



**North Garland
Sports Association**

Organizational By-Laws
and Operating Rules

2025



Change and Revisions Log

Rev #	Desc of Change	Date Approved	Effective Date
0	Re-format 2024 by-laws and changes	07/22/2025	07/23/2025



Table of Contents

Section Title	Page
Article 1 - Authority	1
Article 2 - Purpose of the Organization	1
Article 3 - Mission Statement	2
Article 4 - Code of Conduct	2
Article 5 - Volunteer Screening Program	3
Article 6 - Board Meetings and Events	3
Article 7 - General Membership and Board Positions	4
Article 8 - Committees	13
Article 9 - Field Maintenance	13
Article 10 - Required City Amendment	14



This Page Intentionally Left Blank



1. Authority

- 1.1. The North Garland Sports Association (aka "NGSA" or "the League") By-Laws shall be approved each year by a majority vote of the Board of Directors during the Annual Meeting each July.
 - 1.1.1. The revised By-Laws shall be posted for viewing by the board for 30 days prior to voting for adoption of them.
 - 1.1.2. This 30 day period shall occur prior to the July Annual Meeting
- 1.2. Following adoption of these By-Laws by the Board of Directors:
 - 1.2.1. They may only be changed by a majority vote of the Board of Directors during a General Membership Meeting;
 - 1.2.2. They shall be posted for viewing on the NGSA website;
 - 1.2.3. All changes shall take effect immediately.
- 1.3. The NGSA Board shall review these By-Laws and revise them as necessary.
- 1.4. These By-Laws pertain to all North Garland Sports Association activities.
- 1.5. The purpose of these By-Laws is to supplement the North Garland Sports Association Constitution, and the Official rules of the Chartering Organizations.
- 1.6. These By-Laws are intended to provide direction for the Board of Directors, Board Members, Managers, Coaches, Parents, and Players.
 - 1.6.1. Specific procedures, policies or regulations not covered within these By-Laws shall be contained in separate procedural document or policy/regulation documents and shall not supersede these By-Laws.
 - 1.6.2. If a particular policy or regulation is not covered in this document nor in a separate procedural document, the NGSA President shall have full authority to implement a temporary modification/addendum to this document pending a review by the Executive Committee as defined in section 8.5 below.
- 1.7. Whenever the NGSA engages in regular season inter-league play with another organization, the division(s) involved shall play by inter-league rules as may be negotiated with the other league and approved by the Board of Directors.
 - 1.7.1. Inter-league Rules shall take precedence over these Operating Rules during inter-league play.

2. Purpose of the Organization

- 2.1. North Garland Sports Association shall offer recreation baseball as a local league under United States Specialty Sports Association (USSSA).
- 2.2. Age based divisions, rules, and teams are determined season by season and outlined in a board approved and published rules supplemental.
 - 2.2.1. The Rules Committee is to meet each year to update the rules supplemental for the coming seasons as defined in section 8.4 below.
- 2.3. North Garland Sports Association is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under §501(c)(3) of the Internal Revenue Code, or the corresponding section of



- any future federal tax code.
- 2.3.1. No part of the net earnings shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Statement of Purpose hereof.
 - 2.3.2. The property of this corporation is irrevocably dedicated to sports education and no part of the net income or assets of this corporation shall ever inure to the benefit of any board officer or member thereof, or to the benefit of any private individual.
 - 2.3.3. No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in (including the publishing or distribution of statements any political campaign on behalf of or in opposition to any candidate for public office.
 - 2.3.4. Notwithstanding any other provision of these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not furtherance of the purposes of this corporation.
 - 2.3.5. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of §501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

3. Mission Statement

- 3.1. The North Garland Sports Association will provide a safe, fun, and competitive learning environment in order to model and instill the values of good sportsmanship, honesty, loyalty, courage and respect in the families of our community.

4. Code of Conduct

- 4.1. The North Garland Sports Association has a "Zero Tolerance" policy in regards to all violations of rules or conduct and disciplinary actions shall reflect the severity of the violation.
- 4.2. All Board Members shall adhere to the League's Mission Statement in section 3 above.
- 4.3. All Board members shall conduct themselves in a professional manner as a representative of NGSA at all times.
- 4.4. Due to the nature of our organization and the participation of board members as Managers, Coaches, other positions within an individual team, or relationships to others within teams, conflicts of interest are to be mitigated



- via individual discretion. In the event a board member is not exercising a clear conscience with respect to a conflict of interest, the board member may be asked to abstain from the vote at hand voluntarily or forced to abstain by a two-thirds ($\frac{2}{3}$) vote of other relevant board or committee members.
- 4.5. At no time shall a Board Member exhibit nepotism.
 - 4.6. While on duty or in execution of their job, Board Members shall remain neutral to game proceedings.
 - 4.7. Board members are required to complete and submit a background application, along with a copy of their driver's licenses yearly.
 - 4.7.1. Any Board member, who is arrested or charged with a misdemeanor or felony offense, must provide in writing a description of the events and the municipality with jurisdiction over the alleged offense to the League President.
 - 4.7.2. The Executive team will have final say regarding information found during background checks
 - 4.8. The board will function as a team to ensure that the objectives of the League and the needs of the children are met.
 - 4.9. It is the responsibility of each board member to promote goodwill, honesty, and integrity within the league.
 - 4.10. Each member of the board shall be responsible for ensuring the NGSA is run as safely, smoothly, and effectively as possible.
 - 4.11. While on duty or in execution of their job, all representatives of the League including Board Members, Umpires, Managers/Coaches, and players shall not use alcohol or illegal drugs.
 - 4.11.1. Any person found doing so or suspected of doing so will be asked to leave the premises and may face disciplinary action appropriate to the offense.

5. Volunteer Screening Program

- 5.1. As a condition of service to the league, all managers, coaches, Board of Directors and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with players or teams, must complete and submit an official "Volunteer Application".
- 5.2. Background screenings must be completed prior to the applicant assuming his/her duties for the current season.
- 5.3. Refusal to submit a fully completed Volunteer Application or Background Screening shall result in the immediate dismissal of the individual from the league.
- 5.4. The league shall not permit any person to participate in any manner, whose background check reveals a conviction for any crime involving, or against, a minor.
- 5.5. The league may prohibit any individual from participating as a volunteer or hired worker if the Board deems the individual unfit to work with minors.
- 5.6. The Executive team will have final say regarding information found during background checks



6. Board Specific Meetings and Events

- 6.1. The Board shall conduct an Annual “all hands” meeting each July.
 - 6.1.1. Attendance is mandatory at the July Annual meeting
 - 6.1.2. Annual meetings must be conducted with a 90% quorum present.
 - 6.1.3. Annual meetings are closed meetings conducted solely for the purposes of budgeting and rules discussions and voting
- 6.2. The Board shall meet as required throughout the year to ensure all matters associated with the League are being addressed in a timely fashion.
 - 6.2.1. These meetings may include:
 - 6.2.1.1. Meetings to discuss specific issues/topics;
 - 6.2.1.2. Appeals and Discipline Committee Meetings;
 - 6.2.1.3. Any other Committee Meetings deemed necessary by the board or committee members
- 6.3. General Board Meetings are to be held two (2) times per year, approximately 2 weeks prior to the start of each fall and spring season of play.
 - 6.3.1. General Board Meetings are defined as any meeting that is not called to discuss a specific issue/topic, Appeals and Discipline Meetings, or Committee Meetings
 - 6.3.2. All General board meetings shall be open to the public.
 - 6.3.2.1. General Board Meetings are to be advertised on the NGSA website at least 2 weeks prior to the scheduled meeting date.
 - 6.3.2.2. General Board Meetings are to be advertised via email to all registered players/parents/guardians (at the time of scheduling) at least 2 weeks prior to the scheduled meeting date.
- 6.4. Minutes for all meetings will be taken and made available to all Board Members within 2 weeks of the meeting date.
- 6.5. Regardless of the number of positions held by a Board Member, each elected member of the NGSA board shall have one (1) vote with regard to all matters relating to these By-Laws and any other issue that may require oversight by the Board.

7. General Membership and Board Positions

- 7.1. Membership Definitions
 - 7.1.1. Board Member at Large
 - 7.1.1.1. A board member without a specific role or title. They are responsible for representing the entire organization and contributing to the board's effectiveness
 - 7.1.2. Member Emeritus
 - 7.1.2.1. A former board member who has retired or stepped down from their active role but retains an honorary title and may continue to serve as an advisor or consultant to the



organization, recognizing their significant contributions and service

7.1.3. Executive Officer

7.1.3.1. An elected official which holds a position of President, Vice President or Secretary

7.2. Service Terms

7.2.1. Board members are required to fulfill the job requirements of their appointed position for one (1) calendar year starting upon the date they are elected.

7.2.2. Any Board Officer must hold their elected position for one (1) calendar, but no longer than three (3) calendar years before being re-elected.

7.2.3. Each Board Member will be required to be a Field Monitor and must be present at the park to represent the NGSA.

7.2.3.1. The Field Monitor is to ensure there are no issues during the games, participants are provided support, and all NGSA equipment is secured.

7.2.3.2. Field Monitors should refer to the Board Member on Duty Guidelines for direction.

7.3. It is the duty of the Board of Directors to administer the functions of the League in accordance with the highest standards of personal conduct.

7.3.1. In addition to the individual duties of each member of the Board defined below, it is the duty of each member of the Board to provide his or her insights and guidance into the operation of the League as a whole and to assist in the accomplishment of League projects and operations to the extent possible without conflicting with the member's individual duties and responsibilities.

7.3.2. Unless otherwise indicated, each position on the Board shall be a voting Directorship answerable to either the Vice President or the President, respectively.

7.4. In addition to the duties described within this Article, a Director on the Board may be a standing, specially elected, or appointed member of a Board Committee.

7.5. If any vacancy occurs on the Board of Directors for any reason, the vacancy may be filled by a majority vote of the remaining Directors at any regular meeting, or any special meeting called for that specific purpose.

7.5.1. When practical, an individual should be placed into nomination at one meeting and voted upon at the next available Board meeting.

7.6. The President, with the annual concurrence of the Board, is not required to fill all Board positions listed herein, nor to seat all of the Committees listed herein.

7.7. Unless otherwise noted in the board position descriptions below, a board member shall only hold one (1) position on the board.

7.7.1. Should it be necessary to assign a second position to a board member, nomination shall happen at any regular or special board meeting and where practical, shall be voted upon at the next meeting.

7.7.2. A board member holding more than one position shall only have one



- (1) vote representing the higher office they hold
- 7.7.3. Board members shall not hold more than two (2) offices
- 7.8. The Board shall have the power by a two-thirds vote of those present at any Board Meeting to discipline, suspend, or remove any Director, Officer, or Committee Member of the League.
- 7.9. The Board shall have the power by a simple majority vote of those present at any Board Meeting to discipline, suspend, or remove any Board Member at Large or Member Emeritus of the League.
- 7.10. Resignations from the board must be received by a member of the executive team in writing
 - 7.10.1. Unless specified, a resignation from the board is absolute and includes all positions held by the resigner and will be accepted and considered effective immediately
 - 7.10.2. Board members who resign may be reinstated following the regular processes outlined herein
- 7.11. Any member of the Board of Directors may petition the Board to have an assistant or an individual with whom the position is shared.
 - 7.11.1. Such assistant or shared position shall be subject to a confirmation vote of the Board.
 - 7.11.2. Anyone so approved shall be a non-voting member of the Board of Directors.
- 7.12. In the event of a vote with no majority, the President shall be the tie breaking vote, therefore, the President does not vote in most elections.
 - 7.12.1. If the President is not present, this provision falls to the Vice President.
- 7.13. The board positions listed below are not intended to supersede those listed by USSSA. They have been expanded as the league has grown to provide a higher level of support to the members of the league.
 - 7.13.1. President
 - 7.13.1.1. Shall be responsible for conducting the affairs of the League and for executing the policies established by the League and USSSA.
 - 7.13.1.2. Shall promote the welfare of the League, attend District/State USSSA meetings representing the League
 - 7.13.1.3. Shall preside at all meetings of the members and the Board of Directors
 - 7.13.1.4. Shall have the authority to execute for and in the name of the League such contracts and leases as are previously ratified by the Board of Directors.
 - 7.13.1.5. Shall appoint all coaches and the heads of various Committees not otherwise specified by this Constitution with the approval of the Board of Directors.
 - 7.13.1.6. The President's signature shall be one of those authorized for the disbursement of League funds.
 - 7.13.1.7. The President retains the right to utilize Executive Powers
 - 7.13.1.7.1. Executive Powers shall be described as the powers of a President or Vice President to conduct business for



- NGSA activities without Board Officer or board members approval.
- 7.13.1.7.2. If an executive power is invoked, the President or Vice President must inform the board members in writing as to why the powers were invoked.
 - 7.13.1.7.3. Executive power can only be retracted by a majority vote of the executive community or board members.
 - 7.13.1.7.4. A board member who disapproves of any executive power implementation must notify the President or Vice President in writing and call for an immediate vote.
 - 7.13.1.7.5. If two thirds vote fails to pass any board members disapproval, the executive power shall stand until the annual Board of Officers and board members meeting.
- 7.13.2. Vice President
- 7.13.2.1. In case of the absence or disability of the President to act, the Vice President may be appointed by the President or Board of Directors to perform the duties of the President, and when so acting, shall have all of the powers of that office.
 - 7.13.2.2. The Vice President is an ex-officio member of all Committees, including the Appeals and Discipline Committee, and shall carry out such duties and assignments as may be delegated to him/her by the President.
 - 7.13.2.2.1. The Vice President is responsible for oversight of the League's on-field operations which includes oversight of the League's divisions, fields, training, and tournaments.
 - 7.13.2.2.2. The Vice President is responsible for oversight of the League's administrative functions which include the treasury, registration, sponsors, field equipment, uniforms, and publications.
 - 7.13.2.2.3. The Vice President along with the Player Agent and Marketing Director is responsible for marketing the League to prospective Player Members.
 - 7.13.2.3. The Vice President retains the right to utilize Executive Powers
 - 7.13.2.3.1. Executive Powers shall be described as the powers of a President or Vice President to conduct business for NGSA activities without Board Officer or board members approval.
 - 7.13.2.3.2. If an executive power is invoked, the President or Vice President must inform the board members in writing as to why the powers were invoked.
 - 7.13.2.3.3. Executive power can only be retracted by a two thirds vote of the Board of Directors.
 - 7.13.2.3.4. A board member who disapproves of any executive power implementation must notify the President or Vice President in writing and call for an immediate vote.
 - 7.13.2.3.5. If two thirds vote fails to pass any board members



disapproval, the executive power shall stand until the annual Board of Officers and board members meeting.

7.13.3. Umpire Director

7.13.3.1. Responsible to the President

7.13.3.2. The Umpire Director is an ex-officio member of the Appeals and Discipline Committee.

7.13.3.3. The duty of the Umpire Director shall be:

7.13.3.3.1. To retain, organize, instruct, schedule and be responsible for the conduct of the League's umpires on the playing field.

7.13.3.3.2. Discipline of umpires shall fall directly to the Umpire Director with no appeal to the board or A & D Committee.

7.13.3.3.3. The Umpire Director shall be responsible for keeping track of the attendance of umpires at their scheduled games, and then forwarding the appropriate request for payment to the Treasurer.

7.13.4. Player Agent

7.13.4.1. Responsible to the President

7.13.4.2. The duties of the Player Agent shall be:

7.13.4.2.1. To be responsible for all player transactions, including tryouts organized by the Division Director.

7.13.4.2.2. To conduct the Placement Meeting and the Player Drafts.

7.13.4.2.3. To supervise and administer the selection of All-Star players as prescribed herein

7.13.4.2.4. To discuss feedback, either positive or negative, from any Player Member or Regular Member regarding the League's operations.

7.13.4.2.5. To conduct and supervise all player registration, including mail-in registration, in-person registration, website registration, registration at tryouts and late registrations.

7.13.4.2.6. To provide the Tryout Coordinator and Player Agent with tryout and placement data.

7.13.4.2.7. To provide the Board of Directors with such other registration data as to assist in the operation of the League

7.13.4.2.8. To participate in the marketing of the League to prospective Player Members.

7.13.4.2.9. Shall be responsible for organizing opening and closing day and for Team Mom/Dad organization and league events.

7.13.5. Secretary

7.13.5.1. Responsible to the Vice President

7.13.5.2. The duties of the Secretary shall be:

7.13.5.2.1. Maintain the Minutes of all regular and special meetings



- of the Board for reading and approval at the next regular meeting.
- 7.13.5.2.2. Keep Minutes as the official record of the business of the League.
- 7.13.5.2.3. Make available to all attendees of Board meetings copies of the Minutes of the previous meetings.
- 7.13.5.2.4. Maintain all official records as required for the proper administration of the League.
- 7.13.5.2.5. Maintain the Board roster and keep all Board members informed of changes in contact information.
- 7.13.5.2.6. Type/enter, make copies, and distribute all material pertinent to the League
- 7.13.5.2.7. Co-ordinate the archiving of all pertinent League records and documents with the Webmaster.
- 7.13.6. Treasurer
 - 7.13.6.1. Responsible to the Vice President
 - 7.13.6.2. Maybe be held in conjunction with a second position by majority vote of the board, but only the vote with the higher ranking shall be recorded
 - 7.13.6.2.1. At the same meeting slated for approval of the person taking this position, it shall be determined whether or not the treasurer will hold a voting position. An example of this would be that if an external person/company is used as treasurer, the Board shall vote as to whether or not that entity shall have voting rights.
 - 7.13.6.3. The duties of the Treasurer shall be:
 - 7.13.6.3.1. Prior to taking office
 - 7.13.6.3.1.1. Together with a person appointed by the Board of Directors, the Treasurer shall audit the financial books of the League maintained by the previous Treasurer and render an opinion that the books are in proper order.
 - 7.13.6.3.1.2. Thereafter, the Treasurer shall accept control of the financial books and records of the League.
 - 7.13.6.3.2. To maintain the financial records of the League.
 - 7.13.6.3.3. To establish and maintain a system of checks and balances to assure that all proceeds from sponsors, registration, fund raising events, and all other income are properly accounted for in the financial records of the League.
 - 7.13.6.3.4. To maintain the checking account and any other bank accounts authorized by the Board of Directors.
 - 7.13.6.3.5. To accumulate accounts payable and prepare checks for payment of same.
 - 7.13.6.3.6. To prepare a financial statement for each regular Board meeting.



- 7.13.6.3.7. To file all tax exemption forms and informational tax returns required by county, state and federal governments.
- 7.13.6.3.8. To prepare and submit for Board of Directors' approval a budget for the current fiscal year by the regular December meeting of the Board of Directors.
- 7.13.6.3.9. To undertake the necessary action to obtain any license or other legal permission necessary to conduct the business of the League's activities.
- 7.13.6.3.10. To conduct negotiations and obtain approval of the Board of Directors for the annual insurance coverage for the League
- 7.13.6.3.11. To analyze the financial position of the League in relation to the yearly budget and promptly report any major deviations to the Board of Directors.
- 7.13.6.3.12. The Treasurer's signature shall be one of those authorized for the disbursement of League funds.
- 7.13.7. Division Directors
 - 7.13.7.1. Responsible to the Vice President
 - 7.13.7.2. Maybe be held in conjunction with a second position
 - 7.13.7.3. Division Directors shall not coach in the division they oversee
 - 7.13.7.4. The Division Director for any division initiating a conduct violation hearing shall serve on that Discipline Committee when it is convened by the Vice President.
 - 7.13.7.5. The duties of each Division Director shall be
 - 7.13.7.5.1. Recruit, train, direct and mentor coaches.
 - 7.13.7.5.2. To recommend for approval of the Board of Directors the coaches of their respective divisions.
 - 7.13.7.5.3. To act as liaison between their respective divisions and the Board of Directors, including acting as a central point of the information flow.
 - 7.13.7.5.4. To instruct coaches in the rules of the game, conduct on the field, and in League policies
 - 7.13.7.5.5. To mediate issues, disputes, etc. involving any combination of parents, umpires, coaches, and League officials.
- 7.13.8. Marketing Director
 - 7.13.8.1. Responsible to the Vice President
 - 7.13.8.2. Maybe be held in conjunction with a second position
 - 7.13.8.3. The duties of the Marketing Director shall be
 - 7.13.8.3.1. To institute and complete fund raising from sponsors; and
 - 7.13.8.3.2. To create publicity for the sponsors and all League activities and accomplishments.
 - 7.13.8.3.3. This position will be responsible for updating all social networking sites as approved by the Vice President
- 7.13.9. Uniform Director



- 7.13.9.1. Responsible to the Vice President
- 7.13.9.2. Maybe be held in conjunction with a second position
- 7.13.9.3. The duties of the Uniform Director shall be:
 - 7.13.9.3.1. To acquire and distribute uniforms to all teams.
 - 7.13.9.3.2. To work with the Player Agent and the coaches to ensure that all uniform information is submitted in the required time frame.
 - 7.13.9.3.3. To provide for the storage of all League merchandise
 - 7.13.9.3.4. To design, purchase and resell League apparel.
- 7.13.10. Tournament Director
 - 7.13.10.1. Responsible to the Vice President
 - 7.13.10.2. Maybe be held in conjunction with a second position
 - 7.13.10.3. The duties of the Tournament Director shall be
 - 7.13.10.3.1. To advise and coordinate with the Division Directors on in-house tournaments.
 - 7.13.10.3.2. To register and coordinate teams for play in USSSA sanctioned post-season tournaments.
 - 7.13.10.3.3. To otherwise coordinate all League involvement with tournaments.
 - 7.13.10.3.4. To be directly involved with the appropriate Division Director and Player Agent on the formation and selection of All Star Team rosters.
- 7.13.11. Scorekeeper Manager
 - 7.13.11.1. Responsible to the Vice President
 - 7.13.11.2. Maybe be held in conjunction with a second position
 - 7.13.11.3. The duties of the Scorekeeper Manager shall be
 - 7.13.11.3.1. To retain, organize, instruct, schedule and be responsible for the conduct of the League's score keepers on the playing field.
 - 7.13.11.3.2. Shall be responsible for keeping track of the attendance of scorekeepers at their scheduled games, and then forwarding the appropriate request for payment to the Treasurer.
 - 7.13.11.3.3. Responsible for making sure all league game scores are properly recorded.
- 7.13.12. Concessions Manager
 - 7.13.12.1. Responsible to the Vice President
 - 7.13.12.2. Maybe be held in conjunction with a second position
 - 7.13.12.3. The duties of the Concessions Representative shall be
 - 7.13.12.3.1. To establish communications between the board and concession operator
 - 7.13.12.3.2. Collect competitive bids from parties interested in operating concessions for NGSA and report these to the board
- 7.13.13. Sponsorship Coordinator
 - 7.13.13.1. The Sponsorship Coordinator shall serve as an assistant to the Marketing Director



- 7.13.13.2. Maybe be held in conjunction with a second position
- 7.13.13.3. The Sponsorship Coordinator retains voting power within the board.
- 7.13.13.4. The duties of the Sponsorship Coordinator shall be
 - 7.13.13.4.1. Proactively solicit merchant sponsors for the League, including sales follow-up with those entities regarding their contributions to the League.
 - 7.13.13.4.2. Be responsible for merchant sponsor billings, tracking payment schedules, and send all receipt of payments to the Treasure and delivery of all goods owed to sponsors (plaques, ads in yearbook, field banners, website listings)
 - 7.13.13.4.3. Be responsible for receipt of goods and services from merchant sponsors in lieu of cash payments.
- 7.13.14. Scheduling Coordinator
 - 7.13.14.1. Responsible to the Vice President
 - 7.13.14.2. Maybe be held in conjunction with a second position
 - 7.13.14.3. The Duties of the Scheduler shall be
 - 7.13.14.3.1. Maintain and distribute gameday and practice schedules to all teams
- 7.13.15. Webmaster
 - 7.13.15.1. Responsible to the Vice President
 - 7.13.15.2. Maybe be held in conjunction with a second position
 - 7.13.15.3. The duties of the Webmaster shall be
 - 7.13.15.3.1. To maintain the North Garland Sports Association website(s), including provisions for hosting the website;
 - 7.13.15.3.2. To maintain an internet registration capability for the League
 - 7.13.15.3.3. Develop and maintain an electronic document archive system for League business and records
- 7.13.16. Social Media Coordinator
 - 7.13.16.1. Responsible to the Vice President
 - 7.13.16.2. Maybe be held in conjunction with a second position
 - 7.13.16.3. The duties of the Social Media coordinator shall be
 - 7.13.16.3.1. To enhance the League's Social Media presence on the internet
 - 7.13.16.3.2. Work with the Marketing Coordinator and Webmaster to market the League in a positive fashion
 - 7.13.16.3.3. Place posts to social media regarding scheduling, activities, and general information along with responding to posts and questions posed on the League's social media outlets
- 7.13.17. Members Emeritus
 - 7.13.17.1. The President may nominate any past member of the Board of Directors for a single-year term as a Member Emeritus.
 - 7.13.17.2. Nominations are accepted at any regular meeting of the Board to be then voted upon at the next regular meeting



- 7.13.17.3. A Member Emeritus, once elected, shall serve in any capacity at the direction of the President.
- 7.13.17.4. There may be no more than five (5) Members Emeritus at any one time.
- 7.13.17.5. A Member Emeritus may vote on any issue before the Board.
- 7.13.17.6. A Member Emeritus shall not be authorized to disburse League funds.
- 7.13.18. At Large Board Members
 - 7.13.18.1. At Large Board Members are voted by simple majority to the board following a nomination by any other board member
 - 7.13.18.2. All At Large Board Members will go through a simple interview process in front of the board
 - 7.13.18.3. At Large Board Members may serve on any committee other than the Appeals and Discipline or Executive Committees and shall not serve as the committee chair person

8. Committees

- 8.1. The committees listed herein are not all inclusive and are not the only committees that may be formed
- 8.2. Special Committees not listed herein
 - 8.2.1. Special Committees may be formed for any reason by the League President and/or Vice President
 - 8.2.2. All Special Committees must consist of at least 5 people
 - 8.2.3. Special committee decisions and findings must be reviewed by the Board of Directors and voted into adoption
- 8.3. Appeals & Discipline Committee
 - 8.3.1. The Appeals and Discipline committee can discipline, place on probation, suspend or terminate any team Manager, Coach or player of the league when the conduct of that member is considered detrimental to the best interests of the local league.
 - 8.3.2. The Appeals & Discipline Committee shall be made up of the President, Vice President, Umpire Director, and Division Directors and chaired by the Umpire Director.
 - 8.3.2.1. The Division Director(s) of affected divisions shall participate in the A&D Meeting and decisions.
 - 8.3.3. The President shall have no voting power unless there happens to be an even number of committee members. At this time, the president shall be the tie breaking vote.
 - 8.3.4. In the case of a Player so involved, notice must be given to the parents and to the manager of the team of which the Player is a member.
- 8.4. Rules Committee
 - 8.4.1. The Rules Committee shall be formed and convened prior to the fall season each year to review and update the NGSA Supplemental Rules for board approval.
 - 8.4.2. The Rules Committee shall be made up of seven (7) members, including the President, Vice President, Umpire Director, plus four (4) others



- nominated and approved by the Board each year.
- 8.4.3. Each year, a standing member may decline and have his/her position filled by a board approved replacement.
- 8.4.4. The NGSA supplemental rules must be ratified prior to the July Annual Meeting of the board and presented at that time
- 8.5. Executive Committee
 - 8.5.1. The Executive Committee (Executive Team) shall be made up of the President, Vice President, Secretary, Player Agent, and Umpire Director.
 - 8.5.2. The Executive Team shall be responsible for representing and acting on behalf of the NGSA board as interim between board meetings.

9. Managers and Coaches

- 9.1. Coaching is a privilege and not a right, and the NGSA reserves the right to revoke those privileges at any time.
- 9.2. Selection of Managers and Coaches
 - 9.2.1. A prospective manager or coach must contact the Player Agent stating his or her desire and qualifications to manage or coach a team each year that he or she wishes to manage or coach.
 - 9.2.2. A Division Director may not manage, or coach in a division that he or she directs.
 - 9.2.3. Adults are eligible to be a Manager/Head Coach in the NGSA Program who:
 - 9.2.3.1. Have attained the age of 21.
 - 9.2.3.2. Satisfactorily completed and passed a background check.
 - 9.2.3.3. Have not had their Managing/coaching assignments from the previous year(s) revoked.
 - 9.2.3.4. Have interviewed with the Board.
 - 9.2.3.5. A Manager/Coach shall manage only one (1) team per season within the NGSA Program but may assistant coach a second (2nd) team.
 - 9.2.3.6. Assistant Coaches must be at least 14 Years old.
 - 9.2.3.7. There must always be an adult at least 18 years old in the dugout with the players during games.
 - 9.2.3.8. Questions of Eligibility - The Board of Directors will be the judge of fact in all questions of eligibility.
- 9.3. Manager / Coach's Meeting
 - 9.3.1. Mandatory Coach's meetings shall be held 10 or more days before the start (opening day) of each season.
 - 9.3.2. All managers and coaches shall attend this meeting.
 - 9.3.3. At this meeting, behavior standards for all League personnel shall be set forth by the League President.
 - 9.3.4. Additionally, new rules, rules that were misunderstood during the previous season and local league playing regulations shall be reviewed by the Board.
 - 9.3.5. Each team manager shall be provided with a current copy (hardcopy or



- electronic) of the Chartering Organizations Rule book appropriate to his or her division as well as a copy of NGSA Policy and Playing Regulations.
- 9.3.6. Attendance at other Safety and Instructional meetings may be made mandatory for managers, coaches and umpires at the discretion of the League President.
 - 9.3.7. The Executive Committee has the power to temporarily suspend any Manager/Coach for conduct he or she deems detrimental to the best interests of the local league.
 - 9.3.7.1. Upon exercise of such power, the President must convene a special meeting of the Appeals and Discipline Committee within 48 hours, and the committee must vote on whether the suspension should be made permanent (or appropriate disciplinary action shall be handed down).
 - 9.3.7.2. In any case, if the Board does not act upon the temporary suspension within 48 hours, the suspension is dropped without prejudice.

10. Player requirements, eligibility, registration, and rosters

- 10.1. It is the intent of the NGSA to accommodate any player who wants to play Baseball.
- 10.2. No player will be turned away except for severe disciplinary reasons, team/field constraints, or players who have been suspended for the upcoming season.
- 10.3. The number of teams is limited to availability of fields.
 - 10.3.1. During registration and team formation, players may be placed on a waiting list until there is an opening on a roster or until enough players register to form another team if field space is available.
- 10.4. All children are eligible to be players in the NGSA Baseball Program who:
 - 10.4.1. At the time of registration meet the age requirements for a NGSA League and USSSA.
- 10.5. Players will be allowed to move up (1) division with the exception of the 12U 50/70 Division, with a waiver signed by the parent or legal guardian.
- 10.6. Players requesting to play below his/her age group must be evaluated by the Age-Appropriate League Director, the requested lower League Director, and the Player Agent.
- 10.7. The League President or Vice President may take the place of the Registrar or age-appropriate League Director if needed.
- 10.8. The League will determine the number of available teams and players prior to the start of the draft.
- 10.9. Each team must carry an equal number of players when available.
 - 10.9.1. There will, however, be times where 1 or more teams may be required to carry an additional player due to an odd number of player registrations vs. available teams.
- 10.10. No team will ever be allowed to refuse a player being placed on his/her team if that player is in good standing with the league.
 - 10.10.1. Any requested exception to this rule must be brought to the Player



- Agent and will be considered by the executive committee as required.
- 10.11. Player Ages will be determined by the Chartering Organizations Age Charts (USSSA)
 - 10.12. Spring and fall registration dates shall be determined by the NGSA board.
 - 10.13. Announcement of registration dates shall occur as soon as possible, and may include school mailings, newspaper announcements, web page messages, and/or email.
 - 10.13.1. Registration shall be closed at the date determined and published by the NGSA Board, or when each team is considered to be full by the player agent.
 - 10.13.2. Any player (including a returning player) who registers after the final advertised registration date shall be placed on the waiting list.
 - 10.14. Late Registrations will be allowed until the division (12 players per Team) is full and then a waiting list will be built to be used as needed.
 - 10.14.1. A late registration fee will be charged for all late registrants.
 - 10.14.2. During In Person registrations the League can only accept cash or checks.
 - 10.15. No refund shall be given after the Draft.
 - 10.15.1. If the league has expended any funds associated with the player's registration or participation in the league, any refund provided will be at a prorated amount.
 - 10.15.2. Refunds will not be provided based on coach or team assignment.
 - 10.16. The number of teams per divisions shall be determined based on the number of registration / signups in each division.
 - 10.17. The Player Agent will ensure that no Division exceeds 12 teams without being split into a divisional format.
 - 10.17.1. Split divisions shall be structured so there is a balance of power in each division.
 - 10.17.2. Split divisions will include a (1) Game "World Series" at the conclusion of the end of season tournament to crown an overall Division Champion.
 - 10.18. Registration fees shall be set in accordance with NGSA guidelines as a non-profit organization.
 - 10.18.1. Fees shall be used to offset all costs associated with running the league.
 - 10.18.2. The NGSA may offer scholarships to families if they are unable to afford the registration fee.
 - 10.18.2.1. This must be approved by the League President, Vice President(s), and Player Agent/Registrar.
 - 10.18.2.2. In order for a Scholarship to be considered, the parent or guardian must complete a scholarship application.
 - 10.19. Player registrations will be scheduled and conducted by the NGSA Board of Directors.
 - 10.19.1. A player and/or his/her parent or guardian will initiate registration by using the On Line registration system, or completing the registration form furnished by the NGSA.
 - 10.19.2. Each player will be furnished a Free on Line account for registration.
 - 10.20. Registration payment by the player and/or his/her parent/guardian must be



complete prior to participating in a league game or team practice.

10.21. Rosters

- 10.21.1. The Player Agent at all times will maintain the official online roster for each team, naming players.
- 10.21.2. The manager/coach of each team shall, prior to the start of each game, provide a lineup to the official scorekeeper and the manager/coach of the opposing team.
 - 10.21.2.1. The lineup will include starting players and substitutes by name and uniform number and the status of any and all absent players.
 - 10.21.2.2. The manager/coach will notify the Player Agent of any player who is injured or quits the team.
 - 10.21.2.3. Obvious attempts to violate required playing time or safety may result in suspension of the manager/coach.
 - 10.21.2.4. The Player Agent will check on the status of any player absent for more than two (2) games.
 - 10.21.2.5. Teams that lose a player will be assigned a player from the "Waiting List" which will consist of late sign-ups.
 - 10.21.2.6. The "Waiting List" will be maintained by the Player Agent and is not public record.
 - 10.21.2.7. Players that arrive late to the game will be inserted at the bottom of the lineup or used as substitutes.
 - 10.21.2.8. The manager/coach will need to inform the official scorekeeper, the manager/coach of the opposing team, and the head umpire of the late arrival.

11. Team Meetings, Practices, Games

- 11.1. A team meeting is defined as being any "mandatory" meeting, practice, workout, or game.
 - 11.1.1. No player may participate in any team meetings, workouts, or games until the player has been officially assigned to a team and shows up on the coach's official roster on the NGSA web site.
 - 11.1.2. It is expected that teams participate in three (2) meetings a week (one practice, one game) in any given playing season.
 - 11.1.3. Special League events shall not count as team meetings.
 - 11.1.4. Teams may elect to schedule more than one practice based on sponsorship requirements and with the approval of the board.
- 11.2. Each manager/coach shall contact each player within 24 Hours of the drafts completion to inform that player and his parents of his selection on to that team.
- 11.3. Each manager/coach shall conduct a team/parent meeting within (1) week of the mandatory Coach's meeting for that season for the purpose of communicating the NGSA Program to the players and their parents.
- 11.4. Managers/Coaches shall have all assistant coaches, team volunteers, and parents (non-participatory) sign all required forms and return those forms to the league within 1 week of the mandatory Coach's meeting for that season
 - 11.4.1. This includes: Medical releases, permission slips, codes of conduct, media releases and any other form the league deems necessary.



- 11.5. When possible, scheduled games will not exceed Three (3) games per week.
- 11.6. Both teams manager/coach will receive a minimum of thirty-six (36) hours' notice prior to any makeup game unless both agree to less. Umpire availability must be confirmed before the game is officially scheduled.
- 11.7. At the beginning of the season the NGSA Board of Directors will determine the number of games each league will play.

12. Required City Amendment

According to a memo dated May 12, 1988, from the Parks and Recreation Department (PARC) Athletic Leagues, we are to incorporate the following into our by-laws: Nothing contained herein shall be deemed or construed by the parties hereto or by any partnership or of any joint venture. It being expressly understood and agreed that no provision contained herein nor any relationship between the parties other than the relationship between the City of Garland as a government entity, and its citizens, in a regulatory matter, governing the use of City facilities and the conduct of activities related thereto. The North Garland Sports Association, Inc. shall not represent to any person, by any means, that it acts for or on behalf of the City unless expressly authorized, in writing, by the City.

The North Garland Sports Association, Inc. agrees to indemnify the City of Garland, its agents, employees and representatives harmless from any and all loss, cost, expense, injury including death, damage, liability, action, cause of action, lien, or attorney's fees whether contractual or statutory, arising out of or relating to the performance of the activities contemplated herein, including those caused by or attributed to the joint or concurrent negligence or willful act of the parties but not those caused by or attributable to sole negligence or willful act of the City, its agents, employees or representatives.