

# CHARTER OF OPERATIONS

## WARRINGTON BASEBALL ORGANIZATION

Original Issue  
October 31, 2004

## **1. Name of Organization**

Warrington Baseball Organization (formerly known as Warrington Athletic Association (WAA) and hereafter referred to within this Charter as the *Organization*).

## **2. Purpose**

The *Organization* has been formed by volunteer adults to provide assistance and direction in all aspects of creating and maintaining youth baseball programs for boys playing in either American Legion or Connie Mack baseball programs within the Warrington, Pennsylvania boundaries defined by the American Legion and Connie Mack League rules. Player ages may be from 12 to 19 years old.

## **3. Members of The *Organization***

The *Organization* is comprised of board officers (also referred to as board directors) and board members. The distinction between board officers and board members is that board officers are selected by a majority vote to represent the *Organization* in performing specific responsibilities and are assigned a board officer title, whereas board membership is granted to the *Organization* head coaches and to those applicants who receive membership acceptance via vote by existing board members to be a volunteer – offering his or her services to assist in whatever is needed throughout the course of the year.

All board officers and board members are required to regularly attend scheduled meetings (usually held monthly). The *Organization* reserves the right to limit the number of board member volunteers.

## **4. Election Process**

Elections for board officer positions are held each year, typically during the first meeting in September after the end-of-season meeting in August. During the August end-of-season meeting, any board officer who does not want to be considered for the position that he or she holds should express his or her intention during that meeting. All board officer positions are voted in for a 1-year term that can be extended each succeeding year if voted in during the election process. There is no limit to the number of terms a position may be held by a board officer.

Notification to the public about the *Organization* elections is to be posted on the homepage of its website <http://www.warringtonbaseball.com>. Additionally, an e-mail message concerning the elections will be sent to the attention of parents whose son(s) participated in the just-completed season.

The election process begins with the President presenting to the membership a list of board officer positions, and asking who besides the incumbent board officers are interested in being

considered for these positions. The person receiving the majority of membership votes for a given position is the new electee. The expression of votes can be made by a “show of hands” for the applicants or, if the voting membership would prefer, voting for each position can be submitted in writing to the Secretary, who will determine and then announce the results. Any member who is unable to attend the meeting may cast his/her vote by providing the Secretary with his/her vote prior to the meeting. The process to become a head coach within the *Organization* will follow this same voting format.

## **5. Board Decision-Making Process**

The *Organization* President is empowered to make decisions on behalf of the *Organization* in low-profile matters. In situations where issues of greater significance need to be addressed, a general consensus from the *Organization* members is sufficient to establish an approved course of action. In situations where a general consensus is not clear or acceptable to the membership, then a formal vote will be held to establish a clear majority decision. The position of power within the *Organization* comes from the majority voice of its board members. Each board member has an equal vote. In the event of a tie, the President has the authority to break the tie.

Whenever a vote is needed for a major issue, the issue shall be brought up at a meeting, but not voted on until the next meeting to insure that all members have the opportunity to vote on that issue.

## **6. Board Officer Titles and Responsibilities**

### **a. President**

- Spokesperson for the *Organization*
- Liaison between the Township and the *Organization*, as well as the liaison between the Warrington-Warwick Athletic Association (WWAA) and the *Organization*
- Responsible for the general direction of the *Organization*
- Directs the Secretary to schedule meetings, and formulates an agenda to structure orderly and focused meetings
- Responsible for securing insurance for the Connie Mack program (American Legion teams use a league insurance company), the submission of field permit requests to the Township, and any other insurance needs of the *Organization*
- Mediates disputes or issues only when attempts to resolve these disputes or issues via the pre-defined “chain of command process” has been exhausted

### **b.**

### **Vice President**

- Provides direction and makes decisions on issues requiring immediate attention in the absence of the President if the situation is within the framework of the President's authority
- Responsible for creating an agenda and conducting meetings in the absence of the President
- Provides insight to the President and ensures that all pertinent issues are addressed

### **c. Treasurer**

- Responsible for making bank deposits and the payment of player refunds and expenses
- Provides a financial accounting of income and expenses to the *Organization* membership at their monthly meetings
- Creates a registration list of those who sign up to play either Connie Mack or American Legion baseball, grouping players by ages and including additional information such as name of parents, e-mail address, method of payment, etc.
- Projects a budget to assess the *Organization's* ability to implement projected goals and remain financially secure
- Makes available a copy of the Treasurer's Report to anyone requesting it

### **d. Secretary**

- Documents what transpires during *Organization* meetings (i.e., meeting minutes) and provides a detailed record for board members to review prior to the next scheduled meeting
- Schedules the date and meeting place of *Organization* meetings, contacting members and requesting notification if they cannot attend or will be late to the meeting
- Helps keep the focus of the meeting directed to addressing previous and new business
- Maintains current revision of the *Organization* Charter
- Maintains a record of changes to the *Organization* Charter
- Maintains the list of current board officers and board members

### **e. Director of Fund Raising**

- Actively pursues local community businesses to become *Organization* sponsors, either as a sign sponsor or a project sponsor
- Schedules yearly follow-ups with existing sign sponsors to maintain continued support with their annual sponsor contribution
- Organizes and provides direction in joint efforts among the *Organization* volunteers to assist in fund-raising endeavors

### **f.**

### **Project Manager**

- Responsible for soliciting bids on projects, selection of contractor or vendor, application of permits from Township when necessary, and overseer of the project's progress
- Maintains frequent communication with all project participants to keep the project on schedule and within budget
- Provides updates to the *Organization* for review

### **g. Uniform and Equipment Manager**

- At the end of each season, inspects the condition of team uniforms and makes an inventory record of what the *Organization* has on hand and projects what will need to be replaced and what it will cost to do so
- Performs the same duties with respect to team equipment
- Makes recommendations on what needs to be ordered after viewing registration list for the new season
- Negotiates with vendors to obtain lowest pricing

### **h. Field Maintenance Manager**

- Schedules Field Day prior to the start of the season and provides leadership direction to all who assist with Field Day, outlining specific duties to be performed
- Assesses field-related needs and makes recommendations to board membership
- Responsible for ordering and maintaining an adequate supply of "Quick Dry," lime, infield repair mix, etc.
- Makes sure that grass cutting and fertilization is maintained, and that each team repairs the field after every use

### **i. Field Scheduler**

- Liaison between WWAA, the Warrington Senators, and the *Organization* in coordinating the use of Jack Toy Field between these three organizations
- Creates a Field Calendar detailing when the field is in use and by whom, and continually provides updates to the *Organization* coaches throughout the season
- Provides a list of open field dates to coaches prior to each team's league scheduling meeting
- Rescheduling of all make-up games must be coordinated between the Field Scheduler and team head coaches
- Establishes cut-off times for the start of a new inning during evening and night games to maintain compliance with Township regulations that mandate a 10:00 p.m. light curfew

### **j.**

## **Webmaster**

- Maintains current information updates to the *Organization's* website <http://www.warringtonbaseball.com> in areas such as: registration information, team contacts and schedules, game scores and photos, game postponements and rescheduled dates, sponsor listings and links, web-store products and sales, etc.
- Posts registration forms, Coaches Evaluation forms, and other forms or postings as needed

### **k. Director of Fall Baseball Program**

- Responsible for all aspects of the Fall Baseball program, including registration, uniforms, selection of coaches, and scheduling of games.

## **7. Insurance Coverage**

An insurance policy is to be secured and put into force that would protect the *Organization* board officers, board members, and coaches from potential legal action arising from player injuries or decisions made by board membership. Coverage should be for \$1,000,000.

Additionally, all board officers, board members, and all team coaches are required to have background checks processed on them prior to the start of each season by Warrington Township Police during each year of their involvement with the *Organization*.

## **8. Registration**

Notice of registration dates, fees, and age-related team information will be posted at the appropriate time on the *Organization* website <http://www.warringtonbaseball.com>. Letters of registration notice are to be sent to each eligible player from the previous season and to potential incoming 12 to 13-year-old players from WWAA if that information is available. Refunds will be issued to registrants who do not make a team.

## **9. Player Rosters**

The number of players on a team is up to the discretion of that particular team's head coach. Typically, a Connie Mack team roster will consist of 14 players, while the American Legion team usually carries 18 players. Registration applicants are not guaranteed a roster spot when they sign up and pay their registration fee.

## **10. Parent and Team Issues or Complaints**

When situations arise involving player or parent/guardian issues with an *Organization* team, the player or parent/guardian will be directed to address their situation with the Head Coach of that player's team. If the situation cannot be resolved by this process, the player, parent/guardian or Head Coach is to make the *Organization* President aware of what transpired. The matter will then be addressed by the Review and Resolution Committee by scheduling a meeting that includes the player and parent/guardian and team Head Coach.

## **11. Parent Commitment Contract**

A document is to be formulated by the *Organization* membership that presents acceptable guidelines for parents' interactions with coaches and players. These guidelines are to clearly define appropriate behavior and methods in the parents' pursuit of addressing concerns with coaches or the *Organization*. This document is to be signed by the player's parents or guardian and returned to the player's head coach.

## **12. Player Commitment Contract**

A document is to be formulated by the *Organization* membership that defines the commitment expected from players. This document will address issues such as attendance, availability throughout the season and post-season playoff games, attitude, and team concepts. This document is to be signed by the player and returned to his head coach.

## **13. Head Coaches**

Head coaches are selected by a voting process that is outlined in Section 4 of this Charter. At least one month prior to holding the board meeting when head coaches are to be selected, an announcement is to be posted on the *Organization's* website <http://www.warringtonbaseball.com> stating that applicants interested in applying for a head coaching position within the Connie Mack and American Legion programs are invited to attend this meeting. An e-mail message directed to the parents of the past season's registrants is to be sent out at the time of the website posting. The e-mail message will reference the website's posting of head coach applicants and date/time of the meeting when head coaches are selected.

Head coaches have the authority to select who will be the assistant coaches on their teams. The *Organization* will pay for head coaches and one assistant coach from each team to attend a Coaches Clinic held each year. Head coaches decide team rules and consequences for not adhering to team rules. Ideally, general team rules should be consistent among the teams within the *Organization*. Head coaches are responsible for deciding the selection process of team All-Star representatives. Ideally, the *Organization* should consider implementing a standardized procedure for this selection process, and then make a resolution to maintain that process for all teams.

#### **14. Coaches Evaluation Forms**

Approximately three weeks prior to the end of the regular season, Coaches Evaluation forms are to be supplied to all players. This questionnaire is to be completed and returned to their head coach within one week. This form will also be posted on the *Organization* website with an invitation for parents to complete and submit. All forms will first be reviewed by team head coaches and then evaluated by the Review and Resolution Committee for their recommendations. The value of these forms is that the *Organization* gains insight from the players and or parents'/guardians' perspective that may help to improve the *Organization* and the players' experience. The *Organization* may also benefit from comments or suggestions about the facilities or equipment, etc.

#### **15. Review and Resolution Committee**

This committee is to be comprised of the *Organization* President and two other board members. One of the three members is to be an *Organization* head coach, with the other two members being non-coaches. The two non-President members of this committee can be changed during the course of the year. These committee positions are filled by members on a volunteer basis with the approval of the membership by a general consensus.

The purpose of this committee is twofold:

- a. Review Coaches Evaluation Forms and make recommendations to board membership based on data submitted from players/parents/guardians
- b. Preside over issues concerning complaints from players or parents/guardians that could not be resolved by first addressing this matter with the player's head coach. After receiving notification from the team's head coach that an issue needs further intervention, the *Organization* President will schedule a meeting between the Review and Resolution Committee and the player, parents/guardians, and the team head coach. It is the responsibility of the Review and Resolution Committee to present their recommendation to board membership on how to proceed. The *Organization* President will contact the players/parents with the *Organization's* response to their complaint.

#### **16. Changes to Charter of Operations**

The process of making revisions to the *Organization's* Charter may initiate from a member's proposal during a board meeting to make an amendment to the Charter. This proposal requires at least a 50% consensus from board membership to warrant proceeding further. A discussion on the merits of the proposal must take place prior to voting on the proposed amendment. All members not in attendance at that meeting must be given the opportunity to voice their vote prior to an amendment's acceptance. Votes from these members must be submitted to the Secretary prior to the next scheduled meeting if they cannot attend that meeting. A 75% majority vote is required for an amendment to be accepted into the Charter. Also, at least 75% of the membership is required to submit their vote for a proposed revision to become officially written into the *Organization's* Charter.