



## Guidelines

The Vintage Base Ball Club, an 1870's re-enactment group, shall be an auxiliary of the Cowtown Volunteer Corps and Old Cowtown Museum (OCM). The primary purpose of the group is to celebrate our base-ball heritage by interpreting and performing 1st and 3rd person base-ball games and clinics for the education and entertainment of Museum visitors and to support and promote the Museum. The games and clinics will be played per the rules of the late 1870's and will be educational, entertaining, visitor oriented and engaging. Group members will follow OCM costume guidelines.

The membership of the Vintage Base Ball Club shall consist of individuals 18 and older who have made application to the OCM Volunteer Program and have been accepted as a volunteer. He/she should complete all appropriate training and regularly participate in games, practices, meetings and performances. Children under age 18 are allowed and encouraged to participate with an adult if approved by the group coordinator, and they must adhere to OCM volunteer policies. Members are to have knowledge of everyday life of the 1870's in Wichita and the southern plains, appropriate dress and lifestyle of the time period and the role base-ball played in Wichita. Accepting membership in the Vintage Base Ball Club constitutes formal agreement to adhere to the Old Cowtown Volunteer Guidelines and Costuming Policy.

The elected positions available within the group include: President, Vice President, Secretary, Treasurer, Event Coordinator(s), Producer and Safety Officer(s), Team Manager(s) and Player Coordinator(s). Terms of office shall be one year, January 1 through December 31. Vacancies shall be filled for the remaining part of the year by election. Assistants may be enlisted as needed.

The President shall be the official representative of the group to the museum and other organizations. Supervise the functioning of the elected officers. Assist the elected officials in carrying out their duties. Assist with game scheduling, recruitment, fund raising, meeting agenda preparation and promoting of the Vintage Base Ball Club.

The Vice President shall work closely with the president and assume the president's duties if necessary. Assist the elected officials in carrying out their duties. Assist with game scheduling, recruitment, fund raising, meeting agenda preparation and promoting of the Vintage Base Ball Club.

The Secretary shall assist in preparing and distributing the agenda for meetings. Notify members of upcoming meetings, take minutes and roll of attendees at meetings. Maintain a file of agendas, minutes and attendees. Produce a directory of members of the Vintage Base Ball Club and record volunteer's hours.

The Treasurer shall work with president and vice president in preparing a year long calendar and budget. Oversee expenses and revenues and maintain a financial record of all funds collected and spent. Periodically report a summary of the monetary transactions at meetings.

The Event Coordinator(s) shall coordinate with OCM staff and Vintage Base Ball leaders to schedule practices and games at OCM. The Coordinator(s) shall be responsible for acquiring approval from OCM for planned activities on site as well as performances away from OCM. The Coordinator(s) shall develop a list of daily activities and will coordinate the equipment, historic content and accuracy and logistics. He/she will coordinate with Museum staff.

The Team Manager(s) and Player Coordinator(s) will prepare, assist, and/or oversee some or all aspects of a practice or game. They will assist the event coordinator(s) with the equipment, site preparation and scheduling of practices and games. They will notify players and umpires of game times and organize rosters and lineups.

The Safety Officer (SO) shall be responsible for insuring that all safety guidelines are followed on performance days. The SO will inspect all equipment prior to their use in a production. The SO will insure ropes are in place (if needed) prior to a performance and that sufficient crowd control measures are in place. The SO will insure that a member is assigned to address the audience regarding safety procedures before the start of a performance.

Other members of the Vintage Base Ball Club may participate in some capacity at the request of the elected officials.

Any member of group may write/direct/coordinate/produce a scenario, game or exhibition, which will be approved by vote of the group. The scenario, game or exhibition must have approval from the OCM Director of interpretation and Education prior to beginning. Scenarios submitted for consideration must have some basis in history according to the Museum's mission. Non-documented historical entertainment elements designed to increase production values and ease of production are allowed.

## **Meetings and Practices**

The Vintage Base Ball Club shall hold business meetings on the 1st Thursday of March, June, September and December and at the call of President or Vice President. Regular practices for scenarios, games and exhibitions will be held on a designated day before each performance.

Games and Practices will be conducted primarily at OCM. Off-grounds games and practices will be arranged through the OCM Volunteer coordinator in conjunction with the Event Coordinator(s). Private parties on or off grounds may be charged a fee for the performances as established by OCM policies. Moneys received for performances will be designated for the OCM and Vintage Base Ball Club operating fund.

These guidelines will be reviewed annually and discussed with the Museum's Director and appropriate staff, including the Director of Education/Interpretation and the Volunteer Coordinator.

# Meeting Guidelines

All meetings conducted will follow the procedure set-down by Robert's Rules of Order. The parliamentary procedure or set of rules will assist in having orderly and timely meeting where decisions can be made quickly. Below are listed the Vintage Base Ball Club's Order of Business:

1. Call to Order (A quorum must be met before Order may be called, A quorum will consist of at least 3 persons from the Board of Directors with the President, Vice President or Secretary being present.)
2. Roll Call Performed.
3. Reading of Minutes from last meeting.
4. Officers Reports
5. Committee Reports
6. Special Orders - Important Business or Issues
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

The Vintage Base Ball Club will follow orders to bring about motions that effect decisions, votes or other important issues. Below are those procedures and explanations for those motions.

## MOVING MOTIONS:

Individual members can:  
Call to Order  
Second Motions  
Debate Motions  
Vote on Motions

## BASIC MOTIONS:

Main Motions: Items to be introduced to membership for consideration.

Subsidiary Motions: Change or affect how Main Motions are handled.

Privileged Motions: Urgent or Special Motions unrelated to pending business.

Incidental Motions: Provide a means of questioning procedure concerning other motions.

## PRESENTING MOTIONS:

1. Obtain the Floor
2. Make your motion.
3. Wait for a Second
4. If no second motion is dropped.
5. The Chairman Restates the Motion.
6. Expand the Motion (Time given to discuss)
7. Putting the question to membership.

## VOTING ON MOTIONS:

Two methods will be used by the Vintage Base Ball Club.

1. Emailing the membership the Motion and asking for a vote to be returned by Email.
2. By Roll Call if time requires a vote at the time of a meeting.