

## **LAMBERTVILLE-WEST AMWELL YOUTH BASEBALL/SOFTBALL ASSOCIATION (LWAYBSA) BYLAWS AND PLAYING RULES**

**THE BYLAWS WILL BE EVALUATED EVERY FOUR YEARS AND BE UPDATED IF NEEDED. THE NEXT EVALUATION WILL BE DECEMBER 2022, AND THE LATEST REVISION TOOK PLACE IN DECEMBER 2018**

The regular monthly meeting of the LWAYBSA will be held once per month unless otherwise rescheduled by the league President. Meetings are generally held November thru March.

### **ADMINISTRATION**

1. The LWAYBSA (League) is an independent association and is governed by the Elected Executive Committee (EEC). (Roberts Rules of Order Book when necessary)
2. The EEC will make decisions pertaining to League policies/regulations. The EEC will approve the appointment of managers, in all divisions (with the recommendation of the Division Director if necessary). When necessary, the EEC will resolve all controversial matters involving league personnel.
3. The League is comprised of seven divisions, based on a player's age as of April 30th of the upcoming season. (Unless otherwise determined by EEC)

6U Tee-Ball – 4 to 6 years of age

8U Baseball – 7 to 8 years of age (Coach Pitch)

8U Softball – 7 to 8 years of age (Coach Pitch)

10U Baseball – 9 to 10 years of age

10U Softball – 9 to 10 years of age (Kid pitch – can be coach assisted)

12U Baseball – 11 to 12 years of age

12U Softball – 11 to 12 years of age

Kids can play up or down a level if deemed appropriate by the League President. For example, a 6-year old that has had tee-ball experience can play in 8U coach pitch. Conversely an 11-year old player with no baseball or softball experience can play down in 10U if deemed appropriate by the President.

4. The Director of each division will enforce all League regulations within the division with the approval of the League.
5. On certain issues, such as playing rules and bi-annual League officer positions, one representative per team of the League is allowed one vote, provided he or she is present at the meeting. Vetoing will be restricted to the EEC and one vote per team at the EEC's discretion. (No one member can represent multiple teams.)
6. The President will abstain from all voting and will cast the deciding vote in the event of a tie.

## **ELECTED EXECUTIVE COMMITTEE (EEC)**

The Elected Executive Committee will consist of the following:

1. President
2. Vice President
3. Secretary
4. Treasurer

## **MEMBERSHIP**

A member of the LWAYBSA is any person that:

1. Volunteers their time and/or ability to the LWAYBSA.
2. It is not mandatory that a member be a parent/guardian of a participating child to be a member of the LWAYBSA.

## **ELECTIONS AND VOTING**

1. Nomination of officers shall be opened at the November or December meeting and held open until the time of elections. If a November or December meeting is not held, elections will be held at the January meeting and EEC officers will take their positions immediately.
2. Newly elected officers will take office on January 1<sup>st</sup> if a November or December meeting is held or as soon as reasonably practical based on the closing of elections. Elections will be held such that newly elected officers take office every even numbered year (2018, 2020, etc.).
3. Nominations will be accepted during the general meeting only. There will be no provisions for absentee nominations. Nominations for each individual office will be closed once the President (or Chair) is certain there are no additional nominations.
4. Once the nominations have been closed, a secret ballot election will take place for each contested office. After the ballots are returned and tallied, the nominee that receives the majority of the votes will be deemed the winner. In the event of a tie, a second vote will be taken. If a tie still remains, the President (or Chair) shall cast the deciding vote.
5. If there is a no contest, the secretary shall cast one deciding vote for the sole nominee.
6. There will be no absentee voting. Active participating members must be present at the meeting of the election in order to vote.
7. There will be a term limit clause. Each individual office can only be held for two consecutive terms (a term is 2 years), then the individual must remove themselves from office. In cases where there are no nominations and the EEC position would be otherwise uncontested, this term limit clause will not apply assuming the incumbent officer wishes to retain the position.

8. Any member of the LWAYBSA may nominate a member for an office, or be eligible to hold an office. This nomination must be known and accepted by the person being nominated before such nomination may take place.

9. A vote (for a League officer position) may be taken in any of the following forms (at the discretion of the League President):

- a. verbal
- b. show of hands
- c. secret ballot

10. If a vote is taken by secret ballot, the votes must be tallied and the results announced during the public session of the meeting at the time the vote is taken.

## **OFFICERS AND DUTIES**

EEC Officers will hold office for a period of two years (the term). If an officer cannot complete his or her term, the EEC will nominate and elect a replacement to complete the term.

### **President:**

1. Delegate and appoint committees
2. Ex officio member of all committees
3. Conduct meetings
4. Oversee structure of league and administration of league policy
5. Responsible for conflict resolutions (player/coach/parent) & playing rule (interpretation)
6. Administer insurance coverage, processing of insurance claims, file state/federal taxes or appoint an individual of EEC to do so
7. Website coordinator with assistance from Vice President
8. Social media posts and league wide emails

### **Vice President:**

1. Assume responsibilities of President in his/her absence
2. Chair of EEC
3. Responsible for season game schedule
4. Assist President with website
5. Uniforms

**Treasurer:**

1. Responsible for all League funds, keeping accurate financial records and providing monthly financial reporting
2. Responsible for any special project given by the EEC
3. Assist President with administration of insurance coverage, processing of insurance claims, file state/federal taxes
4. Chair of Concessions – Will appoint a snack shack supervisor to assist with stocking both Hewitt and Ely snack shacks

**Secretary:**

1. Responsible for all League correspondence, keeping accurate records
2. Responsible for securing all necessary field permits (Lambertville, West Amwell, South Hunterdon)
3. Work in conjunction with Treasurer in regards to Concessions if needed and work in conjunction with the Vice President on uniforms if needed

**Director of Operations:**

1. Responsible for equipment, buildings and fields. Recommendation to EEC for purchase of equipment and field maintenance for the organization
2. Will work hand in hand with the President to set up field work and maintenance
3. Will be in charge of holding a pre-season meeting with coaches to go over field prep details
4. Will be in charge of distributing and collecting equipment to/from all teams

**Directors of Divisions (Majors, Minors, Rookies, T-Ball, Softball)**

1. Responsible for day-to-day operations for their respective division
2. Responsible for draft
3. Responsible for any safety issues regarding players
4. Recommend managers and/or coaches within their respective divisions

**Snack Shack Supervisor:**

1. Will assist the Treasurer with the upkeep of product and supplies at Ely and Hewitt Snack Shacks

## **MANAGERS & COACHES**

1. Managers must be at least 18 years old and coaches must be at least 15 years old. Any manager or coach who disregards LWAYBSA bylaws may be subject to disciplinary action by EEC up to and including dismissal of manager/coaching duties.
2. Managers must be certified by a certificate course- Rutgers/NAYS. (The league highly recommends that all coaches helping the manager be certified as well by Rutgers/NAYS).
3. All managers/coaches are required to have a background check.
4. Managers may have their children on their team. Each manager has the right to pick one assistant coach and thus have that child of said coach on their team. ALL other coaches may only be picked after full draft of team is completed and agreed upon by EEC and Division Director.
5. Each team must have no less than two, and no more than four, coaches at each game.
6. If a manager misses three consecutive games, or five games in one season, the EEC (with the Division Director) will review the situation and appropriate action (including possible dismissal) will be taken.
7. The collection of uniforms and/or all league equipment will be the responsibility of each manager at the end of the season. You will get league assistance from the Director of Operations with equipment hand-in.
8. Managers are responsible for parents/fans/player sportsmanship for their respective teams.

## **GENERAL RULES / CONSIDERATIONS**

1. Brothers and sisters will be placed on the same team (if requested by a parent), if possible, prior to the official draft.
2. No smoking, chewing of tobacco or use of other tobacco products will be permitted in the dugout area or on the playing area of any field during games or practices.
3. Only managers, coaches and roster players are permitted in the dugout area, with the exception of the "bat-boy". Bat-boys are required to wear a helmet at all times while in the dugout.
4. No manager, coach, or player shall at any time, use language that will in any manner adversely refer to, or reflect upon, opposing players, coaches or managers, an umpire, or spectators. An umpire, or umpire staff will remove any offender from the game, field area, or park. This also includes managers, coaches, or players from the defensive team trying to intimidate a batter verbally. **(Ejections will be reviewed by the EEC and Division Director for additional disciplinary action if necessary - This will be a case by case basis).**
5. The EEC will impose all disciplinary actions throughout the League and will resolve all matters presented. **(Division Directors will be included in disciplinary matters in their division only)**
6. Any manager, coach or player caught vandalizing the field, buildings, or equipment will:

First offense: Be suspended for one game

Second offense: Be suspended for the season

\*The EEC (with Division Director) shall handle cases that they deem as extreme.

7. The home team will occupy the first base dugout, visiting team will occupy third base dugout.
8. All batters and base runners must wear protective batting helmets.
9. All players playing the “pitcher” position are required to wear a protective helmet and face-mask in the following divisions: 6U Tee- ball, 8U Baseball / Softball. Protective face-masks may be worn as deemed appropriate or to comply with other league regulations when necessary in other divisions.
10. All catchers must wear a protective cup, throat protector and all other safety equipment.

### **CANCELLING / STOPPAGE OF GAMES**

1. In order for a game to be canceled before it has started, both managers must agree that the field is not playable. If the managers cannot agree, a member of the EEC (or Director of Operations) will decide. (In the case of an out of town team visiting, the home team manager will decide if the field is playable.) Please have the contact information for opposing teams and start communication the day before or the morning of a game.
2. Curfew – No inning of a regular season game may start after 8:30 P.M. (on a school night). In all circumstances, lights should be on no later than 10:00 P.M. at the Ely Complex.
3. All 6U Tee-Ball games should last no longer than approximately 1 hour in compliance with the LWAYBSA 6U Tee-Ball Learning Program. No inning of a regular season, coach pitch game (8U Baseball / Softball) may start after 1 hour and 30 minutes from the start of the game. No inning of a regular season, 10U Baseball / Softball game may start after 1 hour and 45 minutes from the start of the game.
4. In situations where there are no lights, the home plate umpire will decide when a game shall be halted because of darkness.
5. All players must wear League-administered uniforms. Approximately two additional uniforms will be issued for your team. This is to help with sizing issues and the extra’s are to be used when calling a player up to fill a spot on your team. It is the coaches’ responsibility to retrieve the uniform from your “call-up” so that another player may use it in the future.