

COGINCHAUG LITTLE LEAGUE

BY-LAWS

Approved: February 2015

TABLE OF CONTENTS

Section 1: League Administration

Section II: By-Laws

Section III: Director and Officers Duties

Section IV: Managers and Coaches Duties

Section V: Member Discipline

Section VI: Rules common to all Leagues

Section VII: Rules common to specific Divisions

Section 1: League Administration

Coginchaug Little League Inc (Herewith known as 'The League'), located within the corporate boundaries of Durham and Middlefield, CT, operates under the charter granted by Little League Baseball International, Inc of Williamsport, PA. The League's constitution is updated and approved every 2 years, and By-Laws are updated and approved annually. The Constitution and By-Laws are subject to approval by the District Administrator and the Eastern Regional office in Bristol, CT. The League is managed and overseen by (4) Officers and a Board of Directors.

The Officer positions are:

* President
* Vice-President
* Secretary
* Treasurer

The Board of Directors will include all of the following positions

* All Officers
* Director – Junior/Senior Softball
* Director – Intermediate Baseball
* Director – Majors Softball
* Director – Majors Baseball
* Director – Minors Softball
* Director – Minors Baseball
* Director – Farm Softball
* Director – Farm Baseball
* Director –Tee Ball
* Director – Fall Baseball/Softball (*)
* Equipment-Baseball/Softball (*)
* Safety Director
* Facilities/Fields Director Durham /Middlefield (*)
* Information Director
* Scheduling Director Baseball/Softball (*)
* Sponsorship Director

* Website Coordinator
* Durham Fair Booth Coordinator
* Concessions Scheduling / Procurement / Financial Director (*)
* Registrar

NOTE: Those positions with an asterisk may be divided by two or more directors, to split duties as the Board of Directors sees fit. Each split is a separate director role with full voting rights as all other director positions. Directors may hold up to 3 positions, but must be elected to each position by separate vote. The president may appoint a director to temporarily cover the duties of a director position that has been unfilled, until such time as a member is elected to fill that role.

The League will support the following divisions of play with the age levels as specified below, in accordance with Little League rules

1. Senior Softball – Ages 14-16
2. Junior Softball – Ages 13-14
3. Intermediate Baseball – Ages 11-13
4. Majors Baseball and Softball – Ages 9-12
5. Minors Baseball and Softball – Ages 8-11
6. Farm Baseball and Softball – Ages 6-8
7. Tee Ball – Ages 5-6

Age for each level is defined as League Age for qualification, according to Little League International age requirement.

Section II: By-Laws

Article I Access to By-Laws

The League will make a copy of the By-Laws available to any member, by request to a league Officer. The By-Laws are not made available to non-members.

Article II The League

The League shall be run in compliance with the Charter granted by Little League International, Inc and in accordance with the Constitution of The League.

Article III Membership

The membership of The League shall consist of all Directors, Officers, Managers, and Coaches. Members of the league, as representatives of both The League and Little League International, must hold their positions with the highest reproach.

Article IV Terms of Office

Each Officer and Director shall serve for one year, or until a successor is elected. The league will conduct an Annual Meeting of Board Elections each October. Announcement of the election for any board member positions, shall be made public no less than 4 weeks prior to the election. All members in good standing, as defined in The League constitution, may vote in Board Elections. A quorum of members in good standing, will be required for election of all board members. Absentee ballots may be accepted for general election of board members.

Managers and coaches must serve for one year, and must be re-appointed by the league president, and approved by an up-or-down vote of the Board of Directors.

Article V Officer Responsibilities

Duties of the Officer positions are presented in the Operating Manual. Unique duties of Officers of The League include

President:

Co-sign for the Corporation and all Banking Accounts
Obtain and maintain any use permits from Durham and Middlefield towns
Represent The League at public meetings of Parks & Recreation, School Board, and other town meetings relevant to The League operations.
Represent The League as needed with the Durham Fair Association
Complete all required State, Federal and Little League International forms and paperwork.

Vice President:

Oversee any clinics offered by the league

Serve as de-facto member of all committees

Treasurer:

Co-sign for the Corporation and all Banking Accounts

Provide monthly financial update, including bank account balances to the board of directors

Prepare annual budget to the board of directors in December for approval

Article VI Board of Directors meetings

1. The League board meetings are closed to attendance by directors only. Any resident of Durham or Middlefield is able to attend the first 30 minutes (from call to order) of any monthly board meeting to present any concerns they may have to the board, and will be given an opportunity to do so briefly. The President may invite guests to come to any meeting or permit a local non-member to participate beyond the 30 minute time limit if it is considered necessary or appropriate.
2. Any board member may waive notice of any meeting, and in doing so, all actions taken shall be deemed agreeable to him/her unless stipulated in writing to the Secretary of the Board.
3. The Board of Directors shall meet once per month throughout the entire year. At no time shall the Board go more than 60 consecutive days without a meeting.
4. A Quorum for all meetings shall be no less than 50% of the current elected board members. If the board cannot produce a quorum for 2 consecutive meetings, an additional special meeting may be called by the President.
5. The President will recommend the formation of Committees for short or long-term projects as needed. Committees shall be approved by the board of directors. Committee chairpersons may serve for no more than

1 year, but may be reappointed by the president with approval by the Board of Directors. Examples include, but are not limited to

a. Opening Day Committee
b. Concessions Committee
c. Fundraising Committee
d. Special Project committee
e. Strategic Planning (Competition) committee
f. Nominating Committee (Elections)

Article VII Amending By-Laws

1 All proposals to amend By-Laws must be presented in writing at a general membership meeting. The sponsor must justify why a change is necessary.
2 Amendments will be voted on by the Board at the next monthly meeting
3 Approval of Amendments must be by a 2/3 vote of the board
4 The By-Law is effective only after approval by the District Administrator and Eastern Regional Office.

Article VIII Tournament Managers and Coaches appointment

1. Each Division Manager will recommend to the President, Managers and Coaches from The League for the various International Tournament teams, prior to the selection of Tournament teams. The President will then appoint these individuals, subject to Board of Directors approval. Managers may be approved contingent on their child being selected to the tournament team.
2. Each year in May, each director will provide all players with a form to complete to request eligibility to participate in the tournament suitable to their league age level. The form should include requirements and expectations that must be fulfilled to participate in the tournament, including but not limited to proof of residency, tournament fees, minimum participation expectations, and sportsmanship expectations.
3. Intermediate, Juniors, Senior level team selection
   The director shall determine if there are enough eligible players to enter a team into the District or State Tournament. If so, and more than 13 players

qualify, then the Director, Managers and Player Agent will meet to determine the method for selecting players for the team, subject to review by the President

4. Majors level team selection
   The player agent, in cooperation with the director, will call for a meeting of all Majors level managers, for purpose of a vote process to determine which players will be selected. The process involves a series of votes, to complete a roster of no less than 11 or no more than 13 players. 1 or 2 Alternates may be voted contingent on any selected players becoming unable to participate. Separate vote processes will be held for each age level team being chosen. The director will present the selections and manager/coaches to The League on the approved date as required by Little League Inc.

5. Minors or Farm level All-Star team selection.
   If Minors or Farm level baseball or softball director wishes to have an end-of-season All-Star game, that director will develop a process for selecting their All-Star teams to participate in a single end-of-season game. The process will be presented to the president for review by Mid-May. The process should in some way include input from coaches and managers, and include a provision for alternates should selected players not be able to play. Teams should consist of 11-13 players each.

Section III: Director and Officers Duties

Player Agent Role:

1 In cooperation with the Majors, Minors, or Intermediate director, coordinate a tryout schedule and process. No less than 2 tryouts dates can be offered as part of any tryout process.
2 Attend and oversee the draft process
3 Coordinate any needed pool-player program in each level, in accordance with Little League guidelines on pool players.
4 Assist player members or parents with special issues that may arise.

5 Act as liaison between all player members and parents and the Board of Directors.
6 Assist with completion of all affidavit and residency requirements for player members and coaches for the International Tournament teams.
7 If the Player Agent has a child in specific division(s) of play, then another Director will be appointed by the president to serve as Player Agent for that (those) specific level(s).

All director Levels Roles:

1. Determine the suitable number of teams to form in the league based on registrations.
2. Make recommendations to the President for Managers and Coaches for each team, for approval by the Board.
3. Provide the league scheduler with guidelines for scheduling for the upcoming season, including date ranges, conflicts and any special requests.
4. Distribute Little League rulebooks to all managers
5. Mandatory meeting within 2 weeks of the first practice with all managers and coaches. Safety Director should be invited to participate.
6. Assist Equipment Manager to ensure all equipment is returned by managers and coaches.

Majors/Minors Director Role:

1. Majors director will submit to the Minors director, a listing of all players who have been accepted to the majors level based on tryout performance. This should be done within 1 week of the Majors Draft. Minors directors should do the same for the Farm director as soon as possible thereafter.
2. Majors Director must organize a draft to develop team rosters as soon as possible after the close or regular registration. Minors directors are encouraged to organize a draft for the same purposes.
3. (Includes Intermediate, Juniors and Seniors directors) Contact the Umpire-In-Chief for The League and ensure suitable umpire coverage will be provided. Provide schedule of games to Umpire in Chief. Ensure Umpire-In-Chief is aware of any rules or safety issue changes since prior season.

Section IV: Managers and Coaches Duties

The primary goal of the manager and coach is to instruct player members in areas of teamwork, sportsmanship, while also educating in the mechanics for playing the game. Coaches are encouraged to participate in various coaching clinics offered by Little League and private organizations to improve their skills. The League supports the Positive Coaching Alliance methods and strategies for youth sports education, and expects our Coaches and Managers to do the same.

Managers and Coaches Must:

1. Be knowledgeable of and Comply with all rules as provided in the Little League rules manual.
2. Pick up all equipment when made available before the season and return all equipment requested within 10 days of the final game of the season.
3. Provide assistance with field maintenance prior to the season and before Tournament play in June.
4. Work with the director and other managers to make up all games in a timely manner according with league rules.
5. The home team manager/coaches at each game is responsible to lay down baselines and prepare the field prior to each game.
6. The visitor team manager/coaches at each game is responsible to drag the field at the completion of each game
7. Ensure dugouts and playing surface are clear of trash at the end of each game.

Section V: Member discipline

All player members, coaches, managers, board members and family members participating in or attending The League events are expected to act with sportsmanship and respect of the other participants at the event, including the Umpires who may be officiating the event. Should a member of the board witness behavior by anyone that is seriously out of line with regards to these principals, or that in any way conflicts with the specific rules of safety as required by Little League, they should and must inform the offender of the issue and depending on

the severity, issue a suitable warning of risk of punishment should the behavior continue.

If the situation is so severe that it requires immediate action for the protection of another participant, then the board member must take actions to immediately prevent the situation from continuing, and contact the league President immediately.

If a situation is considered to possibly be worthy of discipline or revokement of a member's privileges, either temporarily or permanently, a written statement of the situation and all parties involved must be sent to the President and any Director that would be directly involved, for review. Upon receipt, the President will select the appropriate members of the Board to determine the facts of the accusation in a timely manner. The Board must then send the accused with a request to participate in a meeting to permit them to present their facts in defense of the situation. The board will then vote on any discipline, including suspension or termination of privileges. Any suspension or termination is can be valid only for the remainder of the year, and privileges must be made available to the offender the following year. The one exception to this is any offense that involves abuse of a minor, in which case the individual will lose privileges permanently. Any discipline must be approved by a 2/3 vote of the Board.

Section VI: Rules common to all Leagues

1. For all games, the Home Team will occupy the 1st Base dugout and Visiting team will occupy the 1st base dugout
2. Prior to the game, Home team will have access to infield practice 30 minutes prior to game time, and Visiting team will have access 20 minutes prior to game time.
3. Home team manager must supply a minimum of 2 game balls for each game, and should have extra balls available as needed
4. Except for when lights are available, no inning is permitted to start after
   7:30 PM – Before April 30
   7:45 PM – After May 1

5. Umpires have final decision to call a game due to darkness or weather hazard, even if in the middle of an inning.
6. Managers may not waive the mercy rule.
7. All games in Majors and Minors must be made up.

Section VII: Rules common to specific Divisions

Major, Intermediate and Junior/Senior leagues must follow the guidelines of the Little League International rules with the following modifications:

All Levels

1) All night game play must be completed by 10:45 PM so that the field may be safely cleared by the 11:00 PM. By agreement with the Town of Durham, the Atwell field lights cannot be used after 11:00 PM. A hard stop of all play at 10:45 will be enforced.

Intermediate and Major Leagues

1) Intermediate and Majors games do not have a specific time limit rule, however due to scheduling limits, in some cases the director may impose a time limit rule on a specific game that an inning may not start after a specific time limit. The head umpire may also enforce a time limit that a new inning cannot be started after 2.5 hours if necessary. This rule is superseded by the End time provision in Section VI-4.

Minor Leagues

1. The director may divide the minors level into subdivisions for purpose of player development. Rules for pitching (player only, player and coach, or coach only) and stealing may vary based on the specific development level. These levels may be termed Farm (A), Low Minors (AA) and High Minors (AAA) or similar. All rules must be in line with the published Little League International Minors level rules.
2. Games are considered complete after two full innings have been played. If a game is postponed prior to completion of inning 1, it is to be

restarted. If a game is postponed after 1 complete inning, it may be continued from the point of suspension.

3. Minors (AA and/or AAA) baseball and softball is a player pitch level. The director may set up specific rules for circumstances requiring coach pitching. Farm (A) baseball and softball is coach pitch only level.
4. Minors games cannot begin an inning after 2 hours from the start of game time. This rule is superseded by the End time provision in Section VI-4.
5. A 5 run per inning travesty rule may be imposed by the director. No game travesty rule shall apply.
6. The director will set a rule for acceptable base stealing at each minor level. This rule may be made less restrictive at the halfway point of the season. In all cases where steal limits are imposed, the term stealing in minors level applies to passed-ball, overthrow and straight-steal. The director may limit total steals as well as specifically limit steals of home plate per inning.
7. High Minors (AAA) levels may participate in games with other leagues. If any discrepancy exists between local rules of the two leagues playing, the rules of the home league shall apply to that game.
8. All level rules as set by directors must be presented to the managers at the coaches meeting, and submitted to the president.

T-Ball Leagues

The T-Ball level director will determine a set of rules for play for games, based on rules outlined in the Little League rule book for baseball. It is recommended that the director consider use of the Little League T-Ball Program introduced in 2013 for this level of play.