

**Constitution & ByLaws
Burlington Little League Youth Co-Ed Baseball
A Not for Profit Corporation of the State of Wisconsin
Burlington, WI 53105
Revised 2010**

BURLINGTON LITTLE LEAGUE BY-LAWS

These by-laws to the constitution may be amended, repealed or altered in whole or in part by a majority vote of the membership at any duly organized meeting provided notice of the proposed change is included in the notice of such meeting and announced 15 days prior to the date of the meeting.

ARTICLE I League Guidelines for Managers and Coaches

1.01: Appointments

The procedures for appointing managers and coaches must be understood and accepted by all concerned. The policies are:

- a) There is no seniority or tenure in serving as a manager or coach.
- b) All appointments expire annually.
- c) The power to appoint managers and coaches has been granted solely to Local League President from the inception of the program.
- d) The Board of Directors has the right to approve or disapprove any appointment made by the President.
- e) This is an administrative matter and is not subject to intervention by the membership.
- f) All managers and coaches are directly responsible to the President.
- g) The President is responsible to the Board of Directors for the actions of all managers and coaches.
- h) There is no appeal process for reconsideration.
- i) Selection of managers, coaches and umpires is in the Local League jurisdiction and is not subject to intervention from the District or Region.

1.02: Qualifications

To insure that the Local League has the best possible leadership, managers and coaches should live within the League Boundaries and should have the following qualifications; ;

- a) **Junior League** — Managers selected should have managed at the Senior, Junior or Major level, or coaches coached in the Juniors or Seniors.
- b) **Major League** — Manager candidate's selected should have managed or coached in the Junior or Senior Division or Little League Majors, or managed in the Little League Minors. Coaches recommended by the Managers must be appointed by the President and approved by the Board of Directors.
- c) **Minor League** — Managers selected should have managed or coached previously or display sufficient knowledge of baseball to perform successfully at this level.
- d) **Rookie League** - Managers selected should have managed or coached previously or display sufficient knowledge of baseball to perform successfully at this level.
- e) **T ball League** - Managers selected should have managed or coached previously or display sufficient knowledge of baseball to perform successfully at this level.

- f) **Managers** – Must attend clinics and umpire training as deemed by the board. No manager once approved by the board will be able to call players to register. This could be construed a recruiting. All managers are encouraged to obtain a team sponsor. With the exception of Majors, Managers may select their team name from the pro teams in the American and National League names. If available from the supplier. Managers will be expected to help maintain the fields from the time they are approved a manager. Any suspension of a manager will carry the same penalty whether suspended by the board or an umpire. Each team will be required to have two trained scorekeepers who will keep score at all home games. Managers will be responsible for establishing team parents and concession duties for his team.

1.03: Manager Responsibilities

Managers and coaches shall attend a mandatory League Orientation. The Board shall insure that managers are familiar with Little League Rules, Burlington Little League rules and policies by providing Official Little League Rule Books, and Burlington Little League literature, as well as providing classes on training and safety. The manager will make sure applicable policies are communicated to the parents at a team meeting to be held prior to the start of practices. This parents meeting shall be held at such time and place and under such circumstances that the parents can give the manager their undivided attention. Experience has shown that informed parents are more inclined to help.

- a) **Manager/Coach commitment and background check:** The Board shall ensure that managers and coaches have been thoroughly reviewed and understand the Managers/Coaches Code of Conduct form and responsibilities. MANAGER APPLICATION, BACKGROUND CHECK, CODE OF CONDUCT FORM AND SIGNED AGREEMENT OF RESPONSIBILITIES MUST BE SIGNED AND TURNED IN PRIOR TO APPOINTMENT.
- b) **Managers are responsible** for keeping parents informed of meetings, picture dates, opening day ceremonies, fund-raisers, concession stand, etc. The manager shall ask for a team parent to help take on the responsibilities.
- c) **Draft policy:** All managers are required to be present to draft their teams. All drafts will be in accordance with Burlington Little League Bylaws and policies. We ask that only the manager of the teams attend the draft process. If the manager cannot attend draft, an assistant coach may attend in his/her place, but ONLY if the manager cannot make it. All draft information is confidential in nature; especially confidential is the players try out rankings and the draft round in which a player was selected. NO MANAGER SHALL RELEASE TEAM ASSIGNMENT INFORMATION UNTIL AFTER A TIME DETERMINED AND ANNOUNCED BY THE PLAYER AGENT, INCLUDING MID-SEASON REPLACEMENTS.
- d) **Discipline Policy:** Managers shall have each parent and child, as well as himself/herself, sign the Burlington Little League Code of Conduct. He/She shall explain to both parents and players the importance of following the Code of Conduct. Managers may request to sit out a player if that player repeatedly misses practices or games, or as a disciplinary action (Breaking the rules of the signed Code of Conduct). Requests shall be made to the league representative who will present it to the Player Agent, Vice President and President with sufficient time to notify player and parents prior to game day.
- e) **Training:** Managers are expected to attend training sessions and to encourage coaches and other board approved volunteers to obtain proper training. Managers will be given a Little League Rule Book and a copy of

Burlington Little League rules. The manager is expected to read the Little League Rule Book and BLL rules and make his coaches aware of the rules as well.

- f) **Safety:** Managers shall be familiar with and follow the safety checklist on the inside of the back cover of the Little League Official Regulations and Playing Rules Book. BLL appoints each year a Safety Officer who shall be introduced at the Managers/Coaches league orientation. All accidents must be reported to the Safety Officer.
- g) **Managers are expected** to either have had first aid training or attend a first aid clinic. The manager shall fill out the insurance form (kept in the concession stand) for any injury during practices or games that require medical attention, report to the Safety Officer with the completed form, and the Safety Officer will then take appropriate action.
- h) **Any player requiring doctor's care** that causes the player to be unable to play shall produce a signed release before participating in practices or games.
- i) **Managers will attempt to ensure** that two board-approved adults are at each practice. The Manager shall make sure each adult is aware of the nearest location of a telephone and where to find the medical release forms. The adult in charge of practice will not leave until all players are picked up. It is up to the manager to determine the policy of the team in regards to parents attending all practices/games.
- j) **Practices and games shall be cancelled** if there is any question of safety due to weather (Lightning storms, wet fields), lack of adult supervision or other factors. The league representative will call the managers. Each manager may set up their communication plan for parents and players at the team parent meeting.
- k) **Practices:** During the preseason, except in extenuating circumstances, BLL teams shall practice no less than two (2) times a week. During regular season, except in extenuating circumstances, BLL teams shall meet no more than five (5) times per week (including practices and games).
- l) **Equipment:** Equipment and uniforms must be properly cared for during the season and cleaned before being turned in at the end of regular season. No player will be issued a uniform if money is due to BLL for fundraisers or any other reason. It is the responsibility of the Managers and All-Star Managers to collect and return their teams uniforms. They must return them to the Uniform/Equipment rep in a timely fashion (i.e. within 1 week after the last game) Also, managers will be asked to inventory equipment at the end of the season and make recommendations for replacement.
- m) **Players who miss three pre-season practices without notifying the manager:** The manager must report to the Player Agent any player who misses three pre-season practices without informing the manager. The Player Agent shall investigate and may replace the player if the situation warrants.
- n) **Players who will or who may miss three consecutive games due to injury, moving, quitting, discipline or any other reason regardless of whether the manager is notified:** The Player Agent must be notified immediately of any players who have moved out of league boundaries, have quit or who have suffered injuries that may cause a player to miss three or more consecutive regularly scheduled games. Whether such player must be replaced on the roster will be determined by the Player Agent or Board based on consideration of Little League Rules, replacement player availability, point in the season when the vacancy occurred, and other relevant factors.
- o) **Move Ups:** Should a player need to be moved up from a lower league, managers and coaches shall do everything possible to encourage the player to move up. Managers/coaches who interact with a player or parent with the

intent of discouraging a player from moving up shall immediately be suspended from his/her position pending Board review of the situation.

- p) **Resignation:** If a manager finds that he/she is unable to fulfill the manager commitment, the league representative must be notified immediately. The league representative shall inform the Player Agent, Vice President and President for replacement.
- q) **Player Evaluation:** Each manager shall complete a rating/ranking evaluation for each player ages 8 and up during tryouts. If the manager cannot attend tryouts, he/she must have one of the team coaches attend. Team coaches are welcome to attend with the manager if the manager chooses.

1.04: Suspension and Termination.

1. Membership may be terminated by resignation or action of the Board of Directors. The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the interests of the local League and/or Little League Baseball.
2. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges.
3. In the case of a Manager or Coach, suspension or termination of membership shall also suspend or terminate their duties as a manager or Coach.
4. If a Manager, Coach, or player is ejected from a game, that Manager, Coach or player is suspended, from managing, coaching, or playing a minimum of one game, administered the next game played, up to permanent termination, at the discretion of the President. For example, if the next game is rained out, the suspension is carried out on the next game that is played, not on the make up game for the rain out. Failure to abide by this rule is grounds for permanent termination.

1.05. Length of Term

1. All Managers, Coaches and Umpires are appointed for one year only and incumbents must be re-appointed on a yearly basis if interested in continuing. At the conclusion of each season, the Board shall review the performance of the Managers and Coaches. They shall determine their ability to handle a team and members of that age group within the concepts and purposes of Little League Baseball.
2. Individuals interested in managing a team shall contact a Board member or the appropriate League Coordinator.
3. Managers shall be assigned to a team by the League President after consultation with the Manager Selection Committee, subject to the approval of the Board.
4. In order to manage or coach in the Local League, individuals involved are required to attend an orientation meeting to learn or review the rules and ideals of the Local League. The time and place will be designated by the appropriate League Coordinator prior to the season opening game.

ARTICLE II League Coordinators

The President, with Board approval, will appoint a Manager in each League to be "League Coordinator". In addition to helping the Player Agent locate other Manager candidates to fill the applicable League openings in their appropriate Division, they will insure proper maintenance and safety of the individual fields they play on during the season, and arbitrate minor disputes/discrepancies between Managers, Coaches or players should they occur.

ARTICLE III Participation

A reasonable league participation fee may be assessed as the parents' obligation to assure the operational continuity of the Local League. At no time should the inability to pay any fee hinder the participation in any league program.

ARTICLE IV Sign Ups and Tryouts

4.01: Tryout Date

Regular sign-ups shall be held during the month of January at an announced location. At Board of Directors discretion, an earlier sign-up (for returning players) may be scheduled. Adequate advertising in the local media/website shall be provided at least two weeks prior to sign-ups. Sign-ups will continue through two tryouts.

4.02: Residency

- 1) Throughout the history of Little League the place of residence of a candidate for entry into a local Little League has been established as:
 - a) The place of residence of the parents (their legal residence), or
 - b) The place of residence of the parent that has legal custody of the child, or
 - c) The place of residence of the guardian of the Child, as established by a Court of jurisdiction.
- 2) A parent or guardian must be present to sign a player candidate up, and they must have satisfactory verification of birth date and residence within League boundaries.

4.03: Parent or Guardian Agreement

At the time of sign-up, the parent or guardian must agree to all League drafting procedures prior to and during the playing season.

4.04: Late Sign-up

Any player entering Minors or below who signs up after the last "live" registration date will be classified as a "late sign-up" and may be placed on a waiting list, and play only if a player of the same age is, for any reasons, forced to leave the League. This list will be based on age, and it will be a first-come-first-serve basis. The League will make its best effort to place all those who desire to play.

4.05: Eligibility

Player candidates must check in at tryout with the Player Agent to receive credit for attendance. Players must attend 50% of the tryouts to be eligible to play that particular season. Any exceptions must be approved by the Board of Directors.

ARTICLE V Team Composition

As a policy, age requirements/limitations will be met as set forth by the Rules and Regulations of Little League Baseball, Inc.

5.01: Divisions

Safety is the primary consideration for the placement of all players, for both the individual play and other players on the team. It is for this reason that EDHLL request all players age 8 and up participate in a skill level evaluation held as part of pre-season try-outs. These are general age guidelines for each division:

- a) **T-Ball:** Primarily 5 and 6-year-olds, 1st year 7 year olds. This division is focused on the basics of catching, throwing, and hitting using an instructional batting tee. *6-year-olds MUST play T-Ball unless they have played at least one year of T-Ball and have passed a skills assessment test.*
- b) **Rookie League:** Primarily 7 and 8-year-olds. This division continues to focus on the fundamentals of catching, throwing, and hitting a pitched ball from a pitching machine. Coaches should further develop their instruction of throwing fundamentals in preparation for player pitching at the Minor Level. *1st year 7 year olds could be allowed to play in the Rookie league only after passing a skills assessment test.*
- c) **Minor League:** A limited number of 8 year olds with high skills assessment scores, primarily 9 year olds, some 10 year olds. This is the introductory level of player pitch. The primary objective of this level is to develop all players' abilities to qualify them for Major League play. *To help field competitive teams and to place players in a division commensurate with their skills, it is recommended that all prospective Minor League participants attend the skills assessment.*
- d) **Majors:** Players of league age 9, 10, 11 and 12 are eligible to play in the Majors. All 9 year olds selected for a Major League Team must have parental and Board approval.
- e) **Pony League:** Players age 13 and 14 These players are or are going to be high school students, and should possess an outstanding knowledge of baseball fundamentals, skills and strategies.

Any exception must be approved by the Board of Directors upon the recommendation of the Player Agent and respective League Coordinator.

5.02: The Draft System

1. When a thorough tryout program has been completed, the last place team of the preceding season gets the first choice in every round of the draft, the next to last place team gets the second selection in every round and the remaining teams select in the reverse order of standing. **In the Majors Division it will rotate by divisions, Frank Roth and Ginger Beaumont from last to first.**
2. Ties in the prior year shall be placed in draft order by a random draw of the League President and Player Agent **or set tie breaker rules.**
3. Managers must keep in mind that they shall not select more than **five** players in any given age group. The team roster may be comprised of players of league age 9 with board approval, 10, 11 and 12.
4. All players eligible for play in the Major Division shall be placed in a draft pool for consideration and may be drafted in any order. There can be no more than **five** 12 year olds on any team roster and the number of players of any age cannot exceed the number of the next higher age. (i.e., the number of 11-year-olds cannot exceed the number of 12-year-olds,olds; the number of 10-year-olds cannot exceed the 11-year-olds, etc.) All players remaining after the Major Draft shall be placed in the Minor Division draft pool.

5.03: Draft Selection – Choosing a Player

A team will be able to choose a player of any approved age described in Sections 1&2 above in any round, provided that that age bracket is not already filled on the team.

5.04: Bonus Picks

1. Each manager requiring eight or more players prior to the draft to complete the roster will be allowed one bonus pick at the completion of round four, unless this is the result of losing five 12 year olds from the preceding season's roster.
2. Additional bonus picks will be permitted at the completion of each round thereafter to replace those players lost, other than 12 year olds.
3. If more than one manager is allowed bonus picks under this section, the order of rotation will be identical to that being followed in the draft.

5.05: Options

- 1) An option is an agreement between a Manager and the Player Agent covering a special condition. There are three options:
 - a) Brother/sister
 - b) Siblings: Younger Brothers/Sisters
 - c) Sons and/or daughters of Managers
- 2) All Options must be declared in writing by the respective Manager prior to the beginning of the draft and must be completed as specified in the Little League Operating Manual.
- 3) If a current player in a League has a sibling eligible to be drafted into that league, the Manager of the current player may exercise an option to draft the sibling in the first three rounds. After the third round, the sibling may be drafted by any manager in any subsequent round only upon the written approval of the parent/guardian of the sibling eligible to be drafted.
- 4) If the sibling is not drafted, he/she will revert to the next lowest league and remain eligible to be drafted in the subsequent year under the provisions recited here.
- 5) A new Coach not appointed by the President and approved by the Board prior to the draft shall not be appointed nor approved until after the draft to avoid "Red Shirting" of players through selective coaching assignments. A son or daughter of a properly appointed coach will be given consideration by Managers during the first round of the draft. It is important for the Manager of a team with a properly appointed coach, to select that coach's child in the first round of the draft (with that team's first pick) or in the very early rounds to avoid another Manager from exercising their right to select that player.

5.06: Terms of Draft

- 1) If a player is drafted to a team in any Division, the player must play in that Division unless exempted by the Player Agent, President and respective Vice President specifically for reasons dealing with safety hazards associated with playing ability.
- 2) A player that declines a position on a major team, whether by draft selection or mid-season call, is ineligible for future consideration for a major position for the remainder of the season.

5.07: Loss of a Player

- 1) If a Manager loses a player during the season due to injury, change of residence, etc., he must fill the vacancy created within two weeks from the applicable Minor Division or from the waiting lists. No team will be permitted to carry more or less than the designated team player count applicable to that league Division unless the total number of players available to that Division would make it physically impossible to comply.

- 2) However, if a player is lost with two weeks or less remaining on the schedule, no change will be allowed unless needed to bring the roster to nine. Otherwise the team losing the player will complete the season with the reduced roster and return to the proper player count in the following season's draft. A player chosen in this circumstance shall not be considered on the roster as a returning player. Team composition must continue to meet any applicable Local League or National age constraints.
- 3) Any player who is a first year pick for the Majors or Juniors and is injured before the regular season commences may be replaced and the new player shall become a regular member of the team. The injured player, if replaced, will be placed on the waiting list upon return to eligibility as deemed by a physician.
- 4) A manager may request that a 12-year-old player lost to a prolonged injury (2 weeks) and replaced by calling up another player as outlined above, be allowed to return to the regular season team upon physician's release. Both players will remain on the team, the replacement player and the returning player. The Board of Directors must approve this roster deviation by majority vote. In such a case, this team must still comply with minimum play requirements with the expanded roster, and the returning player must meet 50% of full season playing time requirements to be considered for all-star candidacy.

5.08: Minimum Play

All Managers must play each player the minimum as stated in the Little League rulebook. The only exception to this rule will be in case of disciplinary action with approval of the Player Agent. Violation of minimum playing time will be handled per the rulebook as will disciplinary action against the Manager.

5.09: Minor League Player Selection

- 1) The Board of Directors will determine the player selection process for the Minor Leagues. The primary goal is creating the most balanced competition possible.
- 2) BLL requests all players age 8 and up participate in a skill level evaluation held during the pre-season try-out.
- 3) The selection may be through a draft process similar to the Major League or may be by a committee appointed by the Board of Directors.
- 4) No 12 year olds shall play in the minor division unless under special circumstances approved by the Player Agent.

5.10: Junior Division Team Composition

All players eligible for play in the Junior Division shall be placed in a draft pool for consideration and may be drafted in any order. There can be no more than eight 14 year olds on any team roster and the number of 13 year old players cannot exceed the number of 14 year olds. The only exception to this rule is if the ages and numbers of players in the draft pool does not support the 8:4 ratio limitation.

ARTICLE VI Player Selection and Retention

6.01: Duration of Title

- 1) Each player acquired shall, for the duration of their Major, or Junior Little League career, be the property of the team making the acquisition, unless subsequently traded or released. However:
 - a) If the parents of the player believe that it is not in the best interest of the player to remain on a team which they have played with at least one season they may petition the President of the League, in writing to have their child placed in the draft pool, placement on a specific team will not be considered. Once such a request is made a trade involving the concerned player may not be made until after the draft process. This request must be made in sufficient time for the

Executive Committee of the Board of Directors to review prior to the player tryouts for the concerned Division. The Executive Committee will rule on each request by majority vote with the best interests of the player the primary consideration.

- b) The parents of an un-drafted player may request in writing to the President of the League that their child not be drafted by a certain team and must specify the reason. This request must be submitted in time for the Executive Committee of the board of Directors to review prior to the draft.
 - c) Placement on a certain team may not be requested and the Executive Committee shall determine that manipulation of the draft process is not intended, but that the request is truly made in the best interest of the player.
- 2) Parents of players who become managers or coaches after their children have been selected to a Major, Junior or a Senior team may not automatically claim their sons or daughters but may trade for them at the proper time.

6.02: Expansion

There are three alternatives for handling league expansion:

- a) When a league expands, it is highly desirable that all players be placed in a player pool and the selecting start from "scratch".
- b) Managers of existing teams would give up one 12 and one 11 year old for each new team in the league, (if the league is expanding from four to six teams, each of the original four would give up two 12 and two 11 year olds.) these players will then be placed in a common pool for selection by the new teams. This would give each new team a nucleus of experienced players. Once this nucleus of eight players is established, the remainder of the teams would be filled through regular bidding or draft.
- c) Each new team selects seven (or designated numbers) of players before the established teams begin to participate in the selection of players on a rotating basis.

6.03: Team reduction:

If the number of teams is to be reduced at the Major, Junior or Senior league level, all current Major, Junior or Senior league players affected must be reassigned by a draft to other teams during the regular draft involving new candidates.

ARTICLE VII Scheduling

7.01: Opening Day

Opening Day shall be at the discretion of the Board, but will be no later than May 1st. League games may be played on the opening Saturday, but typically are pre-season games.

7.02: Rainouts or and tie games

Rainouts or/and tie games will be made up in any manner decided by the Board. This may be handled by playing three games in any one week or on an open date provided by the League Coordinator. Standard restrictions applicable to pitcher eligibility cannot be waived.

If there are discrepancies in the rescheduling of a game, the League Coordinator will select a date.

7.03: Tie Breaker

In the event of a tie at the end of the regular season, the winner will be decided by a one game elimination. The League Division Champion will be the team with the best overall record. If so desired by the Board, the first and second place teams will meet in a best one or two out of three game contest to determine the League Champion.

ARTICLE VIII All Star Team Selection

The League All-Star Team shall not be announced prior to a date specified by the Little League District Office (June 15th).

Process:

- a) With the approval of the Burlington Little League board, the manager of the division championship team shall be the manager of the respective division All Star Team.
- b) The manager of the all-star team may select 2 additional coaches to assist with board approval.
- c) All star teams will be selected in all divisions except T-ball and Rookie division.
- d) All personnel involved in the selection process shall be sworn to secrecy of all All-star announcements until given dates authorized by the board.
- e) The Player agent shall make a list of all eligible players and provide that list to the selection committee.
- f) Each member of the committee shall select 24 names from the ballot.
- g) The top 24 players will then be put on a ballot to be used by the selection committee to select 12 players to represent the international All Star team
- h) The international All star alternates shall come from the from the runners up of the original 24 ballot.
- i) In the event that a manager cannot or will not be available, the assistant coach will resume the responsibility as manager with board approval.
- j) All star Team managers may practice only after release of the names to the public and all players have been contacted.
- k) The Burlington Little League shall provide equipment and uniforms for All star teams

These By Laws were approved by the Burlington (Frank Roth/Ginger Beaumont) Little League Membership on _____.

Kelley D. Albrecht

President (print)

President's Signature

Date

149-06-01 Little League, Inc Charter Number

Little League Baseball does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.

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