

**BEDFORD BABE RUTH  
BASEBALL/SOFTBALL, INC.**

**BY-LAWS**

**Bedford Babe Ruth Baseball/Softball, Inc.**  
**By-Laws**  
**Table of Contents**

<b>ARTICLE I - PURPOSE .....</b>	<b>2</b>
<b>ARTICLE II - MEMBERSHIP and ELECTIONS, OFFICERS AND BOARDS .....</b>	<b>2</b>
<b>ARTICLE III - DUTIES of the OFFICERS .....</b>	<b>3</b>
1) PRESIDENT .....	3
2) VICE-PRESIDENT .....	4
3) SECRETARY .....	5
4) TREASURER .....	5
5) COMMISSIONER of BASEBALL/SOFTBALL .....	7
6) COMMISSIONER of BABE RUTH (13-15), AMERICAN..... ATLANTIC, NATIONAL, SENIOR SOFTBALL , INTERMEDIATE And JUNIOR SOFTBALL LEAGUES.....	7
7) COMMISSIONER of FARM LEAGUE and ROOKIE Softball.....	9
8) COMMISSIONER of T-BALL LEAGUE	10
9) COMMISSIONER of SUMMER .....	11
10) PLAYER AGENT .....	12
11) SCHEDULING OFFICER .....	13
12) SAFETY OFFICER.....	13
13) MARKETING SPONSOR & COMMUNITY EVENTS OFFICER.....	13
14) EQUIPMENT MANAGER .....	14
15) UMPIRE IN CHIEF.....	15
16) VOLUNTEER COORDINATOR .....	15
17) INSURANCE COORDINATOR .....	15
18) TRAINING COORDINATOR .....	15
<b>ARTICLE IV - COMMITTEES .....</b>	<b>16</b>
<b>ARTICLE V - APPOINTMENTS and RULES .....</b>	<b>17</b>
<b>APPENDIX A- CRITERIA FOR SELECTION OF SCHOLARSHIP RECIPIENTS .</b>	<b>19</b>
<b>APPENDIX B- POLICY.....</b>	<b>20</b>

## **BEDFORD BABE RUTH BASEBALL/SOFTBALL, INC.**

### **ARTICLE I - PURPOSE**

Bedford Babe Ruth Baseball/Softball, Inc. (**BBRBS**) is for the recreation of boys and girls from the ages of 6 to 18 and shall be geared strictly for the recreation of these boys and girls. At no point shall winning become more important than the participants themselves and their instructions in the game of baseball/softball.

**BBRBS** shall be for the residents of Bedford, which includes Hanscom Air Force Base, who reside in the town of Bedford during the season in that calendar year.

The goal of the organization is to provide basic baseball and/or softball skills and a sense of team spirit. We are trying to help children and young adults realize their potential in the sport and develop a sense of good team sportsmanship and personal satisfaction. We also hope to offer the school system a fundamentally sound, talented ball player for participation in their program.

### **ARTICLE II - MEMBERSHIP AND ELECTIONS, OFFICERS AND BOARDS**

The members of the **BBRBS** shall be the parents or guardians of any child who in the previous year participated in the programs of **BBRBS**, any youth who participated in the programs of **BBRBS** and has attained eighteen (18) years of age and any adult who has worked or held office within the structure of **BBRBS**.

Any member of **BBRBS** is eligible to hold office and participate in the election of officers.

The election of officers shall be held annually during the second calendar week of the month of September. The actual date, time and place of the elections shall be set by the current President. The Officers Nominating Committee shall nominate at least one candidate for each office. Nominating will not be accepted from the floor at the Annual Meeting. Any other eligible members who are interested in becoming candidates for election can qualify by notifying **BBRBS** in writing. Written notification must be postmarked no later than August 20<sup>th</sup>.

The election of officers shall have terms of one (1) year and that term shall begin immediately upon election, except Treasurer, whose term will end at the end of the fiscal year (12/31).

The elected Officers of **BBRBS** shall be President; Vice President; Secretary; and Treasurer.

There shall be a Board of Directors consisting of the Elected Officers and other positions outlined in Article III plus the Past President. All the non elected positions will be filled by the Elected Officers on recommendations by the President.

If a vacancy occurs on the Board of Directors then the current Board of Directors shall elect a member of **BBRBS** to serve that Officer's or Board of Director's term within 30 days. A member of the Board of Directors may be removed from office only for nonperformance of duties.

The motion to remove shall be made by the Elected Officers. A two-thirds majority vote of all the Board of Directors shall be required to remove an Officer.

Every volunteer board member, manager, coach, and scorekeeper interacting with the players in the BBRBS leagues will be required to submit to an annual Criminal Offender Record Information (CORI) check. The league has the right to refuse a volunteer or limit their participation based on the results of the CORI check. The league will review each CORI and will notify any volunteer of a potential adverse decision based on the following: (See Appendix B of this document for criteria)

CORI information will be collected and reviewed by the CORI review board each spring and destroyed before the kickoff meeting the following December.

### **ARTICLE III - DUTIES OF THE OFFICERS AND BOARD MEMBERS**

#### **1) PRESIDENT**

The President shall:

- a) Preside over all Board Meetings. In the President's absence the Vice-President shall conduct the meeting. If the Vice-President is absent, a member of the Board of Directors shall be selected;
- b) submit a request for renewal of charter each December to Babe Ruth National;
- c) delegate all assignments to the responsible people on the Board in regard to their respective positions;
- d) follow up each and every project to determine its progress and ultimate completion;
- e) request a report from each Board Member at every meeting;
- f) make all appointments;

- g) determine daily if the fields are playable. If the fields are unplayable, the President shall cancel the game and call the Director of Umpires and League Commissioners two hours before game time;
- h) working with the Player Agent, provide the Rosters and schedules to Babe Ruth National prior to Opening Day;
- i) monitor office/storage lease and have the authority to sign lease;
- j) select the recipient of the Presidents Award each year.
- k) submit a budget for scholarships for players who could not otherwise afford to play in our league.
- l) present or select a presenter at the annual High School Scholarship night for the John Hart and Travis Desiato Scholarships;
- m) at the end of each season make sure that all field equipment is properly stored for the winter;
- n) at the beginning of each season work with the High School baseball and softball programs to determine if there is any equipment that would be mutually beneficial to both programs;
- o) respond to all phone and email requests in a timely professional manner;
- p) develop and present to the Board of Directors at the kickoff meeting the annual calendar;
- q) work with the recreation and DPW on strategic field plans.

## 2) **VICE-PRESIDENT**

The Vice-President shall:

- a) oversee the player draft and tryout
- b) organize the awards programs;
- c) annually instruct all managers and coaches concerning the rules governing **BBRBS** Special Rules;
- d) chair the rules committee:
  - a. making sure the rules and Bylaws are correctly posted on the website

- b. obtain all trophies and pins
  - c. order all rule books
  - d. coordinate scheduling of the school facilities for events
  - e. maintain the Bylaws and issue a copy to any member upon requests
- e) Submit a budget for:
- a. spring, summer, championship trophies and All Star pins
  - b. spring and fall Awards Nights
  - c. jackets and sweatshirts for graduating players
  - d. baseball and softball rulebooks

### 3) **SECRETARY**

The Secretary Shall:

- a) notify all members of the Board of Directors of the time and place of each meeting, and inform the Board of the meetings agenda;
- b) records the minutes and attendance of each Board of Directors meeting including motions: who initiated the motion, seconded the motion and the actual count of the acceptance or defeat of the motion;
- c) record all visitors to any meeting in the minutes;
- d) maintain a copy of all correspondence;
- e) maintain a copy of all official documents used in the operation of the organization such as: playing rules, meeting minutes, correspondence, budgets, etc...;
- f) assist all Officers in the preparation of forms, correspondence and mailing
- g) maintain the **BBRBS** official letterhead.

### 4) **TREASURER**

The Treasurer shall:

Present the Board with a financial report at each meeting as follows:

- Beginning of year-budget meeting:
  1. Operating budget status
  2. Reserve budget status

- Each subsequent meeting:
  1. Income from registrations (spring, summer and fall)
  2. Sponsor report
  3. Operational budget
  4. Reserves
  5. Any expenditure from reserve budget
  6. Any expenditures list of items
  7. Complete detail of any expenditure over \$1000 in terms of the individual items so Board Members are informed of how much is spent on uniforms verses baseballs
  
- End of year report:
  1. Income registration spring
  2. Income registration summer
  3. Income registration fall
  4. Sponsor income
  5. Detail list of expenditures to provide sufficient detail for Board of Directors to make decisions

The following duties shall also be performed:

- a) provide Board of Directors with detailed income/expense report via email each month along with status of reserve account. Provide Board of Directors at scheduled meetings with summary year to reports and any extraordinary expenses;
- b) bring records to each meeting to substantiate all reports;
- c) receive all moneys and receipts for same;
- d) receive bills for payments;
- e) issue checks for \$200 or less to the Board of Directors, Equipment Manager and Chief Financial Officer without Board of Director's approval, and will report such checks at the next meeting but shall not pay bills outside the budget unless itemized and signed by the league representative requiring payment, nor shall he issue multiple checks for \$200 or less to pay for any single bill;
- f) Work with Board member responsible for Sponsors to send invoices to each sponsor;
- g) File Federal and state Income tax indicating non-profit status annually.

- h) Submit a budget for rent, utilities, postage, printing, custodial costs, room rental, ID cards, League registrations, raffle, state fees, website fees, Hart and Desiato scholarships, contributions, and office supplies.

**5) COMMISSIONER OF BASEBALL/SOFTBALL**

The Commissioner of Baseball/Softball shall:

- a) Act as grievance officer;
- b) preside as Chairman of all Baseball/Softball Commission meetings. Voting members of which shall consist of the Commissioner of Baseball/Softball, President, and three (3) members appointed by the Commissioner of Baseball/Softball, subject to approval by the Board of Directors. These members shall be known as the Baseball/Softball Commission;
- c) present all recommendations from the Baseball/Softball Commission meetings to the Board of Directors as required;
- d) monitor the performance of the League Commissioners;
- e) notify the League Commissioner of any situation that is inconsistent with the rules and goals of BBRBS;
- f) handle appeals from Managers regarding League Commissioners rulings prior to such appeal going before the Protest Committee;
- g) submit an End of Season Report to the Executive Board, which shall include any recommendations for changes in following years.
- h) Coordinate managers meetings and make sure that all required information is available either through the website or in hard copy.

**6) COMMISSIONER OF BABE RUTH (13-15), AMERICAN , ATLANTIC, NATIONAL, SENIOR SOFTBALL, INTERMEDIATE SOFTBALL AND JUNIOR SOFTBALL LEAGUE**

Commissioners shall have complete authority over the day to day operations of their respective league. In addition the Babe Ruth commissioner will represent BBRBS on the Minuteman League board.



## **I) BEGINNING OF THE SEASON**

The Commissioner shall:

- a) assist the Player Agent in obtaining registrations by following up with players that register the prior year but have not registered for the current year;
- b) obtain equipment for team managers from Equipment Manager;
- c) provide the player agent with a list of league managers and coaches seven days prior to opening day.

## **II) DURING SEASON**

The Commissioner shall:

- a) maintain league standings;
- b) check on playing time of players, pitching infractions, poor attendance by players and sportsmanship problems;
- c) notify the commissioner of the lower league if additional players are required;
- d) obtain equipment replacements for team managers;
- e) notify managers of canceled games;
- f) monitor the performance of managers and coaches.

## **III) DURING THE PLAYOFFS**

- a) meet with all managers and review playoff rules and schedule;
- b) Collect scores on the day the game occurred and inform managers of the time and location of their next game;
- c) On championship day the commissioner is responsible for the following:
  - i. attend the game for your league
  - ii. assure the trophies are at the field
  - iii. assure there is a protest committee
  - iv. assign an official scorer,
  - v. assure someone is available to do the player announcements
  - vi. handle the distribution of trophies.

#### **IV) AFTER SEASON**

The Commissioner shall:

- a) direct managers to return equipment and uniforms as required by the Equipment Manager at a time and place to be set by the Equipment Manager;
- b) finalize the standings and provide to Baseball/Softball Commission;
- c) collect names of award recipients immediately and provide to the Vice President;
- d) at the completion of the regular season and prior to the playoffs collect from each manager and forward to the Vice-President an evaluation sheet for each player eligible to try-out or to be drafted next year. This is required for Cal Ripken, Intermediate Softball and Junior Softball.

#### **7) COMMISSIONER OF FARM LEAGUE AND ROOKIE SOFTBALL**

Commissioner shall have complete authority over the day to day operations of the league.

##### **I) BEFORE THE SEASON**

The Commissioner shall:

- a) assist the Player Agent in obtaining registrations and organize the teams based on player registrations and approved managers and coaches;
- b) obtain equipment for team managers from Equipment Manager;
- c) provide the player agent with a list of league managers and coaches seven days prior to opening day.

##### **II) DURING SEASON**

The Commissioner shall:

- a) observe managers for recommendation to higher leagues;
- b) make sure player participation and rules are adhered to;
- c) maintain a list of available players eight (8) years of age and older to fill openings in the Cal Ripken National League and Junior Softball League;
- d) replace any required equipment as necessary.

### **III) AFTER SEASON**

The Commissioner shall:

- a) direct all managers to collect equipment and return it to the Equipment Manager at a time and place to be set by the Equipment Manager;
- b) assist the Vice-President in the planning, and preparation of the Awards Night;
- c) Be present and support the conduct of awards night;
  
- b) immediately collect and forward to the vice president names of award recipients;
- c) immediately following the Spring Season collect from each manager and forward to the Vice-President an evaluation sheet for each player eligible to try-out or to be drafted next year.

### **8) COMMISSIONER OF T-BALL**

Commissioner shall have complete authority over the day to day operations of their leagues.

#### **I) BEFORE THE SEASON**

The Commissioner shall:

- a) organize the teams based on player registrations and approved managers and coaches;
- b) obtain equipment for team managers from Equipment Manager;
- c) provide the player agent with a list of league managers and coaches seven days prior to opening day;
- d) Attend and support orientation night.

#### **II) DURING SEASON**

The Commissioner shall:

- a) observe managers and coaches for recommendation to higher leagues;
- b) ensure player participation and rules are adhered to by all managers and coaches;
- c) replace any required equipment as necessary.

### **III) AFTER SEASON**

The Commissioner shall:

- a) direct all managers to collect equipment and return it to the Equipment Manager at a time and place to be set by the Equipment Manager;
- b) assist the Vice-President in the planning and preparation of the Awards Night;
- c) Be present and support the conduct of awards night;
- d) collect names of award recipients immediately.

### **9) COMMISSIONER OF SUMMER**

Commissioner shall have complete authority over the day to day operations of the Summer League and will submit a budget for summer uniforms, summer umpires, summer league fees, and end of season activities.

#### **I) BEFORE THE SEASON**

The Commissioner shall:

- a) conduct tryouts for summer teams;
- b) assist the Treasurer in obtaining registrations and player fees;
- c) ensure that all Summer League entry fees are paid;
- d) assist Equipment Manager with obtaining equipment and uniforms for the summer teams;
- e) Attend or designate a proxy to attend all District meetings; collect and present all documents necessary to ensure participation of each team in it's respective Babe Ruth District Tournament.
- f) Procure the field permits.

#### **II) DURING THE SEASON**

The Commissioner shall:

- a) monitor the performance of managers and coaches;
- b) maintain records of all managers, coaches and players by team;

- c) Coordinate the summer umpires and provide managers with funds to pay umpires.

### **III) AFTER THE SEASON**

The Commissioner shall:

- a) direct managers to collect team uniforms and equipment for return to Equipment Manager at a time and place to be set by the Equipment Manager;
- b) collect names of award recipients immediately.

### **10) PLAYER AGENT**

The Player Agent shall:

- a) maintain records of all players, including: name, age, address, team, and league;
- b) be responsible for yearly player registration sign-up;
- c) maintain records of all managers and coaches by team and league;
- d) prepare and forward to the Vice-President, lists of players eligible to be drafted into Cal Ripken (9-12), and Babe Ruth (13-15), Intermediate Softball(11-12), Junior Softball (9-10) and Senior Softball(13-16);
- e) update rosters on the Babe Ruth web site 3 days prior to opening day;
- f) order player ID cards from Babe Ruth web site for all registered eight year old players and new players each year and present to the President in a timely manner.
- g) Notify Baseball/Softball Commission with a list of late signups for notification;
- h) establish web site annually for the registration of players;
- i) update web site with rosters including players, managers and coaches;
- j) provide T-Ball, Rookie and Farm with lists of registered players;
- k) provide all commissioners with lists of manager and coach volunteers;

- l) provide Vice President with lists of volunteers for special events;
- m) manage security and permissions for web site access especially setting up authorizations for commissioners to enter game results.

**11) SCHEDULING OFFICER**

The Scheduling Officer shall:

- a) settle any conflicts of scheduling or field availability for BBRBS;
- b) meet with any organization to settle any misunderstandings or obtain valuable league information;
- c) review all existing schedules (soccer, schools, recreations department) to minimize conflicts);
- d) schedule all games.

**12) SAFETY OFFICER**

- a) prior to and throughout the season, assure that all league fields are ins safe playing condition. Notify scheduling officer of any safety issues and report them to the Board of Directors;
- b) assure that teams are following the rules related to equipment usage and field rules;
- c) Validate that all equipment is safe and working as required.

**13) MARKETING SPONSOR & COMMUNITY EVENTS OFFICER**

The Marketing Sponsor & Community Events Officer shall:

- a) seek out established sponsors for pledges and report all pledges to the Treasurer;
- b) assign team names to Sponsors to best align Sponsors to desired baseball/softball participants;
- c) seek out new sponsors, inform treasurer for billing, and order and maintain banners;

- d) each winter validate that the league has all banners for all Sponsors and that the banners are in good condition. Order any new banners. Order two banners each year which lists all the Sponsors;
- e) report current status of pledges at every Board of Directors meeting;
- f) organize and conduct fund raisers as needed;
- g) raise revenues in line with league goals and budget;
- h) overall responsibility plan Player Appreciation day;
- i) coordinate picture day and picture schedule/order sponsor and manager appreciation plaques.
- j) submit a budget for Player Appreciation Day expenses

#### **14) EQUIPMENT MANAGER**

The Equipment Manager shall:

- a) purchase all equipment including uniforms - spring and Summer Leagues;
- b) obtain competitive bids for all equipment purchases as directed by the Board of Directors;
- c) verify all bills for purchases approved by him as to the quantity purchased and that quoted prices have not been adjusted before requesting the Treasurer to issue payment;
- d) inform all vendors to submit itemized bills within 30 days after receipt of materials;
- d) not maintain any open accounts;
- e) maintain a current inventory record of all equipment for insurance purposes.
- f) make sure that the equipment boxes work and have all required equipment including ice packs for the leagues that will use that field;
- g) Submit a budget for:
  - a. spring and summer equipment
  - b. spring uniforms

**15) UMPIRE IN CHIEF**

**The Umpire in Chief shall:**

- a) Schedule umpires for all Cal Ripken, Intermediate Softball, and Junior Softball ;
- b) Provide the Checks to the Spring Managers payment of umpires;
- c) Recruit and coordinate training for in town umpires
- d) Submit a budget for spring umpires

**16) VOLUNTEER COORDINATOR**

The Volunteer Coordinator shall:

- a) Screen all volunteers through the CORI process
- b) Store and keep confidential all CORI information
- b) Compile a list of volunteers and work with appropriate board members to schedule volunteers for various BBRBS events.
- c) Adhere to the guidelines promulgated by Massachusetts Criminal History Systems Board as detailed in the CORI Policy detailed in Appendix B of this document.

**17) INSURANCE COORDINATOR**

The Insurance Coordinator shall:

- a) obtain and coordinate all insurance for the league including Board liability and accident insurance;
- b) submit a budget for insurance premiums.

**18) TRAINING COORDINATOR**

- a) work with league commissioners so as to insure that the consistency baseball and softball instruction is maintained throughout the league;
- b) organize and schedule clinics working with High School baseball and softball coaching staffs;
- c) develop manager and coach training programs;
- d) oversee and make recommendations for player development.



## **ARTICLE IV - COMMITTEES**

The following shall be the standing Committees:

- a) The Managers' Selection Committee shall submit a list of recommendations to the Board of Directors;
- b) The Financial Committee shall consist of the Marketing Sponsor & Community Events Officer, the President and the Treasurer. Prior to the season the committee shall conduct a budget meeting, collect all budgets and set the registration fees based on expected costs and income from Sponsors. In addition they evaluate all financial matters relating to the operation of the league and make recommendations to the Board of Directors;
- c) Baseball/Softball Commission shall:
  1. submit managers and coaches to the Board of Directors for approvals;
  2. handle manager and coach issues during the season;
  3. recommend changes to the rules committee and Board of Directors
- d) The Officers Nominating Committee shall consist of the President, Vice President and Treasurer;
- e) The Awards Committee shall consist of the President, Vice-President, and Treasurer; The Awards committee is responsible to select the Manager of the Year, Coach of the Year, and Umpire of the Year (if there is an appropriate candidate);
- f) The Rules Committee shall consist of the Vice-President and two (2) appointees;
- g) The Protest Committee shall consist of Board of Directors members who are not affiliated with the teams in question, and a representative from the Baseball/Softball Commission to interpret the rules.
- h) The Volunteer Committee shall consist of the President, Vice President, and Secretary. These three members will receive clearance to review CORI information and shall:
  - 1) screen all volunteers through the CORI process.
  - 2) store and keep confidential all CORI related information.

j) The Scholarship Selection Committee shall consist of the President, Vice President, Senior Softball Commissioner, and Babe Ruth Commissioner who will select scholarship recipients based on the criteria contained in Appendix A and shall submit the list to the Board of Directors for approval.

All other Committees shall be appointed by the President.

## **ARTICLE V - APPOINTMENTS AND RULES**

### **1) APPOINTMENTS**

- a) The Board of Directors shall approve all appointments of personnel within the organization and adopt any rules governing the duties and responsibility of those personnel.
- b) Appointed positions shall include, but not be limited to, managers, coaches, representatives to other organizations, field maintenance crews and committees.
- c) All appointments shall be made as required, but shall terminate with the annual election of Officers.

### **2) RULES**

- a) The Board of Directors, in conjunction with the national organization of Babe Ruth Baseball, Inc., shall make all rules governing: player eligibility and participation; player drafts and tryouts; player replacement; player records and safety; tournaments and All-Star selections.
- b) The Rules and any proposed revisions or new rules shall be reviewed annually and adopted no later than the February meeting of the Board of Directors. New rules or rule changes shall be adopted by a majority vote of all the members of the Board of Directors and the Directors shall be notified in writing by the Secretary seven (7) days in advance of the time and place of the voting and the proposed new rule or rule changes.
- c) The rules governing personnel may be adopted or changed any time at a scheduled meeting providing a majority of the Board of Directors is present for the vote and the vote to adopt or change is a majority of those present.
- d) Any member of BBRBS may propose new rules or revise or delete existing rules, providing that the member identifies him/herself and

submits the proposal in written form to the Secretary and also appears before the Board in person to explain the reason for the proposal.

- e) All rules which apply to the special rules for baseball and softball will be reviewed by the Baseball/Softball Commission. All proposed rules will be responded to as follows:
  - 1. a proposed rule change in draft form made by the Baseball/Softball Commission to the rules committee – where it will be reviewed and then brought forward to the Board of Directors
  - 2. a response at the board of directors meeting indicating the reason a rule change is not being proposed
  
- f) All rules which apply to the by laws are to be reviewed by the Rules Committee. All proposed rules will be responded to as follows:
  - 1 a proposed rule change in draft form made by the rule committee to the board of directors
  - 2 a response at the board of directors meeting indicating the reason a rule change is not being proposed.
  
- g) All removals and suspensions will be notified in writing that is signed the President and notification given as to the right of appeal within 30 days in writing to the Board of Directors.

## **APPENDIX A**

### **CRITERIA FOR SELECTION OF SCHOLARSHIP RECIPIENTS**

Each year, at the budget meeting, the Board of Directors will determine if the league will present the Jon Hart Memorial Scholarship and the Travis Desiato Memorial Scholarship and the value of these scholarships. The recipients will be selected from High School seniors playing on the varsity baseball and softball teams. Although the Jon Hart Scholarship will typically be designated for a baseball player and the Travis Desiato Scholarship will typically be designated for a softball player, the scholarships can be given to two baseball or two softball players based upon the recommendation of the selection committee.

If budgeted, a selection committee comprised of the President, Vice President, Senior Softball Commissioner, and Babe Ruth Commissioner will select the recipients.

The criteria for selection of the recipients will include but not be limited to the following:

1. Players who have participated in our program
2. Extent of participation (spring, summer, umpire, volunteer)
3. Players demonstration of sportsmanship
4. Players work ethic and team spirit
5. Players love for the game
6. Players who are outstanding role models for younger players

A player's skill and ability in the sport and level of academic achievement will not necessarily be criteria for these scholarships.

## **APPENDIX B**

### **CORI POLICY**

**The Bedford Babe Ruth baseball and Softball (BBRBS) adopts this Criminal Offender Record Information (CORI) Policy in compliance with the requirements of the Massachusetts Criminal History Systems Board (CHSB). Every volunteer board member, manager, coach, and scorekeeper interacting with the players in the BBRBS leagues will be required to submit to an annual Criminal Offender Record Information (CORI) check. The league has the right to refuse a volunteer or limit their participation based on the results of the CORI check. BBRBS is an agency certified by the CHSB for access to CORI and BBRBS will generally adhere to the following practices and procedures in connection therewith:**

- I. CORI checks will only be conducted as authorized by the CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of this CORI Policy.**
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.**
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this Policy and any applicable law or regulations, or both.**
- IV. If BBRBS receives a criminal record from the CHSB, the authorized individual will closely compare the record provided by the CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the criminal record relates to the applicant.**
- V. If BBRBS is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and BBRBS's CORI Policy, advised of the part(s) of the record that make the applicant unsuitable for licensure, and given an opportunity to dispute the accuracy and relevance of the CORI record.**

- VI. Applicants challenging the accuracy of the CORI record shall be provided a copy of the CHSB's *Information Concerning the Process in Correcting a Criminal Record* . If the CORI record provided does not exactly match the identification information provided by the applicant, BBRBS will make a determination based on a comparison of the CORI record and documents provided by the applicant. BBRBS may contact the CHSB and request a detailed search consistent with CHSB policy.**
- VII. If BBRBS reasonably believes the CORI record belongs to the applicant and is accurate, based on the information as provided in Section IV of this Policy, then BBRBS will make a determination of suitability for involvement in the league. BBRBS will notify any volunteer of a potential adverse decision which may include, but not be limited to, the following:**
- **For any crime or criminal activity involving a child where the volunteer was found guilty or the case is still pending – there will be no time limit and the individual will not be permitted to be a volunteer in the league.**
  - **For any pending or issued motor vehicle violation(s) within the last five years the participant will be allowed to volunteer, but will be permitted to transport only their own children to and from games and practices.**
  - **For any other pending or guilty criminal activity that the CORI review board determines could be detrimental to the league. The details of which will be brought before the board for discussion and action without disclosing the name of the individual in question.**
  - **time that has elapsed since the criminal conviction;**
  - **age of the applicant at the time of the criminal offense;**
  - **seriousness and specific circumstances of the criminal offense;**
  - **the number of criminal offenses;**
  - **whether the applicant has pending criminal charges;**
  - **any relevant evidence of rehabilitation or lack thereof;**
  - **any other relevant information, including information submitted by the**
- VIII. BBRBS will notify the applicant of its decision and the basis of the decision in a timely manner.**
- IX. CORI information will be collected and reviewed by the CORI review board each spring and destroyed before the kickoff meeting the following December. It can not be stored electronically and must be in a locked container. All CORI results must be printed out for that season.**