

Herndon Reston Youth Softball (HRYS)

BY-LAWS



Article I – Duties of Officers and Appointed Officials

A. Commissioner.

The HRYS Commissioner shall perform the following duties:

1. Preside at all HRYS meetings.
2. Assume full responsibility for the operation of HRYS.
3. Appoint all committees and supervise the activity thereof.
4. See that league adheres to the rules, regulations, and policies of the Babe Ruth League, Inc.
5. Submit the charter application or continuation form to Babe Ruth Headquarters.
6. Be responsible for local league protests and disputes. It is highly recommended that a local league Commissioner not be connected with any team such as a manager or coach and not be an umpire in the league.
7. Review finances with Treasurer and be one of the “two signatures” required to sign checks.
8. Oversee the selection of team managers.
9. Maintains a turn over file of all HRYS documents.
10. Notifies all officers of election and the names of newly elected members to the Board.

B. Vice Commissioner

The Vice Commissioner shall perform the following duties:

1. Presides in the absence of the Commissioner.
2. Carries out such duties and assignments as may be delegated by the Commissioner.
3. Notifies all officers of election and the names of newly elected members to the Board.
4. Ensures that HRYS by-laws, rules, and schedules are distributed to coaches in respected divisions.
5. Responsible for obtaining proper accident and liability insurance coverage for the protection of the HRYS players and volunteers.
6. Complete insurance applications, and maintain records of injuries and incidents, and is be responsible for filing claims with the insurance companies.
7. Responsible for all score books needed as part of Babe Ruth tournament documents.
8. Prepare and distribute all communications and correspondence within these By-Laws, on behalf of HRYS.
9. Ensure that a list of eligible candidates for election to the HRYS Officers is presented to the general membership at the Annual Meeting of the Board.

C. Registrar

The Registrar shall perform the following duties:

1. Responsible for on-line and paper registration process for all HRYS activities during the Spring, Summer, and Fall seasons and Winter activities.
2. Review and receive all completed applications.
3. Check for fees (including scholarships), completeness of registration records.
4. Create fall team rosters for approval by HRYS officers at least one week prior to the published coaches’ meeting for 6u and 8u only.
5. Order and coordinate the issuing of uniforms.
6. Maintains appropriate registration records.
7. Enter Coaches and team assignments into League Athletics Five (5) days prior to the coaches meeting.

D. Treasurer

The Treasurer is responsible for the following duties:

1. Dispense HRYS funds as approved by Commissioner.
2. Collect all fees needed by HRYS in conjunction with the Registrar.
3. Generate reports regarding the status of HRYS funds.
4. Keep financial records for HRYS.
5. Prepare budget for HRYS, All-Stars and Travel teams for review by HRYS Officers.
6. Assume responsibility for all local HRYS finances.
7. Provide monthly and annual financial statements and audit reports at the HRYS Monthly Meetings or upon request.
8. Review finances with Commissioner and be one of the “two signatures” required to sign checks.
9. Responsible for the collection of communications addressed to or received in the name of HRYS, and present such communications to the Board of Directors.

E. Field Coordinator/Scheduler

The Field Coordinator shall perform the following duties:

1. Recruit and coordinate volunteers/committees to line and prepare appropriate fields for play.
2. At fields for which HRYS is responsible, ensure that someone is designated to turn off the lights after the last game of the night.
3. Ensure that all HRYS officials and coaches received appropriate Fairfax County light training and are given the necessary keys.
4. Notify the Fairfax County Department of Recreation of field maintenance or safety problems, either observed directly or reported by other coaches, and notify Fairfax County of those issues that are the responsibility of Fairfax County so that such problems may be fixed.

5. Generate league schedule based on field assignments.
6. Provides Fairfax County Department of recreation, HRYS, and the appropriate HRYS commissioners with copies of completed applications and rosters.
7. Prepares an updated coaches' roster for the Fairfax County Department of recreation, HRYS, and the appropriate HRYS commissioners and coaches.
8. Generate league schedule based on field assignments.

F. Equipment Manager

The Equipment Manager shall:

1. Ensure that all equipment is safe; fit for use.
2. Ensure that ample supplies and gear are available to support all HRYS teams.
3. Issue and collect gear at the beginning and end of each season.
4. Organizes and maintains HRYS storage sheds and equipment bins at fields, including locks, lime, and turf.
5. Inventory all equipment after every season.

G. League Event Coordinator

The League Event coordinator shall coordinate league wide events such as but not limited to:

1. End of Season Party
2. Homecoming Parades for Herndon and Reston
3. Team Photos
4. Fundraising – work with Publicity Coordinator
5. HRYS night at local high schools
6. Clinics
7. End of season gift

H. Secretary

The secretary shall:

1. Records the minutes of all HRYS Official meetings.
2. Sends out notices of regular and special meetings.
3. Distribute and post the agenda for all regular and special meetings two full days prior to the meeting.

I. Web Master

The Web Master shall:

1. The Web Master shall be responsible for the design and content of the HRYS web page.
2. Manage and maintain HRYS League Athletics Site.
2. Produce documents as needed by HRYS Officers for publication on the web or via email.
3. Ensure that HRYS Domain name is renewed and maintained.
4. Manage all email accounts for HRYS.
5. Assist team managers with their web pages as required.
6. Manage postings for HRYS Facebook and Twitter accounts.

J. Spirit Wear Coordinator

The Spirit Wear Coordinator shall:

1. Select appropriate spirit wear products.
2. Maintain the on-line spirit wear store.
3. Contact vendor each season to confirm designs, sizes and selections, prices
4. Place and distribute bulk orders in Spring and Fall.
5. Maintain records of purchases.
6. Make the necessary arrangements for income to be turned over to Treasurer.
7. Store inventory
8. Conduct sales at clinics and Opening Day.

K. Umpire in Chief

The Umpire-In-Chief is appointed by HRYS Commissioner to coordinate and supervise the league's umpires and be responsible for the following duties:

1. Assign umpires to all 8U HRYS games.
2. Set up training on rules and field positions.
3. Be responsible for notifying umpires of cancellations.
4. Recruit new umpires.
5. Be responsible for proper dress and conduct of all umpires.
6. Be sure all umpires know proper local league protest procedures
7. It is recommended that the individual selected for this position be trained and knowledgeable of the rules and have the ability to apply them on the field.

L. Publicity Coordinator

The Publicity Coordinator shall:

1. Collect news and prepare it for presentation by news and sports editors of the local newspapers and radio or television programs.
2. Work with local news outlets to publicize league events and accomplishments and promote league as a whole
3. Work with Webmaster to promote league activities on the league website.
4. Work with League Event Coordinator for fundraising opportunities.

M. Clinic Coordinator

Proper instruction of all players within HRYS should, and must, be of paramount importance. The Clinic Coordinator shall:

1. Arrange with local high school, and/or college coaches or other knowledgeable softball sources to conduct instructional clinic(s) for all managers and coaches within the HRYS. How to organize a successful practice session that will keep all players active, interested and enthused, must be stressed in the clinic.
2. Work with Event Coordinator to arrange with local high school, and/or college coaches or other knowledgeable softball sources to conduct instructional clinic(s) for all players in the league during the season and during off season.
3. Work with League Event Coordinator for fundraising opportunities.

Article II – Rules

Babe Ruth Softball Rules and Regulations and those Rules and Regulations duly established by the respective state and provincial organizations, are to be considered binding on HRYS.

Article II I-Amendments to the Charter

Any proposed amendments to the HRYS Charter will be submitted annually in writing to the Vice Commissioner two weeks prior to the annual board meeting. The Vice commissioner will provide background and language to all board members at least one week in advance of the annual board meeting for consideration by the board. The proposed amendment will be brought up as new business at the annual board meeting after the selection of the new board members. The adoption vote requirement for any amendments to the charter should be at least two-thirds of those voting at the annual meeting at which a quorum has been established.

Article IV – Members

Members at any level may be removed from HRYS for conduct prejudicial to the good name and purpose of HRYS. Removal of any member shall require an affirmative vote of two-thirds of the members of the HRYS Officers present at a regular or at a special meeting called for that purpose. No vote shall be taken on an action for removal until the person(s) concerned has been given an opportunity for a hearing before the HRYS Officers at this meeting.

Article V – Rules of Order

“Roberts Rules of Order” shall be the parliamentary authority on all matters not covered by the Charter and By-Laws of HRYS.

Article VI – Order of business

1. Call to Order - by the presiding Officer
2. Roll Call - by Vice Commissioner
3. Reading of the minutes of the previous meeting (Followed by the necessary questions and a vote for acceptance of the minutes).
4. Treasurer’s Report
6. Registrars Report

7. Equipment Manager Report
8. Event Coordinator Report
9. Field Coordinator Report
10. Clinic Coordinator Report
11. Publicity Coordinator Report
12. Spirit Wear Coordinator Report
11. Web Master Report.
12. Reports of Committees
13. Unfinished Business
14. New Business
15. Adjournment

Article VII – All-Stars & Travel Teams

A. Teams

1. Will follow the rules and guidance of the League.
2. Will be members of the league.
3. Will consist of no less then 10 members and no more the 16 members per team.

B. Players

1. Travel teams will be selected by coaches after tryouts.
2. All players will be required to sign commitment forms.
3. All players must also play on an HRYS recreation league team unless otherwise agreed upon by the HRYS board.
4. No player may play for another travel team while playing for an HRYS travel team.
5. Each player will pay a non-refundable registration fee to be determined annually by the HRYS board.

C. Coaches

1. All players will be required to sign commitment forms.
2. Travel coaches will be responsible for any funds not collected from players for tournaments by the end of the league fiscal year.
3. Annual budget must be completed and submitted to the HRYS board for approval, any changes made throughout the year must be reported to the HRYS board for review.
4. All rebates, refunds or money recieved by the coach must be put back into the team budget.

Article VIII – All-Stars & Travel Teams

1. Travel teams are responsible for their own equipment and uniforms.
2. All-star teams will be responsible for their own uniforms based on the league approved design/colors. Softball equipment for the all-star season will be supplied by the league.

Article IX – HRYS Dissolution

1. Upon dissolution of this League all funds will be donated equally to Herndon Community Center and Reston Community Center