

# **BYLAWS**

## **NAA Norwalk Cal Ripken Baseball**

### **Article I Name**

The name of this organization is the NAA Norwalk Cal Ripken Baseball League, hereafter referred to as the "League." Adopted by the Board of Directors, hereafter referred to as the "Board," (see Article IV) on January 16, 2010.

### **Article II Objective**

The primary objective of the League is to develop and promote in children through the medium of properly supervised and competitive baseball: 1) Good sportsmanship; 2) Understanding and respect for rules, coaches, and umpires; 3) Courage in defeat; 4) Tolerance and modesty in victory; and 5) A spirit of cooperation and team play. In the attainment of this objective, the instilling of a desire to win, or the winning of games, is to be the secondary objective.

### **Article III Territory**

The boundaries of the league are the established borders of Norwalk, Wilton, Westport, Darien, and Weston as dictated by Cal Ripken State Rules.

### **Article IV Directors and Meetings**

All citizens within the boundaries of the NAA Norwalk Cal Ripken Baseball League are eligible to be nominated and elected for any board position. It is the responsibility of the outgoing Board to determine if the nominated person is qualified for the position. The Board must also work in conjunction with its parent organization, the Norwalk Athletic Association (the "NAA"). The League is also responsible for adhering to the bylaws of the NAA.

## Executive Board

**President**-Responsible for overseeing and facilitating all Board Meetings and coaches meetings. Ensure that all League requirements have been fulfilled at state and national levels. Represent the League at all Cal Ripken District, State, or National functions as appropriate. Represent the League at all NAA board meetings, unless a sub-board position for this function is created. The President shall have the authority to make all day-to-day league decisions (see 4.3 for financial responsibilities) in good faith. Has oversight on all league statements and media releases. The term will be two (2) years, elected every even year.

**Vice President**-Responsible for overseeing and facilitating the everyday needs of each Commissioner. Work closely with League President to ensure that the League and the players are represented on a day-to-day basis. Will coordinate umpires for Senior Rookies, Minors, and Majors. Is responsible for the Master Schedule. Also a member of the Conduct Review Committee. Will oversee all baseball evaluations. The term will be two (2) years, elected every odd year.

**Secretary**-Responsible for recording and distributing all pertinent information and decisions made by the Executive Board. Responsible for processing all forms, with Treasurer, pertaining to compliance with any League obligations. Alternate member of the Conduct Review Committee. Coordinates online registration. Responsible for all administrative filings. Responsible for charter renewal and insurance renewal. Responsible for upkeep of the By-Laws. Responsible for uploading schedule to website. Is responsible for obtaining field permits from the City of Norwalk. The term will be two (2) years, elected every even year.

**Treasurer**-Responsible for the fiscal accountability of the League. Create and maintain League budget. Will present a treasurer report at each meeting. Monitor Subcommittee budgets (i.e., Fields, Snack Bar). With the Secretary responsible for preparing and sending League financial obligations. Is responsible for all 501c3 documents with government agencies in conjunction with an accountant. The term will be two (2) years, elected every odd year.

## Commissioners

**Major Division**-Responsible for all matters related to obtaining, developing, monitoring, certifying, and implementing discipline as directed by the Conduct Review Committee. The Commissioner will co-chair the protest committee for the matters relating to his/her division. He/She is responsible for determining rainouts and also working with the Master Scheduler to make up the game in question. The Commissioner is an elected position, and has a counting vote. All Commissioners shall serve a one (1) year term. The Commissioner shall distribute the General Rules applicable for the division and shall adopt in writing such additional rules during the season as may be necessary or appropriate to address a situation that arises, ensure that proper behavior is observed by all present at all games, and otherwise achieve the goals and policies of Cal Ripken Baseball. Such additional rules shall remain valid unless overturned by majority vote of the Executive Board at a meeting convened as soon as possible if an objection is made by a manager in the division.

**Commissioner Minors Division**-Same as Major Division above.

**Senior Rookies Divisions**-Same as Major Division above

**Commissioner Junior Rookie Division**-Same as Major Division above. In addition, this position is responsible for creating rosters in conjunction with the Vice President.

**Commissioner T-Ball Division**-Same as Major Division above. In addition, this position is responsible for creating rosters in conjunction with the Vice President.

**Player Agent**-Member of the Conduct Review Committee. Coordinate with the Secretary before and after tryouts and the draft. Oversee the purchase of house league and all-star uniforms and trophies. Coordinate and organize house league and all-star evaluations. Responsible for representing the best interests of all of the players and player families. Works to resolve any issues with player placement, player special needs, and or conflicts between players and players / players and coaches. The Player Agent is an elected position and has a counting vote. Ensures all teams are following the Cal Ripken code of conduct and the NCR standards of play. Ensures all teams follow the board mandated process including the pitch count. With other house league commissioners, coordinates use of field for practices and games. Coordinates and supervises all NCR organized off-season workout programs ie: Fall Clinics,

Winter Clinics, Tee ball clinics, etc. This position will be a two year term effective 2020.

**Director of Fundraising**-Responsible for all duties related to generating revenue for the League with the exception of registration fees. With the Treasurer assure the fiscal needs of the League are met. Also responsible for overseeing house league team sponsorship and assisting/overseeing All Star Sponsorship. The Director of Fundraising is an elected position and has a counting vote. The Director of Fundraising position carries a one (1) year term.

**Director of Media Relations** –will create traditional and social media to promote the league. Will also contribute content and updates to the website. Is responsible for creating and managing a multi-channel marketing campaign for registration. House league team sponsorship and assisting/overseeing All Star Sponsorship. The Director of Media Relations. is an elected position and has a counting vote. The Director of Media Relation position carries a one (1) year term.

**Director of Operations**-Responsible for the maintenance of all fields and necessary equipment and supplies to be used by the League for games and practices. Coordinates with the Parks Department and School District regarding maintenance on all fields. Works in conjunction with the Division Commissioners for all field maintenance. Responsible for operating budget for same in coordination with the Treasurer. Responsible for equipment-operating budget directly related to the playing and practicing of Cal Ripken Baseball. Responsible for obtaining and maintaining all equipment including but not limited to: balls, catcher's gear, etc. The Director of Operations is an elected position and has a counting vote. The Director of Operations position carries a one (1) year term.

**Director of Travel and Player Development**-Ensures all teams are following the Cal Ripken code of conduct and the NCR standards of play. Arranges and oversees All Star and Travel selection process. Ensures all teams follow the board mandated process. With other house league commissioners, coordinates use of field for practices and games. Coordinates sizing of all-star uniforms in conjunction with the Player Agent. Ensures all players and coaches are following NCR mandate regarding pitch counts. Coordinates and supervises all NCR organized off-season workout programs ie: Fall Clinics, Winter Clinics, Tball clinics, etc. Resolves disputes between, parents, players and / or coaches with respect to All Star and Travel Teams. The Director of Travel and Player Development is an elected position and has a counting vote. The Director of Travel and Player Development position carries a one (1) year term.

## **Ad Hoc Position and Committees**

**Commissioner Summer League**-Responsible for all matters related to obtaining, developing, monitoring, certifying, and implementing discipline as directed by the Conduct Review Committee. The Commissioner will co-chair the protest committee for the matters relating to his/her division. He/She is responsible for determining rainouts and also working with the Master Scheduler to make up the game in question. The Commissioners shall serve a one (1) year term. The Commissioner shall distribute the General Rules applicable for the division and shall adopt in writing such additional rules during the season as may be necessary or appropriate to address a situation that arises, ensure that proper behavior is observed by all present at all games, and otherwise achieve the goals and policies of Cal Ripken Baseball. Such additional rules shall remain valid unless overturned by majority vote of the Executive Board at a meeting convened as soon as possible if an objection is made by a manager in the division.

**Asst. Commissioner of Divisions**-Individuals would be selected by the current Division Commissioner. Individuals selected by the Commissioner would be presented to the board for final approval. This position will be a non-voting positions. Responsibilities for the individual would be to assist the commissioner in daily division responsibilities.

## **Article V Board Appointees and Impeachments**

### **Section 5.1 Board Appointments**

Appointed positions are not part of the Board of Directors and do not have a vote. They are appointed by majority of the Board.

### **Section 5.2 Vacancies and Absences**

Any vacancy of a previously filled position on the Board shall be filled and approved by the majority of the Board. This shall take place at the first available meeting following notification to the Board of the vacancy. Any

member missing two (2) consecutive monthly meetings without notification to Executive Board or four (4) meetings during his/her term may be removed from his/her position by a majority vote. Absences are to be reported to and recorded by the secretary.

### **Section 5.3 Nominations**

At the conclusion of the house league season, a meeting of the Board will be held for the purpose of nominating all Board Members. The Executive Board will vacate its offices biannually upon election of a new Board. The Board shall hold a meeting on or before each December to elect the new Board. Any Board member may be elected to successive terms. The existing Board shall elect the next Board by majority vote.

### **Section 5.4 Removal/Impeachment**

A Board Member can be removed with a 2/3 vote for conduct unbecoming, not completing the responsibilities of their position, missing the required meetings, or any other reason the board views as inappropriate conduct detrimental to the league. All voting members must cast a vote if there is a formal complaint and review of a board member. Any request for a removal of a board member must be submitted to the President in writing. If the formal request is to be against the President; the request will be submitted to the Vice President. Request will be reviewed by the Conduct Committee to agree if the request should move forward to the entire board for voting.



## **Article VI Voting and Amendments**

### **Section 6.1 Voting**

In votes, members of the Board that have a vote; shall have one (1) vote and must vote in person or by previously signed ballot. Majority vote wins. In decisions made solely by the Board, the President will vote only in the event of a TIE VOTE.

## **Section 6.2**

### **Emergency Amendments**

Any article or section of these Bylaws may be amended or repealed, or any new article or section may be added thereto by the Board on a two-thirds (2/3) affirmative vote of the members present at a regularly scheduled or specially called meeting. This can only be done in the presence of a quorum.

## **Section 6.3**

### **Meetings—Board**

All meetings shall be conducted under the Roberts Rules of Order and the following agenda:

- 1) Roll Call
- 2) President Report
- 3) Treasurer Report
- 4) Old Business
- 5) New Business
- 6) Adjourn

Regularly scheduled monthly Board meetings are targeted to be held 1<sup>st</sup> Monday of each month

## **Section 6.4**

### **Quorum**

In Board meetings, one half (1/2) plus one member of the current sitting Board members shall constitute a quorum. At all meetings of the coaches, quorum shall exist when more than half of all managers are present.

## **Section 6.5**

### **Fiscal Reporting Requirements**

All Board members responsible for handling money shall make a report at every Board meeting listing the amount of money received and spent, upon request. Expenses are due by October 1. Budget review no later than November 30. Proposed budget to be presented to and approved by the Board by January 31. Variances of more than 10% on any spending must be approved by the Executive Board. Purchases outside of the approved budget and are over \$1,000 will require 3 quotes and be

approved by the board. Purchases included in the budget that exceed \$2,500 need 3 quotes and be approved by the board.

**Section 6.6**  
**League Divisions and Alignment**

The League shall be divided into five (5) divisions using age as a general guideline as follows:

T Ball: 4 year olds

Junior Rookies: 5-6 year olds

Senior Rookies: 7-8 year olds

Minors: 9-10 year olds

Majors: 11-12 year olds

Age shall be determined by the age of the player as of April 30<sup>th</sup>.

**Section 6.7**  
**Expectations to General Age Group Guidelines**

The age designations for the League's Divisions are guidelines and exceptions may be made based on ability, safety, or special needs (i.e., physically challenged players). In accordance with the Cal Ripken National By-Laws, an 8 year old player is permitted to be evaluated for and be rostered on a minors team. A 10 year old is permitted to be evaluated for and be rostered on a majors team. Once a player is on a roster, he/she must finish the season in that division.

There should be no more than one player per team that is playing up to the older division. Players are limited to playing up one age group. Special circumstances will be determined by a majority board vote.

10 year olds who are on a Majors Division roster are permitted to be evaluated for the 10U All Star Team. 8 year olds who are on a Minors roster are permitted to be evaluated for the 8U All Star team.

**Article VII**  
**Divisional Managers**

**Section 7.1**  
**Priorities of Coaching Positions**

The Commissioner will nominate the best available managers for his or her division. A manager may provide nominations for his or her assistant coaches to the Commissioner. The Executive Board shall vote on any unresolved managerial decisions.



### **Section 7.1.1**

#### **Previous Year Priority**

Individuals approved by the Board that managed/coached the previous years will be given priority for managing/coaching positions over those that did not. An open manager position will be first offered to the coach with the most seniority on that team.

### **Section 7.1.2**

#### **Returning Managers Same Division**

Individuals approved by the Board to manage or coach will have first right of refusal to coach the same team in the same division. The previous-year manager will be offered the position first then the assistants will be offered the position. If the manager and the two assistants decline, the Commissioner will assign the team manager, first choosing from assistant coaches from other teams in the division, then from Managers coming up a division. Conflicts for those similarly situated for a managerial position shall be resolved by majority vote of the Executive Board.

## **Article VIII Coaches**

### **Section 8.1 General**

All managers/coaches must submit to a background check as outlined each year by the Board. A coach/manager may not participate in practice, games, or team meetings until he has submitted to the required background check. A coach may be asked to step down without recourse to the Board if a negative report comes back. A coach may be reinstated upon clearing up any derogatory errors on the background check and passing a new background check. All coaches must complete the concussion certification. Majors, Minors, and Senior Rookies coaches must provide a certification before April 1. Junior Rookies and T-Ball coaches must provide a certification prior to April 15<sup>th</sup>. Concussion certification must be updated every two (2) years. Background checks must be updated every three (3) years.

Each team will have one manager. After the draft, the manager may select two assistant coaches. All coaches and managers are subject to Executive Board approval. Prior to the first game, all teams may identify and submit a person in good standing with the League as a fourth coach or Scorekeeper. The purpose of the Scorekeeper is to fill in when one of the three (3) primary coaches is unable to attend a game. At no time are four (4) coaches allowed to work a game. The coaches that start a game are the coaches of record and that may not change during a game. The Scorekeeper must submit to the same background check as the Primary Coaches. The Scorekeeper may stay in the dugout.

The Manager's job is the key job in the Cal Ripken program. It is the Manager's responsibility to train the children in baseball as well as in good sportsmanship—as much as possible meeting the children's individual needs as he or she works with the children in a team atmosphere. Disciplinary action can and will be taken by the Conduct Review Committee in situation when the coaches fail to follow the League rules, Bylaws, and policies up to and including dismissal from that coaching position and, possibly, the League.

It is the coach's job to follow and support all the programs adopted by the Board. Any coach or player involved in disciplinary action must make him- or herself available to meet all request of the Conduct Review Committee.

No one under the age of 21 will be allowed to be a Manager on any team roster. All coaches must be at least 18-years-old to hold an assistant coaching position unless otherwise approved by the Board.

All coaches must be a member of the Norwalk Athletics Association before the start of the season.

## **Section 8.2 Responsibility**

Managers will have complete control of activities, conduct, and welfare of their players and parents while on the playing field. A Manager shall conduct him- or herself at all times with the players, coaches, and umpires in an adult, courteous manner, to include no profanity at any times. The coaches are responsible for the children and need to set a good example in conduct and respect to others, especially the umpires. The children are the reason for the League and their well-being, training, and Cal Ripken experience must be of the upper most in all our efforts. Safety, fairness, obedience to the rules, good sportsmanship, and positive attitudes must be evident at all times.

Coaches will be responsible for all equipment and uniforms issued by the League. All items must be returned to the Equipment Manager no later than one (1) week after the conclusion of play or the awards ceremony, whichever is sooner.

### **Section 8.3 Protests**

#### **Judgment calls cannot be protested!!!**

If the need arises for a protest, all the Managers must conduct themselves in a professional manner and demonstrate good sportsmanship. Any protest to be considered valid, must be made verbally with the umpire in charge by the Manager immediately at the time of dispute and before the next pitch. The protest must be presented in writing or electronically within forty-eight (48) hours of the protest to the League's Commissioner. All protests will be reviewed by the Conduct Review Committee, which may take any action it deems necessary to appropriately address a matter in the best interests of the League. Should the committee determine that more information is needed, the committee will convene at a protest hearing. All rulings by the Conduct Review Committee are final and unappealable. All games played under protest shall be played to completion, subject to the protest. No game shall end as a result of an alleged rules violation.

Procedure for protest hearings:

- A. Conduct Review Committee will notify all parties of the time and place of the hearing, which shall be conducted within one (1) week of the alleged infraction. In playoffs, the hearing must be before the next game.
- B. Each Manager must bring his or her scorebook to the hearing. If a conflict, the home scorebook prevails.
- C. The following is a guideline for written and oral presentations:
  - 1) Brief summary of events.
  - 2) Names of persons involved
  - 3) Cite the actual rule of bylaw in question.
  - 4) Recommend action to be taken
- D. Each side will be given five (5) minutes for oral presentations.
- E. Each side will be given three (3) minutes for rebuttal.
- F. Committee members are not to interpret presentations. After the rebuttal period, committee members may ask questions.
- G. The committee will issue a binding judgment.

#### **Section 8.4**

##### **Conduct and Rules Committee Makeup**

The Conduct Review Committee is made up of the Vice President, the Player Agent, and the Commissioner of the division which is involved. The Secretary shall be the alternate member of the Conduct Review Committee, voting if a member is unable to vote, is a party in the matter at hand, or abstains. The Conduct Review Committee will convene to rule on protests as well as behavioral and conduct issues brought before the Board regarding players, coaches, managers, board members, and parents of the League.

#### **Section 8.5**

##### **Scores and Standings**

Each Manager for the Majors, Minors, and Senior Rookies will report his or her scores and pitch counts to the division commissioner. Commissioner will compile and report the results to the Secretary to post on the website.

#### **Section 8.6**

##### **Ejections**

In the event that a Manager/Coach is ejected from a game, he or she must immediately leave the park. He or she may not communicate either verbally or nonverbally with his or her team. The ejected Manager/Coach will be allowed to attend the next game played but will not be allowed to coach his or her team or communicate either verbally or nonverbally with it. The coach may appeal within forty-eight (48) hours of the start of the game. The appeal must be in writing to the Conduct and Rules Committee. Any coach who is ejected from more than one (1) game in a season will be suspended immediately pending a Conduct Review Committee hearing and judgment. The hearing may result in suspension from coaching Cal Ripken Baseball for the remainder of the season or possible indefinite suspension to include All-Star participation. It is the Manager's responsibility, or coach in charge, to report any ejection on his or her team and the umpires to report any ejection on either team to the Vice President of his or her League the same day or night. Failure of the coach to do so will result in a two-game (2) suspension.

## **Section 8.7 Complaints**

All complaints regarding coaches, players, umpires, or parents will be submitted in writing to a member of the Conduct Review Committee within 48 hours of the incident. The Conduct Review Committee will then have the subject of the complaint provide a written rebuttal as to what occurred. The Conduct Review Committee will then hold a hearing and act upon the complaint as soon as possible given the circumstances of the dispute, with each party having the opportunity to submit background information in person and have one corroborating witness from both sides.



## **Article IX Registration and Evaluations**

### **Section 9.1 Registration**

Registration will open after the annual budget review takes place, which should be at the December board meeting.

Majors, minors, and Senior Rookies registrations will be accepted up until the day of evaluations. A late fee of \$50.00 will be assessed to any registration after evaluations. Player will be placed on the next team in line based on draft order.

T-Ball and Junior Rookies registrations are accepted any time.

### **Section 9.2 Evaluations**

The Player Agent will oversee the evaluations. All Majors, Minors, and Senior Rookie players must attend evaluations.

### **Section 9.3 Team Construction**

Majors and Minors Division

All players will be evaluated by managers from the division. Those scores will be given to the division commissioner where the players will be placed on a list according to their ranking so that all managers have the rankings. Each player will be placed in a group according to their skill ranking. Managers will then meet

for a draft selection. Ex: there are 6 teams in minors all players will be group in pods of 6 kids for each round. Manager can draft whatever player they chose and does not have to select the ranked players for that round.

#### **Section 9.4**

##### **Failure to Name Coach**

All Managers are required to name their assistant coaches no later than one week after the team rosters are submitted. The Manager is required to submit his assistant coaches to the Secretary.

#### **Section 9.5**

##### **Age Mix (Major and Minor Divisions)**

All Major Division teams must try to have a minimum of five (5) 12-year-olds and a maximum of seven (7) 12-year-olds

All Minor Division teams must try to have a minimum of five (5) 10-year-olds and a maximum of seven (7) 10-year-olds.

Any 8 year old player can be double rostered on a minors and senior rookie team. This will allow the 8 year old to pitch in the senior rookies division. If the player pitches in either division the player cannot pitch the following day.

#### **Section 9.6**

##### **Final Rosters**

After the draft and placement of players, the Secretary will keep the rosters for all teams and will have a meeting with all Managers to issue final rosters. The League Secretary will be responsible for sending all rosters to the national Babe Ruth headquarters and maintain official League rosters.

#### **Section 9.7**

##### **Assigning Players**

The team that is next in line to select a player when the all draft choices were depleted would automatically be assigned the next player unless a) they have exceeded the allotment of players on their roster and or b) the addition would lead to the team exceeded the number of players with a specific age.

## **Article X**

### **Selection of All-Star Team and Managers**

#### **Section 10.1** **Selection of All-Star Managers**

The Board shall select each All-Star Manager. Once a manager is selected he or she will then select three coaches of his or her choice. Based on state tournament rules only one manager and **three** coaches are allowed. Each assistant coach must be a coach on a house league roster and is subject to Board approval. All-Star Manager will be the manager of the team until the voting of a New Manager for the following year is completed. The official duties of the manager will conclude once the new manager has been selected.

#### **Section 10.2** **Player Selection**

The All-Star Evaluation process is open to all age appropriate players. Players will be evaluated by: Four (4) evaluators selected by the player agent. Evaluators must not have a conflict of interest. One (1) evaluator may be an independent, outside evaluator. Evaluators will be approved by the Board.

#### **Section 10.3** **Player Roster**

A roster will consist of twelve (12) to fifteen (15) players. Teams will consist of all age and division appropriate players. Players will have to play 50% of the house league games in order to be able to play on the All Star team. If the player is selected on the team and does not play the required 50% they will be removed from the team. A game is defined as the required 3 innings of play. And extenuating circumstances will be reviewed by the Board. The evaluators select the first eight (8) players. The manager selects the balance of the team.

#### **Section 10.4** **Multiple Leagues**

Parents must disclose whether or not their child is playing in another baseball league outside Norwalk Cal Ripken on the registration form. There will be a required YES/NO question during the online registration process.

Violation of this rule will result in suspension from pitching for the duration of the house league season and playoffs.

### **Section 10.5**

#### **Uniforms and Apparel**

All apparel/designs/logos, both house league and all-star apparel must be submitted to Player Agent for initial approval and then on to the Executive Board for FINAL Approval. This includes parents or 3<sup>rd</sup> parties wanting to purchase gear for players/teams (house or all-star).

The 12 year old manager takes the lead role in selecting the uniform design. This includes vendor selection. The proposed All Star uniform is then presented to the exec board for approval. The uniform presentation will include all variations that could be worn in a game. All Star teams will be required to wear the approved uniform only.

### **Section 10.6**

#### **Automatic Bid**

A team that has received an automatic bid to the World Series at the 9 or 11 year old level the roster will be protected for the following year. All players will still have to attend evaluations. This means that the players and coaches from the team will automatically be selected to the team the following year. If the player moves away, but stays playing in the house league under Cal Ripken National rules; the player would be grandfather in; unless the player plays for another Cal Ripken League. If the manager forgoes or selects the automatic bid each player will have to attend an evaluation and be selected by the evaluation committee.