



Dracut Baseball Association League Bylaws

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1.0 Name

The league shall be known as the "Dracut Baseball Association", hereinafter referred to as the "Association", a member of Cal Ripken Baseball and Babe Ruth Baseball, Inc. The association has been established as a non-profit corporation under the laws of the State of Massachusetts.

2.0 Purpose

The purpose of the Association shall be to organize and supervise the playing of baseball under specialized rules and regulations, to secure suitable and adequate financial backing for these purposes, and to own, lease or otherwise obtain the use of suitable playing facilities and equipment for these purposes for the youth of the town of Dracut aged 6-15.

3.0 Membership

Any parents or guardians of active players, active team or division sponsors, or active volunteer adult leaders shall be considered members of the Association. For purposes of this provision, "active" shall mean actual participation during the prior season. Membership is restricted to those who are at least eighteen (18) years of age and excludes anyone who may have been specifically banned from the League by its Board of Directors.

All coaches, assistant coaches, and volunteers are subject to a CORI check before being admitted to the association in those roles.

The League shall not discriminate based upon age, sex, gender, national origin, race or religion.

4.0 Policies of the Association

4.1 Welfare of the Youth

It shall be the policy of the Association to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount and all matters of policy shall be determined on that basis.

4.2 Conflicts of Interest

No person who is a member of or who is employed by or who is any way connected with the Association shall receive any personal financial benefit therefore beyond the reasonable value of services in carrying out the purpose for which the Association has been organized.

4.3 Sponsorship and Advertising

- In order to secure suitable and adequate financial backing to carry out the purpose of the Association, it shall be the policy of the Association to permit only such sponsorship as is consistent with the purpose for which the Association is organized and to select sponsors who are interested in the Association solely or principally as a means of contributing to the welfare of young people.
- It shall be the policy of the Association to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with the League or any of its programs. It shall further be the policy of the Association to prohibit the use or consumption of alcoholic, tobacco or any prohibited substances during any League function including, without limitation, games.

4.4 Coaches & Players

All Association coaches and players shall promote and maintain good sportsmanship at all times, including at all Association practices, games and any additional Association functions. Coaches shall comply with the NYSCA (National Youth Sports Coaches Association) coaches and parents' code of ethics and any additional Association rules set down by the Board. Coaches shall treat all Association officials and umpires with courtesy and respect. Players are expected to treat all coaches, Association officials and umpires with courtesy and respect.

Coaches

- It is the duty of every coach to instruct, to the best of their ability, each and every player, slighting none, with the fundamentals of baseball, including behavior and manners, both on and off the field, as well as, respect coaches, assistant coaches, and umpires.
- The Head Coach is responsible for all equipment issued to him/her, and must return the same to the Recreation Commission on Equipment Return Day.
- Head coaches must be 21 years of age by April 1st of the playing season.
- All coaches will abide by all rules and regulations set forth by the DBA and the Dracut Recreation Commission.
- All coaches must attend DBA General Meetings, or designate their assistant coach to attend in their place. By designating a representative, they have given this person the right to vote on any decisions the DBA brings up for a vote. Failure to attend meetings or have a representative present will be considered adequate grounds for immediate suspension or removal.
- Coaches are expected to be role models for the players and will not use abusive language or make derogatory remarks towards any player, coach, umpire, or parent while representing the DBA as a coach.

- Tobacco products and alcoholic beverages are **prohibited** on any field or practice facility at any time.
- All coaches will turn in to their league Vice-President, a complete roster, including assistant coaches, as soon as it is compiled, but in no case later than the start of the season. Coaches and assistant coaches must be approved by the DRC prior to the first game of the season and are subject to CORI approval. Coaches will also report any roster changes to their league Vice-President as soon as possible.
- A team cannot have more than one (1) official assistant coach or more than two (2) coaches (excluding the Head Coach) on the playing field at any one time. This allows for 2 adult base coaches and a dugout coach. However, a scorekeeper can be on field, but cannot participate in and on field activity. Any person involved in coaching or score keeping must have a completed and approved CORI form.
- Each league Vice-President will supply the names, phone numbers, and email addresses of all coaches and assistant coaches in their league to all other Head Coaches in that league.
- After each game, the winning coach will communicate results of the game to the league Vice-President. Coach should report the final score, the winning team, the winning pitcher, the losing team, the losing pitcher, and innings pitched by all pitchers.
- All coaches or a designee in all leagues will assist in preparing the fields for play prior to the start of each season. They will also assist in the preparation and conduct of the All-Star game, playoff games, fundraisers, and family activities. ***Coaches who fail to participate in league sanctioned activities may be suspended or removed from coaching.***
- ***Any coach, who owes money and/or equipment to the league, will not be allowed to coach the next season.***
- No coach has the authority to purchase any product on behalf of the DBA unless given that authority by the Association President or Association Treasurer.

4.5 UMPIRES

- Each umpire shall have the power to make decisions on violations committed at any time, or during suspension of play, until the game is over.
- Umpires will inspect the playing field before the game, familiarize themselves with the ground rules of each field, and inspect equipment prior to each game.
- Umpires will introduce themselves to both head coaches or their representatives prior to the game, and go over the ground rules at Home Plate.

- Umpires will be responsible for interpreting the rules of baseball as modified by these by-laws and the Bambino/Babe Ruth rulebooks. Judgment calls by umpires will not be used as the grounds for protest.
- Umpires will warn players and the Head Coach the first time a player or coach makes a disparaging or insulting remark to or about an opposing player, umpire, or spectator. For the second offense, the player or coach will be removed from the game. The offender will leave the grounds immediately. If the offender leaves the field but remains close enough to harass the umpire or opposing team, the umpire will declare a forfeit.
- Umpires can eject any player, coach, or spectator from the game or ballpark, **without warning**, if in the umpire's judgment, the situation warrants such an action.
- No umpire shall be required to subject himself to any verbal or physical abuse from any player, coach, or spectator, and may declare a game a forfeit if after one warning, should the abuse continue.
- Any umpire, who is harassed to the point where they consider themselves in danger, has the authority to call the game immediately. All umpires have the authority to call the Police Department to break up a disturbance or to restore order.
- The umpire alone will have the authority to call the game due to darkness or inclement weather. Umpires will immediately suspend games at the first sign of lightning.

4.6 HEAD UMPIRE

- Head Umpire is responsible for scheduling umpires for all games in their listed league(s).
- Responsible for having at least one (1) umpire's meeting prior to the start of the season to instruct the other umpires of playing rules and answers any associated questions.

4.7 Disciplinary Guidelines

- The Executive Board of the DBA is responsible for selecting, and when necessary, disciplining coaches and/or their assistants. The Dracut Recreation Commission then approves all disciplinary measures.
- The coach can discipline players who miss three (3) consecutive games, practices, combination of three (3) games and practices, or exhibits any type of misconduct on the field. Discipline can take the form of suspension, playing less than three (3) innings in a game, or in severe cases, removal from the team. Coaches must provide written documentation of the reason(s) for the disciplinary action and the action taken, to their league Vice-President. The league Vice President will in turn submit the report to the DBA Board of Directors.

- Players or coaches, who are removed from a game by an umpire, will leave the area immediately. Failure to do so will result in the forfeiture of the game by their team.
- Players or coaches removed from a game by an umpire will automatically be suspended for the next scheduled game, regardless of whether the next game is a regular season game or a playoff game. The player shall be in attendance and in uniform for the suspended game, or the suspension will be extended until the disciplinary measure is fulfilled. There are no exceptions to this rule.
- Players or coaches removed from a second game during the same playing season, will be suspended for the remainder of the season, and the team will not be allowed to add an additional player to replace the suspended player. The coach will not be allowed to return as a coach in the Association.

4.8 Membership Meetings

There shall be an annual membership meeting prior to the start of the spring season of each year; the time and place shall be determined by the Board of Directors. Notice of such meeting shall be made upon at least five (5) calendar days notice, the manner of such notice to be determined by the Board of Directors in their sole discretion. Such notice, subject to Board approval, may be in the form of direct mailing, or such public media such as newspaper, television, radio, Internet, email etc.

A Board member must introduce any items for the membership meeting agenda.

4.9 Financial Policy

The Board shall decide all matters pertaining to the finances of the league, bearing the responsibility to conduct the financial affairs of the league in a prudent business-like manner with the approval of the Recreation Commission. The Board shall institute policies relative to the preparation and acceptance of an annual budget, and periodic and annual presentation of financial reports, and periodic audits of the books of the Association.

4.10 Discrimination

In rendering its functions and in exercising its purposes, Board members, coaches, umpires, or any other Association member shall not practice or permit discrimination on the basis of sex, age, race, national origin, religion, physical handicap, or disability.

5.0 ASSOCIATION OFFICERS

5.1 ELECTION

League officer elections will take place at the first general meeting after September 1 of each calendar year. Each team will be entitled to one (1) vote. A quorum must be met, consisting of 50% of the total league, with a minimum of four (4) teams from each individual league being present to conduct an election.

Board positions are voted in by the Board of Directors. If there is no majority or if a minimum of 1/4 of the associations head coaches request a vote in writing at any time, a minimum 2 weeks notice will be given regarding a general election meeting as described in the above paragraph to determine the elected officer.

5.2 TERM OF OFFICE

Term of office shall be one year or until such time as the officer is replaced by a majority of the membership of the Board of Directors or Dracut Baseball Association as stated in the above paragraph.

5.3 DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD

The Executive Board consists of the Association President, all league Vice-Presidents, the Association Treasurer, the Leagues Scheduler, Equipment Manager, Webmaster, Fundraising Director, Association Secretary, and At-Large members. The Executive Board's duties and responsibilities are as follows:

- a. Provide leadership, operational and functional direction and responsibility during their Term of Office.
- b. To hold regularly scheduled monthly meetings where feasible at the discretion of the President, or at the request of the majority of the Executive Board.
- c. Approve coaches and assistant coaches before each season, and forward a list of approved coaches to the Dracut Recreational Department for final approval.
- d. Review, update, and publish rules and by-laws each year.
- e. Conduct and mediate all protest meetings. If the hearing involves a team on which a Board member has a child, or on which a board member exists, the Board member may not be a member of the protest panel.
- f. Select and approve District, State, Regional, and National playoff team coaches to participate in tournaments representing the Association.
- g. Determine which events are Association sanctioned and therefore eligible for funding and insurance coverage.

6.0 DUTIES AND RESPONSIBILITIES OF OFFICERS

6.1 PRESIDENT

1. To call and conduct all regular and special meetings.
2. To preside over and mediate all protest hearings, and to appoint members at large to sit on protest hearing panels (if necessary).

3. Supervise plans for all fundraising events.
4. Disciplining of all coaches and assistant coaches when it is deemed necessary.
5. Keep an accurate roster and insurance file for all teams (through the league Secretary).
6. Co-sign all checks drawn on the Dracut Baseball Association (DBA) account(s).
7. Attend all Dracut Recreation Commission (DRC) meetings as a representative of the Dracut Baseball Association.
8. Assist the Recreation Commission in financial matters concerning the DBA.
9. Submit the annual DBA budget to the Recreation Commission in November for the following year beginning July 1.
10. Attend all Bambino/Babe Ruth meetings at District and State level, representing the DBA, or appointing an authorized representative to act in place of the league President.
11. Review, update, and publish rules and by-laws each year in time for approval by the Recreation Commission prior to the start of play.

6.2 ROOKIE - MINOR- JUNIOR - SENIOR LEAGUE VICE-PRESIDENT

1. Keep accurate records of all information pertaining to the individual league including standings, innings pitched, team rosters, All-Star selections, coaching applications, etc.
2. Notify all individual coaches of all meetings and events.
3. The League's Vice-Presidents will work with the league scheduler to determine pre-defined make-up dates for league games. If a game can not be made up on the pre-determined make-up date, the league VP will notify the Head Coach of the time and location of make-up games with a minimum of two (2) days notice.

6.3 VICE-PRESIDENTS FOR THE 6 AND 7 YEAR OLD LEAGUES

1. Keep accurate records of all information pertaining to the leagues including team rosters, coaching applications, etc.
2. Notify all league coaches of all meetings and events.
3. The League's Vice-President will work with the league scheduler to determine pre-defined make-up dates for league games. If a game can not be made up on the pre-determined make-up date, the league VP will notify the Head Coach of the time and location of make-up games with a minimum of two (2) days notice.

6.4 TREASURER

1. Keep accurate, detailed financial Association records, and make same available for all members to examine at any General meeting.
2. Deposit all incoming financial assets (cash, checks, etc.).
3. Pay all bills contracted by the Dracut Baseball Association.
4. Present a report of all expenditures and a breakdown of all deposits at all General meetings.
5. Provide a brief explanation of DBA and DRC financial expenses and receivables, to be posted at Hovey Field the first Saturday of every month from May until September.
6. Co-sign, along with the DBA President, all outgoing DBA checks.
7. Develop an end-of-year financial statement for presentation to the DRC and the general Association membership.

6.5 SECRETARY

1. Record, in writing, the minutes of each meeting.
2. Have a file of the written minutes of all previous meetings available for member review at General meetings.
3. Assist league Vice-Presidents in conducting their draft, and in preparing their rosters and schedules.
4. Prepare changes to by-laws, and the distribution of by-laws, to all DBA coaches.
5. Handle all Association correspondence.
6. Assist other Executive Board members as necessary.

6.6 EQUIPMENT MANAGER

Responsible for the distribution of all equipment to coaches at the start of the season, and the collection of all equipment from coaches at the end of the season.

Responsible for the control of inventory, and the issuance of a list of needed replacement equipment at the end of the season.

To oversee the Dracut Recreation Commission on purchases pertaining to the DBA.

1. Responsible for marking all new equipment with **DRC or DBA** lettering in a permanent manner (baseballs excluded).

6.7 SCHEDULER

1. The League Scheduler will develop the season schedule, practice schedule, and schedule all make-up games for the recreation and travel programs.
2. The Scheduler will work with the League Vice-Presidents to determine pre-defined make-up dates for league games whenever possible.
3. The scheduler will work with the Webmaster to ensure the schedules get posted to the Association web site accurately and legibly.

6.8 WEBMASTER

1. The Association Webmaster will assure the content of the website is accurate and up-to-date
2. The Webmaster will be available to post or provide a mechanism for VP's to post rainout information and other time sensitive material as soon as needed in a timely manner.
3. The Webmaster will administer website and related services such as email, ftp, domain information, etc.
4. The Webmaster will work with the Scheduler to ensure the league schedules get posted to the Association Web Site accurately and legibly.

6.9 DIRECTOR OF FUNDRAISING

- Investigate and propose methods and approaches to help raise funds for the upkeep and operation of the Association including annual events such as the Lottery Calendar Raffle, Comedy Night and Auction, Picture Day, and related fundraising activities.