

POWAY NATIONAL LITTLE LEAGUE

Constitution, Bylaws, Code of Conduct & Grievance Policy

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CONSTITUTION AND BY-LAWS

ARTICLE I- NAME

This organization shall be known as Poway National Little League/ Junior/ Senior League, Inc. hereinafter referred to as “PNLL.”

ARTICLE II-OBJECTIVE

Section 1. The objective of the PNLL is to firmly implant in the children of the Poway community the ideals of good sportsmanship, honesty, loyalty, courage, respect of authority, so that they may become well adjusted, stronger and happier children who will continue the development of their mental and physical skills and grow to become good, healthy and trustworthy citizens.

Section 2. PNLL, to achieve this objective, will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers, Players and Player’s families shall bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary and that the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, PNLL shall operate exclusively as a non-profit, educational organization providing a supervised program of competitive baseball and softball games.

Section 3. PNLL will not participate or intervene in any political campaign on behalf of any candidate for public office.

Section 4. No part of PNLL’s net earnings shall contribute to the benefit of any private shareholder, individual, company or any other entity.

ARTICLE III- MEMBERSHIP

Section 1. Eligibility. Any person interested in active participation to effect the objective of PNLL may apply to become a member.

Section 2. Classes. There shall be the following classes of Members:

(A) *Players.* Any player meeting the requirements of Little League Regulation IV and who resides within the authorized boundaries of PNLL shall be eligible for the participation, but shall have no rights, duties, or obligations in the management or in the property of PNLL.

(B) *Voting.* Any parent or custodian of a player as defined in Article III, Section 2 (A) above, or any person actively interested in the furthering of the objective of PNLL may become a Voting Member. Each Voting Member is entitled to one (1) vote on any matter placed before the general voting membership with a limit of two (2) votes per family. All Officers, Board Members, Directors, Committee Members, Managers and other elected or appointed officials must be active Voting Members in good standing.

1. *Good Standing.* The Board, at any meeting, may revoke the good standing of any member when that member’s presence has been deemed detrimental to the Board and/or the League as a whole. As such, members not in good standing shall not be allowed to attend Board meetings nor shall they be eligible to vote or be considered for elected position.

(C) *Board of Directors.* Any Voting Member in good standing is eligible to be placed on the annual election ballot to become a PNLL Board Member for the subsequent year.

(D) *Honorary.* Any person duly elected by a majority vote of the Board shall become an Honorary Member of PNLL. Honorary membership shall be for the current season only and Honorary Members shall have no voting privileges.

(E) *Member Definition.* As used hereinafter, “Member” shall mean a Voting Member unless otherwise indicated.

(F) *Board of Directors.* As used hereinafter, the word “Board” connotes the Board of Directors.

Section 3. Other Affiliations.

Members, whether Voting or Player, shall not be required to be affiliated with another organization or group to qualify as members of PNLL.

Section 4. Suspension or Termination of Membership.

(A) *Board Action.* The Board, by a two-third vote of those present at any duly constituted meeting shall have the authority to discipline or suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interests of PNLL and/ or Little League Baseball. The member involved shall be notified of such meeting, informed of the general nature of the charges and be given an opportunity to appear at the meeting to answer such charges.

(B) *Player/Manager Committee Hearing.* The Board shall, in the case of a player member, give notice to the manager of the team to which the player is a member. Said manager shall appear in the capacity of an advisor, together with the player, before a duly appointed committee of the Board which shall have the full power to suspend or revoke such player’s right to current or future participation.

ARTICLE IV DUES

Section 1. Dues for player members may be fixed at such amounts as the current Board shall determine prior to the beginning of any membership registration period.

Section 2. Members who fail to pay their fixed dues, within thirty (30) days from the time the same become due, may by the vote of the Board, be dropped from the rolls and shall forfeit all rights and privileges of membership.

Section 3. A reasonable Little League participation fee may be assessed as a parents’ obligation to assure the operational continuity of PNLL. AT NO TIME SHOULD PAYMENT OF ANY FEE BE A PREREQUISITE FOR PARTICIPATION IN THE PNLL BASEBALL PROGRAM. (Little League Regulation XIII(C)).

ARTICLE V- MEETINGS

Section 1. *Annual Meeting.* The Annual Meeting of the members of PNLL shall be held annually on or about the 15th of July for the purpose of electing the Board of Directors for the ensuing year. Immediately following the Annual Meeting, the Board Members present, providing there be a quorum shall meet for the purpose of electing Officers and Directors and appointing Committees for the ensuing year.

Section 2. *Notice of Meeting.* Notice of the Annual Meeting and any monthly meetings of the Board shall be made available to all Members by any reasonable method including emailing Members and posting to social media at least two weeks in advance of scheduled meeting.

Section 3. *Special Meetings.* Special Board Meetings may be called at the discretion of the Board, its President and/or Secretary. Upon the written request of at least ten (10) Board Members, the President shall call a Special

Meeting to consider a specific subject or subjects. No other business other than that specified in the notice of the meeting shall be transacted at any Special Meeting of the members.

Section 4. Quorum. The presence in person or representation by absentee ballot of one-third (1/3) of the Board Members, or a number or percentage acceptable to the Local League membership in advance of the Annual Meeting, shall be necessary to constitute a quorum.

Section 5. Voting. Only Board Members *in good standing* shall be entitled to vote at or attend any Board Meeting of PNLL.

Section 6. Absentee Ballot. To accommodate a voting member in good standing who cannot be in attendance at the Annual Meeting, an absentee ballot may be requested and obtained from the Secretary of the league. The absentee ballot shall be properly completed, signed and returned in a sealed envelope or via email to the Secretary prior to the date of the annual meeting and the election of the Board. The Secretary shall present all absentee ballots to the Election Chairman on the date of the Annual Meeting prior to the conducting of the election process.

Section 7. Rules of Order. Robert's Rules of Order shall govern the proceedings of all meetings except where the same conflicts with PNLL's Constitution and/or By-Laws.

ARTICLE VI- BOARD OF DIRECTORS

Section 1. Board and Number. The management of the property and affairs of PNLL shall be vested in the Board of Directors. The number of Directors shall be not less than five (5) nor more than fifteen (15). The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

Section 2. Required Members. The Board membership shall include the Officers, the Player Agent, the Safety Officer, and a minimum of one (1) manager and one (1) volunteer umpire. (Only volunteer umpires may be elected to the Board). The number of managers shall not exceed 75% of the total Board Members.

Section 3. Annual Election and Term of Office. At each Annual Meeting, the Board Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number so fixed may, within the limits prescribed by the foregoing Section 1, be increased at any regular or Special Meeting of the Board, and if the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent meeting. All elections of Directors shall be by a majority vote of all Board Members present at the time of the meeting.

Section 4. Vacancies. If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority of the remaining Directors at any regular meeting or at any Special Meeting called for that purpose.

Section 5. Meetings, Notice and Quorum. Regular meetings of the Board shall be held immediately following the Annual Election and on such days thereafter as shall be determined by the Board. The President or the Secretary may schedule a Special Meeting when they deem it necessary. Upon receiving the written request of five (5) or more Directors, the Secretary shall issue a call for a Special Meeting of the Board. Notice of each meeting shall be given by the Secretary to each Director by email, text, phone or personal notice at least twenty-four (24) hours preceding the meeting. In case of Special Meetings, such notice shall contain the specific purpose of the meeting and only said specified matters may be acted upon at the Special Meeting. Seven (7) members of the Board of Directors shall constitute a quorum for the transaction of business at a Special Meeting.

Section 6. Power and Duties

- (A) *Power.* The Board shall have the power to appoint such standing committees as it shall determine necessary and will delegate such powers to them as the Board deems advisable and which the Board has the proper authority to delegate. The Board may adopt such rules and regulations for the conduct of its meetings and the management of PNLL as it may deem proper. The Board shall have the power by two-thirds (2/3) vote of those present at any regular or special meeting to discipline, suspend or remove any Director, Officer, or Committee member of PNLL in accordance with the procedure set forth in Article III, Section 4 (a).
- (B) *Duties.* The Board shall receive, at the Annual Meeting of members of PNLL, a report verified by the President and Treasurer, or by a majority of the Directors, showing the amount or real and personal property owned by it, where so located, and where/how it is invested, the amount and nature of the property acquired during the year immediately preceding, the date of the report and the manner of acquisition, the amount applied, appropriated or expended during said year, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made; and the names and places of residence of the persons who have been admitted to the membership in PNLL during said year, which report shall be filed with the records of PNLL and an abstract thereof entered into the minutes of the proceedings of the Annual meeting. A copy of such report shall be forwarded to Little League Headquarters.

ARTICLE VII – OTHER COMMITTEES

Section 1. *Nominating/Membership Committee.* The Board of Directors may appoint a Nominating/Membership Committee consisting of three (3) Directors. The Committee shall investigate and consider eligible and qualified candidates and submit a list to the Board prior to the Annual or any special Meeting a slate of recommended candidates for the Board of Directors. The Committee may also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

Section 2. *Protest Committee.* The Protest Committee shall consist of the President, Player Agent and Umpire-In-Charge.

Section 3. *Disciplinary Committee.* The Disciplinary Committee shall consist of five (5) members and two (2) alternates to substitute for any of those members should a conflict of interest arrive or to avoid delay of timely hearing. This committee may only consist of members nominated by other board members for reputation of impartiality and fairness with a focus of bettering the league.

Section 4. *Additional Committees.* Additional committees may be necessary for the betterment of the PNLL members and players. The Board has the authority to create any such committee via a majority vote of those present at any given meeting.

ARTICLE VIII – OFFICERS, DUTIES AND POWERS

Section 1. *Officers.* The Officers of PNLL shall consist of a President, one (1) or more Vice-Presidents, a Secretary, a Treasurer, a Player Agent or Agents and a Safety Officer, all of whom shall hold office for the ensuing year or until their successors are duly elected. [Regulation (b)].

The Board may appoint such other Officers or agents as it may deem necessary or desirable and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office.

Executive Committee

Section 2. President. The President shall:

- (A) Personify the best public image in reflection to the community at large
- (B) Preside at league meetings
- (C) Assume full responsibility for the operation of the local league
- (D) Serve as spokesperson for league
- (E) With board approval, select and appoint managers, coaches, and committees
- (F) A president may manage, coach or umpire, provided he/she does not serve on the protest committee, nor serve as tournament team manager or coach.
- (G) Be the leader of the league and set direction
- (H) Interface to District & National Little League
- (I) Help run the All Star selection meetings with the Player Agent and the respective managers
- (J) Manage relationship with Pomerado Elementary School and PUSD.
- (K) Help out wherever needed
- (L) Delegate duties as needed

Section 3. Vice President of Baseball Operations. The Vice President of Baseball Operations shall:

- (A) Manage Baseball Operations Team and is actively involved in supporting their efforts
- (B) Interface to District & National Little League, in absence of President.
- (C) Help out wherever needed
- (D) A vice president may manage, coach or umpire, provided they do not serve on the protest committee.

Section 4. Treasurer. The Treasurer shall:

- (A) Be responsible for all of the league's finances (bank accounts, CD's, etc)
- (B) Pay all the league's bills
- (C) Monitor the league's PO Box
- (D) Produce monthly statements for each board meeting and an end of year statement
- (E) Interface to tax return preparer
- (F) Manage budget projection and tracking
- (G) Manage capital improvement projects with an appropriate board member partner, as necessary.
- (H) Keep all league paperwork (receipts, files, etc.)
- (I) Manage league insurance requirements
- (J) Coordinate hiring third party port-a-potty company for fields as necessary
- (K) Be financial manager of fundraising and sponsorship initiatives.

Section 5. Secretary. The Secretary shall:

- (A) Be responsible for coordinating league charter and other official Little League administrative requirements under direction of President
- (B) Manage league calendar and work with Communications Director to make public
- (C) Manage league by-laws and works with Communications Director to ensure current by-laws are publicly available
- (D) Take and publish meeting minutes
- (E) Be responsible for making all room reservations

- (F) Set and manage field opening and closing schedule for board members.

Baseball Operations Team

Section 6. Umpire in Chief. The Umpire in Chief shall:

- (A) Select individual umpires, as needed
- (B) Select third party umpire organization, if applicable and with President approval
- (C) Manage umpire training
 - a. Handles Youth Umpire training
 - b. Handles Adult Umpire training if a third party umpire organization is not contracted to provide umpire services
 - c. Manages third party umpire organization relationship to ensure professional umpires are fully trained, if applicable
 - d. Ensures all umpires understand PNLL local rules
- (D) Handle Umpire scheduling
- (E) Work with District 31 UIC as appropriate
- (F) Be member of the Protest Committee at all levels
- (G) Handle all Umpire's gear, etc. for field boxes
- (H) Order / distribute uniforms for umpires, as necessary
- (I) Build league game schedule. Works with Player Agents to ensure all scheduling issues are synchronized.

Section 7. Player Agent Upper Division. (Majors, Minor A, Minor B) The Player Agent Upper Division shall:

- (A) Coordinate with Registrar to present player info to Little League Headquarters, as necessary. This specifically includes, but is not limited to, All Stars
- (B) Manage drops, adds, and injuries
- (C) Coordinate the transfer of players to or from one division to another according to provisions of the regulations of Little League Baseball
- (D) Be responsible for waiting lists
- (E) Be responsible for player fill process in appropriate league
- (F) Manage any other player issues during the season (disciplinary actions, parent disputes with coaches, etc.)
- (G) Manage the All Star voting/selection process
- (H) Help run the All Star selection meetings with the President and the respective Player Agents
- (I) Be a member of the protest committee
- (J) Not manage, coach or umpire in the division over which he/she has authority, unless the local league has received explicit written permission to allow this from Little League Baseball International Headquarters
- (K) Communicate teams to all upper division coaches, with player's info (address, phone, email, etc.)

Section 8. Player Agent Lower Division. (Rookies, T-Ball) The Player Agent Lower Division shall:

- (A) Manage drops, adds, and injuries
- (B) Coordinate the transfer of players to or from one division to another according to provisions of the regulations of Little League Baseball.
- (C) Be responsible for waiting lists.
- (D) Be responsible for player fill process in appropriate league

- (E) Manage any other player issues during the season (disciplinary actions, parent disputes with coaches, etc.)
- (F) Member of the protest committee
- (G) Not manage, coach or umpire in the division over which he/she has authority, unless the local league has received explicit written permission to allow this from Little League Baseball International Headquarters
- (H) Create teams for all divisions without a draft.
- (I) Communicate teams to all lower division coaches, with player's info (address, phone, email, etc.)

Section 9. Equipment Director. The Equipment Director shall:

- (A) Handle all equipment issues for team play
 - a. Game balls
 - b. Team setups (helmets, balls, bats, catcher's gear, etc.)
 - c. T-Ball tees
 - d. All Star teams gear
 - e. Any other equipment as necessary
- (B) Work with Field Director on issues related to on-field equipment such as nets, bases, backstop pads, etc.
- (C) Prepare equipment budget
- (D) Manage purchasing of equipment, as necessary
- (E) Manage distribution of equipment
- (F) Manage collection of all gear
- (G) Work with Safety Officer to ensure equipment meets safety standards
- (H) Manage any special Little League equipment issues, such as information re: legal composite bats, etc.
- (I) Manage any special equipment projects, such as used equipment drives
- (J) Manage/distribute field keys.

Section 10. Safety Officer. The Safety Officer shall:

- (A) Generate the safety training for managers, coaches, board members, etc.
- (B) Update/generate the safety manual and handles distribution
- (C) Manage background checks for all volunteers
- (D) Create safety plan and works with Secretary to submit to Little League National
- (E) Work with Player Agents and arranges training to make sure all managers/coaches meet first aid requirements
- (F) Enforce safety issues
- (G) Manage all injury reporting & forms
- (H) Coordinate all safety activities
- (I) Ensure safety in player training, ensures safe playing conditions
- (J) Coordinate reporting and prevention of injuries
- (K) Solicit suggestions for making conditions safer
- (L) Work with Secretary to reports suggestions to Little League Headquarters.
- (M) Work with Equipment Director to ensure equipment meets safety standards.

Section 11. Registrar. The Registrar shall:

- (A) Manage registration of all players

- (B) Manage database of current players, former players and dropped players.
- (C) Work with Communications Director on marketing campaigns.
- (D) Work with Upper Player Agent on draft.
- (E) Work with Upper Player Agent on All Star Binders.
- (F) Be responsible for eligibility of all players (age, residence, waivers, etc.)
- (G) Maintain all player eligibility paperwork for a period of 10 years. Player eligibility paperwork beyond 10 years will be shredded and recycled.

Section 11. Uniforms/Trophies Director. The Uniforms/Trophies Director shall:

- (A) Order / distribute trophies & medals for regular, All Star and Fall Ball seasons
- (B) Order / distribute uniforms for regular, All Star and Fall Ball seasons
- (C) Order / distribute all PNLL merchandise for purchase in league. Includes working with Snack Shack Director for any products sold in snack shack
- (D) Prepare a budget

Ballpark Operations

Section 12. Field Director. The Field Director shall:

- (A) Ensure that fields meet the highest standards of excellence
- (B) Coordinate with outside vendors for major field renovation, daily field maintenance, capital improvements, tree maintenance, etc.
- (C) Manage and maintain all field infrastructure including plumbing, Gator, restrooms, electrical, lights, etc. Coordinate with outside vendors as necessary.
- (D) Organize/lead fence parties (both put up and take down)
- (E) Provide notice to Communications Director of rain out conditions
- (F) Coordinate field prep for all games and practices
- (G) Manage field reservation process for travel teams and other organizations.
- (H) Serve as PNLL Representative on Poway Sports Association
- (I) Reserve all fields on behalf of the league.
- (J) Synchronize with Managers for field reservation for practices.

Section 13. Snack Shack Director. The Snack Shack Director shall:

- (A) Establish budget
- (B) Coordinate purchase of all food and drink items.
- (C) Manage all appropriate food, vendor and equipment vendors.
- (D) Establish pricing strategy for all items for sale.
- (E) Oversee opening and closing of snack shack.
- (F) Work with Treasurer re: cash management.
- (G) Work with Team Parent Coordinator re: volunteer schedule.

Section 14. Sponsorship/Fundraising Director. The Sponsorship/Fundraising Director shall:

- (A) Recruit sponsors / collect money
- (B) Sell, obtain and display sponsor signs
- (C) Establish goals and build budget.

Section 15. **Special Events Director.** The Special Events Director shall:

- (A) Create, manage and run special events at the fields, such as Skills Competitions, Movie Night, Over-the-Line Tournament, Whiffle Ball Tournament, live entertainment, celebrity appearances, contests, etc.
- (B) Be lead person on fundraising events
- (C) Work with Sponsorship Director on special sponsorship promotions that occur at the fields

Section 16. **Team Parent Director.** The Team Parent Director shall:

- (A) Coordinate team parent information
- (B) Set up a team parent meeting at start of season
- (C) Set up scorekeepers clinic
- (D) Organize distribution of materials to teams as needed
- (E) Manage picture day coordination & pictures distribution
- (F) Take lead in snack shack parent volunteer schedule and coordinates with Snack Shack Director.
- (G) Manage all communications with Team Parent coordinators and Managers for each team, as appropriate.
- (H) Handle creation and publication of league's spring yearbook; coordinating with Sponsorship/Fundraising Director for sponsor information

Section 17. **Communications Director.** The Communications Director shall:

- (A) Manage and update league website, Facebook page and all other online presence
- (B) Work in conjunction with Registrar on marketing campaigns to attract players.
- (C) Work in conjunction with Sponsorship and Fundraising team on marketing campaigns to attract new revenue sources.
- (D) Manage public relations with media for press releases, game results, special events, etc.

Section 18. **All Board Members.** All Board members shall:

- (A) Keep careful watch of all safety concerns on the fields and step in to manage as appropriate.
- (B) Participate in field opening/closing duties, as assigned.

ARTICLE IX – MANAGERS, COACHES AND UMPIRES

Section 1. **Managers/Coaches.** Team Managers and Coaches shall be appointed annually by the President, with the approval of the Board of Directors, and shall be responsible for the selection of their teams and for their team's actions on the field. [Regulation 1(b)]

Section 2. **President/Player Agent.** The President and Player Agent shall not manage, coach or umpire.

ARTICLE X – AFFILIATION

Section 1. **Charter.** PNLL shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. PNLL shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

Section 2. **Rules and Regulations.** The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on PNLL.

Section 3. **PNLL Rules.** The local rules of PNLL shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the rules of Little League Baseball, Incorporated. These adopted rules shall be made available on the PNLL website.

ARTICLE XI – FINANCIAL AND ACCOUNTING

Section 1. **Board Financial Responsibility.** The Board of Directors shall decide all matters pertaining to the finances of PNLL and it shall place all income including Auxiliary funds in a common league treasury and direct the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 2. **Contribution of Funds.** The Board of Directors shall not permit the contribution of funds or property to individual teams, but shall solicit same for common treasury of PNLL thereby discouraging favoritism amongst teams and to endeavor to equalize the benefits of PNLL.

Section 3. **Solicitation of Funds.** The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised be placed in the PNLL treasury.

Section 4. **Fund Disbursement.** The Board shall not permit the disbursement of PNLL funds for other than the conduct of Little League activities in accordance with the Rules and Policies of Little League Baseball, Incorporated.

Section 5. **Compensation.** No Director, Officer or Board Member of PNLL shall receive directly or indirectly any salary, compensation or emolument from PNLL for services rendered as Director, Officer or Board Member.

Section 6. **Monies.** All monies receive, including Auxiliary Funds, shall be deposited to the credit of PNLL in the regular depository account established for that purpose. All checks shall be signed by the Treasurer of PNLL and other such Officer(s) or person(s) designated by the Board of Directors. Each check will require a minimum of two (2) signatures.

Section 7. **Fiscal Year.** The fiscal year of PNLL shall begin on the first day of October (October 1) and shall end on the last day of September (September 30).

Section 8. **Distribution of Property Upon Dissolution.** Upon dissolution of the Local League, and after all outstanding debt and claims have been satisfied, the Board Members shall direct the remaining property of the Local League to another Federally Incorporated Entity which maintains the same objectives set forth herein, which are or may be entitled to exemption under Section 501 (c) (3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XII – AMENDMENTS

This Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority of any duly organized meeting of the Board of Directors provided notice of the proposed change is included in the notice of such meeting.

Drafts of all proposed amendments shall be submitted to Little League Baseball, Incorporated for approval.

Poway National Little League Code of Conduct, Complaint, and Grievance Policy

PURPOSE

It is our hope that you and your child will have a fun and positive year with Poway National Little League (“PNLL”). Occasionally, however, a conflict can arise among parents, managers and coaches. For example, a parent might not approve of the behavior and/or actions of a manager or coach. These situations can be quite distressing to all involved, particularly the children, taking the fun out of the game. Actions of our managers and coaches must be held to the highest standards and be beyond reproach. Likewise, in order for the manager to be able to do their job successfully, parents must understand that their actions should not interfere with that process.

Complaints generally come in two forms; qualified and unqualified. An example of a qualified complaint would be one in which the manager violates the PNLL Code of Conduct (see below). An example of an unqualified complaint would be playing time or positioning issues, unless the manager has violated a Little League or local PNLL rule.

The PNLL Complaint and Grievance Policy is designed for, and should be followed by, all adult participants in the league if a conflict arises. The purpose of this Grievance Policy is to foster open communication without fear of retaliation. Problems with umpires, however, are to be handled outside of this Grievance Policy. Umpiring concerns should be addressed by the manager to the League’s Umpire-In-Chief. The Umpire-In-Chief will then investigate the matter. The Umpire-In-Chief, if unable to resolve the situation, will bring the matter to the PNLL Board.

The PNLL Board is committed to making sure that all conflicts are resolved quickly, objectively, and equitably with primary concern and consideration being given to the welfare of the children. Therefore, the PNLL Board has adopted the following Code of Conduct, Complaint, and Grievance Policy. Please note all Managers are directed by the Board to deal fairly and impartially with each issue and no retaliation of **ANY** kind will not be tolerated. Please see “retaliation” paragraph below.

The Grievance policy does not in any way hinder or restrict the Board from addressing any potential issues or taking any action it deems necessary. This policy has been created to ensure open lines of communication between the Board, parents, and volunteers. However, the Board maintains all authority and all volunteers, parents, and players as subject to the authority of the Board.

POWAY NATIONAL LITTLE LEAGUE CODE OF CONDUCT

PNLL is a volunteer organization. The parents of players shoulder most of the authority, responsibility and effort for making this program successful. It is in the interest of all parents to ensure a code of conduct throughout the organization which ensures every player has an opportunity for a respectful, fair and fulfilling playing experience while playing at PNLL. The elements outlined in this policy are designed to assist and guide all members of the organization towards positive and respectful youth baseball competition. The policies outlined within this Code of Conduct are intended to urge positive and constructive behavior by all involved.

- 1. Displays Of Temper** – Displays of temper by a player, coach, manager or spectator is considered unsportsmanlike conduct and are subject to a verbal warning and possible ejection from a game under discretion of the adult umpire or Game Coordinator. They may also be subject to an official complaint/grievance as per the PNLL Grievance Policy. Displays of temper include but are not limited to throwing, kicking or abusing equipment, expressions of rage, shouting or screaming at the opponent from across the field, not shaking hands after a game, etc.
- 2. Bad Language** – Expressions of bad language by a player, coach, manager or spectator is considered unsportsmanlike conduct and are subject to a verbal warning and possible ejection from a game under discretion of

the adult umpire or Game Coordinator. They may also be subject to an official complaint/grievance as per the PNLG Grievance Policy. Expressions of bad language include but are not limited to swearing and cussing in the presence of a player, coach, manager, umpire or spectator.

3. Taunting – Taunting by a player, coach, manager or spectator is considered unsportsmanlike conduct and are subject to a verbal warning and possible ejection from a game under discretion of the umpire. They may also be subject to an official complaint/grievance as per the PNLG Grievance Policy. Taunting includes but is not limited to verbal or visible body expressions with the intention to belittle or show disrespect for an opponent.

4. Running Up The Score – Running up the score is considered unsportsmanlike conduct. The manager is responsible and may be subject to an official complaint/grievance as per the PNLG Grievance Policy. Running up the score includes the pursuit of aggressive actions (i.e. base stealing) to continue to add to the score of a non-critical game which demonstrates and maintains a run differential greater than 10 runs at the end of an active inning. A non-critical game includes any game that does not determine placing, seeding, or rankings in season or tournament play.

5. Physical Violence – Physical violence by a player, coach, manager or spectator is unacceptable is subject to a verbal warning and possible ejection from a game under discretion of the umpire. It may also be subject to an official complaint/grievance as per the PNLG Grievance Policy and/or referral for civil/criminal prosecution.

6. Violation Of Privacy – A violation of privacy by a parent, coach or manager is unacceptable is subject to an official complaint/grievance as per the PNLG Grievance Policy. A violation of privacy includes but is not limited to calls/texts to a league member on league related business between the hours of 10:00 PM and 8:00 AM

7. Substance Abuse – Substance abuse by a player, coach, manager or spectator is unacceptable and is subject to an official complaint/grievance as per the PNLG Grievance Policy and/or referral for civil/criminal prosecution. Consumption of alcoholic beverages and/or use of tobacco products on league grounds or parking lots is strictly prohibited.

POWAY NATIONAL LITTLE LEAGUE COMPLAINT and GRIEVANCE POLICY COMPLAINTS

Complaints must be communicated in one of two ways, either:

Option 1: The complainant may discuss the issue directly with the other party. The Board of Directors prefers that all complaints be handled in this manner if at all possible. These discussions should not take place in front of any children, other parents, nor during a game or practice.

If the issue cannot be resolved directly between the two parties, then the complaint should be made by the complainant to the Division Player Agent. The Division Player Agent shall then discuss the issue with the other party. If the issue still cannot be resolved, or if it continues, the complainant may file a formal grievance. Or

Option 2: The complainant may write a letter to the PNLG Board of Directors outlining the specific area(s) of concern, providing only facts, and not including any judgments or conclusions. Upon receipt of the letter the Board will forward the letter to the other party to make them aware of the concerns. Either the Player Agent or another Board Member will then schedule and facilitate a meeting with the complainant(s) and other party to resolve the conflict. This provides an independent third party to help facilitate the conversation.

If the issue cannot be resolved directly through one of the options outlined above, the issue may be elevated through the Grievance Policy outlined below.

GRIEVANCES

Filing A Formal Grievance - If a complaint is not resolved by the above process, the complainant can file a formal grievance via email to the Board. The written grievance should contain the following:

- (A) The name, telephone number and email address of the person filing the grievance;
- (B) The name of the person against whom the grievance is filed;
- (C) The nature of the complaint;
- (D) The relevant dates and locations;
- (E) The desired resolution.

The Grievance Review - The grievance will be reviewed by the Vice President and the two Division Player Agents within 48 hours of receipt to see if the grievance has merit and if it should be reviewed at a grievance hearing.

- (A) If the grievance will be heard, the Vice President shall convene a meeting of the Disciplinary Committee giving the committee members at least 48 hours' notice of the meeting.
 - a. Should there be a conflict of interest or time with the five (5) main committee members, one or both alternate members shall be used, per Article VII, Section (3).
- (B) If the grievance will not be heard, the Vice President will notify the parent in writing why the grievance was dismissed. The grievance dismissal action of the Vice President shall be final unless the person who filed the grievance decides to appeal the decision to the full PNLL Board. The appeal must be by written request to the President within 48 hours of the dismissal by the Vice President (see "Right to Appeal" below).

The Grievance Hearing

- (A) Both the person filing the complaint and the person against whom the grievance is filed may produce witnesses to speak on their behalf (no children witnesses). The witnesses must provide their written statements to the Chair no later than 24 hours prior to the hearing.
- (B) The Committee shall hear testimony in the following order:
 - 1. The parent filing the complaint (10 min max);
 - 2. Witnesses for the parent (2 min each);
 - 3. The person against whom the grievance is filed (10 min max);
 - 4. Witnesses for the person against whom the grievance is filed (2 min each).

Statements should be recorded by the Secretary and should only address the issue at hand and not reference any past accusations or violations, if any. Only facts may be presented, not assumptions or preconceived conclusions. No questions shall be allowed during testimony. After the statements are made, the Chair may allow questions from Committee members. The parties shall then be dismissed.

- (C) After the parties are dismissed, the Disciplinary Committee shall then discuss the case in private and reach a decision as to the imposition of any disciplinary action by majority vote. The Chair shall issue a letter to the person against whom the grievance is filed as soon as practical after the decision of the Committee, informing the person whether the complaint was dismissed, if there will be disciplinary action, or know the issues raised in the complaint were resolved by the Committee. The person filing the complaint shall also be promptly informed in writing of the Committee's decision.

DISCIPLINARY ACTION

Acceptable Sanctions - The Grievance Committee may impose sanctions as follows:

- a. Dismiss the action without sanction;
- b. Written warning from the Chair;

- c. Suspension from one or more games or practices;
- d. Recommendation against post season positions;
- e. Removal from League position;
- f. Suspension of good standing with PNLL;
- g. One year suspension from League; or
- h. Recommendation for criminal prosecution or civil action.

The action of the Disciplinary Committee shall be final unless the person against whom the grievance is filed decides to appeal the Committee decision to the full PNLL Board. If so, the person must appeal by written request to the President of the PNLL Board within 48 hours of receiving the decision of the Grievance Committee.

RIGHT TO APPEAL

The PNLL Board President shall schedule the appeal for the next regularly scheduled board meeting (a minimum of 72 hours' notice is required). The President shall Chair and conduct the appeal in the same manner as the Grievance Hearing (above). A final decision will be made by majority vote of all board members present at the meeting. The President shall issue letters to both the person against whom the grievance was filed and the person who filed the complaint, within 48 hours of the hearing informing that person of the outcome. This decision will be final with no further appeals.

RETALIATION

Retaliation will not be tolerated. The purpose of this Grievance Policy is to foster open communication between the volunteers who manage/coach the teams and the league participants. Communication between managers/coaches and parents must be able to occur with no fear or concern of retaliation. Retaliation is defined as an observed change in playing time, position, batting order, or disposition. All concerns of retaliation will be fully investigated by the Grievance Committee. If the Committee determines the player has been subjected to retaliation the manager/coach will be suspended indefinitely.

CONFIDENTIALITY

The proceedings of any Grievance Hearing or Formal Appeal shall remain confidential. Board members shall not discuss testimony, statements or deliberations with any individual not present at those meetings.

RECORDS RETENTION

All complaints, resolutions and disciplinary letters must be retained by PNLL and passed on to the President of the incoming Board. Records will be destroyed after 3 years of the final decision.