



# **Canajoharie Area Little League**

# **By Laws**

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## Section 1 – General league policies

### 1. Registration Process

- A. Registration for Canajoharie Little League will occur annually and be open for 8 weeks. All players will need to register online at [Canajoharie Area Little League > Home \(bluesombrero.com\)](http://Canajoharie Area Little League > Home (bluesombrero.com))
- B. There will be a reduced cost for families with 2 or more players being registered to keep baseball and softball affordable.
- C. At the conclusion of registration there will be a one-week late registration period in place with an additional late fee added to the total cost
- D. If there is a financial need for a family(s) the league is allowed to scholarship a player(s) for the season
- E. Anyone attempting to register that does not fall within the Little League boundary will need to have the proper waiver forms completed (refer to the LL rulebook)
- F. Registration flyers, posters, and articles (facebook, Instagram, email, etc.) should clearly list the final day for registration. After published dates there should be no more players accepted to play.
- G. Exception- if a player moves into the district after registration ends but before the draft they may register to play

### 2. Sponsorship / Fundraising Policy – Little League requires sponsorships or fundraising benefit the entire league, not an individual or team.

- A. Each team will have the name of their sponsor on the back of their jersey
- B. Sponsors will be assigned to teams based on their preference when submitting payment.
- C. If multiple sponsors want to sponsor the same team/division a preference will be given for the sponsor with a child on the team
- D. There is a limited number of sponsorship positions for team jersey available. This will be determined by first come, first served. In the event of a tie, refer to the postmark on the sponsor form. If that does not break the tie, the date of the check will be the tie breaker.

### 3. Manager / coach required training, duties, and behavior

#### A. Umpiring

- a. Scheduling – Coaches are responsible for communicating with the Umpire in Chief, or umpire scheduler to verify there is an umpire for their scheduled game (for Minors, Majors, and Intermediate levels of play). They will be responsible for cancelling their umpire in the event of cancelling their game at least 1 hour before game time. When determining when to cancel coaches should keep in mind the travel time required by the opposing team.
- b. Conduct-. Any inquiries about calls should happen in a professional manner by calling out the specific rule in question. At no time should judgement calls be questioned.

#### B. Field Prep

- a. Before the game- the coaches should uncover home plate and the pitcher's mound. The field should be raked (when needed) and lined for game play.

Coaches are also responsible to unlock the restrooms and ensure there are enough supplies for the game.

- b. After the game- the coaches should rake the entire infield and cover home plate and the pitcher's mound. All equipment used, rakes, tee's, etc. should be secured in the proper storage facility. Coaches should ensure the bathrooms are presentable before locking for the evening.

#### C. Coaching Training

- a. Training manuals are available for all levels
- b. Coaches are strongly encouraged to utilize the free baseball training on Little League International and USA Baseball webpages
- c. Any coach in need of additional resources or help should contact the Coaching Coordinator for assistance

#### 4. Playing equipment and uniforms for each division

##### A. Uniforms and equipment

- a. Player uniforms- all players will receive a league issued hat and shirt/jersey
- b. At no time should a team replace their league issued uniforms
- c. Baseball will wear grey pants, softball black
- d. It is suggested for knicker pants that the player wear socks to match shirt/jersey
- e. Pins are not permitted on uniforms of players, coaches, or umpires
- f. Cleats are recommended for all divisions but should be considered mandatory for all levels above tee ball
- g. Coaches uniforms- The league will provide uniforms for 3 coaches per team
- h. Helmets are required for all players while at bat. Each player should have a helmet on when not in the dugout.
- i. Helmets are required for pitchers while warming up between innings.
- j. A limited number of team helmets will be provided to each team for general team use. At no time should they leave the facility with a specific player.
- k. Catcher's gear must have the proper fit and be in good condition.
  - 1) Male catchers must wear the proper protective equipment including athletic supporter, approved cup, dangling throat guard, long chest protector, shin guards, catchers' helmet, and mask.
  - 2) A player warming up a pitcher should be wearing a catcher's helmet, mask, dangling throat guard, and a cup at a minimum.
  - 3) Any catcher or player shagging balls during warmups or infield and outfield warmups should always be wearing a helmet and mask.
  - 4) Each team will be provided with a set of catcher's gear which will remain with the coach.

#### 5. Required background checks

- A. Little League depends on volunteers to maintain operations, year-round. Each family is expected to help in some way to sustain the league. Volunteer opportunities must be approved and applicants will be background checked via JDP and abuse training must be completed.

- B. Volunteer opportunities include; Board of Director enrollment, concessions, field maintenance, fundraising, score keeping (at the Minors or Majors level), specialty training (baseball/softball skills development, safety training, construction, etc.)
  - C. Anyone with direct access to players are required to complete their background check (JDP) and abuse training (USA Baseball CORE) before commencing. This includes clinics and off-site Little League sanctioned meetings/practices/games.
6. Safety protocols
- A. Safe-Sport Act & State Child Abuse Reporting -There will be no retaliation of any kind towards anyone who in “Good Faith” reports child abuse.
    - a. When volunteers are in contact or supervising children there must be at least two mandated adults. At no time can there be any one on one interactions with adults and players.
    - b. If there is suspicion of child abuse, it must be reported within 24 hours to the proper authorities
    - c. All administrators and volunteers need to complete annual training in child abuse and neglect identification and reporting. This course is offered through USA baseball. Once complete the certificate of completion must be emailed to Canjoarealittleleague@aol.com
    - d. All volunteers must undergo a Little League required national background check (by JDP) prior to appointment.
  - B. Sexual Harassment Policy Statement
    - a. It is the policy of Little League International that all of the parties involved in the operation of chartered Little Leagues will provide a League and District Administrator operational environment which is free of all forms of discrimination including incidents of sexual harassment.

## Section 2 – Players & Parents

- 1. Player Evaluations
  - A. Any player wishing to move up a division from prior year is required to attend one evaluation. This is waived for 12-year-olds who must play in Majors.
  - B. Once all evaluations are complete the evaluating committee will meet to determine which division to place each player in.
  - C. Evaluating committee is determined by the Board of Directors annually and should include the Player Agent, Coaching Coordinator, and at least one coach.
  - D. Considerations for player placement should include; number of players per team, siblings who need to be in the same division, skill and ability.
- 2. Team Draft
  - A. Prior to the draft, any Managers or Coaches need to have successfully completed their annual background checks, and successfully passed their abuse training course through USA Baseball.
  - B. President and/or Player Agent will determine, based on registration numbers and evaluations, the number of teams needed per division.

- C. Coaching Coordinator and President will determine Head Coaches for each team. They will work with the Head Coaches to find suitable Assistant Coaches for each team. There is a maximum of 2 assistants named per team.
  - D. The date of the draft will be posted at least 30 days prior to the draft and all teams should have a representative at the draft. The preference is for the Head Coach to attend the draft, but he/she can name a designee (Assistant Coach) to draft upon their behalf.
  - E. All draft selections will be done in person, and only one person per team may attend the draft.
  - F. If there are only enough players for one team per division, a draft will not be needed.
  - G. The Player Agent will prepare the list of players for each division for the draft. The Player Agent will announce any requests submitted to him/her, such as carpooling, practice days, etc. These should be considered but not guaranteed.
  - H. Each team will be guaranteed to have the Head Coach and Assistant Coach's players on their own team. The draft will begin with the team that has the least number of players after this determination. If there are multiple teams with the same number of players a random draw will occur for selection. The teams will draw until each team has the same number of initial players. For instance, if Team A has 3 player, Team B has 3 players, and Team C has 4 players, Teams A and B (determined by random draw) will pick one player each, so each team has the same number of players to 'start' with.
  - I. Once the order of selection is determined, the draft will begin in that order. Once every team has selected a player, the order will be reversed for the second round. (1, 2, 3, 4 and then 4, 3, 2, 1)
  - J. It is suggested at the player pitch levels (Minors, Majors, Intermediate) that the draft begin with players who have been identified as pitchers, then catchers, so we have balanced teams to start the season.
  - K. There will be a maximum of 14 players on any Intermediate, Majors, or Minors team.
  - L. The draft order should be recorded in the event there are late players that need to be placed on a team.
  - M. After the draft a complete team list will be provided to each coach
3. Replacing players on a team
- A. Permanent replacements can happen at any time. Once a player joins a new team they can no longer go back down to play with their original team.
  - B. If temporary players are needed (within the same division), the Player Agent should be notified so they can recruit a player per game needed to act as a substitute player for the game. At no time is the substitute player allowed to pitch for the guest team.
4. Players moving divisions
- A. Any players moving up a division must attend one evaluation date. Once evaluations are over a determination will be made on whether to move player to the new division.
  - B. Any players wishing to stay down a division which would create a safety issue for the other players will be moved to the new division.
  - C. Disagreements about divisional play should be brought to the Player Agent's attention. The final decision resides with the Board of Directors as they oversee all children, rather than the parent who is only familiar with their own child.

5. Expectations of parents/guardians
  - A. Little League depends on volunteers to maintain operations, year-round. Each family is expected to help in some way to sustain the league. Volunteer opportunities must be approved and applicants will be background checked via JDP and abuse training must be completed. Volunteer opportunities include Board of Directors, concessions, field maintenance, fundraising, score keeping (at the Minors or Majors level), specialty training (baseball/softball skills development, safety training, construction, etc.)
  - B. Non volunteer commitments are expected from each player family. At a minimum families would sell 10 raffle tickets annually, per player. Non volunteer commitments could also include soliciting friends, family members and local businesses for donations to further the league operations, such as basket donations for annual raffle.
6. Behavior expectations
  - A. All Participants- Canajoharie Area Local Little League has a zero-tolerance culture that does not allow any type of activity that promotes or allows any form of misconduct or abuse (mental, physical, emotional, or sexual) between players, coaches, parents/guardians/caretakers, spectators, volunteers, and/or any other individual.
  - B. League officials must remove any individual that is exhibiting any type of mental, physical, emotional, or sexual misconduct and report the individual to the authorities immediately. Immediate must be within 24 hours.
  - C. All parents, volunteers, coaches, and umpires must sign a code of conduct policy and adhere to it.
  - D. The code of conduct should be hung at each field location and spectators and visitors must adhere to these rules.
  - E. Code of conduct should be enforced at all practices, scrimmages, games, and any other league activities (Home Run Derby, First Responder Game, Year End Party, etc.)
  - F. Each player needs to turn in their medical release form to their coach at their first practice. The coach is required to keep this for the duration of the season.

### Section 3 – Game Operations

1. Field availability
  - A. Coaches will submit their preferred practice days/times to the scheduler. A best effort will be made to accommodate their first choice, however, if multiple people choose the same time/date, this is not guaranteed.
  - B. At no time should any manager or coach schedule a practice on a field that has not been approved by the field scheduler. For insurance purposes there are a limited number of fields we are allowed to practice on. At no time should any type of practice occur at an individual residence.
  - C. Game and practice schedules will be handed out in April
  - D. Changes to schedules must go through the scheduler for home games and practices
2. Make-up, continuation, and rescheduling games
  - A. Home games need to be approved through the field scheduler

- B. Away games can be coordinated between the coach and the other league
- C. Weather issues
  - i. Lightning or thunder- after a lightning strike the game must be stopped and cannot be resumed for 30 minutes. After 30 minutes the umpire(s) and coaches will determine if the remainder of the game is playable based on current weather conditions.
  - ii. Rain- If there is rain during a game, the umpire and coaches will work together to determine if the game is playable, should be delayed, or should be cancelled. Field conditions and player safety will be evaluated in the decision making process
  - iii. Heat index- Two hours prior to game/practice time a cancellation will be posted on the Canajoharie Area Little League facebook page if a game is cancelled due to heat index. We will utilize [accuweather.com](http://accuweather.com) for Canajoharie to monitor the heat index (Real Feel). If the heat index is 105 or above, all practices and games will be cancelled.
  - iv. Air quality- Two hours prior to game/practice time a cancellation will be posted on the Canajoharie Area Little League facebook page if a game is cancelled due to air quality issues. We will utilize [AirNow.gov](http://AirNow.gov) to monitor the air quality.
    - a. Air quality guidelines- 201 and above (Very Unhealthy: Cancel all practices and games
    - b. 151-200 (Unhealthy): Practices are allowed with no strenuous activity (base running, conditioning, etc.)
    - c. 101-150 (Unhealthy for sensitive groups): Practices are allowed but Managers/Coaches are to warn parents and players that if they belong to the "sensitive groups," they should tell their managers/coaches that they cannot participate in strenuous activity or games.
    - d. 100 and below (Moderate/Good): All activities are allowed.
- 3. Communication
  - a. It is the coaches responsibility to communicate with the opposing team/coach within 72 hours prior to scheduled game to confirm date and time of the scheduled game.
- 4. First-Aid Training
  - A. First Aid supplies- Each team will be given a first aid kit in their team bags. Replenishment supplies are available in the concession stand. Each coach is also required to have a Medical Release form for each player with them at all practices and games.
  - B. Each injury needs to be reported to the Safety Officer and an accident report should be completed. Forms can be found in the concession stand. Reporting must be completed within 24 hours of the incident.
  - C. Sun Safety policy
    - i. Sunscreen use will be encouraged for children and coaches
    - ii. When possible players will be in the dugout to limit their sun exposure
    - iii. Players will be required to wear helmets when waiting to bat



5. Ground Rules:
  - A. Each division will follow the approved Interleague rules for District 12. Rules are listed in the appendices.
  - B. Pre-game warmups
    - i. Home team takes the field 5 minutes before the game to ensure an accurate start time.
    - ii. Starting pitcher and substitute pitchers get up to 10 pitches
    - iii. For subsequent innings pitchers will get 5-7 pitches for every inning following their first inning.
  - C. Time Limit
    - i. No new inning should start after 2 hours.
    - ii. Should an inning end within 15 minutes of the 2 hour limit the umpire and coaches will make the decision whether or not to start a new inning
  - D. All teams will utilize the continuous batting order
  - E. Games may start with 8 or more players. Both teams must field the same number of players. If one team is short you are able to share a player until the remaining players arrive. The team without a full roster will not take an out in the batting order.
  - F. Courtesy runners may be enlisted for the pitcher or catcher when they are on base with 2 outs.
  - G. Pitching Restrictions -Pitching activity, such as pitch counts and games pitched should be monitored on a regular basis by the league's Player Agent and Safety Officer.
  - H. Score will only be kept (recorded or by any other method) in the minors, majors, and intermediate levels. Coach pitch and tee ball are for instructional purposes only and will not keep score.
  - I. Bat Restrictions and Guidelines
  - J. All bats should be in good condition, including proper grip material and be stamped with the USA Baseball logo.
  - K. Non-wood bats should not have excessive bumps and dents.
  - L. The On-deck position is not permitted.
  - M. Players are not allowed to hold a bat until the umpire calls them to bat.
  - N. The player is permitted to take a couple of practice swings on their way to the batter's box.

#### Section 4 – Awards

1. Camp Scholarships
  - A. The fundraising/Sponsorship Manager will determine how many scholarships are available for the playing season
  - B. Coaches will submit their suggestions from their teams on the Coach Pitch, Minors, Majors, and Intermediate teams
  - C. The Board will determine the final recipients, with alternates
  - D. Each recipient's family will be contacted to determine interest and availability
  - E. If a recipient is unwilling or unable to attend, an alternate will be selected
  - F. These awards are not financially based
  - G. All players should be considered regardless of their parents volunteer status

- H. Criteria for scholarship recipients include
  - i. Behavior
  - ii. Coachability
  - iii. Attitude
  - iv. Desire to play and learn
  - v. Focused on the game
  - vi. Shown improvement
- 2. Player participation awards
  - A. Canajoharie Area Little League does not endorse or disseminate participation awards
  - B. Individual teams are not permitted to grant awards to their players

#### Section 5 – Tournament Play – All Stars

- 1. All Star manager and coach selection process
  - A. Current managers and coaches should be polled to determine interest level. If there is more interest than needed teams the following process should be used
  - B. Feedback from players and parents on each Manager and Coach, both positive and negative should be evaluated
  - C. Length of coaching within the league should be considered
  - D. If all else is equal, the coach whose player is aging out should be given additional consideration as it would be their last opportunity to coach All Stars.
  - E. The board can evaluate the candidates and vote
  - F. The President has the final determination of Managers/Coaches for All Stars. The Board vote should be a heavy consideration in this selection process.
- 2. All Star Player Selection- Managers and Coaches should select their candidates from all available players in the pool. If there is more interest than space on a team a try out should be set. If a try out cannot be fit in than the division coaches should get together to determine the top 12 players in the division

#### Section 6 – Roles, Duties, Expectations of Officials

- 1. Board of Directors
  - A. Role of the Board of Directors- to oversee the operations of the Little League and ensure the Rules of Little League International are adhered to, and any additional, non-conflicting rules which were enacted through the League Constitution or By Laws.
  - B. New members of the board can be voted in at any monthly board meeting. To be considered, the applicant must submit an application before the meeting in which the voting will occur. The Secretary or designee should read the membership application to the voting members. The voting members can use the time to ask pertinent questions of the candidate in order to determine whether or not to vote the applicant in. Each member selected should be named to a committee (concessions, fundraising or field maintenance) and should perform duties as required.

- C. Officers- Each year at the September membership meeting all Officer positions will be voted in. Mandatory positions to be filled include; President, Vice President, Player Agent, Coaching Coordinator, Safety Officer, Secretary, Treasurer. Optional positions to be voted upon include; Fundraising Manager, Concessions Manager, Field Maintenance Manager, Umpire in Chief, and Information Officer. An individual shall be permitted to run and be voted in on more than one position. The Officer positions shall be voted to a one-year term and can be renewed annually upon majority vote. The positions of President and Treasurer should not be filled from the same household.
  - D. Mid-year vacancies- If an Officer position is vacant mid-year for any reason; removal, resignation, illness, etc. the Board shall recruit to fill the vacancy. Positions should be emailed to active player families as well as posted on social media pages to recruit. Mandatory officer positions should be voted on after application is received, and can occur outside of regularly scheduled board meetings.
2. Duties of Mandatory Board Members
- A. Duties of other non-mandatory positions can be found in the League Constitution
  - B. President
    - 1) Conduct the affairs of the Local League and execute the policies established by the Board of Directors
    - 2) Present a report of the condition of the Local League at the Annual Meeting
    - 3) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League
    - 4) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, incorporated, as agreed to under the conditions of charter issued to the Local League by that organization
    - 5) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive, and which have had prior approval of the Board
    - 6) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant
    - 7) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof
    - 8) With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection
    - 9) Complete the required background checks per Little League Regulation 1(b) and 1(c) 8 & 9; or delegate this responsibility to the league's Safety Officer, or other designated Board member.
  - C. Vice President
    - 1) Perform the duties of the President in the absence or disability of the President

- 2) Perform such duties as from time to time may be assigned by the Board of Directors or by the President
- D. Player Agent
- 1) Record all player transactions and maintain an accurate and up-to-date record thereof
  - 2) Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility
  - 3) Conduct the tryouts, the player draft and all other player transaction or selection meetings
  - 4) Prepare the Player Agent's list
  - 5) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit
  - 6) Notify Little League International of any subsequent player replacements or trades
- E. Secretary
- 1) Responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records
  - 2) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors
  - 3) Maintain a list of all members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and committees
  - 4) Issue membership cards to Regular Members, if approved by the Board of Directors
  - 5) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose
  - 6) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out orders, votes and resolutions not otherwise committed
  - 7) Notify members, Directors, Officers and committee members of their election or appointment
  - 8) Collect and correspond physical mailings and electronic communications for the League
- F. Treasurer
- 1) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors
  - 2) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors
  - 3) Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors

- 4) Prepare an annual budget
  - 5) Prepare an annual financial report
  - 6) Submit financial documents to the IRS
  - 7) Submit required documentation to maintain 501 (c) 3 status
- G. Safety Officer
- 1) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League
  - 2) Develop and implement a plan for increasing safety of activities, equipment and facilities
  - 3) Reporting- defining a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available
  - 4) Perform background checks
  - 5) Complete the annual ASAP plan
- H. Coaching Coordinator
- 1) Represent Coaches/Manager in the league
  - 2) Maintain regular contact with managers within the divisions to ensure rules, regulations, policies, and bylaws are being followed
  - 3) Coordinate with the Field Coordinator to ensure fields are properly maintained.
  - 4) Act as a liaison between the members of the division and the Board of Directors
  - 5) Present a Coach/Manager training budget to the board
  - 6) Gain the support of the funds necessary to implement a league wide training program
  - 7) Order and distribute training materials to players, coaches, and managers
  - 8) Coordinate any training clinics
  - 9) Serve as the contact person for Little League and its coaches and managers
  - 10) Maintain regular contact with managers within the divisions to ensure rules, regulations, policies, and bylaws are being followed
  - 11) Order equipment and supplies for the league during the season including baseballs, catcher's gear, bases, pitching rubbers, baseball tees, and other equipment needed by the league.
  - 12) Ensure all equipment meets safety standards set forth by Little League Baseball
  - 13) Make sure every team has the equipment necessary to safely play and/or practice.
  - 14) Monitor equipment during the season to make repairs, and or replace as necessary.