

# Northampton Township Little League (NTLL)

## Bylaws v1.0 – November 2025

### **Purpose:**

This document outlines additional League policies and procedures that extend the Articles of the approved League Constitution.

### **League Constitution:**

<https://dt5602vnjxv0c.cloudfront.net/portals/83276/docs/form%20constitution%20v2.pdf>

It is the Board's responsibility to review these bylaws annually during the League's Fall meeting. Changes or amendments may be made at any time with a two-thirds Board vote.

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## Article 1 – General League Policy

### **Fiscal Year**

The League's fiscal year ends on September 30. Members in good standing may request to inspect League finances with written notice to the League Secretary.

### **Registration**

- Spring registration is announced in December/January and includes an Early Bird Discount of \$25 if completed before mid-February.
- Registration closes three weeks before Opening Day (date announced in January/February).
- Families receive a \$25 discount per player beginning with the 4th registered child.

## **Team Placement**

- In lower divisions (Quickball through Single A), the League makes every effort to keep siblings together and to honor player/coach requests. Except for same age siblings, these requests are not guaranteed.
- No requests are granted in AAA, AL, or NL, as players in these divisions are evaluated and drafted.

## **Refunds**

- \$50 is withheld from each refund to cover administrative costs. The Board may waive this fee on a case-by-case basis.
- 100% refund (less \$50) before rosters are set.
- 50% refund after being rostered but before the first scheduled game.
- No refunds after the first scheduled game.

## **Equipment & Uniforms**

- Each player receives a hat and shirt with registration.
- Players must provide their own equipment (helmet, bat, glove). Athletic supporters are recommended, and mandatory for all catchers.
- The League may provide additional equipment (e.g., catcher's gear), based on availability.

## **Rostering**

- Quickball through Single A: placement based on requests, school, grade, and roster balance.
- AAA, AL, and NL: players are evaluated, scored, and drafted by coaches. Each coach's kid is given a round value. All coaches agree to values. 2 kids in the

same round, team loses the next round - ex 2 firsts, the next pick is round 3

### **Scheduling**

- AAA, AL, and NL teams must play at least 12 games for players to be eligible for the Little League District Tournament.
- Lower divisions generally play 10 games. Makeup games at season's end may not always be rescheduled.

### **Coaching Selection**

- For AAA, AL, NL, and District Managers: candidates are interviewed by multiple Board Members and/or advisors.
- Final approval is by the Board, with the League President appointing each coach.

### **Field Maintenance & Insurance**

- The Fields Director oversees upkeep of playing fields, working with the League Safety Director as needed.
- NTLL maintains proper accident and liability insurance and must provide proof annually to Little League International and Northampton Township Parks & Recreation.

### **Background Checks**

- All adult volunteers with recurring access to minors must complete:
  1. A JDP background screen, and
  2. Three additional Pennsylvania state clearances.
- Clearances must be renewed and validated annually.

## **Player Eligibility**

- All players must be verified as eligible under Little League® Baseball residency or school enrollment requirements, along with proof of age (birth certificate or government-issued ID).
- Under Regulation II, players ages 4–7 may register in any league of their choice, with siblings of any age permitted to join the same league.

## **Grievance Procedures**

- Disputes should first be taken to the appropriate Commissioner or Vice President.
  - If unresolved, the grievance will be presented to the full Board of Directors, whose decision is final.
  - In the event of a player or Coach being ejected and removed from a game, said player or Coach may not return to practices or games until the Board has made their decision.
  - Grievances requiring rule changes governed by Little League International will be escalated to the East Region, whose ruling supersedes that of the NTLL Board.
  - The Board shall, in case of a Regular Member, have the full power to remove or suspend a Player Member for the actions of any member of that player's family unit which the Board believes is detrimental to the best interests of NTLL or LLBI. Harassment of any manager, coach, Board Member or any other constituent of NTLL through e-mail, text, social media or other electronic form shall be grounds for suspension and/or possible termination of playing rights.
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## Article 2 – Game Operations (Oversight: Vice President/Division Coordinator)

- Official schedules will be approved by the Board for each division.
  - Day-of-game, pre-game, and post-game responsibilities for home and visiting teams will be communicated to all Coaches during the Spring Coaches Meeting.
  - Ground rules and local rules will also be established and communicated during the Coaches Meeting.
  - Delayed, Postponed, and Rescheduled games will be communicated by the Director of Fields to the Commissioner in each Division, who will inform affected Coaches at least one hour prior to start. The IT Director may alter the schedule on the master schedule, which will notify affected teams via GameChanger.
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## Article 3 – Playoff Format (Majors Only)

Single elimination bracket in all Divisions, except NL, which is best of 3

. Detailed playoff formats will be communicated along with the master schedule in February/March.

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## Article 4 – Awards

- **Minors (Quickball through A):** Coaches present a trophy to each player at the last game or an end-of-season event.
- **Majors (AAA, AL, NL):**
  - Championship team receives rings. Presented by Commissioner/VP/President
  - Runners-up receive medals, presented first.

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## Article 5 – Tournament Play

### Eligibility

- All-Star teams are drawn from the in-house player pool (separate from Travel Baseball).
- Players are nominated by in-house coaches and selected based on a combination of in-season evaluation, a general tryout, and/or recommendations from other coaches, with the goal of maximizing competitiveness.
- Three All-Star teams: 8–10, 9–11, and 10–12. Eligible players must be 8–12 during the current season.
- Players must participate in at least 8 regular-season games, except for school-based players, who must play at least 60% of their available games.
- Families must provide three proofs of residency or school enrollment, and one proof of age. Verification details [here](#).

### Team Selection

- 9 players are voted onto each team.
- At least 3 additional players are chosen by the Head Coach (minimum roster size: 12).
- Voting:
  - NL/AL coaches vote for 10–12 and 9–11 teams.
  - AL/AAA coaches vote for 8–10 team.
- A neutral Board Representative (not a coach or parent of eligible players) oversees the draft to resolve conflicts of interest.

## Voting Procedure

- *First Round:* Coaches nominate and vote until 5 players are selected. Bias or refusal to nominate players may result in removal from the meeting.
- *Second Round:* Coaches vote on the next 4 players.
- *Final Selections:* Head Coach selects at least 3 additional players to meet roster minimum.
- Teams are announced to families after May 15, pending verification.

## Manager/Coach Selection

- Coaches with players ages 8–12 are invited to apply via Google Form.
  - Applicants must have submitted all required clearances and completed league-recommended training.
  - A Selection Committee reviews applications, measuring candidates by in-house performance, conduct, league participation, and overall representation of NTLL.
  - Board members applying for a role are excluded from deliberations. Alternate Player Agents/Executives will ensure compliance with Little League standards.
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# Article 6: Minor Division (Player Pitch)

## Overview

The Minor Division introduces players to full baseball fundamentals using live pitching. It serves as the transition between Coach Pitch and the Major Division, with a strong emphasis on skill development, sportsmanship, and game awareness.

## Responsibilities and Expectations

- **Player Development:** Instruction focuses on proper mechanics for pitching, hitting, fielding, and base running.

- **Coaches:** Provide opportunities for players to experience multiple defensive positions. Pitching duties should be shared fairly among interested players while maintaining safety and confidence.
- **Game Play:** Standard Little League rules apply, with local modifications as approved by the NTLL Board (e.g., pitch count limits, run limits per inning).
- **Parent Involvement:** Parents are encouraged to assist with scorekeeping, dugout management, and maintaining a positive, supportive environment.

### **Progression by Age Level**

- Develop confidence hitting live pitching.
- Pitchers demonstrate control, understanding of pitch counts, and proper mechanics.
- Players improve defensive positioning and base running awareness.
- Players show readiness to advance to the Major Division.

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## **Article 7: Major Division (AAA, American League, National League)**

### **Overview**

The Major Division is the highest level of standard Little League play (ages 10–12) and emphasizes competitive play, advanced skill development, and preparation for postseason opportunities.

### **Responsibilities and Expectations**

- **Player Development:** Refine situational awareness, advanced defensive play, and consistent offensive production.



- **Coaches:** Balance development and competitiveness while ensuring fair play and adherence to pitch count regulations.
- **Player Conduct:** Players are expected to display leadership, sportsmanship, and a strong understanding of game rules.
- **Parent Involvement:** Parents should promote positive support from the stands and may assist with scorekeeping, concessions, or field maintenance.

### **Progression by Age Level**

- Players demonstrate a strong understanding of game strategy and teamwork.
  - Continued growth in leadership, discipline, and sportsmanship.
  - Preparedness for tournament and Intermediate (50/70) or Junior Baseball play.
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## **Article 8: Coach Pitch Division**

### **Overview**

The Coach Pitch Division (ages 6–8) provides the bridge between Quickball and Player Pitch. Coaches pitch to their own players, promoting skill repetition, confidence, and fun while maintaining a fast game pace.

### **Responsibilities and Expectations**

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**Player Development:** Emphasis on hitting, throwing, catching, and learning defensive positions.

**Coaches:** Focus on encouragement, repetition, and safety. Instructional moments should be brief to keep play moving.

- **Game Play:** Coaches pitch from a consistent distance. No walks or strikeouts. The focus remains on participation and learning, not competition.
- **Parent Involvement:** Parents are expected to assist as base coaches, bench helpers, and with field setup or teardown.

## Progression by Age Level

- Build comfort hitting a pitched ball and understanding basic rules of play.
- Reinforce proper throwing mechanics and glove use.
- Learn base running rules such as running through first base and tagging up.
- Prepare for live pitching in the Minor Division.

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## Article 9: Quickball Division

### Overview

Quickball replaces traditional Tee Ball for ages 4–6 and serves as the entry point into NTLL baseball. It introduces the core skills of the game in a dynamic, station-based format designed for continuous activity and fun.

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## **Responsibilities and Expectations**

- **Player Development:** Teach fundamental skills — throwing, catching, batting, running, and teamwork — through short, engaging drills.

**Coaches:** Organize multiple activity stations (throwing targets, hitting zones, baserunning relays). Keep players active and enthusiastic.

**Parent Involvement:** Parent participation is required for Quickball to run effectively. Parents assist with stations, provide encouragement, and ensure player safety and engagement.

- **Game Play:** Games are short and fast-paced, ensuring every player hits and fields frequently. Emphasis is placed on enthusiasm and participation over outcomes.

## **Progression by Age Level**

- Develop coordination and familiarity with baseball fundamentals.
- Learn basic field positions, teamwork, and sportsmanship.
- Build enthusiasm and readiness for the Coach Pitch Division.

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# **Article 10: Responsibilities of Division Vice Presidents and Coordinators**

## **Overview**

Each NTLL Division (Quickball, Coach Pitch, Minor, Major) is overseen by a Vice President or Division Coordinator appointed by the League President and approved by the Board of Directors.

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## **Responsibilities**

- Serve as the primary liaison between the Division's managers, coaches, and the NTLL Executive Board.
- Oversee team formation, scheduling, and compliance with league and Little League International regulations.

Conduct preseason coaches' meetings and ensure all managers understand NTLL's player development goals and code of conduct.

Monitor player development and maintain competitive balance across teams.

- Coordinate with the Safety Officer, Field Coordinator, and Equipment Manager to ensure safety standards and equipment needs are met.
- Communicate weather-related changes, schedule updates, and league announcements.
- Ensure that each division maintains NTLL's focus on safety, fun, and player growth.

## **Expectations**

- Maintain regular communication with managers and promptly report issues to the League President or Player Agent.
- Be visible and supportive during the season — attend games as needed to observe operations and assist coaches.
- Promote a positive baseball experience for all players, coaches, and families.
- Participate in postseason evaluations and player assessments to support future player placement and development planning.

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## **Article 11 – Board of Directors Roles/Responsibilities**

### **Executive Board**

#### **League President**

As the chief administrator, the president selects and appoints managers, coaches, umpires, and committees. All appointments are subject to the approval of the league's Board of Directors.

They are responsible to the president for the conduct of league affairs, both on and off the field. Primary liaison between Township and District Administrator. Does not vote on Board proceedings unless there is a tie in voting which must be broken.

<https://www.littleleague.org/university/articles/the-role-of-the-local-league-president/>

#### Vice President

Presides in the absence of the president; works with other officers and committee members; is ex-official member of all committees and carries out such duties and assignments as may be delegated by the President.

#### Player Agent

Conducts annual tryouts, and oversees player selection, assists president in checking birth records and eligibility of players; serves as a member of the Board of Directors of the local league and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League.

Handles league player/coach/parent issues via League mailbox. Available to all coaches and volunteers.

<https://www.littleleague.org/university/articles/the-role-of-the-local-league-player-agent/>

#### Coaching Coordinator

A Coaching Coordinator should be familiar with the following to properly perform the duties of the position:

Little League Rules and Regulations

Player Management Duties

Training and Education Offerings

Your league's Coaching Coordinator is also tasked with:

Providing manager and coach training and education each year

Implementing a budget to offer training and education

Monitoring managers and coaches throughout the year

Reporting any roster management issues to the Player Agent

<https://www.littleleague.org/university/articles/role-of-the-local-league-coaching-coordinator/>

### Treasurer

Signs checks co-signed by another officer or director; dispenses league funds as approved by the Board of Directors; reports on the status of league funds; keeps local league books and financial records; prepares budgets and assumes the responsibility for all local league finances. Liaison with Insurance Agents and provides COI's as requested.

### Secretary

Maintains a register of members and directors; records the minutes of meetings; is responsible for sending out notice of meetings, issues membership cards and maintains a record of league's activities.

### Safety Officer

Coordinates all safety activities; ensures safety in player training; ensures safe playing conditions; coordinates reporting and prevention of injuries; solicits suggestions for making conditions safer; reports suggestions to Little League International through the league president and prepares the ASAP plan for submission to Little League International.

### Past President

The Past President offers advice and support to the current board, helping to maintain stability and uphold the league's values and mission. This is a non-voting position though the Past President and President may deliberate and cast a tie-breaking vote.

## Operational Board

### Umpire-in-Chief

Serves as coordinator of and advises the league President on the league umpire program; responsible for recommending umpires to the league President for appointment to the league umpire roster; recruiting and retaining volunteer umpires; establishing a league umpire training program consistent with Little League® guidelines; coordinating and assisting with conducting umpire clinics at league and district level; communicating rule changes to league umpires; scheduling league umpires for regular season games; evaluating league umpires using established guidelines to maintain program integrity; further continual improvement, and prepare league umpires for advancement to tournament levels; communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Region, and/or Headquarters level.

#### Director of IT (League Information Officer)

Sets up and manages league's official website; sets up online registration and ensures the league rosters are uploaded to Little League; assigns online administrative rights to other local volunteers; encourages creation of team web sites to managers, coaches, and parents; ensures that league news and scores are updated online on a regular basis; collects, posts, and distributes important information on league activities including direct dissemination of fundraising and sponsor activities to Little League, the district, the public, league members, and the media; serves as primary contact person for Little League and Dick's Team Sports HQ regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International. Provides player, coach, and manager records to Little League International in electronic format.

#### Director of Fundraising/Events

Solicits and secures local sponsorships to support league operations; collects and reviews sponsorship and fundraising opportunities; organizes and implements approved league fundraising activities; coordinates participation in fundraising activities; and maintains records of monies secured through sponsorship and fundraising initiatives.

#### Director of Concessions

Maintains the operation of concession facilities; organizes the purchase of concession products; responsible for the management of the concession sales at league events; schedules volunteers to work the concession booth during league events; collects and reviews concession related offers including coupons, discounts, and bulk-purchasing opportunities; and organizes, tallies and keeps records of concession sales and purchases.

#### Director of Communications (Marketing/PR)

Oversees new player recruitment efforts; develops and maintains a league marketing plan focused on player recruitment and retention; oversees efforts to market new divisions of play and initiatives offered by the league; works with local/social media to promote the interests of Little League, and coordinates efforts to make the local Little League visible in the community year-round via social media and email campaigns.

#### Director of Apparel

Oversees all procurement efforts regarding uniforms, including coordination of try-on events, setting up league online stores, and scheduling pickup/dropoff events. Assists Director of Equipment with any equipment purchases before and during the year. All procurement of league branded apparel must be cleared with the Director of Apparel.

#### Director of Equipment

Works with Director of Apparel to acquire all equipment for players and coaches, including catcher's gear, bats, throwdown bases and practice balls (as needed per Division).



Responsible for tracking all league equipment going out or coming in and reporting any lost, damaged, or stolen equipment.

#### Director of Travel

Responsible for pre-season tryouts and assists Coaches as need for drafting. Reports through Suburban Travel any game results, pitch counts, changes, and/or issues. Works with Director of Apparel for uniforms.

#### VP Majors

Responsible for communicating all league rules, announcements, and schedules/changes to League Commissioners and/or Team Managers. Assists Player Agent with both in-house and District tryouts and drafting. First point of contact for any player/coach issues. Ensures ordering of end of season medals for each winner and runner up in each Division.

#### VP Minors

Responsible for communicating all league rules, announcements, and schedules/changes to League Commissioners and/or Team Managers. First point of contact for any player/coach issues. Ensures end of season trophies are ordered and distributed accordingly.

## Article 12 – Travel Specific Rules

- Player ages are defined as the players age as of 8/31 of the current year for ages 7-12; 13+ YO Travel is based on a 5/1 age cutoff
- Players who were on a previous team, but did not make an A or B team after selection, must be contacted via phone by the team's Head Coach
- Only league approved uniforms (including hats) may be worn for Suburban Travel games. Teams may purchase special event shirts (e.g. Mother's Day), or an alternative uniform package at their own expense, and in coordination with the Director of Apparel
  - No other Northampton Nighthawks apparel may be purchased without express permission from the Board of Directors
- In the event of a field conflict between Little League, Legion, and Travel, Little League games for Majors takes precedence. In the event of practice conflicts, Coaches should work together on an agreed upon arrangement with the assistance of the Director of Travel and Director of Fields. Sundays, Fridays, and Wednesdays are slotted for Travel activities, unless a LL game needs to be played.

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