



North City Youth Baseball - Board Meeting Minutes

Date: July 17, 2025 Time: 6:36PM – 8:25PM

Location: Canyon View Church Meeting Facilitator: Dan Talant

Prepared by: Alyssa Talant

Call to Order:

Meeting was called to order by Dan Talant at 6:36PM.

Attendees:

Board Members: Dan Talant, Alyssa Talant, Will McTaggart, Kevin McTaggart, Jane Maine

Guest Attendees (25-26 Board Members): Amy Nicoletti-Cain, Adam Weaver, Mike Geiger, Amanda McBride, Tessa Norton

Officer Reports, Agenda & Discussion Items

Secretary Report: Crystal Reinheimer

- Crystal Reinheimer, resigned from her duties as secretary, effective immediately on June 12, 2025. Alyssa Talant will fill in as interim secretary for tonight's meeting.

Treasurer's Report: Todd Reinheimer

- Todd Reinheimer not in attendance. The attached financial report was provided by Todd and presented to the Board by Dan Talant.
- Balances below reflect the most recent Bank Statements rather than the balances reflected on the attached treasurers financial report.
(Treasurer's report did not specify the date balances were pulled).

Cash on hand as of 06/30/2025:

Operating Account: \$15,335.59

Snack Bar Account: \$4,828.28

Savings Account: \$75,207.97

Total = \$95,371.84



Notes: Todd and Mike Geiger (25-26 Treasurer) working together to grant Mike access to accounts and QuickBooks.

President's Report: Dan Talant

- President Welcome & Group Intros.
- Bylaws & Board Position printouts were circulated for review. All members were asked to review and note any inaccuracies or edits needed. It has been noted that the bylaws are out of date, board positions listed are inaccurate and do not match information listed on NC Website.

Etna Field: Dan Talant

- SUP Agreement @ Etna – Anna (City Rep) needs agreement to be finalized by August. Must provide budget to finalize. Jane to send Dan P&L that Todd provided her so he can use it to provide to the city with a possible 2% increase (This is needed to finalize the Etna SUP)
- No update from the city on bathroom repairs from pipe bomb damage.

Hickman Field: Dan Talant

- Lease agreement is in review. We have 7 years remaining as it stands.
- STARS Update - Stuck with contract for 1 more year. Will, Kevin and Dan working on agreement and have been able to add in tournaments to the agreements – this is agreed upon on a month-to-month basis.
- HIYAA – weed maintenance area has increased and HIYAA will now take care of all areas in between our fields.
- Bathrooms near Saints Fields will now be available to everyone at Hickman. Saints will be fiscally responsible and will maintain those bathrooms, but North City and other groups will have access to those.
 - North City's bathrooms "should" have water now and Mike (League Parent who works for City) is looking into a way to make them operable. North City will need to make the bathrooms ADA compliant before they can reopen.

Safety Needs/Repairs:

Hickman:



- All buildings behind plates are hazards. We can **a)** Tear all down and replace with steel containers (approx. \$5k per container) or **b)** Tear down and rebuild (Pricing and labor costs TBD)

Etna:

- Pinto & Bronco Storage Containers need replacement
- Mustang announcer box window needs repair

Notes: *We would like to plan a League Construction and Clean-Up Day. Ideally, we would send out an email with specific tasks to be completed so we can request specific skills. ** Need to determine what those tasks are***

Tournament Director: Dan Talant

- Tournament Income Approx. \$7K+ in the last 5 weeks
- \$400 wk. in rentals
- *Dan asked members to think about "Tournament Revenue Goals". How can we put this money back into the league? Examples: Field Improvements, free fall ball, new player Promos (\$50 first timer) fee, Manager Comps (registration, gear, etc.). Bring your ideas to the next meeting.*

Fall Ball: Will McTaggart

- 52 sign-ups to date with 1 month to go.
- Shetland - 20
- Pinto - 20
- Mustang - 10
- Bronco - 2
- No assessments for fall ball
- *Coach and Manager Volunteers needed*
- *Need to solidify a Fall Ball Calendar and blast to community. (This could include Movie Night, Dine and Donate, USD & UCSD Clinics, Jersey Distribution Night, etc.)*
- *Best Pizza for Jersey Night (Best % back to league). Need to schedule and confirm it won't affect Spring Distribution night (can only host once every 6 months)*



- Fall Ball Jerseys and Ordering timeline. *Can Dan S. add Jersey Sizing to the Fall Ball Registration Page – or can we send out a survey and request sizing from all registered players?*

Turkey Tournament:

- Need to prepare ourselves for the tournament to happen right after fall ball ends. Plan to form Turkey Committee at next board meeting.

Public Relations: Alyssa Talant

- All-Star Social Media Posts are active. Alyssa asked all coaches to send (or have someone send) team updates and photos throughout the post-season.
- Fall Ball Registration Flyer sent to Jane for Printing and Yard Signs. Jane has posted signs throughout the neighborhood (and beyond)!
- Weekly registration emails are being sent.

Snack Bar:

- Dan has met with (2) individuals/companies that run snack bars and provide 15% return to the league. This could potentially keep the snack bar open for the kids but would not provide any income to the league.
- Jane came across another individual that runs snack bars and may inquire about his services.
- If we can't find Volunteers/Board Members to take over the Snack bar position, we may be able to break the position into several smaller positions so it will be less daunting. I.e; Procurement, Scheduler, Operations, Treasurer, etc.

PONY Division: Kevin McTaggart

- Goal is to start the division back up in the Spring. Will work something out with Tec, who have a couple Pony teams. Kevin thinks we will have at least (2) teams – and wants to be sure we have our fields available (because of Stars).

Fundraising: Jane Maine

- NC received a \$15k grant from Hunter to be used towards Sprinklers



Procurement: Jilliene Robledo

- Jilliene was not in attendance. There were questions raised about replacing gear. This is done on an as-needed basis. Catcher's gear was replaced last season.
- Catchers Gear is to be collected as the All-Star season comes to an end.

Motions/Voting Items: *Quorum was not met – voting is tabled to the next meeting*

- Dan proposed Alyssa take over as Secretary
- Jane Volunteered to be Shetland Rep
- Will to check with Caitlyn McTaggart to see if she would be interested in taking on PR (should Alyssa take over as Secretary)

Action Items:

- Jane to send Dan T. Budget/P&L to be used for SUP Agreement
- Alyssa to send an email to league requesting Coach & Manager volunteers for Fall
- Jane to get more yard signs and flyers printed
- Will to contact USD to schedule fall ball clinic
- Dan T. to contact UCSD to schedule fall ball clinic
- Jane to investigate licensing requirements for hosting Movie Night
- Schedule Jersey Distribution Night
- Dan S. add Jersey sizing to registration? Or Create Survey to send to registered players?
- Need determine what repairs are needed at Hickman & Etna for Construction/Clean-up Day. Bring a list for the next meeting.
- Jilliene to collect the remaining Catchers Gear as All-Star season comes to an end.
- Board to think about Tournament Revenue Goals – Bring ideas to next meeting
- Schedule Annual Meeting: Per Non-Profit requirements, to be held between June 15 and September 15

Open Discussion:

- Annual Meeting: Per Non-Profit requirements, to be held between June 15 and September 15.
- Ideas for volunteers: Creating a sign-up sheet for volunteers that may not want to be on the board or may have special skills.
- Hands on San Diego may allow us to use their platform. (Per Tessa)



Next Meeting Date(s):

August 21, 2025 @ Canyon View Church. Dinner will be Served as we welcome our new board members.

Adjournment:

Meeting adjourned by Dan Talant at 8:25PM

Attachments: Financial Report provided by Todd, June 30 Statement Balances (Snippet), Bylaws, Board Positions

North City Youth Baseball

Treasurer's Notes- Board Meeting July 17, 2025

Consolidated June/July Notes

Current Bank Balances:

- Operating Account: \$20,588.33
- Snack Bar Account: \$3,828.28
- Savings Account: \$75,207.97

Recent Large Expenses:

- | | | |
|------------------------------|------------|------------------------------------|
| • Turn & Dirt May & June | \$3,050.78 | 6/6 & 7/2 |
| • Turn & Dirty July | \$1,350 | Pending- has not cleared |
| • All Star Registration Fees | \$2,450.00 | 6/10 |
| • Gate Fees (reconcilement) | \$3,951.76 | June/July *Corona Gate Fee Pending |
| • All Star Jerseys | \$3,401.34 | 6/13 |
| • All Star Hats | \$3,379.71 | 6/15 |
| • All Star Patches | \$460.00 | 6/15 |
| • Quickbooks Renewal Fee | \$645.00 | 6/20 |

Upcoming Large Expenses: To Be Discussed At Meeting and Captured Here

Specific Notes and Projects:

- New Bank Selection or Bank of America Signer Change
- Treasurer Transition Period 30 Days
 - Logins Shared
 - Expense Ebb & Flow
 - Quickbooks (Erin McCabe)
- Operating Account Balance higher then normal as income flows in from field rentals, tournament income and fall ball registrations. Large expenses forecasted upcoming for fall ball- should be reviewed

NORTH CITY YOUTH BASEBALL

Account summary

Beginning balance on June 1, 2025	\$13,639.04
Deposits and other credits	18,464.35
Withdrawals and other debits	-12,851.55
Checks	-3,916.25
Service fees	-0.00
Ending balance on June 30, 2025	\$15,335.59

NORTH CITY YOUTH BASEBALL SNACKBAR ACCOUNT

Account summary

Beginning balance on June 1, 2025	\$6,608.80
Deposits and other credits	0.00
Withdrawals and other debits	-1,780.52
Checks	-0.00
Service fees	-0.00
Ending balance on June 30, 2025	\$4,828.28

NORTH CITY YOUTH BASEBALL (WINTERBALL)

Account summary

Beginning balance on May 31, 2025	\$85,207.28
Deposits and other additions	0.69
ATM and debit card subtractions	-0.00
Other subtractions	-10,000.00
Service fees	-0.00
Ending balance on June 30, 2025	\$75,207.97

North City Youth Baseball **Constitution and By-Laws**

ARTICLE 1 NAME

This organization shall be known as the NORTH CITY YOUTH BASEBALL LEAGUE, (hereinafter referred to as the League), A MEMBER OF PONY BASEBALL, INC. of Washington, Pennsylvania.

ARTICLE 2 OBJECTIVE

Section A Narrative Objective

NORTH CITY YOUTH BASEBALL seeks to protect our nations youth by implanting in the youth of this community ideals of good sportsmanship, courage, obedience, loyalty, truth, and reverence so that they may be finer, stronger, and happier young people and grow to be good, clean, healthy adults.

Section B Approach

To achieve this objective, the local league will provide a supervised program of competitive athletic games. The Board of Directors, Officers of the League, and Members of the League shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of games is secondary, and that the molding of future citizens and the type of leadership extended to all the children is of prime importance.

ARTICLE 3 GOVERNMENT

Section A Management

The management of the property and affairs of the League shall be vested in the Board of Directors and the Officers of the League. The Board of Directors may establish Rules and Regulations to govern the operation of the League and will publish same as "N.C.Y.B. Rules and Regulations."

Section B Board of Directors

The voting Members of the Board of Directors shall be elected by the Members of the League at the Annual Meeting and consist of the President, Vice-president, Secretary, Treasurer, Player Agent, Director for Public Relations, President of the Parent's Auxiliary, Procurement Agent, Umpire-in-Chief, chief Scorekeeper, Facilities manager, Snack Bar Treasurer, and Snack Bar Supervisor, and Winterball coordinator. Each

division will have a representative to the Board of Directors, elected by the managers of their respective division, that will participate at meetings of the Board of Directors, as members of the Board of Directors, but will not have a vote on the Board of Directors.

Section C Vacancies

If any vacancy occurs in the Board of Directors, it may be filled by a majority vote of the remaining voting members of the Board of Directors at any regular meeting or at any special meeting called for that purpose, with the approval of the President.

Section D Annual Meeting

The Annual Meeting of the Members of the League shall be held between June 15 and September 15, for the reading of reports and election of the voting members of the Board of Directors (as named in ARTICLE 3, Section B). The Officers of the League shall hold office for one term of office, but are eligible for re-election/reappointment. Additional meetings will be held as scheduled by the Board of Directors, when called by the President, or by three or more members of the Board of Directors, in writing to the President.

Section E Quorum

All matters of policy shall be decided by majority vote of a quorum of the Board of Directors. A majority of the voting members of the Board of Directors shall constitute a quorum of the Board of Directors.

Section F Rules of Order

“Robert’s Rules of Order, Revised” shall govern the proceedings of all meetings of the Board of Directors, except where same conflicts with the Constitution or the By-laws of the League.

No subject decided upon by a vote of a quorum of the Board of Directors shall be reconsidered within the term of office of that Board of Directors, unless a motion to reconsider is made at a subsequent meeting of the Board of Directors, and said motion passes with a minimum of a two thirds majority of those voting members of the Board of Directors present at said meeting of the Board of Directors.

Section G Meetings

Regular meetings of the Board of Directors will be held monthly, or more often, as scheduled by the President. All regular Board of Directors meetings shall be open to any Member of the League, manager, or coach, with participation by invitation of any

member of the Board of Directors. Meetings to discuss disciplinary measures or litigation will not be open to anyone but members of the Board of Directors, except as explicitly indicated in ARTICLE 6, Sections D and E, or by invitation of a member of the Board of Directors, with the approval of the President.

Section H Term of Office

The term of office for the Board of Directors shall begin for those just elected to the Board of Directors and end for the sitting Board of Directors at the first meeting of the Board of Directors after August 1. The sitting President shall invite all sitting and just elected Board of Directors to this Meeting of the Board of Directors. This meeting shall take place between August 1 and September 30 each year.

ARTICLE 4 OFFICER'S DUTIES, AND POWERS

Section A Officers of the League

The Officers of the League shall consist of the Board of Directors (as defined in ARTICLE 3, Section B) and any other officers or agents as appointed by the President. The President may appoint such other officers or agents as deemed necessary or desirable, such as Field Maintenance Security may be assigned to him/her by the President.

Section B Duties and Powers

Subsection 1 President

The President shall be responsible for conducting the affairs of the League and for executing the policies established by the Board of Directors. He/She shall present a report of the condition of the League at the annual meeting, and such times as he/she or the Board of Directors shall deem appropriate. He/She shall communicate to the Board of Directors such matters and make such suggestions as may, in his/her opinion, tend to promote the welfare of the League.

He/she shall be responsible for the conduct of the League in strict conformity to the policies, principles, rules and regulations of PONY BASEBALL, Inc., as agreed to under the conditions of the Charter issued to the League by PONY BASEBALL, Inc.

He/She shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.

He/She shall preside at all meetings of the members of the Board of Directors.

The President, or such other officers as he/she may designate, shall have the power to

make and execute for and in the name of the League such contracts and leases as may be necessary.

He/She shall investigate complaints, irregularities, and conditions detrimental to the League and report to the Board of Directors as circumstances warrant.

He/She, with the Player Agent, shall examine the applications and supporting proof-of-age documents of every player candidate and certify to his/her residence and age eligibility before the child may be accepted for try-outs and selections.

He/She shall delegate any jobs and/or committees deemed necessary for the good of the League.

Subsection 2 Vice-President

The Vice-President shall assume all powers of the President whenever authorized by the President, whenever the President is absent, or whenever the President is unable to perform his/her duties. The Vice-President shall also assume such other duties as from time to time may be assigned to him/her by the President.

He/She shall perform as the League Safety Officer, and be responsible for all insurance matters of the League.

The Vice-President shall coordinate all scheduling of game times for the spring season as well as practice schedules. He/she is to coordinate these with approval from the President.

He/she will assist the Parent's Auxiliary in obtaining sponsors, advertisers, and donations for the League.

Subsection 3 Facilities Manager

The Facilities Maintenance position shall be responsible for the general upkeep of the fields. He/she shall be responsible for securing bids for field maintenance (watering, seeding), purchasing turface and paint for the fields, and upkeep of the ATV. He/she shall provide training to managers on the proper preparation, watering, and general upkeep of the fields. He/she shall inform the board of any maintenance issues that require outside contractors and secure bids for such work.

Subsection 4 Secretary

The Secretary shall be responsible for recording and keeping records for the activities of the League, maintaining appropriate files, mailing lists, and necessary records. He/She shall perform such duties as are herein specifically set forth in addition to such duties as are customarily incident to the office of Secretary, or as may be assigned to him/her by the President.

He/She shall keep the minutes of the Annual Meeting of the Members and all Meetings of the Board of Directors, and cause them to be recorded in a book kept for that purpose. This book shall be made available for the inspection of any Member of the League or Manager.

Subsection 5 Treasurer

The Treasurer shall perform, such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned him/her by the President.

He/She shall receive all monies and securities, deposit same in a bank depository approved by the Board of Directors and President. This account is herein referred to as the general North City Youth Baseball Account. He/she shall provide a monthly financial report to the Board of Directors at the first meeting of the month.

He/She shall keep records for the receipt and disbursement of all monies and securities of the League, and draw checks thereof.

Under the direction of the President, he/she shall prepare financial statement for submission to the members of the League at the Annual Meeting.

Subsection 6 Player Agent

The Player Agent shall record all player transactions and maintain an accurate and up-to-date record thereof.

He/She shall receive and review applications for player candidates and assist the President in checking the residence and birth affidavit.

He/She shall be responsible for arranging registration and everything, therefore, pertaining to registration, He/She shall conduct tryouts, and the player draft, and all other Player transactions or selection meetings.

He/she shall coordinate a managers meeting to go over all the rules of North City Youth Baseball. He/She shall prepare for the President's signature, team rosters, including players claimed, and the tournament team eligibility affidavit.

Subsection 7 Director for Public Relations

The Director for Public Relations shall be responsible for the flow of information between the Board of Directors and the Members of the League; the League and the Members; and the League and the public.

He/She shall cause to be published on or about the first of March, April, May, June, and July a newsletter containing any information of interest to the Members of the League, i.e. registrations, division standings, significant Board of Directors decisions, and any other information as directed by the Board of Directors.

He/She shall also be responsible for the dissemination of registration details to the Members of the League and the community by fliers, bulletins at schools, newspaper ads, etc. Also, he/she shall be responsible for the coordination of the League program book to be approved by the President. He/she shall locate and retrieve annual sponsorships.

Subsection 8 President of the Parent's Auxiliary

The President of the Parent's Auxiliary shall be responsible for the Parents Auxiliary, which provides committees to raise monies (candy sales), provide entertainment for the children (league picnic), etc., as well as, any other duties delegated by the President.

Subsection 9 Procurement Agent

The Procurement Agent shall be responsible for securing bids on needed supplies and equipment and make any recommendations for their purchase to the Board of Directors.

The Procurement Agent shall be responsible for the proper issuance of such equipment, and for the repair, cleaning and storage thereof at the close of the season. He/she shall also be responsible for the collection and return of such equipment at the end of the season.

Subsection 10 Chief Scorekeeper

The Chief Scorekeeper shall be responsible for keeping of the official scorebook of each game played. He/She shall train team scorekeepers as required and ensure that each team has an official scorekeeper.

He/She shall be responsible for checking the official scorebooks for pitching eligibility and ascertaining that all players on each team's roster are playing the required innings. He/She shall notify the President, Vice-President, and manager (of the team in violation) of any violations of the pitching rules and/or player playing time.

He/She shall be responsible for keeping the official standings of each division and posting same as required.

Subsection 11 Umpire-in Chief

The Umpire-in Chief shall be responsible for the scheduling of umpires for all league

games. He/She shall be responsible for the training of umpires and shall be directly responsible for the conduct of all umpires.

He/She shall handle all complaints lodged against any umpire and, with the President, shall decide upon any action deemed necessary. He/She shall be responsible for payment of said umpires as set forth by the Board of Directors.

Subsection 12 Snack Bar Supervisor

The Snack Bar Supervisor shall be responsible for appointing a committee to oversee the smooth operation of the Snack Bar, to include all food and supplies purchases, scheduling of volunteer staffing and cash control.

He/She shall maintain sufficient product and supplies for weekly operations, restocking weekly or as needed. Receipts for all purchases will be turned in weekly to the treasurer along with a check for cash receipts.

He/She shall create a schedule for staffing, coordinating the filling of that schedule with the team parents. No children under the age of 15 are to work in the snack bar and collect money.

He/She shall assume responsibility for the opening and closing of the Snack Bar on game days or a manager designee.

He/she shall work directly with the Treasurer and President on a system of deposits and receipts for the Snack Bar. All deposits/receipts should be accounted for daily and witnessed with signature prior to deposit. No cashing of checks are to be made whatsoever from the snack bar account.

He/She shall report any operational problems directly to the President or the Treasurer.

Subsection 13 Snack Bar Treasurer

The Snack Bar Treasurer is responsible for the overall supervision of the snack bar finances. He/she is responsible for the purchasing and stocking of all merchandise required to maintain Snack Bar business. He/she is also responsible for the timely collection and deposit of all revenue of the Snack Bar. He/she is to keep all records of daily cash drops, pickups and deposits and expenses. He/she shall balance all bank statements.

He/She shall along with the with snack bar supervisor, deposit monies in a bank depository approved by the Board of Directors and President. This account is herein referred to as the snack bar account.

He/She shall keep records for the receipt and disbursement of all monies and securities of the League, and draw checks thereof.

He/she shall make a monthly report to the Board of Directors of income and expenses as well as prepare a year-end report to be available at the annual meeting of the league members.

Subsection 14 Winterball Coordinator

The Winterball coordinator shall be responsible for most aspects of the winterball program. He/she shall conduct tryouts, the player draft, and all other player transactions or selection meetings. He/she shall work with outside leagues to bring them to NCYB.

He/she shall coordinate a managers meeting to go over all the rules of NCYB. He/she shall prepare the schedule for winterball practices and games.

He/she shall coordinate the signups for winterball at the closing ceremonies.

Subsection 15 Managers

Team managers shall be appointed by the Board of Directors, with the approval of the President, and shall be responsible for the selection of their coach(es) and players. They shall be responsible for the actions of themselves, their coach(es), and their players while on the field.

Section C Exclusions

WHILE HOLDING OFFICE, THE PRESIDENT AND PLAYER AGENT SHALL NOT MANAGE A TEAM IN ANY DIVISION. THE PRESIDENT SHALL NOT UMPIRE.

ARTICLE 5 PARENT'S AUXILIARY

Section A Duties

A Parent's Auxiliary may be formed for the purpose of assisting the Board of Directors in fund raising activity, concession stand operation, obtaining sponsors, advertisers and donations for the League; also other activities as suggested by the Board of Directors.

Section B Approval

All activities of the Parent's Auxiliary are subject to the approval of the Board of Directors.

ARTICLE 6 MEMBERSHIP

Section A Players

Any person meeting the requirements as to age and residence as set forth in the Rules and Regulations of PONY BASEBALL, INC. shall be eligible for participation as a Player.

Section B Members of the League - Automatic

Parents or guardians of players shall be members of the League.

Section C Members of the League - Invited

Any person having an active interest in PONY BASEBALL, INC. may be invited to become a member of the League by the Board of Directors, NORTH CITY YOUTH BASEBALL.

Section D Disciplinary Actions other than Players

The Board of Directors shall have the authority to suspend, discharge, or otherwise discipline any member of the League, manager, coach, officer of the League, or other person whose conduct is considered detrimental to the best interest of the League. This individual will be asked to appear at a closed meeting of the Board of Directors. This individual may invite anyone he/she wishes to attend the meeting of the Board of Directors. The decision of the Board of Directors and any other particulars deemed appropriate by the Board of Directors will be recorded in the minutes of the meeting of the Board of Directors. A member of the board of Directors may be removed from office by a two-thirds vote of the voting members of the Board of Directors.

Section E Disciplinary Actions - Players

The Board of Directors shall have the authority to suspend, discharge, or otherwise discipline any player whose conduct is considered detrimental to the best interest of the League. The President shall, upon obtaining evidence of misconduct of any player, notify the manager of the team of which said player is a member within 24 hours obtaining said evidence, or as soon as said manager is available. Said manager shall appear, in the capacity of an advisor, with said player, to a closed meeting of the Board of Directors, for consideration of appropriate action. Said player's parents or guardians shall be advised of and invited to attend such meeting. Said manager and said player's parents or guardians may invite anyone they wish to attend the meeting of the Board of Directors.

ARTICLE 7 FINANCIAL POLICY

Section A General

The Board of Directors shall decide all matters pertaining to the finances of the League, bearing the responsibility to conduct the financial affairs of the League in a sound, business-like manner.

Section B Accountability

The Board of Directors shall institute policy relative to the preparation and acceptance of an annual budget, and periodic and annual presentation of financial reports, and an annual audit of the books of the League by a professional auditor hired for the purpose or a qualified volunteer, other than a member of the Board of Directors.

Section C Non-Salary Statement

No member of the Board of Directors, officer of the League, or member of the League shall receive, directly or indirectly, any salary from the League for services rendered as member of the Board of Directors, officer of the League, or member of the League.

Section D Dissolution Policy

Upon dissolution of the local league and after all outstanding debts and claims have been satisfied, the Members of the Board of Directors shall distribute the property of the local league to PONY BASEBALL, INC. or such other organization or organization maintaining objective similar to that set forth herein, which are or may be entitled to exception under Section 501 of the Internal Revenue Code (Tax Information for Charitable Organizations) or any further corresponding provision.

Section E Checking Accounts

All checks drawn against the general North City Youth Baseball general account shall be signed by the Treasurer, and one of the following Board members: President, Secretary, or Vice-President. All expenditures exceeding three hundred dollars (\$300.00) shall be approved by the Board of Directors,

A separate checking account, in the amount of \$2,000.00, will be established for the purpose of procuring food and supplies for the Snack Bar, This account, herein referred to as the Snack Bar Account, will be set up so that two signatures, the Treasurer's and Snack Bar Supervisor's, will be required for any amount over \$500 and must be supported by receipts. Funds in excess of \$2,000.00 will be transferred from the Snack Bar Account to the general North City Youth Baseball Account, monthly or as appropriate.

ARTICLE 8 AFFILIATION

Section A

The League shall apply each year for a Certificate of Membership in PONY BASEBALL, INC. of Washington, Pennsylvania.

Section B

Playing of league games shall be in accordance with the rules and regulations issued by PONY BASEBALL, INC. and any other rules as adopted by the Board of Directors and published as "N.C.Y.B, League Playing Rules and Regulations".

ARTICLE 9 AMENDMENT

This constitution or any section thereof may be amended by a two-thirds vote of the members of the Board of Directors present at the Meeting of the Board of Directors where voting occurs, providing written notice of such proposed changes is sent to each member of the Board of Directors at least 10 days prior to the meeting at which the proposed change shall be first submitted for discussion. Amendments to this Constitution and By-Laws take effect immediately upon ratification. The Secretary shall distribute amended copies of the Constitution and By-Laws at the following regular meeting of the Board of Directors.

NCYB Board Positions

PRESIDENT- Executive Board

* President Cannot Manage Team (regular OR post season) *

1. Required to attend Monthly HYAA Board Meeting (2 voting seats)
2. Required to attend North Clairemont Rec. Monthly Meeting
3. Required to attend PONY meetings
4. Schedule & Hold Monthly Board meetings (off season bi-monthly)
5. Keep League on track, included but not limited to:
 - ⇒ Manger Selection
 - ⇒ Fall Ball sign-ups
 - ⇒ Spring Ball sign-ups
 - ⇒ Assessments
 - ⇒ Draft
 - ⇒ All-Star selection
 - ⇒ League Program
 - ⇒ Budget
 - ⇒ Maintenance
6. Responsible for Opening and Closing Ceremonies
7. Annual Registration with Pony

VICE-PRESIDENT- Executive Board

1. Purchase/Update/Maintain Proper League Insurance
2. Required to attend North Clairemont Rec. Monthly Meeting if President is unable
3. League Safety Officer
 - Responsibilities Include, but are not limited to:
 - a. Maintaining First-Aid Kits in Snack bar(s) & Dugouts/Sheds
 - b. Ice Packs readily available for injuries
 - c. Check the condition of the playing fields and playing equipment (helmets, bats, and bases) on a regular basis
 - d. Visit team practices to assure the Manager is carrying the necessary paperwork for insurance purposes for his team

- e. Conduct periodic checks of the players' equipment to assure they are wearing the proper gear
 - f. Monitor the game to be sure players are conducting themselves in a safe manner (i.e., while taking infield, the player at the Catcher position is wearing a helmet and face mask).
 - g. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of the NCYB League.
 - h. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance, and reporting. Responsible to promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
 - i. Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.
 - j. Complete the required Live scan/background checks per Pony League Regulation.
- 4. Secondary contact for practice/game scheduling
 - 5. Field Rental(s) Management
 - 6. Point of Contact for Field Maintenance

Treasurer- Executive Board

1. Responsible to Perform all duties regarding Check & Balances
2. Monthly Treasurer Report to be reviewed at monthly meeting
3. Govern that any new signers are updated with the bank.

Account Signers

- a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
4. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors
 5. Keep records for the receipt and disbursement of all monies and securities of the Local League
 6. Approve all payments from allotted funds and draw checks
 7. Govern Venmo Account
 8. Govern Snack Bar Account
 9. Prepare yearly Financial Report
 10. Prepare an annual budget
 11. Prepare an annual Financial Report
 12. Provide all necessary receipts and bank statements to Tax Preparer
 - a. For Fiscal Year October to September
 13. Send completed Tax Returns to State and Federal agencies
 - a. via US Mail prior
 - b. Due date on or before February 15th.
 14. Note: If different Treasurer elected to position, then it is the responsibility of the prior Treasurer to ensure the above task is completed.

SECRETARY- Executive Board

1. Required to attend NC Monthly Meeting due to MM
2. Appointed Check Signer
3. Appointed Contract/Agreement Signer
4. Creates Agenda for board meetings
5. Distribute Agenda 24 hours prior to board meeting.
6. Responsible to take Meeting Minutes
7. Insure appropriate information is discussed at the appropriate time:
Responsibilities include, but are not limited to:
 - a. Fall ball approvals
 - b. Uniform approvals, (Fall ball, spring, all-star, tournament)
 - c. Manager interviews
 - d. All-Star teams, and discussion
 - e. Spring Registration
 - f. 100 Inning Game
8. Board Roles & Contacts Document Preparation
9. Govern Incomplete Action Items
10. Responsibility to reflect Agenda Items until completion
11. Obtain Meeting Minutes Approval
12. Distribute minutes for Board approval on or before 7 days after meeting
13. Once Approved, forward to Web Master for upload to website

Player Agent- Executive Board

Player Agent may not manage a regular season team
but may manage a post season team.

1. Get Board approval on new registration form
 - a. Include old format
 - b. Due by: Early November
2. Distribute registration form to Web Master & Public Relations
3. Help Distribute to local schools (include instructions on school board)
4. Work with Web Master to get registration on the website
5. Schedule in person sign-ups
6. Help distribute signs around Clairemont / Kearny Mesa & SD Area
7. Track of number of kids per division to help with Manager counts
8. Assessment Scheduling
9. Draft Scheduling
10. Record Keeper of Player quantity
11. Keep a record of all team rosters (Distribute to Board)
12. Coordinate a manager's meeting to go over the approved Rules
13. Distributor of information to ALL Division Reps
14. Point of contact for league member concerns
15. Responsible to channel concern to appropriate board position
16. Work effectively with spring ball coordinator

Public Relations

1. Weekly E-blast to all NCYB members
2. Weekly Social Media Presence
3. Gather and convey information to appropriate channels as deadlines approach
4. Communications to all platforms of Dates/Timelines
Responsibilities include, but are not limited to:
 - ⇒ Registration for Fall ball
 - ⇒ Registration for Spring Ball
 - ⇒ Fundraising opportunities
 - ⇒ All Stars
 - ⇒ Pictures
 - ⇒ 100 Inning Game
 - ⇒ Turkey Tournament
 - ⇒ Division standings
 - ⇒ Playoffs
5. Program Reach Out – Subject to Board Review
 - ⇒ Team Rosters
 - ⇒ Sponsors (look at budget to know NCYB goal, include list of past sponsors)
 - ⇒ Lifers (7 consecutive years, 3 (pinto/Shetland), 2 mustangs, 2 bronco)
 - ⇒ Jason Taylor Award
 - ⇒ Prior year all stars
6. Blast Registration Info via Email, Text, Social Media platforms
7. Notify Web Master of new Sponsorships
8. Notifications Regarding Field Status
9. Distribute Signs for Registration

Director of Facilities for ETNA Field

1. Responsible for overall upkeep and maintenance of Mt. Etna Baseball Field
2. Organize Tasks needed for Etna location
3. Organize Field Maintenance Day
4. List of Tasks

Responsibilities include, but are not limited to:

- i. Field Maintenance
- ii. Mowing Grass
- iii. Weed-Whack Maintenance
- iv. Weed Maintenance
- v. Watering
- vi. Raking
- vii. Edging
- viii. Nail Dragging
- ix. Painting
- x. Mound Building
- xi. Field Maintenance Issues

If beyond, responsibility to contact Vice President

- xii. Tools & Supplies Needed
 - xiii. Work with Public Relations to get word out of status/needs
 - xiv. mow, weed-whack, edge, rake, paint and water on a regular basis to ensure their field is playable year-round.
5. Train Managers & Coaches on Field Prep
 6. Routine Field Checks
 7. Schedule Seeding with Presidents approval
 8. If outside labor is needed secure bids and inform board
 9. Oversee that all sheds and score booths are locked everyday/
 10. Report to board of any field items that need fixing
 11. Maintain list of Locations with corresponding Lock Combinations
 12. Coordinate Field Prep work for tournaments

Director of Facilities for HICKMAN FIELD

1. Responsible for overall upkeep and maintenance of Hickman Complex
2. Organize Tasks needed for Etna location
3. Organize Field Maintenance Day
4. List of Tasks

Responsibilities include, but are not limited to:

- i. Field Maintenance
- ii. Mowing Grass
- iii. Weed-Whack Maintenance
- iv. Weed Maintenance
- v. Watering
- vi. Raking
- vii. Edging
- viii. Nail Dragging
- ix. Painting
- x. Mound Building
- xi. Field Maintenance Issues

If beyond, responsibility to contact Vice President

- xii. Tools & Supplies Needed
- xiii. Work with Public Relations to get word out of status/needs
- xiv. mow, weed-whack, edge, rake, paint and water on a regular basis to ensure their field is playable year-round.

5. Train Managers & Coaches on Field Prep
6. Routine Field Checks
7. Schedule Seeding with Presidents approval
8. If outside labor is needed secure bids and inform board
9. Oversee that all sheds and score booths are locked everyday/
10. Report to board of any field items that need fixing
11. Maintain list of Locations with corresponding Lock Combinations
12. Coordinate Field Prep work for tournaments

Parent Auxiliary

1. Responsible for Lifer Jackets

Responsibilities include, but are not limited to:

- a. Confirm Lifers
 - b. Spelling of Names
 - c. Order
 - d. Embroidery
 - e. Present to speaker at Opening Ceremonies
2. Responsible for Candy Fundraiser
- Responsibilities include, but are not limited to:*
- a. Obtain Player contact/Parent info
 - b. Candy Cost Estimates
 - c. Deadlines Communication
 - d. Candy Distribution to Teams
 - e. Collecting Monies / Presents monies to Treasurer
3. Director of 100 Inning Game
- Responsibilities include, but are not limited to:*
- a. Director of 100 Inning Game
 - b. Responsible to Contact Teams for Baskets
 - c. Raffle Basket Presentation
 - d. Raffle Basket Sales
 - e. Vendor Hire /Set-Up
 - f. Gather sponsors for gifts for raffle
4. Responsible for Team Pictures
- Responsibilities include, but are not limited to:*
- a. Manage and Maintain Picture Day
 - b. Schedule and Coordinate pictures
5. Director of Team Parent Meeting
6. Point of Contact for Team Parents
7. Responsible to communicate to Team Parents

Procurement Agent

1. Order Uniforms & Hats For:

Responsibilities include, but are not limited to:

- a. Spring Season
- b. Fall Ball Season
- c. Memorial Day Tournament
- d. All-Star Tournament Season
- e. Practice Shirts

2. Supply Ordering – Included but not Limited to:

Responsibilities include, but are not limited to:

- a. Order Scorebooks
- b. Order Balls
- c. Order Paint
- d. Order Chalk
- e. Order Quick dry
- f. Order Field Maintenance Products as approved
- g. Order Catcher gear
- h. Misc. Field Supplies as Needed

3. Awards Ordering

- a. Rings for Spring Season
- b. Medals for Spring Season
- c. Jason Taylor Award
- d. Rings for Turkey Tournament

4. Fan Gear

- a. Order Gear
- b. Work with Snack Bar to confirm apparel needs
- c. Maintain Retail Maintenance

5. Equipment

- a. Check all equipment at the beginning of each season for quality & longevity
- b. Responsibility to Keep Gear Clean & in working order

Chief Scorekeeper

1. Required to have complete Understanding of the Rules & Regulations of NCYB & Pony Baseball
2. Point of Contact regarding Rules & Questions/concerns that may arise
3. Director of Score Keeper Meeting – Beginning of each season
 - a. Provide Expectations & responsibilities of team scorekeepers
4. Responsible for Training new scorekeepers
5. Responsible to ensure completed information is submitted by Home Team via the Official Scorekeeping Book
6. Scorekeeper Tutorial Presentation
 - Responsibilities include, but are not limited to:*
 - a. Teach how to keep score
 - b. Distribute Rules
 - c. Distribute Instructions
 - d. Distribute Team Scorebooks
 - e. Convey Contact Information for questions
 - f. Provide Requirements of a Scorekeeper
7. Coordinate daily with team scorekeepers to receive scores on games
 - a. Received Final Score to Chief Scorekeeper Email
8. Maintain Scorekeeper Contact List
9. Update league website with scores of all games.
10. Track home runs for certificates at end of season
11. Coordinate with Web Master to reflect HR on website
12. Verify Official score book for violations
 - a. report as necessary to appropriate individuals
13. Oversee Team Scorekeepers
 - a. Be Available to answer questions
 - b. Review
14. Update league playoff brackets
15. Coordinate with Web Master to league playoff brackets on website.
16. Update Turkey Tournament brackets
17. Coordinate with Web Master to have the brackets posted on the website.
18. Prepare scorebooks for tournament teams representing NCYB
 - a. Turkey Tournament
 - b. Memorial Day Tournament
 - c. All-Star Tournament
19. Responsible for Executing Home Run Certifications – End of Season

Chief Umpire

*Chief Umpire is unable to manage a team, but is able to coach *

1. Gather Bids and hire Umpires for:
 - a. Winter ball
 - b. Spring ball
 - c. Tournaments
2. Must be Available Saturdays for Umpire Related Issues
3. Receive & File Complaints
 - a. From Game Umpire
 - b. Mediate if necessary
4. Responsible to Hold a Rules Committee Meeting – Beginning of Season
5. Present Rules to Board for approval
6. Provide approved rules to Webmaster for population to website
7. Coordinate a manager's meeting to review "Approved Rules"

Snack Bar Manager Supervisor

1. Schedule volunteer base for Snack Bar shifts
2. Creating and maintaining shifts and tasks on Website
3. Responsible for staffing and hours of operation coverage
4. Recruitment of volunteers for open shifts
5. Maintaining menu & pricing
6. Responsible for keeping Snack Bar shopped and stocked
7. Coordinating with Slush Puppie & Dippin' Dots Vendors
 - a. Beginning of Season
 - b. End of Season
8. Coordination & distribution of Snack Bar Tickets
9. Responsible for Snack bar volunteer training
10. Maintain Cleanliness
11. Opening and closing snack bar
12. Notify board if maintenance is necessary

Snack Bar Manager – Etna

1. Assist Snack Bar Manager in any of their associated duties

Snack Bar Manager – Hickman

1. Assist Snack Bar Manager in any of their associated duties

Fall Ball Coordinator

1. Decide if playing full fall season or clinic based
2. Prepare Registration for Fall Ball Season
3. Work with other leagues that don't host a Fall ball season to recruit players
4. Coordinate managers
5. Roster teams
6. Prepare schedules for Fall ball practices
7. Prepare schedules for Fall ball games
8. Assist with Turkey Tournament

Spring Ball Coordinator

1. Sign Ups/ Registration
2. Coordination of:
 - a. Managers
 - b. Coaches
 - c. Uniform Needs/Size – work with procurement
 - d. Team Moms
 - e. Spring Ball Calendar
3. Notify board members of timelines, events and needs for implementation
4. Communication to board & League for all things spring
5. Overseeing the execution of the following meetings/events/requirements:
 - a. Spring Rules Meeting
 - b. Managers Meeting
 - c. Draft Meeting
 - d. Documentation Required for Spring Season
 - e. Annual Live scan Scheduling
 - f. Jersey Distribution Night – working with Events/Fundraising
 - g. Confirming with Secretary number of registered players to update insurance

Tournament Director

1. Directly responsible to create and oversee NC's annual Turkey Tournament
2. Oversee and Direct all other tournaments provided by NC, or their tournament partner of choice
3. Responsible to be on Site during Tournament
 - a. Note; If Director chooses to appoint someone to cover, it is still the responsibility of the director to oversee.
4. Responsible to collect appropriate documents for said tournament
 - a. Birth Certificate
 - b. Proof of Tournament Insurance
 - c. Confirmation of Rendered Payment
5. Oversee tournament brackets
6. Point of Contact for Tournament
7. Responsible to oversee vendors/accommodations
 - Including, but not limited to:
 - ⇒ Food Vendors
 - ⇒ Trash Pickup
 - ⇒ Apparel Vendors
 - ⇒ Competing Teams
8. Responsible to support bracket scheduling for the league's 100-Inning Game
9. Plan future tournaments for the league with the approval of the Board of Directors.

Director of Sponsorship

1. Responsible for gathering the Leagues' sponsorship donations for the year
2. Point of contact for all sponsorship related questions
3. Required to notify treasurer of each new sponsorship
4. Responsibility to update and maintain NCYB website sponsorships levels are updated and relevant
5. Work with Public Relations to ensure Sponsors are in the program
6. Work with Web Master to ensure Sponsors are on the NCYB website
7. Gather correct contact information and update League's sponsorship list
8. Banner Ordering or Sponsors
9. Work with vendors to get banners printed and hung on NCYB fields

League Scheduler

1. Primary contact for practice/game/event scheduling
2. Responsible for creating League Schedule
3. Responsible for creating Game Schedule
4. Responsible for creating Practice Schedule
5. Responsible for adjusting and maintaining changes to league/team schedules throughout the season
 - a. Including but not limited to the following:
 - i. Regular season schedule
 - ii. Fall Ball schedule
 - iii. Schedule practices
 - iv. Changes due to Weather
6. Add season events to the league calendar
7. Coordinate with Snack Bar Supervisor to solidify season schedule

Web Master

1. Update website with League information as necessary
2. Ensure information on the Website is accurate
3. Responsible for League Email Communication
4. Update the website within 72 hours of receipt of the meeting minutes
5. Responsible for creating the online Registration forms
6. Required to meet with the President, Vice President to insure qualifications
7. Responsible for training Chief Scorekeeper on updating the scores on the website.
8. Responsible for creating the online Registration forms

Fundraising Coordinator

1. Responsible for organizing all aspects related to fundraising opportunities
2. Fundraising for 100-Inning Game
3. Fundraising for Jersey Distribution night
4. Fundraiser Dinners
5. Parent's night out Fundraising event
6. Fall ball fundraiser
7. Responsible for adding seasons events to the league calendar
8. Padres Pony Day / USD NC Day / or Local college events

Events Coordinator

1. Responsible for organizing all aspects related to event coordinating
2. Event Coordination for 100-Inning Game
3. Event Coordination for Jersey Distribution night
4. Event Coordination of NCYB Dinners
5. Event Coordination for Parent's night out event
6. Padres Pony Day / USD NC Day / or Local college events

Division Representatives

Note: Division Reps are restricted from representing the division their child participates in

Shetland & Pinto – Division Rep

1. Facilitator between Manager's & Player agent for their respective division
2. Facilitator between Team Parent & Parent Auxiliary for their respective division
3. Facilitator of information between Facilities & their respective division
4. Required to participate in the Umpire Selection Committee
5. Required to participate in the Manager Selection Committee
6. Part of team selections /drafts
7. Must attend the following meetings:
 - a. Rules Meeting
 - b. Team Parent Meeting
 - c. Manager Meeting

Mustang & Bronco - Division Rep

1. Facilitator between Manager's & Player agent for their respective division
2. Facilitator between Team Parent & Parent Auxiliary for their respective division
3. Facilitator of information between Facilities & their respective division
4. Required to participate in the Umpire Selection Committee
5. Required to participate in the Manager Selection Committee
6. Part of team selections /drafts
7. Must attend the following meetings:
 - a. Rules Meeting
 - b. Team Parent Meeting
 - c. Manager Meeting

Pony – Division Rep

1. Facilitator between Manager's & Player agent for their respective division
2. Facilitator between Team Parent & Parent Auxiliary for their respective division
3. Facilitator of information between Facilities & their respective division
4. Required to participate in the Umpire Selection Committee
5. Required to participate in the Manager Selection Committee
6. Part of team selections /drafts
7. Must attend the following meetings:
 - a. Rules Meeting
 - b. Team Parent Meeting
 - c. Manager Meeting