

SOMERSET LITTLE LEAGUE BY-LAWS

Updated 1/1/07

League ID Number: 02210615

THE LEAGUE

1. The Somerset Little League By-Laws, shall at no time and/or in any way conflict with the Constitution, Articles, Sections, Rules and/or Regulations including updated changes set forth by Little League Baseball, Incorporated, Williamsport, PA.
2. The Somerset Little League By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Members, provided notice of the proposed change is included in the notice of the meeting.
3. The Somerset Little League, shall apply for Charter and Insurance from Little League Baseball, Incorporated, and shall do all that is necessary to obtain and maintain such Charter and Insurance.
4. The Somerset Little League Board of Directors, Officers and all other Members, etc. of this league, shall at no time effect the players, other members of this league or other leagues, with unlawful acts, favoritism, and/or political means.

MEMBERSHIP EXPENSES

1. Regular Membership Dues: The Somerset Little League shall not collect dues for Regular Membership.
2. Registration Fees for Player Members: The Board of the Somerset Little League shall set fees prior to the start of the season. Fees will be set in accordance to the projected budget needed to run each division of the league. Fees will be set to the lowest amount possible.
3. Fundraising: Will be required to keep registration fees to the lowest amount possible and for the league improvements. All Members will be required to participate in fundraising activities. Player Members will be asked to participate in one fundraising activity. Parent(s) or Guardian(s) will be encouraged to participate in fundraising activities, by all Regular Members of this league.
4. Fee Waiver: The Somerset Little League, at no time shall make any payment a prerequisite for Participation of Player Members in the Somerset Little League. The Board will waive the Registration fee, due to hardship or other extenuating circumstances. The Board may ask the parent(s) or guardian(s) to help participate in a fundraising activity, if needed. Proof of hardship or other extenuating circumstances (i.e.: unemployment document) may be requested at the discretion of the Board of Directors.
5. Returned Fees: The Somerset Little League shall return registration fees to Player Members that leave the league prior to the start of the playing season. At the discretion of the Board of Directors, Player Members who leave the league after the start of the playing season may have all, part or none of the fees returned depending on the date they left.

BOARD OF DIRECTORS

1. **THE SOMERSET LITTLE LEAGUE BOARD OF DIRECTORS:** The Board of Directors shall consist of the following 18 positions at this time, to complete its objectives and for the size of the league:

- a. President
- b. Vice President/Coaching Coordinator of Senior League
- c. Vice President/Coaching Coordinator of Little League
- d. Vice President/Coaching Coordinator of Minor League 9 - 12
- e. Vice President/Coaching Coordinator of Minor League 7 - 8
- f. Vice President/Coaching Coordinator of T-Ball
- g. Secretary
- h. Treasurer
- i. Player Agent for Senior League
- j. Player Agent for Little League
- k. Player Agent for Minor League 9 - 12
- l. Safety Officer
- m. Player and Manager/Coach Development Coordinator
- n. Field & Maintenance Coordinator
- o. Equipment Manager
- p. Umpire-in-Chief
- q. Concession Stand Director
- r. Publicity Director

2. **DIRECTORS-AT-LARGE:** The Board of Directors may also appoint Directors-at-Large. They shall have no specific duties other than fulfilling the duties and responsibilities that are delegated to them by the Board of Directors. They also have no vote at meetings, but can offer their opinions on issues discussed.

TERM OF OFFICE

1. All Members of the Board of Directors shall for the best interest of the league, continue to hold their positions, unless:

- a. The Board removes them from their position for the remainder of the season by a 2/3 vote.
- b. They resign from their position, which should be submitted in writing to the President.
- c. Another person is nominated and/or elected to their position, at any point during the season when a vacancy exists.

MEETINGS

1. All meetings are open to all parents, members, and persons interested in furthering the objective of the Somerset Little League.

2. **Regular Monthly Meetings:** Will be held immediately following the objective of the Somerset Little League.

- a. Notice of all meetings, shall be given at least 3 days in advance. Initial meeting dates will be provided at the conclusion of all previous meetings. This notice is given as a reminder.
- b. The Board shall meet monthly; it shall be consistent throughout the year and shall be set by the Board of Directors.

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- c. The Board shall establish a Regular Meeting place made known to all parents and members of the league.
 - d. All Board Members will be expected to attend monthly Board meetings. If a Member misses 3 consecutive meetings or a total of 5 meetings, they will be served with a formal written letter from the President, inquiring as to their intention to fulfill their term of office, and to warn the Member in question that any further absences will result in a motion to dismiss them from the Board of Directors.
3. Annual Membership Meeting: A meeting of all Members will be held in September each season, the board at this meeting will update the Membership on the condition of the Somerset Little League, including a report of the financial activities of the League, to date to close out the season. Concession stand books must be closed out and submitted to the Treasurer no later than September 1st. The entire leagues' financial report will then be presented to the Financial Review Committee for review before they newly elected board takes over on October 1st. Any board Member may make suggestions or offer motions related to the operations of the league. The Secretary will record any motions made and accepted by the majority vote of the Membership and the Board of Directors will be obligated to carry out the motion. The Board of Directors may subsequently change or overturn such a motion by a 2/3 vote of the Total Voting Members.
4. Attendance: Attendance of all persons attending meetings held by the Somerset Little League will be taken and kept on file. If unable to attend, you must notify the President as soon as possible.
5. Board Decisions: Will be made by a majority vote, only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

FINANCE ACCOUNTING

1. The Somerset Little League Board of Directors shall decide all matters pertaining to the finances of the Somerset Little League.
2. Expenditures: All expenditures must be approved by the majority of the Board of Directors, with the following exceptions:
 - a. The President may spend up to \$100.00, if needed to run the daily operations of the league.
 - b. The Equipment Manager may make purchases to maintain equipment throughout the league, for replacement purchases only. At no time shall this exceed a limit of \$100.00, unless approved by the majority of the Board of Directors.

CONCESSION STAND AGREEMENT

1. The Somerset Little League will also cooperate in the joint operation of the South Complex Concession Stand with other leagues using the Complex. The working details of such a joint operation will be negotiated on a yearly basis, written down and signed by the President of the Somerset Little, and the person in charge of the other league. This agreement will be called the Concession Stand agreement and the Somerset Recreation Commission will witness it.

SOMERSET RECREATION COMMISSION

1. The Somerset Little League will disclose its Operational Plan to the Commission on a regular basis and will work with the Recreation Commission, to ensure a safe and pleasant environment.

CRIMINAL RECORD CHECKS

1. The Somerset Little League will request criminal record checks on all potential officials, managers, coaches, umpires and all other persons directly involved with the players/children or this league, from the appropriate CORI reporting agency.

2. The President and Board of Directors of the Somerset Little League will bear in mind laws pertaining to the privacy act and laws pertaining to the contents of a persons record, that have been dropped, dismissed, etc.

DISCIPLINARY ACTION

1. THE SOMERSET LITTLE LEAGUE BOARD OF DIRECTORS/OFFICERS AND OTHER MEMBERS, INCLUDING MANAGERS, COACHES, COMMITTEE MEMBERS, ETC. shall ABIDE BY the Constitution, Articles, Sections, Rules, Regulations, Updated Changes set forth by Little League Baseball, Incorporated, Williamsport, PA, including the Somerset Little League By-Laws. FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION AGAINST SUCH PERSON OR PERSONS, INCLUDING SUSPENSION AND/OR DISMISSAL FROM THIS LEAGUE.

- a. ALL PLAYER MEMBERS: Will have a parent(s) and/or guardian(s) present at all hearings.
- b. In a case of a Manager or Coach against a Player Member, the Divisions' Player Agent shall appear as the Player Members advisor.
- c. When a Manager, Coach or Player Member is disqualified for flagrant offenses such as the use of obscene or indecent language or an assault upon an Umpire, Manager, Coach or Player Member, the Umpire, Manager and/or Vice President of that division, shall forward full particulars to the President within 24 hours after the game in which the incident occurred. After receiving the Umpires, Managers, or Vice Presidents report, that a Manager, Coach, or Player Member has been disqualified, the President shall require such Manager, Coach or Player Member to appear before the Disciplinary Committee to explain his/her conduct.
- d. The Members of the Board of Directors will hear the recommendations of the Disciplinary Committee who shall then vote upon and impose such penalty, as they feel justified. Any Member of the league who has received notice of suspension or dismissal may make an appeal to the Board of Directors to present reasons for reconsideration of the Board's decision.
- e. If at any time the President or another Member of the Board feels that the District Administrator should be present at a Disciplinary Hearing, the District Administrator will be called by the President or Designate and will be requested to appear, if he/she is available and agrees to appear.

DUTIES AND RESPONSIBILITIES

- 1) FOR THE BEST INTEREST OF THE CHILDREN/PLAYERS OR AND FOR THE SOMERSET LITTLE LEAGUE, ALL OFFICERS/DIRECTORS, MANAGERS, COACHES, COMMITTEE MEMBERS AND ALL OTHER MEMBERS OF THIS LEAGUE, EXCEPT PLAYER MEMBERS, shall perform their DUTIES AND RESPONSIBILITIES in accordance set forth in the Constitution, Articles, Sections, Rules, Regulations, Updated Duties and Responsibilities set forth by Little League Baseball, Incorporated, Williamsport, PA, including the Somerset Little League By-Laws. FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION, INCLUDING SUSPENSION, AND/OR REMOVAL FROM THE LEAGUE.
 - a) Any Member of the Somerset Little League, except Player Members who are ILL, DISABLED, ON VACATION, MILITARY LEAVE, AND OTHER LEGITIMATE REASONS, AND CANNOT PERFORM THEIR DUTIES AND RESPONSIBILITIES, AND as long as they notify the Board, will not at any time be subject to disciplinary action.
 - b) The Board of Directors may request documentation from a Member if they are absent too much, or will be absent for a long period of time. The Board may, for the best interest of the league, place another individual in that Members position until that Member returns.
 - c) In the absence of the President of Somerset Little League, the Executive Board shall perform the duties of the President, subject to the approval of the Board of Directors. This appointment shall only last until the President returns.
- 2) PLAYER MEMBERS: Have no rights, duties or obligations in the management or property of the league.
 - a) AT NO TIME WILL A PLAYER MEMBER BE PENALIZED OR DISCIPLINED FOR BEING ILL OR AUTHORIZED ABSENT. The Manager or Coach will inform the Player Agent of that division, who will follow the Rules and Regulations set forth by Little League Baseball, Incorporated, Williamsport, PA, regarding replacement of players.
- 3) NOTE: Any Member who has Disciplinary Action against them may make an appeal to the Board of Directors to present reasons for reconsideration of the Board's decision.
- 4) DUTIES OF THE BOARD MEMBERS:

Board Members shall perform all duties and responsibilities set forth by Little League Baseball, Incorporated, Williamsport, PA, and the Somerset Little League Constitution and By-Laws including those duties assigned to them by the President or by the Board of Directors. Refer to the Constitution for specific descriptions of Board Member positions.

MANAGERS AND COACHES

- 1) APPLICATIONS AND APPOINTMENT: Any person wishing to become a Manager or Coach must submit a volunteer application to the League President who will then make recommendations to the Board of Directors regarding the appointment of the Team Managers and Coaches. The Board of Directors will decide by a majority vote to either accept or reject the President's recommendation.

The Board of Directors will notify all applicants of the outcome of their application.

- 2) DUTIES AND RESPONSIBILITIES: In considering applications, the President and the Board will consider how the applicant displays the willingness to perform the following duties:
- a) Recognizes that the purpose of the Somerset Little League Program is to provide a supportive environment that is instructional, pleasant, safe, and competitive and leaves players with an appreciation for the game of baseball as well as providing them with the opportunity to integrate the importance and consequence of team effort with the pride and delight of individual leadership and achievement.
 - b) Must be a good role model in sportsmanship in all league activities.
 - c) Must demonstrate respect in the Manager/Coach relationship with parents, children, umpires, and the general public.
 - d) Will be responsible for team/player behavior and use of good sportsmanship before, during and after the game.
 - e) Will actively participate in League fundraising activities.
 - f) Will try to encourage all players to fully participate in their one fundraising activity.
 - g) Will assist the League with field maintenance when required.
 - h) Will be responsible for keeping accurate score books of all games played including pitch counts. (Recommended pitch counts will be set forth within each division)
 - i) Will be responsible for reporting game results and highlights on the appropriate forms to the Publicity Director for each game, by the established deadline.
 - j) Will be responsible for THE DISTRIBUTION AND COLLECTION OF UNIFORMS IN A TIMELY MANNER.
 - k) Will be responsible to ATTEND ALL GAMES.
 - l) Will be responsible to HOLD REGULARLY SCHEDULED PRACTICES.
 - m) Will be responsible to MAKE-UP CANCELED GAMES OR PRACTICES.
 - n) Will be responsible to TAKE ATTENDANCE AT ALL GAMES AND PRACTICES AND TO CHART POSITIONS OF ALL PLAYERS AT ALL GAMES, of all players and to have this available at all times for the President of this League.
 - o) Will be responsible for the RETURN OF ALL EQUIPMENT TO THE EQUIPMENT MANAGER.
 - p) Will be responsible to attend the banquet and inform the parents/guardians and players of the banquet and distribute tickets.
 - q) Will not at any time have or appoint parents to be on the playing field or dugouts at any games or practices without getting approval the approval of the Board of Directors.
 - r) Will report all problems or complaints to the Vice Presidents of that division.
 - s) Will be responsible, especially the Managers and Coaches in T-Ball and Minor Leagues, to teach the players how to play baseball and be fair to all players.
 - t) Will and must abide by the Rules and Regulations, etc, of Williamsport, PA, and the Somerset Little League By-Laws.
 - u) Manager, Coaches and Board Members will follow the chain of command with respect to all league issues (i.e.: Manager to Division VP to President).
- 3) TERM OF APPOINTMENT: All appointments to manage or coach a team will be for 1 year. Selection preference will be given to Managers and Coaches who are reapplying to manage or coach a team that they were appointed to the previous year. If a Manager or Coach is not recommended or approved for reappointment, that Manager or Coach will be given the opportunity to appear before the Board to request reconsideration.

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- 4) **DISMISSAL/SUSPENSION:** A Manager or Coach who in the opinion of the Board of Directors has failed to act in a manner consistent with the above duties or who has demonstrated loud or violent behavior in game situations with umpires or league officials, may be dismissed or suspended from their position by a majority vote of the Board of Directors in accordance with Disciplinary Action Procedure outlined herein.

Prior to dismissal or suspension, the Board must notify the Manager/Coach of their concerns and that unless the Manager/Coach changes their behavior they could be suspended or dismissed.

A Manager/Coach who has received notice of suspension or dismissal may make an appeal to the Board to present reasons for reconsideration of the Board's decision.

MISCELLANEOUS RULES AND REGULATIONS

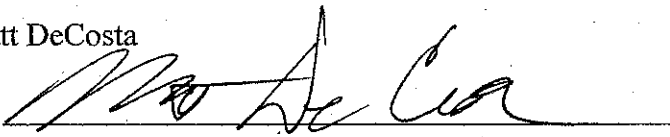
- 1) Any game may be halted at the discretion of the umpires due to safety concerns.
- 2) If in the opinion of the President or the Board of Directors, a child who was not at the regular try-outs for any justifiable reason, a special try-out may be granted for this player and any other player who wishes to try out.
- 3) A Manager may nominate an alternate coach to assist him and his assistant coaches on his team in the absence of one of his 2 coaches. The Board must approve this alternate.
- 4) Team Parents may be nominated by the Manager in the Minor League to assist the manager in controlling player behavior in the dugouts. The Manager must notify the Board of Directors of his intent and who will be serving in that capacity. The Team Parent must also fill out a volunteer application and be approved by the Board of Directors.
- 5) It is encouraged that each Manager assigns a parent or parents to assist in fundraising and help the Manager prepare the team write-ups after every game.
- 6) The Concession Stand Director will make a monthly financial report to the Board showing the months intake, anticipated profits and the split amounts for both leagues.
- 7) **MINOR LEAGUE DIVISION: RULES AND PROCEDURES** – These will be updated yearly. Copies will be distributed in manager packets and will accompany these By-Laws as an attachment.
- 8) **MINOR LEAGUE ROUND ROBIN TOURNAMENT:** These rules will be updated yearly. Copies will be distributed in manager packets and will accompany these By-Laws as an attachment.
- 9) In the event of darkness, high scoring games, etc., the umpire shall determine what inning shall be considered the last inning. Prior to the start of that inning, the umpire will confer with both Managers declaring this to be the last inning, thereby allowing the “unlimited run rule” to apply.
- 10) **LITTLE LEAGUE TOWN CHAMPIONS:** These rules will be updated yearly. Copies will be distributed in manager packets and will accompany these By-Laws as an attachment.

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- 11) When two teams finish with identical records, the method of drafting will be as follows: In the case of two teams completing the regular season with the same record, the team with the worst record in head to head action picks first. The team with the second worst record picks second in the first round, and then will pick first in the second round. This process will continue for the whole draft, one team picking first in all odd rounds and the other team picking first in all even rounds.
- 12) Managers must notify the Player Agent immediately if a player quits the team or consistently misses games or practices. Failure to do so by the Manager can result in disciplinary action against said Manager.
- 13) No player may be brought up from Minor League to replace a player within 2 weeks of the end of the season, A player refusing to move up shall not be forced to do so, but that player relinquishes his right to move up to Little League for the rest of the season.
- 14) A Manager has a maximum of 7 days to select a replacement player. The Player Agent must approve the official transfer, and the player must have attended preseason tryouts.
- 15) No player may be suspended by a Manager for more than 1 game without Board approval. All disciplinary action taken by a Manager directed at a player must be immediately reported to his divisional Vice President.
- 16) The inability of a team to field a team shall not be grounds for a forfeit. It shall be referred to the Board of Directors for a decision. The inability of a Manager to be present at a game for personal commitments should not be grounds for the game to be rescheduled. His coaches will assume managerial responsibility during the game. If the opposing Manager agrees to reschedule the game and an umpire can be obtained, the game may be rescheduled. Approval of the division Vice President must be received.
- 17) ALL STAR SELECTION PROCESS: This will be updated yearly. Copies will be distributed in manager packets and will accompany these By-Laws as an attachment.
- 18) ALL STAR NOMINATING PROCESS: These will be updated yearly. Copies will be distributed in manager packets and will accompany these By-Laws as an attachment.

These By-Laws were approved by the Somerset Little League Membership on 1/1/07.

President's Name: Matt DeCosta

President's Signature: 

Date: 1/17/07