

# Lake Stevens Little League By-Laws/Local Rules

## 2020

This document is intended to set forth general information, policies and procedures related to the operation of Lake Stevens Little League by and through its Board of Directors. This document is not intended to replace the Little League International rules or the Lake Stevens Little League Constitution. In the event of a conflict between this document and either the Little League International Operating Manual or the Constitution, those documents control.

The Lake Stevens Little League By-Laws/Local rules document incorporates rules, policies and procedures that are adopted by the Board of Directors prior to the first scheduled game of the season each year. These are the day-to-day operational guidelines, which support the Rules, Regulations and Policies of Little League and the Constitution of Lake Stevens Little League and may include, in addition to particular rules, guidelines, recommendations or additional information. These rules expire at the end of each season and are reviewed during the off-season for changes, clarifications or additions.

The Lake Stevens Little League Board of Directors are responsible for the maintenance of this document.

**MEMBERSHIP** – In addition to the membership guidelines presented in the LSL Constitution:

A. Once a Member is returned to the position of good standing with the league, he/she will receive written notice of the reinstatement by the Board of Directors within 7 calendar days of the decision.

B. The following is a list of incidents where a Member is considered not in good standing:

- (a) Member under suspension or probation
- (b) Team or member that owes gear or uniforms back to the league
- (c) Members delinquent on payments or registration fees.

C. If a member of the board of directors vacates their position without a medical or good personal reason as agreed upon by a vote of the board that member is not eligible to assume a position or be nominated for a period of two calendar years from the date of vacancy.

### **DUES FOR REGULAR MEMBERS (NOT PLAYERS)**

A. There is no fee for membership

**DUTIES AND POWERS OF THE BOARD** – The duties, powers and responsibilities of the members of the board are defined in the LSL Constitution. In addition, and in concert with those duties, powers and responsibilities, the following positions shall also include the following duties and/or the following positions shall be added.

**VICE PRESIDENT OF BASEBALL** - Additional duties of this position include:

- A. Organize and supervise all activities of league Division coordinators and the equipment manager.
- B. Responsible for the recruitment of coaches to support each division of Baseball.
- C. Coordinate roster development for all divisions of baseball in coordination with Player Agent Baseball.
- D. Coordinate preseason Managers meeting with Safety Officer and Coach Development Officer.
- E. Coordinate with Purchasing Officer and Equipment Managers.
- F. Appoint and direct for each division within baseball a coordinator with duties including consistent updates of schedules, scores, pitch count tracking and end of the season tournament.

**VICE PRESIDENT OF SOFTBALL** - Additional duties of this position include:

- A. Organize and supervise all activities of league Division coordinators and the equipment manager.
- B. Responsible for the recruitment of coaches to support each division of Softball.
- C. Coordinate roster development for all divisions of Softball in coordination with Player Agent Baseball.
- D. Coordinate preseason Managers meeting with Safety Officer and Coach Development Officer.
- E. Coordinate with Purchasing Officer and Equipment Managers.
- F. Appoint and direct for each division within softball a coordinator with duties including consistent updates of schedules, scores, and the end of season tournament.

**COACHING COORDINATOR:** Additional duties of this position:

- A. Direct responsibility for the Lake Zone Training Facility.
- B. Chairperson for all Training and Development committees.

**SCHEDULER:** This position shall:

- A. Schedule all league practices, regular season, and tournament games.
- B. Communicate with Snohomish County Parks to reserve and schedule field use at Lake Stevens Community Park.

**SPONSORSHIP/FUNDRAISING:** This position will serve as the Chairperson for all committees formed under this role.

**CONCESSIONS MANAGER:** Inventory, shop, and stock concession stands. Will help coordinate the concessions schedule with coaches'/team parents.

**UMPIRE-IN-CHIEF:** The Umpire-In Chief shall:

- A. Shall recruit, interview, and recommend to the Board of Directors for appointment, a staff of umpires to appoint as the Lake Stevens Umpire Committee
- B. Act as the Chair of the Umpire Committee and report all committee recommendations to the President.
- C. Responsible to train, observe and schedule the league umpiring staff and make recommendations to the District Umpire-in-Charge for postseason consideration.
- D. Provide training of the Official Regulation and Playing rules to the managers and coaches, as well as to the staff of umpires.
- E. Attend all District umpire meetings and as many clinics as possible.
- F. Hold Umpiring Clinics prior to the Spring Season for Coaches, League Adult and Junior Umpires.
- G. Establish a League Uniform standard for Umpires and provide budget input for uniforms, protective gear, registry reimbursement, clinics, training materials, and recruitment and retention.

**FIELD MAINTENANCE DIRECTOR:** The Field Maintenance Director shall:

- A. Build his/her own committee to carry out his/ her responsibilities.
- B. Act as the Chair for the Field Maintenance Committee and report all recommendations to the President.
- C. Shall investigate and recommend available suitable sites and plans for development, including ways and means, the latter in cooperation with the Ways and Means Committee.
- D. Shall be responsible for repair and improvement recommendations, supervision of the performance of approved projects, and for the care and maintenance of the playing fields, buildings and grounds.
- E. Shall recommend an annual budget and operate within the amount appropriated in the approved budget for that purpose.
- F. Execute any projects that are requested of him/ her by either the President or the Board of Directors.

## **SCHOLARSHIPS**

- A. LSSL will entertain all requests for player scholarships. A parent/guardian must approach a member of the board of directors and state they would like to have their child considered for a Scholarship. A request form will be given to the parent/guardian to make this request and can be given back to the board member or mailed to the LSSL President for consideration.
- B. If a child is receiving free or reduced meals through the school district it will be considered as being eligible to receive a full or reduced scholarship for LSSL. If a family receives a full scholarship, they must perform a minimum of 24 hours of volunteer service to the league per child. If a family receives a reduced scholarship, they must perform a minimum of 12 hours of volunteer service to the league per child. The volunteer hours will be documented with the coach, volunteer opportunities include: concessions, umpiring, field maintenance, coaching, or any other time a volunteer devotes to helping Lake Stevens Little League. They will also pay for the cost of uniform.
- C. If at the end of the regular season the minimum time has not been achieved, a family will be notified by the board and any remaining time can be completed at any post season tournaments conducted at Lake Stevens. The time will be tracked during post season by board of director members. Failure to complete volunteer service could be considered as grounds for denial of future scholarships.
- D. Scholarship approval will be decided by the President. The cost of the scholarship will be \$50 dollars for the Spring season and \$20 for Fall ball to cover uniform costs.
- E. Scholarship families are required to participate in the league's annual fundraiser.

## **PAYMENT PLANS**

- A. If a family is unable to pay all the required fees at time of registration, they can sign up for a payment plan which will break the sum of registration fees into 4 payments one due at time of registration then one payment each month from the same credit card. If a payment is rejected when charged an administration fee of twenty-five (25) dollars will be charged and payment in full will be due within 30 days. If payment is not received within 30 days the member will be removed from good standing until fees have been received. If no fees are received a child will not be allowed to participate in the league until account is settled.
- B. If a check does not clear a fee of twenty-five (25) dollars will be charged and that family will not be able to pay via check after that for a period of one year.

## **LEAGUE ORGANIZATION AND PRACTICES**

- A. The method for selecting baseball tournament team players for all divisions will be as follows:

- (a) Majors players will each select 12 players on their ballot the top 3 players will make the All-Star team.
- (b) Majors managers will each select 12 players on their ballot the top 6 players will make the All-Star team.
- (c) All-Star managers have the ability to choose up to 3-6 more players to round out the team.
- (d) Every player who plays in the majors division will be chosen for the All-Star team over a player who did not play in the majors division.

B. The method for selecting softball tournament team players for will be as follows:

- (a) Majors coaches will each get to choose 5 players for the team
- (b) Coaches will meet with the VP of Softball to decide the remaining players for the team.
- (c) Girls interested in participating in All-Star softball 9 ,10 division will be required to tryout after the regular season. The All-Star manager will select their team based on the tryout. They will have input from all minors coaches, softball VP and player agent

C. The Draft Method for major league will be the same as “Plan A - Method for Existing Leagues” in the current Little League Baseball Operating Manual. (Note: The last team to draft in each round is the team that won the previous year’s championship, regardless of overall record.)

D. Softball draft process will be a snake draft for the majors division and the AAA division. All players must attend at least one tryout and will be drafted to teams. Returning major players and all 12-year olds will automatically make a majors team. Draft order will be determined by picking a number out of hat. Major’s teams will be a minimum of 12 players and no more than 15 players.

E. The Draft Method for baseball AAA and Farm divisions will be a hat draw for order with a slide style draft.

F. Any player who is out of the lineup for more than three consecutive weeks (or six games) is subject to being removed from his/her team by action of the board of directors. However, the board of directors reserves the right to allow such player to remain on the roster. Managers must make the player agent aware if any player misses more than two consecutive games for any reason. Failure to do may be cause for disciplinary action against the manager. (See Regulation III (d))

G. No player may be called up from a Minor League to a Major League team in the last two weeks of the regular season. (See Regulation III (d) 2)

**DIVISION ALIGNMENT** (Team numbers will be established based on enrollment):

- Tee Ball Baseball (co-ed) 4-6 year olds
- Rookie Baseball (co-ed) 6-7 year olds (6 year olds require a waiver)
- Farm League Baseball 8-9 year olds
- Rookie league Softball 6-8 year olds (6 year olds require a waiver)
- Minor AAA League Baseball 8-11 year olds (8 year olds require a waiver)
- Minor League Softball 9-11 year olds (8 year olds require waiver, tryout, league approval)
- Major League Baseball 10-12 year olds
- Major League Softball 10-12 year olds
- Intermediate League Baseball 13 year olds
- Junior League Baseball 12-14 year olds
- Junior League Softball 13-14 year olds
- Senior League Baseball 14-16 year olds
- Senior League Softball 13-16 year olds

A. All baseball players league age 7 and above will be evaluated by coaching staff and based on the evaluation, placed into the appropriate division. Only Farm and above will draft players onto teams.

### **FIELD CARE**

A. The home team is responsible to drag and line the field prior to each game. Visiting team is responsible to staff the concession stand during their game and the cleanup of the concession stand after their game. If the game is an inter-district game the home team will be responsible for the field set up and concession stand.

B. All trash must be removed from dugouts after games. Bases are to be re-stowed in shed, Fields are to be dragged, all buildings locked and lights turned off before leaving the field. Each manager is responsible for these duties in order to keep our fields safe and playable. Disciplinary actions may occur for teams/coaches who fail to properly follow these rules.

C. All managers, and coaches are highly encouraged to attend a clinic sponsored by the League, District Administrator, Region or Little League Baseball Incorporated, prior to the start of the season. The vice president of baseball and softball is responsible for giving information on clinics to the managers and coaches.

D. All Umpires to be considered a LSSL umpire and able to call games at the Majors and above level must attend a clinic presented by LSSL, District Administrator, Region or Little League Baseball Incorporated, prior to the start of the season The umpire-in-chief is responsible for giving information on dates and times of clinics to the umpires.

#### **RULES & REGULATIONS FOR MINOR/FARM/ROOKIE/T-BALL**

- A. There is a 90-minute time limit on Tee Ball games, and a 2-hour time limit on Majors and below on first weekday games (5pm).
- B. See Regulation VIII in the Green operating manual for all Minor league rules.
- C. Adults (offensive team manager or coach) will pitch in the Rookie League Division.
- D. Protests must be resolved before the next play in Minors. Protests not resolved before the next play will not be considered. (See Rule 4.19)
- E. A runner leaving the base early in Rookie Division will be sent back to the base. (See Rule 7.13)

#### **FINAL PLACEMENT OF TEAMS**

A. MAJORS DIVISION ONLY (for draft purposes the following season) will be determined by overall records/winning percentage. If two or more teams are tied, it will be broken by the results of head-to-head games between the teams involved. If still tied, the tie will be broken by calculating the runs allowed per inning played on defense in all games played by the teams. The team having the lowest ratio receives the higher placement. Every effort will be made to play all games scheduled. However, it may be necessary to use winning percentage to determine placement, even if there is an uneven number of games played.

#### **COACHES & EQUIPMENT**

- A. Coaches will be selected for the regular season using an interview process with the Board of Directors.
  - (a) The President will recommend the final appointment of Manager and Coaches.
  - (b) Baseball All-Stars coaches will be decided by Majors final placement with 1<sup>st</sup> place Majors Manager choosing which team to Manage, then 2<sup>nd</sup> place and 3<sup>rd</sup> place.
  - (c) Softball All-Stars coaches will be decided by Majors final placement with 1<sup>st</sup> place having the option to coach. 2<sup>nd</sup> place team will be one of the assistant coaches for the all-star team. Manager gets the choice of the 3<sup>rd</sup> coach.
  - (d) To be selected to manage a post season team the manager must be in good standing with the league and have participated in the leagues spring fundraiser.

- (e) All post season managers will need final approval from the board.
- (f) The President has the ability to deny a manager or coach a coaching position if they do not feel that manager/coach will represent Lake Stevens Little League properly.
- (g) If any Manager turns down the position the next place manager assumes the position.
- (h) If no Majors coaches are available the Manager will fall to the winner of the Minors in house tournament.
- (i) Fall ball coaching will be assigned by the Vice President of the sport from a pool of volunteers.
- (j) All coaches' camps are highly encouraged for coaches to attend.

B. Equipment will be checked out by and be the responsibility of the Manager/Head Coach. The Equipment Manager will send out dates and times for distribution and collection at the end of the season. If a Manager is unable to pick up or return equipment at the established times arrangements must be made to pick up the equipment prior to the team's first game or return the equipment within 30 days of the established turn in date with the Equipment manager. Any Manager who fails to return equipment checked out will be placed on suspension from participation in the league until either the equipment checked out have been returned or payment to purchase replacement gear has been received by the LSLT Treasurer.

## **LAKE ZONE**

- A. All users of the batting cages understand they use the facility at their own risk. The Lake Stevens Little League is not liable for any personal injury or equipment damage sustained in or around the batting area.
- B. Only Lake Stevens Little League participants are allowed in the batting cage area. All siblings must be supervised in the office area of The Zone.
- C. The batting cage area must be supervised by an approved adult (LSLL Coach or trainer) during scheduled usage.
- D. No food, seeds, nuts, pop or sports drink inside the batting cages. Please drink water only due to the field turf.
- E. No tobacco or vape use allowed in the Lake Zone.
- F. It is recommended that you use the indoor/safety balls for your own protection.
- G. Only assigned groups allowed only to use the batting cage during current reservation. Usage time concludes ten (10) minutes prior to the end of the user group's facility reservation time.
- H. Please have batters hit from the rollup door end



- I. Please use pitching machine in the North batting cage to prevent damage to the rollup door.
- J. First time users must undergo a brief equipment orientation with LSSL Staff or a LSSL Coach.
- K. At no time should "horseplay" be permitted
- L. Helmets must be worn at all times in The Lake Zone excluding the office area.
- M. Only adults may feed the pitching machine.
- N. Pitching machine operators must use the Square or L-screens at all times of operation.

## **CONDUCT**

- A. Grievous individual misconduct on the part of spectators, adult leaders of players and players during LSSL sanctioned activities on or off the field may result in disciplinary action as determined by the Conduct Committee. Grievous individual misconduct may include, but not be limited to the use of alcoholic beverages, tobacco products, vape products and/or controlled substances; publicly audible use of foul, abusive or inappropriate language; physically assaultive or combative behavior, including fighting; and the intentional throwing of equipment in a manner which could cause injury. Infractions by spectators may result in the removal of the spectator or their child (ren) from further league play for the remainder of the season.
- B. There will be no consumption of alcoholic beverages, tobacco products, vape products or use of controlled substances at any reserved youth baseball/softball site while any part of the site is being used by youth baseball/softball. The sites shall include the entire park areas and all surrounding parking lots. Team managers shall be responsible for their personal conduct, the conduct of their assistants and team members, and the conduct of their team member's parents/family members. Any violation of this rule may result in the Team Manager being removed from the game or cause the offending team to forfeit their next game. A second offense by the same person could, by action of a Conduct Committee or Board of Directors, result in the removal of said person and/or ballplayer from the league.
- C. A Conduct Committee may be convened subsequent to the receipt of documented information regarding conduct by any individual directly affiliated with LSSL which is not in the best interest of the league or in violation of documented conduct rules. Individuals directly affiliated with the league may include members of the Board of Directors, adult leaders or supervisors of players, umpires, players and the parents/family members of players. The Conduct Committee should be convened to address documented situations which require immediate attention. The Conduct Committee should be convened when possible within 72 hours of the receipt of written documentation of any situation appropriate for the committee's attention by a member of the Executive Board of Directors.

## **CONDUCT COMMITTEE**

A. The Conduct Committee shall consist of a minimum of three (3) persons from the Board of Directors, as chosen by the President or his/her designate. The highest-ranking member of the committee shall serve as the Chairperson. None of the aforementioned individuals may participate as a member of a Conduct Committee if personally involved in the situation to be addressed. Any meeting of a Conduct Committee shall be open to members of the league or persons affiliated with the league. The format shall be as follows:

- (a) Call to order by the Chairperson.
- (b) Presentation of information regarding the alleged improper conduct which necessitated the meeting of the Conduct Committee. The presentation of the information supporting the allegations may be made by witnesses or via the presentation of signed statements or letters from individuals who observed the incident(s).
- (c) The individual(s) whose conduct necessitated the meeting of the Conduct Committee shall be given the opportunity to specifically address the allegations and present witnesses, signed written statements or letters specifically addressing the allegations.
- (d) Character information regarding the individual(s) involved may be presented but shall be limited to a maximum of 5 minutes per speaker or signed letter. The Conduct Committee Chairperson shall retain the privilege to determine when character information may become cumulative and cease the acceptance of such information.
- (e) Based on the information presented, the members of the Conduct Committee shall determine if the allegations of the improper conduct are sustained and shall determine the appropriate sanctions.
- (f) Sanctions assessed by the Conduct Committee shall be binding and enacted immediately.

B. Any person affected by a decision of the Conduct Committee may appeal the sanctions enacted to the Board of Directors and address the Board at its next scheduled meeting. Any request for review by the Board of Directors shall be submitted in writing by the affected individual(s). Pending the review, the sanctions enacted by the Conduct Committee shall be enforced.

## **DISSOLUTION**

A. When determined necessary by the President and upon approval by a 2/3 vote of the Board of Directors, Lake Stevens Little League shall be dissolved and the following actions taken:

- (a) All available documents pertaining to the administration of the league shall be provided to Little League International, and WA State District 1 Little League for record purposes and to the City of Lake Stevens, for reference.
- (b) All equipment, field maintenance supplies, and concession equipment will be sold and all monies will be used by LSSL to satisfy all financial obligations.
- (c) All current and outstanding financial obligations shall be satisfied and all remaining funds under the control of LSSL shall be presented to Washington State District One Little League, designated for use in funding other youth baseball/softball sports programs in Lake Stevens.
- (d) Any other action, including but not limited to; merger with an existing Little League affiliated youth baseball/softball league; or cancellation of affiliation with Little League International shall be approved by a 2/3 vote of the Board of Directors and regular members in good standing.

A motion was made and passed by the LSSL Board of Directors on, January 9, 2020, to approve these by-laws in their entirety and have been entered into the official record as of the date of the signatures signed below.

\_\_\_\_\_ Date: \_\_\_\_\_  
Jason Cantu, LSSL President

\_\_\_\_\_ Date: \_\_\_\_\_  
Michelle VanWinkle, LSSL Secretary