

ASSOCIATION BYLAWS

Braidwood Baseball Softball Association



Revision IX
March, 2020

Braidwood Baseball Softball Association Bylaws
Revision IX; March, 2020

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1. *Article 1-Purpose/Mission Statement*

1. The Braidwood Baseball Softball Association (BBSA) is a program of service to youth. It is geared to provide an outlet of healthful activity and training under good leadership, in the atmosphere of wholesome community participation. BBSA is dedicated to helping children become good and decent citizens. It strives to inspire them with a goal to enrich their lives toward the day when they must take their places in the world. It establishes for them rudiments of teamwork and fair play. All directors, officers and members shall bear in mind that the attainment of exceptional skill or the winning of games is secondary to the molding of future citizens, which is of prime importance. BBSA is a Not-For-Profit membership organization whose basic service is working for the benefit of youth through baseball and softball activities.

2. *Article 2-Scope*

1. These bylaws apply to anyone participating in the BBSA's function and those teams that play with the BBSA that are not a part of another organized association. Conference rules shall supersede BBSA rules. A copy of these bylaws shall be made available to any and all members, if desired, upon request or are on line.

3. *Article 3-Definitions*

1. "BBSA" or "association" refers to Braidwood Baseball Softball Association as an appreciation.
2. "Shall" denotes a requirement; something that must be performed.
3. "Should" denotes a recommendation; but need not be performed.
4. "May" denotes permission; allows something to be performed.
5. "Board Year" shall run from August 1st to July 31st.
6. "Board Members" or "Members" are elected officers, appointed directors, and approved trustees. All of whom must be over the age of 18 years old.
7. "Board" the collective group of people noted in Article 3-6.
8. "Committees" is a group that should be formed at the request of any board member, and approved by the BBSA board president, or acting president.

Committees will contain no fewer than three board members and always an odd number of board members.

9. "Elected Officers" or "Officer (s)" refers to the positions noted in Article 6-6.
10. "Appointed Directors" or "Director (s)" refers to the positions noted in Article 6-12.
 1. Directors can have "Co-Directors" whom are above the age of 18 and can be a community volunteer, approved by a majority of the board.
11. "Quorum" refers to a requirement for passage of a voted-on matter. The requirement for passage when a quorum is required is 2/3 of the present board members.
12. "Majority" refers to a requirement for passage of a voted-on matter. The requirement for passage when a majority is required is 50% + 1 of the present board members.

4. Article 4-Bylaws Revisions and Interpretations

1. Any board member may request a change or interpretation of the bylaws.
2. Each Board shall create a Bylaw Committee for a term of the Board Year.
 1. The Bylaw Committee shall be appointed at the August meeting; after the elections of the coming year's board is elected, per Article 6-13.
 2. The Bylaw Committee shall be made up of any trustee or elected officer.
 3. The term of the Bylaw Committee will be the same as the association's Board Year.
3. Any clarification or interpretation of the bylaws shall be determined by a majority decision of the Bylaw Committee not later than 72 hours after notification.
4. Revisions to the association's bylaws require a quorum of the board present to take effect at the time frame recommended by the bylaw committee.

5. *Article 5-Eligibility for Board Membership*

1. All board members must undergo and pass a background check per Article 14.
2. All board members must be above the age of 18 years old at the time of their appointment to the board.
3. All members shall have attended at least 8 regular meetings and participate in the planning, operation and/or execution of at least 2 other BBSA functions, such as, but not limited to, Registration, Clean-up Day, Opening Day Parade and Ceremonies, Fundraising functions and Picture Day, to be eligible to vote in general elections, and have the full benefits and privileges afforded to that of a BBSA Board Membership. Attendance shall be kept by the Secretary. Does not apply to special meetings and emergency meetings.
4. Any persons wishing to be a member of the association board shall complete the following process.
 1. The trustee candidate should attend at least three consecutive board meetings, and volunteer at any association function that might occur during the probate period.
 2. While the trustee candidate is in a “Trustee-Probate” status, they shall have no voting privileges, or keys to any board facilities.
5. A board member’s role is considered vacated if the member fails to attend three consecutive monthly meetings, and fails to in-person with a board officer or electronically with the other board members, via the official board electronic messaging service. This decision will be made by the boards officers and presented to the full board at the next meeting for the role to be officially vacated.

6. *Article 6-Elections of Officers; Appointment of Directors*

1. Nominations shall be held at the June Meeting.
2. The Secretary shall provide electronically, or physically (if requested), a copy of the ballot within seven (7) days from the close of the June meeting.
3. Those nominated must be present or submit a signed letter to accept the nomination.
4. Elections shall be held annually at the regularly scheduled July meeting. Proxy ballots will be permitted when submitted to the Secretary in a sealed envelope.

Votes shall be read and counted openly by all present and recorded by the Secretary.

1. Proxy ballots must be received to the Secretary prior to the start of the July meeting to be counted.
5. A quorum of voting members shall determine the outcome of the election results.
 1. Should a quorum of voting members not be obtained for an officer position; then a run off will occur immediately following the first vote of the two nominees with the most votes. The results of this round will require a majority to determine the outcome.
 2. Proxy votes count in each round for the candidate that was noted on the proxy.
6. Offices to be elected as officers are:
 1. BBSA Board President
 2. BBSA Vice President of Baseball
 3. BBSA Vice President of Softball
 4. BBSA Treasure
 5. BBSA Secretary
7. These elected officers will make up an “Executive Panel”.
8. All elected officer positions are for a one-year term, running August 1st through July 31st, with all positions eligible for re-election.
9. The Executive Panel shall make appointments to the board to appoint unfilled positions.
 1. These appointments will then be voted on by the board members present and require a majority for approval.
10. The August meeting shall be a “transition meeting” to assign responsibilities from previous Board to newly elected Board. All records, documents, association property, and other tools needed, will be handed over to the newly elected Board at the beginning of the September meeting.

11. The BBSA Board President, with advice from the rest of the Executive Panel, shall make appointments of BBSA Director portions listed in Article 6-12.

1. These appointments will then be voted on by the board members present and require a majority for approval.

12. Directors to be appointed are:

1. Director of Fundraising
2. Director of Sponsorship.
3. Director of Concessions
4. Director of Equipment
5. Director of Umpires
6. Director of Information and Digital Services
7. Director of Fields and Safety

13. The Executive Panel shall appoint two committees that serve for an entire 12-month period running concurrent with the board year at the July meeting following the appointment of the Directors to be in effect for the coming board year

1. The two committees to be appointed are:

1. Bylaw Committee
2. Financial Committee

7. Article 7-Voting on Motions

1. All requests shall have a motion and a second motion made in order to be voted on.
2. Any member may make or second a motion.
3. Only Board Members can vote on motions.
4. A majority vote of the Board Members presents at the meeting in which the motion is made shall govern the outcome of all motions; unless the bylaws note a quorum is required.

5. The President shall not normally vote on motions except to break a tie vote; however, he or she may cast their vote after the fact for the record.

8. *Article 8-Duties of the Board*

1. The BBSA has the option to refer to Robert's Rules of Order.
2. Agenda
 1. President shall call meeting to order.
 2. Roll call shall be taken of officers and trustees.
 3. Public Comment.
 4. Minutes of the previous meeting shall be read and approved.
 5. Treasurer's report shall be read and approved.
 6. Reports by any other officer and director shall be read and approved.
 7. Reports by any member of a committee that is in existence at that time frame.
 8. Discuss old business.
 9. Discuss new business.
 10. Set date and time of next meeting.
3. At least 11 meetings shall be held each calendar year. Meetings are normally scheduled monthly.
4. The President, the Vice President of Baseball, the Vice President of Softball, the Secretary, or the treasure (in that order of secession) must be present to call a meeting to order.

5. A quorum of the board members must be present to call a meeting to order.
 1. Should a quorum not be present when the meeting is called to order, roll call shall be taken, business matters that need to be discussed before the next regularly scheduled board meeting can be discussed, but not matters can be voted on.
 1. The meeting will then be continued to a later date to be recalled by the Board President.
6. Only the BBSA Board President can call for a special meeting at any time consisting of Board members only. An attempt shall be made to notify all Board members of the special meeting.
7. Meetings, other than special meetings, should be posted on the website and social media at least one week prior to the meeting. Any additional coverage through other sources is encouraged.

9. *Article 9-Control of Funds and Assets*

1. The Treasurer shall receive all monies of BBSA, shall keep an account and accurately record the receipts and expenditures, and shall pay out funds in accordance with the associations money disbursement policy as explained in Article 9-5.
2. The Treasurer shall have all statements for any BBSA account ready by the September meeting for the previous Board Year for an annual inspection by the Finance Committee.
3. The Finance Committee is to be made up of the rule of committee size set in Article 3-8, and the Treasurer.
4. The Finance Committee will have 60-days to complete their audit of the previous board year. They will report back to the board during the October meeting with a progress report, and at the November meeting submit to the board their approved final audit findings or submit a request for additional time to complete that audit.
 1. Should an additional time frame be requested the board must approve with a majority vote.

5. Money Disbursement Policy

1. Withdrawals from the accounts of the BBSA shall require one signatures of the Treasurer, President or Secretary. The Treasurer should always be a signer except in the case of his or her absence.
2. Directors or Officers with approved budgets to spend from during a board year, with the exception of the Treasurer (Refer to Article 9-6), can spend up to the amount of their budget in the following manner:
 1. \$0-\$100 no prior approval
 2. \$101-\$250 with approval from one additional officer. Approving officer must initial on the receipt prior it being turned in.
 3. \$251-Over must have a majority vote by the board.
3. Any board member that does not have a pre-approved budget to spend from must obtain approval in the following manner before spending of associations monies.
 1. \$0-\$100 approval of one officer. Approving officer must initial on the receipt prior to it being turned in.
 2. \$101-Over must have a majority vote by the board.
4. All approved monies spent by the board, it's officers, directors, or trustees, must have a paper or electronic receipt submitted to the treasurer.
 1. Failure to provide a receipt for monies spend can result in a failure of reimbursement of association monies.
5. Once an officers or directors budget amount has been depleted for that board year, all purchases must receive approval in the manner stated in Article 9-5-3.
6. The Board Treasure has the ability to pay reoccurring yearly expenses. These expenses generally are payments to entities that BBSA has done business with in consecutive years or has required this service to be done for the association in consecutive years.
 1. These services include but are not limited to:
 1. Uniform Ordering Costs.
 2. Porta-John Services.

3. Fees associated with Picture Day.
4. Power expenses related to the agreement with the Braidwood Park District.
2. Should these expenses exceed 25% over the amount paid in the previous year, the Board Treasure must obtain a majority approval from the Board prior to payment for the services.
3. If the costs are below the 25% threshold, the Board Treasure then would present the paid bills to the Board at the next meeting.
7. The Board will, in the event of dissolution of the Association at some future date, dispose of all physical property (bats, balls, protective gear), of the Association and satisfy all claims against the Association. Any funds remaining in the treasury of the Association will be given to one or divided among several organizations in the local community who cater to the youth of the community. The decision of the Board in disposition of remaining funds will be final.

10. Article 10-Grievance and Discipline

1. Should an individual or group of individuals wish to file a grievance against any of the following: BBSA Officer, BBSA Director, BBSA Trustee, or a member of designated Coach staff for matters that are contrary to the purpose of or in violation of the BBSA Bylaws, he or she shall do so by:
 1. Submitting a detailed and signed report and appearing before the Officers, Directors, and Board Members.
 2. This grievance shall be heard in a closed session before the Board members of the BBSA and acted upon within 10 Calendar Days, or the next regularly scheduled board meeting (whichever occurs first), after the grievance is presented.
 3. All parties involved should be present at the grievance meeting to assure that both sides are afforded the opportunity to represent themselves.
 4. Any party mentioned in Article 10-1 that is found guilty of any act that is detrimental to the association or in violation of the BBSA Bylaws, as a result of a presented grievance may be removed from their position by a quorum vote of the Board members present at the closed session meeting noted in Article 10-2.

11. *Article 11- Job Descriptions*

1. Officers

1. BBSA Board President

1. Responsible for all activities of the Association.
2. Shall assume the responsibilities of any vacated or unfilled position until a member is appointed to that position.
3. Shall keep a close association with Braidwood's Park District and all governing bodies within the boundaries of the Reed Custer Community Unit School District 255U.
4. Shall preside over all meeting.
5. Shall submit all correspondence, schedules, reports and other records to the Secretary to be included in the annual book of minutes.
6. May create committees to oversee projects.

2. BBSA Vice President of Baseball

1. Responsible, under the President, for all Association activities pertaining to Baseball.
2. Shall preside over all meetings in the absence of the President.
3. Responsible for scheduling practices, games, tournaments pertaining to Baseball, and umpires in the absence of a Director of Umpires.
4. Shall have the authority to approve or disapprove the cancellation of any games except due to weather conditions and the rescheduling thereof with notification from the home coach of the cancellation.
5. Shall be responsible for the recruitment and conduct of baseball head coaches and assistant coaches to the Manager/Coach Rules and Guidelines.
6. Shall perform other duties as assigned by the President.

7. Shall submit all correspondence, schedules, reports, and other records to the Secretary to be included in the annual book of minutes.
8. Oversees the duties of BBSA Vice President of Softball in the event of the position being vacant.
9. Monitors the use of the TeamUp field management system for correct use by coaches.

3. BBSA Vice President of Softball

1. Responsible, under the President, for all Association activities pertaining to Softball.
2. Shall preside over all meetings in the absence of the President.
3. Responsible for scheduling practices, games, tournaments pertaining to Softball, and umpires in the absence of a Director of Umpires.
4. Shall have the authority to approve or disapprove the cancellation of any games except due to weather conditions and the rescheduling thereof with notification from the home coach of the cancellation.
5. Shall be responsible for the recruitment and conduct of baseball head coaches and assistant coaches to the Manager/Coach Rules and Guidelines.
6. Shall perform other duties as assigned by the President.
7. Shall submit all correspondence, schedules, reports, and other records to the Secretary to be included in the annual book of minutes.
8. Oversees the duties of BBSA Vice President of Baseball in the event of the position being vacant.
9. Monitors the use of the TeamUp field management system for correct use by coaches.

4. BBSA Secretary

1. Responsible, under the President, for all Association activities.
2. Shall preside over all meetings in the absence of the President and both Vice Presidents.
3. Shall maintain the Bylaws and minutes of all meetings.
4. Responsible for the maintenance of all schedules, rosters, forms, correspondence and any other data deemed necessary that is not the direct responsibility of another officer.
5. Responsible for creation of all flyers, and press releases.
6. Responsible for the maintenance of annual books of minutes to be kept by the Association and transferred to the subsequent secretary.
7. Shall perform other duties assigned by the President.

5. BBSA Treasurer

1. Responsible, under the President, for accounting of all receipts and disbursements of Association funds per Article 9-5.
2. Shall normally provide a Treasurer's report at every regular meeting, which includes old balance, receipts, disbursements, and new balance.
3. Shall be available to answer any and all questions concerning the Association treasury.
4. Shall surrender, upon request of an officer or director, all books, records, receipts, etc. concerning the Association treasury with approval of the Board majority.
5. Shall perform other duties as assigned by the President.
6. Shall participate in the annual audit with the designated Finance Committee.
7. Shall submit all correspondence to be included in the annual book of minutes.

8. Responsible for all 501c3, federal tax, state tax, and tax-exempt filings.

6. Director of Fundraising

1. Responsible, under the President, for all fundraising events.
2. Shall schedule work for fundraising activities
3. Shall perform other duties as assigned by the President.
4. Shall submit all correspondence, schedules, reports and other records to the Secretary to be included in the annual report of minutes.
5. Shall notify the President and VPs of each league within 72 hours after fundraising event due date of all players who have failed to return moneys.

7. Director of Sponsorship

1. Responsible, under the President, for securing and building association sponsorships.
2. Responsible for recruiting and maintaining contracts and contacts for team sponsors and outfield sign advertisers.
3. Shall perform other duties as assigned by the President
4. Shall submit all correspondence, schedules, reports and other records to the Secretary to be included in the annual report of minutes.

8. Director of Equipment

1. Responsible, under the President and Vice Presidents, to supply and maintain, in a safe condition, all playing equipment.
2. Shall make recommendations to improve safety for all aspects of equipment and facilities.
3. Shall maintain a safe, clean, and orderly equipment building and storage boxes.

4. Shall maintain an equipment inventory and team checklist from season start to season end and shall collect all equipment no later than July 31 of same board year.
5. Shall submit all correspondence, schedules, reports, and other records to the Secretary to be included in the annual book of minutes.

9. Director of Umpires

1. Duty is to supply quality umpires, under the direction of the Board, for all league games and assures their ability to umpire that specific level.
2. Shall provide a written schedule of assignments for all regularly scheduled league games and provide said schedules to the VP of each respective league and team managers.
3. Shall provide qualified umpires to rescheduled games.
4. Shall maintain and distribute a master list of all qualified umpires and their phone numbers.
5. Shall arrange umpire registration and training class prior to season.
6. Shall verify that all umpires are certified by the governing body chosen by the board.
7. Should attempt to coordinate umpires to not work games of siblings when playing Association teams.
8. Shall require umpires to not wear open toed shoes and to wear provided shirts and safety equipment on the field.

10. Director of Fields & Safety

1. Shall maintain all field surfaces and dugouts.
2. Shall maintain all field maintenance equipment.
3. Shall work with the BBSA Board President in acquisition of auxiliary fields for practice sites.

4. Should do a personal review of the fields for the safe use by the players and coach. The report any findings to the board; with a course of action to correct.
5. Monitor any on field accidents that occur, notify the board, and give a course of action for correction.

11. Director of Concessions

1. Shall maintain the concession stand.
2. Be responsible for the scheduling of volunteers working in the concession stand.
3. Shall keep inventory of stock in the concession stand and coordinate pick of resupplies and rotation.
4. Shall set prices, with board approval, of items for sale in the concession stand.
5. Shall follow Article 9-5 for acquisition of supplies needed for the concession stand.
6. Partners with the Director of Information & Digital Services for the concession stands digital inventory system.
7. Should be State of Illinois Food Service certified.

12. Director of Information & Digital Services

1. Shall maintain the associations website, and social media presence.
2. Shall coordinate online registration with the Officers.
3. Shall assign online administrative rights to Officers and Directors.
4. Shall update association news on the association's website.
5. Is the primary contact person for all digital services used for web services, electronic registration, all social media sites, and other electronic/digital services the board deems necessary.

13. Trustee

1. An elected group which scrutinizes the Association's activities
2. May audit the records at any time with Board approval.
3. Can be appointed to director roles and participate in committees.
4. Provide assistance to officers and directors, as requested.
5. Should have attended at least 8 regular meetings and participate in the planning, operation and/or execution of at least 2 other BBSA functions, such as, but not limited to, Registration, Clean-up Day, Opening Day Parade and Ceremonies, Fundraising functions and Picture Day.

14. Committees

1. Committees as defined in Article 3-3 are for the purpose of planning, organizing, and executing association events, and to deal with any topic that the BBSA Board President deems needs looked into.
2. Each committee shall be dissolved after the event or matter is completed. With the exception of those in Article 6-13.
3. Committees only have the powers to make a recommended course of action to the board. After a majority of approval from the board can their recommendations move forward.

2. Non-Board Roles

1. Team Head Coach/Manager

1. Shall be approved by the Vice President of the League prior to draft day.
2. Shall conform to the Manager/Coach guidelines and the Coaches Handbook.
3. Head coach's children will normally play on the team their parent manages if the child is of the age group for that league, unless otherwise requested by the Head Coach.

4. Responsible for informing their coaching staff, players and player's parents of the Bylaws, Manager/Coach guidelines, terms of application, and conference rules (if applicable).
 5. Responsible for the proper maintenance and accountability of equipment supplied to the team that they manage.
 6. Responsible for preparing the field prior to home games.
 7. Responsible to obtain approval from the VP of the league or President, other than rainouts and the rescheduling thereof. Failure to do so could result in a forfeit.
 8. Shall notify the Vice President of League of rescheduling.
 9. Responsible to appoint acting Head Coach in his/her absence.
 10. Shall have a valid application for coaching on file with the association.
 11. Shall submit to a background check per Article 14.
2. Assistant Coach (2 per team)
 1. Shall be approved by the Vice President of the League.
 2. Reports to Head Coach. Shall function as Head Coach when required.
 3. Shall conform to the Manager/Coach guidelines and the Coaches Handbook.
 4. Assistant coach's children will normally play on the team their parent coaches if the child is of the age group for that league, unless otherwise requested by the Assistant Coach.
 5. Share responsibility of informing the remaining coaching staff, players, and player's parents of the Bylaws, Manager/Coach guidelines, terms of application, and conference rules (if applicable).
 6. Share responsibility for the proper maintenance and accountability of equipment supplied to the team that they coach.

7. Share responsibility for preparing the field prior to home games.
8. Shall have a valid application for coaching on file with the association.
9. Shall submit to a background check per Article 14.

3. Helper Coaches

1. May be any person willing to assist with the team's development.
2. Shall have approval of the Head coach and Assistant coaches
3. Shall conform to the Manager/Coach guidelines and the Coaches Handbook.

4. Umpires

1. Shall conduct the games in accordance with the Associations rules and Bylaws with any approved inclusion or exclusions. Conference rules supersede BBSA rules.
2. Has jurisdiction over any and all parts of the playing field including spectators as designated in the approved rules.
3. BBSA shall require certification of all umpires through an annual umpire clinic, review process, and certification by an approved body set by the board.
4. All umpires will be provided with forms detailing games umpired to include division, date of game and signature of Board member. Form must be filled out in concession stand.
5. Umpires will be paid following the game at the concession stand at the rate determined by the board.
6. Umpires must be at the field 15 minutes before the game.

12. Article 12- Age and Eligibility Requirements

1. The minimum age for children wishing to play in the BBSA is four (4) years old before August 31st or as approved by the board.
2. Registration must be completed via digital sources with medical, photograph, and any other waiver needed at the time of registration that is determined by the board.
3. A copy of the player's birth certificate and proof of insurance must be on file.
4. Every child that registers to play by the initial sign-up deadline shall be eligible to play providing all financial requirements are met by February 1st, unless approved by the board (including any moneys due from previous years).
5. Hardship Cases
 1. Entry fees for hardship cases may either be reduced or waived pending a review by the officers.
 2. All Hardship cases shall work a minimum of 4 additional volunteer times.

13. Article 13- Registration and Fundraising Requirements

1. All levels of play shall register on dates set by the board in:
 1. Spring between November and January.
 2. Fall between June and July.
2. Parent, legal guardian or adult accompanying player or registering shall read and sign electronically the form pertaining to receipt of waivers on line during registration.
3. Registration, payment, and authorizations may be collected electronically, and by a third-party site.
4. The board has the right to include a mandatory fundraising rate as part of the total cost of registration.
5. Registration fees shall be established each season by the Board.
6. Refund are at the discretion of the Board after required Refund Request Form is submitted.

1. Refund Request Form (See Appendix C)

14. *Article 14 – Background Check*

1. To insure the safety and well-being of the children who participate in the functions of the BBSA, a Background check, in accordance with State of Illinois statute 70 ILCS 1205/8-23, shall be performed on all Head Coaches, Assistant Coaches and Board Members. These checks shall take place at the start of volunteering with BBSA, and then once every three (3) years after, or as directed with approval from the BBSA Board. Any of the aforementioned members who have been convicted of any Classes of Felonies as directed in 70 ILCS 1205/8-23 shall not be allowed to participate in any BBSA function. BBSA Board reserves the right to make additional disqualifications at their discretion.
2. Hard copies of background check authorizations and returned copies of completed checks must be retained for seven (7) years. Access to the returned copies of the completed checks is reserved to BBSA President, BBSA VP of Softball & VP of Baseball, BBSA Secretary, and one other member of the board per agreed direction of the BBSA Board.

15. *Article 15 – Manager/Coach Disciplinary Procedure*

1. Refer to the Coaches Handbook.

16. *Article 16 – Parent/Player Guidelines*

1. See Appendix A

17. *Article 17- Rules for Probation*

1. See Appendix B

Braidwood Baseball Softball Association

Parent/Player Rules and Guidelines

Braidwood Baseball Softball Association expects that all players and their parents adhere to acceptable standards of behavior. BBSA managers and coaches serve a valuable role and will not be expected to put up with conduct that is detrimental to the instruction and participation of team members.

1. Swearing, loss of temper, berating other players, fans or umpires, unsportsmanlike behavior by parents, players and spectators that does not represent the best interests of BBSA will not be tolerated, and will be dealt with accordingly.
2. Players with BBSA are expected to respect and listen to Coaches at all times during practice and games. They are to also respect the umpires and Coaches on opposing teams.
3. Umpires and BBSA Board members may remove a parent or player from the BBSA fields that is exhibiting severe inappropriate behavior. If you are removed from one field of play you are banned from all fields for the season.
4. Players must remain in their dugouts during the course of the game, except those performing duties required in the game and except those excused by their manager or coach. Non-team members are not permitted in the dugout.
5. Players who are members of a BBSA team are expected to be consistent in their attendance at practice and games. Practices should be held weekly during preseason, at the discretion of the coach. Attendance is a contributing factor in the amount of game time a child receives. Manager/Coaches may petition the BBSA Board to dismiss any player who fails to attend an acceptable number of practices or games.
6. Dismissal from a team for attendance or behavioral problems can take place only with BBSA Board approval. A copy of BBSA's Rules for Probation is attached.
7. Parents/guardians are required to wait until AFTER practice or game to talk with Managers/Coaches regarding a player's time in the game.
8. Parents are responsible for the transportation of their child to and from practices and games. If you are unable to stay for the practice or game, please notify the manager or coach before leaving. **Shetland parents MUST stay for the entire practice and/or game.**
9. BBSA equipment is to be used only for BBSA games and practices.
10. All male players must wear a protective cup to participate in practice and games. Not required for Shetland.
11. Players are to come to games in their complete uniform supplied by BBSA. Manager/Coaches may sit a player for the game if not dressed properly.

Appendix A

BBSA Rules for Probation

Players with BBSA are expected to respect and listen to Coaches at all times during practice and games. Refer to your coach by calling them Coach. Fighting with other players and parents on your team or any other team, using profanity, unsportsmanlike conduct and inappropriate yelling at other players, umpires, or your Coach will not be tolerated.

The following steps will be taken to deal with any player or parent that does not follow these rules.

****These rules also apply to any BBSA player and parent attending games that they are not participating in.***

PROBATION STEPS:

1. The Coach will give a verbal warning to the player or parent. Note date, time, and type of problem. Be sure to speak with player or parent away from team. Always keep in mind the child's age and keep discipline within reason.
2. The Coach will give a verbal warning to the player or parent and let the parents/guardian know what happened. Notify the Vice President of the League with player or parent problem and action taken.
3. **PROBATION.** The Player Probation Form needs to be filled out completely after Levels 1, 2, and 3 have been addressed. The form will be filled out by the Coach and signed by the player or parent, player's parents/guardians, and Coach. The form will be given to the Vice President of the League within 24 hours, with a copy being given to the parent/guardian and a copy for the Coach. See Coach's Handbook for Player Probation Form.
4. The Coach will inform the BBSA President who will then set up a meeting with the members of the Board, Coach, the player, and the parents/guardians. All parties will have a chance to speak about the incidents and BBSA will explain the expectations for the player or parent and explain this is the player's or parent's final warning.
5. The player is removed from any team they are on, including any Travel Teams. If the player or parent signs up next year they will start the season on Step 3.
6. The BBSA Board may skip Steps 1-4 in any severe case of inappropriate behavior. The BBSA believes that we have a great community and a great group of players and parents. The BBSA is setting up rules for cases like this so that all parents/guardians, players, and Coaches have a guideline to go by for inappropriate behavior and safety for their players.

Appendix B

Braidwood Baseball Softball Association

Refund Request Form

Refund Guidelines

The BBSA allows for the full refund of registration fees if a refund form is filled out and returned to the BBSA, P.O. Box 293, Braidwood, IL. 60408 within 30 days of the last registration date or February 1st, whichever comes first. After February 1st, refunds are at the discretion of the board.

Fundraiser fees are not included in the refund of registration fees.

REFUND REQUEST

I, _____, hereby request
a refund of all registration fees for the _____ season. I understand
fundraiser fees are not a refundable part of registration.

Players Name: _____

Parent Signature: _____

Date: _____

Appendix C