

Martinsburg Little League Local By-Laws and Amendments

1. Registration

1.1.2. Martinsburg Little League, hereby known through this document as MLL, is open to any child between the ages of 4-16 in baseball. Registration dates will be established by the Board of Directors, hereby known through this document as BOD, usually in November of the following year. Example: MLL BOD will set 2026 registration dates in November of 2025. The BOD will establish dates, fees, and all information pertaining to registration. The BOD reserves the right to change the dates and fees of registration on a year-to-year basis.

2. **Placing a Player Back in The Draft:** If a player is requesting to be placed back in the draft, the following guidelines will apply:

2.1. A written letter must be received by the MLL BOD before February 1st at 11:59 PM requesting the player be placed back into the draft. This letter must contain the player's name, age, prior year's team, and reason for the request. In addition, the request must specify the critical reasons that the player should not continue with their current team. "Critical reasons may include but are not limited to documented safety concerns, behavioral issues, verified conflicts with the coaching staff that cannot be resolved, and logistical or transportation hardships."

2.2. A vote by the BOD will be immediately taken, and the parent/guardian will be informed of the Board's decision within 24 hours.

2.3. If the player is approved by the Board to return to the draft, the following will apply:

- A. Player must attend 1 (Regulation IV F) of the scheduled try-out dates in March.
- B. Consequently, if a player is not drafted onto a LL team and is league age 11 or under, he/she will return to the Minor League Division.

3. Manager Selection

3.1. Any person who would like to become a manager must complete their application to MLL prior to the League Safety Meeting of the current year. This date will be set by the BOD and posted to the League website and Social media pages. This can be done by filling out a volunteer form online. Spring Season Managers are selected by the Division VPs and presented to the President and BOD for final approval. For divisions that require a draft, managers will be voted on individually by the BOD for approval. Consideration will be given to the following and in no particular order:

- A. Ability to work with assistant coaches
- B. Attitude
- C. Baseball knowledge
- D. Interview with BOD if President deems necessary
- E. Conduct
- F. Ejection reports
- G. Excellent role model for players
- H. High level of integrity in front of players

4. Manager and Coaches Expectations

4.1. Only the manager and coaches that have gone through the background checks and required training and are approved by the MLL Board of Directors shall occupy the bench or dugout. One (1) adult must be in the dugout at all times. Scorekeeper/Pitch Counter can be outside the dugout but must be located immediately beside the dugout.

4.2. All managers/coaches are required to umpire at least 2 (2) games during the season, Major and above, to remain eligible to manage or coach with MLL All Stars.. No one (1) manager or coach may umpire the required minimum games for any other manager or coach. Each manager/coach is responsible for their own two (2) minimum games.

4.3. All managers are required to keep a written account of manager, coach, and player attendance for all games via a scorebook or an electronic format. This requirement applies to Minor and above.

4.4. “All Manager and Coaching volunteered positions are contingent upon the BOD approval and may be revoked in failure of meeting these requirements listed in 3.1 through 4.4. based on the BOD’s appeal process.”

5. **Manager Code of Conduct**

5.1. Each Manager, coach, and parent or guardian will sign a Code of Conduct agreement during registration. In addition, the parent or guardian will relay these expectations to any family members or friends who also attend games. Each spectator at MLL is solely responsible for his/her conduct at the facilities during games and practices. Violation of the code of conduct, which includes public displays of obscene or vulgar language, and “major” disruptive behavior, will result in the immediate removal of those persons involved. The Board Member on duty during a game will ask the violator to leave or will telephone the police to have the violator escorted from the facility. The BOD will be informed of any such activity. Any further violations of this rule could lead to suspension from the facility at the Board of Directors’ discretion. “Disruptive behavior is any verbal, physical, or confrontational conduct that interferes with the safety, sportsmanship, or orderly operation of the game, practice, or league function, including but not limited to profanity, intimidation, hostile arguing, refusal to comply with officials, or actions that create disorder or safety concerns.”

5.2. “MLL has a zero tolerance policy for harassment, bullying, threats, intimidation, inappropriate conduct with players, and discrimination on race, gender, and ethnicity. Violation of the Code of Conduct or Zero Tolerance policy will follow the disputation process listed in 5.3.”

5.3. Failure on the part of a manager or coach to comply with any of the Little League International and MLL rules will result in the following action being taken by the Board of Directors:

A. **First Offense:** A written warning will be issued and documented to the manager/coach by the BOD.

B. **Second Offense:** The manager/coach will be immediately suspended from the next game played by his/her team. During the suspension, the

manager/coach will be barred from all MLL facilities, even as a spectator, during their team's game.

C. **Third Offense:** The manager/coach will be suspended for the remainder of the season.

Depending on the severity of the infraction, the MLL BOD reserves the right to accelerate the discipline and remove the manager after the first offense.

5.4. For any offenses, the violation will be documented by the Board Member on duty, and the manager or coach will be required to meet with the objection committee. The umpire will notify the President within 24 hours and give his report of why the manager, coach, or player was ejected. In any case of player ejection, the parent and manager will accompany the player in the meeting with MLL BOD along with the Player Agent. The committee for hearing ejections will be as follows: President, Vice-President, Division VP, Player Agent or Player Agent Assistant, and Umpire in Chief.

5.5. "Following review, the BOD may issue a warning, suspend the individual for a specified number of games, impose facility bans or removal of managerial or coaching position based on the severity of the egregious violation(s) of the individual and the BOD's determination of the situation."

5.6. If there are any complaints that are received regarding a manager or a coach, the request must be received within 30 days of the date of incident. MLL BOD suggests the complainant signs the letter. (SEE PARENT CONCERN FORM)

6. Park Laws

6.1. No tobacco or alcohol products of any type or in any form shall be permitted on any part of the facilities; dugouts, practice fields, game fields, stands, concession area, etc. (There is a designated smoking area located outside of the main gate in the parking lot). This rule is not only an MLL rule, but also a Martinsburg City Park law. It is in effect, for managers, coaches, players, umpires, and spectators. Absolutely no alcoholic beverages or illegal substances will be allowed on MLL property. Violators

will be asked to leave the premises by the Board Member on duty. If a manager, coach, or player is removed for violation of this rule, they will remain suspended until a meeting of the BOD (within 7 business days of the offense) is held and the consequences addressed.

6.2 For player and parent safety there will be no vehicles inside of the main gate of the park during practice or game events. The front gate shall be locked and remain closed Monday through Friday starting at 4:00 pm and on Saturdays at 8:00am until 6:00pm

7. **Playing Rules:**

7.1. During regular season and tournament play, no practice shall last more than 3 hours or exceed a curfew, whichever comes first. Practice curfew times are as follows: 10:00 pm for Majors and below, 10:30 pm for Junior, and 11:00 pm for Senior League.

7.2. For regular season games only, all divisions are permitted only three (3) events per week. An event is defined as a game or practice. The week begins on Sunday and ends on Saturday.

7.3. If after three (3) innings (Junior, Senior Leagues-four innings) one team has a lead of fifteen (15) runs or more, if after four (4) innings (Junior, Senior Leagues-five (5) innings) one team has a lead of ten (10) runs or more, and eight (8) runs after (5) five innings. The manager of the team with the least runs shall concede the victory to the opponent. Under no circumstances will there be any exceptions to this rule.

8. Player Selection: The player selection process will be made using the following Little League International methods, all based on complete registration numbers:

A. If the number of teams remains the same as the previous season **Plan A** – Conventional Draft Plan will be used (Found under Policies Local League Draft Methods). When a thorough tryout program has been completed, the last-place team of the preceding season gets the first choice in every round of the draft, the next-to-last-place team gets the second selection in every round, and the remaining teams select in the reverse order of standing.

B. If an additional team is to be added, increasing the number of teams from previous season, MLL BOD will suggest using Expansion – **Option Three** will be the preferred method to use. However, MLL BOD reserves the right to utilize Option One or Two. (Found under Policies Local League Maintenance of Rosters). This plan provides the most favorable competitive balance between existing teams at the Major League level over Options One and Two when a local league expands its Major League to provide additional opportunity for more candidates to participate at the Major League level. Plan Three incorporates many basic features of a plan used successfully in professional baseball. This plan has every existing team placing players in a player pool from which the new expansion teams will draft players in a preliminary draft. The Player Pool Procedure listed in the Little League Rule Book will be followed. Once a single team has three players selected in the expansion draft, the remaining players in the pool from that team are no longer eligible to be selected.

8.1. If a team needs to be removed, decreasing the number of teams from previous season, MLL BOD will suggest using Option A will be the preferred method to use. However, MLL BOD reserves the right to utilize Option A or B. Reduction – Option B will be used:(Found under Policies Local League Maintenance of Rosters) If the number of teams is to be reduced at the Major League level, the Board of Directors decides which team is to be deleted from the division. All current Major League players affected must be reassigned to a Major League team by using Method B: Through a regular draft wherein, if several returning Major League players have not been drafted by the time the same number of draft picks remain, those returning players must be the only players eligible from that point forward in the draft.

- a. Player's league age of 11 will be drafted to a major league division.
- b. Exception to this rule will be that if the player poses a safety risk to themselves, their skill levels are not at a safe development to play in this division.
- c. To be determined to be a safety risk, the managers must bring it to the League Player Agent, the Director of baseball and the President immediately after the evaluation. This will then be discussed among the managers, League Player Agent, Director of

baseball/, and the President. If it is determined that there is a safety concern, the child will then be placed in the minor league.

- d. The league President, managers, and player-agent will be the only ones allowed in the draft room.
- e. A player must have played on a little league roster in order to be eligible to play all-stars, unless approved by BOD due to numbers.
- f. It is optional for 9 year-olds to try out for majors. If they choose to tryout and are not selected, they will be placed in Minor League.
- g. MLL will use a continuous batting order for all divisions except for senior league.
- h. Anyone under the age of 13 must have board approval to be on a Junior League roster.

9. All-Star Manager Selection: For all Managers and Coaches to be eligible for selection as an All-Star Manager, all the following must apply:

- A. Must have umpired at least two games at major league and above.
- B. Must make an application to BOD prior to the deadline of May 1st at 11:59PM via email to league President at President@martinsburglittleleague.com
- C. The President of MLL reserves the right to appoint or disapprove All-Star Manager and Coach selections.

9.1. All-Star Managers will be voted upon and selected by the MLL BOD.

Assistant Coaches will be chosen by the team's respective managers and approved by the BOD. Anyone may apply for an All-Star manager/coach position, but consideration will be given to the following in no particular order:

- 1. Ability to work with assistant coaches
- 2. Attitude
- 3. Baseball knowledge
- 4. Board of Director's interview

5. Conduct
6. Ejection reports
7. Excellent role model for players
8. High level of integrity in front of players
9. Past performance

9.2. All applicants may be provided a set time to appear before the BOD for an informal interview process, at which time both applicants and members can ask questions. Then, the BOD will vote on the Managers, and selection decisions will be posted on the MLL website within 24 hours of the BOD decision.

10. All-Star Player Selection: Players must turn in their all-star commitment form by the May 8th deadline in order to be eligible for an all-star team.

- a. Player votes will account for **6 of the 12** personnel. Coaches/Managers will determine the remaining 6 players to complete the roster.
- b. The order of team selection will be 9-12, 9-11 year olds, 8-10 year olds.
- c. The parent(s) or legal guardian(s) of a player selected to participate on an All-Star team at an older age division shall have the right to decline such selection. A parent or guardian's decision to refuse placement on an older All-Star team shall not disqualify, penalize, or otherwise prevent the player from being considered for selection to an All-Star team within the player's respective league age division, provided the player otherwise meets all eligibility requirements.
 - i. Such refusal must be communicated to the Player Agent or League President within the timeframe established for All-Star roster confirmation.

11. All-Star Fundraising:

11.1 All funds raised (cash & checks) by any player, manager, coach, parent, or any individual acting as an agent on behalf of MLL are the property of MLL and must be deposited in the common League treasury, as specified by the MLL Constitution. All monies received from fundraising activities must be reported to the league within 48 hours of the fundraising.

11.2. We are committed to upholding our trustworthy reputation within the business community, and all must recognize that we have a responsibility to the local community and MLL children to see to it that funds collected in the name of the League are used for League purposes and not for any other extravagant or individual purpose.

11.3. It is the Board's responsibility to spend money wisely, and not extravagantly, to cover basic and necessary expenditures for a traveling team, with expenditures over and above what is outlined in these By-Laws to be voted upon by the BOD.

11.4. After each All-Star fundraising effort, a fundraising information sheet will be submitted, along with the matching monies collected, to the President and/or Treasurer for immediate review and deposit into the MLL account.

11.5. All individuals must recognize that the BOD takes this very seriously, and any violation of this regulation will be dealt with severely. Immediate removal of the violator from the team will occur.

11.6. MLL BOD will approve a financially responsible representative to accompany any team traveling outside the district area during tournament play. This person will not be a manager or coach of the All-Star team. This individual will act as the MLL representative and will handle all financial transactions and assist the team with logistical responsibilities for the team. If this league representative has a child on the team, the league will cover meals. Any hotel reimbursement will be calculated in the same manner as other team parents (see below). If the representative does not have a child on the team, the representative will have his/her expenses paid for by MLL (i.e., hotel room, team meals, gas, and team recreation). The representative may elect to take a spouse or child with them, but that spouse or child's meal and entertainment expenses are not reimbursed by MLL. A full accounting of all expenses handled by the representative will be provided to the President and/or Treasurer for review within seven days of return to Martinsburg.

12. All-Star Reimbursement:

12.1. For all-star tournaments involving travel at the state level, MLL will pay 100% of the total cost of the hotel for the manager and two (2) coaches. Additionally, MLL will match each All-Star team's funding up to \$3,000.

12.2. MLL will track each team's respective fundraising efforts. In an effort to be fair to parents and the league, MLL will allow each team access to their respective fundraising money, to be spent in accordance with rules established below. MLL will not reimburse in excess of 100% of costs incurred. The spending priority will be as follows:

1. Reasonable food costs for manager, coaches and players,
2. Reasonable entertainment expenses for manager, coaches and players (which many include state tournament t-shirts),
3. Hotel reimbursements, to be determined with leftover fundraising money.

12.3. No hotel rooms are to be prepaid. Reimbursements for manager, coaches and parents will be provided after returning from the state tournament at which time a receipt is to be provided to evidence their stay.

12.4. MLL will allow for reasonable meal expenses per day to include the manager, coaches, and players. Teams will also be given a reasonable amount of entertainment expense. Any parents wishing to receive reimbursement for hotels and food, must stay at the same hotel and their meals must be eaten together as a team, if a player chooses to not stay or eat with the team, their room and/or meal will not be covered by MLL.

Below find a practical example of a breakdown of reimbursement policies.

- 1. If a team chooses not to fundraise no reimbursement of any kind will be provided by MLL. Parents will be fully responsible for meals, entertainment and hotel costs.***
- 2. \$0-\$2,000 – fundraising allocated primarily for meals and entertainment expenses for the manager, coaches and players. Once fundraising money is depleted, all expenses are to be paid by the parent. In this example, it is highly unlikely to have any hotel reimbursement provided.***

3. **\$2,000 and above- Priority of spending to include**
1)meals for the manager, coaches and players
2)entertainment expenses for the manager, coaches and players
3)hotel reimbursement with leftover money

Hotel reimbursements will be issued based on the respective fundraising amount left over and will not exceed 100% of costs incurred or the total amount fundraised by the team.

Example: A team raises \$5,000 and after meals and entertainment is paid out, there is \$3,000 left over. This amount will be distributed to the parents for reimbursement. $\$3,000/9 = \333 paid out to each parent as long as the hotel cost is less or equal to this amount. The coaches may get additional reimbursement based on the amount that is fundraised by the team.

12.5. Within seven days of return to Martinsburg, expenses, along with receipts for meals and entertainment must be submitted on an expense report and must include receipts and must be submitted to the By-Laws Committee.

12.6. Players, managers, coaches, and parents will be required to sign and abide by an MLL All-Star Expectations Sheet. This sheet will outline the expectations of everyone's duties and financial burden. A member of the By-Laws committee will be available for any questions regarding these rules. Any coach or player who violates these rules may be removed immediately from the team.

12.7. The MLL BOD reserves the right to approve changes to the reimbursement policy during the all-star season to include special circumstances.

12.8. MLL's financial responsibility for travel outside the state area will be approved by the Board on a case-by-case basis.

12.9. Any additional funds left over from teams travel, hotel, or food expenses will first be reimbursed to MLL operating account for the amount

MLL matched. Any additional funds will be deposited in MLL "Turf Fund" account.

13. Senior League:

13.1. Registration will close seven (7) days after the WVSSAC spring season is completed. A player wishing to be selected for the senior league all-star team must attend at least 50% of the games eligible to be played.

13.2. Manager Selection: Any manager/coach who has managed or coached during the regular season is eligible to manage/coach the Senior League all-star team. To be eligible as a manager/coach, you must attend 75% of the regular season games.

14. By-Law Updates:

14.1 The by-laws will be reviewed and updated (if necessary) by the Martinsburg Little League BOD before the beginning of each spring season. Any changes must be approved by 2/3 of the Martinsburg Little League BOD.

Current as of January 31, 2026.