

**BILLERICA  
LITTLE LEAGUE  
BY-LAWS**



**2014**

<http://www.billericalittleleague.org>

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# **I PURPOSE**

## **A. BY LAWS**

The purpose of these By-Laws, and the League, is to promote fair play in a safe environment for the youth of Billerica, while providing and displaying a healthy mix of enjoyment, training, team spirit, leadership and community involvement.

1. The Official Rules of Little League will govern all on-field play.
2. Any By-Laws, that effect on field play, shall only enhance the rules of Little League International. In no way may the By-Laws, reduce or restrict the rules of Little League International.

## **B. EFFECTIVE DATES FOR THESE BY-LAWS**

1. These By-Laws were officially reviewed by the committee, discussed with the body at the November 4, 2013 meeting.
2. Voting for these By-Laws was completed on November 4, 2013 and officially closed on that date.

# **II ADMINISTRATION**

## **A. LEAGUE NAME(S)**

Unless otherwise specified:

1. The League shall be known as "BILLERICA LITTLE LEAGUE, INC", and referred to hereinafter as "THE LEAGUE".
2. "LITTLE LEAGUE BASEBALL" of Williamsport, PA shall be referred to as "LITTLE LEAGUE".
3. The Elected "EXECUTIVE BOARD" as a group shall be referred to as the "BOARD", and individually as "OFFICERS".
4. The term "MAJOR LEAGUE" shall apply to Big League, Senior Major and/or Major Little Leagues.
5. The term "MINOR LEAGUE" shall apply to Senior Minor and/or Minor Little Leagues.
6. The term "MEMBER" shall be any Board Officer, Manager, Coach, League Worker, Parent or Volunteer, on record as of April 1st. "MEMBER" as a group shall be referred to as the "BODY".
7. The term "DIVISION" shall be any level of play where a group of teams compete against each other during the regular season.
8. The term "SENIOR LEAGUE" shall apply to Big League, Senior Major and Senior Minor Leagues.
9. The term MEETING shall apply to all General Meetings open to the public.
10. The term "BOARD MEETING" shall apply to all Executive Board Meetings which are closed to the public.

## **B. SCOPE**

1. All meetings, procedures, debates, and operations shall be within the rules set forth in these By-Laws, in conjunction with rules and regulations of Little League.

## **C. RESPONSIBILITY**

1. It shall be the sole responsibility of the elected Executive Board to supervise all operations, funds, equipment and assets of the League.
2. It shall be the responsibility of the Rules Advisor to provide each newly appointed Manager with a copy of these By-Laws, along with any amendments, and to make replacement copies available to any Officer, Manager, Coach, League Worker, or parent, upon request.

## **D. INTERPRETING THE BY-LAWS AND RULES OF THE LEAGUE**

1. It shall be the sole responsibility of the Board to interpret the rules and make all decisions with the intent of the rule taking precedence over the wording.

2. Bests efforts are made to ensure that all Articles and Sections referenced in this document are current. If there is a dispute based on an incorrect cross reference the Board shall be the final arbitrator on the correct cross reference.

## **E. REVIEW AND AMENDMENT**

1. Bi-annual Review of By-Laws
  - a. The President shall appoint a committee on even numbered years to review these By-Laws in full and propose recommended amendments, or a resolution may be proposed at any regular scheduled meeting to open the By-Laws for the purpose of review and/or amendment. The committee shall be chaired by the Rules Advisor for the League.
  - b. A resolution to open the By-Laws for the purpose of review or proposed amendments must be voted on at a regularly scheduled meeting and shall require a 2/3 approval vote to be opened.
  - c. Once opened, a Review Date and a Voting Date will be set. Review and Voting cannot occur during the same meeting.
  - d. Notice of intent to review and/or discuss proposed amendments shall be published in a local newspaper at least eight days prior to the scheduled Review Date.
  - e. On the Review Date, typed copies of proposed amendments shall be made available and the proposed amendments will be presented to the body.
  - f. On the Voting Date, Proposed amendments shall require a 2/3 vote of League Members to pass.
  - g. Amendments become effective at the end of the meeting that the voting occurred in.
2. Non Bi-Annual modifications to the By-Laws
  - a. Modifications to existing League By-Laws or Little League rules must be proposed to the body, in writing, at a regularly scheduled meeting.
  - b. Typed copies of proposed amendments shall be made available and the proposed amendments will be presented to the body for review and discussion.
  - c. Voting, with no further discussion, will occur on the next regularly scheduled meeting.
  - d. Proposed amendments shall require a 2/3 vote of League Members to pass and shall remain in effect as pending By-Laws until the By-Laws are officially opened for a Bi-Annual Review and shall expire upon completion of that process.
  - e. Amendments become effective at the end of the meeting that the voting occurred in.
3. Emergency exceptions
  - a. Individual exceptions to existing League By-Laws or Little League rules, for specific situations, may be approved by the Board and shall require 2/3 vote of the assembled Board to pass. A quorum as defined by this document is required for a vote on any matter. If approved, these exceptions shall remain in effect for the present season only.
  - b. Amendments become effective at the end of the meeting that the voting occurred in.
  - c. Exceptions made by the Board under this provision must be confirmed by majority vote of the membership present at the next regular meeting.
  - d. Exceptions that are not approved at the next regular meeting will no longer be in effect for the present season.
  - e. The Board will determine the status of all games that may have been impacted by any non-approved By-Law exception. The decision of the Board is final and may not be appealed.

## **F. DISSOLUTION OF THE LEAGUE**

1. If the Executive Board, by TWO THIRDS majority vote of the Entire Elected and / or Appointed Board, elects to dissolve the League, any remaining funds, equipment and/or assets (Educational Award Fund excluded), are to be donated to an existing recognized youth organization in the Town of Billerica. Should no such organization exist, it shall be donated to other youth organizations operating for the youth of Billerica

2. Dissolution and final disbursement must be approved, by a 2/3 vote, at an official regular meeting, as defined under Article II. ADMINISTRATION Section E. REVIEW AND AMENDMENT these BY-LAWS

### **III EXECUTIVE BOARD**

#### **A. PURPOSE**

The purpose of the League Executive Board, as a body, at the best of their ability, is to.

1. Assume sole responsibility to supervise all League operations, funds, equipment assets and community relations, as defined in Article II Section C- 1 RESPONSIBILITY.
2. Uphold the rules and regulations set forth in these By-Laws and Little League International.
3. When Little League Rules and / or local By-Laws are not defined or unclear, provide good judgment in protecting the best interest of the participants and the community.
4. Insure that all activities are conducted in a safe fair and healthy environment, in the best interest of the community at large and the participating youth.
5. Operate the League in a financially prudent manner.
6. Review and resolve any debates, disputes, complaints against the League, rules, or protest (if properly submitted) in accordance with League By-Laws, Little League rules and regulations and act in the best interest of the League.
7. Perform and act on any other duties necessary to protecting the best interest of the League and the community.

#### **B. ELECTED OFFICERS**

President	Player Agent – Big League & Senior Major League
Vice President	Player Agent - Senior Minor League
Secretary	Player Agent - National Major League
Treasurer	Player Agent - American Major League
Registrar	Player Agent – Central League
Safety Officer	Player Agent – Minor League
Umpire in Chief - Senior League	Player Agent - Farm League
Equipment Manager	Player Agent - Instructional I League
Fund Raising Director	Player Agent - Instructional II League
Publicity Director	Player Agent – Challenger Division
Parents Auxiliary Director	

#### **C. ELECTIONS**

1. The President shall appoint a three (3) member Election Committee consisting of a representative from the League.
2. The Election Committee shall submit their list of applicants for Executive Board positions at the second meeting in June. Additional nominations may be made from the floor at that meeting.
3. Any individual being nominated for an Executive Board position shall be so advised and must accept nomination prior to being placed on the ballot.
4. Current Officers will be automatically placed on the ballot unless they notify the Nominating Committee Chairperson, in writing, on or before the first meeting in June of their intent not to seek re-election.
5. Individuals may be nominated for more than one position.

#### **D. ELECTION OF OFFICERS**

1. Election of Officers shall take place on the second meeting in June. It shall be by secret ballot and the individual with the most votes, for each position, shall be declared the winner.

2. The Election Committee Chairperson shall conduct and be in charge of the election.
3. League members must attend a minimum of 7 regularly scheduled meetings to be Eligible to vote for League officers.
4. Installation of officers shall take place at the first regularly scheduled meeting in August.
5. Elective Offices shall not be required to pay registration fee for their immediate family for the current year provided they were an active member of the outgoing Board as of the current year election date and they attended 80% of the previous year meetings.
6. Tie Breaking Procedure - in the event of a tie vote for an elective office, the process is as follows:
  - a. Each candidate will be afforded 5 minutes to state their qualifications.
  - b. A new secret ballot for that office only will be held. The candidate with the most votes will be declared the winner.
  - c. If the re-vote remains tied, the President will nominate a winner, with the approval of the current Board.
7. An individual may NOT hold more than one elected position in any given year.
  - a. A person elect to hold more than one position must declare their intent regarding which elected position they will hold no later than the first LEAGUE meeting in August.
  - b. When a position is vacant, the President may appoint an existing Board Member to a second position, with the Boards approval, provided there is no other qualified person, as determined by the Board, to fill that position.

#### **E. VACANCIES**

1. Vacancies in elective offices shall be filled by appointment by the President, with approval of the Board.
2. Officers who miss more than five (5) Executive Board meetings may be replaced at the Board's discretion.

#### **F. ELECTED OFFICER DUTIES**

1. PRESIDENT
  - a. Shall be the Chief Administrator of the League.
  - b. Insure enforcement of all League By-Laws and Little League rules and regulations.
  - c. Preside over all meetings.
  - d. Be the liaison between the League and Little League, insuring that all necessary communication, documents, Little League Charters and other requirements are properly executed on a timely basis.
  - e. Act as or assign a Board member, usually the Vice President, to be the liaison between the Town and the League for all matters pertaining to the use of Town resources and ensure a safe environment for the proper function of the League.
  - f. Maintain an on-going understanding of the financial status of the League and insure that accuracy and efficiency are maintained.
  - g. Co-sign all League checks written by the Treasurer as defined under funds.
  - h. Appoint and monitor all committees.
  - i. Perform all other duties consistent with the office of President.
  - j. Insure complete compiling and securing history file documents as described in Article XII HISTORY of By-Laws.
  - k. When, due to scheduling or other circumstances beyond the immediate control of the Board, make decisions to ensure that the safety of all players and the financial stability of the League.
  - l. Maintain an on-going current knowledge of all rules that may apply to League operations and games and report any changes as they occur.
2. VICE PRESIDENT



- a. Should the President be unavailable for League, District or other meetings, the Vice President would cover these meetings and have the authority to act on the League's behalf.
  - b. Be advised on all matter concerning our League, both Financial and administrative in nature.
  - c. Have the ability to co-sign all League checks written by the Treasurer as defined under Article IV FUNDS.
  - d. In the event the President should step down from Office during His / Her term the Vice President would serve out the term as interim President of Billerica Little League, Inc.
  - e. The Vice President would serve on the Disciplinary Board
  - f. The Vice President, in an emergency situation, would have the same decision making authority as the President providing he has made a reasonable effort to contact the President prior to rendering his decision on said emergency.
  - g. Offer rule interpretation opinion on disputes or questions and obtain an official ruling, if requested.
  - h. Maintain a current knowledge of the intent of Little League and/or League rules and By-Laws.
  - i. Be the Keeper of League By-Laws and detailed records of amendment and/or adjustments.
  - j. Insure that all Managers have a current rules book and copy of By Laws, as applicable
  - k. Order and distribute All Star pins
3. SECRETARY
- a. Keep a true and faithful record of the proceedings of every official meeting (regular, executive or special) and read same at the next official- regularly scheduled meeting.
  - b. Send out notifications and correspondence as necessary.
  - c. Be custodian of all League records, insurance, and documents and/or records pertaining to League business
  - d. Maintain a role and read the attendance record at regular meetings upon request.
  - e. Based on attendance records, determine which members are eligible to vote for Elected Officials as defined in Article III ELECTION OF OFFICERS.
  - f. Ensure that all Officers, Managers, Coaches, and League Worker have submitted all State and Little League forms associated with criminal background checks. Forms and information associated with each security check is forwarded, securely, to the appropriate agency or facility to conduct the back ground checks.
  - g. Inform the President of any issues associated with criminal background checks
  - h. Maintain the League Post Office Box. Insure that mail is picked up and distributed on a timely basis.
  - i. Collect and secure all permanent League records pertaining to previous year as described under Record Retention.
  - j. File on appropriate paperwork with the State and Town to ensure the LEAGUE status as a charitable organization is maintained.
4. TREASURER
- a. Prepare the annual budget and provide status reports as directed by the President.
  - b. Receive, record, and deposit all funds paid to the League in the prime checking account at a financial institution selected by the Board, in the name of Billerica Little League, Inc.
  - c. Insure that any transfer of funds between the prime account and any secondary interest bearing accounts originate from, and return to the prime checking account.
  - d. Make payments, by check only, as directed by the President in conjunction with other sections of these By-Laws from the prime account only. Under no conditions are payments to be issued in any manner except from the prime account.
  - e. Prepare tax forms, returns and reports, as required.
  - f. Maintain a true and accurate detailed record of all financial transactions for the League.

- g. Prepare a written financial report, on designated form, showing opening balance, detail of receipts, payments and ending balance. Read report to the body and then surrender it to the Secretary to become part of the permanent record for the meeting.
  - h. At expiration of his term or at resignation or removal from office, pay and deliver, to his successor in office all funds, records and property belonging to the League, in his possession.
  - i. Prepare and co-sign all LEAGUE checks, as described under funds.
  - j. Shall have no family relationship with the President, Vice-President or any other Board member with authorization to sign checks or withdraw monies from any League account.
  - k. Provide Insurance for all League facilities and equipment where that value exceeds \$500.00
5. REGISTRAR
- a. Establish and maintain an on-going registration policy to insure effective planning, proper player distribution and placement and efficient operation.
  - b. Turn registration fees paid over to the Treasurer at each meeting with a detailed report of the activity.
  - c. Submit a written registration report at each regular meeting detailing registration status, fees paid and owed and other pertinent information.
  - d. Submit player and coaches registration information to Little League in accordance with Little League Charters
  - e. Prepare various detailed reports for League Officers upon request.
  - f. Work with Player Agents and the Equipment Manager to identify players that are subject to Registration restrictions based on failure to return uniforms where appropriate.
  - g. Determine player eligibility as it pertains to the League guidelines regarding attending tryouts, registering on time and age requirements for each league.
  - h. Maintain the list of all District All-Star for each season.
6. SAFETY OFFICER
- a. Develop safety standards and procedures necessary to protect the safety of all players.
  - b. Insure that all League Officers, Managers and Coaches fully understand, and employ all safety standards and equipment established by Little League and the League.
  - c. Insure that all Managers are issued adequate protective equipment and that it is properly cared for.
  - d. Take whatever reasonable measures are necessary to correct an unsafe game or practice condition and report the incident to the Board at the next regularly scheduled meeting.
  - e. Insure that all fields have proper first-aid supplies available and that all Managers know proper procedure for serious injuries.
  - f. Review all accidents or injuries to determine what may be done to prevent a re-occurrence and report steps taken to the Board.
  - g. Ensure that the proper paperwork associated with an injury that occurred during a League approved event is filed with Little League.
7. UMPIRES IN CHIEF (1 POSITION)
- a. Prepare schedule to insure all games have a qualified Umpire.
  - b. Recruit qualified Umpires and monitor their performance.
  - c. Provide the League Secretary and Treasurer with a master schedule of umpire assignments
8. EQUIPMENT MANAGER
- a. Develop and maintain standards necessary to minimize loss of equipment, uniforms and supplies belonging to the League.
  - b. Develop a formal list of equipment and uniforms to be purchased, specifying manufacturer and model.
  - c. Prepare bid forms and send out in accordance with Article V.

- d. Accept purchased equipment uniforms and supplies and maintain an accurate record of receipts for payment approval.
  - e. Receive and distribute equipment and supplies in accordance with Article V.
  - f. Establish procedures to insure that all League equipment is collected and inventoried at the end of the season. Report any non-compliance to the Board.
  - g. Work with Player Agents to ensure that players on each team have the appropriate uniforms for the Player Agent's division.
  - h. Work with the Player Agent, in all Division where replica jerseys are used, to ensure the Managers and players return said jerseys for future use.
  - i. Identify, with the Player Agents, any Manager or Player that may be penalized for failure to return equipment or uniforms. Provide the information to the Registrar.
9. FUND RAISING DIRECTOR
- a. Control and coordinate all League Fund Raisers with the exception of the Registration activities and the Golf Tournament. The Golf Tournament overseer is appointed annually by the league President.
  - b. No separate bank account will be established for these fund raisers. All monies received and expended in pursuit of fund raising will be via the League's basic bank accounts.
10. PUBLICITY DIRECTOR
- a. Maintain a working relationship with the local public media to insure maximum publicity exposure for League registration, functions, accomplishments, game events and scores. etc.
  - b. At the direction of the Board publish Registration and Tryout Dates
  - c. Ensure that materials associated with the league's registration process are distributed to the local schools as directed by the Board.
11. PLAYER AGENTS (10 POSITIONS)
- Unless otherwise specified, the following applies to all Player Agents.
- a. Prepare proposed regular season and play-off game schedules for Board review on a date designated by the President.
  - b. Assist the Registrar in League registration; insuring accurate ages, league affiliation, team rosters, team replacements, trades and that all other records are accurate. This should also include age breakdown for the teams and the disposition of any returning players that failed to comply with registration and draft eligibility rules.
  - c. Senior League and Majors League Player Agents conduct annual tryout and player selection (draft) in accordance with Article VIII LEAGUES, TEAMS AND ROSTERS of these By-Laws, on a timely basis.
  - d. Submit District All-Star rosters to Registrar prior to notification of players, so that the Registrar can validate the player's eligibility, based on the League's guidelines.
  - e. Farm and Instructional Player Agents shall determine desired number of teams, roster size and age distribution and submit same to the Board for approval.
  - f. Farm and Instructional Player Agents shall prepare a schedule of written rules unique to their Division, stressing fundamentals and fair play. The Board prior to distribution shall review these rules.
  - g. Submit contact information of all Managers and Coaches to the Secretary and Registrar prior to the beginning of League play.
  - h. Prepare eligibility affidavits, and any other documents required by Little League for their Division, for the President's signature.
  - i. Act as League liaison between any Player, Parent, Manager, or Umpire if there is a dispute and/or complaint within his division.
12. PARENTS AUXILIARY DIRECTOR

- a. Control and coordinate operations of all concession stands and submit written reports at each meeting detailing revenue expenses, profits and present status for period.
- b. Turn reported receipts for the period over to Treasurer for deposit to general fund except as provided by the Board.
- c. Act as a liaison between League and Auxiliary operations.
- d. Provide a report of activity, revenue and profit, by location of function at the end of each year, for the permanent history.

## **G. COMMITTEES**

1. Scholarship
  - a. Appointed annually by the President.
  - b. Responsible for selection of Scholarship recipients as outlined in Article XI ANNUAL SCHOLARSHIP AWARDS
2. Golf
  - a. Appointed annually by the President
  - b. Responsible for organizing and running the League's annual Golf Scholarship fund raiser
  - c. Provide regular updates at League meetings on fund raiser
  - d. Provide a final report on Golf fund raiser no later than one month after the conclusion of the event
3. By-Law
  - a. Appointed bi-annually, on even numbered years, by the President
  - b. Review these by-laws in full and propose recommended amendments, or a resolution may be proposed at any regular scheduled meeting to open the by-laws for the purpose of review and/or amendment.
  - c. A resolution to open the by-laws for the purpose of review or proposed amendments must be voted on at a regularly scheduled meeting and shall require a 2/3 approval vote to be opened.
  - d. Once opened, A Review Date and a Voting Date will be set. Review and Voting cannot occur during the same meeting.
  - e. Notice of intent to review and/or discuss proposed amendments shall be published in a local newspaper at least eight days prior to the proposed review date.
  - f. On the Review date, typed copies of proposed amendments shall be made available and the proposed amendments will be presented to the body.
  - g. On the Voting Date, Proposed amendments shall require a 2/3 vote of League Members to pass.
  - h. Amendments become effective at the end of the meeting.
4. Finance
  - a. Appointed annually by the President no later than the first regular meeting in September
  - b. Conduct an independent audit of the League's finances
  - c. Provide a read out to the General Body no later than the first regular meeting on November
5. Others as Needed and approved by the Board

## **IV FUNDS**

### **A. ACCOUNT TYPES**

1. It shall be the responsibility of the President and the Treasurer to establish a "Prime Checking Account" in a local bank that will best benefit the League. All financial transactions, in or out, shall be processed through this account. The depository bank shall be provided a copy of this section of the By-Laws.
2. As necessary, the Board may establish Additional accounts for special projects or to gain higher interest. All transactions involving these accounts, in or out, shall be made exclusively between these accounts and the prime account.

3. All accounts shall be in the name of Billerica Little League, Inc., Attention President.
4. All statements and correspondence shall be mailed to the official League Post Office box.
5. Signature authorization, on all accounts, shall be the President, Vice President, and Treasurer. All disbursements shall require two signatures, of any combination.

#### **B. RECEIPTS**

1. All League receipts shall be given to the Treasurer in a timely, manner.
2. If requested, the Treasurer shall provide a receipt for funds received.
3. The Treasurer shall deposit all funds received, regardless of type or source, into the prime account.
4. Concession Cash Management
  - a. Each concession location shall have one lock box mounted within the confines of the concession stand.
  - b. At the end of each game the money will be counted and put into an envelope along with any receipts. (Pizza receipt, paper supplies etc.).
  - c. The envelope is then to be sealed, with the date written on the outside, along with the amount in receipts and amount of cash.
  - d. The envelope is then to be signed by the manager or player agent that is responsible for the concession stand on said night.
  - e. Envelope is then to be put in the lock box until the appropriate player agent picks up the envelopes and brings them to the meeting and turns in the sealed envelopes for the treasurer to unseal and double check the cash and receipt totals.
  - f. A log is to be recorded at each location with the date, teams playing on said night and record the amount of cash that is placed into the envelope for that particular night.

#### **C. REGISTRATION FEES**

1. The Board will set registration fees during the first scheduled Board meeting in August
  - a. Fees will include both an early registration fee and a late registration fee
  - b. Fees will include both individual and multi-player registration fees
2. The Board will set an early registration date to be used to determine a player's eligibility for the Draft as describe in Article VIII, Section C PLAYER ELIGIBILITY.
  - a. The early Registration date shall not be before October 15th.
3. All registration receipts shall be turned over to the Treasure from the Registrar at the each regular League or Board meeting in which both are in attendance.

#### **D. SPONSOR FEES**

1. Team sponsor fees, at any level, shall be set on an annual basis by the League no later than the first meeting in September.
2. The Fund Raising Director Chairs the Sponsorship committee by default.

#### **E. DISBURSEMENTS**

1. Disbursements, of any kind, shall be made by check only, from the prime checking account. All payments must be authorized by the President, in conjunction with other sections of these By-Laws. Payments shall be made only on acceptable invoices or written requests.
2. Individual invoices of \$500.00 or less may be approved solely by the President with the approval / signature of the Treasurer or the Vice President.
3. The BODY prior to issuing payment must approve individual expenses in excess of \$500.00. All League expenditures are to be formally approved by the General body at the next general meeting.
4. Checks must have two signatures. Checks may be co-signed by the President and the Treasurer after being completed, or in the absence of either, the Vice President is authorized to sign. No checks are to be signed prior to completion.

5. Monthly bank statements shall be sent to a board appointed member for an independent bank reconciliation to the financial records of the League. This independent bank reconciliation shall occur at a minimum on a quarterly basis and shall be available for the year end audit. This board appointed person shall not be any of the following officers: 1) President 2) Vice President 3) Treasurer.
6. The Treasurer shall not be a relative of the President or Vice President.

**F. FINANCIAL AUDIT**

1. In October, the President shall appoint a three-member committee with the approval of the body (authorized signers excluded) to perform an audit of all financial transactions, review of internal controls, and testing of the transactions and systems. It shall be the responsibility of the chairperson to report their findings to the body at the first regular meeting in November and to give the written detailed audit report to the secretary to become part of the permanent record.
2. The audit shall include a section on the Federal tax return (form 990) for the prior year. The audit shall comment on the timeliness of the Federal tax filing for the prior year and a reminder that the current fiscal year Federal tax return is due on January 15th. Currently the Federal tax return would not be due until January 15th for the fiscal years ending in August. The board shall take a follow up action to make sure this is filed timely or have the audit committee follow up in January.

**V ASSETS & EQUIPMENT**

**A. ASSETS (Other than equipment, as explained below)**

1. The President and Secretary shall maintain a record of all League assets with a value in excess of \$500.00
2. The list should include the locations of the asset and date delivered
3. The list shall be updated on a yearly basis and be made available upon request from either General Body or BOARD.

**B. EQUIPMENT**

1. The term equipment shall apply to all League field maintenance and supplies, game equipment, uniforms, game supplies, awards and administrative equipment and/or supplies.
2. All League equipment shall be the responsibility of the Equipment Manager.

**C. CENTRAL STORAGE FACILITY**

1. The Central Storage Facility shall be the location where all League equipment is stored. The only exception shall be for field maintenance equipment designated to field storage facilities and concession equipment designated to concession stands.
2. The Facility shall be the responsibility of the Equipment Manager. It shall be his responsibility to insure that it is maintained in a clean, safe, and secure manner.
  - a. When the facility is located on school property maintenance shall be done in accordance with school standards
  - b. Alcoholic beverage shall not be brought on the property.
3. Access shall be limited to the Equipment Manager, President and Vice President. Only those individuals shall have keys or alarm clearance to the facility.
4. The facility shall be connected to a central alarm system and the lock(s) shall be re-keyed each year immediately following elections, if a new Equipment Manager is elected or appointed.
5. Insurance coverage shall be maintained to cover a value established by the Board. Insurance protection shall be the responsibility of the Treasurer.
6. All equipment shall be distributed directly from the Facility at a date and time established by the Equipment Manager. It shall be the Player Agent's responsibility to insure manager compliance, and to jointly inspect all equipment being issued with each manager. Each Manager shall acknowledge receipt of, and accept responsibility for equipment received. Umpire equipment, helmets and bases shall be issued to, and be the responsibility of the Player Agent.

7. Once initial equipment distribution is completed any replacements or additions shall be directed through the Player Agents to the Equipment Manager. Equipment being replaced shall be turned in, prior to reissue, regardless of condition, unless not possible due to situation beyond manager's control.
8. All game, team equipment and uniforms (including All Stars), issued to Managers and Player Agents, and shall be returned to the Facility, by the Manager or Player Agent, at a date and time established by the Equipment Manager, but no later than 30 days upon completion of play. Player Agents and the Equipment Manager shall jointly inspect record and acknowledge receipt of equipment from managers.
9. Manager Applications for the upcoming season shall not be accepted from any manager that has not complied with item 8.
10. A written inventory report shall be submitted to the Board by the Equipment Manager prior to bid discussions. It shall include a complete inventory, including condition and value, and any losses, policy violations, or unusual conditions that happened during the closing year.

**D. BIDS**

1. Bid lists shall be prepared by the Equipment Manager with the President and respective Player Agents. All items shall be identified by manufacturer and model number, if one exists.
2. The Equipment Manager will act in the best interest of the LEAGUE when obtaining pricing for any and all equipment bids
3. The Equipment Manager should not obtain any monetary or personal gain through any vendor associated with the bid process.
4. The Equipment Manager has approval to obtain bids from companies and organizations that over the course of time has consistently provided the best pricing to the LEAGUE, without approval from the BOARD,
5. Any new companies expressing a desire to be involved I the process of equipment purchase must be approved by the Board.

## **VI MEETINGS**

**A. DATES AND TIMES**

1. The Board will establish an annual meeting schedule for regular open meetings of the Body. At the first regular meeting in September, the Secretary will distribute the meeting schedule for the upcoming year. The Executive Board will meet immediately following the regular open body meeting, as necessary.
2. The minimum schedule for the League meetings will be
  - a. General Meetings on the 1st Monday of every month from August through March
  - b. General Meetings on the 1st and 3rd Monday of every month from April through July
  - c. Executive Board Meetings on the 1st Monday of every month, immediately following the General Meeting, from August through March
  - d. Executive Board Meetings on the 3rd Monday of every month from August through March
  - e. Executive Board Meetings meets the 1st and 3rd Monday from April through July. When a General Meeting is scheduled the Executive Board Meeting will begin immediately following the conclusion of the General Meeting.
  - f. At the Executive Boards discretion, when a Holiday conflicts with either a General or Executive Meeting, the meeting may be rescheduled. These changes must be published in a reasonable time after the new dates are set or 2 weeks prior to the change.
  - g. At the Executive Boards discretion, General and E-Board meetings from April through July may be moved to an alternate date to accommodate Regular Season, Playoff and District All Star games.

## **B. QUORUM**

1. Quorum for a BODY meeting shall be a minimum one-third the number of currently filled E-Board positions excluding Executive Board Officers.
2. Quorum for an Executive Board meeting shall be a minimum of two-thirds of the existing Board members.
3. No League voting may take place in either a Body or Executive meeting without a quorum.
4. If fifty percent of the existing Board is present, the members present may take action on items the President or in his absence the Vice-President, consider necessary for the benefit of the League.
  - a. Any action taken must be passed by a two-thirds majority of members present.
  - b. Any action taken must be represented to the Board at the next meeting where a quorum exists.

## **C. RULE OF ORDER**

1. The President shall preside over all meetings. In his absence, the Vice President shall preside
2. All meetings, procedures and debates, shall be governed by parliamentary procedure. referred to as - "Roberts Rule of Order"
3. The following order of business shall be applied for all meetings but may be modified as needed, at the President's discretion.
  - a. Call to order
  - b. Recording of the roll
  - c. Secretary's Report (Reading of the minutes of previous meeting)
  - d. Treasurer's Report (Reading of the written report, detailing opening balance, receipts, disbursements, and ending balance). Written report shall be surrendered to Secretary for permanent record.
  - e. Registrar's Report (Reading of written registration adjustments, receipts. refund requests, and status of outstanding fees due). Written report is surrendered to Secretary for permanent record.
  - f. Reading of Bills and/or correspondence
  - g. Committee Report
  - h. Unfinished business
  - i. New Business
  - j. Adjournment
4. Only members in attendance may vote at a regularly scheduled League meeting. There are no restrictions regarding who can vote at a regularly scheduled League meeting
  - a. No proxy votes shall be allowed.
  - b. Members must be in attendance to vote.
  - c. Phone calls or other electronic means of voting is not allowed.

# **VII MANAGERS AND COACHES**

## **A. MANAGER ELECTION**

1. Individuals desiring a Major or Minor League team are required to submit an application and a Sex Registry Waiver, to the Secretary, on or before the first regular meeting in September, for the following season.
2. At the Boards' discretion, applications may be accepted up to the time of Manager Voting. These applications will be handled as a "write-in".
3. To be eligible for team appointment, returning managers must have collected and turned in uniforms and equipment for prior year, to the satisfaction of the Player Agent and Equipment Manager.
4. At the first meeting in September, the Secretary shall read Manager team request letters to the Board, and the Board will vote on each request (see items 8 through 14 below)



5. Vacancies that occur after that date shall be filled by appointment by the President, with the approval of the Board.
6. Farm and Instructional League Managers shall be selected by the appropriate Player Agent, with the approval of the Board.
  - a.
7. Announcements will be posted on the league's web site and at the discretion of the board, placed in the local newspaper and on the local cable access television station.
8. The actual vote by the E-Board will be by a ballot, unless the Board votes to allow for alternative method, majority wins
9. Each manager shall be voted on separately unless a motion is made and voted on by the E-Board to allow for blocks of managers to be voted on as a group.
10. A person wishing to manage more than one team must be approved by the Board.

## **B. *MANAGER'S RESPONSIBILITY***

1. Managers are expected to participate in functions necessary for a safe and healthy operation of the League, such as field maintenance, committees, fund raisers, and/or other activities
2. It is the responsibility of all Managers to conduct themselves, on and off the field, in a manner that displays leadership, sportsmanship and good community spirit.
3. Major and Minor League Managers, or their representative, (who must be someone other than another Manager in the same division) must attend all scheduled tryouts, from start to completion. A Manager who fails to comply shall appear before the Board for possible disciplinary action.
4. Any manager or coach ejected from a game by an umpire shall be compelled to appear before the Disciplinary Board, as describe in Article XIV PROCEDURES FOR DISCIPLINARY ACTION, to explain their actions, along with the umpire, opposing manager and Player Agent.
5. Managers have an obligation to attempt to resolve any disputes on the field, in a calm, reasonable manner, conducive to good sportsmanship.
6. A Manager, or a person designated by him is required to remain at the field after completion of a game or practice, until all his players have been picked up or left the field area. Failure to comply with this may result in Disciplinary Board Action.
7. Managers are responsible for all uniforms and equipment issued him prior to the season, and is expected to promptly collect same and turn it in no later than the first meeting in August.
8. Managers shall notify each player selected in the draft or appointed to his team within ten (10) days after selection or appointment.
9. Managers shall immediately notify his Player Agent upon losing a player, for any reason.
10. On the same day that the game was completed, the winning manager will notify his Player Agent of the score.
11. If a scheduled game is cancelled, or not played, to minimum official game requirement, both managers will contact, on the same day that the game was originally scheduled, their Player Agent, for the purpose of rescheduling.
12. All officers, league workers managers and coaches will not allow any drugs, alcohol or tobacco products on the field during any League activities.
13. Managers are to ensure CORI forms have been completed and submitted to the Secretary for all of their coaches or any adult that may be helping out with the team.

## **C. *COACH SELECTION***

1. Each Manager may select prospective coaches for their team, and submit the names to the President.
2. Team Coaches shall be approved by the Player Agent and all names submitted to the Secretary.
3. No team shall have more than 2 coaches, excluding the manager, on the field (including dugouts) participating in game activities at any one time.

- a. Instructional and Farm leagues are exempt from this rule.

#### **D. CORI CHECKS**

1. CORI Forms will be completed and checked on all individuals (League Officials, Managers, Coaches, Umpires and Volunteers) associated with Billerica Little League.
2. Should a CORI check come back with unfavorable comments, the Disciplinary Board will meet to determine the findings.

#### **E. LITTLE LEAGUE VOLUNTEER CHECKS**

1. Little League Volunteer Forms will be completed and checked on all individuals (League Officials, Managers, Coaches, Umpires and Volunteers) associated with Billerica Little League.
2. Should a Little League Volunteer check come back with unfavorable comments, the Disciplinary Board will meet to determine the findings.

### **VIII LEAGUES, TEAMS AND ROSTERS**

#### **A. LEAGUE DEFINITION**

1. The League shall be divided into two categories, as follows:
  - a. Players born in odd numbered months shall be National.
  - b. Players born in even numbered months shall be American.
  - c. Big League, Farm and Instructional Leagues exempt from this rule.
2. Age requirements shall be in accordance with Little League Standards and positioned as follows:
  - a. Big League – 16 through 18 year olds
  - b. Senior League (Major & Minor) - 13 through 15 year olds
  - c. Little League (Major & Minor) - 9 through 12 year olds
  - d. Farm League - 8 year olds
  - e. Instructional League - 6 and 7 year olds
3. Exceptions to the age requirements may be made, when based on the number of teams and team size within a division the Board votes to allow a mix of ages, to reduce or eliminate a Wait list of registered players.

#### **B. REGULAR SEASON TEAMS**

1. Regular season team minimum standards shall be:
  - a. Big League – 12 players per team
  - b. Senior Major League - 12 players per team
    - Mix is at the discretion of the Player Agent and approval of the Board
  - c. Senior Minor League - 12 players per team
    - Consisting of whatever balance mix is necessary to accommodate registration need.
  - d. Major Little League - 12 players per team
    - Mix is at the discretion of the Player Agent and approval of the Board
    - Normally consisting of 6-12, 4-11 year olds, plus 2-10 or 1-10 and 1-9 year old
  - e. Minor Little League - 10 players per team
    - Consisting of whatever balance mix is necessary to accommodate registration need.
  - f. Farm & Instructional League - 10 players per team
    - Consisting of whatever balance mix is necessary to accommodate registration need.
2. Team roster sizes and age mix may be adjusted up or down annually, at the discretion of the Board, based on League registrations.
  - a. All Major League rosters shall be full on opening day. (See Article VIII G. TEAM VACANCIES)

3. The number of teams for each division shall be reviewed annually by the Board and league size will be based on the number of players registered or historical projections.
4. The Player Agent for the Minors and Instructional leagues may adjust the number of teams for each division annually, based on registration numbers, and present the proposed adjustment to the Board for review.

### **C. PLAYER ELIGIBILITY**

1. To be eligible to participate in League activity, at any level, a player must:
  - a. Complete and send in the appropriate registration form to the Registrar
  - b. Pay their registration fee or receive a Board approved waiver prior to the start of the season.
2. To be Draft and All Star eligible a player must:
  - a. Attend Tryouts - All 9 to 15 year old players not already on a Major League team who do not attend fall tryout shall be ineligible for draft to a Major League team for the up-coming season. They shall be ineligible for all-star selection, and may not return to the previous year minor league team. The only exception shall be for an Board approved waiver
  - b. Complete and send in the appropriate registration form and payment to the Registrar by the designated date published by the League for the up-coming season.
3. New players, who move into town after tryout, shall be eligible for draft and for all-star selection, provided they are officially registered, registration fee is paid or have an approved waiver from the Registrar, President and appropriate Player Agent.
4. Medical or other waiver may only be granted by the appropriate Player Agent or President. The Player Agent will set the guidelines for waivers prior to tryouts
5. Any player who refuses to accept draft selection to remain at a lower level for that season shall be
  - a. Ineligible for draft to any other MAJOR team for the upcoming season
  - b. Ineligible for All-Star selection at any level for the upcoming season
  - c. May not return to the previous year minor league team
  - d. The only exception shall be for (15) year olds provided that the season mid-point has been reached and for 9 year olds who refuse entry into the Major League.
6. Returning Little League Major and Senior Major Players, who do not register on time as defined by the Board
  - a. Will be REMOVED from their Major League Team
  - b. Are NOT ELIGIBLE for call up at any point to a Major League team during the up-coming season
  - c. Are NOT ELIGIBLE for District All Star selection for the up-coming season
  - d. Are NOT ELIGIBLE be eligible to Pitch at any level in the up-coming season
  - e. Will be assigned to a lower division team, space permitting

### **D. TRYOUTS**

1. Players that DO NOT attend tryouts or obtain a waiver from the President or appropriate Player Agent:
  - a. Are NOT ELIGIBLE to be drafted to a Major League team
  - b. Are NOT ELIGIBLE for call up at any point to a Major League team during the up-coming season
  - c. Are NOT ELIGIBLE for District All Star selection for the up-coming season
  - d. Are NOT ELIGIBLE to return to their previous Minor League team and/or Coach
  - e. Players under the age of 12 will be assigned to a Minor League team

### **E. PLAYER SELECTION (DRAFT)**

1. The respective Player Agent shall conduct Major and Minor League drafts as soon as possible, after the tryouts.
  - a. All rosters will be filled in the fall draft.

- b. All selected or appointed players shall be notified by the manager within 10 days of draft or appointment.
- 2. Major League selection order shall be:
  - a. The team that finished last in the regular season from the preceding year picks first, etc.
  - b. If tie exists, the worst of head-to-head record picks first.
  - c. If tie still exists, coin flip determines order.
- 3. If a player, not protected by Parent/Child rule, selected in the draft, refused to move up to the higher level, he/she shall be ineligible to selection by any other team at the higher level for the up-coming season. Fifteen year olds shall be exempt from this rule provided the season mid-point has been reached. (Also see player eligibility).
- 4. There shall be no draft for Minors, Farm or Instructional Leagues. Those players shall be assigned and/or distributed at the discretion of the respective Player Agent.

**F. MANAGER/PARENT/CHILD OPTION**

- 1. A Manager, desiring to have their child on their team, must protect them from a higher level draft by declaring the child as protected prior to the higher level draft. Failure to do so makes the player subject to standard player eligibility rules.
- 2. A Manager desiring to have their child on their team at the same level as the draft, must declare them as protected and must take the child in the specified round. Any player not protected, is eligible for draft by any team in any round.
- 3. If in subsequent years a newly appointed manager wishes to exercise a Manager/Child option, the League will accommodate that request.
  - a. If the option crosses leagues no compensation will be required
  - b. If the player resides in the same league as the Parent compensation will be in the form of a draft pick.
  - c. The draft pick will based on the player age for the upcoming season and will follow the guidelines out line in Article VIII, Section F, Item 5 MANAGER/PARENT/CHILD OPTION, (e.g. If the player is 11 or 12 the team losing the player will receive the first round pick of the team receiving the player.)
- 4. A League Manager may impose a Parent/Child Option that causes a player to cross leagues, provided the child is properly declared as protected prior to the child's proper draft. The child must be taken in the same specified round. All Major League cross league transfers are subject to Little League approval
- 5. Manager/Parent/Child Option selection rounds for the Major
  - a. For ages 11, 12, 14, 15, 17 and 18 (S/B 14 + 15) First round
  - b. For ages 10, 13 and 16 (S/B 13) Second round
  - c. For age 9 Third round
- 6. Coach/Parent/Child option is not allowed in Major or Minor Leagues. It may be exercised in Farm or Instructional Leagues, at discretion of the respective Player Agent

**G. TEAM VACANCIES**

- 1. Managers, in the Majors, shall immediately notify their Player Agent upon losing a player or when a player misses 5 consecutive games for any reason.
  - a. The Player Agent shall determine if the Manager must replace the player within 24 hours of being notified
  - b. The Player Agent will inform the Board of his decision at the next scheduled Board meeting
- 2. The Registrar shall provide the Player Agent and the manager with a list of eligible players for call up
- 3. Upon selection of a player by the manager he will
  - a. Inform his Player Agent of his selection

- b. Call player to offer call up
- c. Player Agent informs Registrar
- d. Player Agent informs Player Agent of the replacement players original team of the call up
- 4. If the player refuses call up and the request for call up occurs prior to the last 3 weeks of the regular season, the manager and Player Agent will
  - a. Inform the Player Agent for the player that refused the call
  - b. Manager returns to reviewing list to select another player
- 5. Any vacancies that occur on Major League teams, either during, or after the draft but before the start of the -season, shall be filled within seven days of vacancy verification. If a manager does not select a replacement player within seven days, the Player Agent shall assign a player.
- 6. If the 7th day of the replacement period falls within the last week immediately preceding opening day, and the Manager has not selected a replacement player, he must make his selection before opening day. The replacement player however, shall remain with his original team for opening day, then be transferred to the higher level team on the day immediately following the opening day game.
- 7. Prior to a Manager notifying a lower level player, he must first notify the Player Agent of his choice. The Player Agent shall verify that the selected player is eligible for selection with the Registrar, and if so, he shall notify the lower level Player Agent and Manager losing the player prior to the player being called by the new Manager.
- 8. Any vacancies that occur during the last three weeks of the regular season shall remain unfilled.

#### **H. TRADES**

- 1. Trades between team may not be made once the season has begun
- 2. Proposed trades shall be presented to the respective Player Agent.
- 3. The Player Agent shall present the matter with his recommendations to the Board for approval.
  - a. The decision of the Board shall be binding.
- 4. Trades shall not be discussed with the involved players until approved by the Board.
- 5. Players may refuse a trade without the league imposing any penalties

#### **I. PLAYER DISMISSAL**

- 1. Any Manager requesting to dismiss a player from the roster must first notify the Player Agent. The Player Agent shall review the reasons and request the Manager appear before the Board, at the next regular meeting to justify dismissal. The Board shall review the matter and their decision shall be binding. The Manager shall not discuss the dismissal request with the player prior to Board review.

#### **J. PLAYER REGISTRATIONS**

- 1. In order to be eligible for a major league team the player must meet the guidelines in Article VIII, C PLAYER ELIGIBILITY.

#### **K. LATE REGISTRATIONS AND WAIT LIST**

- 1. The Registrar, with the Board's approval, shall set the date for early and late registration.
  - a. Unless otherwise stated the early registration date shall be October 15th of the current season
- 2. Players that register after the early registration deadline will be subject to being placed on a Wait List
- 3. The Registrar and appropriate Player Agents will work to place all registered players on a team

## **IX GAME & FIELD RULE**

### **A. PLAYING WEEK**

- 1. The League playing week will start on Monday and ends on Sunday.

## **B. GAME SCHEDULES**

2. Player Agents shall establish regular season and playoff game schedules with approval of the Board.
3. The appropriate Player Agent or a designated Board member shall be present at any All Star or Playoff games, and shall be in complete control of the game, prior to the start of the game and after the conclusion. If someone other than the Player Agent, is designated, all involved parties shall be so advised. Once the game begins the Head Umpire assigned to the game is in control of all aspects of the game, in accordance with the Leagues' By-Laws and Little League Rules and Regulations.

## **C. GAME ROSTERS & TIMES**

1. Weekday evening games shall begin no later than 6:00pm unless the field in use has lights. Games at fields with lights may not begin any later than 7:45pm. Other games will begin at a time established by the appropriate Player Agent.
2. A written roster lineup shall be given to the opposing Manager a minimum of five (5) minutes prior to starting the game.
3. If a team is unable to field nine (9) players within fifteen minutes of the scheduled starting time, the game is forfeited to the opposing team. (Also see item F) Rule 4.16
  - a. A Player Agent may allow for games in certain divisions to play with 8 players, with Board approval
  - b. In Divisions where a continuous batting order is not used, an automatic out shall be awarded when and if the vacated ninth batter position is due to bat.
4. If an ineligible pitcher is used, that team shall automatically lose the game by forfeit. If both teams use ineligible pitchers, the game shall be considered a double forfeit.
5. On days where multiple games are scheduled, the preceding game may not start an inning within 15 minutes of the scheduled start time of the night game. This rule does not apply to games that do not precede a night game)

## **D. CANCELLED/POSTPONED GAMES**

1. Postponed games shall be made up at the earliest possible date, preferably during the same week. If Saturday is rained out games will be rescheduled for the Sunday immediately following.
2. Rescheduled game days and times are to be assigned by the appropriate Player Agent and it will be binding.
3. Once a game is rescheduled all rules associated with Article IX, Section C League Rules and Regulations.
4. GAME ROSTERS & TIMES apply.

## **E. SUSPENDED GAMES**

1. Suspended games shall be picked up at the exact point suspended. All game, player eligibility, and playing time rules in effect when suspended shall remain in effect through conclusion of the game.
2. If present when the game is resumed, the batter of record, at suspension point, must complete their time at bat.
3. If a player(s) of record (including the batter of record) is not there when the game is resumed, that player(s) may be replaced by a player on the bench, selected by the opposing manager. The replaced player(s) may not re-enter the game.
4. When the game is resumed, pitcher eligibility rules are in effect based on the Little League Guidelines.
5. If an ineligible pitcher is used when the game is resumed, that team shall automatically lose the game by forfeit. If both teams use ineligible pitchers, the game shall be considered a double forfeit.

## **F. FORFEITS**

1. A forfeit shall be considered a loss in the standings, but a win in the draft selection order.

## **G. OFFICIAL GAMES**

1. A Little League game shall be considered an official game if four complete innings have been played (3 1/2 if home team is leading).
2. A Big League and Senior League game shall be considered an official game if four complete innings have been played (4 1/2 if home team is leading), up to and including May 15<sup>th</sup>. After that date an official game will be five complete innings (4 1/2 if the home team is leading).
3. All playoff games shall be played to conclusion. If suspended for any reason, it shall be rescheduled and picked up at the exact point of suspension. All rules in Article IX, E "SUSPENDED GAMES" shall apply.

## **H. DOUBLE HEADERS**

1. A double header is two games consecutively, on the same day with the second game starting within twenty (20) minutes after conclusion of the first game.

## **I. LIGHTS (NIGHT GAMES)**

1. On days that night games are scheduled, priority consideration will be given to the game to be played under the lights.
2. On any date that a night game is scheduled, under the lights, the preceding game may not start an inning within 15 minutes of the scheduled start time of the night game.
3. No night game may start an inning after 10:30pm. No game shall continue later than 11:00pm.
4. Lights may be used to complete a scheduled day game; however, no inning may be started after 8:30pm if the following day is a school day (10:00pm for Senior League and Big League)

## **J. BALK RULE**

1. For Big League and Senior League (Major and Minor), the balk rule will be in effect for all competition.
2. The balk rule will not apply to Minors, Farm or Instructional Leagues.

## **K. PROTESTS**

1. An Umpire's judgment calls may not be protested. A protest may be made on a rule call only.
2. If a difference of opinion exists on a rule, every effort must be made to resolve the matter prior to resumption of the game in a calm reasonable manner between the Managers and the Umpire.
3. If either Manager feels a rule interpretation is in error, he must declare before the next pitch is thrown, that the game is being played under protest.
  - a. Once a protest has been declared, each manager must mark their score books in accordance with Little League Rule 4.19.
4. It is the Manager's responsibility to notify the Player Agent within 24 hours of the protest. If the Player Agent is not available, the Manager must notify the President of the protest. Failure to comply makes the protest null and void.
5. If the protest is upheld by the Board, the game will be replayed from the point of protest, with all game rules and conditions in effect at that point remaining in effect.
6. Any protest declared during an All-Star or play-off game shall be resolved prior to the game being resumed. The appropriate Player Agent, or the designated Executive Board member in control, shall appoint an immediate committee consisting of a minimum of three Board members to research the matter and vote on the protest. Their decision shall be final and the game shall be resumed.
  - a. Board members with an interest in the outcome of a Playoff game may not be a member of the committee used to resolve the conflict.

## **L. PLAYING TIMES**

1. MAJOR AND MINOR LEAGUE

- a. For Major and Minor Leagues, each player must play a minimum of three consecutive defensive innings. All players must have one time at bat. Little League Minor players bat in a consecutive order, and all players bat for the entire game. Any player not meeting this requirement, for reasons beyond the Manager's control must start the next game.
  - b. Bench Players must enter the game by the top of the 4th inning.
  - c. In the Senior League, bench players must enter the game in the top of the 4th inning.
  - d. The starting pitcher, if replaced within the first three innings may remain in the game at another position. He may also be removed from the game, with a bench player taking his place in the order, however, he must re-enter the game, replacing a starter, and meet the minimum three-inning rule. The consecutive inning part of the rule is waived.
  - e. For any league using a continuous lineup, players must play any three consecutive innings. Managers electing to substitute in this manner must allow the players to play at least one more additional inning during the course of the game.
2. FARM AND INSTRUCTIONAL LEAGUES
- The intent of the Instructional and Farm Leagues are to emphasize instruction and fun over competition.
- a. All players bat in a rotating order.
  - b. No player shall remain on the bench more than two consecutive defensive innings.
  - c. The managers shall make every effort to provide equal playing time and a variety of defensive positional experience to every player.

## **X ALL-STARS**

### **A. SANCTIONED ALL STARS PLAY**

- 1. The League will sanction All Star Teams for Little League District Tournaments, All-Star Leagues and All-Star Tournaments.
- 2. Tournament All Star Team and Managers selection are governed by the League's By-Laws
- 3. The League may choose to provide equipment and uniforms to Tournament teams with Board approval
- 4. The League will provide financial support for All-Star teams.
- 5. A Player Agent may choose to hold an All Star Game within their division only with Board approval
  - a. The Board may agree to provide financial support (Umpires, equipment, etc)
- 6. The League's Insurance only covers Little League Sanctioned Tournaments.
  - a. League sponsored All Star teams that participate in non-Little League tournaments or leagues must be covered by tournament insurance, a separately purchased insurance policy or by filing the appropriate special game paperwork with Little League International. The League will only sanction All Star Teams for Little League District and Little League sanctioned play

### **B. MANAGER SELECTION**

- 1. Major League – Little League District All-Star Teams – Ages 16, 14, 12
  - a. The Big League, Senior Major and Major League Managers of the regular season first place team for the previous year shall be awarded the 16, 14 and 12 year old All-Star team for his league provided he or she is still the Manager of the same team.
  - b. The Manager of the regular season first place team for the previous year may choose to defer to another age group within the same league provided he or she is still the Manager of the same team.
  - c. The remaining District All-Star teams will be awarded to the Managers with the next-best respective records for the previous year provided he or she is still the Manager of the same team.
  - d. If the Manager of the regular season first place team for the previous year has deferred their original team, the Manager with the second best record from the previous year will have first option on the highest available All Star team. This process will be continued with each



subsequent manager based on regular season record from the previous year, if the second place declines.

- e. If only one All Star team is suited, and made up with players from both leagues, the Manager with the best overall record for the previous year will be awarded the team regardless of which league he plays
- f. If that Manager is no longer the Manager of the same team or if he declines, it shall be given to next eligible Manager using the same format.
- g. If no Manager is eligible the team record from the current regular season shall be used to determine the next Manager.
- h. If no Manager in the respective league accepts or is eligible for All Star team awarding the President may appoint a Manager from outside the respective league, with Board approval. That Manager must be an active Manager in good standing for the current year, within one of the League's divisions.

### **C. *PLAYER ELIGIBILITY***

1. Only officially registered players who have met the eligibility requirements specified in Article VIII, Section C *PLAYER ELIGIBILITY*, are eligible for All-Star selection.
2. To be eligible for All-Star selection player must have played in a minimum of 75% of his or her regular season games. If the player experienced a verified extended injury or illness, or was a high school player, this requirement may be reduced to 51% of the regular season games upon approval of the Board.
  - a. Each Manager must provide proof of the appropriate minimum games requirement upon request from the Player Agent or Board Member
3. Prior to All-Star selection and notification of players, the Player Agent shall provide the Registrar with a list of prospective players to ensure candidates meet the League's eligibility guidelines
4. District All-Star player must meet all Little League Tournament Eligibility Guidelines

### **D. *ALL STAR PLAYER SELECTION***

1. Major League
  - a. Each roster may contain up to fourteen (14) players. There are no alternate players on District All-Star teams.
  - b. The Managers of each league shall vote the first ten (10) players to their respective All-Star team. The All-Star Manager shall select the remaining players.
2. All-Star Leagues and Tournament Teams – Ages 11, 10, 9 and 8
  - a. Billerica Little League will field the following teams  
8 Year olds – American League and National League Teams  
9 Year olds – American League and National League Teams  
10 Year olds – American League and National League Teams  
11 Year olds – American League and National League Teams
  - b. Manager Selection - Team Managers will be appointed by the President, with Board approval. The Manager must be an active Manager or Coach in good standing for the current year, within one of the League's divisions.
  - c. Roster Size - Roster minimum size is up to 14 players, beyond that at discretion of the manager.
  - d. Player Selection - Only players registered in the current season are eligible. Open Tryouts will be coordinated by the team manager, and the manager will determine the roster, subject to the approval of the Board.
3. 8 Year olds – Tournament Team
  - a. Eligible players include those participating in the Farm Division.
  - b. Tournament selection will be at the discretion of the team manager
4. 9 Year Olds – Tournament Teams

- a. Eligible players include those participating in the Majors, Central and Minor Leagues.
  - b. These teams will play a in a League Approved by the Board.
  - c. Additional tournaments are at the discretion of the manager.
5. 10 Year Olds (Majors, Central and Minors Players Eligible)
- a. Eligible players include those participating in the Majors, Central and Minor Leagues.
  - b. These teams will play a in a League Approved by the Board
  - c. Additional tournaments are at the discretion of the manager.
6. 11 Year Olds (Majors, Central and Minors Players Eligible)
- a) Eligible players include those participating in the Majors, Central and Minor Leagues.
  - b) These teams will play a in a League Approved by the Board
  - c) Additional tournaments are at the discretion of the manager.
7. Minor, Farm and Instructional League
- a. All-Star Managers shall be appointed by the respective Player Agent with the President's Approval.
8. Non-Major League All-Stars
- a. Teams require Board approval
  - b. Team may consist of eighteen (18) players from each division, evenly distributed over the teams in the division. Any adjustment shall be at the Player Agent's discretion.

**E. OTHER RULES**

- 1. Minors and Farm All-Star pitchers may pitch a maximum of two innings. One pitch constitutes an inning. (All Little League Pitching rules are in effect regarding number of pitches per day.)

**XI ANNUAL SCHOLARSHIP AWARDS**

**A. NAME**

The award name shall be "The Billerica Little League Scholarship Award" here forth known as Scholarships

- 1. Frank O'Keefe - The initial Award fund will come from donations made in Frank O'Keefe's name. The balance shall be funded by the League.
- 2. General Scholarships - The League will award at least 3 and not to exceed 8 General Scholarships annually

**B. AWARD FUNDING**

- 1. The Executive Board will vote annually on a total dollar amount to be allocated to the Scholarships based on the Leagues finances
- 2. All funding will be drawn from the League's general funds
  - a. An annual Golf Tournament or other Board approved event shall be held to provide the bulk of all Scholarship funding.
- 3. The Frank O'Keefe Scholarship award shall be a minimum of \$500.00 and a maximum of \$1000.00
- 4. General Scholarship shall be a minimum of \$500.00 and a maximum of \$1000.00

**C. ELIGIBILITY**

To be eligible to apply for the award, applicant shall be.

- 1. A Billerica resident who has participated in a minimum of five seasons of Little League and/or Senior League baseball. (They need not be consecutive)
- 2. A graduating high school senior who has applied to an accredited college or college preparatory school.

3. Only one award shall be awarded per immediate family (brother, sister, step-brother or step-sister)

**D. SELECTION**

1. The President shall appoint a three member committee at the first regularly scheduled meeting in March. Relatives of any applicant shall be ineligible for committee appointment.
2. The deadline for applications shall be set by the Board
3. The committee shall review all eligible applicants by May 10th and select recipients, based on the following formula:
  - a. 50% - on applicant's parents involvement in Billerica Little League
  - b. 30% - on family and/or individual need
  - c. 10% - on community and/or public service involvement
  - d. 10% - on intended career and its relationship to youth
4. High school attended, academic standing, or athletic ability shall not be consideration for the award.
5. The committee shall make the decision by majority vote, using the approved evaluation form and their decision shall be final.
6. The committee has full discretion on the allocation of fund per award based on the dollar values allocated by the League, the number of qualified applicants and minimum / maximum Scholarships described above.
7. The selection shall remain confidential to the committee, and reported to the Board at the first regularly scheduled meeting following the decision. The decision shall be made public, and announced to the body at the first regularly scheduled meeting following the award ceremony.

**E. PRESENTATION**

1. The award shall be presented at the recipient's high school ceremony. The President shall appoint a League officer to represent the League.
2. The League shall make payment to the player, upon proof of second semester tuition payment. If payment is not made by June 1st, the funds shall be returned to the League and to the award account.

**F. AMENDMENT AND/OR DISSOLUTION**

1. If the decision is made to discontinue the Peg and Arthur Skelton Scholarship or to change the award name as stated, the award shall be dissolved, the master account closed, and the initial funds returned to the founders. Any remaining money shall be moved to the League general fund.

**XII HISTORY**

**A. PERMANENT RECORD RETENTION**

1. At the first regularly scheduled meeting in August, the out-going President shall submit a final written report to the League, summarizing the previous year.
2. The in-coming President shall initiate the collection of all League records and reports for the previous year, to be turned over to the Secretary, prior to the end of August.
3. The Secretary, after collecting all the records, shall secure them in the permanent history files, at the location selected by the Board. These records shall become the exclusive property of the League and remain secured, with no documents removed. The President, Vice President and Secretary shall maintain the only keys.
4. History files shall be made available to any individual with good reason however; no documents may be removed from the storage area. Requests should be made directly to the President.

**5. PAST PRESIDENTS**

1952-1964	No Records	1979 – 1979	Dennis Ford	1999 - 2000	Rich Boutwell
1965 – 1967	Frank Resicigno	1980 – 1980	Bill Boyd	2000 – 2002	Stan Cotreau

1968 – 1969	John Coppinger	1981 – 1981	Doug Gratton	2003 – 2003	Gary Dunton
1970 – 1970	Wes Urguhart	1982 – 1982	Joe Burke	2004 – 2005	Steve Wilson
1971 – 1971	Jim Fulmer	1983 – 1983	Bill Egan	2005 – 2010	Gil Ynostroza
1972 – 1972	John McBride	1984 – 1984	Mike Cogliano	2011 -	Keith Farrow
1973 – 1976	Dennis Ford	1985 – 1985	Al Pearson		
1977 – 1977	Phil Hajjar	1986 – 1988	Dick Johnson		
1977	Bob Forsyth	1989 – 1993	Rich Boutwell		
1978 – 1978	Dick Monti	1994 – 1999	Dan Barnhart		

## **XIII UMPIRES**

### **A. TREATMENTS OF UMPIRES BY MANAGERS, COACHES, PLAYERS AND PARENTS**

The majority of incidents that the Board deals with each season are associated with individuals verbally or physically abusing umpires and then justifying their actions with the rational that the umpire was making bad calls and they were “Protecting” their Players.

### **B. THE BOARD WISHES TO MAKE THE FOLLOWING POINTS:**

1. Umpires are there for the kids just like you.
2. Umpires will make mistakes, which is a part of the Game.
3. Our umpires are not biased, there is no need to “protect” your team
4. Little League rules are clear, once a game starts the Umpire is in charge
5. Umpire judgment Calls are NOT subject to review, if you question a judgment Call you are in violation of Little League Rules.
6. Only team managers are allowed to discuss issues with an Umpire
7. Little League rules state that “parents should be drawn from the stands to umpire Little League games”, providing scheduled umpires is a luxury, not a “right”.

### **C. UMPIRE INCOMPETENCE**

1. Billerica Little League competes with other towns for qualified, experienced umpires. This means that we always have more games than umpires and are forced to try out new umpires every season. As much as we attempt to provide training and guidance we will sometimes have an umpire who is inconsistent or incompetent. This results in friction on the part of managers and ball players.
2. Managers need to report problems early, before frustration mounts and incidents occur.
3. If you have a problem with an umpire’s ability:
  - a. Call the appropriate Player Agent and give him/her the name of the umpire and describe your problem. A member or members of the Board will be assigned to attend at least one game in which that person umpires. The attending Board members will report back with their opinions on that individual’s competence and action may then be taken.
  - b. Your player agent will report back to you the results of the Inquiry.
  - c. If you are not satisfied with the actions taken you may submit your problem in writing and request a hearing in front of the Board.

## **XIV PROCEDURES FOR DISCIPLINARY ACTION**

### **A. CONDUCT**

Any breach of conduct deemed detrimental to Billerica Little League by a Player, Manager, Parent, Volunteer, Umpire or Board Member or any behavior resulting in an ejection from a Game shall require:

1. The offenders are suspended from any league activity until they appear before the Disciplinary Board for a hearing.
2. Suspension will begin upon ejection from a game or upon verbal notification by a member of the Board.
3. Notification of suspension shall be made verbally, in person or by phone by any Disciplinary Board member. This will suffice as notice to appear at the next Disciplinary Board meeting.
4. Hearings will be scheduled within seven (7) days of notification at the convenience of the Disciplinary Board.
5. Ejection from a game brings an automatic suspension, which will be verbally confirmed by the appropriate Player Agent.
6. If all parties are unable to attend at the next scheduled Disciplinary Board meeting, the Disciplinary Board will hear from those parties who are present but will not make a final ruling until all other parties have one (1) more opportunity to appear before the Disciplinary Board.
7. Notice to appear at a second meeting shall be made either in person or by phone by a member of the Disciplinary Board.
8. Upon the second failure to appear, the party will forfeit their rights to a hearing and the Disciplinary Board will make a final ruling.
9. Suspensions will remain in place unless the Disciplinary Board votes to temporarily reverse any suspensions pending a final Ruling.

**B. *DISCIPLINARY BOARD***

1. The Disciplinary Board will consist of the President, Vice-President, Treasurer, Secretary, Safety Office, Registrar and the Appropriate Player Agent.
2. A Minimum of 5 members of the Disciplinary Board must be present for any hearing
3. All rulings by the Disciplinary Board are final and binding