

The North Hays County Optimist Foundation
dba NHO Baseball & Softball
By-Laws

A. Baseball & Softball

1. Charter. The Baseball/Softball program at NHO shall apply annually for a charter from Pony, Inc. and shall do all things necessary to obtain and maintain such charter. The program shall devote its entire energies to Baseball and Softball including activities outside those required by Pony, Inc. For example; fall Baseball/Softball, Baseball or Softball tournaments, etc...

2. Rules and Regulations. The program shall comply with the principals, rules and regulations enunciated and decreed by Pony, Inc. Except as provided in the NHO "Orange Book" which has been accepted by NHO as "exceptions to the rules" of Pony Baseball or Softball Tournament Rules, Official Pony Girls Softball Rules and Official Baseball Rules accepted and hereafter shall be part of these by-laws.

3. Program Rules. The Local Rules of this program shall in no way conflict with Rules and Regulations by Pony, Inc.

4. Purpose. The purpose of this program shall be to implant in the youth of the community ideals of good sportsmanship, honesty, loyalty, courage, and reverence, so that they may be finer, stronger, and happier young people who will grow to be good, clean, healthy adults. Everyone 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 is of prime importance.

5. Boundaries. The principal operation of the Baseball/Softball program at NHO shall be in the following zip codes in the State of Texas, 78739: Austin, 78610: Buda, 78737: Cedar Valley, 78619: Driftwood, 78620: Dripping Springs, 78640: Kyle, 78644: Lockhart, 78748: Manchaca, 78749: Manchaca, 78655: Martindale, 78656: Maxwell, 78747: Onion Creek, 78652: San Leana, 78666: San Marcos, 78676: Wimberley.

6. Special Safety Requirement for Softball ONLY!

**All batting helmets shall include protective facemasks and chin straps. Failure to comply with appropriate safety attire will prevent the girl from being allowed to bat or run bases. NO EXCEPTIONS. Cleats, shin pads and sliding pads/shorts are recommended for the fast pitch age divisions.

7. Baseball/Softball Team Make-up. The team make up will determine how each recreation team is put together in the fall and spring.

a. Application/Registration

- All players participating in any aspect of NHO play must be included in the player database. A player Application must be completed and signed for every child.
- Each player shall represent truthfully and accurately their pitching ability on the Application.
- Each player shall represent truthfully and accurately their participation in any Select team play inside or outside of the auspices of NHO.

b. Age Divisions

- Players shall be placed into age divisions based upon their age on January 1 (SB) or April 30 (BB) of the coming year - for fall season. For spring season, age division is based on age on January 1 (SB) or April 30 (BB) of the current year.
- SB: If parents opt for their daughter(s) to “play-up” and if the player is within one year in age for the next higher age division, by signing a waiver a player may apply to be registered in the next age division higher than her actual age, subject to approval by the appropriate Commissioner and/or Registrar and/or President. Approval of the application will include: playing ability as determined by an evaluation of the appropriate coaches, space availability and number of applicants. All decisions are final. Requests to “play up” with friends or siblings will not be considered.
- League age limits shall be:

Division	Ages	Division	Ages
Li'l Wranglers Tball	3-4		
Shetland (Tee-Ball)	5-6 (*4)	Bronco	11-12
Pinto (Coach Pitch)	7-8	Pony	13-14
Mustang	9-10	Colt/Palomino	15-19

- *4 – Four year olds are eligible to participate in Pony play. All four year old girls are encouraged to participate in softball. Four year old boys may request to participate in the Shetland division. They must be evaluated by all coaches at tryouts where a simple vote of coaches will determine placement for either Shetland or Wranglers. Four year olds are not eligible for participation in all-stars.

c. Registration Fees

- Upon completing the Application each player shall submit fees according to the fee schedule issued by the Board.
- The Board shall issue, prior to registration, a fee schedule that considers the following participation alternatives; Participation in the full season (fall/winter/spring) by rec-league only participants, Participation in fall season only by rec-league only participants, Participation in spring season only by rec-league only participants, Tee-ball players, Open and/or Platinum teams/players, Refund policies for opting out scenarios.
- All registration fees must be paid prior to the player draft and/or participation in clinics. Failure to comply with this policy will exclude the player from participation, unless prior arrangements have been made with the Registrar and approved by the Baseball or Softball President.

d. Teams

- The Board shall determine the number of teams that will be set for each age division after the completion of registration and determining the number of teams returning from the previous season (fall or spring). The Board shall then recruit managers/coaches to apply for coaching positions for those teams. Consideration and acceptance of volunteer applications shall be subject to other league rules.

e. Each Head Coach may have (4) four protected players (must have protected player form completed by each player’s parent/guardian and turned in at time to be determined by Baseball President or Softball President prior to tryouts and draft). Returning players with properly submitted Player Affidavits to return to their prior season team are

considered protected players. Teams with more than four protected players by way of the Team Continuity concept will follow the same draft rules.

- Teams with the same Head Coach returning from the previous fall/spring season may protect all of their players from the fall/spring season. If they have four or more returnees, then they are not eligible to protect additional players. If they fall below four players they can then protect any new or Free Agent players up to four.
- Players do not have to return to a team. In that case they would become a “Free Agent” and would be required to go through tryouts and be drafted on a team. Players that do not return to a team cannot be drafted by the team they are leaving.
- Players that are not protected in levels Shetland through Palomino will try-out and be drafted through a chain draft. Li'l Wranglers do not try-out.
- The number and ages of protected players will determine draft order of teams (Shetland through Palomino level). Teams with same number of protected players and with like ages, will determine draft order by hat draw. Note: If a Head Coach has multiple children playing on the team, then they will be considered the last two picks, etc...
- Draft order and number of players of like ages will determine each teams draft sequence.

Below is an example draft of the Pinto Division:

Notes for example:

- The (#) number in parenthesis is the draft order, determined first by number of protects or returnees, then by ages of protects or returnees. The Draft order will determine the sequence of the draft, for teams with equal number of like age players.
- Oldest age in each division will be drafted first.
- Round I. (To gain 1) Team E will select first from the 8 year olds because they have the least amount of 8 year olds and the lowest draft sequence position. After this pick every team has at least one 8 year old.
- Round II. (To gain 2) Team E will select 1st in the second round because they have the lowest draft sequence position among the teams with only one 8 year old. won the hat draw between themselves and Team A. Then Team E because of Draft order. Team G will draft 4th to gain a second 8 year old. Now Teams A, B, E & G all have two 8 year olds.

- Round III. Teams A, B, E & G will now go in Draft order to get to three 8 year olds. After the 8th pick by Team G, Teams A, B, C, D, E & G are at three 8 year olds each.
- Round IV. Teams A, B, C, D, E & G will now draft in draft order to get to four 8 year olds each. After the 15th pick by Team G all teams are at four 8 year olds each.
- Round V. Selections shall proceed in the order determined by lot first upward and then backward in successive rounds until all of the 8 year olds are drafted. From this point forward each time all teams have completed a selection that will constitute as a round. If you add the number of players to the number of selections in the two gray shaded areas, you will see that each team will have the same number of 8 year olds.
- The same process will now take place for the 7 year olds.

Protects	Team A (4)	Team B (5)	Team C (2)	Team D (6)	Team E (1)	Team F (7)	Team G (3)
# of 8's	1	2	3	3	0	4	1
# of 7's	3	2	0	1	2	0	3
Draft Order	Team A (4)	Team B (5)	Team C (2)	Team D (6)	Team E (1)	Team F (7)	Team G (3)
For 8's	3,				1,		2,
For 7's							
Total 8's							
Total 7's							

8. Fall Tryouts

- All players planning to participate in league play in the fall or fall/spring season should participate in one of the fall tryouts as scheduled by the Board. Failure to tryout means the player will be placed on a team via a hat draw and could cause an inequitable distribution of talent amongst the teams.
- All managers wishing to protect players must declare their intentions to the Board in writing prior to the draft. In addition, protected players must have a player affidavit signed by both the manager and player's parent/guardian. Protected players will not participate in the tryout.
- The Board shall furnish all coaches tryout work sheets that list the name and age of each player registered for that division.

9. Fall Draft

- All league teams for the fall season shall be selected by draft. The number of teams to be set in each age division will have been determined by the Board.

- The draft shall be conducted in private, behind closed doors. At the conclusion of the draft; the order of selection of all players, and any other discussion held during the draft, shall be considered confidential information and shall not be disclosed outside the draft room. As far as the knowledge of the general populace is concerned, all players are Number 1 draft picks.
- A protected player may be a manager's or coaches' child or any other player that the coach, the player, and player's parents agree to protect. In the event there is more than one team per division, no team shall be allowed to protect or draft more than two who may have prior, recognized pitching experience, without approval from the Baseball/Softball President.

10. Clinic

- All players registered for the fall season shall be eligible to participate in all clinics scheduled for the fall season and are encouraged to do so.
- Players from the public at-large may participate in the clinic(s) by completing an application and paying a clinic fee designated by the Board for each clinic. A current NHO Application must be on file, even if a player participated in only one activity.
- Each participant in a clinic shall sign-in at a registration table for each clinic.
- Each participant shall come appropriately dressed for full participation in clinic in the same manner as for an actual ball game. The league will furnish protective equipment for catchers for those that do not have their own.
- All players, coaches, instructors, and assistants participating in the clinics shall be subject to the same standards of conduct as expected in regular games.
- Coaches that intend to manage or coach a league team in the fall season shall attend and participate in all clinics scheduled. Exceptions to this policy must be approved in advance in writing by the appropriate Board Commissioner.

11. Supplemental Tryout and Draft

- A supplemental tryout and draft is intended to add players to the league that register for the spring season only and to place free agents into teams for the spring season.
- Tryout and draft rules will generally be as described as for the fall. The following are the additions/exceptions.
- Returning teams are able to enter the draft to add players. Returning teams are not eligible to protect any additional players.
- Players that have declared themselves Free Agents from returning teams may not be drafted by the team from which they are freed. However, Free Agents may be protected by a new spring team prior to draft.

- New (expansion) spring teams may be formed generally following the same tryout and draft rules as described for the fall.

12. Baseball/Softball All-Star selections The All-Star season is a time for putting the top twelve NHO players (per team/division) together to enter into tournament play versus other All-Star teams from around the state and nationally. All of NHO's registered players whose regular season commitments are completed and have no further obligation to a recreational or open NHO team are welcome to try out for All-Stars.

- Parent or guardian of each player will be asked to fill out an All-Star availability form when arriving to the tryouts. Each player will automatically be placed on the ballot and given a tryout number, when showing up for the All-Star tryouts. Parents are encouraged to speak to their coach about All-Stars. Coaches are not to commit to voting for players, but can be open about the process, and the commitment of All-Stars. Coaches should encourage any child who is interested in trying out to attend the tryouts. A coach should never discourage any player that wants to tryout to represent NHO. All players must be at the tryouts to participate in All-Stars. Unusual or extreme circumstances such as, death and illness may result in a possible make –up date. Players from interlocking leagues are eligible to try-out for an NHO All-Star team following guidelines set forth by Pony, Inc. Players from any other league must have a written release from their home league before being allowed to tryout for the team.
- Players will be selected by way of a scoring system. The scoring system is based on four fundamental skills and can be scored on a scale of 1-4 with one (1) being the lowest and four (4) being the highest. Each division will have a minimum of four (4) scorers which will be the head coaches or proxy (preferably an assistant coach) of each regular season team. If a division has less than four teams, uninvolved parties will serve in the role. Immediately following the try-out, the score sheets are turned in to the President. He will then sum each coach's scores and list them on a log by try-out number. The highest and lowest scores for each player will be dropped. The remaining scores will be averaged. The players will then be ranked in score from highest to lowest. At that time, the President will refer to the check-in sheets and list the player's name next to their number. He will then gather head coaches only to discuss the list. That is the point where the head coaches of their respective recreational league teams can provide input for player attitude, sportsmanship, on field abilities, leadership and commitment to the NHO Baseball or Softball program. If it becomes clear that changes need to be made to the line-up based on the above characteristics, coaches may propose a vote to add or remove players from the final ranking.
- At each level with 10 or less teams, there will be one All-Star team selected, comprised of 12 players for the active team and 3 alternates. Exceptions may be granted for full teams to participate in post-season play in the event NHO

opts to carry Open League teams or in other requested circumstances that fall within Pony rules.

- NHO will not field All-Star teams from the Wrangler division.
- Alternates will only practice and/or play with teams, if the active All-Star team drops below the required number of 12 players. Otherwise, alternates are not to practice or play with the All-Star team.
- The players that are selected to All-Stars will be contacted by the All-Star head coach as soon as possible. The alternates will also be contacted as a courtesy call to possibly be prepared to be called upon to play. A player's All-Star tryout number will also be posted on the NHO Baseball/Softball websites. Calls will not be accepted to discuss who did and did not make the team or the reasons why.
- The Head Coach of the All-Stars will be selected as follows:
 - Pinto through Palomino leagues with more than four (4) teams in a league, the first place coach will be offered the All-Star coaching position.
 - If there are four (4) or less teams in a league, or if the first place coach declines according to the item above, Pinto through Palomino, the Baseball or Softball President will assemble a committee of three uninvolved board members to interview and vote on the All-Star head coach.
 - When there are more than eight (8) teams in a league, Pinto through Palomino, and if the 1st place coach declines, the second place coach will be offered the position. If the second place coach declines then the rule above will be followed.
 - In the Shetland division, the All-Star head coach will be voted on by a committee of three uninvolved board members.
 - In all cases above, the vote and/or person selected must be approved by the Baseball or Softball President. The only reason the President may veto the vote, will be for written disciplinary reasons that are detrimental to representing NHO. The All-Star Head Coach does not have to be a Head Coach from the regular season.

F. All-Star players and coaches will be uniformed in the same jersey, cap, pants, belt and socks and must have an official Pony Tournament Team patch as required by Pony, Inc. The uniform shall be in any combination of the NHO colors as determined by the Baseball and/or Softball President.

13. Baseball/Softball Board Positions. Terms of Board positions are one year in length, commencing on July 1st of each year. Existing Board members running unopposed will maintain their position with the Board. Candidates must interview with the Board at a specially called meeting, on a date to be determined by the Presidents, each June. Board members will then vote by secret ballot. The candidate with the majority vote wins the election. Vacancies to fill an unexpired term may be filled at any time with a duly called meeting utilizing the process noted above. NOTE: Article 2.02 of the Sports Program Committee Bylaws outlines the Baseball and Softball Presidents terms. All board members have one vote on motions brought before it. The Baseball/Softball Program Board shall consist of:

Baseball President:

- Be a signer on the Baseball/Softball operating account
- Serve as the CDC Chairperson for the Softball Program
- Conduct the affairs of the Baseball Program in accordance with the rules and regulations of Pony Inc. and the North Hays County Optimist Foundation
- Must work with the Softball President to create a report of the condition of the Baseball/Softball Program and present as needed.
- Communicate to the Optimist Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Baseball/Softball program.
- Be responsible for the conduct of the Baseball/Softball Program Board in strict conformity to the policies, principles, Rules and Regulations of Pony, Inc, as agreed to under the conditions of the charter.
- Investigate complaints, irregularities, and conditions detrimental to the Baseball/Softball Program and report thereon to the Optimist Club Sports Director as circumstances warrant.
- Oversee the balancing of the account that is handled by the Baseball/Softball Treasurer and prepare and enforce the annual budget
- Chair of the Coach's Selection Committee for the Baseball program. Conduct the Player draft per the Mandatory Drafting Rules included in these by-laws, and all other player transaction or selection meetings. If in conflict of coaching in respective division, the Softball President will conduct the draft or transactions.
- The Baseball President does not have a vote on the Baseball/Softball Board, unless the vote is tied and then the Baseball President shall cast the deciding vote. If another board member is acting as the Baseball/Softball President in his/her absence, this rule applies to them while they are acting as the Baseball/Softball President.
- Order baseball uniforms.
- Oversee all scheduling of practices, games, and events.
- Must participate in all League activities.

Softball President

- Be a signer on the Baseball/Softball operating account
- Serve as the CDC Chairperson for the Baseball Program
- Conduct the affairs of the Softball Program in accordance with the rules and regulations of Pony Inc. and the North Hays County Optimist Foundation

- Must work with the Baseball President to create a report of the condition of the Baseball/Softball Program and present as needed
- Communicate to the Optimist Board, such matters as deemed appropriate, and make such suggestions as they may tend to promote the welfare of the Baseball/Softball program.
- Be responsible for the conduct of the Softball Program Board in strict conformity to the policies, principles, Rules and Regulations of Pony, Inc, as agreed to under the conditions of the charter.
- Investigate complaints, irregularities, and conditions detrimental to the Softball Program and report thereon to the Optimist Club Sports Director as circumstances warrant.
- Oversee the balancing of the account that is handled by the Baseball/Softball treasurer and prepare and enforce the annual budget
- Chair of the Coach's Selection Committee for the Softball program. Conduct the Player draft per the Mandatory Drafting Rules included in the NHO Optimist By-Laws, and all other player transaction or selection meetings. If in conflict of coaching in respective division, the Baseball President will conduct the draft or transactions.
- The Softball President does have a vote on the Baseball/Softball Board. If the Softball President is acting as the Baseball President in the event of his/her absence then they will not have a vote unless there is a tie and then their vote shall be the deciding vote. If another board member is acting as the Baseball/Softball President in his/her absence, this rule applies to them while they are acting as the Baseball/Softball President.
- Order Softball uniforms.
- Responsible for all scheduling for the Softball Program
- Must participate in all League activities.

Secretary/Treasurer

The Secretary/Treasurer shall be responsible for recording the activities of the association and maintaining appropriate files for meeting minutes as well as other pertinent files and the necessary records needed in order to keep accurate financial records of the Baseball/Softball account.

- Make reservations for the location of each monthly and/or special Board meeting.
- Notify each Board Member via telephone and/or email prior to each meeting.
- Record and distribute the minutes of each meeting to all Board Members.
- Maintain accurate up to date master records of all League Rules.
- Responsible for updating, printing and distributing copies of all League Rules to necessary persons prior to the Managers and Coaches Orientation.
- Maintaining a current mailing list of all Members of the Program.
- Keep detailed records of the Baseball/Softball account using QuickBooks version of software.
- Provide up to date monthly financials to both Presidents for review, the Presidents of each organization will in turn present those in board meetings as needed.
- Aide Presidents in setting up annual budget
- Prepare checks as needed for the payment of bills as well as other materials as needed
- The checks will have to be signed by one of the Presidents

- Must participate in all League activities.

Registrar

- Be in charge of, run and coordinate all registrations.
- Preparation of and distribution of all registration information and/or fliers.
- Make reservations/arrangements for the location of each Registration, Tryout and League Draft.
- Receive and review all registration forms. Check residence and age eligibility of all players and confer with the President on all controversies.
- Prepare and maintain a list of all Late Sign-Ups (player pool) by league.
- Prepare and maintain a complete file on all registered players.
- Prepare and present to the Board all requests for, and recommendations on players playing up (Softball only) or down (in extreme cases for medical safety's sake) from their designated age bracket.
- Insure that all payment plans are approved by the Presidents of their associated league and follow up on making sure that those payment plans are honored and collected
- Insure that any scholarships that are awarded are successfully completed i.e.: they would complete the mandatory hours they were assigned in the concession stand in trade for waiving their registration fees
- Must participate in all League activities.

Facilities Director The Facilities Director shall:

- Insure that all fields are adequately maintained
- Insure that all fields are mowed, edged (including baselines), sprayed for weeds, fertilized as needed, and in safe condition for play
- Maintain and repair or schedule repair for all equipment needed to maintain the fields
- Be responsible for keeping an accurate inventory of all necessary equipment for both the baseball/softball program (catching equipment, tees, etc.) Also responsible for maintaining equipment and keeping it in good working condition or requesting that equipment that is no longer functional be replaced.
- Be responsible for tracking equipment inventory through the process of checking in and out equipment for each season.
- Oversee all field commissioners and assist them in training or supplies they need to maintain the fields
- Must participate in all League activities

Field Commissioners

The Field Commissioners shall be responsible for maintaining the quality of all fields and related equipment and/or facilities to be utilized by the League. The committee shall be responsible for performing the following specific tasks:

- Be the main contact for the Facility Director with regards to coordinating the maintenance, upkeep and improvements to all fields and practice areas.
- With the assistance of the Facility Director, performs or arranges for all minor field repairs, maintenance, watering and improvements to the fields required to maintain a safe condition during the League's use of the fields.

- Responsible for communicating needs for maintenance and repair work on the Score Boards, Field Lighting and Water Service/Sprinklers.
- Is not a member of the NHO Baseball and Softball Board. Field Commissioners report directly to the Facilities Director.

Coaches Coordinator The Coaches Coordinator shall:

- Coordinate and supervise coaches and properly brief on all phases of the rules, regulations, field maintenance and policies of the programs.
- Coordinate NHO's Baseball/Softball Coaches Clinics
- Serve on the Coaches Selection Committee.
- Must participate in all League activities.

Team Mom Coordinator The Baseball/Softball Team Mom Coordinator shall:

- Coordinate and supervise all activities between the Baseball/Softball Board and each team parent representative.
- Provide an initial calendar of events at the Team Parent meeting to include times and dates of events.
- Conduct Team Parent meetings as required.
- Prepare and distribute a periodic newsletter for the league.
- Be responsible for updating the website.
- Serve as coordinator for opening and closing ceremonies.
- Be responsible for scheduling and oversight of seasonal pictures.
- Must participate in all League activities.

Fundraising Coordinator The Fundraising Coordinator shall:

- Be the lead in conducting the Baseball/Softball fundraiser.
- Be responsible for proposing ideas for fundraisers and presenting those to the board for approval
- Be responsible for creating and distributing any and all necessary fliers to team parent coordinator for distribution to teams
- Be responsible for creating the prize structure to handout with fliers
- Insure that all prizes/awards are picked up, prepared for handout and delivered to those receiving them in a timely manner
- Present a budget for the fundraiser that is approved including upfront costs, cost for prizes/awards, and potential net profit
- Must participate in all League activities.

Sponsorship Coordinator The Sponsorship Coordinator shall:

- Collect all Baseball/Softball team sponsor fees and coordinate fulfillment of obligation made to each sponsor based on published contribution levels.
- Collect any donations, make record of it and turn them into the Program Treasurer.
- Formulate and secure fundraising and sponsorship opportunities throughout the year
- Contact businesses to solicit sponsorships yearly
- Communicate with Team Mom Coordinator to update website to reflect sponsorship

- Communicate with Presidents and Team Mom coordinator on uniforms/awards to reflect sponsorship placement
- Maintain updated database of ongoing or potential sponsorship opportunities
- Provide monthly report to the Baseball/Softball Board
- Must participate in all League activities.

Lil' Wranglers (Kinderball) Commisioner. The Kinderball Coordinator shall:

- Serve as the League Director for players in the Kinderball Program.
- Work with the Coach's Coordinator to coordinate clinics and additional instruction for coaches, teams and individual players.
- Be onsite at all Kinderball games to insure that everything flows and runs smoothly.
- Help the registrar form the makeup of all teams
- Be responsible with dealing with the Facilities Director in order to provide Kinderball coaches the equipment they need
- Be responsible for insuring that the equipment is signed out properly and that it signed back in and accounted for at the end of the season.
- Must participate in all League activities.

Slow Pitch Softball Coordinator. The Slow Pitch Softball Coordinator shall:

- Serve as the League Director for players in the Shetland and Pinto Leagues.
- Work with the Coach's Coordinator to coordinate clinics and additional instruction for coaches, teams and individual players.
- Must participate in all League activities.

Fast Pitch Softball Coordinator. The Fast Pitch Softball Coordinator shall:

- Serve as the League Director for players in the Mustang and older Leagues.
- Work with the Coach's Coordinator to coordinate clinics and additional instruction for coaches, teams and individual players.
- Must participate in all League activities.

THCUA Liaison. The THCUA Liaison shall be responsible for the organization of all umpire activities:

- Responsible for scheduling umpires for leagues requiring umpires.
- Prepare and maintain a complete file on all umpires.
- Train and discipline the umpire staff per guidelines set forth by THCUA.
- Research and develop the pay structure for umpires, including the recording of all payments for tax purposes, per guidelines set forth by THCUA.
- Submit timely incident reports as recorded for any issues occurring on NHO grounds or at off-site locations involving parties representing NHO teams.

Head Coach. The head coach shall:

- Be responsible to ensure that the rules, regulations, policies of NHO, NHO orange book and Pony Baseball are followed for the safety and enjoyment of the players involved.
- Be responsible for the submitting his/her assistant coaches names to the Baseball President, Coaches Coordinator for approval.

- Be able to attend all practices and games scheduled.
- Be a role model for the players and spectators.
- Employee a “company man” attitude when dealing with parents and players.
- Must be an overall “NHO team” player
- Must wear team uniform jersey and cap at all games. Any exception must be cleared by the Coaches Coordinator.
- Can only head coach one team per season unless authorized by the Baseball or Softball President.

B. Lil’ Wrangler (Kinderball)

This is a FUNdamentals program for youth age 4 and under. This program's focus is teaching younger children the games of baseball and softball in a drills-based setting.

Please see the Kinderball rules with in the Baseball Orange Book, maintained by the Baseball President.

C. Optimist Dues

- The Baseball/Softball board will pay a fee of \$5.00 per player to the NHO Optimist Club for each season.
- Ex.: If a player signs up for a fall season, \$5.00 is paid out of the registration fees collected for that player are paid to the club. If a player signs up for a fall and spring season at one time then \$10.00 of the registration fee will be paid to the club and that player will not be considered part of the player count for the season for which he/she has already paid the dues.
- The Baseball/Softball program will pay the necessary annual dues for the President of both the baseball and softball programs to insure their membership with Optimist International.

D. Confidentiality

Participants in the NHO program in any capacity, through the normal course of business, submit documents and other sensitive information regarding themselves or their children including, but not limited to, applications, rosters, background checks, birth certificates, registrations, disciplinary processes, witness statements, etc. At times, board members, coaches, team moms and other team representatives or members may receive sensitive documents, copies of sensitive documents or information contained within such documents. Any person or persons who come into contact with such personal information must consider that information confidential and the property of NHO Baseball & Softball. Personal information of any type that an individual has access to must not disclose pieces of information, in whole or in part, without the written consent of the individual who has granted access to it for any use outside the auspices of normal course of business with NHO Baseball & Softball. Any breach in confidentiality may be subject to sanctions as provided for within the NHO Baseball & Softball Code of Conduct & Disciplinary Policy.

E. NHO Baseball & Softball Code of Conduct & Disciplinary Policy – See Article 6 of the Sports Program Committee Bylaws disciplinary actions.

NHO Baseball & Softball By-Laws

Addendum A

CASH HANDLING GUIDELINES

- All pertinent members will be assigned a 2 digit prefix relating to all receipts & deposits (See example below.)
- All receipts will begin with the prefix, year code and five digit sequential numbers as shown below.
- All Deposits will begin with the prefix, year code and date ie. 10.090124. If more than one deposit is turned in for that day, append with .1, .2, etc.

<i>Member</i>	<i>Prefix</i>	<i>Beginning Receipt Numbers</i>
Terri Richter	10	10.10.10001
Aaron Hanson	11	11.10.20001
Arlene Caballero	12	12.10.30001
Melanie Jones	13	13.10.40001
Jennifer Hill	14	14.10.50001
Davina Castillo	15	15.10.60001
Jay McFarland	16	16.10.70001

- Members who are not assigned numbers should turn in funds to the appropriate member as shown above.
- All receipt numbers should be clearly marked on each registration form, order form, check and team application.
- A copy of all sales receipt forms should be turned in to Treasurer when each pg is complete/end of the season.
- Every effort should be made to turn in monies received within 48 hours of receipt to Treasurer. Deposits should be made on a daily or, at least, on a weekly basis.
- Each type of fund should be on its own Deposit Advice. Please do not mix funds such as registration and sponsorships. Do two separate deposits.
- Receipts can be mixed in nature so long as the receipt number is captured on each form.
- Have multiple printed receipt forms on hand for every event.
- All checks must include the check writer's date of birth, driver's license number and phone number.
- All checks should have the player's name clearly written in the memo field, team (if known) and the purpose of the check.
Example: Shelby Richter, 8U Divas parent shirt
- All cash must be counted by two parties, prepared for deposit and bagged appropriately.
- All cash deposits must be in a tamper proof bag with the bag number and deposit type indicated on each deposit advice and deposit slip. The bag tag should be attached to the deposit advice when submitted to the Treasurer.
- All online CREDIT CARD payments should also be logged on the receipt pages as well.