

Corcoran Youth Baseball/ CLL

2023/2024 Bylaws

Approved by the Board of Directors January 2024

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.) This document or documents expire annually at the end of the fiscal year and must be renewed annually. They normally include the local board's procedures for selection of 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 authority to change these types of 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 officers of the board, 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 Corcoran Youth Baseball/ CLL is governed by the latest version of the Little League Official Regulations and Playing Rules and the Operating Manual. 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 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 be a volunteer for 1 season prior to 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 prior to the start of the annual general membership meeting.
3. All managers are encouraged to be regular members of the CORCORAN YOUTH BASEBALL/ CLL by attending regularly scheduled Board meetings and submitting their application.

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.
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, team parents. It also includes any individual who has regular contact with players (e.g., a parent that regularly helps at practices). All members need to obtain certification in the mandated training online.
6. Corcoran Youth Baseball/ CLL recognizes that the character traits that embody sportsmanship are best learned and encouraged when put into practice. By doing so, parents, managers, coaches, and players can model and learn honor, respect, integrity, and citizenship. Therefore, every parent, coach/manager and volunteer shall sign a code of conduct 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 a Board of Directors (“Board”) shall be elected to operate the CORCORAN YOUTH BASEBALL/ CLL pursuant to the League Constitution.
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 corlitleleague@aol.com.
11. All nominees will be presented to the Board.
12. The Board election shall take place at the end of season. The incoming and outgoing board will work to transition. The treasurers will work together until October 1st to ensure that the transition is smooth and that the knowledge regarding the year end filings is passed on.
13. The Board shall be elected for the period of two years.
14. Vacancies that occur during this term shall be filled as needed by majority vote of remaining Board members.

BOARD OPERATIONS

15. All Board Members are expected to regularly attend Board meetings. Failure to attend regularly 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 shall prepare a list of Board Member position descriptions, which will be 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 list of board and volunteer descriptions is attached hereto as Exhibit A.
19. The CORCORAN YOUTH BASEBALL/ CLL bank account shall have two officers as signers on the account and require approval for all disbursements over \$500.00, via online vote 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. The Treasurer shall submit a written report to the Board on a monthly basis.
21. Taxes will be filed yearly to keep our tax-exempt status. All financials are public document and can be requested at any time.
22. The Secretary shall attend the Draft and All-Star selection meetings and keep notes on what occurred.

23. The Board shall hold at a minimum ONE public board meeting per month 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, to conduct League business, to discuss and evaluate league policies, to address league discipline issues and to 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 as necessary to conduct league business.
25. The board may hold emergency meetings as necessary to conduct league business with 24 hours email notice. The board may also hold 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 the business and activities of their committee.

REGISTRATION

27. Early Registration shall occur in December. Regular Registration will occur during January and tryouts shall take place in February. However, players can continue to register thereafter in accordance with 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 prior to opening registration.
29. **No refunds is 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 which 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 best interest of the League to try and have a minimum of four teams at each level of baseball. All Managers from the prior year in each division have first choice to stay a manager.
31. The Managers shall select their designated team name in the following order: First prior year manager in division, then Managers who are Board Members. Then all league committee members and those actively volunteering on committees or participating in registration events. Then those who are managers or coaches who 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 prior to 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 prior to 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 7-12 year old baseball players must attend and participate in one tryout session to be eligible for the draft. 6-year-olds who demonstrated high level of play the previous season may attend try-outs. 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 old to play minors only based on the Little League rule book. If a parent/guardian has a strong desire for 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 they have had a discussion with the League President and Player Agent/President regarding the impact of this upward move.
35. All Players not attending 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 of the level (Rookies, Minors and Majors) shall rank each of the players (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 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 snake format. (All returning majors 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 at the draft as they will not be approved until the draft 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 made the decision 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 to do so.
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 first approved by the two managers involved and the Player Agent/President. NO trades will happen after draft night. In determining whether to approve such 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 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 of 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 brought up from a lower level.

LEAGUE CHAMPIONSHIPS

47. Minor and Majors Champions shall be based on games won or a tournament of champions taken place the last week of the season. This will be determined by the board of directors by opening day.

ALL-STAR SELECTION

48. All Minor and Major baseball managers must present their league scorebooks when the season ends. All Managers will be given ballots to vote on the top 12 players in their division.
49. The Board will make a decision on how many All Star team we will have each year based on play activity.
50. All-Star Rosters
- a. All discrepancies, conflicts, problems or issues not addressed by these by-laws will be settled solely by the Board.
 - 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 be working to provide the most children with an opportunity to have an All-Star experience and thus ensuring 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 only called up to play if needed. Alternates may not practice until needed.
 - b. Players **must** meet age and residency requirements in accordance with Little League eligibility rules.
 - c. Players must meet the Little League participation requirement by playing in at least 60% of his/her team's scheduled regular season games. (Players are excused from games per Little League rules where conflicts with School baseball teams occurred). This will be verified base on the score cards 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 beginning of June through roughly July 15. And 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 that they will be subject to the minimum play requirements.
- ii. They MUST have submitted a signed commitment application/contract prior to being placed on the official all-star roster.
- iii. They MUST have on file birth-certificates and proof of residence documents or approved waivers prior to their selection to the All-Star team roster.
- iv. They MUST pay any necessary All-Star fees (with-in 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 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. Player Agent/President will tally the vote
- d. If the manager elects to have 13 players, the manager will pick the 13th player.
- 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 contacting 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 that the integrity of the All-star process and the competitiveness of the team are ensured.
- g. The Board must vote to approve all coaches selected by the All-Star Manager to assist for 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 for the finalization of 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 done pursuant to Little League rules and selected by the Manager and Player Agent/President and approved by the Board
- c. Coaches selected by managers will be approved by the board.

- d. Any All-Star manager may raise behavioral or attitude issues with a selected player and request to have him removed from the all-star roster. Such a request shall be solely approved by the Board during a closed secret ballot vote.
- e. The appointment of any coach's child to the all-star roster through a manager selection will be approved or denied by the board.
- f. **Following the closing of this meeting but not before the cutoff date set by Little League International the All-star teams will be publicly announced.**

Appendix A

CORCORAN YOUTH BASEBALL/ CLL

Voting Board Members – Responsibilities:

1. **President** – Chair of 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 liaison 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