

Wellington HotStove, Inc
ByLaws and Code of Conduct

Article I. **Name:** The name of the organization shall be Wellington Hot Stove, Inc.

Article II. **Purpose:** The purpose and mission of this organization shall be to provide a safe, competitive and educational sports program, to teach the fundamentals of baseball, softball and T-ball to build character and a positive mental attitude for eligible youths who reside in Wellington Local School district or who requests to participate in the league.

Article III. **Membership:** Requirements for membership: Anyone 18 years of age or older and is either a resident of the Wellington Local School District or who elects to participate in the Wellington Hot Stove organization.

Article IV. **Organizational Structure:** Board of Directors will be the President, two Vice Presidents, two Personnel Directors, Treasurer, Equipment Manager, Secretary, Fundraising Coordinator, T-Ball Vice President, Concession Stand Director, Head Umpire, Field Manager, Social Media Coordinator, and Uniforms Coordinator. **Executive Board** shall consist of President, Baseball VP, Softball VP, Baseball Personnel Director, Softball Personnel Director, Treasurer, and Secretary.

General Guideline of Duties

Executive Board

President (Elected in Even Numbered Years):

- (He/She) shall preside at all meetings of the organization and the Executive Board.
- Shall provide agenda for review prior to meetings
- The President shall enforce all rules of the Wellington Hot Stove Organization. The President shall at no time, set aside any rule or regulation to benefit any individual or team and shall render no decisions that are related to matters that shall be acted upon without the approval or knowledge of the Executive Board.
- Shall have the power to call special meetings, when and where deemed necessary.
- Shall appoint person(s) to fill any vacancy on the Executive Board.
- The President shall form any/all committees he/she sees fit and is approved by the Executive Board.
- The President shall not cast a vote at any time, except to break a tie of the Executive Board
- Complete yearly review of coaches with Vice Presidents and Personnel Directors.
- Shall have access to the Social Media accounts and all Team Reach threads.
- Shall oversee the "Opportunities for Improvement" communication channel.

Vice President- Baseball and Softball (Elected in Odd Numbered Years):

- The Vice President shall in the absence of the President assume and perform the duties of the President.

- In the event the current President should resign or become incapacitated during his/her term in office, the senior Vice President shall become Interim President until a new President can be appointed.
- Shall oversee and monitor the coaching staff.
- Shall assist Personnel Directors with any needs during off-season
- Shall be responsible for conveying policies to managers
- Shall make themselves available for any suggestions and/or complaints pertaining to the Wellington Hot Stove organization.
- Complete yearly review of coaches with President and Personnel Director.

Secretary (Elected in Even Numbered Years):

- Maintain attendance records of the officers at board meetings
- Shall record minutes of meetings and make those minutes available to the Executive Board and have a copy of such minutes on hand for reference.
- The Secretary shall maintain a copy of all records pertaining to the Organization and shall be responsible for all written correspondence to and from the organization.
- Shall keep contact information on file for the Wellington Hot Stove board members.
- Shall provide meeting minutes to be posted online

Treasurer (Elected in Odd Numbered Years):

- Shall receive all funds and deposit them into the organizations accounts within 5 business days.
- Shall maintain and monitor the main Hot Stove and Concession Stand accounts.
- Shall promptly pay all expenditures duly approved by the Executive Board. Approved funds will be noted in secretary meeting records and will be signed by the Treasurer, Vice President and/or Concession Stand Director. No funds are able to be withdrawn without board approval first.
- Prepare and submit monthly and annual financial reports to the Executive Board.
- Annual audit of account-provided to board
- Shall schedule all yearly taxes to be filed and completed

Personnel Director -Baseball and Softball (Elected in Even Numbered Years):

- The Personnel Directors shall attend monthly County Hot Stove meetings and report on said meetings to the organization at the next board meeting.
- Shall organize and execute sign-ups according to the guidelines established by the board.
- The Personnel Director shall assign the individual players to their appropriate team based on the player pool.
- Shall submit accurate and thorough team rosters to the county and be responsible for the administrative portion of releases.
- Shall keep a complete file of all registrations and birth certificates for each player. Will also be responsible for maintaining all forms and/or records required by the State and/or County officials regarding personnel, managers and coaches. ***Documentation should be kept on file for a minimum of 2 years.***

- Shall be responsible for conveying policies to managers
- Shall monitor and record the managers and coaches attendance at meetings and involvement in fund raisers etc.
- Shall make themselves available for any suggestions and/or complaints pertaining to the Wellington Hot Stove organization.
- Shall act as a 2nd to the Vice President during the playing season.
- Shall have access to the Social Media accounts and is responsible for creating Team Reach team groups.
- Complete yearly review of coaches with President and Vice President.

Chairpersons (Appointed by President and voted on by Board of Executives):

T-ball Vice President:

- Shall hold registration with necessary forms and information.
- Shall keep accurate records of registration and collect and forward all money related to registration to the Treasurer.
- Shall complete team rosters, obtain and create game schedules, and recruit (2) volunteers per team to act as coaches.
- Shall oversee the distribution of T-ball uniforms.
- Must attend monthly meetings from preparation of season through end of season.

Equipment Manager:

- Shall maintain, purchase and be knowledgeable of current safety regulations in regard to the equipment of the Wellington Hot Stove organization.
- Shall keep track of all equipment that may need to be repaired/replaced and submit necessary requests to the Executive Board for approval.
- Shall be responsible for providing each team with the necessary equipment for the playing season, responsible for inspecting all equipment turned in at the end of the season, storing all equipment in the appropriate storage location for the off-season and providing the Executive Board with an inventory list of equipment turned in at the end of each season.
- Keep documentation of all equipment and the condition it was in when it went out and was returned by coaches.
- Shall be responsible for the inventory regarding the Share Shelf. Will be responsible for the buying/selling/trading of inventory as needed.

Fundraising Coordinator:

- Shall plan and coordinate fundraising activities and maintain relationships with local businesses that help support the Wellington Hot Stove organization
- Help set up and arrange sponsors for the Wellington Hot Stove organization
- Shall print, distribute and keep track of any tickets created and sold for any fundraising event for the Wellington Hot Stove Organization
- Shall coordinate with Social Media Coordinator for advertising of events.

Head Umpire:

- Shall attend all state and county umpire meetings and update the organization on any new information pertaining to rules and regulations.
- Shall ensure all officials have the proper training and certification required by Ohio Hot Stove and to obtain qualified umpires and schedule appropriate number of umpires for all home games.
- Head umpires are to be paid for services he/she is providing. This fee is to be determined and approved by the Executive Board.
- Head Umpire shall be paid in the amount of \$1,500 for the season with \$750 being paid at the start and \$750 being paid at the end of the season.

Field Manager:

- Shall be responsible for presenting available times for practices prior to and during the season.
- Shall hold a schedule draft during the pre-season for April practices
- Shall acquire all team schedules from the county website and add to the league calendar within 3 days.
- Shall alert coaches to conflicts with field scheduling
- Will be the main contact for outside organizations requiring scheduled field time at Wellington Community Park.
- Shall maintain contact with the Village of Wellington throughout the season regarding the field conditions during bad or inclement weather. Will be responsible for alerting coaches when fields are closed
- Shall be responsible for alerting Village of Wellington in regard to any maintenance needed.
- Field Manager shall be paid in the amount of \$1,000 at the end of the season.

Social Media/Digital Content Coordinator

- Maintain and monitor all Social Media outlets and Wellington Community Park website.
- Shall collaborate with any applicable positions to promote and advertise any Hot Stove events/functions
- Shall review and maintain all photo releases signed by parents for permission to post pictures on Social Media and/or Wellington Hot Stove website

Concession Stand

- Shall manage the operation of the concession stand during the season up to and including any post-season tournaments.
- Shall make sure that the concession stand is in compliance with all local & state health codes and those are followed throughout the season.
- Shall organize a work schedule for each night that games are scheduled.
- Shall have the ability to appoint any individual(s) to help in the stocking of the concession stand including a shopper/stocker and/or any other position(s) deemed necessary.

- Shall be able to set prices in the concession stand that will be profitable, yet affordable
- Shall submit to the Wellington Hot Stove Treasurer a monthly report recording expenses and profits
- Must attend all monthly meetings from season preparation through the end of Wellington Fall Ball League.
- Concession stand coordinator is a paid position which is voted on at the end of each season.
- Concession stand coordinator will receive an additional \$500 to remain open for Wellington Fall Ball League.

Uniform Coordinator

- Shall be responsible for the research and design of uniforms
- Shall be the main contact between uniform supplier and Wellington Hot Stove
- Shall work with Personnel Directors during registration to obtain player sizes
- Shall be responsible for placing all uniform orders for baseball, softball, and T-ball
- Shall be responsible for the distribution of all uniforms when they become available
- Final uniform design decisions will be voted on by the Board.
- Must attend monthly meetings to prepare for in-person registration/fitting days.
- Must provide samples to be tried on by players during registration/fitting days
- Is responsible for ordering team shirts and/or jackets for state-winning teams

Tournament Coordinator

- Shall be the main point of contact between county board members, Wellington Hot Stove, and Jason Gundert (Wellington Community Park grounds keeper).
- Shall be responsible for scheduling concession workers, field managers, and score keepers for all games using Sign Up Genius.
- Shall be responsible for the payments to field managers, score keepers, and umpires for each game.
- Shall run the check in table for each tournament day.
- Shall keep the posted tournament bracket up to date.
- Shall work with the Concession Coordinator and Fundraising to fully stock the hospitality room for Board Members, County Board Members, and Umpires.
- Shall put together score keeper packets for each game.
- Shall make sure all fields are properly set up along with HOME/AWAY team signs.
- Shall make sure all game balls are the correct size.
- Shall make sure all trophies are correct based on the games hosted.
- Shall be compensated at the end of the tournament based on their performance and voted on by the Board of Directors.

Article V. Election of Board of Directors

- Each board position will have a two year term.
- All officers on the Board of Directors shall be eligible for re-election

- The election of open positions must be posted for at least 30 days prior to election.
- To be eligible to run for an open position on the board, you must notify the board with your intent to run for the position within 3 days of the open position election
- Board positions in which more than one applicant has submitted a letter of intent will be voted on by the current Board with the President casting a vote only in the event of a tie-breaker. Any member of the Wellington Hot Stove community who has attended 60% of board meetings in a voting year, will be permitted to also cast a vote.
- No member of the board shall receive compensation for services to this organization without board approval. (Field Manager, Head Umpire, Tournament Coordinator and Concession Stand compensation are voted on at the end of each year). Payment to Head Umpire should be acknowledged in the by-laws each year.

Article VI. Removal, Suspension or Resignation of Board Member:

- Any member of the Board may resign by delivering such communication to the President of the Wellington Hot Stove organization. Such resignation shall be effective upon receipt or any specified date. Resignation shall be accepted without prejudice and the vacancy shall be filled as provided elsewhere in these By-Laws and policies.
- Any member can have a complaint filed upon them at any time in office. A formal signed complaint will need to be filed with the Wellington Hot Stove organization.
 - Depending on the nature of the complaint, the board shall form a quorum and recommend further proceedings on the matter. If the complainant is a member of the board, the President shall appoint a Board Member to become a part of such quorum.
 - Complaints against a board member must allege serious misconduct in office or failure to perform duties of their office as outlined in the By-Laws and policies. Charges must be specific as to the alleged act(s) of the serious misconduct and/or duties the member is alleged to have failed to perform.
 - The board member that is subject of the complaint or removal request, shall be notified by the President or Secretary within 10 days of a formal complaint that is filed with the board.
 - Such member must be given the opportunity to be heard on the matter at a special meeting of the Board of Directors, called by the President, within 14 days of receiving notice of the complaint.
 - The Board of Directors, at it's discretion, may remove or suspend any board member upon a majority vote of the Board of Directors, at either a special meeting called by the President or at a regular monthly meeting
 - If the board member that is the subject of the complaint, is the President, the elder Vice President shall execute any actions that the President would normally do as listed above in these By-Laws and policies
 - Any individual that has been voted to be removed, is not eligible to hold a position for the remainder of the term from which they were removed.

Article VI.A **Replacement of a Vacancy during non-voting year**

- If a non- executive board position becomes vacant during a non-voting year, the Executive Board reserves the right to vote in a qualifying candidate with a four sixths (4/6) majority vote with the President voting only in the event of a tie-breaker.
- If an Executive Board position becomes vacant during a non-voting year, the standing board will appoint a current member to fill the role until the end of the season. The vacant position will then be added to the ballot to be voted on in the next election.

Article VII. **Meetings:**

- All regularly scheduled meetings are open to the public and shall be held on the first Sunday of the month. Meetings times and locations to be posted no later than one week before scheduled meeting.
- All regularly scheduled meetings should be attended by all current active Board Members, potential/active managers and potential/active coaches.
- Board meetings should follow the following format:
 - Called to order by President
 - Roll call by Secretary
 - Reading of previous meeting minutes (if not submitted to board members previously and/or if requested.)
 - Officers Reports
 - Committee Reports
 - Finance
 - Fundraising
 - Old Business if applicable
 - New Business if applicable
 - Open discussion
 - For time purposes, open discussions may be limited, per discretion of the President.
 - Meeting adjournment by President
- Special Meetings
 - Special meetings may be called if circumstances dictate a need to convene. Notices shall be sent out to the board by either the President or Secretary.

VIII. **Team Managers and Coaches:**

- The team manager shall be the one person responsible for the team. A coach is that person selected by the manager, with approval from the board, to assist the manager.
- Each Manager and Coach of must have a current background check from the State/ County. Only approved people will be allowed to manage and assist in coaching any team within the Wellington Hot Stove organization.

- Head Managers/Coaches are required to attend State, County and local clinics and meetings.
- Shall supervise the team at all practices and scheduled games
- Shall work with the Head Umpire to schedule/reschedule umpires for home games
- Shall be in communication with opposing coaches concerning delayed, canceled or re-scheduled games.
- Shall furnish all information related to and/or concerning their team needs to the board.
- Head Team Manager is responsible for the conduct of the players, coaches and spectators on and around the playing field.
- Both Managers and Coaches are to assist in any fundraising events
- Head Team Manager is to be responsible for all the equipment and uniforms assigned to his/her team
- Supply required game balls for all home games from appropriate Equipment Manager and to notify the treasurer for all home game umpire fees.

Removal of Team Manager and/or Coach

- A written complaint shall be brought to the attention of the board members and they shall determine the validity of the complaint. In turn, the board shall notify the parties involved to determine if the complaint shall be dismissed and/or needs further review.
- A hearing can be called by the board and the party the complaint is filed against and any other parties involved in the complaint shall be present at the hearing
- Removal of a Team Manager and/or Coach will be declared by a majority vote by the board.

Replacement of Team Manager/Coach: The board will recommend an eligible person to replace the removed manager and/or coach as soon as possible after removal is effective. The removal and replacement should be effective at the same board meeting when possible.

Article IX. Roster Selections and Player Releases:

- Following open sign-ups, the Personnel Director shall list all players for classes separately. The number of teams for a given class will be a function of the number of players signed up. Every effort will be made to keep teams around 11-12 players.
 - If after sign-ups there are more than 13 players signed up for one class, the board reserves the right to do one of the following:
 - Keep 13 or more players on a roster only after consulting with the assigned Coach/Manager
 - Approve releases for outside communities in an effort to create an additional team
 - Release players from our organization
 - Personnel Director without conflict, will vote.

- Consideration is also given for the following factors when considering rosters:
 - Manager/Coaches Children
 - Parental Requests
 - Transportation Issues
- **Releases:**
 - All releases must be approved by the board and must meet the following requirements:
 - Releases to communities valid if roster exceeds 13 players
 - Releases to communities valid if player is open enrolled to school community
 - Releases from communities valid if roster has 12 players or less
 - Releases from communities valid if player is open enrolled to Wellington School District.
 - Releases to communities shall be considered according to when a player requesting an action signed up. If valid and approved, request will be honored on a first come, first serve basis.

Article X. **Parental and Spectator Conduct:** In keeping with the purpose and mission of Wellington Hot Stove, it is the policy of the organization that NO ONE, excluding those named on the team roster or representative of the organization, may enter the dugout and/or playing area of any field for any reason. However, a parent or guardian, upon request by a team coach/manager, may enter the playing area if their child has been seriously injured. Any person violating the policy will be subject to a penalty, including, but not limited to: being prohibited from attending home games, prohibited from attending or participating in the organizations activities or expulsion from the organization. The board reserves the right to determine what/if penalties will be imposed.

Article XI. **Parental/Spectator Complaint Procedure:** The Wellington Hot Stove board will investigate all complaints relating to players and fans filed in writing. Complaints should be submitted to the board in the following way:

- Name, address, phone number and signature of complainant
- Date of incident
- Location of incident
- Person(s) involved
- Description of occurrence

The board will meet on the matter and invite the subject of the complaint to be present and state their position on the complaint. Upon a majority vote, the board shall make a recommendation and the complainant shall comply with the recommendation.

Article XII. **Amendments:**

These By-Laws may be amended when necessary by a three fifths (3/5) majority vote of members. Proposed amendments must be submitted to the secretary to be sent out with the regular board announcements.

Wellington Hot Stove

Code of Conduct

In order to ensure that the principles of sportsmanship, fair play, skill development, and mutual respect among players, coaches, officials and spectators are met, the following Code of Conduct has been established.

COACHES

Each coach will ensure that his/her conduct sets an example for team members and spectators. Each coach is expected to:

- Know the rules and abide by them.
- Respect the call made by an official. Refrain from questioning decisions made in a hostile or abusive manner.
- Ensure all rules and regulations are followed by all players and spectators when at the field.
- Ensure fans always exhibit sportsmanship and maturity. Also, assist the league and/or game officials in maintaining control of spectators during games
- Respect the opposing team before, during and at the conclusion of each game.
- Teach each player, through personal example, to be humble and generous in victory and proud and courteous in defeat.
- Maintain control over his/her own emotions and avoid actions that may be interpreted as hostile or humiliating. There is zero tolerance for coaches acting in this manner.
- Willingly listen to all players, parents, other coaches, and umpires in regard to any questions, concerns or ideas that they may have.
- Have a zero bullying policy. Anything deemed bullying in nature can result in removal from the game and can be subject to further review by the board which can result in additional penalties if deemed necessary.

PLAYERS

- Try to know and respect the rules of the game
- Show respect to officials, other coaches, and other teams at all times.
- Respect calls made by the officials and refrain from addressing any call made or commenting on a call made during the play of the game.

- Maintain control of his/her emotions, avoid the use of profane language, no taunting or humiliating remarks and/or gestures and physical assault upon another player at any time.
- Always wear the proper safety equipment at practices and games.
- Always cheer for your teammates
- Be aware that there is a zero bullying policy. Anything deemed bullying in nature can result in removal from the game and can be subject to further review by the board which can result in additional penalties if deemed necessary.

PARENTS & SPECTATORS

- Respect the rules of the game and league
- Abide by any rulings made by an official during the playing of the game
- Show respect to all officials, coaches, and players at all times
- Cheer each team in a positive manner, refraining from making negative or abusive remarks about the opposing team.
- Demonstrate appropriate gestures of sportsmanship at the conclusion of the game whether win or lose.
- Never yell any discouraging remarks to a player, parent coach or umpire.
- Be aware that there is a zero bullying policy. Anything deemed bullying in nature can result in removal from the game and can be subject to further review by the board which can result in additional penalties if deemed necessary.

CONSEQUENCES FOR VIOLATION OF CODE OF CONDUCT

Parents/Players/Coaches may be subject to disciplinary action that could include but is not limited to:

- Verbal warning by an official, coach and/or league President
- Written warning
- Parental game suspension with written documentation of incident kept on file
- Parental season suspension
- Parental disbarment
- Player Removal
- Coach Removal

Please always be conscious of your behavior. We as an organization will not tolerate behavior from coaches, players and/or parents that do not align with the morals and values set forth for this organization.

By-Laws revised and approved on November, 2025