

San Francisco NABA By-Laws

updated 8/4/2010

Our aim will be to promote and protect the interest of our players, managers, and officials, to elevate the enjoyment, participation, and conditions of all who wish to play competitive recreational baseball and to be involved in the promotion of the game of baseball throughout our community.

This league is organized in conformity with the rules and structure of the National Adult Baseball Association (NABA) and shall exercise the powers and privileges of a league under the NABA. Review of the organization and their website can be conducted at www.dugout.org.

Executive Board

The Executive Board of the League shall consist of President, Director of Finance, Director of Scheduling, Director of Officials, Director of Field Acquisition, Director of Tournament Teams, and two advisors to the President. The term of these positions shall be for one year and reviewed after the conclusion of each seasons operations.

President – Mac Clonan
Advisor to the President – Ken Hale
Advisor to the President – Matahi Ribiera
Director of Finance – Marc Frannsen, CPA
Director of Scheduling – Lyman Jung
Director of Operations – Mike Malaret
Director of Officials – Richard Guerrero
Director of Field Acquisition – Matt Foley
Director of Tournament Teams – Lex Robins
Director of Technological Services – Nick Cawthon

Duties of the President

- Preside at all meetings of the League
- Communicate with all Managers, Players, Interested Parties, on all League related matters.
- Provide notification of all changes in policy, schedule, suspensions or other league business through use of the League website, emails to managers, and phone calls if necessary.
- Enforce a due observance of the Rules and Procedures of the NABA.
- Ensure all operations are properly conducted, and enforce final ruling on all issues facing the Executive Board.

- Delegate duties and responsibility of the League to appointed Executive Board members at will and shall have final authority on all league policies and regulations.

Duties of the Advisor to the President

- Provide counsel and opinion on all issues and events occurring under the jurisdiction of the SFNABA.
- Assist the President and the Executive Board in making decisions fairly and for the betterment of the League.
- Aid Directors with tasks as they are available.
- Attend all meetings possible and take on the maximum allowable responsibility.

Duties of the Director of Finance

- Responsible for maintaining the league bank account.
- Maintains league budget, ensuring all dues are collected and expenses covered during the season.
- Works with all Directors and Managers to provide correct payments to field providers, umpires, and NABA HQ.

Duties of the Director of Scheduling

The Director of Scheduling works closely with the Executive Board on setting up the league schedule, ensuring a fair and unbiased regular season. Responsibilities include

- Draws up the league schedule.
- Maintains rainout and makeup dates.
- Works with Director of Finance on securing fields.
- Works with Director of Officials on ensuring proper staffing of games.
- Works with all playing field representatives on ensuring field availability and conditions.
- Works with Director of Finance on payments to field representatives.
- Works with the Executive Board on scheduling tryouts, all-star games, and any special events.
- Ensures the league has a sufficient number of available field dates to accommodate any make-up games needed.

Duties of the Director of Operations

- Aids the President and the Executive Board in the performance of duties over the course of the season.

- Ensures the professional execution of all special events including but not limited to the league tryout, all-star game, and playoffs.
- Coordinates dissemination and collection of all league-related information.

Duties of the Director of Officials

The Director of Officials is responsible for staffing all league games with two quality umpires and ensuring all umpires know and follow the rules and procedures of the NABA. Other responsibilities include working with the League President to review ratings for the officials and investigate umpire and player feedback regarding on-field incidents and game play while ensuring the fines and suspension structure is upheld.

- Secures umpire staff.
- Works with Director of Scheduling on staffing of games properly.
- Works with Director of Finance on payments to umpires.
- Works with President on rules comprehension and fine/suspension structure.

Duties of the Director of Field Acquisition

- Assists teams interested in acquiring a new field for league use.
- Visits and approves fields, or instructs managers on conditions deemed suitable for use by the SFNABA.
- Educates managers on ideal costs for lease of a field, payment structuring, and information needed by the SFNABA to insure the field in the event of injuries.

Duties of the Director of Tournament Teams

- Available to help in the planning and coordination of teams formed out of the SFNABA to participate in national NABA events.
- Provides useful information and strategic guidance to managers wishing to build teams and compete in tournaments played outside the SFNABA.

Duties of the Director of Technological Services

- Ensures the proper design and functionality of the league website.
- Assists in the maintenance and updating of the site.
- Provides some education and training for the Executive Board and volunteers who will work with this technology.

League Fee -- \$4,500

- Initial Deposit -- \$1500

- Dues (\$2750) and Forfeit Bond (\$250) -- \$3000

An equal fee per team for each season shall be established by the Executive Board and must be adequate to enable the League to operate in an efficient, proper, and solvent manner in the service and best interest of the players.

The fee shall be split into an initial deposit and the remaining amount totaling the full fee. The initial deposit is a NON-REFUNDABLE commitment to the league. The forfeit bond is refundable at the end of the season or can be rolled over into the deposit amount of the subsequent year by request. Teams must pay the total amount in full to be considered as an affiliated team for the current season. No team will be scheduled for any games until the total amount is collected.

Due dates for the two payments will be the first week in February for the initial deposit, and the first week in March for the full dues.

Field Credit Policy

This policy was created specifically by the SFNABA. No policy exists for this arrangement within the NABA. It was designed to encourage teams to pursue acquisition of quality fields outside the city of San Francisco in order to prevent the League from playing a majority of its games on over-used and under-maintained surfaces under the governance of the San Francisco Park and Recreation (SFRP) department.

The NABA rewards teams who have found a field that can be used by the league by assigning them a majority percentage of their games on that field, with a guarantee for 50%. The NABA pays for the field, and no additional monetary exchange is made between the League offices and the team, or teams, who brought the field to the league.

THIS IS NOT A FINDER'S FEE.

THIS REPRESENTS PAYMENT ASSISTANCE FOR A FIELD YOU HAVE ARRANGED TO LEASE AND PAY FOR YOURSELF.

IF YOU DO NOT WISH TO PAY FOR THE FIELD YOURSELF, NOTIFY THE LEAGUE PRESIDENT OF THE FIELD THAT HAS BEEN FOUND AND THE APPROPRIATE PERSON'S CONTACT INFORMATION. ARRANGEMENTS WILL BE MADE THROUGH THE SFNABA LEAGUE OFFICE AND YOUR TEAM WILL PLAY AT LEAST 50% OF YOUR GAMES AT THE SITE.

IF YOU CHOOSE TO PURSUE THE LEASE ARRANGEMENT INDEPENDENTLY, THE FOLLOWING PROTOCOL AND PROCEDURE WILL BE FOLLOWED.

Teams who secure a field for use by the SFNABA will only be credited for a game played at that field, up to a maximum cost of \$135 (representing average cost of fields used by the league)

dollars including the cost of permit. If total costs are greater than this number, the remaining expense is your responsibility. If total costs of the facility fall below this number, the SFNABA may choose to secure the site independently and the League President should be contacted to determine interest. In order to receive field credit, proof of purchase amount must be provided in the form of receipts.

Abnormal payment structuring, i.e. equipment, donations, must be directed to the school or organization and not an individual, and valid proof of purchase/promised amount must be provided in the form of receipts.

Protocol will be as follows:

- Teams will submit a list of potential/available dates at the field to the Director of Scheduling as soon as possible.
- Director of Scheduling will create a tentative schedule based on submitted available field dates from all league sources.
- Once all teams have paid dues to the League, Director of Scheduling will indicate which submitted dates will be required on each field for the 2010 season.
- Team representative will pay for the field and permit through whatever channel is acceptable, i.e. direct payment to the coach, field director, city parks and recreation official, etc.
- Teams are encouraged to arrange a system of purchase wherein half of the field costs are paid up-front, and the remainder at the conclusion of the season.
- **NO CREDIT/PAYMENT WILL BE MADE FOR FIELD DATES ON WHICH NO LEAGUE GAME WAS PLAYED.**

Each team plays a maximum of 10 regular season games as the home team. If a team can secure more than 10 dates at their chosen field and those field dates are deemed necessary by the league, the team can play those games as the visiting team and receive credit.

When negotiating for the use of a field it is important to determine what the operator wants in terms of money and field maintenance for the duration of the season. It is also necessary that you find out how to obtain the necessary permits for the field. Securing these sites is about building up a relationship with the operator and helping him/her/they get what they need for it without exceeding a reasonable budget. For example: at \$135 dollars per use for 10 games, the cost should be \$1350. Negotiate for \$1000 and save yourself and the league some money

IT IS STRONGLY DISCOURAGED TO MAKE ANY PAYMENTS FOR FIELDS WITHOUT COMMUNICATING IN ADVANCE WITH THE LEAGUE PRESIDENT, DIRECTOR OF SCHEDULING, AND DIRECTOR OF OFFICIALS. IN THE EVENT A FIELD DATE IS PAID FOR BY A TEAM AND THE LEAGUE DOES NOT INTEND TO USE THE FIELD, THE LEAGUE WILL MAKE NO PAYMENT TO THE TEAM FOR THIS DATE.

IF THE ARRANGEMENT FOR THE FIELD IS NON-MONETARY, I.E. TRADE FOR MAINTENANCE, NO PAYMENT WILL BE MADE BY THE LEAGUE.

THE UPKEEP OF A FACILITY THAT IS CONVENIENT AND AGREEABLE TO YOUR TEAM AND MEETS THE STANDARDS OF THE LEAGUE IS A SMALL EXPENSE, AND IF YOU ARE UNWILLING TO MEET IT, OTHER ARRANGEMENTS WILL BE MADE AND OTHER FIELDS ASSIGNED.

Delinquent Teams

A team owing league fees past the delinquency deadline date set forth by the Executive Board shall not be scheduled for games during the current season and will be refunded all payments except the initial deposit amount.

In a situation where a team fails to pay their required fees to the league and are disbanded, this will result in each player on the roster at the time of the disbandment being charged a fine upon their addition to another team's roster. The per-player fine will be \$35 dollars and must be paid to the SFNABA before the player can participate in any league games.

League Meetings

Informational meetings shall be held before and during the season for team managers to disperse material, collect fees, discuss league business, and provide feedback to the Executive Board on all issues pertaining to the League. The league meeting for deposit payment will be the first week in February, and meeting for payment of full dues will be the first week in March.

Game Score Reporting

Scores will be entered into a third-party program called Sportability that will be integrated into our web page.

As part of the score reporting process, managers will also be required to nominate two players from the opposing team for the all-star game, and rate the quality of the officials with a short survey.

Managers will also have the ability to make note of any incident or state anything about their team or the opposition for inclusion in the league report for that week, e.g. highlighted players, plays, field condition, or otherwise.

Game Cancellations, Rescheduling and Forfeits

During the season, The League must be given notice by NOON on THURSDAY from a team wishing to cancel their upcoming game in order to avoid using their forfeit bond. All notice received after the deadline will result in loss of the team's forfeit bond and require submission of a new \$250 dollar bond 72 hours before the start of the team's next game. As with the initial bond, this amount will be refundable at season's end.

The team may wish to request the game be rescheduled, which the league will attempt to accommodate. Reschedule requests are not guaranteed to be accommodated.

Forfeit Bond

A forfeit bond of \$250 shall be collected by the League as part of the League Fee. Teams that forfeit during the season must replenish the forfeit bond no later than 72 hours before their next scheduled game. Failure to submit payment before the deadline will result in the team's next game being declared a forfeit and an additional \$250 dollars being due.

A forfeit that occurs during the playoffs will result in a one-game suspension of the team manager, being affected for the subsequent playoff game or at the start of the following season. The team will have to replenish the forfeit bond of \$250 dollars within 72 hours of the game and will not be eligible to receive a refund.

If a two-game series is forfeit, the manager suspension is two games and the fine is \$500 dollars due within 72 hours and will also result in loss of eligibility for the bond refund.

Should a team forfeit a playoff game or series, the losing team from the previous round WILL NOT take its place.

- Team on the other side of the bracket will receive a bye. This is an unfortunate advantage, but the team that was eliminated does not receive a second chance. Their elimination is final.

If a team forfeits a game within 4 weeks of the end of the season, the game will not NECESSARILY be rescheduled and if an alternate date becomes impossible to secure the forfeit bond will be not be returned.

- If the forfeit takes place within 4 weeks of the end of the season but we can accommodate a reschedule, the team in question can still receive a bond refund.

The forfeit bond will be used in the following manner in the case of a game-day forfeit. The two umpires will receive their \$75 dollar fee (\$150 total) for arriving on time and being prepared to

do their job. The team to whom the game was forfeit will receive a check for \$100 dollars (sum \$250) to redistribute or reinvest as he chooses. As mentioned above, in the case of a two game forfeit, the amounts will double.

The reasoning behind this award is simple: the team to whom the game was forfeit paid for a product they did not receive and they will be compensated to the best of the league's ability.

Player Discipline

COMPLETE LISTING OF THE PENALTY AND FINES FOR MISCONDUCT IS AVAILABLE IN THE RULES SUMMARY PROVIDED ON THE WEBSITE AND THE COMPLETE DOCUMENT AVAILABLE AT WWW.DUGOUT.ORG

WHILE OUR LEAGUE WILL NOT PURSUE THE EXTENSIVE SET OF MONETARY PENALTIES THAT ARE LISTED IN THE FULL NABA RULES, ALL SUSPENSION PENALTIES WILL BE ENFORCED TO THE LETTER.

Players ejected from any SFNABA game will serve a mandatory one-game suspension for the subsequent game and be subject to the following disciplinary structure thereafter:

- Second ejection will result in a one-game suspension of the player effective the subsequent game and a warning will be issued to the team manager.
- Third ejection will result in the player being expelled from the SFNABA and a one game suspension of the team manager.
 - The suspension applies to the next full game after the 3rd suspension.
 - For teams with more than one manager, or teams without an official manager present at the game in question, the delegate who meets with umpires at home plate before the game in which the third suspension takes place will serve the suspension. This player is required to list themselves as the manager on the lineup card.
 - A manager is required to be indicated on the lineup card for every game.

Any player or manager serving a suspension may NOT:

- Be in uniform
- Be on the team bench
- Participate in the game in any way

Managers ejected from any SFNABA game will be subject to the following disciplinary structure:

- Three ejections in a single season will result in an indefinite suspension determined by the Executive Board, resulting potentially in the prohibition of his return to the team for that season and being prevented from registering and managing a team the following season.

All ejection penalties are subject to review by the Director of Officials and the league President and the disciplinary action may be augmented per their ruling. Appropriate action will be taken accordingly for those players who have a history of ejections.

Umpires

In order to set a universal understanding of SFNABA-specific-rules, the executive board will hold a meeting prior to the season with the officials and their association president.

Agenda Items would include:

1. Commonly misinterpreted rules,
2. Expectations for attire/professionalism.
3. Agreement between two entities on conflict resolution
4. Distribution of rule-books, related documents, and league by-laws
5. Q&A Session
6. Signed agreement

Game Day Contacts

After the schedule is determined following the second managers meeting in March, the executive board will establish a schedule of emergency league contacts for each game day to be distributed to all coaches.

- Emergency contacts will be scheduled for days on which their team does not play.
- Volunteers wishing to assist the league with this program are appreciated.

Pre-Game Procedures

It is suggested that teams arrive to the field at least one hour before their game. Batting practice should not be done on the playing field as this produces extreme wear on the field and can disrupt the other team's attempt at warming up for the game. It is suggested that teams do a soft-toss exercise in the outfield or other non-obtrusive area.

Each team has the right to have a single round of infield/outfield practice before the game. The typical timing has the Home team on the field from :30 minutes to :20 minutes before the game, with the Visiting team on the field from :20 minutes to :10 minutes before the game. At :10 minutes before the game, the managers shall meet with the home plate umpire to exchange lineup cards and discuss ground rules. The home team should then return to the field and warm up for the start of the game. Games should begin on-time if these procedures are handled properly.

Rosters

Each team is allotted fifteen (15) roster spots. Each roster spot above 15 costs an additional \$100. Teams carrying less than 15 players will not have their League Fee discounted, but are able to add players up to their allotted 15th spot at no charge. Replacing a player (meaning removing a player from the roster and adding a new player in that spot) can be done at a cost of \$40.

The deadline to add players who will be eligible for league playoffs will be GAME #15 (regardless of what week that game occurs for a given team)

- Any player added to a roster after a team's total games are fifteen or more will not be eligible for the playoffs.

Players who have been dropped and still wish to participate in SFNABA will be placed on Waivers. Waiver list will be published to the league website on the Sunday of the week during which the player was dropped and an email sent to all Managers

- Teams will have 48 hours to submit a request to the league to pick up said player. This request MUST be submitted via email (so that we have timestamps for reference)
- Lowest ranking teams will have top priority within 48 hours, first team to email will have rights
- After 48 hours, any team can pick-up

All rosters must be updated and available to all other teams from the SFNABA website and the statdepot website before each game. Each player must have a uniform with a UNIQUE number that corresponds to the posted roster. Managers have the right to ask for proof of eligibility for all players on the opposing team BEFORE THE GAME BEGINS. Players MUST be able to produce a valid identification card and their manager must produce the player's contract. Players may not participate in the game without the proper proof of eligibility.

All-Star Game and Championship Awards

All-Star Game will be played following the conclusion of the season

- Managers will vote weekly for the best two players on the opposing team.
- This season long data sample will help to provide the most accurate means for selecting the top representatives of the league. If we have a mid-season all-star game we will have mid-season quality talent representing us. We all play our best ball and hopefully have our most competitive games after working through our adjustments over the full year
- Urge everyone to take this seriously, making it accurate and more meaningful for the awarded players.
- Understood that the managers of the teams from the previous year's championship game will serve as the managers for this game.

All-Star Game – Individual Award

Division Champions – Team Award

League Championship Runner-up – Team Award

League Champion – Individual Award – Team Award

- Team Awards will be trophies, plaques, or bats
- Individual Awards will be t-shirts

Insurance

Every year each team, as part of their dues to the League, pays \$115 dollars per team and \$20 dollar per player (both subject to change) to our parent organization the NABA.

The \$20 dollar fee is an affiliation fee required for players of every NABA chapter, and the \$115 dollar fee feeds an insurance policy that covers the League in the following way:

- Covers the field from liability issues. Every field will require that.
- Covers league president if someone gets hurt and decides to sue the league.
- Has a secondary medical policy for each player. This is mainly for major injuries and has a deductible that needs to be met.

Process for making claims:

- Report incident details immediately to league president by phone or email.
- League president will report incident details to league office.
- NABA VP will coordinate provision of claim form to injured party directly or through League president
- When bill is received, send copies of the bill and claim form to the league address and the NABA in Denver.
- NABA VP Joe Collins will assist in processing the claim with their insurer and will be the primary contact for the player during the process.
- J. Collins contact information - Email: NABAVicePres@aol.com. Phone: 303-639-9955
- League address: SFNABA c/o Mac Clonan 1470 Fulton St. #15 SF CA 94117
- NABA address: NABA 3609 S. Wadsworth Blvd., Suite 135, Lakewood, Co. 80235
- Joe Collins will inform the injured party as to whether the claim has been approved.

Miscellaneous

Any subject not covered by these By-Laws shall be governed by the NABA Rulebook and rulings by the directors of the NABA.