



# **Manchester - Lakehurst Little League**

Manchester Little League

## **Mission Statement**

**Through proper guidance and exemplary leadership of community Volunteers, our Little League program assists the youth in developing the qualities of citizenship, discipline, teamwork and physical well-being. By encouraging the virtues of character, safety, courage and loyalty, our Little League Baseball program is designed to develop superior citizens and superior athletes by teaching and sharing good fundamental baseball skills.**

**MANCHESTER - LAKEHURST BASEBALL, INC.**

**CONSTITUTION & BY-LAWS**

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**CONSTITUTION**

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## **ARTICLE I - NAME**

This organization shall be known as Manchester-Lakehurst Baseball, Inc., otherwise referred to as the "Local League" within this document

## **ARTICLE II - OBJECTIVE**

### **Section 1.**

The objective of Little League baseball shall be to embed firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well-adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

### **Section 2.**

To achieve this objective, Manchester Little League will provide a supervised program under the Regulations, Rules and Policies of Little League Baseball Incorporated. All Directors, Officers, and Members shall bear in mind that the attainment of excellent athletic skill or the winning of game is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501 (c)(3) of the Federal Internal Revenue Code, Manchester-Lakehurst Baseball, Inc. shall operate exclusively as a non-profit organization providing a supervised program of competitive baseball games. No part of the net earning shall benefit any private shareholder or individual, or to any individual, corporation or organization, the substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation or which participates in or intervenes in any political campaign on behalf of any candidate for public office.

## **ARTICLE III - MEMBERSHIP**

### **Section 1.**

**Eligibility.** Any person sincerely interested in active participation to positively affect the objective of this Local League may apply to become a Member.

### **Section 2.**

**Members.** There shall be the following types of Members

a. *Player Members*

Any player meeting the requirement of Little League Regulations IV and who resides within the authorized boundaries of the Local League shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of the Local League. Therefore, Player Members shall NOT have the right to vote.

b. *Regular Members*

Any adult, who actively participates in the Local League's activities with the league's best interest in mind AND is in good standings with the league, shall be eligible to become a Regular Member. Regular Members (Parents) within the league are not eligible to vote. In order for a Regular Member to be voted on to the Board of Directors, they must express their intent to any member of the nominations committee, or any member of the board to mention it to the nominations committee, before it meets annually in August. If the nominations committee finds the applicant to be in good standing and an asset to the league, they will recommend his / her nomination to the board at the September board meeting. Nominations from the floor will not be accepted at the September meeting.

c. *Board Members / Board of Directors*

Regular Members who have been nominated and elected to the Board of Directors by the majority of Local League Members are eligible to vote at the Annual Meeting and charged with the responsibility of management of the property & affairs of the League shall be named "Board Members". In order to remain on the board, members must be re-nominated by the nominations committee, after review, each September. While attendance is not the sole criteria for re-nomination, a board member should have attended a minimum of two-thirds (8 out of 12) of the prior regularly scheduled meetings, with due consideration for extenuating circumstances, and prior approved absences. If a member cannot attend a meeting, that member is requested to notify one of our E-Board members prior to the meeting. He / she must be in good standing with the league and recognized to still be an asset to the league. If a member can not attend a meeting, that member is requested to notify one of our E-Board members prior to the meeting.

d. *Executive Board Members*

Board Members nominated and elected by the majority of the Board at the Annual Meeting as Officers of the Board of Directors shall constitute the "Executive Board". The Executive Board shall consist of the President, Executive Vice President / Chief Player Agent, First Vice President, Secretary, Treasurer, Safety Officer and Player

Development Director, Comptroller and Concessions Manager and such other appointments, as the Nominating Committee deems necessary prior to the Annual Election. The Executive Board is empowered to plan & present the agenda, goals & objectives of the League for each meeting.

e. Honorary Members

Any person may be elected as an Honorary Member of the Local League with approval from the President and the unanimous vote of all Directors present at any duly held meeting of the Board.

f. League Consultants

A league consultant is a past League Member who is being recognized for their expertise and contributions in a particular field and can be used to advise the league on various projects. These folks will be used as consultants to the league and have no voting rights.

Note: All adult members (E-Board, Board, Parents, and all other volunteer members) who interact with players of this league must perform and pass a yearly background check, possess a valid safety clinic certification and be in good standings with MLL.

### Section 3.

**Suspension/Termination.** Membership may be terminated or suspended by resignation or action from the Board or the Zero Tolerance Policy Committee.

- a. The President shall have the authority to temporarily suspend any member for conduct that is detrimental to the league, prior to the outcome of an investigation. With approval from the Board of Directors, by a two-thirds vote of its members present at any duly constituted Meeting, the President shall have the authority to discipline, suspend or terminate the membership of any member when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League baseball. Prior to any final action of the Board of Directors, the Member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.
- b. The Local League has adopted a Little League Code of Conduct which is overseen by the Zero Tolerance Policy Committee. This Code of Conduct will be strictly adhered to. Any complaints or allegations put in writing shall be investigated by the *Zero Tolerance Policy Committee*. The Committee will meet to discuss if the complaint is in policy by a consensus of the Committee members present. This Policy will be approved by the board and will be made available to all league members.

## ARTICLE IV - DUES

### Section 1.

At this time, dues for Local League Members are not required; however the Board of Directors shall determine this at the Annual Meeting.

## **Section 2.**

Registration fees shall be charged to Player Members as permitted by Little League Regulations. The Board may adjust these fees to meet budget needs.

## **Section 3.**

The Work Bond Committee, if so desired, will come up with ways to encourage/enforce volunteerism with the parents. This could mean charging parents an upfront fee (work bond) in order to get full volunteer participation throughout the year.

# **ARTICLE V - MEETINGS**

## **Section 1.**

**Annual Meetings.** The Annual Meeting of the Members of the League shall be held on the 2<sup>nd</sup> Wednesday in October of each year for the purposes of electing Offices and Directors, receiving reports and for the transaction of such other business as may properly come before the Meeting. The annual meeting will consist of two meetings, 1<sup>st</sup> meeting will consist of closing out the fiscal year and voting in new board members. The 2<sup>nd</sup> meeting will vote in the new Executive Board and conduct new business.

## **Section 2.**

**Regular Meetings.** Regular monthly meetings shall be held twelve months a year on the 2<sup>nd</sup> Wednesday of the month. This date is subject to change if conflicts arrive or as otherwise determined by the Board & approved by the President.

## **Section 3.**

**Special Meetings.** These Special Meetings may also be held at any time during the year at the discretion of one-third of the Board of Directors and approved by the President, provided notice is given at least forty-eight hours in advance of the Special Meeting. The agenda of any Special Meeting shall be limited solely to the matter(s) for which the Special Meeting was called.

## **Section 4.**

**A) Voting on Agenda - Regular, Special and Annual Meetings.** To be eligible to vote at any Regular, Special or Annual Meeting, Board Members, including the Executive Board, shall not be required to have attended the immediately previous Regular Meeting in order to cast a vote. It shall be noted that for those Members who did not attend the prior meeting, a brief overview of the subject at vote shall take place.

**B) Voting - Annual Election Meeting.** Additionally, to vote at the Annual Election Meeting, Board Members, including the Executive Board, must have attended a minimum of 50% of all Regular Meetings for the year immediately previous to the Annual Meeting to be eligible to vote. If the attendance requirement has not been met, the Executive Board will evaluate a Member's performance and good standings. A positive performance finding by a majority of the Executive Board will be required in order for this Member to be able to vote at the Annual Meeting.

**C) Voting – Absentee Ballots – Absentee ballots may be obtained in person from the league secretary. Once the ballot is completed by the absentee voter, it shall be returned to the league secretary in a sealed envelope and delivered to the election chairperson in the sealed envelope.**

### **Section 5.**

**Quorum.** A Quorum shall be required at all meetings in order to conduct the affairs & business of the Local League. One-quarter (25%) of the members of the Board of Directors shall constitute a quorum.

### **Section 6.**

**Rules of Order.** Roberts Rules of Order shall govern the proceedings of all meetings, except where they conflict with these By-Laws.

## **ARTICLE VI - BOARD OF DIRECTORS**

### **Section 1.**

**Board & Number.** The management of the property and the conduct of the business of the Local League shall be vested in the Board of Directors. The number of Directors shall be determined by the Board of Directors each year at the Annual Meeting prior to the Annual Elections, but shall be no less than fifteen members or greater than fifty members. The Board of Directors shall be directly elected by the membership eligible to vote, in accordance with these By-Laws. The Board of Directors shall function as the trustees of this Corporation.

### **Section 2.**

**Term of Office.** The Directors shall serve as follows: Four members will hold two year terms; three members will hold three year terms, and the remainder will hold one year terms. The Directors shall remain in office until successors are elected. The terms that exceed one year shall apply only to Board Members and not to members of the Executive Board. With the exception of the President, who will hold a two-year term, all Officers of the Executive Board shall be elected yearly at the Annual Meeting.

### **Section 3.**

**Annual Elections.** At each Annual Meeting, the Board of Directors by majority vote shall determine the number of Directors to be elected for the ensuing year. All elections of Directors shall be by majority vote of all Members present and eligible to vote at the time of the Annual Meeting to be held in October of each year.

### **Section 4.**

**Vacancies.** If any vacancy occurs in an Executive Board of Directors position, the position will be appointed by the President and served until the completion of the 1 year term (next annual election) with a majority vote of the Directors, at any Regular Meeting or at any Special Meeting called for that purpose.

### **Section 5.**

**Duties & Powers.** With the Presidents approval, the Board of Directors may appoint such other officers, as it may deem necessary.

- a. Shall elect Local League officials as provided in ARTICLE VII of these By-Laws.
- b. Shall have the power to appoint such standing committees as it shall determine and to delegate such powers to them as the Directors shall deem
- c. May adopt such rules and regulations for the conduct of its meetings and the management of the Local League, as it may deem proper.
- d. Shall have the power by a two-thirds (2/3) vote of those present at any Regular or Special Meeting to discipline, suspend or remove any Director, Officer, Committee Member, Player, Coach, Parent or Spectator of the Local League in accordance with the procedures set forth in ARTICLE III, Section 3.

**ARTICLE VII - OFFICERS, ELECTIONS, DUTIES & POWERS**

**Section 1.**

**Elections.** In August, the President appointed Nominating Committee of three or five members of the Board of Directors shall meet. This Committee is to be chaired by the Executive Vice President. At the September meeting, the Nominating Committee shall present its nominations for all Officers & Directors to the membership at the Regular Meeting. At this Regular Meeting, the Chairman of the Nominating Committee shall open the election of the E-Board to nominations from the floor. Anyone so nominated must be present & must accept the nomination at the time nominated. At the end of this Regular Meeting all nominations shall be closed. The nominating Committee shall present the entire slate of nominations at the Annual October meeting for voting.

At the Annual Meeting in October, the election of the Board of Directors and all Executive Board Officers of the Local League shall take place. The election of the Board of Directors shall be held first, and the newly elected Board of Directors shall then proceed to elect the Executive Board Officers. According to Roberts Rules, if an election is uncontested, then the League’s Secretary will cast one vote.

**Section 2.**

**Executive Board.** The Executive Board of the Local League shall consist of the President, Executive Vice President-Chief Player Agent, First Vice President-Head of Grounds, Secretary, Treasurer, Safety Officer, Player Development Director, Comptroller & Concessions Manager and such other E-Board positions if any were created and voted on at the annual election, as a majority of the Board of Directors shall deem necessary prior to the Annual Election.

- a. A majority of the members of the Executive Board shall be necessary to conduct an Executive Board Meeting.
- b. All votes of the Executive Board shall require only a simple majority of those members of the Executive Board in attendance at any Executive Board Meeting.
- c. The President shall call an Executive Board Meeting and all Executive Board members shall have at least twenty-four hours prior notice of any Executive Board Meeting.



### Section 3.

**Powers of the Executive Board.** The Executive Board is empowered to plan and present the agenda, goals and objectives of the Local League for each meeting.

- a. Any action to be taken by the Local League arising from the agenda of any Executive Board, Regular or Special Meeting shall require the prior approval by affirmative vote of the majority of the Board of Directors in attendance at any Regular Meeting or Special Meeting called for that purpose.
- b. Some of the actions of the Executive Board and other Officers of the Local League on the goals, objectives, agenda, policies, planning and business of the Local League shall require the prior approval of the Board of Directors by a majority affirmative vote.

### Section 4.

**President.** The President shall:

- a. Conduct the affairs and execute the policies of the Local League as established and authorized by the Board of Directors.
- b. Present a report of the condition of the Local League at the Annual Meeting.
- c. Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the Local League.
- d. Be responsible for the conduct of the Local League in strict conformity to the policies, principles, rules and Regulations of Little League, as agreed under the conditions of the charter issued to the Local League by that organization.
- e. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board of Directors or Executive Board as circumstances warrant. Also, the president is responsible to bring any pertinent league issues and/or /complaints to the ZTP Committee for procedural review.
- f. Present and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof. President will be involved with the comptroller and submit it to the board.
- g. With the assistance of the Chief Player Agent, examine the application and supporting proof of age documents of every player candidate and certify residence and age eligibility before the player may be accepted for tryouts and selection.
- h. The president has many responsibilities in the administration of the league. Each President is elected by, and is accountable to, the local league board of directors. Duties of a president are described within the limits of the rules and

regulations, and within the local league constitution, giving each president the ability to oversee the affairs of all elements of the league.

- i. As the chief administrator, the president selects and appoints managers, coaches, umpires and committees. As such, no person becomes a manager, coach, umpire or committee member without approval of the president. However, all appointments are subject to final approval by the local league's board of directors.
- j. Importantly, the president is the officer with whom Little League International maintains contact. The president also represents the league in the District organization.
- k. The president should be most informed officer of the league. Each president must know the regulations under which Little League operations and in authorizing the annual application for charter, binds all members of the league faithfully observe the regulations. Little League International Headquarters reserves the right to require a league to remove any officer who does not carry out the terms of the charter application. Serious violations can result in loss of the leagues charter by action of the Charter Committee in Williamsport, Pennsylvania.
- l. Beyond the requirements of league administration, the president should personify the best public image in reflection to the community at large. Each president should take an active role in gaining support for the league program.
- m. The president resides at leagues meetings and assumes full responsibility for the operation of the local league. The president receives all mail, supplies and other communication from the Little League Headquarters. A president may manage, coach or umpire, provided he/she does not serve on the protest committee, nor serve as tournament team manager or coach.

## **Section 5.**

**Vice Presidents.** The Vice Presidents shall:

- a. **Executive Vice President / Chief Player Agent** In the absence or disability of the President, and provided he is authorized by the President or the Board of Directors to so act, the Executive Vice President shall perform the duties of the President and when so acting shall have all the powers of that office and shall have such other duties as from time to time may be assigned to him by the Board of Directors or by the President. The Executive Vice President shall be the Chief Player Agent & shall chair the Managers Committee and the Nominating Committee.
- b. **The Chief Player Agent**
  - Record all division transactions & maintain accurate and up-to-date records.
  - Receive and review applications for player candidates and assist the President by verifying residence and age eligibility
  - Conduct the player draft and all other transactions or selections.

- Prepare the Player Agent's list and appoint Division Player Agents.
  - Prepare for the President's signature and submission to Little League Baseball Headquarters, all team rosters, including players claimed and all tournament teams' eligibility affidavits.
  - Notify Little League of any subsequent player replacements/trades.
  - Together with the president, will appoint divisional player agents to assist the Chief Player Agent at the divisional level. They will make sure their division runs smoothly and act as go between their division and the league administration. Their duties include keeping accurate and up to date team rosters; aid in conducting drafts; try and resolve all minor player, parent, coaching issues before presenting it to the Chief Player Agent. They must notify Chief Player Agent immediately of occurring player vacancies. They may not facilitate trade or requested trades.
- c. **First Vice President – Head of Grounds.** In the absence or disability of the Executive Vice President, the First Vice President shall act in the absence of the Executive Vice President. The First Vice President shall chair the Equipment Committee. The First Vice President, provided the President authorizes him, shall obtain the duties of the President provided the Executive VP does not accept. This VP will oversee all aspects of the local little league complex including buildings, fields and complex.

## Section 6.

**Secretary.** The Secretary shall:

- a. Be responsible for recording the activities of the Local League and maintaining appropriate files, mailing lists and necessary records.
- b. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incidental to the office of Secretary or as may be assigned by the Board of Directors.
- c. Maintain a list of all Regular, Honorary Members, League Consultants, Directors and Committee Members and give notice of all meetings of the Local League, the Board of Directors and Committees.
- d. Keep the minutes of all meetings of the Local League, the Board of Directors and the Executive Board and cause them to be recorded in a book kept for that purpose.
- e. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.

- f. Notify Regular Members, Directors, Officers and Committee Members of their election or appointment.

### **Section 7.**

**Treasurer.** The Treasurer shall:

- a. Perform such duties as are herein specifically set forth and such other duties as are customarily incidental to the office of Treasurer or as may be assigned by the Board of Directors.
- b. Receive all monies and securities and deposit monies in a depository approved by the Board of Directors.
- c. Keep all records for the receipt and disbursement of all monies.
- d. Prepare an annual budget under the direction of the President for admission to the Board of Directors at the Annual Meeting.
- e. File all corporate tax returns and annual reporting forms as may be required by the federal government, the State of New Jersey, and any other applicable governmental agency.

### **Section 8.**

**Safety Officer.** The Safety Officer shall:

- a. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League baseball.
- b. Perform background validation checks (along with the President) on all Local League volunteers. The safety officer shall distribute and verify background checks and safety clinic verification as required by Little League on an annual basis. Each Manager & Coach in our league is only eligible to coach if the below requirements are met;
  - Attend the approved LL Safety Course
  - Complete & pass a national background check (mandated by LL).
- c. Develop and implement a plan for increasing safety of activities, equipment, and facilities through education, compliance and reporting. NOTE: In order to implement a "Safety Plan" using education compliance and reporting, the following suggestion may be utilized by the Safety Officer:

Education:

Facilitate meetings; distribute information among participants including players, league officials, parents and other volunteers.

Compliance:

Promote safety compliance leadership by assisting league participants in their awareness of the safety opportunities that arise from these responsibilities.

Reporting:

Define a process to assure that incidents are recorded & information is sent to league/district & national offices & follow-up information on medical & other data is forwarded as available.

### **Section 9.**

**Player Development Director.** The PD Director shall:

- a. Be responsible for the Manchester Player/Coach Development Program which is a cadre of Little League coaches dedicated to providing a challenging and competitive environment which will afford short term enrichment and long term development for each player who wants to learn and be part of this program.
- b. Prepare a year long program, which includes a variety of training opportunities and competitive events and drills for every player. This program is committed to providing all players and coaches with the opportunity to learn, develop and enhance their baseball knowledge and skills.
- c. Our Player/Coach Development Director will operate the program overseeing numerous Player/Coach Development Coordinators. These Coordinators will execute the Developmental Program to all of our players and coaches in the T-ball and CP Divisions. The program will also be offered to our less experienced coaches in the Minor League Division.

### **Section 10.**

**Comptroller/Budget Director.** The Comptroller/BD shall:

- Work closely with the league treasurer and continually overlook all league budgets & expenses and various accounts. The comptroller shall also be in close contact with the president of the league.
- Along with the President, shall submit an annual budget to the Board of Directors

### **Section 11.**

**Concessions Manager.** This position shall:

- **Concessions Manager.** This position will work directly with the league's stand managers to operate the league concession stand during the year. The Concessions Manager shall be in close contact with the president of the league.

## **ARTICLE VIII - MANAGERS, COACHES & UMPIRES**

### **Section 1.**

Team Managers & Coaches shall be appointed annually by the President with approval of the Board of Directors & shall be responsible for the selection of their teams and for their actions on the field. [Rule Book - Regulation I(b)].

### **Section 2.**

Umpires shall be appointed annually by the Chief Umpire and the President with Board approval and shall be responsible for their assignments and their actions on the field. [Rule Book - Regulation I(b)]. Every effort shall be used to utilize as many volunteer umpires as possible throughout the season.

### **Section 3.**

All members of the Board or Directors, including Executive Board Members & President, may manage or umpire. Player Agents shall not manage within their respective divisions. All Vice Presidents may manage; coach or umpire provided they do not serve on any Protest Committee or Committee that performs the functions of a protest committee. [Rule Book - Regulation I(b)]

### **Section 4.**

All Managers, Coaches and Umpires shall observe the dress code established by the Local League. No skirts, tank tops or sleeveless shirts shall be permitted. Coaches are not allowed to wear traditional baseball uniforms. Long pants and shirts with sleeves shall be required to be worn by all managers, coaches and umpires. For those coaches who choose to wear shorts on the field during a game, they are required to wear khaki shorts. Umpires shall wear such uniform, if any, as shall be required by the Local League and by Little League Regulations.

### **Section 5.**

The Managers, Coaches and Parents shall rake and line the playing fields prior to each game. After each game, they shall rake the field, return all equipment to the clubhouse and remove all trash from the dugouts, playing fields and stands. Trash cans shall be emptied at the conclusion of each game.

### **Section 6.**

All Managers and Coaches of each team shall be aware that they are responsible for getting their coaches & parents to volunteer for their Work Bond duties & snack-stand responsibilities.

### **Section 7.**

Each Manager & Coach in our league is only eligible to coach if the below requirements are met,

1. Attend the approved LL Safety Course.
2. Complete and pass a national background check (mandated by LL).
3. Is in good standings with the league and its representatives and is a positive influence to the children of our league.

4. Collect regular season and All-Star uniforms (if applicable) and equipment in a timely manner at the conclusion of the baseball season and deliver to the Equipment Committee.
5. Performs and participates in their coaching grounds duties, All-Star scheduling and fundraising activities.
6. All T-ball and CP Coaches in our league shall continually attend the Player/Coach Development Program. This program will be offered to all MLL coaches and will explain how to outline a productive practice session, teach the basic fundamentals of baseball/softball, including various drills and contests. Handout procedures will also be made available to the coaches who attend this program.

### **Section 8.**

All members of the local league Board of Directors, as well managers and coaches, whose activities in another youth baseball program are deemed detrimental to the operation of the local league, can be removed or suspended by the President with approval from the Board of Directors.

## **ARTICLE IX - COMMITTEES, DUTIES & POWERS**

A list of current committees are available for review and subject to change which will enable this league to continually grow and prosper throughout the year. These committees will meet independently and report back to the President and the board members. The President, along with the Board of Directors may add to or delete any committee as needed. The list of committees will be kept in a separate document and also loaded on to our Little League Web page.

**Zero Tolerance Policy Committee** - The President, with approval from the Board shall appoint this Committee. The committee shall consist of a minimum of seven Board members within the league. This Committee will be responsible for adhering to and enforcing the leagues Code of Conduct policy. Any complaints or allegations put in writing shall be investigated by the *Zero Tolerance Policy Committee*. The Committee will meet to discuss if the complaint is in policy by a consensus of the Committee present at the meeting. If the complaint is in policy, then this committee will begin its investigation. The committee will be made up of mostly Board members, including at a minimum the President and Executive Vice President. The committee's decisions will be rendered by just those members who attend the meetings on the evidence. For more details on this Zero Tolerance Policy, that will be kept in a separate document and also loaded on to our Little League Web page.

## BI-LAWS SECTION

### **ARTICLE X - BI-LAWS; AFFILIATION, RULES & REGULATIONS.**

#### **Section 1.**

**Charter.** The Local League shall annually apply for a charter from Little League Baseball, Incorporated and shall do all things necessary to obtain and maintain such charter. The Local League shall devote its entire energies to the activities authorized by such charter, and the Local League shall not be affiliated with any other program.

#### **Section 2.**

**Rules and Regulations.** The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania ("Little League") shall be binding on this Local League. In the event any of the provisions of these By-Laws conflict with the Official Playing Rules and Regulations of Little League, the rules and regulations of Little League shall govern. Any such conflict unable to be resolved within the Local League shall be directed to Little League Headquarters for final determination, which determination shall be binding upon the Local League.

#### **Section 3.**

**Local League Rules.** The local rules of the Local League shall be adopted by the Board of Directors with approval from the President, at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules and Regulations of Little League Baseball Incorporated. See the handout provided to each coach within the Tball, Coach-Pitch and Minor Division for additional rules within each division. Below is a high-level list of some of the rules that have been incorporated by our Local League.

- a. Manchester Little League will be formed from the following divisions
  1. T-Ball (ages 4-6)
  2. CP [Minors] (ages 5-8, 5's with 1 year of T-Ball)
  3. Minors (ages 7-11)
  4. Majors (ages 9-12, 12's eligible for Majors only)
  5. Juniors (ages 13-14)
  6. Seniors (ages 15-16)
  7. Softball Minors (ages 7-9)
  8. Softball Majors (ages 9-12)
  9. Softball Juniors (ages 13-14)
  10. Softball Seniors (ages 15-16)

Note: these divisions may be adjusted pending registration numbers and/or approved waivers from Williamsport.

Note: Those 7 and 8 year olds requesting to play in the Minor League division will also be trying out for that division.

- b. All Managers, Coaches and Umpires shall observe the dress code established by the Local League during regular season, inter-league and All-Star games. No skirts, tank tops or sleeveless shirts shall be permitted. Long pants and shirts with sleeves shall be required to be worn by all managers, coaches and umpires. For those coaches



who choose to wear shorts on the field, they are required to wear a pair of khaki shorts.

- c. If a Major League team drafts a player who decides not to play in the Majors, then that team needs to draft another player that attended tryouts, from one of the Minor teams. The player being released from the Majors goes to that Minor League team and is barred from all Showcase and District All-Star Tournament teams for that year. The player is also barred from being drafted to the Majors by a different Major League team during the remainder of that season. It is the Manager of the Major league team along with the E-Board' responsibility to inform the parents of these repercussions.
- d. The League President shall appoint all All-Star managers and coaches.
- e. Manchester Little League's Zero Tolerance Policy will be strictly enforced throughout the year. See the Policy for complete details.
- f. Drafting 9 year olds to the Majors – 9 year olds can only be drafted to the majors under the following scenarios;
  - 1. Drafting of 9 year old players to the Majors baseball division is allowed, if the parent of the 9 year old requests in writing that their child be eligible prior to the Draft. The request shall be received prior to draft day. This in no way automatically dictates that the 9 year old will be drafted to the Majors. It only allows the player to be eligible to be selected by a Major League manager. Otherwise, the player will be drafted to the Minor League Division.
- g. Our District All-Star baseball teams will be selected per each age group. Players with the same league age for that particular year shall play together on the same All-Star team. Example; 10 yr olds play with 10 yr olds, 11's with 11's and so on. A manager may petition the Executive Board for a player/s waiver in D18 Divisions.
- h. If Draft Option A (retaining returning players in draft) is selected for a particular season, the following Team Expansion rules will be followed: If the league feels it necessary to expand teams in a particular division, we will follow a variation of Option 3 under expansion. Each expansion team picks the first 6 players and then they have the first pick in the regular draft. Any sons / daughters of the expansion team(s) must be part of the first 6 players. They are not protected in any rounds of the regular draft. Though not in the book, this was a clarification we sought and received from Williamsport. This procedure that we use has been approved by Williamsport.
- i. At all levels, Williamsport rules allow one Manager and 2 coaches as the official coaching staff of a team
  - 1. At all non-draft levels, these appointments can be made at any time by the president, and if he sees fit, they can have one or two more additional coaches.
  - 2. At the Major Division levels and above, for baseball and softball, a manager and one coach may be appointed prior to the draft. The President and the Coaches Committee will have to approve the Manager's selection to avoid "Red Shirting" of

players. Manager and coach protects will be reserved in rounds equivalent to their talent as deemed by the President and the coaches committee.

- If the President or the Committee feels that one team will have an unfair advantage by their coach selection, then the committee may either not approve the coach request or adjust that team's draft selection order.
- If the manager doesn't agree to the terms prior to the draft beginning, the manager can then release the coach and player as a free agent to the draft and then continue to select a draft pick order number.
- All pre-approved Managers and Coaches are allowed in the draft room.
- Because the Minor Division is more of an instructional league, a manager and two coaches may be appointed by the President to each Minor League team prior to the draft. Manager and coach protects may be reserved in rounds equivalent to their talent as deemed by the President and the coaches committee.
- Because players are not being retained from the prior season, the draft order will be randomly selected by the coaches and player agents. Players in the draft may be evaluated and their talent spread amongst the teams (via the President and Player Agents) to ensure an even balance of talent, resulting in a more competitive season.

3. Once the draft is completed, a Manager may request through the President additional coaches to fill out the official Williamsport allowance. He may also request an additional alternate coach to be approved for the coaching season.

- j. Our league will follow a continuous batting order from the Tball level thru to the Senior League level. Our JR and SR League Divisions will follow the current year's inter-league rule which may or may not institute this policy.
- k. Even though the Rule book states minimum play time for a player is 2 innings and 1 at bat during a game. Our league will not mandate, but does suggest/recommend that coaches at all levels do their best to play each player a minimum of 3 defensive innings per game.
- l. If a League Parent decides NOT to participate in any our the leagues fundraising activities, then that parent will be charged an additional flat fee of \$50 if their child participates in a Showcase Team or an All-Star Team for that season.
- m. For clarification purposes during registration and during the All-Star player verification process, parents shall provide 3 proofs of residency to the league. The parent could provide copies of the 3 following pieces of information.
  1. Drivers License
  2. Vehicle Registration Card
  3. Vehicle Insurance Card or a Household Bill

*Note: For clarification, we should all check on a yearly basis the Residency and School Attendance Eligibility Requirements that Williamsport distributes each year.*

- n. For the benefit of the Minor League Baseball & Softball programs, we will institute the below changes in order to provide a better baseball and softball atmosphere to all the players;
1. The Minor League Baseball & Softball Program will adopt a 3 run maximum per inning rule during each game. The Major League Softball program will also adopt this rule.
  2. With approval from the Eastern Region and Charter Committee, the Minor League Program will waive the run limit rule in the last inning. The last inning of a Minor League Baseball & Softball game, the scoring of runs is unlimited. The Major League Softball program will also adopt this rule.
- o. During any and all altercations and/or ejections from a practice or game; the following procedure shall be followed;
1. Umpire in charge stops the game and calmly removes player, coach, parent, spectator from the field and complex.
  2. Umpire and/or Manager/Coach immediately notify the President or Chief Player Agent of the circumstance prior to resuming the game. During Inter-League games, the Manager or Coach of our league, shall immediately call and notify the President or Chief Player Agent.
  3. If the President or Chief Player Agent is not reachable at the complex or by cell phone, then an Executive Board Member shall be contacted.
  4. If advised by the President, Chief PA and Umpire, the game will either be continued or possibly suspended until further notice.
  5. Upon completion of the game, managers, coaches and umpires should take a moment and gather their thoughts about the incident on paper and deliver to the President or Chief PA. .
- p. Manchester Little League shall institute the following new policy; for all NSF returned checks to our Little League, the owner of the check shall reimburse the league the amount on the check, plus a \$25 processing fee and any additional banking fees that are incurred.
- q. All refunds will be discussed on a case by case basis with the Executive Board.
- r. Travel baseball and softball Teams within Manchester are significant extensions of Manchester Little League. However, they are not Little League programs as they do not follow the rules governed by Williamsport. Manchester Little League supports Manchester travel teams and endorses each team under the following guidelines. Note: the CFBL/CSBL is part of the Little League program which runs during the Fall & Spring seasons.
- 1) All Manchester Travel Teams, its players and coaches utilizing the Manchester Little League (MLL) complex throughout the year, must be registered players and approved coaches with Manchester Little League during the current season (need to be registered through Williamsport). Note: extenuating circumstances shall be brought to the Executive Board if there is a case where a coach cannot get enough participation at a particular *age group*. *If these cases arise, they will be discussed with the E-Board for a resolution.*

2) *Players who are age and residence eligible to participate in the MLL program, shall be currently registered with MLL in order to have access to the ITF. Consideration will be taken on a case-by-case basis for players not currently participating in the program but assisting in other ways with the program; such as participating and volunteering with scheduled specialized clinics to help our younger players throughout the year.*

3) *All Manchester Travel Teams must show proof of insurance to practice and play games at the complex.*

4) *Travel Teams, though are formed with Manchester Little League players, are not affiliated in any way with the Manchester Little League Organization or Charter. Excluding the CFBL/CSBL.*

5) *Manchester Travel Teams should first get approval to use Manchester Little League to promote fundraising for their teams; this includes social media outlets that have a Manchester Little League Profile (Facebook, Twitter, Instagram, KIK, SnapChat, etc).*

6) *Manchester Little League requests that any travel team that adheres to all of the above items, name their team with the starting word of “Manchester”.*

7) Any approved travel team who uses the MLL facilities will be subject to additional fees for maintenance as deemed necessary.

s. Any Manchester Little League Player that chooses to join an “outside” travel baseball or softball program/team shall adhere to the below;

1. Besides school ball, the player and their parents shall put their Little League team first and in no way do anything to hinder the team during the regular spring season and the summer tournament season (All-Stars).
2. If there is a conflict between a LL game and a travel game, the league and coaches ask that parent to always keep an open communication with their coach so both the LL coach and outside organization coach can do their very best to avoid conflicts with regular scheduled Little League games and make-up games.
3. If a LL coach or member feels that a player and/or a parent’ decision regarding game conflict priorities are becoming a hindrance to the LL team, then the coach shall speak their concern to the parents and player. If any concern or issue is not resolved, then the coach will then take up their matter with the divisions Player Agent to resolve. All efforts will be made to avoid any possible penalties.
4. As mentioned above, all efforts will be made by the Player Agent and the executive board committee to avoid penalizing anyone, but if the interruption continues to deter the overall LL team, the executive board may be forced to act.

**ARTICLE XI - AMENDMENTS.**

These By-Laws may be amended, repealed, or altered in whole or in part by a majority vote and approval from the President, at any duly organized meeting of the Regular Members provided prior notice of the proposed change is given at the last two prior meetings and the proposed change is available for examination by the Board Members at each of the two prior meetings. Changes are to be submitted to Little League for approval.

**ARTICLE XII - DISSOLUTION CLAUSE.**

Upon dissolution of this corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of the remaining assets of the corporation exclusively for one or more exempt purpose, within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Federal tax code), or shall distribute the same to the Federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by order of the Superior Court of the State of New Jersey in the judicial district where the principal office of the corporation is then located, exclusively for such purposes, or to such organizations, organized and operated exclusively for such purposes, as said Court shall determine.

DULY ADOPTED, this 11<sup>th</sup> day of October 2017.

- \_\_\_\_\_ President – Rich Zingaro
- \_\_\_\_\_ Executive VP - Chief PA – Gary Cafara
- \_\_\_\_\_ First VP - Head of Grounds – Ray Betts
- \_\_\_\_\_ Comptroller – Bill Garrabrants
- \_\_\_\_\_ Secretary – Dennis Hice
- \_\_\_\_\_ Safety Officer – Dean Renzi
- \_\_\_\_\_ Player Development Director – Mitch Kutchens
- \_\_\_\_\_ Treasurer – Mike Censoplano
- \_\_\_\_\_ Concessions Manager – Beth McKay