

Southeast Portland Little League

Bylaws

League Id: 04370209

Webpage: www.sepll.org

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I. Administration

A. Mission Statement

The purpose of Southeast Portland Little League (SEPLL) is to assist youth in developing the qualities of discipline, teamwork, courage and loyalty. The Little League Baseball and Softball program is designed to develop superior citizens rather than superior athletes.

B. Local Rules

Local rules are in addition to regular Little League rules to reflect the playing rules, conduct, safety conditions, special field conditions, All-Star selection and other league management issues. If a situation is not discussed herein, it shall be consistent with the Little League Regulations and Rules.

C. Programs

1. Baseball

(a) Tee Ball Division operates as a program for 4 through 5-year-old players under Little League T-Ball Rules and Regulations.

(b) Rookie Division operates as a program for 6 and 7-year-old players under Little League T-Ball Rules and Regulations.

(c) Farm Ball Division operates as a program for 8-year-old players under Little League Minor League Baseball Rules and Regulations.

(d) Minors Division operates as a minor league program for 9 through 11-year-old old players under Little League Baseball Rules and Regulations.

(e) Majors Division operates as a major league program for 10 through 12-year old players under Little League Baseball Rules and Regulations.

(f) Intermediate (50-70) Division operates as a program for 11 through 13-year-old players under Little League Baseball Rules and Regulations.

2. Softball

(a) Tee Ball Division operates as a program for 4 through 6-year-old players under Little League T-Ball Rules and Regulations.

(b) Farm Ball Division operates as a program for 6 through 8-year-old players under Little League Minor League Baseball Rules and Regulations.

(c) Minors Division operates as a minor league program for 9 through 11-year-old old players under Little League Baseball Rules and Regulations.

(d) Majors Division operates as a major league program for 10 through 12-year old players under Little League Baseball Rules and Regulations.

(e) Juniors Division operates as a program for 12 through 14-year-old players under Little League Baseball Rules and Regulations.

D. Meetings

1. The Board of Directors will solicit in writing nominations for new members from the general membership in May.

2. All members of the Board of Directors are expected to attend all meetings. If any member misses two consecutive meetings without approval from the President, he or she will receive written notice from the Secretary that missing a third meeting will be result in the Board of Directors considering whether to remove the member from the position.

3. There will be no smoking during any general membership or board meeting.

E. Managers

1. Any person wishing to be a Manager of a team shall submit a request by email to the Coaching Coordinator before the date designated by the President.

2. During the February Board Meeting, all names of those that submitted requests to manage a team will be presented to the Board of Directors. Each Manager position will require nomination and subsequent voting approval of the nomination by the Board of Directors.

3. Any Manager vacancies existing at the time of team organization shall be filled by appointment of the President and approval of the Board of Directors.

4. Managers shall be responsible for the conduct of themselves, their coaches and their players during league activities.
5. Managers shall be responsible for picking up, accounting for and returning team equipment to the Equipment Manager.
6. Managers shall be responsible for picking up, accounting for and returning uniforms to the Uniform Coordinator. (Note: Tee Ball, Rookie and Farm Division players keep their uniform shirts and hats.)
7. Managers may be billed for unreturned equipment at the discretion of the Board of Directors.
8. Managers shall be responsible for obtaining practice schedules and game schedules from the League Representative for their division.
9. Managers shall be responsible for delivering hats, roster books, and plaques as appropriate to their sponsor within 2 weeks of receipt.
10. Managers shall keep completed copies of all players' medical releases at all practices and games.

F. Coaches

1. Managers shall nominate team Coaches after team organization, subject to appointment by the President and approval by the Board of Directors.
2. If a Manager is absent temporarily, a Coach will fulfill the Manager's duties.
3. If a Manager resigns or is removed, a Coach will replace the Manager with approval of the Board of Directors. The Board of Directors shall select another Manager for the team if a Coach is not willing or available to assume the Manager's duties.
4. All Managers and Coaches shall be identified to the opposing Manager and plate Umpire before beginning each game.

G. Players

1. All players must register with the Player Agent.
2. All players must present proof of age and residency in accordance with Little League Rules and Regulations.
3. All players wishing to play in a division that requires a draft (Minors, Majors, 50-70) must attend assessments for that division.

H. Umpires

1. Umpires shall be unpaid volunteers and will be required to attend at least one umpire clinic provided by SEP.
2. Umpires shall be responsible for the conduct of the game in accordance with Little League's Official Regulations and Playing Rules. (LL Rules, 9.01(a))
3. Umpires are representatives of SEP and of Little League International and are authorized and required to enforce all regulations and playing rules. (LL Rules, 9.01(b))
4. Umpires have authority to order a player, manager, coach or league officer to do or refrain from doing anything which affects the administering of the regulations and playing rules and to enforce the prescribed penalties. (LL Rules, 9.01(b))
5. Umpires have the authority to rule on any point not specifically covered in the Little League Official Regulations and Playing Rules or SEP's Playing Rules. (LL Rules, 9.01(c))
6. Umpires shall caution, warn or disqualify, as they deems appropriate, any player, coach, manager or spectator for objecting to any decisions or for unsportsmanlike conduct or language and to eject any such disqualified person from the playing field. (LL Rules, 9.01(d), (e))
7. Umpires shall report any violations of rules and other incidents worthy of comment within 24 hours. (LL Rules, 9.05(a)-(b))
8. Umpires shall warn or disqualify, with or without a warning, any player for any conduct which presents a safety hazard. This includes losing control of or intentionally throwing bats or helmets, among other actions. Umpires shall have discretion to assess the penalty deemed appropriate given the circumstances.

9. Umpires will immediately notify the Umpire in Chief if any manager, coach, player or spectator is ejected from game. The Umpire in Chief will notify the President in writing within 24 hours. (LL Rules, 9.05(a)-(b))

10. The Umpire in Chief will establish an emergency policy in the case of a scheduled umpire not showing up for a game.

11. A minimum of two umpire is recommended for all games.

12. Umpires should be dressed appropriately. The plate umpire must wear a mask, shin guards and chest protector. Male umpires must wear a protective cup. It is highly recommended that plate umpires attach a dangling type throat protector to their mask. (LL Rules, 9.01(a))

13. It's expected that many players will not always know or understand the rules. When situations arise rules should be enforced. Use the situation as a learning opportunity.

I. Uniforms

1. Players should wear a complete uniform, including a hat, at all games.
2. Uniforms will be clean and presentable at all games.
3. Players will wear uniforms as follows: Describe uniforms by division.
3. Players should only wear uniforms at games or when requested to do by SEP.

J. Equipment

1. Managers and coaches must maintain equipment throughout the season. Refer problems and needs to the Equipment Manager.

2. Anyone deliberately abusing or damaging any equipment shall be warned. If the conduct is repeated, the offender shall be removed from further participation in the game or practice in which the equipment abuse or damage occurred.

3. The Equipment Manager shall issue a key to SEPLL's equipment storage boxes to

each manager and coach. The key shall not be duplicated and shall be returned to the Equipment manager at the end of the season.

4. Managers must return all stored equipment to the appropriate equipment box and securely lock the box after the last game for the field for the day or, if a delay occurs, before the next game. The home team manager is responsible for compliance.

5. Home team managers are responsible for installing and removing breakaway bases. These will be stored in the equipment boxes. Failure to return the bases may result in discipline by the Board of Directors.

K. Fields

1. Baseball games will take place at the following fields:

Tee Ball - Sunnyside Elementary School & Woodstock Park

Rookie - Kenilworth Park & Woodstock Park

Farm - Woodstock Park

Minors Baseball - Brooklyn Park and Essex Park

Majors Baseball - Essex Park

50-70 Baseball - Essex Park

2. Softball games will take place at the following fields:

Tee Ball - Sunnyside Elementary School & Woodstock Park

All other divisions: Sewallcrest Park & Woodstock Park.

L. Sponsors

1. SEPLL must choose sponsors with discretion.

2. Annually the Board of Directors will determine what level of compensation sponsors will receive based on the amount of donation to SEPLL.

M. Assessments

1. Minors, Majors and 50-70 players must attend at least one assessment session unless excused by the Player Agent or President.
2. Managers, League Representatives and the Player Agent will rank all players in their division based on the skills demonstrated at assessments.
3. Drafts will be occur within 7 days of the last day of tryouts.
4. SEP does not conduct assessments for Tee Ball, Rookie and Farm divisions.

N. Player Selection

Player selections will be conducted according to a Little League approved player selection system.

O. Insurance

1. SEPLL shall obtain Accident Insurance for all players, managers, coaches and umpires. (LL Rules, I(c)(7)(A))
2. SEPLL shall obtain General Liability Insurance for the league including its volunteers. (LL Rules, I(c)(7)(B))
3. SEPLL shall obtain Property insurance during all SEP activities.
3. Insurance may be purchased through Little League Baseball, Incorporated. (LL Rules, I(c)(7))

P. Discipline

1. Any member with a complaint about any player, manager, coach, umpire or league office may make the complaint to a member of the Board of Directors.
2. Upon receiving a complaint, the member shall forward it within 24 hours to the Board of Directors, who will investigate the complaint as soon as possible.

3. A manager or coach in the manager's absence, may limit a player's playing time for disciplinary reasons such as improper conduct in accordance with the Little League Official Regulations and Playing Rules. If a player is benched for an entire game, the manager must notify the opposing manager, the umpire and scorekeepers before the game begins, or immediately following the conduct if it occurs after the game begins.

4. A manager or coach in the manager's absence must report any disciplinary action enforced against a player to the Player Agent, who will record the action and report it to the Board of Directors.

Q. Practice Schedules

SEPLL will publish a practice schedule for managers to reserve practice locations, dates and times.

R. Game Schedules

SEPLL will publish a schedule of all games on its website.

S. Rainouts

Portland Parks & Recreation ("PP&R") has jurisdiction over SEPLL's baseball and softball fields. (Or if not all fields, list the specific fields) To determine whether PP&R baseball and softball fields are playable, Managers must follow PP&R's Field Playability Guidelines. Playability can be determined by the user on-site by using these criteria:

1. Calling the rain out line at 503-823-3020 whenever you're in doubt.
2. If stepping on the infield produces more than a 1" deep and / or water-filled footprint, or when running produces the same result, play is not permitted.
3. If there is any doubt, always choose not to play. Failure to follow these guidelines can result in cancellation of permit and assessment of charges for damage to the field/s.

Whenever in doubt, be sure to call PP&R's rainout line prior to use of a field.

T. Game Conduct

1. The home team is responsible for ensuring the field is ready for play.
2. The home team shall supply the game ball(s).

3. The home team shall occupy the third base dugout.
4. All players, including any player catching for a pitcher, must wear appropriate safety equipment at all times before, during or after a game, either on or off the field.
5. Actions of the players, managers, coaches, umpires, parents, scorekeepers and spectators must be above reproach. All adults and participants are encouraged to give positive encouragement only. Any foul language, unsportsmanlike conduct, or attempts to distract or discourage other players will be subject to the umpire's discretion.
6. A timeout shall be allowed only at the umpire's discretion. No manager or coach shall enter the playing field before the umpire calls a timeout.
7. A manager or coach may visit with a pitcher at the mound as follows:
 - (a) The third time a manager or coach visits the pitcher in one inning, the pitcher must be removed as a pitcher. (LL Rules, 8.06(a))
 - (b) The fourth time a manager or coach visits the pitcher in one game, the pitcher must be removed as a pitcher. (LL Rules, 8.06(b))
 - (c) A manager or coach may confer with any other player(s), including the catcher, during the visit with the pitcher. (LL Rules, 8.06(d))
 - (d) A manager or coach who is granted a time out to talk to any defensive player will be charged with a visit to the pitcher. (LL Rules, 8.06(d))
 - (e) A conference with the pitcher or any other fielder to evaluate the player's condition after any injury shall not be considered a visit to the pitcher. (LL Rules, 8.06(d), Approved Ruling 2)
8. Food and drink are prohibited in the dugout except with the manager's permission.
Food and drink must not be disruptive to the game.
9. Umpires shall receive a free meal from the concessions stand for games they umpire.
10. All players from both local and interleague teams shall receive a free snow cone from the concessions stand after each game.

U. Roles and Responsibilities

1. President

- a. The President has overall responsibility in the administration of SEP.
- b. The President is elected by, and is accountable to, SEP's Board of Directors.
- c. The President's duties are described within the limits of the rules and regulations, and within SEP's constitution, giving the President the ability to oversee the affairs of all elements of SEP.
- d. As the chief administrator, the President selects and appoints managers, coaches, umpires and committees. As such, no person becomes a manager, coach, umpire or committee member without the approval of the President. However, all appointments are subject to final approval by SEP's Board of Directors.
- e. The President is the officer with whom Little League International maintains contact.
- f. The President represents the league in the District organization.
- g. The President presides at league meetings, and assumes full responsibility for the operation of the local league.
- h. The President receives all mail, supplies and other communications from the Little League Headquarters.
- i. The President may manage, coach or umpire, provided he/she does not serve on the protest committee, nor serve as tournament team manager or coach.

2. Vice President

- a. Presides in the absence of the President.
- b. Works with other officers and committee members and is ex-officio member of all committees.
- c. Carries out such duties and assignments as may be delegated by the President.
- d. In the absence of the President, assumes all of the President's responsibilities.
- e. The Vice President may manage, coach or umpire, provided they do not serve on the protest committee.

3. Secretary

- a. Maintains a register of members and directors.
- b. Records the minutes of meetings.

- c. Sends out notice of meetings.
- d. Maintains a record of SEP's activities.

4. Treasurer

- a. Signs checks co-signed by another officer or director (or as directed by the local league's constitution).
- b. Dispenses league funds as approved by the Board of Directors.
- c. Reports on the status of league funds.
- d. Keeps local league books and financial records.
- e. Prepares budgets.
- f. Assumes the responsibility for all local league finances.
- g. Manages SEP's scholarship program.

5. Player Agent

- a. Manages the registration process.
- b. Assists the President in checking birth records and eligibility of players.
- c. Conducts annual tryouts.
- d. Manages player selection.
- e. Generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball.
- f. The Player Agent must not manage, coach or umpire in the division over which he/she has authority.

6. Vice President of Baseball

Responsible for and oversees all aspects of SEP's baseball program.

7. Vice President of Softball

Responsible for and oversees all aspects of SEP's softball program.

8. Division Representatives

- a. Responsible for and oversees all aspects of their respective divisions.
- b. Liaison between division and Vice President of Baseball/Softball.
- b. Division Representatives include the following positions:
 - Tee Baseball

Rookie Baseball
Farm Baseball
Minor Baseball
Major Baseball
Intermediate (50-70) Baseball
Tee Softball
Farm Softball
Minor Softball
Major Softball
Junior Softball

9. Safety Officer

- a. Coordinates all safety activities.
- b. Supervises the ASAP program (A Safety Awareness Program)
- c. Ensures safety in player training.
- d. Ensures safe playing conditions.
- e. Coordinates reporting and prevention of injuries.
- f. Ensure that all volunteers complete a “Little League Official Volunteer Application” and report results of background checks to the President.
- g. Solicits suggestions for making conditions safer.
- h. Reports suggestions to Little League International through the ASAP system.

10. Information Officer

- a. Manages the SEPLL’s official home page.
- b. Assigns administrative rights to league volunteers and teams.
- c. Ensures that league news and scores are updated on a regular basis.
- d. Collects, posts and distributes important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League International, district, public, league members and media.
- e. Serves as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International.

11. Coaching Coordinator

- a. Represents managers and coaches in SEPLL.

- b. Presents a coach/manager training budget to the Board of Directors.
- c. Gains the support and funds necessary to implement a league-wide training program.
- d. Orders and distributes training materials to players, coaches and managers.
- e. Coordinates mini-clinics as necessary.
- f. Helps implement www.LittleLeagueCoach.org as the manager-coach education program for SEPLL.

12. Equipment Manager

- a. Purchase and supply all necessary equipment as directed by the Board of Directors..
- b. Supply all teams with respective Official Regulations and Playing Rules.
- c. Provide an emergency supply of baseballs and softballs in the concessions stand or storage lockers.
- d. Maintain sign-in and sign-out records for:
 - Equipment box keys
 - Coaches manuals
 - First aid kits
 - Team playing equipment

13. Uniform Manager

- a. Purchase all uniforms as directed by the Board of Directors.
- b. Maintain sign-in and sign-out records for uniforms.

14. Field Coordinator

Responsible for and oversees all aspects of SEP's playing fields.

15. Concessions Coordinator

- a. Maintains the operation of concession facilities
- b. Organizes the purchase of concession products
- c. Responsible for the management of the concession sales at league events
- d. Schedules volunteers to work the concession booth during league events
- e. Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities
- f. Organizes, tallies and keeps records of concession sales and purchases

16. Sponsorship/Fundraising Coordinator

- a. Solicits and secures local sponsorships to support league operations
- b. Collects and reviews sponsorship and fundraising opportunities
- c. Organizes and implements approved league fundraising activities
- d. Coordinates participation in fundraising activities
- e. Maintains records of monies secured through sponsorship and fundraising initiatives

17. Umpire in Chief (UIC)

- a. Recruits umpires
- b. Coordinates umpire training.
- c. Schedules umpires.
- d. Member of Protest Committee