

# **Blackhawk Area Youth Baseball Association (BAYBA) Handbook:**

**Constitution and By-Laws**

**General Guidelines**

**Parent Participation, Support & Conduct**

**2021**

# 2020 BAYBA BOARD OF DIRECTORS

## Executive Board

PRESIDENT	Matt DeChicko
VICE PRESIDENT	Mike Johnston
SECRETARY	Allison Haffey
TREASURER	Eric Liller
REGISTRAR	Jim Dilonardo

## Associative Board

Field & Equipment Coordinator	Josh Francis
Rookie 5/6 Coordinator	Brian Frum
Rookie 7/8 Coordinator	Rick Shanor
Minor 9/10 Coordinator	Nathan Hupp
Little League Coordinator	Josh Francis
Pony 376 League Rep	Rick Shanor
Concessions Coordinator	Genny Lincheck

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# **BLACKHAWK AREA YOUTH BASEBALL ASSOCIATION**

P.O. Box 1704, Beaver Falls, PA 15010

## **CONSTITUTION**

### **ARTICLE I – NAME AND ORGANIZATION**

This organization shall be known as the Blackhawk Area Youth Baseball Association, organized as a Pennsylvania nonprofit corporation hereinafter referred to as BAYBA or the Association.

### **ARTICLE II – PURPOSE**

The purpose of BAYBA is to provide nonprofit, public, recreational, and educational baseball competition for boys and girls. The Association will develop baseball skills of the younger players and establish higher level of play to be competitive with other teams for the older players. The success and growth of the Association is primarily dependent upon parental involvement, participation, and assistance.

The Association is unbiased with respect to sex, creed, religion, race, or national origin. The Association shall not directly or indirectly attempt to influence legislation or participate to any extent in a political campaign for or against any candidate for public office. No part of the earnings of the Association shall inure the benefit of, or be distributable to its members, Board of Directors, or other private persons.

### **ARTICLE III – GOVERNANCE**

BAYBA is a self-sustaining baseball organization that is not connected with, nor subsidized by, county/ municipal government or the Blackhawk School District. Funding for Association activities comes from registration fees, possible outside contributions, and fund-raising projects approved by the BAYBA Board of Directors, hereinafter referred to as the Board.

### **ARTICLE IV – MEMBERSHIP**

Membership in BAYBA shall be open to all parents or legal guardians of participating players registered with the Association during each seasonal year, or any Association volunteer approved by the Board. A seasonal year, and fiscal year, of the Association shall begin on January 1 and end on December 31 of the same calendar year. The Constitution, By-Laws, and Rules and Regulations shall be in effect during the entire twelve months of the seasonal year.

For the purpose of voting in the Association, all members are considered to have one vote each at general and special meetings regardless of the number of their children registered within the Association. Each Board member shall also have voting rights at all meetings and no person shall have more than one vote at any meeting. A member must be present at any meeting to vote. A member must attend three (3) meetings before voting on any items on the agenda. A member may vote at the attendance of his/ her third meeting. A member with voting privileges in the current seasonal year will retain voting privileges during the first three (3) meetings of the next

seasonal year. Attendance sheets will be signed by each attending member at each meeting and maintained by the Secretary of the Association.

Seven (7) members shall constitute a quorum for any meeting of the membership, at least two (2) of whom shall be officers of the Association.

## **ARTICLE V – MEETINGS**

There shall be at least three (3) General Meetings of the membership during each seasonal year, one of which shall be designated as the Annual General Meeting. The Annual General Meeting shall be called by the President, with the concurrence of the Board, in November of each seasonal year.

The order of business at general meetings shall be as follows:

1. Call to order.
2. Reading and approval of the minutes of the previous general meeting.
3. Reports of all Board members and committee chairpersons.
4. Old business.
5. Proposals for amendments to the Constitutions and By-Laws.
6. Election of officers (for the annual meeting).
7. New business.
8. Adjournment.

Special meetings of the membership, may be called by the President, with the concurrence of the Board, or when the President is requested to do so by at least forty percent (40%) of the coaches. When the President is requested to call a special meeting, such meeting shall be held within twenty one (21) days of the request.

## **ARTICLE VI – BOARD OF DIRECTORS**

The government of the Association, with the authority set out herein and in the By-Laws, shall be vested in a governing body known as the Board of Directors, or the Board. The Board shall consist of two groups, executive board and associative board, with the following positions:

### Executive Board

- President
- Vice President
- Treasurer
- Secretary
- Registrar

### Associative Board

- Field & Equipment Coordinator
- Rookie 5/6 Coordinator
- Rookie 7/8 Coordinator
- Minor 9/10 Coordinator
- Little League Coordinator

- Pony 376 Representative
- Concessions Coordinator

Officers shall be elected annually by ballot at the Annual General Meeting of the Association. Nominations for board positions can come from any eligible member with voting rights.

Any person elected to the Board for a single term shall serve in that position for a period of one (1) seasonal year. Each Board member may be elected to a consecutive term or additional terms upon expiration of their elected term.

Any vacancies occurring on the Board during a seasonal year shall be filled by appointment of a new member by the Board and confirmed by a majority of the Board. Such new Board members filling vacancies shall continue in that position until the scheduled expiration of the vacated position for which they were appointed.

Any member of the Board may be removed from office for Malfeasance or Neglect of Duty and relieved of all duties by a majority vote of the total voting membership of the Association at any meeting, provided notice of the proposed removal is given in the call of the meeting.

The Board of Directors shall be charged with the responsibility of managing the activities of BAYBA through the entire seasonal year and their respective year, and their respective term. The Board shall meet once a month or as deemed necessary by the Board.

All decisions of the Board are final unless appealed to a Special Meeting of the membership of the Association, and overruled or modified by a Special Meeting, as provided in Article V.

## **ARTICLE VII – DUTIES AND RESPONSIBILITIES OF THE BOARD**

Except as otherwise provided, the Board of Directors shall be responsible for and have final authority over:

1. Enforcing and interpreting the Constitution, By-Laws, and Rules and Regulations of the Association.
2. Defining and establishing all Rules and Regulations for this Association.
3. The creation of new playing divisions within the jurisdiction of the Association when such action is deemed appropriate.
4. The creation of standing committees such as the Rules, Appeals, and Discipline Committee, the Budget Committee, and any other Ad Hoc Committee deemed appropriate.
5. Approval of all competition involving participating players and/ or members.
6. Establishing an approved budget for the succeeding fiscal year, and stipulating all fees levied on the membership for the succeeding fiscal year.
7. Review and approve all actions of the Standing Committees when the decisions of such entities is appealed to the Board as provided in the Constitution and By-Laws of BAYBA.
8. Election of officers for the Board of Directors, after the scheduled election at the Annual General Membership Meeting in November of each fiscal year.

### **PRESIDENT**

The President shall act as a chairperson and chair all meetings of the Board of Directors and all membership meetings. The President may act on behalf of the Association as he/ she deems necessary, however, all actions are subject to later ratification by the Board. The President shall have one (1) vote at all meetings in which he/ she acts as the chairperson, and that vote may only be cast to break a tie. The President has the right, with concurrence of the Board, to form a new committee as needed.

#### VICE PRESIDENT

The Vice President shall assume all duties of the President in the absence of the President. The Vice President shall chair the Rules, Appeals, and Discipline Committee. The Vice President shall facilitate the all-star selection process.

#### SECRETARY

The Secretary shall be responsible for keeping an accurate record of all meetings of the Board, General and Special Meetings of the membership, attendance of membership at all meetings, financial reports, and all voting results. The Secretary shall direct that the minutes of all meetings be distributed to the Board of Directors and keep the official minute book and calendar of the Association. The Secretary shall send or oversee the announcement of all meetings of the Association.

#### TREASURER

The Treasurer shall oversee the keeping of detailed accounts of all financial transactions of the Association, the collection of all debts and fees owed by the Association. The treasurer shall oversee the collection of all receipts and direct receipts be issued for collections. The treasurer shall recommend to the Board which banking institution the Association shall deal with and any changes that need to be instituted in said accounts.

All debts or other obligations of the Association shall be paid by the Treasurer or with the Treasurer's approval. All obligations paid by check shall bear the signature of the Treasurer and one of the following Board members: President, Vice President, Secretary, or Registrar.

The Treasurer shall work with the Board of Directors and the Budget and Financial Committee to audit all financial activities on a quarterly basis. The Treasurer shall oversee the preparation of a monthly financial statement for distribution to the Board of Directors. This shall accompany the meeting agenda for the regularly scheduled monthly meeting.

The Treasurer shall oversee the financial report for the general meeting and shall oversee the preparation of the final statement to the membership at the end of the fiscal year. Copies of all financial reports shall be kept by the Secretary.

An audit of BAYBA banking will be held quarterly. Recommended months are January, April, July, and October. Two board members will meet with the treasurer to perform the audit to review the financial records of the Association for the current year.

#### REGISTRAR

The registrar shall oversee the keeping of a complete record of all teams, players, and coaches for the purpose of registration, team affiliation, coaching clearances, and fee assessment. The registrar shall oversee the preparation of a monthly update on all records, as deemed necessary by the Board.

The registrar shall oversee all player insurance activities that occur.

## **ARTICLE VIII – PLAYING DIVISIONS**

BAYBA will sponsor competition in the age groups and divisions described below:

**In-House:** All in-house competition will be established primarily as developmental and educational programs. BAYBA in-house teams may compete in leagues against other in-house programs at each level as established for each Seasonal Year by the Board.

**Tournament:** Tournament team competition will be established as a higher level of competition to allow games with other area clubs and to further develop player skills.

Players will be placed in the following leagues according to age category:

Pre-K	4-year-olds	Rookie Tee Ball
Pre-K – K	5 & 6-year-olds	Rookie 5-6 League
1 <sup>st</sup> – 2 <sup>nd</sup> Grade	7 & 8-year-olds	Rookie 7-8 League
3 <sup>rd</sup> – 4 <sup>th</sup> Grade	9 & 10-year-olds	Minor League
5 <sup>th</sup> – 6 <sup>th</sup> Grade	11 & 12-year-olds	Little League
7 <sup>th</sup> and 8 <sup>th</sup> Grade	13 & 14-year-olds	Pony League

### 2. Registration

Registration will be open to players residing in the Blackhawk School District subject to the age requirements for each league.

The Board shall establish and post registration start and end dates for each Seasonal Year on BAYBA.org. The registration end date will be prior to scheduled player evaluation dates for all leagues for which a player evaluation is applicable. No registrations will be accepted once player evaluations have occurred for leagues for which player evaluations are applicable or once teams are established for leagues for which player evaluations are not applicable.

Any player who has already registered, is in the process of registering, or will be registering to play for any other in-house/recreational baseball association/organization and whose season time period overlaps with BAYBA's season time period will be ineligible to participate on a BAYBA team for that same season. Players participating on travel teams are eligible to participate in BAYBA's in-house/recreational league. Players must participate in at least 75% of regular season games to be eligible to participate on the post-season tournament team. The Board reserves the right to make exceptions for players missing games due to baseball injury and/or any other extraordinary circumstances. The Board reserves the right to determine whether a player's

participation with other organizations/teams constitutes another in-house/recreational team or travel team.

Any player withdrawing from participating after teams are established will not be eligible for any refund.

## **ARTICLE IX – DISCIPLINARY ACTION**

The Board shall have the right and authority to suspend, expel, or otherwise discipline any individuals (players, coaches, managers, assistants, officials, or parents) of any Association team. As a result of disciplinary action, the Board also has the right and authority to suspend voting privileges for any member of the general membership, based on the recommendation of the Rules, Appeals, and Discipline Committee.

The right and authority of the Board to take such actions shall apply where any individual or member of the Association has violated the Constitution or Rules and Regulations of BAYBA. Such action may be based either upon an original complaint, or upon the Board's own discretion. All matters pertaining to alleged misconduct or violation of the Constitution or Rules and Regulations shall be adjudicated by the Rules, Appeals, and Discipline Committee.

## **ARTICLE X – AMENDMENTS TO THE CONSTITUTION**

The Constitution may be amended, repealed, or suspended, in whole or in part, by a two-thirds vote of the membership present at any duly called meeting of the general membership, provided a quorum is present. Proposals to amend or repeal the Constitution must be submitted in writing and submitted to the Secretary of BAYBA thirty (30) days in advance of such meeting, so as to permit all members prior consideration of the proposals fourteen (14) days in advance of the meeting.

The By-Laws and Rules and Regulations will be hereafter adopted. They may be amended or repealed, in whole or in part, in the manner provided therein.

## **ARTICLE XI – DISSOLUTION**

Upon the dissolution of the Association, the Board shall after paying or making provision for the payment of all liabilities, dispose of all assets of the Association to the Blackhawk Recreation Board. In the event the Blackhawk Recreation Board no longer exists upon dissolution of BAYBA, the Board shall dispose of all assets of the Association to a named recipient, foundation, corporation, or fund exclusively for the purpose stated in Article II.



# BLACKHAWK AREA YOUTH BASEBALL ASSOCIATION

P.O. Box 1704, Beaver Falls, PA 15010

## BY-LAWS

### CHAPTER I - PURPOSE

- 1.1** The By-laws of the Blackhawk Area Youth Baseball Association, organized as a Pennsylvania nonprofit corporation, hereinafter referred to as BAYBA or the Association, have been adopted as amendments and clarifications of the BAYBA Constitution. These By-Laws are considered part of the Association Constitution and shall remain in effect as defined within the Constitution.

### CHAPTER II – STANDING COMMITTEES

- 2.1** The Board of Directors, hereinafter referred to as the Board, may create such standing committees as it may deem necessary to promote the purpose of and carry on the work of the Association. The power to form committees and appoint their members rests with the Board.
- 2.2** The following committees and chairpersons thereof shall be designated Standing Committees for the duration of the Seasonal Year. Their function shall be advisory to the board.

#### **2.2.1 Rules, Appeals, and Discipline Committee**

The chairperson of the rules, Appeals, and Discipline Committee shall be the Vice President of the Association. This committee shall have the executive board and league coordinators as members.

##### **2.2.1.1 The function of this committee will be:**

- To review, develop, and interpret all rules and regulations applicable to the playing divisions within the jurisdiction of BAYBA.
- To recommend to the Board any desired changes in the Rules and Regulations governing the conduct of baseball games played within the jurisdiction of BAYBA.
- To consider and adjudicate cases arising from protest, appeals, alleged misconduct, arising before, during, or after any baseball game either sponsored, conducted, or sanctioned within the jurisdiction of BAYBA.

#### **2.2.2 Budget and Financial Committee**

The chairperson of the Budget and Financial Committee shall be the Treasurer of the Association. This committee shall have the Concessions Coordinator, President, and Activities Committee Chairperson as members.

##### **2.2.2.1 The function of this committee will be:**

- To review income and expenditure patterns for the current fiscal year.

- To develop recommendations for a long term financial plan and proposed budget for the succeeding fiscal year.
- To develop recommendations for fee structures on members which will meet the financial requirements of the Association.

**2.2.2.2** All recommendations shall be made to the Board prior to September 30<sup>th</sup> of a fiscal year.

### **2.2.3 Activities Committee**

The Chairperson of the Activities Committee will be the Activities Coordinator.

#### **2.2.3.1 The function of this committee will be:**

- To coordinate fund-raising activities as approved by the Board.
- To secure team sponsors
- To coordinate team/individual picture day.

### **2.2.4 Field Maintenance Committee**

The chairperson of the Field Maintenance Committee shall be the Field Coordinator.

#### **2.2.4.1 The function of this committee will be:**

- To coordinate activities of annual field work day
- To ensure all field usage permits are kept up to date for the Seasonal Year
- To track and manage distribution of equipment shed/bin keys to BAYBA members
- To make recommendations to the Board regarding field improvement and maintenance expenditures
- To purchase necessary supplies (ex. Clay, Field Dry, Line Marker) to maintain the field
- To coordinate maintenance of tractor equipment

Note: It is not the responsibility of this committee to prepare fields for play on game days

### **2.2.5 Equipment Committee**

The chairperson of the Equipment Committee shall be the Equipment Coordinator.

#### **2.2.5.1 The function of this committee will be:**

- To be responsible for the collection, storage, distribution and purchasing/reconditioning of all playing equipment.

### **2.2.6 Concessions Committee**

The chairperson of the Concession Committee shall be the Concessions Coordinator.

#### **2.2.6.1 The function of this committee will be:**

- To stock and coordinate volunteers for the concession stand.
- To handle volunteer checks from receipt at the beginning of the season to returning after volunteer service has been completed.

### **CHAPTER III – AMENDMENTS TO THE BY-LAWS**

- 3.1** The By-Laws may be amended, repealed, or suspended, in whole, or in part, by a two-thirds vote of the membership present at any duly called meeting of the general membership, provided a quorum is present. Proposals to amendments or repeal of the By-Laws must be made in writing and submitted to the Secretary of the BAYBA Board thirty (30) days in advance of such meeting so as to permit all members prior consideration of the proposals fourteen (14) days in advance of the meeting.

### **CHAPTER IV – PARLIAMENTARY AUTHORITY**

- 4.1** The rules contained in Roberts Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the By-Laws of the Association.

# **BLACKHAWK AREA YOUTH BASEBALL ASSOCIATION**

P.O. Box 1704, Beaver Falls, PA 15010

## **AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

# **GENERAL GUIDELINES, RULES, AND REGULATIONS**

## **LEAGUE AGES**

A player's age is determined by their current grade and age on August 31<sup>st</sup> of the current year.

Pre-K	4-year-olds	Rookie Tee Ball
Pre-K – K	5 & 6-year-olds	Rookie 5-6 League
1 <sup>st</sup> – 2 <sup>nd</sup> Grade	7 & 8-year-olds	Rookie 7-8 League
3 <sup>rd</sup> – 4 <sup>th</sup> Grade	9 & 10-year-olds	Minor League
5 <sup>th</sup> – 6 <sup>th</sup> Grade	11 & 12-year-olds	Little League
7 <sup>th</sup> and 8 <sup>th</sup> Grade	13 & 14-year-olds	Pony League

Any player born between May 1 and August 31 are encouraged to align to their grade. This can be done by the player's parent/guardian at registration with no board approval required. Any request for a player to play up beyond their age and grade or down below their age and grade will require executive board approval.

This is to allow all players in BAYBA to be eligible to play two years of minor league, two years of little league, and two years of pony league before moving into the high school baseball programs that are not governed by BAYBA.

## **SPENDING RESTRICTIONS**

Spending of BAYBA funds totaling between \$200-\$999 will require a board vote. Spending of BAYBA funds exceeding \$1000 will need to be presented at an organization meeting followed by a vote by all in attendance with voting rights. Expenses approved in the budget will be exempt.

## **BANKING REQUIREMENTS**

Checks written from the BAYBA checking account require two signatures. One bank card may be issued to one board member on the bank account. This card is intended for account use only. The card is intended to limit the amount of reimbursements and personal banking used to cover BAYBA expenses.

## **VOLUNTEER PA CLEARANCE REQUIREMENTS**

Persons applying for or having a manager's position must have active Act 33 and Act 34 clearances by March 1<sup>st</sup> of the current year. Assistant coaches and scorekeepers must have Act 33 and Act 34 clearance by April 1<sup>st</sup>. There is no cost to obtain those clearances.

Refer to the following site for instructions about obtaining those clearances:  
[http://www.dpw.state.pa.us/cs/groups/webcontent/documents/document/C\\_135249.pdf](http://www.dpw.state.pa.us/cs/groups/webcontent/documents/document/C_135249.pdf)

In addition, volunteers may be required to obtain FBI Fingerprint as outlined in the document at the link above. If you fall into a condition that requires FBI Fingerprint, you will be required to obtain that at your own cost and provide the results to the BAYBA Board.

No team function/event will take place without the immediate supervisor in charge having Act 33 and Act 34 clearances. An individual's Act 33/34 clearance will remain valid with the BAYBA so long as said person remains in continual service with the organization and has not been found guilty of an action which would nullify his/her Act 33 or Act 34 clearances.

*Note:* All coaches, assistants and scorekeepers must have Act 33 and 34 clearances to be in the dugouts.

## **SELECTION OF MANAGERS**

The Executive Board of BAYBA and league commissioners select managers for each team for each season. Interested parties shall apply to the Board as part of online player registration process and/or contact the league commissioner to express their interest. Selection will be based on the following aspects:

1. Conduct as a coach/manager and as a representative of the organization
2. Ability to teach and handle children
3. Baseball knowledge
4. Ability to communicate or effectively delegate communication of logistics for practices and game schedules with parents
5. Service to the organization

All-Star/Tournament managers for each tournament team age level will be selected by the Executive Board of BAYBA, ideally but not required, prior to the start of the spring regular season. Interested parties should express their interest in being an all-star/tournament coach to the Governing Board. It is not a requirement that a regular season manager be selected as manager of an all-star/tournament team.

## **MANAGER'S RESPONSIBILITIES**

The manager is allowed up to three assistant coaches and a scorekeeper in the dugout during the game. All coaches and scorekeepers must have appropriate clearances to be in the dugouts.

Managers will instruct the fundamentals of baseball, sportsmanship, fair play, and emphasize that winning is not the most important aspect of the game.

The following are some duties and responsibilities of the manager:

1. To insure safety, good conduct and sportsmanship of his/her team.
2. To assist umpires in maintaining control of the game.
3. To keep the playing fields and surrounding areas clean and in good shape all year.
4. To maintain equipment and have it returned to BAYBA.
5. To set a good example for players at all times.
6. Managers or coaches shall not use alcoholic beverages or tobacco products in any form on the field, benches, and dugouts or around the players during games or practices.

## **ASSISTANT COACH SELECTION**

The team manager will select assistant coaches for his/her team based on results of drafted team. There is no selection of assistant coaches prior to player draft (exceptions may be made through Rookie 5-6 level which is noncompetitive). All managers and coaches must have current clearances on file dated no further back than five (5) years of the current playing year. Assistant Coaches are expected to support the duties and responsibilities of the Manager. The Governing Board reserves the right to disapprove of any assistant coaches for kid's safety and/or poor conduct/sportsmanship.

## **LEAGUE COMMISSIONERS**

The Governing Board of BAYBA will select league Commissioners. They will be selected from any member of BAYBA who applies for the position. If no volunteers step forward, the Governing Board of the BAYBA shall appoint a commissioner.

League Commissioner is responsible for:

1. Managers and coaches in their league
2. Resolving any problems that may arise in their league
3. Re-schedule make-up dates and field usage for their league
4. Aligning umpire and concessions for all re-scheduled games

Each League Commissioner shall have a meeting with all managers in their league before Opening Day to go over rules, practice schedules, regular season schedule, play-off format, etc. Additional meetings during the season are recommended.

The League Commissioner has no authority to act on behalf of the Governing Board in making policy or rule changes. In this area the League Commissioner's duty will be to report the necessary information to the Governing Board.

## **CONDUCT**

It is the manager's responsibility to maintain order among the members of his/her team. All players not actively involved on the playing field shall remain in the dugout during the game.

In addition to the individual League Rules team Managers may implement participation and attendance rules for their individual team provided that said rules are in accordance with the rules of this BAYBA Handbook including the Constitution and Bylaws, General Guidelines, and League Rules. Any such policy must be presented to the BAYBA Board prior to implementation. Any disciplinary action taken by a Team Manager or Coach is subject to review by the BAYBA Board for compliance with the BAYBA Handbook and rules. Must Play Rules of individual leagues, as defined in the League Rules of this Handbook, must be adhered to under all circumstances.

Profanity will not be tolerated from anyone including the umpires. This is grounds for removal from the league.

Throwing of equipment will not be tolerated. If done in anger or disgust, a player may be ejected from the game. If it appears unintentional, the player may be given a warning. This is a team warning and a second offense from any team member will result in ejection of that player.

There will be no heckling of opposing players.

Any manager or coach ejected from a game must leave the field of play and become a spectator. If he/she refuses to leave, he/she will forfeit the game. If, as a spectator, he/she continues to harass the umpires, opposing team, spectators, etc..., the umpire will instruct him/her to leave the park. Failure to do so will result in further disciplinary action by the BAYBA Governing Board.

## **ALCOHOL/DRUG/CONTROLLED SUBSTANCE POLICY**

BAYBA bans the use of alcohol, drugs, or other non-prescribed controlled substances by any member of BAYBA, before, during, or after any BAYBA function. The penalty for alcohol use: First Offense – warning; Second Offense – 30 day suspension from BAYBA; Third Offense – Indefinite suspension from BAYBA.

## **DISCIPLINE**

A manager may discipline a player for good cause by not permitting him/her to play in a game. Missing an occasional practice is not good cause. The manager must inform the opposing manager and the head umpire prior to the game as to the name of the player being disciplined and the reason for the action. The opposing manager has the right to confront the player. If a manager feels that this rule is being abused, he/she should write a report to the BAYBA Governing Board within twenty-four hours of the game. The BAYBA Governing Board will review the report and determine if the case is justified. If the ruling is against the disciplining manager, he/she will be cited for illegal substitution and forfeit the game. *This rule is intended only in leagues where there is a "must play rule" in effect.*

## **UMPIRES**

Home team managers are responsible for checking with the scheduled umpires for the game.

The umpires will maintain crowd control by keeping whatever area they deem necessary free of spectators.

Only the manager may discuss a call with the umpires. Managers are responsible for instructing their assistant coaches to not question/argue/discuss calls with umpires. If the Manager will not be at a game, he/she should designate one assistant to serve as Manager for that game.

The home plate umpire will be the head umpire and remain behind the plate the entire game.

The managers must remember the umpires are doing the best they can and, like themselves, may miss some calls and may not know all the rules.

## **LEAGUE DRAFT**

Pony League \*\* Little League \*\* Minor League \*\* Rookie 7-8

The intention of these guidelines is to ensure a competitively balanced set of teams.

An impartial officer of the BAYBA Board of Directors will facilitate all drafts. This officer has the responsibility of properly conducting the draft with fairness and parity in mind.

The manager should be the only representative present at the draft. No assistant coaches should be present unless the manager is unable to attend the draft and has designated one of his/her assistant coaches to draft his/her team.

Each manager will be provided with the results of the pre-draft player evaluations. The Executive Board will reserve the right to have final approval of pre-draft player evaluations and how they may affect the draft. Each manager should leverage the player evaluation ranking results while drafting his/her team to help ensure competitive balance of the resulting teams.

Each Manager's child will be automatically assigned to their team, slotted in the appropriate draft round based on the pre-draft player evaluation results, effectively becoming that manager's draft pick for that particular round.

Each Manager's highest ranking child will determine their draft position. The Manager with the highest ranking child will automatically be slotted in the last draft position. The Manager with the 2<sup>nd</sup> highest ranking child will automatically be slotted in the next to last draft position and so on. The manager with the lowest ranking child will be slotted in the first draft position.

The draft order will start with the manager is draft position 1 for the first 2 rounds. After the end of the 2<sup>nd</sup> round, the draft will reverse after each round.

### **Example**

In a league with five teams, the Manager who has the 1<sup>st</sup> pick and 6<sup>th</sup> pick in draft. He/she will then get 15<sup>th</sup> pick, 16<sup>th</sup> pick, and 25<sup>th</sup> pick. Manager with 2<sup>nd</sup> pick gets 7<sup>th</sup>, 14<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup> pick. Manager with 3<sup>rd</sup> pick gets 8<sup>th</sup>, 13<sup>th</sup>, 18<sup>th</sup> and 23<sup>rd</sup> pick. Manager with 4<sup>th</sup> pick gets 7<sup>th</sup>, 14<sup>th</sup>, and 17<sup>th</sup> pick. Manager with 5<sup>th</sup> pick gets 10<sup>th</sup>, 11<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> pick.

When a player with siblings in the same league/division is chosen, the all other siblings of the player are to be placed on the same team in the round equal to his/her pre-draft evaluation ranking. If any siblings are slotted in the same round of the draft based on pre-draft evaluation, then the other sibling(s) will be placed in the next lower round available for that coaches' team.

If any players sign-up after teams have been drafted, they will be placed on a team by the BAYBA Board. The Board will place the additional player(s) on teams as the Board deems necessary to even out said league. No BAYBA Board member with any involvement in a particular league will have any say as to the placement of a late sign-up player in said league. There will be no exceptions to this rule.

Any unusual exceptions from these guidelines must be approved unanimously by all coaches and cannot lead to a competitive advantage for any team. Prior to selecting players, the facilitator is responsible for reviewing all exceptions and ensuring that, in sum, no team has an advantage or disadvantage as the result of any changes agreed by the coaches.

## **PLAYOFFS**

A play-off tournament for Rookie 7/8, Minor League, and Little League will be used. Rookie Tee Ball and Rookie 5/6 Leagues will have a closing day, depending on the willingness of volunteers to assist with organizing a closing activities. The format of playoff and/or closing day activities will be determined once the number of teams is determined.



All play-off games must have adult umpires. Adult umpires are defined by age 18 or older.

Playoff seeding will be determined based on regular season standings. The home team for playoff games will be the higher seeded team throughout the tournament except in the event a third game is needed to decide the championship. In which case, a coin toss will decide home team for the final game only. The coin toss will take place before game one of the championship.

### **LEAGUE CHAMPIONS**

The postseason playoff tournament will determine league champions. In the event two teams finish the regular season with identical league records, the tiebreaker for playoff seeding will be: 1 – head to head record 2 – runs against in the regular season, and 3 – coin toss.

### **TROPHIES**

One set of trophies will be awarded for both teams that reach the championship game. The BAYBA Board will decide upon the amount of money spent on trophies.

Monies allotted: Pony league will be allotted up to \$30 per player provided they win the Beaver County Pony League Championship. Little League and Minor Leagues will be allotted up to \$14 per player in the championship game. Rookie League players may be awarded a participation trophy unless an end of season tournament is organized.

### **UNIFORMS**

No name, logo, insignia, or other attachment can be placed anywhere on a player's uniform without the prior approval of the BAYBA Board. At no time may a player's uniform be altered in any way.

### **TOURNAMENT/ALL-STAR TEAMS**

BAYBA will send Tournament teams from the seven (7), eight (8), nine (9), ten (10), eleven (11), twelve (12), thirteen (13), and fourteen (14)-year-old age groups, provided there are enough players to participate. The 13 and 14-years-olds may be a combined team if necessary as determined by the BAYBA Board.

### **TOURNAMENT/ALL-STAR TEAM MANAGER SELECTION**

All-Star/Tournament managers for each tournament team age level will be selected by the BAYBA Governing Board, ideally but not required, prior to the start of the spring regular season. Interested parties should express their interest in being an all-star/tournament coach to the Governing Board. It is not a requirement that a regular season manager be selected as manager of an all-star/tournament team.

The BAYBA Governing Board reserves the right to replace a manager at any point for violation of manager duties and responsibilities as listed in section(s) above.

The All-Star/Tournament team manager will need to submit the following information in writing to the BAYBA Board

- The number of players the manager plans to have on the team (**this must be provided to the BAYBA Board Vice President prior to the start of the All-Star Player Selection Process**)
- Number of tournaments the team plans to participate in
- The dates, tournament host and registration fees for each tournament along with the contact information for the 2 tournaments that BAYBA will be paying for
- Manager's tournament participation policy for kids travelling. Options include...
  - Players are not permitted to play in the entire tournament if they will miss any part of the tournament due to vacation or other scheduled activities
  - Players are permitted to play in part of the tournament as long as they play in at least one game prior to tournament championship (i.e. They can't participate in only the championship game)
  - Players are permitted to play in part of the tournament regardless of whether they are only

able to play in championship.

## **TOURNAMENT/ALL-STAR TEAM ASSISTANT COACH SELECTION**

The team manager will select coaches. All managers and coaches must have current volunteer clearances as required by the state of PA. Refer to the following site for instructions about obtaining those clearances: [http://www.dpw.state.pa.us/cs/groups/webcontent/documents/document/C\\_135249.pdf](http://www.dpw.state.pa.us/cs/groups/webcontent/documents/document/C_135249.pdf)

## **TOURNAMENT/ALL-STAR PLAYER SELECTION**

The Vice President shall lead the the All Star selection process. Impartial members of the executive board will join the Vice President as facilitators. If at least two members of the executive board are not able to facilitate for any reason, up to two impartial associative board members will be selected by the executive board to fill-in as facilitators.

Each manager will nominate the players from his/her team and/or any other team from his/her league for each age group whom he/she thinks should be considered for All-Star/Tournament team voting. The players' skill level, abilities, sportsmanship, and attitude will be considered when voting. The managers will submit their nominees to the BAYBA Board Vice President. There is no requirement that each manager nominate the same number of kids for each age group due the age and skill variations of each manager's team.

Any player owing money from the current and/or previous year(s) will be ask to reimburse the funds before being eligible to play in the present year's All-stars.

The BAYBA Vice President will compile the resulting list of nominees from each manager and submit a listing of each age group's nominees back to each manager of that league for them to rank. At the ranking meeting, each manager will independently rank (i.e. don't copy ranking from another manager) every nominee (including their own child and every player on their team) with the highest ranking player listed first and lowest ranking player listed last. Each manager must rank every player in order for the match used to calculate the average ranking to be fair. If different managers ranking different numbers of kids the results could be skewed unfairly. Each nominating manager should be prepared to discuss performance of all players they are nominating as well as his/her ranking of players on his/her in house league team. Each manager should submit their ranking of nominees back to the Vice President who will compile results with the other facilitators. Managers should not discuss all-star nominees, rankings, or results with any of their players, parents, or assistant coaches to keep the process confidential and avoid hurt feelings. The Vice President will keep each manager's ranking confidential unless there is suspicion of inappropriate/inaccurate ranking submitted by a manager that warrants review/discussion/evaluation with the other facilitators.

Players will be awarded points based on the total number of kids nominated and ranked for a particular age level. 1 point will be awarded to each manager's lowest ranked player, 2 points to each manager's 2<sup>nd</sup> lowest ranked player, and so on. Points for each player will be totaled and the players will be ranked based on the total points awarded.

Each All-Star team manager will be required to designate the number of players they are taking for their team prior to the All-Star nomination and ranking process. All players on the tournament team roster must practice with, travel, and play with the tournament team. The minimum tournament team roster sizes are as follows

- 7 & 8 year old teams: Minimum roster size of 12 players.
- 9 & 10 year old teams: Minimum roster size of 11 players (12 is recommended).
- 11-14 year old teams: Minimum roster size of 10 players (11 is recommended).

The All-Star ranking results as compiled by the Vice President will determine the All-Star team roster based on the minimum roster size previously communicated by the All-Star Team Manager to the Vice President prior to the ranking results (Ex. If the 9-year old All-Star Manager chose a roster size of 12 players prior to the ranking process, then the top 12 ranked players will be given the first opportunity to participate on the 9-year old tournament team). In the event of a tie for the final position, all the managers from that age group will vote to select the last player.

If any player chooses to not participate on the tournament team, the manager will select the next best player (based on ranking results). This will continue for all players choosing not to participate on the tournament

team until the roster is filled.

All players/parents will have the understanding that there is no “must play” requirement for any player in any all-star/tournament game unless dictated by the rules of the tournament they are participating in.

Any player receiving enough votes to be on the Tournament teams must have the “Parent Acknowledgement” form completed and returned to the BAYBA Board at least 1 week prior to the All-Star game(s). By signing the acknowledgement form, the parent/guardian(s) indicate that they understand the player selection process and will fulfill their requirements and obligations if their child is selected to the Tournament teams. The parent/guardian(s) will also provide any known dates in July that would prevent their child from participating in a tournament if he/she is selected. Players selected to play on the tournament teams may be required to pay for uniforms and/or tournament entrance fees for the tournament teams.

Any players quitting the tournament team will be ineligible to play on a tournament team the next year.

The BAYBA Board reserves the right to adjust the All-Star Player Selection process as necessary to ensure fairness in the process. If necessary any adjustments to the process must be done based on unanimous agreement of the current executive board members.

If a manager encounters a situation where he/she does not enough players available on his/her All-Star team roster due to injury, vacation, etc, the preferred option is to leverage the next highest ranked all-star nominee(s) as alternates. If for any reason another option is to be used, the coach must present the option for executive board approval.

### **TOURNAMENT/ALL STAR TEAMS FUNDING**

BAYBA will pay for two Tournament Entrance Fees per team, (as long as funds are available) but will not provide funding for uniforms. Managers, with Board approval, may solicit sponsors to provide funding for uniforms and/or additional tournament fees. Managers must have approval from BAYBA Board before soliciting a person/organization/business for sponsorship funds. Managers should provide a description of the type of business when seeking approval from the BAYBA Board for sponsors.

Each BAYBA All-Star team must list and attempt to host a tournament.

### **BAYBA TRAVEL TEAMS**

BAYBA will attempt to have travel teams at each age level. Coaches for travel teams must be approved by the board. It will be the coach’s responsibility to roster the team. The following methods are acceptable: a tryout or by invitation. The selection method used must be disclosed to the board in advance. The entire organization must be notified of any tryouts. A roster must be turned in to the board.

Each travel coach must understand that BAYBA does not have any involvement in the selection process and any negative results are on the coach. All players on BAYBA travel teams must be registered with BAYBA. Insurance from BAYBA will cover travel teams. It is the coach’s responsibility to handle scheduling and communicate with the board. BAYBA travel teams will be granted regular practice slots and field use. Requests must be made to use the BAYBA fields for games and tournaments. Usage of fields materials such as liner and dirt will be covered by BAYBA.

Any use of the concession stand by travel teams must be run through the concession coordinator and approved by the executive board. Travel coaches, players, and parents must understand that expenses such as uniforms, tournament fees, trophies, umpires, and travel expenses will not be covered by BAYBA.

### **PARENT PARTICIPATION**

Many responsibilities exist beyond the normal team-level commitments that make the Blackhawk Areas Youth Baseball Association (BAYBA) function smoothly. Parents are what make the program a quality experience for all of our children. BAYBA can only be as good as we, the parents, make it. Following are some important volunteer areas that are required both before and during the season:

- Assistance preparing the fields for the new season.
- Assistance with new construction projects to improve our fields and facilities.
- Manager and Assistant Coaching and Scorekeeping Positions
- Field Preparation and Maintenance during the season.
- Fundraising
- All-Star and Tournament Assistance and Coordination

## **PARENT SUPPORT AND CONDUCT**

Parent support during both games and practices is critically important to the success of the league. Be supportive of the team by ensuring your child attends each practice and game on-time. Be a positive role model during games, whether you are a manager, an assistant coach, or simply a spectator. Finally, please keep the following in mind:

- Always be positive and enthusiastic. Remember that children play baseball to have fun.
- Observe practices and games to learn proper techniques to practice with your child.
- Encourage your child toward skill improvement and good sportsmanship in every game.
- Teach your child to always play by the rules.
- Teach your child that hard work and an honest effort are more important than a victory.
- Show your child positive reinforcement regardless of the outcome of the game.
- Applaud good plays by your team and by members of the opposing team.
- Never ridicule or yell at your child or any other participants for making a mistake.
- Do not use or tolerate the use of rude, abusive or profane language or gestures.
- Let the managers and coaches do the coaching.
- Let the umpire be the umpire

Remember that the Coaches and Umpires are not professionals and they give their time to help instruct and teach the players. We are all human and as hard as we may try we are not perfect.

Recognize that the umpire is the closest to the play and that each umpire will do their best to make accurate and fair calls. We as coaches, parents and players must realize that they are doing their best.

## **THE ROLE OF THE PARENT**

Parents play a very important role in helping to shape a positive experience for players, coaches, umpires, and other parents. To help you understand the key role parents play in BAYBA, the following excerpt was taken from the Official Regulations and Playing Rules of National Little League Baseball.

*Parents should accept the fact that they must shoulder responsibility and take initiative to make the local program successful. Little League is not a club in which membership implies baby-sitting benefits and entertainment privileges for your children.*

*Practically speaking, Little League is an adult, volunteer work project constructed, supervised and assisted by parents who desire to make its benefits extend to their children.*

*Each parent should join in the total effort. There is a place and a job to do for all. The burden of operating the League should not fall on a few. The parent who shirks this responsibility cannot, in turn, expect others to assume the burden."*

## **PARENT CONCERNS**

If you have concerns about your team or the league, first talk to the team manager. If your concern is not resolved, then please contact a BAYBA Board Member and/or attend a BAYBA Meeting. Information for BAYBA meetings and/or Board Members can be found online at [www.bayba.org](http://www.bayba.org).