language for annual Bylaw improvement. Development of job descriptions and annual checklists ensures adequate onboarding for new board members and a smooth transition of respective duties during change in board leadership.
10. Any Board member in good standing with the Board, upon approval, may have a percentage of their player's registration fees (up to 100%) waived after completing six months of service. This policy applies to both the Spring and Fall seasons. This policy does not cover Select or All Star seasons, fundraiser participation, or buyout fees, nor does it include the Roseville Youth Sports Coalition fee. Waiver approval shall be determined with an official vote considering the forecasted financial status of the league prior to each season.
11. A Board member is not subject to additional volunteer hours as long as they are completing their position as required in their respective job description.

Article 5 - Revisions and Amendments to Bylaws

Revisions and amendments to the RPB Bylaws shall take place yearly and require a 2/3 majority vote of the Board. All changes to the Bylaws shall be submitted in writing to the League President, or designee, in advance of the regularly scheduled monthly Board meeting. The League Bylaws Chair or any voting member of the Board shall read the suggested changes to the Bylaws to the membership at the Board meeting as prescribed below and after notification to the general membership of the League.

1. At the August Board Meeting, the League President shall appoint a Bylaws Chair who shall select at least three other committee members to review and suggest changes to the bylaws. The bylaws will be presented by the Bylaws Committee to the Board and the changes read three times prior to approval by the Board.
 - a. September: The first reading shall consist of proposed changes.
 - b. October: The second reading shall consist of committee approved changes.
 - c. November: The Board shall then approve the bylaws (by a 2/3 majority vote) at the third and final reading. (Depending on the nature and scope of proposed updates, the final reading of updates may be approved in December.) This shall be accomplished before the first day of skills evaluation for the upcoming baseball season.
2. A Board reading of the suggested changes to the Bylaws must take place in a regularly scheduled Board meeting or in an Executive Board meeting.
3. The 3rd and final reading of the Bylaws (without changes) and approved as noted will be considered complete and be officially in effect from that date forward.
4. Any and all suggested changes to the Roseville PONY Baseball Bylaws given to the Board after the Bylaws are in effect for that baseball season will not be considered until the current baseball season is over.
 - a. The only exception is in cases where a delay would cause significant risk to the safety of League participants, significant financial or operational problems. Any suggested change or changes to the By-laws during the season shall be in writing under the signature of the Secretary and shall be distributed to each affected manager at least fifteen (15) days prior to the meeting at which the proposed change or changes shall be submitted to vote.

Article 6 - Meetings and Voting

1. The President, or an assigned designee, will serve as the “Chair” for all regular, and specially called, board meetings.
2. The board shall hold one regularly scheduled meeting each month.
 - a. Members of the public may attend the first 30 minutes of regularly scheduled board meetings as a guest, unless previous disciplinary action prohibits their attendance. The Board may elect to reduce, extend, or waive this time limit. The board may also restrict the presence of non-members at any regularly scheduled meeting.
 - b. Only those guests who announce their intent to attend in advance, will be formally recognized on the agenda and given the opportunity to speak during the “Guests” portion of the meeting. The board may waive this requirement.
 - c. Guests will be given up to 3 minutes to provide comments on any topic. The Board may reduce, extend, or waive this time limit. Any guest who exceeds their allotted time and does not yield the floor when the board Chair indicates their time has expired, may be asked to leave the meeting and could be subject to additional discipline.
 - d. The board must hear guest comments, but is not required to respond to any guest comments, accusations, or input, either orally or in writing, but may do so at their discretion.
 - e. The board Chair may motion to immediately adjourn the meeting if any guest or member exhibits detrimental conduct to the order of the meeting, thereby rendering the proceedings to be ineffective to conduct league business. Offenders may be subject to additional discipline.
5. An “Executive Board” meeting may be called at any time by the League President, designee, or upon written request of at least three members of the Board.
 - a. Executive Board Meetings are defined as meetings necessary to deal with league business outside the normal Board Meeting schedule.
 - b. The Executive Board consists of the President, Vice President, Secretary, Treasurer, and League Player Agent.
 - c. If an Executive Board Meeting determines business requires an action of the board, the motion must be presented at a regular, online, or specially called board meeting with a quorum of board members in attendance.
3. “Robert’s Rules of Order, revised” shall govern the procedures of all regularly scheduled Board meetings, except where they conflict with the Bylaws of the League, which shall take precedence. The board agenda will follow a standard template for regular monthly board meetings. Special meetings may follow a revised format. General meeting agenda procedure guidelines are further defined in Addendum C.
4. Voting may take place during any portion of board meetings. Voting rules for regularly scheduled, or specially called, RPB Board meetings (including in-person and remote conference attendance) are as follows:
 - a. A quorum must exist before discussing league business or initiating a motion.
 - b. Any board member may initiate a motion for a vote.
 - c. The board Chair shall call for consideration of a motion to be discussed amongst a

- quorum of board members.
 - d. Once the board Chair has determined a motion has been adequately considered, the Chair may put the motion to a vote.
 - e. All present, voting Board members will verbally cast their vote as 'yes' or 'no'. Although discouraged, a Board member may elect to 'abstain' from the vote.
 - i. An 'abstain' vote is neither a 'yes' nor a 'no' and does not count towards the total number of votes cast.
 - f. The Secretary records the votes cast, noting abstaining members. The motion passes if a majority (more than 50%) of the votes cast are 'yes'.
6. Voting outside of regularly scheduled, or called, Board meetings (online voting via email) may occur if a board member deems it necessary due to urgency. The procedure for online voting is as follows:
- a. The initiating board member informs the Secretary of the motion. If the Secretary is unavailable, another member of the Executive Board will be designated to serve the function of the Secretary until which time the Secretary becomes available.
 - b. The Secretary presents the motion to the Board via email.
 - c. Board members must consider the motion through group email discussion for all board members to review, limited to a maximum of 24 hours for consideration.
 - i. If the discussion raises questions or concerns beyond that which can be addressed promptly via email, a special board meeting may be called by any Executive Board member, or any three members of the board, at which point the motion is tabled and voting will be postponed until the called meeting occurs.
 - d. Once the Secretary has determined a motion has been adequately discussed via email, the Secretary requests a second to the motion via email. Upon receiving a second, the motion will be put to a vote.
 - e. Board members will respond to the email with 'yes' or 'no'. Although discouraged, a Board member may elect to 'abstain' from the vote..
 - i. An 'abstain' vote is neither a 'yes' nor a 'no' and does not count towards the total number of votes cast.
 - ii. Online votes must be cast within 24 hours of the motion being put to a vote. If a board member does not vote within this time frame, their vote will be considered an abstention.
 - f. The Secretary records the votes cast, noting abstaining members. The motion passes if a majority (more than 50%) of votes cast are 'yes'.
5. Board members are not required to provide justification for their vote on any matter, but may elect to do so at their discretion.
6. The President has equal voting rights on the board and may vote on all league business.
7. Voting Members of the Board are required to attend a minimum of 75% of the board meetings unless excused by the League President or designee. Non-compliance with this provision may

result in removal of the existing member. Members are expected to notify the Secretary or the President prior to any Board meeting they are unable to attend. Board members, who are unable to attend, should have their report sent to the Secretary or President 72 hours before the meeting. There is to be no leeway on the Treasurer's report. Non-voting members are not subject to this rule.

8. In the event that two individuals from the same household occupy more than one (1) board position, this household will be restricted to a single vote in all board matters. The determination of "same household" status and which board position is given voting right shall be determined by majority vote of the Board (not including same household individuals) and remain in effect until modified by subsequent majority vote.

Article 7 - Disciplinary Actions

1. The Board of Directors has the authority to suspend, discharge, expel, or discipline any member, manager, coach, player, league official, umpire, or other person whose conduct is deemed detrimental to the best interests of the League.
2. Any Board member who witnesses, or learns of, an in-progress conduct violation, has the discretion to immediately remove an individual from any official RPB event if that individual's current actions are in conflict with the League's posted Code of Conduct. Further disciplinary action beyond the immediate event removal, and beyond discipline specifically pre-defined in the General Rulebook, requires consideration by a Disciplinary Committee.
3. Any adult (persons 18 years of age or older) who is ejected, suspended, removed, or otherwise disciplined for conduct violations shall have the right to appeal such action before a Disciplinary Committee at a special meeting called for that purpose.
4. Regarding misconduct of any juvenile player, the Board shall contact the manager of the offending player's team and the player's parents within 2 days of the incident or allegation to notify them of proposed disciplinary action. After the proposed disciplinary action is communicated, either the manager or parent of the player shall have the right to request an appeal meeting before a Disciplinary Committee. The player's manager and parents shall be advised of, and invited to attend, such an appeal meeting.
5. After an appeal is heard and considered, all Disciplinary Committee decisions shall be made within 2 days, are final, and not subject to additional appeals.

Article 8 - Sponsors, Registration and Fundraising

1. RPB operates by contributions from sponsors, registration fees, and supplemental fundraising activities as described herein.
2. Sponsorship fees and registration fees shall be established by a majority vote of the Board based on current price of franchise fee, insurance fee, equipment and uniform cost in the year the application is made for admission into the League.
 - a. The sponsorship agreement shall be headed by the Director of Fundraising. The Director of Fundraising may appoint a Sponsor Chairperson for assistance. This person shall be nominated and approved by the Board with a majority vote.
3. Prospective players, parents, guardians, etc., shall take sole responsibility of reviewing the PONY Baseball Rule book, RPB Local Rules, and League Bylaws.
4. Select Team initial registration fees shall cover regular season and PONY Nationals tournament entry fees.
5. FORCE MAJEURE: the league shall not be expected to provide a refund or future discount if a force majeure event occurs. The league will not be liable for any failure or delay in performing an obligation that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.
 - a. In the event of a full or partial season cancellation (Spring, Fall, Nationals/All Stars, Select) due to a force majeure event, the league will review the pertinent finances to determine if a refund or future discount is feasible.

Article 9 - Financial Policy

1. The Board shall decide by a vote on all matters pertaining to the finances of the League. It shall be the policy of the League to place all income in one financial institution. Expenditures of League income shall be directed in a manner which shall not give any division or any individual League team any advantage over another as to equipment, uniforms, etc.
2. The Board must authorize the payment of all League expenses as submitted by each board member in accordance with the approved budget for his/her area of responsibility. Such action must be ratified at the next regularly scheduled Board meeting and must be recorded in the League minutes. Any Board member while in the performance of league business may spend funds up to \$100.00, without prior Board approval, and shall be reimbursed by the league. All expenditures submitted for reimbursement require proper documentation to validate the expenditure (i.e., receipts or signed affidavit). Whenever possible the Board shall avoid spending any funds without prior Board approval.
3. The League Treasurer shall review and track all expenses and income and submit an updated financial condition report at each regular board meeting. This shall consist of all current monthly income and expenses separated by cost center. All monies owed the League by any board member, vendor, sponsor or individual shall be billed on or before the first of each month. Payment to the League shall be due within 30 days of the billing date. The League Treasurer shall be responsible for processing and recording in the Board meetings minutes, all accounts payable and receivable statements.
4. At no time shall there be a relationship between any two members able to sign checks for the league. The League Treasurer shall not be a member of the audit committee. The League Treasurer shall also provide the necessary documentation and work with a local CPA to file all applicable tax reporting for the league no later than November 1st. The league will provide necessary accounting software to be used by the Treasurer in the performance of duties.
5. An annual budget for each cost center shall be submitted to the Board within sixty (60) days of the last sign-up date.
6. The annual budget shall be based on the previous year's expenditures. Specific items to be addressed are cost of League franchise fees, player registration fees, League insurance fees, uniforms, equipment, umpires, events, postage, field maintenance, tournament fees, and overhead fees, to include office and storage fees, newsletters, utilities at the office, files, trophies, and plaques, etc.
7. All Fund Transfers between members of the league require documentation from the relinquishing member and the receiving member. Documentation can be in paper or email form and must distinguish the amount of money being transferred and signature of members.
8. The Vice President, or designee approved by the Board through a consenting vote, may also act as a signer on league checks if the President is unavailable to sign.

9. Personal financial accounts shall not be used to collect or manage league funds. Individual exceptions in extenuating circumstances may only be approved by written consent from the Treasurer, or designee, with additional documentation of the final transfer to the league account. Such exceptions should be limited to specific circumstances and subject to appropriate oversight.
10. Whenever possible, payments to the league should be received in digital form (ex. Registration, Fundraisers, Uniform, Live Scan payments).
11. When purchasing items for the league, personal and league purchases should never be combined in the same transaction. This ensures that receipts clearly reflect league expenses.
12. The RPB League shall be solely responsible for all Board approved expenses, including all PONY sanctioned tournaments. The Director of Registration shall be responsible for the confirmation that all registration fees have been received for all sanctioned tournaments.

Article 10 - Special Committees

Special Committees may be appointed by the President for such special purposes as deemed necessary. Committee duties and responsibilities are to be outlined at the time of the appointment. Frequent committees include, but are not limited to, the following:

Fall Ball Committee

The Fall Ball Committee ("FBC") may be formed annually in the Month of April to prepare for the opening of fall registration as soon as practicable after the Spring Season end date. The FBC shall be composed of the League Player Agent, all Division Player Agents, the Registrar, Director of Uniforms, Director of Fields, Director of Equipment, as well as any other Board Members who wish to volunteer their time to the endeavor. The specific duties of each member of the FBC shall be agreed upon during the first meeting of the FBC. The FBC will work with any sister PONY organizations who are to participate in the Fall season to agree upon the details of the season such as rules, scheduling, field allocations, umpire payments, and any other pertinent details to the Fall season.

Disciplinary Committee (As Needed)

A Disciplinary Committee may convene to review the events and evidence leading up to, and including, the detrimental conduct of any individual at any RPB event which leads to possible extended disciplinary action.

- a. A Disciplinary Committee shall consist of a minimum of three members, typically including the League Player Agent, the Divisional Player Agent for the specific division involved in the event, and one additional Executive Board member. Alternate or additional board members may be assigned at the President's, or designee's discretion.
- b. If the event involves the conduct of anyone in a Board member's family, on a Board member's current team, that member may not serve on the Disciplinary Committee.
- c. The Committee has the authority to implement discipline up to the limits set in the General Rules. If extended discipline is recommended for consideration, up to and

including expulsion from the League, the Committee may bring forth a motion for extended disciplinary action to be approved by the full Board of Directors at a regular, online, or special meeting called for that purpose.

Rules Committee (As Needed)

Prior to each season, a Rules Committee should be formed to review the previous season's General Rules, and consider potential rule changes. The committee is encouraged to consider only minor playing rule clarifications and changes to promote recreational balance within RPB from season to season. The rules committee may need to coordinate with external leagues to ensure agreement for interleague play.

- a. The Rules Committee shall consist of a minimum of five members, typically including the League Player Agent as the lead, and all Divisional Player Agents. Alternate or additional board members may be assigned at the President, or designees, discretion.
- b. Prior to implementation, the Rules Committee shall bring forth a motion to approve playing rule changes by a majority vote of the board. Members must read the rule changes as part of the consideration of the motion.

Article 11 - Volunteerism Requirements

Roseville PONY Baseball (RPB) thrives on the support of our community through fundraising and volunteer efforts. As a volunteer-driven organization, we require all families to contribute their time to help ensure a successful season for our young athletes.

Volunteer Hours: RPB operates solely on fundraising and volunteerism and does not directly employ staff. Before each season, the Director of Volunteers will collaborate with other committee members to finalize volunteer needs and determine the number of hours required per family and the types of available volunteer opportunities. Board members, Managers, Assistant Coaches, and Team Parents fulfill the volunteer requirement through their existing commitments. The Director of Volunteers (or a designated team or committee) will oversee the operation and management of the volunteer program.

Each family is responsible for fulfilling or buying out all designated volunteer service hours per registered player(s) as agreed upon during registration. Detailed volunteer guidelines are available on the league website.

Volunteer Check: Prior to the distribution of uniforms, every family must submit a check of a predetermined amount or buyout volunteer hours during registration. Players will NOT receive their uniforms until the check has been submitted to the Director of Uniforms or a buyout has been fulfilled. Registered volunteers that have not completed all required background/safety checks and certifications must also submit a volunteer check. Volunteer checks will be retained until all your volunteer hours, as described during registration, are completed, after which it will be destroyed. (No partial checks/buyouts or hours will be permitted. No volunteer hour buyouts will be accepted after registration closes.)

NOTE: Registered volunteers (Managers/Coaches/etc...) that have not completed all safety protocols will be required to submit a volunteer check to receive their players uniform. Checks will be destroyed following the completion of required safety protocols or completion of volunteer hours.

NOTE: Registered volunteers (Managers/Coaches/etc...) that have not completed all safety protocols will not receive a uniform until protocols are completed.

Volunteer Opportunities: Volunteer hours can be fulfilled through various roles, to be confirmed annually, such as:

- Registered volunteers (Managers/Coaches, Team Parents)
- Scorekeeping
- Field setup
- Snack Bar shifts
- Any extra event RPB may organize needing assistance
- Serving as a board member or continuing your existing board member service

Special Requirement for Snack Bar Volunteers: Shifts at the snack bar at Mahan Park will be available for sign-up using a system to be determined by the Director of Volunteers in coordination with the Director of Snack Bar and approved by the Board.

Unfulfilled Commitments: Should any family member not fulfill all the required volunteer commitment by the end of the season, the checks will be cashed. Checks that do not clear will incur a returned check fee. The volunteer check amount and returned check fee will be added to next year's registration costs.

By participating in our volunteer program, you are directly contributing to the growth and success of Roseville PONY Baseball, fostering a supportive and enriching environment for all our players. Thank you for your commitment and dedication to our community.

Article 12 - Electronic Communications and Data Management

Purpose: To establish guidelines for the use of electronic communications and data management tools within the Roseville Pony Baseball league, ensuring the security, confidentiality, and efficiency of league operations.

Policy:

1. League-Sponsored Tools:

- Primary Use: All league business, including communication, document storage, and collaboration, shall primarily be conducted using league-sponsored software and subscriptions. ex Google Workspace
- Exceptions: In limited circumstances where league-sponsored tools are not practical or feasible, alternative tools may be used with prior approval from the board of directors. However, the use of alternative tools should be minimized and subject to the same security and confidentiality requirements as league-sponsored tools.

2. Personal Technology:

- Restricted Use: The use of personal technology accounts for official league business should generally be avoided. Personal accounts shall never be used to conduct league business.
- Official decisions and Binding agreements must be made through league sponsored email to maintain a paper trail of such transactions.

3. Data Security and Confidentiality:
 - Sensitive Information: All league data, including but not limited to, financial records, player information, and confidential communications, shall be handled with the utmost care and in accordance with applicable data privacy laws.
 - Access Controls: Access to league-sponsored systems and data shall be restricted to authorized individuals, and appropriate security measures shall be implemented to protect against unauthorized access, disclosure, or loss.
4. Credential Management:
 - Secure Storage: Credential details for all administrator accounts used for any league business shall be stored in accordance with an internally established process. The Board of Directors may establish specific rules and procedures for the storage and management of these credentials.
5. Vendor Support:
 - Contact Information: Vendor contact information shall be maintained for each system to facilitate support and troubleshooting.
6. Record Retention:
 - Electronic Records: All electronic records related to league business shall be retained in accordance with applicable legal and regulatory requirements.
 - Document Ownership: All documents created for League purposes are property of the League. All documents, designs, and any other materials or outputs created by a Board Member while performing services for RPB shall be the sole property of RPB.

Article 13 – Background Check Requirements for all volunteers

In compliance with AB 506, Roseville PONY Baseball has a mandatory requirement that all members of the Board of Directors, Team Managers, Coaches, Team Parents, and any volunteer (collectively “volunteer”) who has more than 16 hours of contact with players undergo (1) a CA Department of Justice LiveScan, and (2) a background check consistent with PONY requirements. Additionally, all volunteers must annually complete Child Abuse Mandated Reporter training. Roseville PONY Baseball may provide opportunities prior to the start of the Spring and Fall seasons to complete the required Livescan and background check. Volunteers will be responsible for bearing the cost of the Live Scan process. Once the Livescan, background check and reporter training have been completed, a volunteer may assume their role within the organization. Roseville PONY Baseball may develop a Policy, as an attachment to the ByLaws, that describes what may preclude a person from volunteering for the organization.

Article 14 - Authentication of Bylaw Publication

The names of the following elected Board Members (the Board) of the Roseville PONY Baseball League at the time of the first fiscal year's regularly scheduled Board meeting must appear on each copy of the Bylaws. They include:

League President – Vacant

League Vice President – Vacant

League Treasurer – Jake Franklin

League Secretary – Bre Amati

Director of Volunteers – Angela Long

Director of Registration – Katie Haddad

Director of Scheduling – Kris Johnson

Director of Equipment – Bill Reneau

Director of Fields – Dan Spenker

Director of Uniforms – Ericka Johnson

Director of Umpires – Vacant

Director of Snack Bar – Pam Walton

“Acting Director of Umpires – Kris Johnson”

Director of Communications – Jaimee Scott

Director of Fundraising – Vacant

“Acting Director of Fundraising – Bre Amati”

Webmaster – Jason Nussbaum

Director of Sportsmanship & Scholastics – Lexi Cavan

League Player Agent – Kyle Dushane

Foal/Shetland DPA – Haylie Stacy

Pinto DPA – Peter Colman

Mustang DPA – Mike Henderson

Bronco/Pony/Colt DPA – Dave Herrera

All-Stars/Select DPA – Vacant

Director of Safety – Ashleigh Purinton

Addendum A - Roseville PONY Baseball Board Member Job Descriptions

President:

- Attend and act as the chair of the scheduled board meetings, and designate alternates if not available.
- Shall preside at all meetings of the League Membership and at all meetings of the Board of Directors, shall serve as the Chief Executive Officer of the League, shall be an ex-officio member of all standing and special committees, and shall perform such other duties as are normally associated with the office of President.
- Direct interface to the City and School Board officials and PONY National representatives.
- Regular communication with the league.
- Attend, or ensure that a League representative attends, the annual PONY West Zone Presidents Meeting.
- Attend, or ensure that a League representative attends quarterly City of Roseville Youth Sports Coalition meetings.

Vice President:

- Attend the scheduled board meetings.
- Shall perform such duties as may be assigned by the President, shall otherwise assist the President in the performance of the President's duties, and shall preside at meetings in the absence of the President.
- Shall obtain and maintain the league insurance policy.
- Shall ensure that the league Statement of Information is filed on time and kept up to date with the California Secretary of State.
- This position is responsible for all items representative of the game of Baseball (Fields, Umpires, Manager/Coaches etc.). This position is also responsible for all non-Baseball operational duties (Sponsorship, Boosters, Fundraising, Public Awareness etc.)

Treasurer:

- Attend the scheduled board meetings.
- The treasurer shall receive and deposit in a banking institution all monies belonging to the Association; submit a monthly statement of accounts to the Board; submit a monthly itemized list of all monies received since the last meeting; submit a monthly list of accounts payable with invoices; co-sign the checks with the President when needed; prepare and maintain all financial books for an annual audit.
- Timely preparation of the league annual tax return.
- Submit annual treasury report to the league on or before September 1st, which will include copies of year-end tax forms filed with the State of California and the IRS.
- Submit annual renewal to the California Department of Justice.
- The treasurer will perform such other duties as may be necessary for the proper functioning of the office.

Secretary:

- Attend the scheduled board meetings.
- The secretary shall maintain all meeting minutes of the Association; take minutes of all meetings; mail all members of the Association of every monthly meeting; will put a public notice of meetings as appropriate; and will perform such other duties as may be necessary for the proper functioning of the office.

Director of Sportsmanship and Scholastics:

- Attend the scheduled board meetings.
- Oversee the Academic All American Program
- Oversee the Sportsmanship Recognition Program
- Identify Candidates for Scholarship Opportunities
 - Local (Roseville Youth Sports Coalition)
 - National (PONY National, etc.)
-

Director of Volunteers:

- Attend the scheduled board meetings.
- Facilitate a Team Parent meetings for each season
- Present the following information to the team parents with the help of other committees:
 - Safety protocol
 - Required volunteer hours, checks and tracking requirements
 - Uniforms – ordering, etc.
 - Fundraising – dates and requirements
 - Picture Day - dates
 - River Cats - dates
 - AAA
 - Pony Day at Potters
 - Trophies
 - Snack Bar Shifts
 - Team Snack Schedule after the games
- Communicate to team volunteers

Director of Uniforms:

- Attend the scheduled board meetings.
- Work under the direct supervision of the Treasurer or designee for payment and processing of jersey orders and volunteer hour check collections
- Coordinate the ordering of all uniforms for each team for the regular season, fall ball and any PONY sanctioned tournaments. Confirm jersey numbers and sizes and distribute accordingly.
- Order PONY Nationals uniforms.
 - Purchase patches for tournaments and arrange for installation.
- Coordinate with the Select DPA to order uniforms for the Select programs.
- The Director of Uniforms shall also coordinate the sale of spirit wear.
 - Spirit Wear sales can be assigned to a vendor, subject to Board approval of both the vendor and terms of the agreement.

Director of Equipment:

- Attend the scheduled board meetings.
- Purchases, inventory, maintain, and dispose of all league equipment.
- Issues equipment to teams at the outset of the season, maintains accountability for such, and receives it back again at the close of the season.
- Regularly inspects equipment and makes decisions on the replacement of worn, damaged, lost equipment.
- Works closely with the Treasurer in Planning for league growth, and the lead time requirement for additional team equipment.

Director of Fields:

- Attend the scheduled board meetings.
- Oversee the maintenance of all league used fields; recruits and supervises volunteer staffing, in conjunction with individual Fields Directors, and Division Reps to accomplish the above; arranges for the purchase & delivery of materials for use in maintaining and upgrading fields facilities.
- Maintains league owned equipment, for use by parent volunteers; performs maintenance as required on facilities.

Director of Fundraising:

- Attend the scheduled board meetings.
- As needed the league's Fundraising Director will provide specific instructions at the team parent meeting.
- Coordinate with local restaurants to have successful restaurant fundraiser events.
- If applicable: Fireworks Booth Committee that promotes the event, creates and manages the volunteer schedule for the booth, monitors all delivery of fireworks and manages the event.
- Fundraising also oversees all Sponsorship activity. Solicits Sponsors for all league requirements, including teams, the league directory, league facility location signs, and special events such as Tournaments.
- Acts as liaison between the league and the sponsors. Keeps sponsors informed of league activity and works closely with the sponsors to keep sponsor names continually in the public eye.

Director of Snack Bar:

- Attend the scheduled board meetings.
- Coordinate the supply of all food at the snack bar.
- Maintain Snack Bar cleanliness and ensure thorough removal of all food items at the end of the season, and coordinate distribution/storage with the board.
- Monitor the excess supply and purchase additional snack bar items as needed throughout the season.
- Coordinate with the Director of Volunteers to ensure staffing is sufficient to open the snack bar during events at Mahan Park.
- Shall report directly to the Treasurer, or designee, regarding tracking, handling, and exchanges for all snack bar funds.

Director of Registration:

- Attend the scheduled board meetings.
- Shall report directly to the League Player Agent and is responsible for registering all players, managers, coaches, and any other volunteers for the league.
- Shall report directly to the Treasurer regarding unique situations requiring special considerations and requests for processing registration fees.
- Shall ensure that all necessary registration documents are received.
- Shall update the database with manually obtained registrations.
- Facilitate Hardship/Financial Assistance Applications and present to the board.

Director of Umpires:

- Attend the scheduled board meetings.
- Shall report directly to the Vice President.
- Shall be responsible for developing the written policy for the administration of the League's Umpire Program. The League's Umpire policy shall be reviewed and approved by the Board of

Directors.

- Shall be responsible for recruiting, evaluating, training and selection of all umpires; shall be responsible for administering the umpire organization including youth umpires and the direction of junior coordinators. Oversees all Umpire related content for the league website Umpire section to be sure the information is accurate and useful.
- Shall be responsible for ascertaining and assuring that all playing operations are conducted in accordance with the rules and regulations of Roseville PONY Baseball and PONY National Baseball. Shall be responsible for communicating new rulings to the Umpires, Managers and Coaches, shall coordinate with the Director of Equipment to insure that the proper uniform in code and safety is provided to all umpires, shall schedule all Umpires for RPB on a weekly or bi-weekly bases: In the case of Inter-League Play, will coordinate umpire schedule with Inter-League Schedule Coordinator, Shall be the primary contact for all Umpires and Scorekeepers.
- Shall be the primary contact point in addition to the Vice President for any complaints or issues that arise with Scorekeepers or Umpires. Shall issue rulings overriding Umpires and Scorekeepers if in the best interest of Roseville PONY Baseball.

Director of Scheduling:

- Attend the scheduled board meetings.
- The Director of Scheduling shall set games, rescheduled games, locations, and dates to play.
- Games will not be scheduled to start after 7:30 pm except for Friday and Saturday Nights.
- Sunday play shall only be used as a last resort for make-up games, rain-outs, suspended games or tie games during the Spring season.
- The Director of Fields shall notify the Director of Scheduling, Team Managers, and the Director of Umpires regarding game cancellations left to the judgment of RPB.
- The Director of Scheduling will maintain a proper balance of practice time and rescheduled games.

Director of Communications:

- Attend the scheduled board meetings
- Answer or direct incoming communication emails
- Send league announcements through email and social media

Webmaster:

- Attend the scheduled board meetings.
- The RPB webmaster is the primary point of contact for the following:
 - RPB's website, email management including distribution lists, utilization of social media, and in general provides technical solutions and recommendations.
- Responsibilities include:
 - Update and maintain the league website.
 - Assist the Director of Communications with league communications and social media posts.
 - Assist board members with their utilization of the league's registration and content management system (e.g. TeamSideline).
 - Assist board members with their utilization of the league's online collaboration and productivity solution (e.g. Google Workspace).

League Player Agent:

- Attend the scheduled board meetings.
- Shall be responsible for ensuring the safety and welfare of all player members. Shall supervise the annual registration of player candidates, tryout sessions, and draft of players among League teams, and shall maintain any listing of eligible players not assigned to teams who may be available as replacement players.
- Also plans, organizes, and supervises the operation of division play, from the application stage through regular & postseason play.
- Responsible for the evaluation, coordination and conduct of manager and coach training & selection, and approval of Managers and Coaches for each team, and ensures that they comply with division policy and procedures.
- Acts as the Disciplinary Committee Lead Representative to the Board of Directors.
- Supervises player evaluation days and drafts, conducts regular manager's meetings, coordinates the postseason PONY Nationals manager and player selection process, and enforces league rules.
- Acts as the division representative to the Board of Directors, and liaison to other staff functions, such as Publicity, Equipment, etc.
- Acts as protest committee and rules committee member on an as-required basis.
- The League Player Agent shall nominate each Division Player Agent for board approval.

Division Player Agents:

- Attend the scheduled board meetings.
- Assist President or Vice President in determining game cancellation and notify managers of the same.
- Acts as a rules committee member on an as-required basis.
- Act as a Disciplinary Committee member on an as-required basis.
- Be responsible for distribution, League rulebooks, and divisional rules to all managers at orientation or before.
- Know and understand the rules of their respective division and be responsible for enforcement of these rules.
- Hold a minimum of one meeting with Managers and Coaches prior to the season to go over the rules of their divisions. Must maintain a list of all managers and coaches attending the meetings and be responsible for getting information to those not in attendance.
- Be responsible for the welfare and well-being of all players in their respective division; shall receive, prior to the draft, medical release forms from the Registrar for distribution to the managers.
- Assist in sign ups and tryouts.
- Assist with the League Scheduler and Board of Directors for preparing the season's game and preseason practice schedules.
- Establish date, time, and location of draft with managers, President, Executive Vice President, Registrar and Secretary. Additionally, the DPA will serve as the facilitator of their specific Division's draft. Provide each manager with a list of all returning players on the team as provided by the Registrar; screen list for all players who have dropped or are ineligible players; review draft rules with manager as noted in the Bylaws;
- After all teams have voted to establish selected Tournament Team players. Meet with team managers to select rest of Tournament Team.

Director of Safety

- Attend the scheduled Board meetings.
- Monitor and ensure proper completion of background checks, training and certification requirements of all Board members, managers, coaches, team parents, and other volunteers pursuant to federal, state, local and PONY mandates.
- Conduct or facilitate safety training for all Board members, managers, coaches, team parents, and other volunteers pursuant to federal, state, local and PONY mandates
- Act as the Custodian of Records for CA DoJ livescan purposes.
- Assists the Vice President to ensure the League maintains adequate insurance.
- Complete certifications as required by state law to maintain COR status.

Duties for “Fall Ball” Committee

Pertinent Board Members and respective DPAs shall take responsibility for the following items should a Fall Ball league materialize:

- If necessary, communicate with other sister PONY Leagues and Board personnel to organize the fall ball league.
- Assign team rosters, managers, and coaches.
- Obtain team uniform information from each player and coaches for use by Director of Uniforms.
- Develop the appropriate fees to ensure the cost of the fall ball program is sufficiently funded.
- Ensure appropriate availability for practice and game fields (scheduling).

Addendum B - Social Media Policy

Social Media Policy

Roseville PONY Baseball ("RPB") recognizes the importance of the Internet in shaping the public's perception of our organization. RPB also recognizes the importance of our Board Members, coordinators, committee members, coaches, parents, players, and volunteers in leading and setting the tone of social media interactions in a manner that advances RPB's mission and goals.

Applicability

This Social Media Policy applies to all Board Members, coordinators, committee members, coaches, parents, players, and volunteers ("RPB Members"). This Social Media Policy applies to all social media content posted by RPB Members in their professional and personal capacity to the extent such content is related to RPB.

Guidelines

All RPB Members shall abide by the following guidelines when using social media:

- Be positive and respectful, and always take the high road. When disagreeing with others' opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, ask the RPB Board of Directors or your Division Player Agent for advice on how to disengage from the dialogue in a polite and respectful manner that reflects well on RPB.
- Do not post content that would harm RPB or damage RPB's reputation. Remember that even while you are on your own personal time, you are a representative of RPB, and people may interpret your online postings or social interactions as though they were official RPB statements.
- Use good judgment when posting comments on any official RPB sites. Bear in mind that your comments can create liability for RPB. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the Board of Directors.
- Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, "would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?" If the answer is "no," do not post.
- Encourage others to engage in positive interactions on social media. If you are concerned about any RPB Member use of social media, please bring your concerns to the attention of your Division Player Agent or a member of the RPB Board of Directors.
- Personally identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official RPB social networking sites without the approval of the RPB Board of Directors.

(continued on next page)

Violations of the Social Media Policy

The RPB Board of Directors shall have the authority to monitor and enforce this Social Media Policy. The RPB Board of Directors, and any individual appointed by the Board of Directors, shall have the authority to remove any inappropriate or offensive comments from official RPB sites and to block any individual or organization from posting on any official RPB social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of RPB.

The failure of any RPB Member to adhere to this Social Media Policy shall be considered a violation of the RPB Code of Conduct, and any RPB Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in RPB, in accordance with the findings of the RPB Disciplinary Committee.

Addendum C - Board Meeting Agenda Guidelines

Key agenda items for regularly scheduled meeting procedures should include the following:

1. Call to Order - The Board Chair will call the meeting to order.
2. Welcoming Remarks - The Board Chair welcomes everyone and makes introductions, if necessary, to introduce guests.
3. Roll Call and Establishment of a Quorum - Oral Roll Call of Board Members in Attendance and noted in the meeting minutes to document a majority of the membership is in attendance for the establishment of a quorum.
4. Approve Meeting Minutes - Chair will motion for approval of the previous meeting minutes. A full reading is not required as each board member is expected to have reviewed the minutes in advance. The board reserves the right to read applicable portions of the minutes at their discretion.
5. Guests - Guests noted formally on the agenda are given an opportunity to speak on any subject, recognizing appointed time limits. The board may elect to allow additional guest speakers.
6. Calendar Review
7. Executive Board Member Updates
8. Board of Director Updates
9. Committee Updates
 - a. Disciplinary Committee
 - b. Rules Committee
 - c. Other Special Committees as Appointed
10. New Business/Unfinished Business - Overview of business to be considered at the next meeting.
11. Next Meeting Scheduled
12. Meeting Adjourned