

## **Lyndon Youth Baseball & Softball League Policies**

### Policy 1: Code of Conduct/Conflict of Interest Policy

No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member with Lyndon Youth Baseball and Softball. Members of the board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time.

- a) When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of LYBS and the Board member's personal interests, the Board member has a duty to immediately disclose the conflict of interest so that the rest of the Board's decision making will be informed about the conflict.
- b) It is every Board member's obligation, in accordance with this policy, to ensure that decisions made by the Board reflect independent thinking. Consequently, in the event that any Board member receives compensation from LYBS such compensation will be determined by and approved by the full Board in advance.
- c) Any conflicts of interest, including, but not limited to financial interests, on the part of any Board Member, shall be disclosed to the Board when the matter that reflects a conflict of interest becomes a matter of Board action.
- d) Any Board Member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.
- e) All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Board member with a conflict abstained from the vote [and was not present for any discussion, as applicable] and was not included in the count for the quorum for that meeting.
- f) Any new Board member will be advised of this policy and all Board members will be reminded of this policy at least once a year.

Adopted 3/23

### **Policy No. 1A Altercations- All Divisions (edit with Tiffs last notes from initial policy mtg)**

For this section, a Physical altercation will be defined as any physical contact made (i.e. pushing, shoving, hitting, etc.). A Verbal altercation will be defined as inappropriate or threatening language or gestures. Altercations which the Board will deal with will be those which take place on property used by this League, including practice fields.

In the event of a verbal or physical alteration, all LYBS personnel nearby, including but not limited to umpires, coaches, managers and board members, will take immediate action to provide for the

safety of all players. Intervention will not constitute instigation or participation if it is reasonable to prevent escalation or to protect others, especially children.

After an altercation, the board will hold a special meeting as soon as reasonably possible to review and discuss the incident and seek to obtain the best information available. The special meeting may include an open session to allow involved parties and witnesses an opportunity to speak with the board, and may also include a closed session to allow the board to freely discuss the incident and the appropriate remedies and to make final decisions regarding what action should/should not be taken for all parties involved. If the incident involved a board member, that member shall not sit as a member of the board during the special meeting, though may attend the open portion to speak to the rest of the board. A quorum will be needed to make such final decisions, however, board members may participate and vote by phone if necessary, given the need for quick action and decisions.

A temporary suspension for all involved parties will be placed until such final decision is reached. The Board will communicate the decision to the involved parties as soon as reasonably possible. All board decisions are final.

Instigation or participation in any altercation, physical or verbal, either on the playing field or on premises owned or used by the League, by a player or players will result in: 1) first offense, up to a 2-game suspension and 2) second offense, suspension for the rest of the season. Altercations will be handled on a case-by-case basis by the Board of Directors.

Instigation or participation in any Altercation, physical or verbal, by a participant(s) other than a player (i.e. managers, coaches, umpires, or other individuals associated with the program) will result in a minimum of a one-year suspension from participation within this program and reinstatement will be done by a positive vote of a quorum of the Board.

Originally Approved: March 9, 1989  
Revised: April 16, 1993, 1/24/99,  
3/28/11; 04/02/2019  
Reviewed: 1/16, 2/17, 1/18, 2/21,3/23

### **Policy No. 2 Continuous Batting Order - All Divisions**

All regular season teams will follow the continuous batting order regardless of the number of players on a team. There are no pinch hitters in a continuous batting order. Every effort will be made to make sure teams have 12 players or less.

Originally Approved: February 28,  
2010  
Revised: 2/17  
Reviewed: 1/16, 1/18, 2/21,3/23

### **Policy No. 3 Playing Time- All Divisions**

Every eligible player shall play a minimum of 6 defensive outs per regular season game. If a player does not get this minimum play time in a game, then that player must play a minimum of 9

defensive outs in the next game where the player is present and eligible to play. This does not apply to league play-off, championship or tournament games.

A manager may use playing time as a disciplinary method, but shall make sure that the athlete and the athlete's parent(s) are aware of why the athlete may not playing. The manager shall document said actions in writing. Manager shall inform the parents at the beginning of the season of these procedures.

Violation of these minimum play rules will result in the following:

- a. First Offense – manager will receive a written warning from the VP or the Board.
- b. Second Offense – manager will be suspended for the next scheduled game.
- c. Third Offense – manager will be suspended for the remainder of the season.

When a manager is absent for violation of board policies, a coach may act as manager during the suspension. If the suspension is for the remainder of the season, the VP will nominate a replacement manager, which shall be voted on and approved by the Board.

Originally Approved: March 9, 1989  
Revised: April 16, 1993, 1/24/99,  
5/23/04, 2/28/10, 3/28/11, 1/18, 2/21  
Reviewed: 1/16, 2/17,3/23

#### **Policy No. 4 Manager Approval- All Divisions**

All managers and coaches will be approved by the Board of Directors when entering the program before regular season play begins. Each year the Division Vice Presidents will bring a suggested slate of managers to the Board and make a recommendation relative to the use of each manager. Candidates who agree/disagree with the Vice Presidents' assessment may ask for a meeting with the Board and present their own case and ask for consider/reconsideration. All Board decisions are final.

Originally Approved: March 9, 1989  
Revised: 4/93, 1/99, 3/11  
Reviewed: 2/10, 1/16, 2/17, 1/18,  
2/21,3/23

#### **Policy No. 5 Expansion/Dissolving/Redrafting Teams- Minor/Major/Babe Ruth**

**The board will look at enrollment numbers each season and determine if a redraft, expansion or dissolving of teams makes the most sense.**

In the event that one (1) or more expansion teams are required, minor league should redraft. Little league could redraft, or if this is deemed not feasible, then each returning team will be allowed to protect up to 4 players total; up to 2 players from each age group. The expansion team or teams will then select a player from those not protected. Selections will continue until the expansion team or teams have a reasonable number of players but no more than any of the returning teams. The normal draft procedure would then start with expansion teams picking first.

In the event that a team(s) is to be dissolved based on enrollment numbers, the board (at their discretion) could redraft if they choose (example: if there is a need to even out teams based on skill level incoming/returning). If it is determined that a team will be dissolved, all players being dissolved must be placed on a different team prior to the regular draft of the new season starting.

At the Minor League level, a redraft may occur on an annual basis.

Originally Adopted: February 28, 2010

Reviewed: 1/16, 2/18, 2/21

Revised: 2/17, 3/23

### **Policy No. 6 Manager or Coach Ejected from a Game- All Divisions**

At any time a manager or coach is ejected from a game by an umpire, it will be brought to the attention of the Board by way of a called meeting within 72 hours. A written statement from the individuals involved or the individuals themselves will be made available to the Board at that time. The Board will consider the information rendered and will make a decision within 24 hours after the meeting. Information from the umpire should be specific and cite the section of the rule book which led to the ejection. If the Board finds the ejection to be valid, the first offense will result in the manager or coach receiving a minimum of a written warning depending on the severity of the offense. A second offense will result in a minimum two-game suspension and a third offense is suspension for the rest of the year. Managers and coaches will conduct themselves professionally both on and off the field and will treat all umpires with the same type of respect they would expect. Once a manager or coach is ejected, the same will not coach from outside the field of play, they must leave the premises.

Originally Approved: April 16, 1993

Revised: 1/24/99, 2/28/10, 3/23

Reviewed: 1/16, 2/17, 2/18, 2/21

### **Policy No. 7 Uniforms- All Divisions**

All teams in Little League Baseball and Softball, and Babe Ruth Baseball and softball, will be dressed in full uniforms, which includes hat/visor, jersey (provided by LYBS) and pants and socks, (provided by parents). Players ages 9 and below (Minor League, T-Ball and Coach Pitch) will be required to wear hats/visors and jerseys only, as their uniform. Hats/visors are a part of the uniform and need to be worn if not wearing a face mask. Male players, playing the catchers position, in Minor League or above are required to wear male cup protection.

Managers should instruct players that uniforms are to be worn during games only and are not to be worn as street clothes, other than on Tag Day. Players should be advised that they are responsible for the good upkeep of the uniform and any problems should be reported to the Team Manager. The Team Manager will report to the Uniform Director. Each Team Manager must keep a list of uniform numbers and the players they are assigned to and also provide it to the Uniform Director. Managers are required to collect uniforms at the end of the season and to ensure they are returned to the Uniform Director.

Refusal to return or deliberate destruction of a uniform will be billed to the parents/guardians of player, or to the player if over 18, at an estimated replacement cost determined by LYBS Uniform Director.

Originally Approved: April 16, 1993

Revised: 1/99, 2/10, 3/28/11, 2/2, 3/23

Reviewed: 1/4/16, 2/17, 2/18

### **Policy No. 8 Alcohol/Tobacco Products, Substance Misuse All Divisions**

The use of any or all tobacco or smoking products is defined as, including but not limited to, all nicotine, tobacco-derived, tobacco containing or smoking products, plant based products, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes (vapes) and electronic juices containing nicotine, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spit-less, smokeless, chew, snuff) and/or any and all alcohol products and/or other drug substance or paraphernalia including the use of any marijuana and/or any cannabis derived product or paraphernalia. The use of the above is strictly **prohibited** on any property/facility used by LYBS.

Originally Approved: March 9, 1989

Revised: 4/93, 1/99, 3/11, 2/17, 1/18

(NVRH), 2/21, 3/23

Reviewed: 1/16

### **Policy No. 9 Player Protection of Mangers Child- All Divisions**

(Refer to Redraft/Draft Policy)

Originally Approved: April 16, 1993

Revised: 1/24/99, 2/28/10, 2/21, 3/23

Reviewed: 1/16, 2/17, 2/18

### **Policy No. 10 Tie Breaker- Majors**

If, at the end of the season, two teams have the same win/loss record, the following will be used as a tie breaker for purposes of drafting and the like:

1. record for head-to-head competition and if the same,
2. runs scored during head-to-head competition and if the same,
3. Total runs allowed in regular season league play.

Originally Approved: April 16, 1993

Revised: January 24, 1999, 3/23

Reviewed: 2/28/10, 1/4/16, 2/17,  
2/18, 2/21

### **Policy No. 11 Home Team Dug Out- All Divisions**

The Home Team dug out will be the dug out on the first base side of the playing field.

Originally Adopted: April 16, 1993

Revised: 1/24/99

Reviewed: 2/10, 1/24/16, 2/17, 1/18.  
2/21, 3/23

### **Policy No. 12 Selection of All-Star Mangers- All Divisions**

All-Star managers and teams are the ambassadors and representatives of our league and will act accordingly by promoting good sportsmanship and fair play. Every year, each Division's Vice President will solicit interest from their respective rostered managers and coaches for interest in managing their Division's All-Star Team. Eligibility rules are outlined in the Little League and Babe Ruth rule book. Each Vice President will provide the Board with a list of interested candidates. Selection for All Star Manager will be done by paper ballot and counted by the Board President. Board members who also manage or coach will not be excluded from managing or coaching an All-Star Team, however they will be excluded from the Board vote.-The results will

be immediately announced by the President. In the event of a tie, the President would be the decision maker after hearing feedback from all present. The Conflict of Interest Policy will be followed when any voting for All Star Managers/Coaches takes place. Managers selected will announce who they plan to use as coaches after the all-star player selections are made. The Board meeting at which All-Star managers are selected must have a quorum of Directors present. Coaches (selected by the voted in manager) need to also be voted and approved by the board of directors prior to the first practice. VP of each league may send an email nominating coaches to be voted on.

Originally Approved: July 6, 1989  
Revised: 4/93, 1/99, 2/17, 2/21, 3/23  
Reviewed: 2/28/10, 1/4/16, 2/18

### **Policy No. 13 All Star Player Selections**

Each manager will be given ample notice from the league VP to nominate players from his/her team with reasons they should represent the league on the all-star team. Prior to nominating players, managers will have a conversation with all parents to make them aware of the commitment, should children be nominated. Nominations will be received in writing to the league VP by June 1<sup>st</sup>. Nominations should come from the manager and coach each separately. A Selection Mtg will take place with the following present (Manager, League VP, Player Agent(s), President, other Board members identified) after nominations are received to discuss the nominations in place and create a draft nomination list. The league VP will present the nominations from Coaches at the Selection Meeting. The draft list may be edited until the end of the season with league VP approval. It will be determined at the Nomination Mtg if a tryout is needed. The meeting to vote for all-star selections will take place after the season is completed, utilizing the nomination list. Managers will vote for all-star selections to build a team of 9. The all-star manager will select the remaining team. Every effort should be made to select the older players if of equal talent. See following policies for further selection details.

Originally Adopted: February 2010  
Revised: 2/21, 3/23  
Reviewed: 1/4/16, 2/18

### **Policy No. 14 - 9/10 Selections**

From the nomination list, players will be eligible to be voted on by the minor league and little league managers. All managers will be able to vote for 12 players and will assign 1pt to each. A 2<sup>nd</sup> list will be established from all the players who received at least 1 pt. From this list, all (minor league and little league) managers only will assign 2pts to 6 players and 1pt to 3 players. If minor league managers are not included in the 2<sup>nd</sup> round vote, minor league players could out score little league players because you cannot vote for your own team players. Managers are not allowed to vote for players from their own team. The top 9 vote getters will be on the team. The all-star manager will pick the remaining players from the 2<sup>nd</sup> list.

Originally Adopted: 2/28/10  
Reviewed: 2/2017, 2/18, 2/21  
Revised: 3/23

**Policy No. 15 11/12 Selections**

From the nomination list, LL managers will assign 2pts for 6 players and 1pt for 3 players. Managers will not be able to vote for players from their own team. The top 9 vote getters will be on the team. The all-star manager will pick the remaining players from the list of nominations.

Originally Adopted: 2/28/10

Reviewed: 2/2017, 2/18, 2/21, 3/23

**Policy No. 16 Safety Rules and Procedures for Managers, Coaches, and Volunteers- All Divisions**

**The following Safety Rules and Procedures were adopted by LYBS on 08 May 2009 to protect the players, coaching staffs and volunteers from injury on the field of play.**

1. All managers, coaches and volunteers must agree to abide by the safety rules set forth in the ASAP Program and by the LYBS Board of Directors.
2. While playing a game the Umpire shall be in charge of the safety of all participants on the field of play. During practice the coaching staff and volunteers are responsible to report safety concerns and violations to the Team Manager. If the Team manager fails to address a safety issue, the coach or volunteer may approach the League Vice President or Player Agent with their concerns.
3. All managers, coaches, and volunteers must stay out of the field of play unless the play is over, a time out is called or an accident interrupts play or practice. Managers coaches or volunteers actively involved in the team practice such as pitching, fielding, running bases or hitting the ball are allowed on the field of play during practice.
4. When coaching 1<sup>st</sup> or 3<sup>rd</sup> base all managers, coaches, and volunteers must stay within the confines of the coaches box and must stay alert at all times during play or practice. Any player coaching either 1<sup>st</sup> or 3<sup>rd</sup> base must in addition to the above rule, wear a batting helmet. Batting helmets may also be worn by managers, coaches and volunteers while out of the dugout. If an umpire requests a base coach to wear protective head gear, that request will be followed.
5. Any manager, coach or volunteer who may have difficulty in avoiding an errant ball or a player involved in play, due to an injury or to physical limitations, must take extra precautions to avoid injury to themselves or to a player. These extra precautions may involve wearing a batting helmet, taking a position back from the field of play or by staying in front of the dugout. These precautions will be decided by the Team Manager or the umpire and in no way restricts the coach or volunteer from taking an active role in coaching the players.
6. No intoxicants will be consumed by a manager, coach or volunteer before or during a game or practice. This may include prescription medications if they are determined to cause impairment or immobility that may cause safety concerns.

Originally Adopted: 5/ 2009

Reviewed:1/16,2/17,2/18,2/21

Revised 3/23

**Policy No. 17 Extended Season Bid for Grounds:**

Interested parties will bid and will receive payment on a “Per Game”, Per Tournament” basis.

Originally Adopted: 5/09

Reviewed: 1/4/16, 2/21, 3/23

Revised: 2/2017, 1/18

**Policy No. 18 Player Eligibility**

All players must be at least league age 5 to be eligible for play in Tee-Ball. New players must show proof of age with a birth certificate. All players must live within the Lyndon area boundaries set forth in the boundaries map approved by Little League. Waivers will be considered upon written request and sent to Districts/Regionals for final decision. LYBS follows all league age and boundary rules set forth within the Little League/Babe Ruth rule books.

Revised: 3/16, 2/17, 3/23

Reviewed: 2/18, 2/21

**Policy No. 19 Financial Policy**

- The soliciting and disbursement of funds shall be under the direction of the Board of Directors, and, or by committee established by the Board of Directors.
- The Board of Directors shall not permit the contribution of funds to individuals of a team, or teams, and shall solicit same for the common treasury of the League.
- Special funds established by approval of the Board of Directors may be set up to assist in the purchase of necessary playing equipment for those boys/girls who need assistance. The Board of Directors shall determine which persons, if any, should receive such assistance, and to what extent.
- Special projects approved by the Board will be assigned to a project chairperson, who will also be authorized to purchase material. The Board will set a limit to the amount spent on each special project.
- The only bills to be paid by the Treasurer without majority director approval would be all utilities, port-o-lets, food bills, maintenance, etc. Any unexpected payments need boards approval.
- Any director assigned to follow through on a project would have a definite upper limit placed on his or her spending. It would take a majority approval of quorum of directors to raise this limit.
- In the case where the League might save considerably on items such as closeout of equipment, director would have to get approval from the majority of the directors before proceeding.
- Any purchase not outlined above would again require approval of majority of directors.

Reviewed: 1/16, 2/17, 2/18, 3/23

Revised: 2/21

**Policy No. 20 Financial Policy of Concessions**

- Keep \$100 change in the change box daily. Daily deposit surplus in bank credited to League account.
- Concessions Chairperson would examine all bills and give League Treasurer OK to pay them. This person designated yearly by League.
- Treasurer would make regular reports to League as to profit figures.
- Those running concessions would continue to accept collections from fundraisers (pass the hat, 50/50, tee-shirts, etc.). Record book would continue to show separate account for fundraising and for food account.

Reviewed: 1/4/16, 2/2017, 2/18, 2/21



Revised: 3/23

**Policy No. 21 Complaint/Concern Process/Petitions**

LYBS encourages any concerns/issues to be brought to the attention of the respective manager first, then the Vice President of the respective league, then the Player Agent and lastly to the BOD. LYBS does not and will not accept petitions.

Reviewed: 1/16, 2/17, 1/18, 2/21,3/23

**Policy No. 22 Tag Day**

Tag Day is for Little League baseball and softball. The minimum age requirement to participate in Tag Day is a rostered first year player in Little League.

Tag Day will be organized by Vice President of respective leagues and Fundraising Manager. Vice President is responsible for finding volunteers to assist in handing out tags/containers, maintaining record of players and their designated areas, dropping off players at established businesses and returning players to designated drop-off area, etc.

Revised: 4/28/16, 2/2017, 1/18, 2/21, 3/23

**Policy No. 23 Game Time While School in Session- All Divisions**

No inning will be started after 7:30pm at all levels during the school year with the exception of Friday night games. This rule applies to both baseball and softball where applicable.

Reviewed: 1/4/16, 2/2017, 1/18, 2/21

Revised: 3/23

**Policy No. 24 Internet/Phone/Media Usage**

LYBS intends to provide a positive, safe, and fun environment for all participants to enjoy, free from violence, harassment, or derogatory harm.

Social Media: Cyber bullying will not be tolerated. Derogatory, violent, harmful, or negative comments concerning any aspect of LYBS (including, but not limited to, actions or decisions by Board members, coaches, managers, umpires, players, parents, volunteers, opponents, fans, or field conditions) made by Board members, rostered managers or coaches, volunteers, or players on any social media outlet (e.g. Facebook, Instagram, Twitter, etc.) will not be permitted. If violated, the offender will be asked to remove their comments, by the League President, immediately. If this is not done, the offender will be subject to disciplinary action by the Board resulting in a minimum of a written warning, depending on the severity of the offense. A second offense will result in a minimum two (2) game suspension. A third offense is suspension for the rest of the year. Managers and coaches will encourage parents and other spectators to follow these guidelines. Harassment and slander of those volunteering their time to this program will not be tolerated.

Email communication: For any major issues, conflicts, difficult and sensitive situations, use of email for communication amongst Board of Directors and/or affected individuals will not be permitted.

Phone use on the field on play: Any delay in game or the inappropriate use of phones by rostered manager, coaches or other volunteers may be subject to corrective action. The use of phones during practice/game time by players is prohibited.

Media: The use and sharing of photos and the Little League trademark must adhere to the rules set forth in the Little League rule book

Originally Approved: 6/11

Revised: 2/17, 1/18, 3/23

Reviewed: 1/16, 2/21

### **Policy No. 25 Late Sign-ups**

All late sign-ups may be charged an additional \$10. Because LYBS has adopted the continuous batting order, not all players are guaranteed to be able to sign up late. If all teams in the respective division already have 12 players, then Late Sign-ups do not apply; therefore, the player will not be able to sign up.

Revised: 2/16

Reviewed: 2/17, 2/18, 2/21, 3/23

### **Policy No. 26 All-Star Tournament Expenses**

Any and all tournament expenses will be discussed on a case by case basis. Any fundraising for tournaments will require prior permission by LYBS Board of Directors. LYBS requires the respective manager to contact the Division Vice President and he/she will bring to the Board of Directors for discussion.

Reviewed: 1/4/16, 2/17, 2/18, 2/21, 3/23

### **Policy No. 27 Borrowing Players- Minors/Majors/Babe Ruth**

When borrowing players, contact must be attempted between the Player Agent and Managers of all affected teams. LYBS recommends that a player be borrowed. The rules for creating player pools and selection of players is outlined in the Little League Rule Handbook and will be governed by the Player Agent. Player Agent will need at least 24 hours' notice to borrow from the pool. If this does not occur there is no guarantee that a player can be borrowed at which point the team can choose to play short of a full team or reschedule. If the player agent cannot be reached, then the VP of the league will step in. At game time, borrowed players will NOT be available and the game will have to start with 8 players. Starting with 8 players is allowed, and playing with 8, the 9th position will not be taken as an out. Borrowed players cannot play in an infield position and must be placed in one of the last three positions of the batting order.

Revised: 4/16, 2/17, 2/18, 2/21, 3/23

### **Policy No. 28 Guidelines of Play- Majors**

#### **LL Baseball Only**

See previous policies for continuous batting order and game times.

Home team finds plate umpire, visiting team finds field umpire. Managers/Coaches of teams will be expected to volunteer as umps during the regular season.

10 run rule could be in effect after 4<sup>th</sup> inning. Up to losing team to concede or not.

#### **LL Softball Only**

See previous policies for continuous batting order and game times.

Home team finds plate umpire, visiting team finds field umpire. Managers/Coaches of teams will be expected to volunteer as umps during the regular season.

5 run limit per inning per team in effect on innings 1 thru 5

6<sup>th</sup> inning unlimited runs for both teams

10 run rule could be in effect after 4<sup>th</sup> inning. Up to losing team to concede or not.

Adopted: 4/16

Revised: 2/17, 2/18

Reviewed: 2/21, 3/23

### **Policy No. 29 Alternate Players on All Star Teams**

During All Stars, if an alternate player is needed due to an injury/player leaving the team, the alternate player will be chosen from the nomination list provided immediately prior to voting on the All-Star Team. If no players remain on the nomination list, all managers will be asked to immediately nominate one additional player and a vote will take place to determine the alternate player.

Adopted: 3/23