

Conroe Area Youth Baseball, Inc.  
(C.A.Y.B.)

Policies and Procedures  
Manual

Revised – November 2006

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Conroe Area Youth Baseball, Inc. (“CAYB”)  
Policies and Procedures Manual

Article 1  
League Rules

- 1.1 All CAYB leagues and divisions shall be governed by the Official National League Baseball Rules, the official rules of the PONY Baseball, Inc. programs applicable to each age group, and CAYB rules and regulations as set forth herein.

Article 2  
League Area

- 2.1 CAYB shall be open to all eligible players in the district designated by PONY Baseball, Inc., as shown on Exhibit “A”, attached hereto and incorporated herein by reference.

Article 3  
Registration

- 3.1 Registration shall be held at locations and times designated by the Board of Directors, and publicized in accordance with the directions of the Board.
- 3.2 A registration fee shall be required of all children participating in CAYB. The fee shall be set by the Board of Directors. No refunds shall be made after the draft, except for medical reasons (a release from a medical doctor is required). There will be no fundraiser or fundraiser buy-out refunds. The Board may, in its discretion, establish and maintain a “scholarship” program on such terms and conditions as it may deem advisable, and may direct that registration fees for children qualifying for a scholarship be paid out of scholarship program funds.

Article 4  
Player Evaluations

- 4.1 Player evaluations shall be held at times and locations designated by the Board of Directors.
- 4.2 A minimum of two player evaluations will be held for each CAYB age group.
- 4.3 Each age group shall be evaluated according to procedures established by the Age Group Commissioner of that group, provided however, that at a minimum, each child shall receive three infield ground balls to field, three

outfield fly balls to catch, and five swings at pitches from the pitching machine.

## Article 5 Player Selection

- 5.1 All registered players, other than option players, shall attend one player evaluation session. If a registered player, for good cause, is unable to attend an evaluation session, his name shall be added to the player pool.
- 5.2 No player may register after the last player evaluation, unless that player can prove that they moved into the district following the last evaluation, or unless the player is prohibited from registering by University Interscholastic League Rules that prevent his evaluation during the school season. Players falling within these exceptions shall be added to the player pool.
- 5.3 Managers shall draw from a hat for their place in the draft. The drawing shall not take place until all managers have arrived in the draft room. The first person who arrives shall draw first, with the remaining managers drawing from the hat in order in which they arrive. This shall be determined by a sign-in sheet to be maintained by the Commissioner of Player Personnel at the draft.
- 5.4 The order of the draft shall be reversed at the end of each round. For example, in the first round, the order shall be 1 through 6, in the second round, the order shall be 6 through 1, in the third round, 1 through 6, and so on, until the draft is complete.
- 5.5 Each team in all age groups shall be allowed one option player (see 5.8 below). Prior to entering the draft room, managers will meet to discuss and agree upon which round each option player shall be taken in. Before the draft begins, the Commissioner of Player Personnel will ask each manager to state who his option player will be, and in which round he will be drafted.
- 5.6 Managers shall have three minutes within which to make their selection in each round of the draft.
- 5.7 All player trades must be made at the draft, must be approved by the Commissioner of Player Personnel and Age Group Commissioner, recorded with the league secretary, and reported to the Uniform Commissioner. A reasonable time for trades shall be allowed following the conclusion of the draft, with a minimum time of fifteen minutes.
- 5.8 As stated in 5.5, each team in all age groups shall be allowed one option

player. If the manager of a team has a child or grandchild who is a player in that age division, that player is automatically that team's option. If neither the manager nor the assistant coach has a child or a grandchild who is a player in the age division, that manager may designate a sponsor for his team, and the sponsor's child or grand child shall be the option player for that team.

- 5.9 If siblings are in the same age group, the parents may request that they play on the same team. When the first sibling is taken in the draft, the next sibling is automatically the next draft choice of that team in the ensuing round.
- 5.10 Names in the player pool will be drawn from a hat by the Commissioner of Player Personnel after all other players have been drafted. As players are selected from the hat, the Commissioner of Player Personnel shall announce the player's name, and assign that player to the team next in order in the draft. This process shall continue until all names in the player pool are selected and assigned to teams.

#### Article 6 Practice and Team Meetings

- 6.1 Each team is allowed a maximum of four team meetings per week. No team meeting may exceed two hours. A game is a team meeting. For purposes of this rule, a week shall be defined as Monday through the following Sunday.
- 6.2 Players shall not miss two consecutive team meetings without good cause.
- 6.3 Players and parents/guardians shall conduct themselves in a sportsmanlike manner at all team meetings.
- 6.4 A player or parent/guardian in violation of 6.2 or 6.3 above shall be given notice of the violation, and shall be penalized in the following manner: a warning; a one game suspension; a multiple game suspension, which may extend to the end of the season; any other penalty fair and reasonable under the facts and circumstances of the particular case, e.g., a public apology to the team and/or parents for misconduct at practice. A complaint shall be made to the Age Group Commissioner and the Commissioner of Player Personnel. Those officials shall determine the penalty to be imposed. In the event of a disagreement between the two, the decision of the Commissioner of Player Personnel shall control. The player or parent/guardian disciplined may appeal the decision to a committee composed of all remaining Commissioners and the Chairman of the Board, or a Board member designated by the Chairman. The player or parent/guardian disciplined shall be allowed to present his side of the

controversy, as shall the complaining party. The Commissioners and Board member, by majority vote of those present, shall then make a decision concerning the discipline to be administered to the player, if any. That decision shall be final. Appeals shall be heard as expeditiously as possible.

#### Article 7 Uniforms and Equipment

- 7.1 Beginning with the Mustang (9/10) age division, all players shall be furnished with a coordinated uniform consisting of a cap, shirt, pants, belt and socks. Players below that age division shall be furnished a coordinated cap and shirt.
- 7.2 All players shall furnish their shoes and gloves. All catchers shall furnish and wear appropriate groin protection at all times.

#### Article 8 Game Schedules

- 8.1 Game schedules shall be prepared by the Age Group Commissioner, unless otherwise instructed by the Board.
- 8.2 Any game with any team outside CAYB must be approved by the Board of Directors.
- 8.3 All games ending in a tie shall count as one-half win and one-half loss in the standings.
- 8.4 Games shall begin at the time scheduled. Visitors shall take the field first, prior to the starting time, to warm up. The home team shall then take the field and remain for the start of the game. If the first game of the night interferes with the starting time of the second, the teams playing the second game shall nonetheless have a minimum of five minutes each to warm up.
- 8.5 The number of games in each age group division shall be determined by the Board of Directors.
- 8.6 Winners of leagues in each age group division shall be determined by the regular season win-loss record. If two or more teams are tied at the end of the regular season, the winner shall be determined in accordance with the following tie-breaker: (i) the team with the best record head-to-head against the other team(s) with which it is tied shall be the winner; if the teams remain tied, then (ii) the winner shall be the team with the best record against the other teams in its league (e.g., if the Reds and Marlins

are in the National League and are tied, under this tie-breaker the team with the best record against the other teams in the National League shall be the winner); if the teams remain tied, then (iii) a playoff game between the teams tied shall be scheduled by the Board of Directors.

- 8.7 Before the start of any game, it shall be the Chairman of the Board of Directors' decision to call a game for weather, field conditions, or any other reason. Once a game has commenced, it shall be the umpire's decision to suspend a game for weather or other reason. The Chairman may designate another member of the Board to make this decision in his absence.

## Article 9 Playing Rules

- 9.1 All CAYB age group divisions shall play competitive baseball.
- 9.2 All age divisions shall play by PONY Baseball, Inc. rules and regulations unless otherwise stated in CAYB local league rules. Each player must play a minimum of three consecutive outs on defense, and complete at least one at bat in each game played by his team. Violation of this rule results in automatic forfeiture of the game. The player or players that did not play in the forfeited game shall start and play all of the next game they he attends. Violation of this rule may be called to the attention of the Age Group Commissioner at any time, and if the Age Group Commissioner finds that the violation occurred, he shall immediately impose the penalties required by this rule.
- 9.3 Notwithstanding the provisions of paragraph 9.2 above, no penalty for a violation of 9.2 shall be imposed if the game in question ends before the completion of four innings, and the player or players that did not meet the minimum play in that game start and meet the minimum play in the next game the player attends.
- 9.4 A maximum of three adults per team shall be allowed on the field, with one adult being in the dugout at all times. Each team shall be allowed one bat boy, who is a registered CAYB participant not less than six years old, and not older than the age group playing.
- 9.5 Starting players and substitutes may be withdrawn and re-enter the game once, provided that the player occupies the same position in the batting order. In the Pony (13/14) age division, the starting pitcher may re-enter the game as pitcher one time, subject to the limit on innings pitched. In all other age groups, a pitcher may not be withdrawn and re-enter the game as pitcher.

- 9.6 In a situation where a player becomes incapacitated because of injury or illness, the umpire may allow a player to re-enter a game who would otherwise be ineligible to do so, in order to avoid a forfeit. Such a substitution shall be allowed only if there are no players who have not played. In such a case, the opposing manager shall select the player to re-enter the game in place of the player who is incapacitated.
- 9.7 A courtesy runner may be used for the catcher when there are two outs, and the catcher has safely reached base.
- 9.8 A runner who intentionally runs into a defensive player is out, and shall be ejected from the game. A player who is ejected twice for this offense shall be suspended for the season, subject to review by an appeal committee, appointed by the Board, in accordance with paragraph 6.4.
- 9.9 Unsportsmanlike conduct shall include, but not be limited to, fighting, swearing, throwing equipment, and improper questioning or argument of umpire's calls in a loud, obnoxious or insulting manner. Such conduct shall result in the offender being removed from the playing field. For purposes of this rule, the playing field shall mean and include the dugout, grandstands, press box, and any area in close proximity to the area where the game is being played. The ejection of a player, manager or assistant coach shall be noted in the official scorebook. The person ejected shall not participate in the next game following the ejection. In the case of a player, that person must attend the game in uniform, and sit in the dugout for the duration of the game. In the case of a manager or assistant coach, that person must attend the next game in uniform, and sit in the stands, but cannot participate in any way in coaching the team. Any player ejected from a game for the third time in the same season shall be suspended for the remainder of the season, and shall not be eligible for tournament play.
- 9.10 Each team shall promptly furnish a batting order to the scorekeeper and opposing team.
- 9.11 In the Mustang (9/10) age division, a team may play with ten players on defense. The tenth player shall be used as a fourth outfielder.
- 9.12 A forfeit shall be declared if a team cannot field nine players at game time. Once a game has commenced, a team may continue to play with eight players should one player leave the game for any reason. To avoid forfeitures, CAYB has adopted a liberal Pool Player Policy, a copy of which is attached hereto as Exhibit "B", and incorporated herein.
- 9.13 In age group divisions Mustang (9/10) and Bronco (11/12), a team leading the other team by 10 or more runs at the completion of four innings of play shall be declared the winner. If the team leading is home team, it shall

not bat in the bottom of the fourth inning. For the Pony (13/14) age group division, the game shall not be called until the completion of five innings of play. This rule is not applicable to age group divisions below Mustang (9/10).

- 9.14 The Protest Committee shall consist of a member of the Board of Directors designated by that body, and the following Commissioners: Player Personnel, Scorekeeping, Umpires, and the Age Group Commissioner for the division from which the protest was lodged. A \$25 protest fee shall be deposited with the CAYB secretary by the protesting manager. If the protest is successful, the fee shall be returned. If the protest is disallowed, the fee shall become property of CAYB. The Protest Committee shall give each of the managers concerned an opportunity to be heard by the Committee, and then shall decide the protest by majority vote. The Board Member, who shall be the chair, shall vote only in the event of a tie and shall be final. All protests, in order to be valid, must be filed in strict compliance with official PONY Baseball Rules.
- 9.15 There will be no headfirst slides, except when (1) going back into a base, and (2) in a run-down. It is an automatic out. This applies to all age group divisions.

#### Article 10 Managers and Assistant Coaches

- 10.1 The Board of Directors shall solicit Managers and Assistant Coaches in any manner it deems reasonable and appropriate. All persons desiring to act as a Manager or Assistant Coach shall submit an application to the Commissioner of Managers, in such form as the Board of Directors shall prescribe. As part of any such application, candidates for Manager or Assistant Coach shall execute a Consent Form, to allow CAYB to engage an unaffiliated company to perform a criminal history records background check. It shall allow an unaffiliated company to: (i) conduct a criminal history records check on each candidate, and (ii) notify the Board of Directors of each candidates' pass/fail status. The Consent Form shall further provide that no details of the candidates' criminal history shall be submitted to the Board of Directors, or to anyone affiliated with CAYB, and that the results of the criminal history background check shall not be stored or recorded. Any candidate who fails the criminal history background check shall not be eligible to be a Manager or Assistant Coach. Following the receipt of applications for Manager and Assistant Coach, and receipt of the results of the criminal history background checks on each candidate, the Commissioner of Managers shall review the applications with the Age Group Commissioner for the age group the applicant desires to coach. Following that review, the Commissioner of

Managers shall forward a recommendation to the Board of Directors for approval or disapproval of each candidate's eligibility to manage or assist.

- 10.2 The Board of Directors shall call a special meeting, and shall vote to Approve or disapprove Manager and Assistant Coach candidates. Candidates shall be notified immediately by the Commissioner of Managers of their approval or disapproval. If disapproved, the Commissioner shall notify the candidate of the reasons for disapproval in writing, and notify the candidate of his right to appeal the disapproval. The Board shall then promptly call a special meeting, and sit as the final appeal board. Following and opportunity for the candidate to present evidence in support of his candidacy, the Board shall either approve or disapprove the candidate. The Board's decision shall be final.
- 10.3 Following the approval process and any appeals, the Board shall rank the approved managers numerically. Managers shall then receive teams, as available, in the ranked order. For example, if ten candidates were approved for manager in the Mustang (9/10) age group division, and there were sufficient registrants for only eight teams, the managers ranked 1-8 would receive teams, and the managers ranked 9 and 10 would not. In ranking managers, the Board shall take into account the following factors, among others, in any order deemed appropriate: character, commitment to the program, experience, baseball knowledge, teaching ability, ability to communicate and relate to players, ability to devote sufficient time to team meetings and practice.
- 10.4 Managers shall submit their Assistant Coaches' names to the Age Group Commissioner as soon as possible, but no later than ten days after the draft. If the proposed Assistant Coach has not been approved in accordance with procedures in this Article, then his name shall be submitted by the Age Group Commissioner for approval in accordance with these procedures.
- 10.5 A Manager or Assistant Coach may be removed, with cause, by the Age Group Commissioner with the concurrence of the Chairman of the Board. Anyone dissatisfied with the decision can appeal the decision to the Board of Directors, whose decision will be final. All parties shall be entitled to be heard, and present evidence, prior to any decision by the Manager's committee or the Board of Directors. If a Manager is removed, the Board of Directors may appoint an Assistant Coach as Manager of the team, or may in its discretion, appoint another approved Manager to finish the season with the team.

Article 11  
Scorekeepers and Scoreboard Operators

- 11.1 The home team shall furnish an approved scorekeeper for each game. In the absence of a scorekeeper, the Manager or Assistant Coach must keep score for that game. All scorekeepers, including all Managers and Assistant Coaches, must attend an approved training session.
- 11.2 The visiting team shall furnish a scoreboard operator for each game.

Article 12  
Parents Meeting

- 12.1 Managers shall conduct a parents meeting prior to the team's first practice. The Manager shall explain the philosophy, rules, policies and procedures of CAYB as set forth herein and in the bylaws. The requirement for each team to recruit a team mom shall be explained, as well as the rule that failure to do so will result in game forfeitures until compliance.

Article 13  
Team Moms

- 13.1 Within ten days after the draft, each team shall give written notification to the Team Mom Commissioner of the name, address, and telephone numbers of its team mom. Non-compliance shall result in automatic forfeiture of the team's first game, and all succeeding games thereafter, until compliance occurs.

Article 14  
Insurance

- 14.1 Each player, Manager and Assistant coach shall be covered by a limited coverage insurance policy, which is secondary in nature. In the event of an injury, parents shall immediately notify the Age Group Commissioner, who shall in turn notify the Board of Directors. The Board shall designate the CAYB secretary, and any others it may deem appropriate, to assist in the preparation and filing of a claim with the insurance company.

Article 15  
Collection of Funds

- 15.1 On days when unusually large amounts of money are collected, such as Registration, Evaluations, Opening Day, and Fundraiser collections, three qualified individuals shall count the money at the end of the day. At least one of the three must be a Board Member. For this purpose, a qualified individual shall be either 1) a Board Member, 2) treasurer, or 3) a

Commissioner. After the funds have been counted, the following items shall be noted on a triplicate form: 1) the date, 2) the amount of cash received, 3) the total of all checks and 4) the name of the Board Member or Treasurer who is taking the money to be deposited. Each of the three who counted the money shall sign the form, and then each will have a copy to keep for themselves.

#### Article 16 Fund Raising

- 16.1 The Board of Directors shall conduct such fund raising efforts as it, from time to time, deems necessary and appropriate to better CAYB, and to allow CAYB to carry out its purpose and goals. No bank account may be opened in the name of CAYB, or for any CAYB team or function, without written Board approval.

#### Article 17 Team Equipment

- 17.1 All Managers shall place a \$50.00 deposit with the Equipment Commissioner for team equipment. The deposit shall be returned when all equipment, except baseballs, is returned to the Equipment Commissioner in good condition, reasonable wear and tear expected, upon completion of the season. No Manager who fails to return equipment, without good cause, shall be permitted to manage the following season.

#### Article 18 Commissioners

- 18.1 Responsibility for the day to day operations of CAYB is vested in the Commissioners. These positions, and a brief description of some of the major duties and responsibilities of each are stated below. All Commissioners serve as officers for safety and security duties at scheduled times during league operations, when applicable.

- (A) Age Group Commissioners – The duties of the Age Group Commissioners are as follows: establish player evaluation procedures for the age group, pursuant to section 4.3 hereof; recruit persons to assist in conducting player evaluations, and supervise same; attend and assist in the player draft, and approve proposed trades, pursuant to section 5.7 hereof; receive complaints and administer player discipline pursuant to section 6.4 hereof; act as the information officer for managers concerning game schedules, rainouts, rescheduling, arrival of uniforms, etc.; prepare game schedules if so directed by the Board of Directors; receive complaints and administer penalties, if warranted, for violations of

the playing rules, pursuant to section 9.2 hereof; serve on the Protest Committee, pursuant to section 9.14 hereof; review managers' and assistant coaches' applications with the Commissioner of Managers, and recommend approval or disapproval pursuant to sections 10.1 and 10.4 hereof; remove managers or assistant coaches with the concurrence of the Chairman, in accordance with section 10.5 hereof; receive notification of injury, and forward same to the Board of Directors in accordance with section 14.1 hereof; generally supervise the operation of the baseball program and games in accordance with the goals and objectives of CAYB.

- (B) Commissioner of Player Personnel and Tournament Teams – The duties of the Commissioner of Player Personnel and Tournament Teams are as follows: preside over the selection of players, pursuant to Article 5 hereof; review complaints and administer discipline, if warranted, pursuant to section 6.4 hereof; serve as a member of the Protest Committee, pursuant to section 9.14 hereof; preside over the selection of Tournament Team players, pursuant to PONY Rules and Article 19 hereof; to act as liaison between Tournament Team managers and PONY District and Tournament officials, as and when necessary.
- (C) Commissioner of Scorekeeping – The duties of the Commissioner of Scorekeeping are as follows: prepare and conduct the training sessions for approved scorekeepers, pursuant to section 11.1 hereof; collect and maintain the official scorebooks for all games; establish and implement procedures to protect the integrity and accuracy of the scorebooks; prepare and post at the ballpark the standing in each division of each age group on a weekly basis.
- (D) Commissioner of Field Maintenance – The duties of the Commissioner of Field Maintenance are as follows: supervise the maintenance of the fields and the conduct of operations to maintain the fields on workdays; prepare and present to the Board of Directors a list of all equipment and supplies necessary to maintain the fields, together with an estimate of the approximate cost of such equipment and supplies; identify potential donors for equipment and supplies, where possible.
- (E) Commissioner of Equipment – The duties of the Commissioner of Equipment are as follows: determine the condition of the equipment belonging to CAYB, and report to the Board of Directors concerning the need for new and/or additional equipment; purchase, pursuant to authorization from the Board of Directors, the supplies and equipment necessary to conduct the

baseball program; organize the allotments of equipment for each team, and distribute the allotments to the managers on draft day; collect the deposit specified by section 17.1 hereof from each manager, and return same upon return of the equipment in compliance with that section; report to the Board of Directors the name of any manager who fails to return the equipment allotment at the end of the season, or if applicable, at the end of Tournament play.

- (F) Commissioner of Managers – The duties of the Commissioner of Managers are as follows: to supervise the solicitation, selection and approval of Managers in accordance with Article 10 hereof.
- (G) Commissioner of Umpires – The duties of the Commissioner of Umpires are as follows: identify and present to the Board of Directors his choice of umpires to call CAYB games for the upcoming season; schedule and conduct umpire clinics; schedule and supervise the umpiring crews during the season; keep a log of umpire payments; receive complaints regarding the umpires during the season; report to the Board of Directors on the status of umpiring during the season, as necessary, and give a final report to the Board of Directors at the end of the season, along with his recommendation on the retention of the umpiring crews.
- (H) Commissioner of Safety and Security – The duties of the Commissioner of Safety and Security are as follows: establish a system, schedule and roster for CAYB personnel who will be safety and security officers on each night of league operations; coordinate with paid law enforcement officers, if any, on scheduling, duties, etc.; report to the Board of Directors on controversies or incidents, as necessary; report to the Board of Directors on all complaints about potentially dangerous conditions with regard to the physical facilities as well as suggestions to improve the safety and security of CAYB operations.
- (I) Commissioner of Sponsors – The duties of the Commissioner of Sponsors are as follows: to solicit sponsorships for teams during the regular season and for Tournament Teams, and to collect the proceeds from the Sponsor; to provide for the preparation of the signs to recognize the sponsors, and to install them at the ballpark; to provide for the preparation of plaques to recognize sponsors at the end of the season.

- (J) Commissioner of Publicity – The duties of the Commissioner of Publicity are as follows: to educate team managers and team moms concerning the procedure for publishing game scores and results in the local paper; to request coverage from the local paper for CAYB events, including without limitation, Opening Day, the Season Championships, Tournaments, and the results and scores of CAYB teams involved in Tournament play; to secure advertising for CAYB events based on approval from the Board of Directors.
- (K) Commissioner of Fund Raising – The duties of the Commissioner of Fund Raising are as follows: to implement the plans, policies and procedures for fund raising as announced by the Board of Directors; distribute fund raiser; collect and log payment information for fund raiser; to identify and present to the Board of Directors new ideas for fund raising for CAYB.
- (L) Commissioner of Concessions – The duties of the Commissioner of Concessions are as follows: to supervise the operation of the concession stand in accordance with the policies and procedures announced by the Board of Directors; schedule teams to work in the concession stand during the season.
- (M) Commissioner of Registration – The duties of the Commissioner of Registration are as follows: to oversee registration of CAYB players for the upcoming season.
- (N) Commissioner of Uniforms – The duties of the Commissioner of Uniforms are as follows: collect players and coaches uniform information; order, sort and distribute uniforms.
- (O) Commissioner of Team Moms – The duties of the Commissioner of Team Moms are as follows: collect from Managers the names, addresses and phone numbers of the Team Moms in accordance with section 13.1 hereof; prepare the Team Mom information packet; conduct the Team Mom meeting; contact Team Moms with information, when necessary, announced by the Board of Directors.
- (P) Commissioner of Opening Day – The duties of the Commissioner of Opening Day are as follows: supervise the operation of Opening Day; be the liaison between the league and the photographer chosen for the season by the Board of Directors; set up photography schedule; organize and secure all necessary items for Opening Day; supply all Opening Day information for teams to the Commissioner of Team Moms.

- (Q) Commissioner of Website Operations – The duties of the Commissioner of website Operations are as follows: prepare and post on the website the standings in each division of each age group on a weekly basis; supervise the maintenance and operations of the website in accordance with the policies and procedures announced by the Board of Directors.
- (R) Commissioner of Fall Ball – The duties of the Commissioner of Fall Ball are as follows: establish registration procedures for Fall Ball; supervise the operation of Fall Ball in accordance with the goals and objectives of CAYB; establish and implement any policies and procedures announced by the Board of Directors.
- (S) Secretary – The duties of the Secretary are as follows: to attend and take minutes for all meeting of the Board of Directors; to collect and record all registration paperwork; to prepare paperwork for league registration, league insurance, season registration, evaluations, draft, manager’s packets, Tournament Team draft, Tournament Team league registration, Tournament Team manager’s packets, season evaluations; receive and record usage of Pool Players; to perform other duties and functions set forth herein.
- (T) Treasurer – The duties of the Treasurer are as follows: to oversee collection and disbursement of the funds of CAYB, and to account for the collection and disbursement of funds of CAYB to the Board of Directors; set up for federal tax information to be filed on a yearly basis in accordance with approval from the Board of Directors.

Article 19  
Tournament Teams

- 19.1 **Selection of Managers** – The manager of the regular season team with the best record in each age group shall be the manager of the Tournament Team for that age group, subject to Board of Directors approval of each manager. The Board of Directors may disapprove a manager for Tournament play for good cause, and may appoint another qualified manager, upon majority vote, giving priority, where appropriate, to the manager with the next best regular season record. The manager of the regular season team with the best record may choose which team from the age group to manage. Once his selection is made, the manager with the next best regular season record has the option, subject to Board approval, to manage the remaining Tournament Team. This procedure shall be followed until the Tournament Team managers are selected.

- 19.2 **Suggested Criteria for the Selection of Tournament Team Players –**  
The purpose of Tournament Teams is two-fold: to reward deserving players for a great season, and to represent CAYB with the best team that CAYB can field. Managers should consider each player’s ability, performance during the season, attitude, and any other relevant criteria, from the perspective of what is good for the Tournament Team as a whole. A player should not be penalized nor held accountable for conduct that is the result of a medical or physical problem beyond the player’s control.
- 19.3 **Selection of Tournament Teams –** Tournament Team players are to be selected by a majority vote of the managers in their age group. The procedure for selecting the teams shall be as follows: each manager shall submit a nominating ballot of no more than thirteen names for each age in his age group to be considered for Tournament Team selection, and shall be entitled to submit two more names at the selection meeting. Managers may nominate any player from any team, including their own. The Commissioner of Player Personnel and Tournament Teams shall convene and preside over a Tournament Team selection meeting which shall be attended by the manager of each team in the age group or one of his assistant coaches designated by him, a member of the Board of Directors designated by the Chairman of the Board, and the league secretary. After convening the meeting, the Commissioner of Player Personnel and Tournament Teams shall take the following steps:
- (a) receive the Tournament Team manager’s one option player’s name, if applicable.
  - (b) compile a written ballot listing nominated player on a whiteboard to be viewed by all managers, and receive each manger’s additional nominations, if any.
  - (c) compile a printed nomination ballot.
  - (d) take a written vote on the printed ballot by having each manger circle the names of the designated number of players he selects from the nominations ballot. Managers are not required to vote for players they nominate. Vote totals shall not be announced. The Commissioner of Player Personnel and Tournament Teams, the Board representative, and the league secretary, shall each compile and verify the vote.
  - (e) the designated number of players selected will be eleven or twelve based on the manager’s option stated above in (a).

- (f) in the event of ties after the first ballot, allow managers an additional time not to exceed ten minutes in which to discuss the players who are tied. The managers shall then submit a written vote with their choice of the designated number of players. This process will be repeated until there are no remaining ties. If managers are unable to break a tie, the Commissioner of Player Personnel and Tournament Teams shall break the tie and fill the remaining slots by drawing the names of the players who are tied from a hat.
- (g) require the league secretary to make a record of the two players who received the highest number of votes without making the Tournament Team. These two players shall be alternates in case of injury, or if players who are chosen decide not to play. If these two players are tied in votes, then the tie shall be broken by drawing one of those names from a hat.
- (h) require the league secretary to prepare a written list of the names of the players selected to the Tournament Team, together with the alternates. This list shall be signed by the Commissioner of Player Personnel and Tournament Teams, the Board representative, and the league secretary.
- (i) instruct the managers not to discuss any information from the Tournament Team selection meeting with anyone, and adjourn the selection meeting.

19.4 Names of the players selected to the Tournament Teams will be announced at the end of the season Closing Ceremonies for CAYB. Any player selected to the team that is not in attendance at Closing Ceremonies will be contacted by the Tournament Team manager as soon as possible. This will be the process of notification unless otherwise directed by the Board of Directors.

19.5 The Tournament Team manager shall have the right to designate his two assistant coaches, subject to Board approval, and provided that each is qualified to serve in that capacity under PONY rules. Pinto managers are allowed to choose an additional assistant, subject to Board approval, to serve as pitcher for the team.

19.6 Tournament Teams receive a sum of money for each player and coach as determined by the Board of Directors for the purchase of team uniforms. The manager shall thereafter be responsible for the uniforms of team members in accordance with PONY rules.

19.7 Subject to availability of funds, in the sole discretion of the Board of

Directors, a per diem may be allowed for Tournament Teams traveling to tournaments in excess of 75 miles from Conroe. The per diem shall be established by the Board, and shall approximate the cost of ½ of a double occupancy room and set amounts for three meals per day, for eligible individuals. Eligible individuals shall be the Tournament Team players, the manager, and two assistant coaches (three for Pinto).

- 19.8 Fund raising for Tournament Teams shall include functions and activities that include the players and their families. Team sponsorships can be solicited under the advisement of the Commissioner of Sponsors. No sponsorship may be solicited from businesses that supported CAYB with sponsorships during the current regular season. Use of such funds shall be determined by a consensus of the team. In the event of a disagreement, the manager shall decide. Any funds collected and not used for the Tournament Team players, manager and assistant coaches will become property of CAYB.
- 19.9 Tournament players, managers and coaches are subject to the rules, regulations and policies set forth herein in the same manner as during the regular season. Disciplinary issues and removal of managers and assistants shall be resolved in accordance with the procedures set forth herein. Where impossible or impractical to impose the disciplinary action or penalty required during Tournament play, the disciplinary action or penalty may be imposed the following regular season should the player or manager return to CAYB.
- 19.10 Where two CAYB Tournament Teams are eligible for a 'bye' in post Season competition, the issue of which team receives the 'bye' shall be decided by a coin toss.

I, Stacey Myrick, Chairman of the Board of Directors, do hereby certify that the above and foregoing is a true and correct copy of the amended Policies and Procedures Manual of Conroe Area Youth Baseball approved and adopted by the Board of Directors of said organization as of the 6<sup>th</sup> day of November, 2006.

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Chairman, CAYB Board Directors