

Grant Township Area Athletic Association (GTAAA)

Organizational Bylaws



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GTAAA - Bylaws

Section 1 -- Overview

This organization shall be known as the Grant Township Area Athletic Association(The League), considered to be a non-profit organization, with portions chartered under Little League International, at the discretion of the Board of Directors

Section 2 -- Objective

The objective of the League shall be to implant firmly in the youth and adults(including board of directors members) of the community the ideals of good sportsmanship, honesty, loyalty, and respect for others by providing a system of supervised competitive athletics under the rules and regulations that are applicable to each sport.

Section 3 -- Membership

3.1 Voting Membership

The voting membership shall be made up of volunteers and other interested persons who are at least 18 years of age and meet one of the following requirements.

3.1.1 Member of the Board of Directors

3.1.2 Managers

3.1.3 Parents of registered children. One vote per parent shall be allowed

3.1.4 Sponsors of teams. One vote per sponsor shall be allowed, regardless of number of teams sponsored.

3.1.5 Volunteers and other interested parties who live in the district and have paid the membership dues as determined by the board. These membership fees are payable only at regularly scheduled registrations. The paid membership is active for the calendar year in which it is paid. The membership fee can only be changed by the board at the first meeting of the newly seated board.

3.1.6 Persons who are directors or active members of a committee.

3.1.7 Persons who have been granted a membership by the board by a simple majority vote.

3.2 Player Membership

Any youngster meeting the age requirements of the appropriate league and who resides within the authorized boundaries of the League shall be eligible for participation, but shall have no rights, duties, or obligations in the management of the property of the League. For non-Little League chartered teams, the league in which the player will be participating determines boundaries.

3.3 Administrative Membership

In order for an individual to be a member of one or more of the following categories, he/she must be at least 19 years of age, subject to exceptions listed in the Standing Rules:

A. Manager

B. Committee Chairperson

C. Board Member

Section 4 -- Organization

4.1 The Board

The Board shall consist of 18 members elected from the voting membership of the League. Six board members shall be elected for staggered terms of three years. The Board shall be elected at the annual meeting by a simple majority of the members in attendance at the meeting. There shall be six elected officers(considered the Executive Board): President, Vice President, Secretary, Treasurer, Player Agent and Safety Officer. Any resignation of a Board member should be submitted in writing to the President.

4.2 The President

4.2.1 Shall be responsible for conducting the affairs of the League and for executing the policies established by the Board.

4.2.2 Shall preside over all meetings of the Board and of the voting membership

4.2.3 Shall be a member ex-officio of all committees.

4.2.4 Shall authorize all payments of debts approved by the Board of Directors. The President will notify the Treasurer of all payments made.

4.2.5 Shall appoint all committees and committee chairpersons

4.2.6 The President has the authority to spend up to \$1000 with the approval of only the Executive Board.

4.2.6 Any authority not explicitly defined shall be strictly advisory, except as further defined or altered by the Board of Directors.

4.3 The Vice President

The Vice President shall, in the absence of the President, act as the President and shall assume such other duties as requested by the President. The Vice President is empowered to authorize all payments of debts approved by the Board of Directors. The Vice President will notify the Treasurer of all payments made.

4.4 Secretary

- A. Shall keep minutes of all Board meetings and annual meetings
- B. Shall maintain all applicable records necessary for operation of the League, such as charter, Constitution, etc.
- C. Shall be considered responsible for all correspondence into and out of the League.

4.5 Treasurer

The Treasurer shall receive all money collected by the League and shall keep the accounts in an orderly manner. The treasurer, along with the President, will coordinate an audit of the accounts of the League once each year. This audit shall be conducted by an independent Certified Public Accountant. This audit will result in a statement of the financial condition of the League. In addition, the auditor will be contracted to prepare income tax returns and incorporation renewal documents. The Treasurer shall prepare all checks to pay all bills or be informed of any expenditures of money. The treasurer shall maintain the financial accounts. Note that one signature is ok for all transfers of funds, either via check, electronic transfer, or other means. Board approval of every transaction is mandatory.

4.6 Player Agent

Responsible for enrollment and placement of all players. For specific responsibilities, see GTAAA Standing Rules.

4.7 Safety Officer

Coordinates all safety activities; ensures safety in player training; ensures safe playing conditions; coordinates reporting and prevention of injuries; solicits suggestions for making conditions safer, and reports suggestions to the President

4.8 Directorships/Committees

All committees herein designated shall be composed of a maximum of five members, and shall be in effect for the full year term of the Board.

Descriptions and duties of the following committees/directorships shall be contained in the Standing Rules. The board may fill all or a part of each of these committees, as each year's situation requires.

- A. Director in charge of Boy's League
- B. Director in charge of Girl's League
- C. Director(s) of Umpires
- D. Health and Safety Committee
- E. Sponsor Committee
- F. Player Agent(s)
- G. Tournament Director(s)
- H. Field Maintenance Manager(s)
- I. Building Maintenance
- J. Rules Committee
- K. Protest Committee
- L. Finance Committee
- M. Equipment Manager(s)
- N. Traveling League (team) Director(s)
- O. Ways and Means Committee
- P. Scheduling Committee
- Q. Publicity/Communications
- R. Basketball Coordinator
- S. Concession Stand Coordinator(s)

4.9 Official League Records

The Secretary is responsible for the care and maintenance of all league records, as described herein. All records for each league year shall be maintained in a secure and fireproof location, such as a fireproof cabinet in one of the league's buildings. League records shall include the following items, as a minimum. These records may be kept in paper or electronic form. This body of documentation will be completed by the end of each league year.

- Minutes of all meetings.
- Treasurer's reports
- The database of all players in the league.
- The annual audit report.
- The current issue of the Constitution, By-Laws and Standing Rules
- All insurance policies, including the applications for insurance.
- All information, which documents GTAAA's involvement in athletic organizations, such as the Little League Charter application and certificate
- The master playing schedule for each sport
- All correspondence, either inter-league or intra-league
- All committee reports that have not been included in meeting notes
- A listing of the current board members
- Incorporation Paperwork

Section 5 -- Meeting

5.1 Annual Meeting

The annual meeting of the members of Grant Township Area Athletic Association shall be held on the last Sunday in September for the purpose of electing a Board of Directors, receiving reports and for the transaction of such business that may properly come before the meeting. After the Board of Directors is elected, the board shall meet to elect the officers. Refer to Article III for voting membership defined.

5.2 Regular Meetings

5.2.1 Regular meetings shall be conducted at least 12 times per year and at least once a month.

5.2.2 A regular meeting may be postponed or suspended by a majority vote of those Board members present at the previous meeting.

5.2.3 A quorum shall consist of a majority of the currently staffed board positions.

5.2.4 If any Board member misses 2 (two) consecutive meetings or 3 (three) meetings in a fiscal year without a reasonable excuse given to an officer of the Board, that position shall be declared vacant. If a Board member is removed in the above manner, he/she shall be notified in writing by the Secretary. Any Board member who excessively abuses the privilege of excused absences shall be called before the Board to rule on the validity of the excuses. If the Board, by a 2/3 (two-thirds) vote, decides that the excuses are not valid, that Board position shall be declared vacant. The person occupying the contested position shall not vote on the above resolution.

Any Board member may ask for clarification of the above absences. It shall be the duty of the Secretary to report absences and excuses to the Board at the meeting.

5.3 Special Meetings

5.3.1 Any member in good standing of the League who is not on the Board of Directors may request a special meeting in writing to an officer of the Board. The request must address the reason(s) for the special meeting, which shall be the sole subject of the meeting. More than one request may be accumulated during a 72-hour period. Board members may request the meeting verbally to an officer of the Board.

5.3.2 The attendance of the member requesting the meeting and other involved parties shall be requested.

5.3.3 All requests for a special meeting will be forwarded to any member of the executive committee, who will review the request. A special meeting will be called as soon as possible as agreed upon with the committee member and the person requesting the meeting.

5.3.4 Written requests for the special meeting shall be retained by the Secretary.

5.3.5 The minutes of the Special meeting shall be read at the next regular meeting.

5.3.6 A quorum shall consist of a majority of the currently staffed board positions.

5.3.7 All Board members shall be notified of the meeting by the President or his designate.

5.4 Voting

5.4.1 Approval of resolutions

The following criteria shall apply to the approval of resolutions for the adoption, revision, or deletion of a rule or regulation regarding policy or playing rules:

- 5.4.1.1** To approve any revision of this document, a majority of 2/3 (two-thirds) of the voting membership present is required. If the Board is to recommend a change, a 2/3 (two-thirds) majority of the sitting Board members present is required.
 - 5.4.1.2** To approve any motion relative to a playing rule, a 2/3 (two-thirds) majority of the currently staffed board positions is required.
 - 5.4.1.3** To approve any motion relative to a policy, a simple majority of the Board members present is required.
 - 5.4.1.4** If a resolution regarding the disbursement of funds has been adopted by the Board of Directors and the President delays funding of this disbursement, the board may override the President's decision by a 2/3 vote of the board members present
- 5.4.2 Approval of Head Coaches**
Head Coaches shall be approved by a ballot vote of 2/3's majority of the Board Members present. All prospective head coaches shall be contacted by the league representative for the league they are wanting to coach in, to be invited to this meeting. Coaches are NOT required to attend, however, the League Director is responsible for inviting them.
- 5.4.3 Proxy Vote**
There shall be no proxy vote
- 5.4.4 Election of Board Members**
- 5.4.4.1** members shall be elected by ballots of the voting membership
 - 5.4.4.2** At the time of the election of the Board, nominations will be made from the floor, and any voting member may nominate as many candidates as are to be elected. Each voting member has the right to vote for as many candidates as are to be elected. The candidates receiving the largest number of votes and a simple majority shall be declared elected to the Board. The candidate must either be present at the election or have sent a signed letter to the board stating his/her intentions.

If, at the time of the annual election, more than 6 (six) vacancies are to be filled, candidates receiving less than enough votes to place them in the top 6 (six) shall be declared elected to fill unexpired terms of office on the Board. The highest vote recipients after the first 6 (six) shall be declared elected to the longest unexpired offices, and so on until all of the vacancies are filled, as long as they received a simple majority of the votes. No ballots shall be cast after all are collected. At the conclusion of the voting, a newly elected board member may request a term length that is different than which has been assigned as described above. This adjustment may occur, with a majority vote of the board of directors, taking care to consider the staggered nature of terms.
- 5.4.4.3 Election of Officers**
Officers of the Board of Directors shall be elected by a simple majority of the Board Members present by a ballot, after having been nominated by a Board Member.
- 5.4.4.4 Board Vacancies**
If any vacancy occurs in the Board of Directors, it may be filled by a majority vote of the remaining directors at any regular meeting or at any special called for that purpose. This special meeting, and its purpose, shall be publicized.
The vacant position shall be filled by a ballot vote by the Board of Directors by simple majority
The position discussed shall be filled only until the next annual election, at which time the position shall be filled to complete the unexpired term.
No vacant board position shall be filled at any time after the annual election, unless there is a specific need to fill said position as determined by the Executive Board.

Section 6 -- Enforcement

Any infraction of the By-Laws or Constitution as a result of unethical or dishonest motives by a member of the Grant Township Area Athletic Association who holds a position of responsibility, shall be considered grounds for impeachment proceedings to be commenced against the alleged offender.

Section 7 -- Committees/Appointees

Proceedings of all committees should be available for review by the Board. A list of standing committees can be found in the By-Laws of the League.

Committees shall be appointed and shall remain in effect for the league year (September to September) and should consist of a maximum of 5 (five) board members. Additional members may be appointed as advisors (without voting authority) by the committee chairman as he/she deems necessary.

7.1 Directors in charge of Boys/Girls Leagues

- 7.1.1** The Directors shall be responsible for as many activities regarding the League for which they are responsible as are deemed necessary by the President and as described below.

- 7.1.2 They shall jointly arrange for a meeting to be conducted for all managers, to discuss rules and policy.
- 7.1.3 They shall prepare and submit, in ballot form, a list of prospective managers and their qualifications, if available, to the Board for approval.
- 7.1.4 They shall perform any administrative duties defined by the President and can represent the Board in a decision making capacity as required (i.e., at district meetings).
- 7.1.5 Coordinate the activities of the League Representatives.

7.2 Equipment Manager(s)

7.2.1 General

- 7.2.1.1 The Equipment Manager(s) or President may appoint as many assistants as he/she deems necessary.
- 7.2.2.2 At the discretion of the President, the equipment responsibilities may be divided into equipment distribution/ collection and purchasing/inventory control.

7.2.3 Duties

- 7.2.3.1 Provide uniforms and equipment for league play. Keep an inventory of stock quantity and condition of equipment. Provide a budget request to the board to provide uniforms, equipment, and field equipment for league operations. Verify that equipment is in good condition. Repair or replace equipment as needed.

7.2.4 Tools

None

7.2.5 Tasks

7.2.5.1 Budget

- 7.2.5.1.1 Create a budget (based on the last years enrollment and projected current year enrollment) with three distinct line items: Uniforms; field equipment; equipment. All purchases must be approved by the board of directors prior to their issuance.

7.2.5.2 Equipment

- 7.2.5.2.1 Check and inventory all equipment at the end of the season. If equipment is not useable, determine if it can be repaired. If not repairable, note on current years inventory and budget for replacement.
- 7.2.5.2.2 Put together the equipment bags for the team managers. Keep a list of names and phone numbers of the managers the equipment was given to.

7.2.5.3 Uniforms

- 7.2.5.3.1 Keep a current inventory of all uniforms (to include socks, pants, shirts, shorts, and hats).
- 7.2.5.3.2 Order team uniforms.
- 7.2.5.3.3 Schedule Uniform handout days.
- 7.2.5.3.4 Post hours (if you can be available at least one or two days a week).
- 7.2.5.3.5 Schedule and post Equipment return days for end of season.
- 7.2.5.3.6 Make sure there are enough All-Star uniforms for the number of possible all-star teams .

7.2.5.4 Considerations

- 7.2.5.4.1 The number of teams in any one division can vary on a year-to-year basis. Final determination for the number of uniforms needed for any one level needs to be made after the main registration.
- 7.2.5.4.2 Order extras for each level. It is best to order a minimum of 15 for each team regardless of the number of individuals per team.
- 7.2.5.4.3 SAFETY of the children is TOP priority when considering if equipment is useable.
- 7.2.5.4.4 Inventory shirts by team and number.
- 7.2.5.4.5 When setting up uniform distribution day, check with the village of Fox Lake to make sure that you are not having it on the same day as any village event using the parking area/complex (ie: village equipment auction)

7.2.6 Umpire Director

7.2.6.1 Duties

- 7.2.6.1.1 Determine the number of umpires required to conduct a season of play and ensure the need is filled. Also ensure the umpires are properly trained for the levels / divisions they will umpire. Submit budget proposal to the treasurer.

7.2.6.2 Tools

None

7.2.6.3 Tasks

- 7.2.6.3.1 The conduct of all umpires under his/her jurisdiction.
- 7.2.6.3.2 Making disciplinary decisions regarding umpires as he/she deems necessary.

- 7.2.6.3.3 Enforcement of all playing rules, and rules of conduct, as are found in the Little League Rules and Regulations, and in the Addendum to the Little League Rules and Regulations as adopted by the Board.
- 7.2.6.3.4 The selection and scheduling of umpires, both during the season and in tournament play at the GTAAA fields. This includes make-up games.
- 7.2.6.3.5 The receipt of all protests (in addition to the chairperson).
- 7.2.6.3.6 The arrangement of a clinic for all umpires
- 7.2.6.3.7 The disbursements of umpire fees as necessary.
- 7.2.6.3.8 The Director of Umpires may select as many assistants as is deemed necessary.
- 7.2.6.3.9 The Director shall be a member of the Protest Committee.
- 7.2.6.3.10 The Director shall attend all Board meetings between April and August as a minimum.
- 7.2.6.3.11 The Director of Umpires shall not manage or coach a team in a league in which GTAAA umpires are used.
- 7.2.6.3.12 Declaring the fields unplayable, in the absence of the Field Maintenance Manager.
- 7.2.6.3.13 The assistant (reference #8) shall not administer umpires in any league in which he/she may be managing or coaching.
- 7.2.6.3.14 The director is required to monitor the condition of all umpire equipment and report any needs to the board of directors (to include umpire shirts).
- 7.2.6.4 **Special Events**
 - 7.2.6.4.1 Umpire clinic
 - 7.2.6.4.2 Managers' Meeting
- 7.2.6.5 **Considerations**
 - 7.2.6.5.1 Start recruitment early. Place ads in the High School, GTAAA bulletins and the local paper. Also, suggest having an ad and sign-up sheet at registration
 - 7.2.6.5.2 The more experienced / higher rated umpires should do older divisions.
 - 7.2.6.5.3 Work with the scheduling committee.
 - 7.2.6.5.4 Adults are preferred but 13 years old and up can be considered.
- 7.2.7 **Health and Safety Officer**
 - 7.2.7.1 **Duties**
 - 7.2.7.1.1 Provide a safe and healthy environment for the youth involved in GTAAA sports.
 - 7.2.7.2 **Tools**
 - None
 - 7.2.7.3 **Tasks**
 - 7.2.7.3.1 Submit a budget request to the treasurer.
 - 7.2.7.3.2 Supply and maintain a complete first-aid kit for the following locations: Concession Stand, all GTAAA teams (Baseball, Basketball and Softball), and the Field of Dreams.
 - 7.2.7.3.3 Be responsible for the enforcement of any other safety rule that may be necessary.
 - 7.2.7.3.4 Coordinate (with the president) all insurance claims.
 - 7.2.7.3.5 Maintain a reasonable re-supply stock in the concession stand for manager access
 - 7.2.7.3.6 Recommend safety improvements to the Building and Field Maintenance Managers.
 - 7.2.7.4 **Special Events**
 - 7.2.7.4.1 Equipment handout days
 - 7.2.7.4.2 Equipment Turn-In days
 - 7.2.7.5 **Considerations**
 - 7.2.7.5.1 Work with the equipment manager on distributing first aid kits
 - 7.2.7.5.2 Provide the Equipment Manager a list of the Box # / Manager assignments.
 - 7.2.7.5.3 Check with members to see if safety kit items can be bought at cost or reduced price.
- 7.2.8 **Player Agent(s)**
 - 7.2.8.1 **Duties**
 - 7.2.8.1.1 Coordinate the registration and team assignments of youth participating in GTAAA sports.
 - 7.2.8.2 **Tools**
 - 7.2.8.2.1 League Management software
 - 7.2.8.3 **Tasks**

- 7.2.8.3.1 The coordination of registration.
- 7.2.8.3.2 The coordination of try-outs and the draft or player placement.
- 7.2.8.3.3 The Player Agent shall retain absolute authority relative to the conduction of the draft and tryouts, except as defined by the Standing Rules.
- 7.2.8.3.4 Placement of players after the above has transpired, and maintenance of a waiting list of prospective players.
- 7.2.8.3.5 The generation and maintenance of a borrowed players list, as described in the Addendum to the Playing Rules.
- 7.2.8.3.6 The generation of a roster of all teams, which will be made available to all managers for each division.
- 7.2.8.3.7 The Player Agent may select as many assistants as necessary.
- 7.2.8.4 Special Events**
 - 7.2.8.4.1 Early Registration
 - 7.2.8.4.2 Central Registration
 - 7.2.8.4.3 Tryouts and evaluations
 - 7.2.8.4.4 Tournament team selection
- 7.2.8.5 Considerations**
 - 7.2.8.5.1 Supply the Equipment Manager with a roster for each team.
 - 7.2.8.5.2 Coordinate with the President for Scholarship registrations.
 - 7.2.8.5.3 Get the borrowed players lists for each division early and make sure it is distributed to the appropriate Managers.
- 7.2.9 Field Maintenance Manager(s)**
 - 7.2.9.1 Duties**
 - 7.2.9.1.1 Responsible for the care and maintenance of play fields located at the main GTAAA complex.
 - 7.2.9.1.2 Resupply of field preparation items, such as chalk and Turface, for the main GTAAA complex and Molidor road recreational facility fields.
 - 7.2.9.1.3 Maintenance of field equipment: Tractors, bases, etc.
 - 7.2.9.1.4 Determine if fields are playable (rain,etc). Determine items to be repaired or added to enhance the complex or increase safety. Present a budget proposal to the Board of Directors to accomplish this duty.
 - 7.2.9.2 Tools**

None
 - 7.2.9.3 Special Events**
 - 7.2.9.3.1 Field Cleanup Day
 - 7.2.9.3.2 Post-season clean-up day.
 - 7.2.9.4 Tasks**
 - 7.2.9.4.1 Inventory equipment (bases, etc) and create budget. Submit to budget committee.
 - 7.2.9.4.2 Rain: Determine field playability and post sign ("No Games Today") if fields are not playable.
 - 7.2.9.4.3 Keep an ample supply of Turface and Chalk stocked.
 - 7.2.9.4.4 Create a maintenance list of areas or items needing repair or improvement.
 - 7.2.9.4.5 The FMM shall supply the Board with monthly reports on the status of the fields.
 - 7.2.9.4.6 With respect to calling a game due to weather conditions prior to its start, the Field Maintenance Manager or his designate shall have first authority to decide on field conditions. This responsibility includes placing a recorded message on the league's voice mail, declaring the condition of the fields.
 - 7.2.9.4.7 Any reconstruction may only be accomplished through Board approval.
- 7.2.10 Building Maintenance Manager**
 - 7.2.10.1 Duties**
 - 7.2.10.1.1 The building maintenance manager shall be responsible for the maintenance of the Concession Stand, all the equipment inside the concession area of the building and the detached garage.
 - 7.2.10.2 Tools**

None
 - 7.2.10.3 Tasks**
 - 7.2.10.3.1 Prepare budget request outlining expected costs of repair / addition of food preparation equipment and building repair / improvements.

- 7.2.10.3.2 Inventory and account for food preparation items in concession stand.
- 7.2.10.3.3 Provide for maintenance of food preparation items.
- 7.2.10.3.4 Provide maintenance of buildings (seal cracks, paint, etc) per budget request.

7.2.10.4 Special Events

- 7.2.10.4.1 Field Cleanup Day
- 7.2.10.4.2 Post-season clean-up day

7.2.10.5 Considerations

- 7.2.10.5.1 Work with the Concession Stand Coordinator to get suggestions for improvements and additional food preparation equipment which would benefit the league.
- 7.2.10.5.2 Try to enlist craftsmen from member parents to do maintenance and improvement work (reference registration forms for this info).
- 7.2.10.5.3 Work with Field Maintenance Manager to coordinate required tasks for field cleanup day and post-season clean-up day.

7.2.11 Tournament Director

7.2.11.1 General

- 7.2.11.1.1 The president shall appoint as many directors as is deemed necessary, to act as the League representative and perform any duties and solve any problems as may be necessary for the successful operation of the tournament.

7.2.11.2 Duties

- 7.2.11.2.1 Organize and run any tournaments scheduled to be played at the GTAAA facilities. This is to include both in-house tournaments as well as chartered league tournaments.

7.2.11.3 Tools

None

7.2.11.4 Tasks

- 7.2.11.4.1 Determine the dates of the tournament and the division to participate
- 7.2.11.4.2 Determine the appropriate field(s) to be used for the tournament.
 - a. Advise the board of dates the field(s) will be unavailable for in-house play.
 - b. Contact the Field Maintenance Manager to ensure the field(s) meet the specifications for the governing body related to the tournament and to make any corrections required.
- 7.2.11.4.3 Create a schedule of games (bracket) for the teams participating.
 - a. For Little League tournaments, the bracket should follow the recommended bracket / # teams format posted on the Little League website.
 - b. Ensure participating teams receive a copy of the schedule.
 - c. Create a bracket board to post on the "announcement board" and update as the tournament progresses.
- 7.2.11.4.4 Order the necessary equipment / documentation to operate the tournament.
- 7.2.11.4.5 Determine and arrange umpiring for the duration of the tournament.
- 7.2.11.4.6 Arrange for official Scorekeepers.
- 7.2.11.4.7 Coordinate with Concession Stand Coordinator to have workers available for the concession stand for duration of the tournament.
- 7.2.11.4.8 Arrange for individuals to prep the field(s) before each day of play (chalk lines / batters box, drag, etc).

7.2.11.5 Considerations

- 7.2.11.5.1 Ensure that rain outs are allowed for in the tournament schedule.
- 7.2.11.5.2 Make sure that the tournament completion date allots for start of next level of play.
- 7.2.11.5.3 Required equipment:
 - a. Balls
 - b. Official Scorebooks
 - c. Speaker system
 - d. Table (for Tournament Director)
 - e. Overhead cover for dugouts
 - f. Chalk, Diamond Dry

7.2.12 Rules Committee

7.2.12.1 Duties

7.2.12.1.1 The Rules Committee shall be made of 5 (five) members and shall generate a report by April 1 of each year. The report shall address itself to the review of the 3 (three) governing documents in the League: the Constitution, the By-Laws and the Standing Rules. This committee may be composed of the board of directors. One person shall chair the committee.

7.2.12.2 Tools

None

7.2.12.3 Tasks

7.2.12.3.1 Review the current Constitution, By-Laws and Standing Rules.

7.2.12.3.2 Meet and determine recommendations for changes to these documents.

7.2.12.3.3 Present the recommendations to the Board and / or the Membership for approval.

7.2.12.3.4 Inform other committees of any possible impact resulting from these changes.

7.2.12.4 Special Events

7.2.12.4.1 Managers Meeting

7.2.12.4.2 Annual Meeting

7.2.12.5 Considerations

7.2.12.5.1 Be aware of any additional equipment required by a division upon acceptance of a rule change (ie: face masks).

7.2.12.5.2 Attempt to determine any negative impact a change may have on the League.

7.2.12.5.3 Changes to the Constitution must be voted on by the GTAAA Membership at the annual meeting.

7.2.12.5.4 This committee is only making recommendations. The changes cannot take effect until approved as noted in the GTAAA By-Laws.

7.2.13 Budget Committee

7.2.13.1 General

7.2.13.1.1 The budget shall be generated by the treasurer at the earliest possible meeting with the aid of the effected committee chairpersons at a regular board meeting. The budget shall be published by the treasurer and distributed to the Board.

7.2.14 Protest Committee

7.2.14.1 General

7.2.14.1.1 The Protest Committee rules on protests generated in in-house play only. It shall consist of, but not necessarily limited to, the members of the Rules Committee. The representatives from the division in which the protest originated shall be excluded from the protest ruling meeting. Only in the case of a tie vote shall the chairperson be allowed to vote. If the Rules Committee is composed of the board of directors, the President shall appoint the Protest Committee.

In addition to the committee, the following shall be present at the protest hearing: both managers involved, the chief umpire at the game in question and the Umpire Director.

All regulations regarding protests except as discussed above shall be in accordance with Paragraph 4.19 of the Official Little League Rules.

The president shall appoint a chairperson. In his/her absence, the committee shall elect one to serve for that meeting who is not involved in the protest. The proceedings of committee meetings will become a part of the records.

7.2.14.2 Duties

7.2.14.2.1 The committee shall assemble and resolve protests within 72 hours after a member receives it. A 2/3 (two-thirds) attendance of eligible members is required to hold the meeting.

7.2.14.3 Tools

None

7.2.14.4 Tasks

7.2.14.4.1 Resolve properly filed protests per GTAAA Standing rules and applicable rules of a relative chartered organization.

7.2.14.4.2 The Chairman shall notify all involved parties of the meeting to include, but not limited to: Game Umpire; Both Managers; Umpire director.

7.2.14.4.3 Decision shall be rendered at the meeting in accordance with applicable rules and dictated consequences.

7.2.14.4.4 Inform involved parties of the committee's decision.

7.2.14.4.5 Provide a written record of the proceedings to the Board Secretary to enter into the official records.

- 7.2.14.5 Special Events**
 - None
- 7.2.14.6 Considerations**
 - 7.2.14.6.1** As much information on the infraction should be provided at the meeting as possible.
 - 7.2.14.6.2** Written and signed statements should be gathered from individuals who cannot attend the meeting.
 - 7.2.14.6.3** League Rep cannot participate in the meeting as a voting committee member (even if a standing member of the committee).
- 7.2.15 Scheduling Committee**
 - 7.2.15.1 General**
 - 7.2.15.1.1** The Scheduling Committee shall prepare a schedule of games in outline form for all divisions, which shall be submitted to the Board for approval. After approval, the committee shall generate as many copies as are necessary. Refer to Article XIV.
 - 7.2.15.1.2** League Representatives are to be on this committee for the purpose of scheduling practices.
 - 7.2.15.2 Duties**
 - 7.2.15.2.1** Responsible for creating and maintaining the schedules for games and field assignments for all divisions. Provide dates that fields are available upon request to managers for make-up games. (exceptions occur with some divisions which participate in inter-league play. However, the schedules committee needs to be aware of the progress and finalization of these schedules).
 - 7.2.15.3 Tools**
 - 7.2.15.3.1** Scheduling software is available as part of the League Management software controlled by the Player Agent. A scheduling module should be made available to the scheduling committee upon request.
 - 7.2.15.4 Tasks**
 - 7.2.15.4.1** This process should be completed prior to the draft of players to ensure fairness.
 - 7.2.15.4.2** Get the number of teams per division, as decided upon by the Board of Directors, from the player agent. This should not be finalized until at least the middle of March to allow for late registrations.
 - 7.2.15.4.3** Assign a number for each team. Generate a schedule based on the numbers.
 - 7.2.15.4.3.1** Make sure teams play weekends evenly.
 - 7.2.15.4.3.2** Minors and up - try not to schedule back-to-back games.
 - 7.2.15.4.4** Get the team names for each division from the Equipment Manager. Assign team names to the numbers, using a random selection method, and print out the schedules.
 - 7.2.15.4.5** Check Complex Master Schedule
 - 7.2.15.4.5.1** 3 games minimum should be scheduled at any given time / day.
 - 7.2.15.4.5.2** Remember, the major field is shared between softball/baseball - check for conflicts. For Major field - need to schedule Girl's Juniors first since they travel.
 - 7.2.15.5 Considerations**
 - 7.2.15.5.1** The season should start the first week of May and end in the 3rd or 4th week of July, with a break for the all-star games. (Currently ending at the end of June)
 - 7.2.15.5.2** No Games are to be scheduled for Memorial Day or 4th of July weekends.
 - 7.2.15.5.3** Game times are as follows:
 - Weekdays: 6:00PM
 - Saturday: 9:30AM 12:00PM 2:30PM 5:00 PM
 - Sunday: First game no earlier than 12:30PM 3:00PM 5:30PM
 - 7.2.15.5.4** For divisions with Inter-league play: Since in-house games are the ones which count for records, the bulk of these games should be completed no later than the 2nd to last week of the regular season.
 - 7.2.15.5.5** Refer to section XIV of the GTAAA Standing rules for further guidance.
 - 7.2.15.5.6** Board approval is required to add additional or change times.
- 7.2.16 Ways And Means Committee**
 - 7.2.16.1 Duties**
 - 7.2.16.1.1** The Ways and Means Committee, which at the discretion of the president may be Board of Directors, shall be responsible for all fund raising activities as are necessary.
 - 7.2.16.2 Tools**
 - 7.2.16.2.1** None
 - 7.2.16.3 Tasks**
 - 7.2.16.3.1** Investigate possible fundraising opportunities.

- 7.2.16.3.2 Present at least 3 alternatives to the Board for approval.
- 7.2.16.3.3 Select an individual, per fundraiser, to be the activity coordinator
- 7.2.16.3.4 Organize and execute approved fundraising activities.
- 7.2.16.3.5 Provide an expense / income report to the Board for each fund raising activity.
- 7.2.16.4 Special Events**
 - 7.2.16.4.1 Early Registration
 - 7.2.16.4.2 Central Registration
- 7.2.16.5 Considerations**
 - 7.2.16.5.1 Minimal Board involvement is desired
 - 7.2.16.5.2 Coordination with other committees / Directors to try and incorporate fundraising activities with other preplanned activities.
- 7.2.17 Sponsor Committee**
 - 7.2.17.1 Duties**
 - 7.2.17.1.1 The Sponsor Committee shall be responsible for the solicitation of contracts and collection of donations for sponsors for the GTAAA program. This includes baseball, softball and basketball.
 - 7.2.17.2 Tools**
 - 7.2.17.2.1 None
 - 7.2.17.3 Tasks**
 - 7.2.17.3.1 Submit Sponsor letter (Solicitation for Sponsors) to Board for approval. Refer to Form II. N for details.
 - 7.2.17.3.2 Submit proposed Sponsor levels and fees to Board for approval.
 - 7.2.17.3.3 Submit "Expected Income" amount to treasurer for budget.
 - 7.2.17.3.4 Maintain a list of Sponsors, to include requested team for team sponsors and contact information for the sponsor.
 - 7.2.17.3.5 Prepare a monthly report and submit to board on status of sponsors (names, numbers, uncollected amounts, etc)
 - 7.2.17.3.6 Redo Sponsor Board to reflect current sponsors.
 - 7.2.17.3.7 Coordinate disbursement of Sponsor Plaques.
 - 7.2.17.4 Special Events**
 - 7.2.17.4.1 Opening Day (announce sponsors)
 - 7.2.17.4.2 Picture Day
 - 7.2.17.4.3 Awards Day
 - 7.2.17.5 Considerations**
 - 7.2.17.5.1 Begin active sponsor recruitment in mid January.
 - 7.2.17.5.2 Work with Picture Day coordinator on assignment of sponsors to teams.
 - 7.2.17.5.3 Remember, corporate sponsors also get a team.
 - 7.2.17.5.4 GTAAA does accept work / material donations in certain instances in return for a sponsorship.
 - 7.2.17.5.5 Do not forget about all-star teams for sponsors.
- 7.2.18 Publicity Committee**
 - 7.2.18.1 Duties**
 - 7.2.18.1 The publicity committee shall be responsible for newspaper articles, notices of special events and preparing and distributing the GTAAA Bulletin.
 - 7.2.18.2 Tools**
 - 7.2.18.2.1 None
 - 7.2.18.3 Tasks**
 - 7.2.18.3.1 Work closely with the President, Player Agent and Events coordinator to determine which activities require publicity and to determine how to best publicize the event.
 - 7.2.18.3.2 Contact local publications to establish "Community announcement" submissions
 - 7.2.18.3.3 Submit articles and pictures covering the various sports offered by the GTAAA
 - 7.2.18.3.4 Get Board input for the bulletin.
 - 7.2.18.3.5 Send / distribute copies of the Bulletin to Board Members prior to mailing.
 - 7.2.18.4 Special Events**
 - 7.2.18.4.1 Early Registration

- 7.2.18.4.2 Central Registration
- 7.2.18.4.3 Opening Day
- 7.2.18.4.4 Annual Awards Day
- 7.2.18.5 Considerations**
 - 7.2.18.5.1 The more publicity the better.
 - 7.2.18.5.2 Try to develop relationships with the local media to help increase the amount of submitted material they will print.
 - 7.2.18.5.3 Work with the local Government bodies to see if any publicity / announcements can be run through them.
- 7.2.19 Insurance/Charter Committee**
 - 7.2.19.1 Duties**
 - 7.2.19.1.1 Submitting the application for charter to Little League headquarters.
 - 7.2.19.1.2 Procure insurance for player accident & liability, board member liability, fire & casualty for the capital equipment owned by the league.
 - 7.2.19.1.3 The coordination of all claims against these insurance policies.
 - 7.2.19.1.4 The Health and Safety Officer shall be a member of this committee.
- 7.2.20 Concession Stand Personnel Coordinator**
 - 7.2.20.1 Duties**
 - 7.2.20.1.1 Responsible for scheduling volunteers to work the concession stand.
 - 7.2.20.2 Tools**
 - 7.2.20.2.1 None
 - 7.2.20.3 Tasks**
 - 7.2.20.3.1 Provide a sign-up book for member parents to select days to work.
 - 7.2.20.3.2 Notify parents when the sign-up book will become available
 - 7.2.20.3.3 Provide verification list for sign-off of time worked.
 - 7.2.20.3.4 Provide documentation on expectations, equipment use and food preparation.
 - 7.2.20.3.5 Conduct operations per Board guidance and policy.
 - 7.2.20.4 Special Events**
 - 7.2.20.4.1 Opening Day
 - 7.2.20.4.2 Tournaments
 - 7.2.20.4.3 Awards Day
 - 7.2.20.5 Considerations**
 - 7.2.20.5.1 A minimum of three workers per shift is recommended.
 - 7.2.20.5.2 Try to cover running the Grill on Saturdays (11 AM - 1 PM).
 - 7.2.20.5.3 Shifts should overlap and be a minimum of three hours.
 - 7.2.20.5.4 Make sure documentation is available for on-shift personnel.
 - 7.2.20.5.5 Work with treasurer to make Concession Stand Deposits available to return to workers who complete their required shifts (Suggest an envelope for each day that is populated with the checks for those individuals signed up for that day (keep in safe)). Provide a location to put checks for No-Shows.
 - 7.2.20.5.6 Remember, just because a parents child game is cancelled, they still MUST perform their shift.
 - 7.2.20.5.7 League Representatives can be used for communication to teams.
- 7.2.21 Concession Stand Supplies Coordinator**
 - 7.2.21.1 Duties**
 - 7.2.21.1.1 Responsible for coordinating the selection and purchase of supplies for the concession stand.
 - 7.2.21.2 Tools**
 - 7.2.21.2.1 None
 - 7.2.21.3 Tasks**
 - 7.2.21.3.1 Determine items to be stocked and suggested prices (present recommendation to Board).
 - 7.2.21.3.2 Prepare and Submit to the Board an income / cost sheet and an item cost sheet.
 - 7.2.21.3.3 Coordinate with Pepsi for ordering and delivery of pop and sports drinks.
 - 7.2.21.3.4 Restock vending machines
 - 7.2.21.3.5 Remove monies from vending machines, count and put in safe at least once a week.

- 7.2.21.3.6 Order / Purchase items for concession stand
- 7.2.21.3.7 Provide a way for concession workers to note items needing replenishment.
- 7.2.21.3.8 Redo price lists for workers and customers.
- 7.2.21.4 Special Events**
 - 7.2.21.4.1 Opening day
 - 7.2.21.4.2 Tournaments
 - 7.2.21.4.3 ¾ Mark for season to check stock for the remainder of the season, including tournaments.
- 7.2.21.5 Considerations**
 - 7.2.21.5.1 Vending machines are located by the concession stand.
 - 7.2.21.5.2 Remember to start lowering stock levels as the end of the season approaches (but make sure we have stock for tournaments and the picnic).
 - 7.2.21.5.3 Work with the personnel coordinator to make sure new food item "preparation instructions" are created and made available to the workers.
 - 7.2.21.5.4 Stock plenty of Hot dogs and water.
 - 7.2.21.5.5 Do not forget Grill Items.
- 7.2.22 Picture Day Coordinator**
 - 7.2.22.1 Duties**
 - 7.2.22.1.1 Schedule Team Picture Day to include date, location and rain dates and location. Schedules the times for the teams to get their picture and distributing this information
 - 7.2.22.2 Tools**
 - 7.2.22.2.1 None
 - 7.2.22.3 Tasks**
 - 7.2.22.3.1 Arrange with photography studio the dates and locations for regular season team pictures. This occurs in May for all leagues but the Senior and Junior leagues, which occur later (see item 8 below).
 - 7.2.22.3.2 Determine with studio how many photographers will be available.
 - 7.2.22.3.3 Schedule teams.
 - 7.2.22.3.4 Receive and distribute picture day information to Managers (via League reps)
 - 7.2.22.3.5 Arrange with the studio for delivery of pictures and plaques.
 - 7.2.22.3.6 Notify Managers when pictures are available.
 - 7.2.22.3.7 Remove the sponsor plaques and give to sponsor chairman.
 - 7.2.22.3.8 Schedule All-Star / Sr leagues/ traveling leagues Picture Day and repeat steps 2-7.
 - 7.2.22.4 Special Events**
 - 7.2.22.4.1 Picture Day
 - 7.2.22.4.2 All-Star Picture Day
 - 7.2.22.5 Considerations**
 - 7.2.22.5.1 Coordinate with sponsor chairman on team sponsor assignments.
 - 7.2.22.5.2 Check with equipment manager to determine when uniform handout is expected to be completed.
 - 7.2.22.5.3 Negotiate with studio to get \$1(+) per package as a fundraiser.
 - 7.2.22.5.4 Have studio name and address available for those teams that need to make other arrangements.
 - 7.2.22.5.5 Have studio name and address available for those individuals who have problems with the pictures they received.
 - 7.2.22.5.6 Remind managers to turn photo packages into their league rep at the end of the season for those members who did not receive their pictures. (will be kept in concession stand).
- 7.2.23 League Representative**
 - 7.2.23.1 General**
 - 7.2.23.1.1 One Board Member is assigned to each existing level. There shall be a separate representative for each level of the boy's and each level of the girl's divisions.
 - 7.2.23.2 Duties**
 - 7.2.23.2.1 Provide an avenue for the Board to distribute information to the team managers. Ensure that issues present in their respective divisions, that they are unable to address and resolve, are brought to the attention of the Board.
 - 7.2.23.3 Tools**
 - 7.2.23.3.1 None

- 7.2.23.4 Tasks**
 - 7.2.23.4.1 Initial contact to managers, to secure their services for the coming season, and prepare a ballot for approval by the board of directors.
 - 7.2.23.4.2 Make managers aware of any rule changes affecting the current season of play.
 - 7.2.23.4.3 Bring issues to the Board which need attention
 - 7.2.23.4.4 Coordinate with other committees as needed on behalf of their division.
 - 7.2.23.4.5 Distribute information to the team managers as directed by the Board.
 - 7.2.23.4.6 Distribute borrowed players list (as supplied by the player agent) to the managers.
- 7.2.23.5 Special Events**
 - 7.2.23.5.1 Managers Meeting
 - 7.2.23.5.2 Inter-League rules and coordination meeting
 - 7.2.23.5.3 All-Star manager election date
 - 7.2.23.5.4 All-Star team selection date
- 7.2.23.6 Considerations**
 - 7.2.23.6.1 If an issue is raised and is not resolvable through the use of GTAAA written rules or written policies, it needs to be brought to the Board of Directors for resolution.
 - 7.2.23.6.2 Refer individuals wishing to lodge an official protest to a member of the Protest Committee. League Reps are not authorized to accept a protest.
 - 7.2.23.6.3 Try to talk to get a feel for the manager's disposition during the season. This can be done by attending games and occasional team practices. This will help with Manager selection for the following season.
- 7.2.24 Trophy and Awards Committee**
 - 7.2.24.1 Duties**
 - 7.2.24.1.1 Shall select trophy choices to present to the Board and be responsible for the purchase of the agreed - upon trophies.
 - 7.2.24.2 Tools**
 - 7.2.24.2.1 None
 - 7.2.24.3 Tasks**
 - 7.2.24.3.1 Select possible trophy styles and present to Board for approval.
 - 7.2.24.3.2 Coordinate with the player agent to determine number of trophies required.
 - 7.2.24.3.3 Purchase approved trophies and awards.
 - 7.2.24.3.4 Coordinate with Events Coordinator for distribution at the Annual Awards Day.
 - 7.2.24.4 Special Events**
 - 7.2.24.4.1 Annual Awards Day
 - 7.2.24.5 Considerations**
 - 7.2.24.5.1 Try to present selections by cost.
 - 7.2.24.5.2 Consider alternatives to trophies for older age divisions.
 - 7.2.24.5.3 Do not procrastinate on selection, presentation and purchase.
- 7.2.25 Basketball Director(s)**
 - 7.2.25.1 General**
 - 7.2.25.1.1 The basketball director coordinates the basketball operation. The director servse as liaison between the board of directors and the managers, to keep an effective line of communication.
 - 7.2.25.2 Duties**
 - 7.2.25.2.1 Coordinate and organize the Boys and Girls Basketball programs. This coordinator will be exempt, if desired, from any responsibility for the operation of other sports offered by the GTAAA.
 - 7.2.25.3 Tools**
 - 7.2.25.3.1 None
 - 7.2.25.4 Tasks**
 - 7.2.25.4.1 Attend participating League meetings on behalf of GTAAA. This includes, but is not limited to: scheduling meetings; Rules meetings; referee meetings.
 - 7.2.25.4.2 Coordinate gym time with the area schools for All GTAAA activities requiring this type of facility (maintain one point of contact).
 - 7.2.25.4.3 Present prospective coaches to the Board for approval.

- 7.2.25.4.4 Coordinate, with the Player Agent, registration for basketball, preferably to coincide with other sports registration.
- 7.2.25.4.5 Coordinate tryouts and team selections.
- 7.2.25.4.6 Present requests to order equipment to the Equipment Manager and Board (may order by self if approved by the Board).
- 7.2.25.4.7 Coordinate uniform and equipment handout.
- 7.2.25.4.8 Coordinate uniform and equipment return.
- 7.2.25.4.9 Ensure the overall quality of the program.
- 7.2.25.4.10 Present a progress report to the Board each month.
- 7.2.25.4.11 Ensure that referees are contracted for each home game.

7.2.25.5 Special Events

- 7.2.25.5.1 Early Registration
- 7.2.25.5.2 Central Registration
- 7.2.25.5.3 Tryouts

7.2.25.6 Considerations

- 7.2.25.6.1 As well as providing traveling teams, GTAAA may provide an intramural or B level team to allow as many individuals to benefit from this program as possible.
- 7.2.25.6.2 Coaches should have a good working knowledge of the game.
- 7.2.25.6.3 Coaches must be 21 years or older. Assistants must be 18 or older.
- 7.2.25.6.4 If an issue is raised and is not resolvable through the use of GTAAA written rules or written policies, it needs to be brought to the Board of Directors for resolution.
- 7.2.25.6.5 Try to talk to get a feel for the manager's disposition during the season. This can be done by attending games and occasional team practices. This will help with Manager selection for the following season

7.2.26 Events Coordinator

7.2.26.1 Duties

- 7.2.26.1.1 Coordinate, organize and execute events approved by the Board.

7.2.26.2 Tools

- 7.2.26.2.1 None

7.2.26.3 Tasks

- 7.2.26.3.1 Prepare and present budget request to cover all prior planned events (break down by event).
- 7.2.26.3.2 Acquire equipment, either through rental or purchase, and prizes, if needed, for each event within budget limitations
- 7.2.26.3.3 Prepare and maintain an "Activity / Event Coordination Sheet" for each event approved by the Board. Refer to form II.W for details.
- 7.2.26.3.4 Present plans for the execution of each event to the Board.
- 7.2.26.3.5 Coordinate and execute each event.

7.2.26.4 Special Events

- 7.2.26.4.1 Opening Day
- 7.2.26.4.2 Annual Picnic
- 7.2.26.4.3 Grandparent's Day

7.2.26.5 Considerations

- 7.2.26.5.1 Refine the Activity sheets as early as possible after each event in order to improve the activity for next year.
- 7.2.26.5.2 Coordinate with the Publicity Committee to publicize the event.
- 7.2.26.5.3 Post an event outline for public viewing at the event.

Section 8 -- Registration

8.1 Registration

The Player Agent shall coordinate registration for all sports. A registration for baseball and softball shall be held for one day in the fall (typically October) and two days in the winter (typically February). The Board may conduct early in person or mail in registration as required. Registration for basketball shall be conducted as necessary; typically in October for boy's basketball and during winter registration for girl's basketball.

A completed registration form, signed by the child's parent or guardian must be on file. If this requirement is not met, the applicant may be placed on the waiting list. No player shall be allowed to try out unless a signed registration form is on file.

The board of directors will decide the league structure on the basis of central registration. Subsequent to this effort, the player agent will accept as many late registrants as are needed to fill roster openings. After these roster openings are filled, registrants will be placed on a waiting list. They will be placed on a team by the player agent only if a vacancy occurs or if the board of directors indicates to do so.

8.2 Registration Fees

Registration fees shall be on a graduating scale (baseball and softball only) with the first child in a family being charged the highest amount, the second child in the same family being charged the lower amount, and so on. Specific amounts shall be established by the Board. A copy of the receipt of registration shall be forwarded to the treasurer for verification of those transactions. There may be a late fee charged for the family for late registrations. The president retains the authority to grant permission to play without paying a registration fee. Information regarding the quantity of these players shall be given to the Board.

8.3 Uniforms

Most uniforms are purchased by the player's family; however, some are not. Basketball players and some baseball/softball tournament team players use uniforms that are the property of GTAAA. In this case, a deposit is collected as an incentive for the return of these uniforms. This deposit will be forfeit if uniforms are not returned as follows: Baseball - September 1, Boy's basketball - May 1, Girl's basketball - July 1.

8.4 Refunds

Full refund until placed on a team. 50% refund once placed on team, and no games have been played. Once games have been played, no refund.

Section 9 -- Sponsors

- 9.1 Board, but will be paid by June 1st. The amount and method of name display will be determined by the Board. The Board reserves the right to remove the sponsors banner/sign.

Section 10 -- Publicity

- 10.1 A calendar of events should be established, updated, and posted in the concession stand by the Secretary. In addition to notifications of all meetings as described in the By-Laws of this organization, the local newspaper should be notified of standings for all Leagues, along with a report of the week's activities.

Section 11 -- Fund Raising

The following shall describe but not limit the methods by which the Board will raise funds for the operation of the League.

- 11.1 The league shall sell concessions at all home games, at the Grant Township Area Athletic Association field complex.
11.2 The League shall hold registration for all sports.
11.3 The League shall solicit donations from merchants for sponsorship.

Section 12 -- Impeachment Proceedings

- 12.1 Impeachment proceedings shall be conducted at a special meeting of the Board of Directors, in Executive Session. The impeachment meeting shall be run by the President or Vice-President, and shall be conducted in a judicious, parliamentary fashion

Section 13 -- Worker Incentive Program

GTAAA - Bylaws

- 13.1** The task of offering an athletic program for young people can only be completed with the help of many people performing a wide variety of duties, and we have attempted to categorize and assign "point values" to them. Each point earned corresponds to one dollar in value, and is used to calculate the registration fees each year. The task descriptions, with their point values as assigned, are presented below.
Points will be awarded only for the season immediately following the one in which they were earned, and are not transferrable.
- | TASK DESCRIPTION | VALUE | REMARKS |
|--|----------------------|--|
| Concession Stand workers | 1 pt/event | for 1st, 2 for 1 event = 1 set each event thereafter |
| of games | | |
| Manager/Head Coach | 20 points | |
| Assistant Coach | 10 points/team | can be divided |
| Team Parents | up to 10 points | can be divided |
| Concession Stand Personnel Coordinator | 80 points | for the chair, 50 each for up to 2 assistants |
| Other Chairman by Board approval | 10 points | |
| Special event workers | At board discretion, | predetermined at time |
| of organization of the activity. | | |
- 13.2** Board members No registration fee
- 13.3** In addition to the point system described above, the league will utilize a system whereby a deposit is collected from each family to encourage participation. The amount of the deposit will be determined each year (in September) by the board, and is collected at registration. This deposit will be returned to the family for the following activities: one 3 hour session in the concession stand (including basketball), manager/head basketball coach, board member, and committee chairs as approved by the board.

Section 14 -- Yearly Planning Guide

GTAAA - Bylaws

- 14.1** October
- 1) Conduct Fall Registration
 - 2) Begin Planning for Winter Registration for January/February
 - 3) Create Season Calendar
 - 4) Schedule gym time for: boys basketball / tryouts/evaluations/ girls basketball/clinics
 - 5) Select and Approve Boys Basketball Coaches
- November
- 1) Continue Planning for Standard Registration
 - 2) Start Budget Review / Approval Process
 - 3) Conduct Boys Basketball tryouts
 - 1) Begin review Constitution / By-Laws / Standing rules. Note possible changes for Annual meeting.
 - 4) Mandatory basketball coaches clinic.
- December
- 1) Complete Budget
 - 2) Verify Gym time for tryouts/evaluations/basketball
 - 3) Begin search for baseball and softball Managers.
 - 4) (Conduct a hitting clinic)
- January
- 1) Plan registration operations
 - 2) (Conduct a pitching and catching clinic)
- February
- 1) Conduct Standard Registration (early in month)
 - 2) Approve baseball and softball managers
 - 3) (Conduct a manager's clinic)
- March
- 1) Conduct Girls Basketball tryouts
 - 2) Conduct baseball and softball tryouts and evaluations.
 - 3) Conduct a mandatory manager's meeting
- April
- 1) Create game schedules - all divisions
 - 2) Submit suggested changes of the Constitution / By-Laws / Standing rules to Board.
 - 3) Conduct Field cleanup / maintenance
- May
- 1) Opening Day
 - 2)
- June
- 1) Plan Field / Building maintenance and improvements for post season
 - 2) Select baseball/softball tournament teams and managers
- July
- 1) Begin Field / Building maintenance and improvements
 - 2)
- August
- 1) Fall Shutdown
- September
- 1) Annual meeting
 - 2) Season evaluation