

# PISGAH YOUTH ORGANIZATION



## MEMBER'S HANDBOOK

*Last Revised : October, 2008*

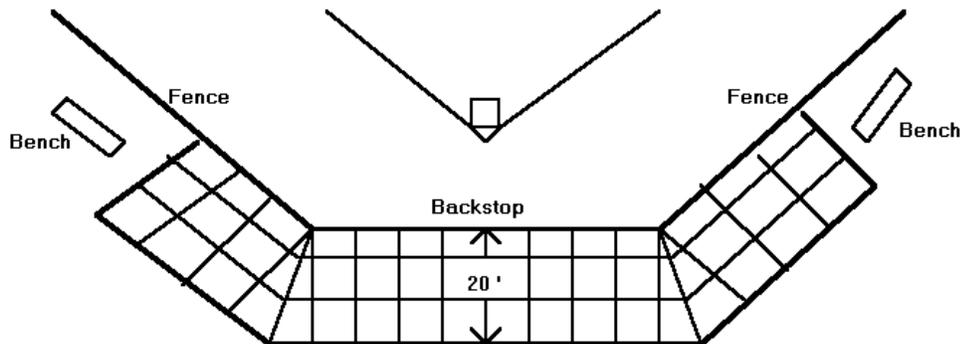
Check field conditions prior to coming to the fields by calling 755-6500. The field hotline is updated daily no later than 5:00 PM weekdays, on Saturdays by 8:00 AM and on Sundays by Noon.  
For further information about PYO, check out our web site at: [www.pyobaseball.org](http://www.pyobaseball.org)

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**PYO Field and Facility Policies**

- A. The Executive Board adopted these policies on March 5, 1987 and last amended in October, 2008. **These policies govern all playing activities and the use of PYO facilities and equipment, irrespective of league affiliation.**
- B. From the PYO Constitution, the objectives of the PYO are to: a) establish and provide youth activities deemed appropriate for the development of youth, b) promote and teach youth sportsmanship, leadership, and integrity, and c) promote cooperation with other organizations and communities who are interested in youth activities. The PYO Constitution can be made available to any member upon request by contacting any Executive Board member.
- C. It is the responsibility of parents, team managers and coaches, and PYO administrators to familiarize themselves with all of the PYO policies. Violation of policies could result in suspension of use of facilities or other privileges provided by membership in PYO. It will be considered inexcusable to claim ignorance of these policies. These Field and Facility policies apply to all types of teams that use PYO fields. All AABC and Cincinnati Suburban League teams are expected to provide copy of the Field and Facility Policies to their league and/or visiting teams. Team managers of AABC and Cincinnati Suburban League teams are expected to cover policies that affect ground rules with umpires prior to the start of the game.
- D. Demeanor and conduct of Coaches, Players and Guests
  1. **The use of alcoholic beverages, profane language, or misuse of equipment will not be tolerated.** Violation shall be cause for immediate ejection from the premises and will be subject to further disciplinary action by the Executive Board. No game or practice shall continue until the offender or offenders have left.
  2. **No pets are permitted on PYO premises.**
  3. **Heckling, intimidating, or harassing umpires, or opposing players, by anybody, including spectators and other players will not be tolerated.** If, at the discretion of the umpire, or the chief umpire if there is one, such infractions occur, the game will be halted, the managers will meet with the umpire(s), and the following actions will be taken. A warning will be issued to the manager of the offending team for the first violation. Upon the second warning, play will not resume until the offending party has left the premises. The team manager, or acting head coach, can also be ejected from the game, if he or she fails to control their spectators. Failure to leave the premises will result in forfeit of the game, as will a third warning to the same team. A violator will be considered to have left the premises when they reach the parking lot of the premises.
  4. **Fighting by participants including players, managers, coaches, and other team personnel, will result in disciplinary action** by the Executive Board and may include suspension of the participants for an appropriate period of time. Any striking or offensive touching of an umpire by a player, coach, manager, or spectator before, during, or after a game will result in a one calendar year automatic suspension and possible legal action.
  5. Only the official manager, the designated coaches, and the participating players shall be allowed on the players’ benches or on the playing field during the progress of an official game. Failure to comply with this Rule can result in forfeiture of the game by action of the umpire in charge.
  6. Only the team’s official manager or designated captain may address the umpire on any disputed play during the progress of the game.
  7. In preparation of the 2008 season the Executive Board adopted, published, and posted a Parents Code of Conduct and a Coaches Code of Conduct. By enrolling your child in an activity you are agreeing to abide by said code of conduct as it exist or may be amended. All coaches, as a condition to coaching, within any league to which PYO may affiliate, will be expected to abide by THE COACHES CODE OF CONDUCT. Both the parent and coaches code of conduct are readily available for distribution. Parent and/or coaches who violate said code of conduct may be subject to disciplinary action.
  8. No persons, including, for example parents, siblings, coaches, and players, will be allowed in the Neutral Zone (20ft behind the backstop) during play. If necessary, the umpire(s) shall call time to clear the Zone and play shall not continue until the Zone is cleared.



Exceptions:

- a. The umpires may modify this Rule to accommodate local field conditions, but only for those directly affected. For example, if a player’s bench is relocated because of water in the area of the permanent bench, then the players maybe located in a designated bench area in the Neutral Zone, if necessary.
- b. This rule does not prohibit coaches from performing their coaching functions within the Neutral Zone in T-Ball and Coach-pitch, as permitted by rules in those divisions (e.g., placing and retrieving the tee).

**F. Playing Fields**

1. In order to preserve the quality of the fields and to minimize maintenance, the Executive Board/PYO Grounds Supervisor will decide whether the fields are too wet or otherwise unsuitable for play. All PYO fields are closed whenever the **RED FLAG** is flying (the flag post is **near the concession stand**); this includes the fields at Shawnee Elementary school, and at Keehner Park. Managers, Coaches, and Players may not override the Grounds Supervisor's decision. Whenever the fields are closed, no practices or games will be conducted that day. If the **RED FLAG** is flying at half-mast, coaches should check the field **HOTLINE 755-6500** for any exceptions or game delay conditions. During the season this hotline is updated **daily by 5:00 PM** regarding unplayable field conditions. **Saturday** conditions will be updated by **8.00 AM**. **Sunday** conditions will be updated by **noon**. Violating this policy could result in losing field privileges for practices or in having the Team Manager suspended.
2. All fields not scheduled for games will be closed on Friday evenings for preparation of Saturday games. No team or individual shall use fields for practice after they have been prepared for games on Saturday.
3. No game or practice shall begin before 1:00 PM on Sundays.
4. Games shall have precedence over practices.
5. No practice swings with the bat shall be taken until the player is either on the playing field by home plate or in a designated on deck space inside a fenced area. Hitting balls, by means of soft toss into a fenced dugout area, or hitting off a tee into a fenced dugout area , or use of a any other hitting device in a fenced dugout area is strictly prohibited. In the upper age levels B-AA a space designated inside the fenced playing field usually located beyond the dugout and approximately two-thirds the distance or more between Home and First or Home and Third may be used as an on deck area. Players and Parents assume all inherited risk of said player being hit by a batted or thrown ball. Coaches are expected to use common sense and extreme care in allowing players such privilege.
6. The home team shall be responsible for lining the field (except for the first game on Saturday at the PYO facility as the lining will be done by the grounds crew) and for providing the bases, home plate, pitcher’s rubber and two (2) balls one new and one "like new".

**Severe Weather**

- A. In 2001, PYO implemented an augmented system of severe weather warning, using a lightning detector purchased through proceeds from the Cincinnati Reds Kid’s Glove Program. This system will provide additional alerts to approaching lightning. It is **NOT** meant as a replacement to umpires and coaches maintaining vigilance. Umpires and coaches should error on the side of caution when deciding whether a game shall proceed. Furthermore, games played at remote PYO fields (Keehner Park, Hopewell & Shawnee Elementary Schools) will not have the benefit of this additional service. The detector is set up in the concession stand and turned on each day. Should conditions exist as described below, personnel in the concession stand, or any PYO officer/coordinator/board member present, should sound the alert.
- B. When you hear the air horn, immediately clear the field. Umpires will notify coaches on both sides that continuation of the game will be decided in 15 minutes. Of course, if it is late in the evening, and clearly the game will not resume, suspend the game and get everybody to their cars.

**THE CONCESSION STAND WILL SOUND THE ALERT WHEN THESE CONDITIONS EXIST:**

- Thunder audible
- Lightning visible
- Detector indicates lightning within a range of 8-20 miles

**THE ALERT WILL SOUND LIKE THIS:**

- two long blasts (4 seconds each)
- wait 10 seconds
- two long blasts (4 seconds each)

If lightning moves into the area, but is not accompanied by rain, and this occurs early in the evening or during the day on the weekends, it is likely that games could resume.

**AN ALL CLEAR SIGNAL WILL BE SOUNDED WHEN THE FOLLOWING CONDITIONS EXIST:**

- At least 10 minutes has passed from last visible lightning.
- Detector shows lighting outside a range of 8-20.

## THE ALL CLEAR ALERT WILL SOUND LIKE THIS:

- three short blasts (1 second each)
- wait 10 seconds
- three short blasts (1 second each)

As stated earlier, this system is meant as an additional aid to coaches and umpires. It is unacceptable to continue games under approaching severe weather circumstances, irrespective of whether the alert has sounded. PYO, its members, and especially the children still depend upon quick reaction by you to deteriorating weather conditions, particularly when lightning is present.

*The following sections are provided as guidelines and information about the PYO organization. Some items presented in this section may be covered by specific rules depending upon the league in which your children play.*

## Player Equipment

- A. For teams playing in T-ball, Coach-pitch, Knothole, and Softball, PYO furnishes the following equipment:
  1. Four batting helmets
  2. 3 bases, 1 home plate, 1 pitching rubber and spikes
  3. Catcher’s helmet, mask, chest protector, shin protectors, and glove
  4. Bats, as needed
  5. Batting tees as needed
  6. Practice balls (game balls are distributed at the same time as uniform hand-out)
  7. Additional specialized instructional equipment is available for a Team Manager to sign-out.
- B. Each of the baseball and softball leagues have specific rules about player equipment, but here are some general guidelines applicable to most cases:
  1. The batter and the base runners must wear a double ear helmet while at the plate and while running the bases.
  2. Catchers are to wear a protective athletic cup (highly recommended), chest protector, mask, throat guard, shin guards (optional for T-Ball), and protective headgear covering the top of the head, while catching behind the plate. Any player warming up the pitcher before the game, and between innings, must wear a catcher’s mask.
  3. Metal spikes are prohibited for all leagues from B2 down to T-ball. Upper age divisions vary by league as to the use of metal spikes.
  4. Rules on bats vary by league. In most cases only unaltered, commercially available bats can be used. Be certain to check with your team manager before purchasing a bat to ensure that it meets with league rules.

## Games and Practices

- A. PYO fields are generally not available for practice until all field projects are completed or around the first weekend of April. All teams, regardless of league affiliation, will be given access to fields at least twice per week for practice before games begin. Common areas are usually open for teams to use for warm ups and other drills for which a field is not required. Combining the use of a common area with a scheduled field time can make for excellent use of time for a practice.
- B. The starting date for games will vary by league
  1. For T-ball games will start on the weekends beginning in May. A weeknight game may be added to the schedule toward the end of May. The season concludes at the end of June, unless there are make-up games to be completed.
  2. Coach-pitch games will start in May with both a weeknight and weekend game, as needed. The season concludes at the end of June, unless there are make-up games to be completed.
  3. Softball season starts in May with both a weeknight and weekend game, as needed. The season concludes at the end of June, unless there are make-up games to be completed.
  4. For Knothole, AABC, Suburban League, baseball, games can begin as early as mid-April, depending upon the schedule and number of teams within the division. Coaches should make every effort to get all regular season games, including make-up games, completed before the end of June. Post-season tournament play begins in early July.
- C. Starting times for games will vary by league. The Executive Board will decide starting times for PYO home games to obtain the optimum use of the fields. No game or practice will begin before 1:00 PM on Sunday on any PYO field.
- D. The home team shall have the field last for warm-ups, unless the visiting team is not a PYO team. In those circumstances, to allow for travel time, the visiting team shall have the field last for warm-ups, unless the team managers agree otherwise.
- E. Rules governing the rescheduling of games vary by league. The home team manager is responsible for timely notification of the cancellation with the visiting team and the Umpire Coordinator.

## Volunteering

- A. PYO is a non-profit organization managed by an Executive Board. It is critical for members to volunteer for key activities so that we keep costs down or raise money as needed.
- B. All Team Managers and Coaches of all PYO teams, regardless of league affiliation, are expected to participate in field project days. Team managers are strongly encouraged to enlist the help of parents and older players (C level and up) to assist with clean-up activities, leaving the heavy projects to coaches and other qualified volunteers. Failure to participate in Project Day could result in limited privileges, including suspension of access to fields.

- C. All Team Managers are expected to enlist volunteers from their teams to run the concession stand on the day(s) assigned to them by the Concessions Manager.
- D. Every year, the PYO organization enlists the support of members to volunteer for key positions within PYO. These positions are critical to ensure smooth operations. Please refer to the Roles and Responsibilities section for a description of the roles. Contact any PYO Board member (see front of document or visit our web site at [www.pyobaseball.org](http://www.pyobaseball.org)) if you have an interest in volunteering.

### Fund-raising

PYO conducts several events to raise funds for the organization. Assistance in any of these efforts is greatly appreciated.

- A. **Reds Kid’s Glove** – This program entitles Baseball/Softball organizations throughout the area to obtain vouchers to designated Reds games. The vouchers are sold and the proceeds are put on account with the Reds to be used for the purchase of equipment. As a result of the huge buying power, PYO is able to obtain equipment at very discounted prices. Each team will be responsible to sell at least 30 Kids Glove Vouchers/Tickets or approximately two per child.
- B. **Sponsorship** – Sponsorship funds the cost of uniforms for our T-Ball, Coach-pitch, Softball and Knothole teams. Please contact any Board Member if you are interested, or know of someone, interested in being a sponsor. Each Team (except TB) will be responsible to solicit and obtain a team sponsor to help fund the uniform costs.
- C. **Concessions** –PYO has operated the concession stand using a volunteer team to manage the operations, and parent volunteers to staff the concession stand during primary game times. As a result, PYO is now raising funds to cover additional field upgrades or the purchase of equipment. We recommend volunteers to be age 18 and older, preferably parents of players on a PYO team. Volunteers ages 14-17 years old must be accompanied by at least one parent member. For safety reasons, children under the age of 14 cannot be in the concession stand during business hours. Coaches will solicit volunteers to staff the concession stand and must turn in volunteer names to the Concessions Manager before receiving uniforms. If volunteers fail to show up as assigned, the Concessions Manager may elect to close the concession stand. Failure to participate in the concessions program, or show up at the assigned time, could result in a loss of field privileges for that team. Please support the PYO concessions through the purchase of light meals and after game “Team Drinks/Snacks”
- D. **Picture Day** – Another key fund-raiser for the organization. The purchase of photos provides funds back to the organization based on the items purchased. Additionally, a team picture is provided to the sponsors as a part of their recognition package from PYO.
- E. **Kroger Neighborhood Rewards** - Kroger has made fund raising easy for PYO with the Kroger Neighborhood Reward Program. All you have to do is place a gift card order with PYO's Coordinator and reload the issued card when you shop at Kroger. 4% of the reloaded value is then rebated to PYO. **What's in it for You.....** PYO will provide your family a Registration Credit equal to 50% of the Kroger Rebate that your family earned\*, to offset the Spring Baseball and/or Softball Registration Fees. We will apply the registration credit at the November Registration Event. A family could earn up to 100% of their Registration Fees through PYO credits. Any family earnings over 100% of the November Registration fee Total for, a given year, will remain in the PYO Treasury. Credits will not be cumulative year to year and are not transferable or payable in cash. *\*PYO Credits will be accumulated from September 1st to August 31st of each year and applied to the November Registration Fee Total.*
- F. **Friday’s Charity Event** – How it works -- Eat lunch, dinner or place a carry-out order, at the Cox Road Friday’s in West Chester on specified dates each month throughout the year. After your meal present a Friday’s card provided (or E-Mailed) and PYO will receive a 20% rebate from Friday’s for your meal and drink purchases. Pass the card or forward the E-Mail to Family, Friends and Neighbors if you can not visit the Cox Road Friday’s. Team Dinners are a great idea as well.

### League Affiliation

- A. PYO’s goal is to offer the best possible programs/opportunities for baseball and softball to be enjoyed by all types of players. For Knothole, PONY & USSSA Baseball and Softball teams, PYO Coordinates Uniform purchases, handles field scheduling, and other organization administration, and does expect parents to volunteer for concession duties, photo day assistance, and/or other volunteer needs. Additionally, parents and coaches are requested to assist on field project days in March to prepare the fields for play. Practice starts in April with one weekday and one weekend practice, although some coaches might want to do more if he/she has other facilities available. All PYO Coaches are expected to attend certification training.
  - 1. **BlastBall** - A fun new way to play baseball . The Base makes Noise. The Children get to Hit. The Children get to Throw. The Children get to Run and the Children get to yell “BLAST”. BlastBall ([www.blastball.com](http://www.blastball.com)) uses a foam bat, a big soft foam ball, a Tee and a base that HONKS. Teams are small so boys and girls ages 4 and 5 years old get to hit, run, throw and yell “BLAST”
  - 2. **T-Ball and Coach-pitch** – for boys and girls ages 5 (as of April 1 of the coming season) up to 7 years old. These programs are run under rules designed for teaching the game of baseball and are not a part of Knothole. PYO uses a blind draft to form these teams so that they can stay together even when they reach the Knothole level. The schedule for this level is typically between 12-14 games. T-ball and coach-pitch teams only play each other within their respective divisions to minimize travel time and to help coaches

concentrate on teaching the game. Games start in May and run through June. There are T-Ball and Coach pitch tournaments available if one is interested in pursuing post-season play.

3. **Softball Fast-Pitch** – for players ages 10U-18U. PYO plays in the Southwestern Ohio Girls Fast Pitch Softball Association and their rules shall govern softball league play softball activities at the PYO facility. See – [www.sogfsa.org](http://www.sogfsa.org)
  4. **Knothole, PONY, USSSA Regular Season** – for players ages 8-17. Teams in Baseball form out of an initial draft in T-ball or Coach pitch, and draft players each year, as needed. Players can remain with the same team if they want to. The schedule for the baseball regular season is about 12-16 games. Practices can begin as early as late-March, depending upon the coach and availability of facilities, weather permitting. Games begin in late April and run through the end of June.  
The manager of a Baseball team is expected to take an increasingly “coach-driven” role. PYO will still handle certain administrative functions as described above. However, team managers can work with the player’s parents to raise additional funds for: additions to uniform (PYO emblems must be visible), additional equipment not provided by PYO, batting cages, extra money for umpires to play scrimmage games, Tournaments, etc.
  5. **Knothole Tournament Season** – For teams who play schedules in D2, C2, B2, and A2, and take 1<sup>st</sup> in their division. Knothole tournaments begin during the first week of July. If a team continues to win, expect to play throughout the month of July, usually one weeknight game and one or two weekend games. Fees for the teams that qualify for the Knothole tournament are covered by PYO. Only players on the team’s regular season roster can play in the Knothole tournament.
  6. **Fall Baseball Program** – This program is purely recreational and educational. Rules are in place to limit pitching and encourage coaches to try players at different positions.
- B. PYO recognizes situations in which a manager would prefer to select players for a team – either through tryouts or recruiting. Since District 15 Knothole rules don’t permit select teams, PYO will allocate field time for select teams. Select teams are totally “manager-driven”. Other than paying a flat fee for field use, and abiding by PYO Field and Facility Policies, PYO provides no other administrative involvement. Select teams must find their own funding, order their own uniforms, obtain their own equipment, schedule and pay their own umpires and schedule practices and games according to the field allocation. These are leagues in which PYO select teams compete:
1. **Knothole Division 1** – this league provides the opportunity for Knothole teams to play city-wide for more competitive play. PYO will provide fields for Knothole Division 1 teams as a coach-driven team. To enter Division 1, teams must have finished first or second in their division, or obtain PYO Board approval and obtain District 15 Supervisor approval. Division 1 teams can expect to play throughout the greater Cincinnati area.
  2. **Cincinnati Suburban League (CSL)** – This league is moderately competitive involving travel covering locations within Butler and Warren Counties. Divisions range from approximately 10 year-olds up to high school. The high school division can be moderately competitive. PYO allocates fields to teams in D and above age divisions to the extent we can accommodate them.
  3. **Southwest Ohio League** – another type of select league involving teams throughout the Tri-state. SWOL is considered highly competitive; although newly formed teams may compete in divisions with other newly formed teams and teams that did not perform well in the previous year. SWOL Teams are affiliated with several sanctioning organizations, including but not limited to Amateur Athletic Baseball Congress (AABC), Hap Dumont, CABA, USSSA. PYO allocates fields to teams in C and above age divisions to the extent we can accommodate them.
- C. **Coach’s Certification** – included in the fees collected for T-ball, Coach-pitch, Softball, and Knothole baseball registrants are funds allocated for coaches to attend a certification course hosted by PYO. It is critical that the Team Manager, and all team coaches, attends this course. The course provides examples of baseball/softball drills, how to organize practices, and key elements for handling emergency situations. Moreover, by attending the course and applying the elements taught, the attendee is then covered by a \$2million liability policy. Coaches from other leagues are also welcome to attend but will be charged the published fee for the course (usually under \$30).

### **Registration**

- A. **BlastBall, T-ball, Coach-pitch, Softball, and Baseball** – Registration in these leagues is conducted in November. If a player wants to return to the same team as he or she played on in the previous year, plan to attend the November registration to guarantee a spot on the team. As needed, PYO may conduct late registrations, but makes no guarantees that a slot on the prior year’s team will be available. Furthermore, late fees may be assessed for any registration conducted after the November registration. Flyers, E-Mail, newsletters, paper advertisements are used to communicate time and dates for registration.  
Players who were not on a PYO team in the previous two years, or who have elected to not return to their team, will be placed in the blind draft.
- B. **Fall Baseball Program** – Registration for this program, when offered, will be conducted in August just prior to the season start. Stay in tune with the PYO Website for the details which are usually posted in July.
- C. **All Select Baseball Programs** – Select programs are purely “Manager-driven”. Players either try-out or are recruited onto select teams. Check the Pulse-Journal or other local publications for dates of these try-outs. These teams typically play on AABC or WCTL. You cannot register an individual player through PYO for any select team. Select Teams must submit a final roster to the PYO president prior to playing games.
- D. **Refunds of Registration Fees** - There will be no refunds for players leaving a team after the first regular season game. Players that move out of the area prior to the first league game, may receive a 50% registration fee refund with board member

approval. (The Treasurer may approve a 100% refund if uniforms were not ordered for that player). All registration refund requests for players leaving prior to the first league game must be submitted in writing to the League Coordinator, who will forward the request to the Treasurer.

### Roles & Responsibilities

There are only two paid positions within PYO: umpires and any grounds crew hired to maintain facilities. All other positions are staffed by interested, caring individuals willing to give of their time and energy to provide baseball and softball programs to the children of our community. The following are summaries of these positions:

#### A. PYO Board Volunteer Positions

1. **President** – Succeeds the outgoing president from the First Vice President position. The president presides at all general membership meetings. Appoints and advises all committee heads to perform necessary functions. Appoints Commissioners for all activities and has authority to dismiss commissioners. Shall explain and/or decide all points of order. Shall act as representative of the organization to outside persons or to other organized bodies whenever necessary. In conjunction with above duties, the president is empowered to make interim decisions that do not involve drastic or controversial changes. In such a case, the Executive Board must first vote and if approved the issue must be presented to the membership for approval. If the proposal is disapproved the grievance procedure must be followed. The president is restricted from voting on motions from the floor unless the vote is required to break the tie.
2. **1<sup>st</sup> Vice President** – Is elected to position. Presides during the absence of the president. Assumes the duties of the president in the event of a vacancy in that office. Organizes and conducts annual activity registration(s). Chairs a nominating committee for the annual election of officers. Performs duties as assigned by the President.
3. **2<sup>nd</sup> Vice President** – Is elected to office. Presides over all meetings in the absence of the 1<sup>st</sup> Vice President. Acts as chairman of the Sponsor Committee. Responsible for player equipment and player uniforms. Performs duties as assigned by the President.
4. **Secretary** – Is elected to office. Records minutes of all executive board and general membership meetings and preserves all records, reports, and correspondence of the organization except those specifically assigned to the custody of others. Records the exact wording of a motion or motions pending before the organization. Presides at the meeting in the absence of the president and the vice-presidents. Presents all records to successor in office. Maintains adequate supply of official PYO stationary and supplies. Provides letters of recognition to all significant contributors and supporters. Brings to each meeting a copy of the constitution and By-laws of the organization, together with a list of all commissioners, standing and special committees.
5. **Treasurer** – Is elected to office. Supervises all aspects of the organization’s finances in accordance with Article III of the By-laws. Must substantiate expenditures by a written receipt, bill, or request for payment. Provides monthly financial report of the organization, which will also include a current status of each individual activity budget. Must be bonded, and this is payable by PYO. Files tax returns and forms required to maintain non-profit status, and reports all filings to the board. To procure and manage the insurance for PYO, with Executive Board approval. Performs duties as assigned by the President.
6. **Other Vice President(s)** – Board appointed positions. Assigned duties and responsibilities as required. Votes on Executive Board motions.
7. **Baseball Commissioner** – President appointed position. Implements and enforces rules, policies, and procedures as established by the PYO Board, Greater Cincinnati Knothole Club, and Knothole District 15. Maintains schedules for all fields. Assists in umpire training.
8. **Softball Commissioner** – President appointed position. Implement and enforces rules, policies, and procedures as established by the PYO Board and the girls softball association(s). Schedules fields as assigned. Assists in umpire training, as needed.

#### B. Management Volunteer Positions

1. **Umpire-in-Chief** – Coordinates the umpire training by preparing appropriate class(es), tests, and securing a site for the umpire school. Grades umpire exams and places umpires in appropriate leagues to be called upon for umpiring assignments. Designs and implements various programs to encourage new umpires to enter into the system. Monitors pay levels for each league to ensure fair market pay scale. Coordinates umpire uniforms with Cincinnati Knothole. Observes, or coordinates with others, to observe each umpire’s performance. Works with umpires to represent them in any dispute calls, game protests, or situation in which a manager, coach, player, or spectator has been ejected from a game.
2. **Knothole Lakota Area Supervisor** – Acts as the liaison between PYO and Cincinnati Knothole – District 11. Enforces Area rules of player participation and signs off on player waivers (with PYO President and Commissioner review). Attends all PYO Board Meetings and all District 11 Knothole meetings. Must attend all PYO drafts for Knothole teams. The Knothole Lakota Area Supervisor is responsible for all League Administration issues: Rule change input, final rules distribution, Player Contract distribution and collection, Team roster form distribution and collection. Is kept apprised of all issues arising during the course of play and handles form administration resulting from team managers, coaches, and players being ejected from a game. Handles request from PYO team managers or others members for information concerning Knothole operations (travel league, player participation waivers, tournament management, etc.)
3. **Team Manager** – Is responsible for operation of the team and player preparation/training. Appoint coaches who will instruct each player, and help the team develop baseball/softball skills as well as the proper mental attitude; handles, or appoints a team coordinator who will handle, any necessary administrative details that may be required by the Team, PYO, and Knothole; attend such meetings as may be required by PYO and Knothole, or in instances of unavoidable absence, appoint a team representative who may act for the team when necessary; Schedule sufficient practices to assure a continuing improvement in the baseball/softball skills of each player; make certain his team is on time and ready to play all officially scheduled games; make certain that all administrative requirements of PYO and Knothole are complied with on time and in completed form; make certain all playing rules are complied with in every

instance and have made team coaches and parents aware of key rules; make certain, he, his coaches, players, and parents conduct themselves in the highest standards of sportsmanship on every occasion; make certain that each team member and coach take an active part in every project or activity directed by PYO; Specify instructions to team members and coaches about authority of umpires; Ensure the cleanliness of the player and spectator area - the area must be cleaned after every game; make certain that no intoxicating beverages are allowed at games and practices; make certain that no smoking is allowed on the field of play; ensure that parents understand that PYO fields do not permit pets; all other duties as the PYO Executive Board of Directors, Baseball/Softball Commissioners, and Division Coordinators shall from time to time designate. Unless approved by the PYO Executive Board, a manager may not manage more than one team in PYO.

The Team Manager will ensure that for all home games someone acts as the Scorekeeper. - The team scorekeeper is directly responsible to the team manager for game scorekeeping. In all games, the home team scorekeeper is the official scorekeeper. Scorekeepers are responsible at the end of each inning for coordinating with the opposing team, runs scored, and substitutions made. Each team, at their own discretion, can determine whether they will compile statistics relating to player and team. Provides team standings to league coordinator on time, per league rules.

4. **Coaches and Assistant Coaches** – There will be up to two official coaches/assistant coaches appointed by the Team Manager. Additional assistant coaches may be appointed as desired. Any resulting, additional uniform requirements must be paid for by the team. Assistant coaches will assist the baseball/softball team manager in the training of players in improving their skills and mental attitude; assist in all phases of team activities as directed by the team manager; and conduct himself or herself in the highest standard of sportsmanship at all times.
5. **Equipment Manager** – Inventories equipment annually. Selects and purchases all required equipment with board approval. Organizes and supervises the distribution and collection of all equipment. Supervises the storage and security of all equipment. To perform duties as assigned by the President.
6. **Concessions Manager** – Orders supplies and stock for Concession stand. Coordinates with Concessions Committee for accepting delivery of stock. Concessions Manager or appointed Concessions Committee designee must open and close the concession stand per posted procedures. Issues concession stand volunteer staffing forms to each team. Collects forms and schedules volunteers accordingly to ensure concession stand is open during periods where acceptable number of games is being conducted at the main fields.

### C. Coordinator Volunteer Positions

1. **Uniforms Coordinator** - Coordinates with the 2<sup>nd</sup> Vice President on obtaining uniform sizes at time of drafts. Assists in the distribution of all team uniforms to all team managers. Coordinates and/or corrects uniform problems with the supplier.
2. **Knothole Division Coordinators** – Appointed by President. Must attend every PYO Board meeting or ensure an alternate is present. Serves as a key communicator/facilitator between the Executive Board and the Managers/coaches in their respective leagues. Communicates rules, policies, and procedures as established by the board. Presides over all meetings of team managers. Coordinates/participates in the scheduling of games, make-ups, and practices for their respective with the Baseball Commissioner. Serves as the focal distribution point for their respective division's pictures, trophies, fund-raiser, newsletters and other items that need to be distributed to each team. Secure managers for each within the division. Coordinates and maintains accurate team rosters, obtains Knothole contracts and rosters, and report to the Baseball Commissioner any time a player is dropped from a roster for any reason. Obtains scores from all teams, including non-PYO teams, and submits standings to Scores and Standings Coordinator by Sunday evening each week during the season. Submits, for Treasurer approval, any requests for registration refunds from players/parents that have left the organization.
3. **Public Relations Coordinator** - Runs advertisement in the local newspaper regarding registration. Produces registration information flyers and distribute them to all local schools and public bulletin boards. Writes and submits articles to the local newspaper for the organization. Writes the periodic newsletters and distributes them via mail or other distribution method as deemed appropriate.
4. **Softball Coordinator** - Appointed by President. Must attend every PYO Board meeting or ensure an alternate is present. Serves as a key communicator/facilitator between the Executive Board and the Managers/coaches in their respective leagues. Communicates rules, policies, and procedures as established by the board. Presides over all meetings of team managers. Coordinates/participates in the scheduling of games, make-ups, and practices for their respective division with the Softball Commissioner. Serves as the focal distribution point for their respective division's pictures, trophies, fund-raiser, newsletters and other items that need to be distributed to teams. Secure managers for each within the division. Coordinates and maintains accurate team rosters, obtains Knothole contracts and rosters, and report to the Commissioner any time a player is dropped from a roster for any reason. Obtains scores from all teams, including non-PYO teams, and submits standings to Scores and Standings Coordinator by Sunday evening each week during the season. Submits, for Treasurer approval, any requests for registration refunds from players/parents that have left the organization.
5. **Standings Coordinator** – Gathers standings from each Division Coordinator and compiles them to be published. Submits standings to web master for posting on the web site.
6. **Awards and Ceremonies Coordinator** – Handles arrangement of venue for conducting ceremonies as deemed needed by the board. Coordinates with T-ball, softball, and coach-pitch for trophy requirements. Conveys trophy requirements for PYO teams (in 1<sup>st</sup> or 2<sup>nd</sup> place) with Knothole District 15 Supervisor.
7. **Information Systems Coordinator** – Administers the Player and Volunteer databases. Updates the databases with new registration, deletes players no longer eligible to play in any league at PYO. Publishes the master roster to be used for registration. Maintains prior rosters to ensure being able to determine prior member eligibility. Publishes the volunteer list from the database.
8. **Picture Day Coordinator** - Coordinates team/individual photos with selected photographer on scheduled picture day and the scheduled make-up day. Secures volunteers to direct teams to photographer station and volunteers to man gate at Field 9 to permit only those cars into the parking area for games on Field 9. Ensures photo selection sheet is completed for each team and all forms are

submitted to Vice President. Works with Vice President to validate receipt of all pictures, separate out Sponsor pictures, and coordinate distribution of pictures to Division Coordinators.

9. **Sponsors Coordinator** – Assists in securing sponsors for PYO Softball and Knothole teams. Ensures forms are submitted and coordinates with Uniform Coordinator as to sponsor artwork and color requests. Ensures all teams are sponsored as needed. Works with President and Picture Day Coordinator to assemble, present (by mail or in person) sponsorship team plaque to sponsor.
10. **Umpire Coordinator** – Each division appoints an umpire coordinator to schedule umpires for games. In the event of re-schedule, coordinator offers 1<sup>st</sup> opportunity to original umpire, if possible. Umpire coordinator should ensure two umpires are present for each game. Coordinators may be asked to schedule PYO umpires for non-PYO organizations in the event that organization does not have umpires available.
11. **Web Site Coordinator (Webmaster)** – Is responsible for the layout, design, and content maintenance of the PYO website. Content is provided by other functions of the organization and must be kept current. Coordinates with the Web site Service Bureau for service and site maintenance. Manages email sent to the organization and email address masking for board members.
12. **Volunteer Coordinator** – Per requirements specified by the board, secures volunteers for various activities.

### **Tournament & Select Teams**

- A. Teams, or an individual players from a team, that did not qualify for the Cincinnati Knothole Regional Tournament, can play in post-season tournaments hosted by several communities in the Tri-state area. PYO encourages the creation of Tournament teams of PYO players at D1 level and above for the purpose of playing games with other organizations/communities.
- B. With the exception of Knothole teams that qualify for the Knothole tournament, all requests to form a Tournament Team shall be in writing to the PYO Executive Board, and shall list:
  1. Names of team manager and assistant coaches.
  2. Age division
  3. Expected tournaments to be played in.
  4. Requests for waivers of any PYO Rules needed to harmonize PYO Rules and the rules of any Tournaments.
  5. Copy of any "codes of conduct" or "guidelines" for Tournament Team participation to be given to the players.
  6. Number of players/alternates to be carried on roster.
- C. Selection to a Recreational Tournament Team shall be by tryout. Tryouts shall be open to any regular season PYO player who has participated in at least 50% of the regular season games. Exceptions to this 50% rule must be obtained from the Executive Committee. Fifteen players maximum shall constitute a Tournament Team. Coaches may maintain a roster of up to six (6) alternate players.
- D. Costs of uniforms, entry fees and any special equipment not provided by PYO, as part of its regular season equipment shall be borne by the Tournament Team. PYO may require an activity fee, payable to PYO, for each Tournament Team.
- E. A separate PYO "contract" may be signed by each player and their parent/guardian for Tournament play.
- F. There are no rules governing guaranteed playing time. Tournament team managers may decide his/her roster based on the rules of the tournament in which the team is competing.
- G. Head coaches shall provide a copy of this Policy document to all tryout candidates and their parents prior to commencement of tryouts.