

Bobcat Youth League By-Laws 2025 Season

MISSION STATEMENT

The objective of the Bobcat Youth League is to provide a well supervised program of competitive Baseball/Softball games that instill in the youth of the community the ideas of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger, and happier children and will grow to be confident, healthy, and trustworthy adults.

ARTICLE 1 – DUTIES OF OFFICERS/BOARD MEMBERS

Each member must attend 70% of meetings and cover at least 8 home games for board coverage.

1. COMMISSIONER

The Commissioner shall preside at all meetings of the Board, including the monthly general meeting and all special meetings. The Commissioner is responsible for the operation of the Bobcat Youth League to assure continuity and quality of the league. The Commissioner will assure all moneys are received and dispersed properly. Any moneys spent by the Commissioner exceeding \$300 must be approved by the board. The Commissioner is a voting member of the Board in the event of a tie among the voting board members that are present at a meeting. The Commissioner may also vote to complete a quorum.

BYL Commissioner Responsibilities:

1. Maintain a level of communication between the Board members, coaches, and parents.
2. Assist with any team issues that may need resolved between coaches, parents, and players.
3. Assist coaches with rules of their level, and general knowledge of the information that they are to teach the kids for their level.
4. Monitor coaches, players, umpires, and fans for any inappropriate behavior.
5. Assist in disciplining of coaches and players (board vote)
6. Assist coaches with scheduling and rescheduling games (locations, times, and umpires if needed).

7. Help maintain facilities and clean up as necessary.
8. Be the “go-to person” for the All-Star tournament (8u, 10u, 12u). Set up the tournament from start to finish. Print out flyers, send emails, advertise, update tournament rules and supply coaches & umpires with a copy of all the rules.
Collect fees from teams.
9. Help with fundraisers, registrations, and concessions.
10. Assist any other board members that may need help to keep things running smoothly in BYL.
11. Set Opening Day Schedule & Picture Schedule
12. Manage Facebook and league website as well as yearly registration. Review registration numbers at monthly meetings & schedule/send bulk emails.
13. Gather blackout dates for season
14. Reserve photographer for Opening Day
15. Contact insurance company to submit insurance for league.
16. Manage field contracts with the city and school.
17. Set Dunham’s discount weekends

2. SECRETARY

The Secretary shall be responsible for creating, recording, and maintaining the minutes of each Board meeting. The Secretary shall assist with any league associated paperwork: generating, copying, and distributing. The Secretary shall maintain records of the Bobcat Youth League activities and keep a list of the Board, Coaches, and Team Rosters. The Secretary is a voting member of the Board.

BYL Secretary Responsibilities:

1. Manage, print, & distribute Agenda & Notes for each board Meeting
2. Order, manage, print, & distribute flyers & fundraiser packets
3. Prep Sponsorship Letter, present to board for vote, print, & distribute to businesses.
4. Send communications to Library, Elementary, High School and Fire Department for registration dates
5. Manage, print & distribute board member field coverage

6. Order, manage, print, & distribute coaches' folders, practice sign-up schedule, & agenda
7. Manage, print, & update binders in concession stands & vouchers

3. TREASURER

The Treasurer shall receive and disburse all moneys of Bobcat Youth League as directed by the commissioner. The Treasurer shall keep all bank accounts in order, record all income and expenses and maintain organized financial records. The Treasurer shall provide a report at each monthly Board meeting and will open the books to any member of the Bobcat Youth League upon request. The Treasurer may be subject to audit at any time. Treasury books will be audited at the end of each season. A year-end financial report must be given at the end of the season. The Treasurer is a voting member of the Board.

BYL Treasurer Responsibilities:

1. Submit yearly non-profit card to government to maintain non-profit status
2. Manage & provide money to concession stands
4. Manage, record, & organize all activity for all bank transactions.
5. Maintain registration fees.
6. Purchase prize giveaways, top seller prizes, & remain within voted budget
7. Order 1 handicap port-o-johns for Hathaway
8. Manage insurance (must be submitted prior to April 1st)
9. Manage field contracts with the city and school

4. CONCESSION MANAGER

The Concession Manager will be responsible for coordinating all concession activities of all divisions.

Secure adequate help to operate each concession for all preseason, season, and post-season games, and submit bills to the Treasurer for payment. The Concessions Manager is a non voting member as well as exempt from any and all meetings/board coverage responsibilities.

BYL Concessions Manager Responsibilities:

1. Maintain employee schedule for concession stand
2. Be the contact person for scheduling, re-scheduling, and call-ins
3. Hold concession workers accountable and be sure all rules are followed
4. Maintain concession procedures and workers responsibilities
5. Provide training for concession workers each season
6. Order and maintain concession supplies and food.
7. Manage concession prices

5. UNIFORM MANAGER

The Uniform Manager will be responsible for maintaining creating, ordering, and managing of all uniforms including all-stars and BYL gear fundraiser. The Uniforms Manager is a voting member of the board.

BYL Uniforms Manager Responsibilities:

1. Order, manage, & distribute all uniforms including regular season, all-stars, and BYL gear fundraiser

6. EQUIPMENT/FIELD MANAGER

Manage all equipment. Distribute equipment & supplies to the coaches and collect at the end of season. The Equipment Manager is a voting member of the board.

BYL Equipment Manager Responsibilities:

1. Purchase, manage, & distribute all equipment to all divisions.
2. Maintain & track inventory of all equipment and equipment bags. (Coaches are responsible for missing equipment)

Field/Facility Manager

The Field/Facility Manager is responsible for maintaining the grounds, addressing any physical needs the facility/fields may have. The Field/Facility Manager is responsible for coordinating with the secretary on maintenance needs. The Field/Facility Manager is responsible in assuring that every baseball/softball field is prepared prior to any baseball/softball field starting. The Field/Facility Manager is a voting member of the board.

Field/Facility Manager Responsibilities:

1. Maintaining/addressing any physical needs the facility/fields may have and coordinating with Secretary on those needs.
2. Ensure that every field is prepared prior to game time of any softball/baseball game.

7. UMPIRE MANAGER

The umpire manager is responsible for managing all umpire equipment, schedule, re-schedule, and maintain contact with umpires. The Umpire Manager is a voting member of the board.

Umpire Manager Responsibilities:

1. Coordinate with Co-Commissioners on game schedules to ensure Umpires will be present for each game.
2. Manage equipment to ensure each umpire is properly equipped.

All other board members will be assigned accordingly. In the event any of the above positions are vacant, the remainder of the board must assume the vacancy's responsibilities. All board members are required to assist other board members in need. Responsibilities may be disbursed.

ARTICLE II –REPLACEMENT OF BOARD MEMBERS AND MANAGERS

1. REPLACEMENT OF COMMISSIONER

A majority vote of Board members shall be required to remove an existing Commissioner. To replace a

Commissioner who has resigned from the position, the current commissioner may appoint a new commissioner with the supporting vote of the board.

2. REPLACEMENT OF VOTING BOARD MEMBERS

A majority vote of Board members shall be required to remove an existing Board member. To replace a Board member who has resigned from the position, current board members may recruit new board members with the supporting vote of the board.

Removal of any coaches, players, parents, volunteers, & board members from the league will require the entire board to vote. Behavior is an exception; see Coaches Duties & Responsibilities and Code of Conduct.

ARTICLE III –DISSOLUTION OF BOBCAT YOUTH LEAGUE

In the event that the Bobcat Youth League should dissolve and no longer be an organization, all money and assets of Bobcat Youth League will be given to the Dekalb Eastern Schools to be used for the baseball/softball program.

ARTICLE IV – REGISTRATION, DRAFTS, ALLSTARS, SCHEDULES

1. REGISTRATION

Registration will begin in January and finish in March. There will be no registration after the designated date (determined yearly). Any late registrants must be approved by the commissioner. Any late registration will not be eligible for family discounts and will be charged a late fee of \$20. In the event that a child requests to move into the next division and has not yet met the age requirement, the decision will be made by the commissioner (if space is available in both divisions) and player ability is proven.

2. DRAFTS

Drafts will be conducted for all players with the exception of siblings and relatives. The draft selections will be decided by pre-draft numbers. Pre-draft numbers are determined by siblings and relatives. Special pre-draft cases may be approved by the Commissioner. In the case of the same pre-draft numbers, there will be a coin flip. The draft picks will proceed in an even ratio until all players are drafted.

***Designated Players**

1. Children of Coaches will play on the Coach's team.
2. Siblings/relatives playing within the same division will play on the same team.

***Special Circumstances:**

If there are not enough players in a division to complete teams, the commissioner will create a list of children to ask to move into the next division. No child will be required to move into the next division if they feel they are not ready to do so.

If a player is deemed "not ready" to move to the next division when their age is appropriate, a board vote must be completed, and communication must be sent to all leagues that we share a schedule with.

A commissioner's vote from that point will determine whether the player stays down a division.

3. NON-LEAGUE GAMES

Coaches have the privilege of scheduling additional games with teams outside of the Bobcat Youth League. Coaches are responsible for scheduling diamonds, umpires, and notifying parents. It is the BYL Commissioners' discretion whether an umpire will be provided for non-league games as BYL is responsible for home field umpire pay.

4. ALL STARS & TOURNAMENTS

All Star Team opportunities may not be available on a yearly basis.

COACHES:

All Star head coach and assistant coach will be voted on by the Bobcat Youth League Board.

The head coach may choose an additional assistant coach, along with a bookkeeper if necessary. Four (4) maximum coaches may be in the dugout during tournament games. This includes (1) Head coach, (2) Assistant coaches, and (1) Bookkeeper. If Bookkeeper opts to sit in the stands, no other parent or coach still may not be in the dugout.

TEAMS:

All Star teams may enter up to 3 All-star tournaments. This will be determined by board vote.

Each All-Star team will be sent to at least one (1) different town tournament to maintain relationships with other leagues. Teams will consist of 10-12 players, depending on player availability and board decision.

PLAYERS:

Players chosen must play within their age division. No players will be allowed to play up an age group. The head coaches from each team in that age division will be asked to rank the top 6 players on their roster from 1-6. Board members will determine the players for the All-Star Team.

Uniforms will be decided on by the BYL board on a yearly basis for these teams.

Players must commit to be present at all tournaments to be eligible for the team. If a player fails to meet this obligation, their situation will be reviewed by the BYL board before being eligible for the next seasons All Star team consideration.

5. SPONSORS

Sponsors do not have the right to ask for a particular individual to coach the team they sponsor.

Sponsor fees shall be set at an equal amount by the Board at the beginning of each year.

All equipment donated by sponsors becomes the property of the Bobcat Youth League and will be

distributed to teams at the discretion of the Board. All sponsors will receive a thank you plaque at the end of the season.

6. SCHEDULED PRACTICES

The Board will review specific days, if any, that they do not want practices held and how to determine who gets which field when, etc. No practice may begin before April 1st. A practice schedule will be created and posted at each concession stand.

7. SOFTBALL/BASEBALL PLAYING RULES

T-BALL RULES – T-ball plays in house and will follow BYL rules

MINOR, MAJOR, AND SENIOR LEAGUE RULES - These leagues will follow their respective leagues rule Books.

Bobcat Youth League Policies- 2024

COACHES RESPONSIBILITIES & DUTIES

1. **PLAYER SAFETY FIRST.** Never leave players unattended. You are responsible for the child during practice and games until their parent picks them up. Make sure they have proper safety equipment.
2. Conduct yourself in a way that represents BYL in a positive manner while instilling the value of competition, hard work, sportsmanship, and teamwork.
3. Understand the meaning of BYL's zero tolerance policy regarding coaches conduct. **If you are kicked out of a game for any reason, you will be done coaching for the season. This rule applies to our fans as well.**
4. Contact and maintain good communication with your commissioners regarding any conflicts or problems with parents, players, or other coaches.
5. Communicate practice times, games, and other information to parent and players in a timely manner.
6. Make parents and players aware of your level's rules before the season.
7. Must make attempts to reschedule any cancelled games, if needed get the commissioner involved.

8. Field preparation before games as well as clean up after the games is required.
 - drag and chalk field before games and put out bases (if needed)
 - trash clean up after the game in dugouts and stands. This includes dumping trash can in dugout
 - drag field after game
9. Contact parents and players within 1 week of the draft with contact information and practice schedule.
10. Help collect fundraiser money.
11. If you have any questions, please ask your commissioners!

BOTH TEAMS FROM BUTLER PLAYING AT HOME MUST HELP WITH FIELD PREP AND CLEAN UP. DUGOUTS SHOULD BE CLEAN WHEN YOUR TEAM LEAVES. IF THERE IS ANOTHER GAME AFTER YOUR GAME, PLEASE HAVE YOUR TEAM EXIT DUGOUT TO HAVE YOUR POST GAME TALK. ONE COACH CAN STAY WITH TEAM AND THE OTHER COACHES MUST HELP PREP THE FIELD FOR THE NEXT GAME.

PARENT RESPONSIBILITIES & DUTIES

1. **PLAYER SAFETY FIRST**. Coaches are committed to player safety.
2. Respect your coaches and their decisions on the field.
3. Conduct yourself in a way that represents BYL in a positive manner while instilling the value of competition, hard work, sportsmanship, and teamwork.
4. Understand the meaning of BYL's zero tolerance policy regarding parents conduct. If you are kicked out of a game (at any location) for any reason, you will be done for the season. Coaches, umpires, and staff have the right to remove you from any field.
5. Contact and maintain good communication with your coaches. Respond to text messages and show up. If you can't make a practice or game, let your coach know in a timely manner so they are able to make arrangements. If you have transportation issues, let your coach know or make arrangements with other parents.
6. Know the rules. You can find a copy of your division rules on our website: bobcatyouthleague.com
7. Help clean up! Coaches are required to prep before and after games. Players are required to help clean up after their games. Dugouts must be clean before your team leaves.
8. If you have any questions, please ask your coaches. If needed, they can reach out to a board member.

PLAYER AND COACH DISCIPLINE

Parent Code of Conduct Statement (Zero Tolerance Policy):

It is the perspective of Bobcat Youth League that hard work, good sportsmanship, and respect for others are key aspects of a successful athlete. In this spirit, I recognize that players and families must conduct themselves, both on and off the field, in a way that demonstrates respect for our coaches, umpires, teams, and opposing team players, coaches, umpires, and families. We (player/family) therefore agree to:

- Accept accountability for our behavior and be prepared to take responsibility of outcomes.
- Honor my obligations to our coach, our team, and our umpires.
- Exercise self-control.
- Take pride in our team, our accomplishments, and myself, but NEVER at the expense of demeaning another person or group.
- Respect the efforts of others.
- Respect authority.
- Play by the spirit, not just the letter, of the rules of the game and morals of life.
- Understand any violations of this statement will/may incur an immediate removal from the league

Coach Code of Conduct Statement (Zero Tolerance Policy):

It is the perspective of Bobcat Youth League that hard work, good sportsmanship, and respect for others are key aspects of a successful season. In this spirit, I recognize that coaches must conduct themselves, both on and off the field, in a way that demonstrates respect for our other coaches, umpires, teams, and opposing team players, coaches, umpires, and families. We (coaches) therefore agree to:

- Accept accountability for our behavior and be prepared to take responsibility of outcomes.
- Honor my obligations to our coaches, our team, and our umpires.
- Exercise self-control.
- Take pride in our team, our accomplishments, and myself, but NEVER at the expense of demeaning another person or group.
- Respect the efforts of others.
- Respect authority.
- Play by the spirit, not just the letter, of the rules of the game and morals of life.
- Understand any violations of this statement will/may incur an immediate removal from the league

Co-Commissioner: _____ Date _____

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Board Member: _____ Date _____

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