

Southeast Portland Little League

Bylaws

League Id: 0437-02-10

A. Mission Statement

The purpose of Portland Little League (PLL) 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

PLL 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

PLL offers the following programs:

1. Tee Ball

Tee Ball Division operates as a program for 4 through 6-year-old boys and girls under Little League Tee Ball Rules and Regulations.

2. Baseball

(a) Farm Ball Division operates as a program for 6 through 8-year-old boys and girls under Little League Minors League Baseball Rules and Regulations. Note: 6-year-old players may only play Farm Ball if they have played Tee Ball as a 5-year-old.

(b) Minors Division operates as a minor league program for 8 through 12-year-old old boys and girls under Little League Baseball Rules and Regulations.

(c) Majors Division operates as a major league program for 9 through 12-year-old boys and girls under Little League Baseball Rules and Regulations.

(d) 50-70 Division operates as a program for 11 through 13-year-old boys and

girls under Little League Baseball Rules and Regulations.

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

3. Softball

(a) Farm Ball Division operates as a program for 6 through 8-year-old girls under Little League Minor League Softball Rules and Regulations. Note: 6-year olds may only play Farm Ball if they have played Tee Ball as a 5-year-old.

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

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

(d) Juniors Division operates as a program for 13 and 14-year-old girls under Little League Softball Rules and Regulations. 12 year olds may be eligible to play juniors at the discretion of the Board of Directors.

D. Meetings

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

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.

E. Managers

1. Any person wishing to be a Manager of a team shall submit a request by email to the Coaching Coordinator, or Board of Directors if the position is vacant, 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 and team 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 that remain league property to the Uniform Coordinator. (Note: Tee Ball and Farm Ball 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 coordinating with the sponsorship coordinator for the delivery of 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.

11. Managers at upper divisions shall maintain a pitch count record log book.

12. Managers at the upper divisions shall keep an up-to-date scorebook to be completed during each scheduled and makeup league game for All Star eligibility records.

13. Managers, as a condition of their appointment, shall affirm they have received concussion awareness certification pursuant to Jenna's Law, 2013 SB 721, as administered by the league Safety Officer.

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.

5. Coaches, as a condition of their appointment, shall affirm they have received concussion awareness certification pursuant to Jenna's Law, 2013 SB 721, as administered by the league Safety Officer.

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 and above) must attend at least 50% of the tryouts for that division.

H. Umpires

1. Umpires shall be unpaid volunteers and will be required to attend at least one umpire training provided by PLL annually.

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 PLL 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 PLL's Playing Rules. (LL Rules, 9.01(c))

6. Umpires shall caution, warn or disqualify, as they deem appropriate, any player, coach, manager or spectator for objecting to any decision or for unsportsmanlike conduct

or inappropriate language and has authority to eject any such disqualified person from the playing field. (LL Rules, 9.01(d), (e))

7. Umpires shall report any rule violation and other incident 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, among other things, losing control of or intentionally throwing bats or helmets. 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 umpires 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.

14. Umpires, as a condition of their service in that capacity, shall affirm they have received concussion awareness certification pursuant to Jenna's Law, 2013 SB 721.

I. Uniforms

1. Players should wear a complete uniform, including a hat, at all games. For softball players, a hat or visor is optional when playing defense.

2. Uniforms will be clean and presentable at all games.

3. Players will wear uniforms as issued by PLL.

3. Players should only wear uniforms at games or when requested to do by PLL.

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 PLL's equipment storage boxes to each manager. 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 day for that field 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. Sponsors

1. PLL must choose sponsors with discretion.
2. Annually the Board of Directors will determine what sponsors will receive based on the amount of donation to PLL.

L. Tryouts

1. Players in upper divisions (minors and above) must attend at least 50% of all tryout sessions unless excused by the Player Agent or President.
2. Managers, League Representatives and the Player Agent will rank all players in their division on the same 5-point scale in 6 different categories: throwing, fielding ground balls, catching fly balls, hitting/bunting, running and pitching.
3. Drafts will occur as soon as reasonably possible after the last day of tryouts.
4. PLL does not conduct tryouts for Tee Ball and Farm Ball divisions.

M. Player Selection System

Portland Little League follows the “Blind Draft Method” player selection system for minors divisions and above. See Little League Operating Manual.

Subject to Board approval, managers may select one coach before the draft.

N. Insurance

1. PLL shall obtain Accident Insurance for all players, managers, coaches and umpires. (LL Rules, I(c)(7)(A))

2. PLL shall obtain General Liability Insurance for the league including its volunteers. (LL Rules, I(c)(7)(B))

3. PLL shall obtain Property Insurance covering all PLL activities.

4. Insurance may be purchased through Little League Baseball, Incorporated. (LL Rules, I(c)(7))

O. Discipline

1. Any league member with a complaint about any player, manager, coach, umpire or league official may make the complaint to a member of the Board of Directors.

2. Upon receiving a complaint, the Board 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.

P. Practice

1. Practice fields usage will be distributed equitably to all teams based upon the appropriate field for level of play.

2. Managers will reserve practice locations, dates and times. The Division Representative will resolve any conflicts.

3. After every practice, managers and coaches will perform all appropriate field maintenance, including cleaning out the dugout, picking up garbage, raking the infield, and securing equipment and portable toilets.

4. Scheduled league games have priority over any practice.

5. Practices may only take place at fields permitted by PLL. The Field Manager will provide a list of practice fields and availability to Managers.

Q. Game Schedules

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

R. Fields

1. The manager or coach shall have a copy of the necessary permit available for verification when using any field for practices or games.

2. Under no circumstances shall any member use a permit for a field for activities other than those sponsored by PLL.

3. Preparation of the game field is the responsibility of the manager and coaches of the home team scheduled to use the field.

4. If the field is not playable at the first scheduled game of the day, but is ready for the next scheduled game time, the first game will be rescheduled and the next game will be played as scheduled.

5. If the managers of both teams disagree on a field's playability before beginning a game, the umpire is responsible for determining if a field is safe for play.

6. In interleague games, a representative of the home team league will determine if a field is playable.

7. Games may only take place at fields permitted by PLL.

S. Rainouts

1. Portland Parks & Recreation (“PP&R”) has jurisdiction over PLL’s baseball and softball 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:

- (a) Calling the rain out line at 503-823-3020 whenever you're in doubt.
- (b) 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.
- (c) 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.

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

T. Game Conduct

1. The Official Little League Rules and Regulations for Baseball Divisions and PLL’s Local Playing Rules shall apply to all games.

2. The home team is responsible for ensuring the field is ready for play.

3. The home team shall supply the game ball(s).

4. The home team shall occupy the third base dugout.

5. 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.

6. 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 sanctions at the umpire’s discretion.

7. 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.

8. Other than water, 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. Where available, umpires shall receive a free meal from the concessions stand for games they umpire.

10. Where available, all players from both local and interleague teams shall receive a free treat, such as a snow cone or otter pop, from the concessions stand after each game.

U. Roles and Responsibilities

1. President

- a. The President has overall responsibility for the administration of PLL.
- b. The President is elected by, and is accountable to, PLL's Board of Directors.
- c. The President's duties are described within the limits of the rules and regulations, and within PLL's constitution, giving the President the ability to oversee the affairs of all elements of PLL.
- 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 PLL'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. [This rule is found at <http://www.littleleague.org/leagueofficers/BODRoles.htm>]

2. Vice President

- a. In the absence of the President, assumes all of the President's responsibilities.
- 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. 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 Board meetings.
- c. Sends out notice of Board meetings.
- d. Maintains a record of PLL's significant activities.

4. Treasurer

- a. Ensures all checks are signed by at least two members of the Board of Directors, other than the Treasurer and who are not from the same household.
- 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. Overseeing the preparation and filing of required federal and state tax returns.
- f. Make financial reports available at all Board and General meetings.
- g. Prepares budgets.
- h. Maintains oversight of all local league finances.
- i. Manages PLL's scholarship program in cooperation with the Player Agent.

5. Player Agent

- a. Manages the registration process.
- b. Assists the President in checking birth records and eligibility of players.
- c. Organizes and supervises 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 PLL's baseball program.

7. Vice President of Softball

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

8. Division Representatives

- a. Responsible for and oversee all aspects of their respective divisions.
- b. Act as a liaison between the division and the Vice Presidents of Baseball and Softball.
- b. Division Representatives include the following positions:
 - Tee Ball
 - Farm Baseball
 - Minors Baseball
 - Majors Baseball
 - 50-70 Baseball
 - Juniors Baseball
 - Farm Softball
 - Minors Softball
 - Majors Softball
 - Juniors 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. Ensures that all volunteers complete a “Little League Official Volunteer Application” and reports results of background checks to the President.
- g. Maintains sign-in and sign-out records for safety kits.
- h. Solicits suggestions for making conditions safer.
- i. Reports suggestions to Little League International through the ASAP system.
- j. Prepares and administers a plan to ensure league compliance with Jenna’s Law, 2013 SB 721.

10. Information Officer

- a. Manages the PLL’s official home page.
- b. May assign administrative access 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. Recruits managers and coaches for all divisions.
- b. Represents managers and coaches in PLL.
- c. Presents a coach/manager training budget to the Board of Directors.
- d. Gains funds necessary to implement a league-wide training program.
- e. Orders and distributes training materials to players, coaches and managers.
- f. Coordinates mini-clinics as necessary.
- g. Helps implement www.LittleLeagueCoach.org as the manager-coach education program for PLL.

12. Equipment Manager

- a. Purchases and supplies all necessary equipment as directed by the Board of Directors..
- b. Supplies all teams with respective Official Regulations and Playing Rules.
- c. Provides an emergency supply of baseballs and softballs in the concessions stand or storage lockers.
- d. Maintains sign-in and sign-out records for equipment box keys, coaches manuals, and team playing equipment.

13. Uniform Manager

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

14. Field Coordinator

- a. Oversees all aspects of PLL's playing fields.
- b. Permits all fields.
- c. Coordinates maintenance of 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 or provides support to managers in scheduling umpires, as appropriate.
- d. Member of Protest Committee