

Corcoran Youth Baseball/ CLL

2024/2025 Bylaws

Approved by the Board of Directors January 2025

Bylaws, Local Rules & Ground Rules

Each local Little League Board of Directors should adopt its own bylaws, local rules, or ground rules (the terms are interchangeable). These documents expire annually at the end of the fiscal year and must be renewed annually. They normally include the local board's procedures for selecting Tournament Teams (All-Stars), specific ground rules for various divisions (such as whether or not the 10-run rule will be used), etc.

Because each local Little League board of directors should have the authority to change these procedures, they require only board consent without the general membership's approval. No part of the bylaws, local rules, or ground rules can conflict with or supersede any Little League rule, regulation, or policy.

The bylaws, local rules, or ground rules are to be distinguished from the local Little League's Constitution. The Constitution spells out the duties and responsibilities of the board officers, the definition of membership, election procedures, meeting requirements such as quorum, etc. The local Little League board of directors must make a copy of the bylaws, local rules, or ground rules available to any member of the local Little League for review and inspection if requested.

DEVELOPMENT OF BYLAWS

1. The latest version of the Little League Official Regulations and Playing Rules and the Operating Manual governs the Corcoran Youth Baseball/ CLL. These Bylaws are only intended to address those issues that are not covered or are presented as optional in these official Little League publications.
2. Regular Members are defined to include all elected Board members, as well as all managers, coaches, and volunteers who complete the membership application, volunteer form, and code of conduct, attend a minimum of three board meetings, and are thereafter approved by a majority vote of the board of directors. Individuals elected to the Board of Directors may be made Regular Members following their election by vote of the Board. All Board of Directors voting members must volunteer for 1 season before becoming a voting member. Parents not volunteering in the league in an official capacity may become regular members by paying the \$20.00 membership fee, attending a minimum of three board meetings, and being approved by a majority vote of the board before the annual general membership meeting starts.
3. All managers are encouraged to be regular CORCORAN YOUTH BASEBALL/ CLL members by attending regularly scheduled Board meetings and submitting their applications.

CODE OF CONDUCT

4. All Board members, managers, coaches, team parents, parent helpers, and umpires shall complete a Little League “Volunteer Application” and “CORCORAN YOUTH BASEBALL/ CLL Volunteer Interest Form” and submit them to the league President. You will be required to do all training including Abuse Awareness.
5. As required, all volunteers shall submit to and give permission to CORCORAN YOUTH BASEBALL/ CLL to conduct a background check, which may include a review of sex offender registries, child abuse, and criminal history records. This includes Board Members, managers, coaches, and team parents. It also consists of any individual with regular contact with players (e.g., a parent who regularly helps at practices). All members need to obtain certification for the online training mandate.
6. Corcoran Youth Baseball/ CLL recognizes that the character traits that embody sportsmanship are best learned and encouraged when put into practice. Parents, managers, coaches, and players can model and learn honor, respect, integrity, and citizenship by doing so. Therefore, every parent, coach/manager, and volunteer shall sign a code of conduct for each season with Corcoran Youth Baseball/ CLL. Each member is bound to the responsibilities outlined in the code of conduct. Failure to adhere to the contract will result in disciplinary action.

BOARD APPOINTMENT

7. Each year, according to the League Constitution, a Board of Directors (“Board”) shall be elected to operate the CORCORAN YOUTH BASEBALL/ CLL.
8. The Board will consist of thirteen executive officers including President, Vice President, Treasurer, Secretary, Head Player Agent/President, Snack Bar Coordinator, Field Maintenance Coordinator, Equipment Coordinator, Safety Officer, Umpire-in-Chief, Fundraising Coordinator,

Sponsorship Coordinator and Past President. If all positions are not filled, quorum guidelines will change.

9. Any Regular Member who volunteers for 1 season and is in good standing is eligible for nomination to the Board and can transition from a regular member to a voting member.
10. Board nominations and volunteer applications for the following season will be accepted at the CORCORAN YOUTH BASEBALL/ CLL email corlittleleague@aol.com.
11. All nominees will be presented to the Board.
12. The Board election will take place at the end of the season. The incoming and outgoing board will work to transition. The treasurers will work together until December 1st to ensure a smooth transition and that the knowledge regarding the year-end filings is passed on.
13. The Board shall be elected for two years.
14. Vacancies during this term shall be filled as needed by a majority vote of remaining Board members.

BOARD OPERATIONS

15. All Board Members are expected to attend Board meetings regularly. Failure to do so may result in removal from the Board.
16. All Board Members shall be entitled to one vote. To the extent that two Members share one Board position, that position is entitled to only one vote.
17. Seven of the Elected Board Members shall constitute a quorum, and a simple majority of those eligible to vote shall carry a vote.
18. Each year, the Board prepares a list of Board Member position descriptions, which are set forth in a separate addendum and incorporated into these Bylaws as if set forth in full. Board Members who do not meet their position descriptions may be removed by a vote of the Board. The current board and volunteer descriptions list is attached as Exhibit A.
19. The CORCORAN YOUTH BASEBALL/ CLL bank account shall have two officers as signers and require approval for all disbursements over \$500.00 via online or in-person vote. The Board shall select a bank based on its costs, fees, ease of use, and support of CORCORAN YOUTH BASEBALL/ CLL. The CORCORAN YOUTH BASEBALL/ CLL may vote to allow for the issuance of a league check card to specific officer(s).
20. The Treasurer shall keep league financial records and submit a written report to the Board monthly.
21. Taxes will be filed yearly to maintain our tax-exempt status. All financials are public documents and can be requested at any time.

22. The Secretary shall attend the Draft and All-Star selection meetings and note what occurred.
23. The Board shall hold at least ONE public board meeting per quarter, announced no later than 7 days in advance through reasonable means of electronic communication, such as posting to the league website, emails, or posts to Google groups.
24. The board shall hold Executive meetings as needed to prepare for the board meetings, conduct League business, discuss and evaluate league policies, address league discipline issues, and ensure the successful operation of the CORCORAN YOUTH BASEBALL/ CLL. Attendance at these meetings by non-Executive Board members is by invitation of the Board. The Board may hold email or text votes to conduct league business.
25. The board may hold emergency meetings to conduct league business with a 24-hour email notice. The board may also have email votes as necessary to conduct business.
26. League committees shall meet independently as needed. The Chair of each committee should report to the board on the committee's business and activities.

REGISTRATION

27. Early Registration will occur in September to December, Regular Registration will occur during January, and tryouts will happen in February. However, players can continue to register thereafter, following Little League rules.
28. The CORCORAN YOUTH BASEBALL/ CLL may offer early registration fees and multi-player discounts. The Board shall determine a fee schedule and any discounts before opening registration.
29. **No refunds are the general policy.** A refund minus the cost of baseball uniforms and a \$15 processing fee will be given only in the event of an injury that prevents the child from playing for the rest of the season or so much of the season that it is not worth the child coming back. The board will consider other requests with unusual circumstances on a case-by-case basis.

MANAGER SELECTION

30. The Player Agent/President shall provide the Board with an estimate of the level of registration. This estimate will be used to determine the number of teams and, therefore, the number of managers that will need to be selected. It is in the League's best interest to try and have a minimum of four teams at each level of baseball. All managers from the prior year in each division have the first choice of staying a manager.
31. The Managers shall select their designated team name in the following order: First prior year manager in the division, then Managers who are Board Members. Then, all league committee members and those actively volunteering on committees or participating in registration events. Then, some are managers or coaches and have a Team Sponsor for their team. Lastly, all new managers to each division shall have their names placed into a lottery for team names. The team names shall all be selected before the draft to help facilitate the efficient ordering of uniforms.

32. Individuals wishing to be appointed as managers and coaches must complete all mandatory training before their appointment. All training is located online. Any in-person training with Corcoran Youth Baseball/ CLL will give a 2-week notice.

TEAM SELECTION: TRYOUTS

33. The Player Agent/President is responsible for organizing and conducting tryouts.
34. All 7 to 12-year-old baseball players must attend and participate in one tryout session to qualify for the draft. 6-year-olds who demonstrated a high level of play the previous season may attend tryouts. The Player Agent/President must approve all 6-year-olds wishing to participate in the try-outs for Rookies to ensure their physical safety. The league will require all 11-year-olds to play in majors unless there is a safety concern, and all 9-year-olds will play minors only based on the Little League rule book. If a parent/guardian strongly desires their child to play below his age, they should inform the league at the time of registration of this request and the reasoning behind it. 8-year-olds will be allowed to move up to Minors with parent approval and only after discussing with the League President and Player Agent/President regarding the impact of this upward move.
35. All Players not attending the draft will be hat-picked.
36. Tryouts will be scheduled for one day in February.

TEAM SELECTION: DRAFT

37. During tryouts, the managers within each level (Rookies, Minors, and Majors) shall rank each player (including each of the managers' children) in terms of skill by assigning each player a 1, 2, 3, 4, or 5 ranking (with 5 being the most skilled).
38. All 11 and 12-year-olds must try out for Majors. (*12-year-olds must, unless an approved Little League waiver is signed by the parents and approved by the Board, and only 11-year-olds receiving an exception from the CORCORAN YOUTH BASEBALL/ CLL Board due to safety concerns will be allowed to play down)
39. Teams will be re-drafted each season for all divisions.
40. CORCORAN YOUTH BASEBALL/ CLL adopts "Draft Rule B" from the Operating Manual. This means that all players return to the draft each season. Teams will draft in a snake format. (All returning major players must be redrafted into majors)
41. The following people shall attend the draft for each division: the selected Managers, Player Agent/President, Player Agent/President Committee Members, Division Representative, President, Vice President, and Secretary. Coaches will not be permitted to participate in the draft as they will not be approved until it is complete. Spouses are not permitted at the draft.
42. Any player league age 7 or 8 must play in Rookies, and players aged 9 or 10 must play in minors unless the Player Agent/President has decided that the player should be allowed to move to the lower division due to safety concerns. No players may be allowed to skip a division unless the

Board of directors feels it is a safety issue. No 12-year-olds may play in minors by Little League rules unless they have a waiver.

43. The Player Agent/President shall assign with board approval players who register after the draft to a team based on the next team left available from the draft.
44. No trades shall be made by and between teams unless approved by the two managers involved and the Player Agent/President. No trades will happen after draft night. In determining whether to approve such a trade, the Player Agent/President shall consider the opinions of all of the managers in the affected level and the effect on the competitiveness of all of the teams in the affected level.

LEAGUE PLAY

45. We will follow the Little League Rule Book and our Local Rules.
46. If a player misses two consecutive games, it is the responsibility of the manager to notify the President. If in Minor or Majors, the period is longer than three weeks after the first game missed; the Player Agent/President will contact the player's parents to inquire about the situation and determine if the player should be removed from the team for the remainder of the season. The player will then be replaced with an appropriate age player on the registration-based waiting list or with another qualified player from a lower level.

LEAGUE CHAMPIONSHIPS

47. Minor and Major Champions shall be based on games won or a tournament of champions held during the last week of the season. The board of directors will determine this by opening day.

ALL-STAR SELECTION

48. All Minor and Major baseball managers must present their league scorebooks when the season ends. Managers will also be given ballots to vote on the top 12 players in their division.
49. The Board will decide how many All-Star teams we will have each year based on play activity.
50. All-Star Rosters
 - a. The Board will settle all discrepancies, conflicts, problems, or issues not addressed by these by-laws.
 - b. Team Members
 - i. The 9-10 and 11-year-old All-Stars teams will consist of at least 12 players per team. These teams should work to provide the most children with an opportunity to have an All-Star experience and thus ensure that there are ample players with All-Star experience each season.
 - ii. The 12-year-old All-Star team will consist of a minimum of 12 players.
 - iii. Four designated alternates will be chosen, and only the Player Agent/President and board members will know who these players are. They are not announced and are only called up to play if needed. Alternates may not be practiced until required.
 - b. Players **must** meet age and residency requirements following Little League eligibility rules.

- c. Players must meet the Little League participation requirement by playing in at least 60% of their team's scheduled regular season games. (Players are excused from games per Little League rules where conflicts with School baseball teams occur.) This will be verified based on the scorecards turned in daily after every game.
- d. Player/Parent-Guardian commitment
 - i. Players eligible for selection for All-Stars must be prepared to commit to a 4 week (possibly longer) intensive baseball schedule from the beginning of June through roughly July 15. It is possible through late July if advancing to state play and to the end of August if advancing to International play.
 - 1. Players selected can expect to practice every day (sometimes twice per day) and play multiple games.
 - 2. Players selected but unable to meet All-Star requirements due to vacation conflicts, injury, illness, etc., may not be considered for the team.
 - 3. Absences or conflicts due to other sports are not acceptable.
 - 4. Players must commit to being team players and understand they will be subject to the minimum play requirements.
 - ii. They MUST have submitted a signed commitment application/contract before being placed on the official all-star roster.
 - iii. Before being selected for the All-Star team roster, they MUST have on file birth certificates and proof of residence documents or approved waivers.
 - iv. They MUST pay any necessary All-Star fees (within one week of selection) as dictated by league finances or contact the league President to discuss a payment plan.

51. The **All-Star teams** will be elected in the following manner:

- a. The players will help elect the All-Star manager, and the board will have the final say of the manager. 2 Coaches will be picked by the manager with the Board of Directors' approval.
- a. The Board shall develop ballots listing all players from the division and managers and coaches/
- b. All Managers will receive a ballot and vote for the top 12 players in their division.
- c. The player Agent/President will tally the votes.
- d. If the manager elects to have 13 players, the manager will pick the 13th.
- e. The All-Star Manager may request that a player voted onto the team be removed from the All-Star roster due to attitude or behavioral issues. Such a discussion shall take place in private with the Board prior to the announcement of the All-Star rosters and the final contact of parents.
- f. The Board will vote to accept the All-Star teams and may, with good cause, make edits to the roster as necessary to ensure the integrity of the All-Star process and the competitiveness of the team.
- g. The Board must vote to approve all coaches selected by the All-Star Manager to assist the all-star team. These individuals MUST have been coaches or managers in their division during the season.

52. Each All-Star team selected and confirmed by the board shall be brought together to finalize the All-Star Rosters. This meeting shall only be attended by the Board members and selected

All-Star managers/coaches. The proceedings of the meeting shall be held in the strictest confidence.

- a. Each manager will select his/her “manager selections” players at this meeting.
- b. Any replacement players during All-Stars shall be selected according to Little League rules, selected by the Manager and Player Agent/President, and approved by the Board.
- c. The board will approve coaches selected by managers.
- d. Any All-Star manager may raise behavioral or attitude issues with a selected player and request that he be removed from the All-Star roster. The Board shall solely approve such a request during a closed secret ballot vote.
- e. The board will approve or deny the appointment of any coach’s child to the all-star roster through a manager selection.
- f. **The all-star teams will be publicly announced following the closing of this meeting but not before the cutoff date set by Little League International.**

Appendix A

CORCORAN YOUTH BASEBALL/ CLL

Voting Board Members – Responsibilities:

1. **President** – Chair of the scheduling committee. Selects the managers for the regular season to present to the Board for approval. Responsible for overseeing the tallying of the All-Star Manager and Coach ballots. Chairs any disciplinary committees. Primary contact with District and Region. Selects and communicates with division representatives who are liaisons to managers and coaches in each division. Co-chair of Opening Ceremonies and Manager Training Committees.
2. **Vice President** – Responsible for supporting the President. Coordinator of All-Star selection balloting and tallying. Responsible for selecting and ordering uniforms for all divisions including All-Stars. If the CORCORAN YOUTH BASEBALL/ CLL is selected to host an All-Star Tournament shall be responsible for Public Relations and communications supporting the Tournament. Chair of Closing Ceremonies.
3. **Treasurer** – Responsible for Financial Recordkeeping and scheduling team photos. Co-chair of Opening Ceremonies.
4. **Head Player Agent/President Baseball** – Coordinates and runs baseball tryouts. Responsible for ensuring that each player is ranked by independent sources to create a master Player Agent/President evaluation ranking. Coordinates “Pool players” with specific division Player Agent/Presidents during the season. Works with VP to ensure uniforms are ordered. Collect all necessary data from individual division Player Agent/Presidents and ensures that each division has collected all necessary registration and residency paperwork and that all fundraising information is collected from individual division Player Agent/Presidents. Co-Chairs Baseball Manager Training program and provides list of recommended managers to the President.
5. **Safety Officer** – Coordinates the Safety Training for all managers and coaches. Handles all accident reports and keeps Board informed of safety issues. Issues all safety kits to the managers. Submits safety plan to LL headquarters.
6. **Field Maintenance** – Responsible for ensuring field conditions meet little league standards and makes decisions on playing conditions. Chairs Field Maintenance committee. Responsible for making rain-delay decisions in consultation with the President. Coordinates all lock-smiting and security needs and identifies field improvement needs.
7. **Snack Bar Coordinator** – Chairs Snack Bar committee and ensures smooth operation of snack bar on a daily basis. Provides monthly P&L and expense reports. Responsible for training those volunteering in the snack bar and ensuring that all safety, health and insurance guidelines are followed.
8. **Secretary** – Registration Coordinator. Responsible for distribution of league wide communications and distribution of public relations materials. Publishes and distributes Monthly Newsletter. Keeps up to date records of all rosters. Ensures that all registration materials are scanned and hardcopies of Birth Certificates are maintained in secure location. Distributes Agendas for meetings and takes meeting minutes.
 - a. **Database Manager:** Responsible for entry of all registration data into league software and develop of database of all desired tracked data. Ensure that all Birth Certificates and proofs of residency are scanned and entered. Provide appropriate officers with exported database queries as needed. Ensures that at least two digital copies of the database are backed up at remote locations. Produce and distribute appropriate rosters for distribution to each regular season manager. Print all documentation necessary for All-stars. Produce lists for Head Player Agent/President for drafts.

9. **Equipment Coordinator** – Responsible for equipment upgrades, distribution and collection. Responsible for issuing keys to managers. Responsible for maintaining records of who has keys, equipment and that league inventory is sufficient for all equipment.
10. **Umpire Coordinator**: Responsible for recruiting volunteer umpires, recruiting paid umpires, holding umpire training, evaluating umpires and scheduling umpires for all league games. Coordinator will also implement training program for volunteer parents for field umpire positions in minors and both field and home plate umpires in Rookies. Coordinator will also implement a Junior Umpire program as feasible.
11. **Sponsorship Coordinator**: Oversee the leagues fundraising activities. Ensure that fundraising promotions are explained to parents and players, that mandatory participation is expressed and maximum participation encouraged. Create financial summary of costs of fundraiser, and total and net revenue for the league. Ensure prize budgets are followed and where possible obtain donations to minimize prize costs.
12. **Fundraising Coordinator**: Oversee the leagues sponsorship activities. Ensure that each team has a sponsor and that league wide sponsors are targeted and brought into the league to fill all available advertising space.
13. **Past President**: Serves to provide league with historical perspective, information about operations and information on previous years decisions.

CORCORAN YOUTH BASEBALL/ CLL Potential Standing Committees

- A. Schedules (Game and Practice), Play-offs, Make-ups – Chair by President and co-chaired by Vice President
- B. Manager Training and Selection – President and Player Agent/President
- C. Background checks – Safety Officer
- D. Uniforms – Vice President
- E. All-Stars – Vice President
- F. Opening Ceremonies – Treasurer/President
- G. Closing Ceremonies – Vice President
- H. Financial Committee – Treasurer
- I. Team Photos – Treasurer
- J. Registration Team – Secretary
- K. Player Agent/President Committee – Player Agent/President
- L. Try-Outs – Player Agent/President.
- M. Safety Training– Safety Officer
- N. Field Maintenance and Preparation– Field Maintenance Cord.
- O. Snack Bar Committee– Snack Bar Operations Manager
- P. Sponsorship/Fundraising – Sponsorship/Fundraising Coordinator
- Q. Equipment Distribution – Equipment Manager
- R. Umpire Scheduling/Recruitment – Umpire-in-Chief