

# Torrance Little League Constitution and By-Laws

Torrance Little League

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### **Article I - Name and Philosophy**

**Section 1:** This not for profit organization shall be known as Torrance Little League and shall maintain their Charter with Little League Baseball Inc.

**Section 2:** Torrance Little League (TLL) is committed to the development of the whole person. Torrance Little League is dedicated to bringing out the best in the individuals entrusted to our care for their development. As a league, we embrace the trust parents/guardians place in us to act in the best interest of their children. Our league emphasizes the ideals outlined by Little League Baseball of Loyalty, Character, and Courage. While we desire to develop the baseball skills of each individual entrusted to our care, we strive to create a positive learning experience and aid in the development of life skills that will make them successful both on and off the field.

### **Article II - Objective**

**Section 1:** The objective of Torrance Little League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

**Section 2:** To achieve this objective, Torrance Little League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers, and Members shall bear in mind that the attainment of exceptional athletic skills are primary and the winning of games is **secondary**, with the molding of future citizens of primary importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, Torrance Little League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

### **Article III - Affiliation**

#### **Section 1: *Charter***

Torrance Little League shall annually apply and pay all fees for a charter from District 27 and Little League Baseball, Incorporated and shall do all things necessary to obtain and maintain such charter. This charter includes annual insurance for TLL.

Torrance Little League shall devote its energies to the activities authorized by such charter.

#### **Section 2: *Rules and Regulations***

The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding at Torrance Little League.

#### **Section 3: *Local Rules, Ground Rules***

The local rules, ground rules and/or bylaws of Torrance Little League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball.

#### **Article IV - Policy Against Discrimination, Harassment and Poor Citizenship**

Little League Baseball along with Torrance Little League does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference, or religious preference. Players with financial hardship will be supported by Torrance Little League based on the strength of Torrance Little League treasure and its ability to cover expenses of the fiscal year.

Torrance Little League will support the rules of Little League and will take disciplinary action against any volunteer or member who does not create an environment of "Good Citizenship". This would apply to gossip, approach with others, cuss words, dress or conduct.

#### **Article V - By-Laws & Constitution – Amendments & Approval**

**Section 1:** Prior to the start of the Spring Season each year, the Board shall review and amend, if necessary, and approve the current By-Laws and Constitution.

**Section 2:** Any Amendments to the Constitution and/or By-Laws shall require a meeting of the Board of Directors, which will require a two-thirds vote of those present to pass. District and/or Little League Baseball rule changes will be adjusted in the Constitution and/or By-Laws without a vote and the Membership shall be notified as to the Amendments.

#### **Article VI - Membership**

**Section 1:** Any person within Torrance Little League area boundaries which is sincerely interested in active participation to further the objective of Torrance Little League may apply to become a member.

##### **Section 2: *Player Members***

Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of Torrance Little League.

##### **Section 3: *Regular Members***

Any adult person actively interested in furthering the objectives of Torrance Little League may become a Regular Member by applying to the league for membership.

Parents/Guardians of players are automatically part of the Regular Membership. No person listed on the sexual offender listings is allowed to become an active member or allowed to do any paid or volunteer work at Torrance Little League or with its players.

##### **Section 4: *Suspension or Termination of Membership***

Membership may be terminated by resignation or action of the Board of Directors as follows:

The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting shall have the authority to discipline or suspend or terminate the Membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of Torrance Little League and/or Little League Baseball. The Member involved shall be notified of such meeting, informed of the general nature of the concerns and given an opportunity to appear at the meeting to reply.

The Board of Directors shall, in cases of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the

capacity of an adviser, with the player before the President and/or a designee and a minimum of 2 other league Board members. The player's parents/guardians must also be present. The convening Board Members shall have the full power to suspend or revoke such player's right to future participation by a two-thirds vote of those present at the meeting.

#### **Article VII - General Membership Meetings**

**Section 1:** There shall be a minimum of one General Membership meetings held during the regular Spring Season.

**Section 2:** Notice of each General Membership Meeting shall be delivered personally, electronically, by mail or posting to each Member at last recorded address at least 3 days in advance of the meeting, setting forth the place, time and purpose of the meeting.

#### **Article VIII - Board of Directors**

##### **Section 1: *Authority, Duties and Powers:***

The management of the property and affairs of Torrance Little League shall be vested in the Board of Directors. The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board deem advisable and which it may properly delegate. The Board may adopt such rules and regulations for the conduct of its meetings and the management of Torrance Little League as it deems proper, provided such rules and regulations do not conflict with these By-Laws.

##### **Section 2: *Size of Board:***

The Board shall consist of not less than 10 members, nor more than 15. Any adult person who is a Regular Member may apply to become a Member of the Board of Directors. To increase or decrease the minimum or maximum number of Board Members, a 2/3 vote is required by the Board of Directors.

##### **Section 3: *Nominations:***

Board Member candidates shall submit a Board Member Application of Intent to be part of the Board to the Elections Officer by the deadline determined by the Board of Directors.

##### **Section 4: *Elections:***

If the total applications are equal to or less than the open Board seats, no election by the Regular Membership shall be held. In the event, there are more Board Applications than there are open Board seats, an election will be conducted. The Regular Membership shall vote at an election during late May or before the Closing Day ceremonies each year. Elections may be conducted at the field or online. The Election Officer shall conduct the election. If at anytime during the year, the Board membership is less than 10, the Board can hold an additional election to fill the open positions on the Board. If elections are not held, candidates must receive a vote of 2/3 or greater from the existing Board to become a TLL Board member. Each household will receive a total of one ballot, with the registered guardian being the voting member.

##### **Section 5: *Term of Office:***

The terms of office for the elected Board is 13 months beginning on July 1st and ending on July 31<sup>st</sup>, the following year. The Treasurer is to remain in place until Fiscal year financials are completed. If requested by incoming an Board member, an outgoing Board Member(s) may remain in place to train/support/mentor new members from July 1

through August 31st. By Board vote, any outgoing Board Member may remain in place if no incoming Board member is available or willing to fill an open officer role.

**Section 6: *Executive Officer Elections:***

The Executive Officer Elections of President, Vice-President, Treasurer and Secretary shall take place prior to the first Board Meeting in August. The immediate Past President shall serve as the Election Officer. (For clarification purposes: only Board Members serving a current term of office shall have voting rights). If an Executive Officer does not complete their term office, the Board of Directors shall vote at any regular Board meeting to fill an open Executive Officer role. Any elected Board Member with a minimum of 1 year service on Board of Directors is eligible for the office of President.

**Section 7: *Competing Leagues Affiliations:***

The members of the Board of Directors, in all cases, shall not have a child actively engaged in any other competing age baseball programs or baseball Leagues during Torrance Little League's Regular Season, with the exception of Travel or Club Ball leagues.

**Section 8: *Quorum:***

51% of the members of the Board of Directors shall constitute a quorum for all General meetings. A quorum must be present for the transaction of any business.

**Section 9: *Regular Board Meetings:***

Board shall meet a minimum of once a month in the months September through June. Additional meetings may be set by the President as necessary. All meetings are open to the Regular Membership. Only Board Members may make motions and vote at meetings of the Board of Directors.

Any Board of Director may invite, admit and recognize members, vendors or guests for presentations or comments during Board meetings. Regular Members are welcome to attend portions of any Torrance Little League Board meeting as an observer at any time. However, should they desire to address the Board they must contact the President or Vice President and request to be placed on the agenda a minimum of 48 hours prior to the meeting.

**Section 2: *Executive Board Meetings:***

The Executive board is comprised of the President, Vice President, Treasurer, and Secretary. Executive board meetings may be scheduled at the discretion of the President. The Executive board has no authority or power to change any rules, by-laws or parts of the constitution without the approval of the full Board. Minutes from all Executive Committee meetings shall be maintained for 3 calendar years. All action items shall be passed with a simple majority vote.

**Section 10: *Emergency Board Meetings:***

The President, Vice President or acting President may call for an additional or Emergency Board Meeting with 48 hours of advance notice in writing or electronic notification.

**Section 11: *Rules of Order for Board Meetings:***

Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where there is conflict with this Constitution of Torrance Little League.

## **Section 12: *Proxy and/or Absentee Voting***

Proxy and/or absentee voting shall not be allowed.

Any meeting in which a vote or action is considered critical which any Board Member is not able to physically attend, but is available via a conference call, that Board Member shall be able to participate and have his/her vote recognized provided that the members at the meeting are able to recognize the identity of the member(s) calling in.

## **Section 13: *Additional Responsibilities***

Each Board Member, in addition to the individual responsibilities outlined in Article X, is required to:

- Attend 50 percent of all General and Special Board Meetings unless otherwise authorized by the President (normally granted if Board Meetings are scheduled without consideration of Board Members work schedule or family needs).
- During the Spring Season, be responsible to work their designated "Board Member on Duty" Shift, or be responsible to find a replacement to work their shift for them.
- Be available for 8 hours per week of post-season tournaments and serve in an official capacity during said tournaments.
- Open/Secure all facilities when present at the field at the conclusion of each day.
- Lead by example in maintaining the facility and enforcing the philosophies of both Little League Baseball and Torrance Little League.

## **Article IX - Duties and Powers of the Executive Board**

### **Section 1: *President*:** The President shall:

1. Conduct the affairs of Torrance Little League and execute the policies established by the Board of Directors.
2. Present a report on the condition of Torrance Little League at monthly/Annual meetings.
3. Communicate to the Board of Directors such matters as deemed appropriate, and to make such suggestions as may tend to promote the welfare of Torrance Little League and its members.
4. Be responsible for the conduct of Torrance Little League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball Incorporated, as agreed to under the terms of charter issued to Torrance Little League by that organization.
5. Is the only authorized signee for all contracts. Prior to signing, all contracts must be approved by the Board; or may designate in writing other officers, if necessary, to have power to make and execute for/and in the name of Torrance Little League such contracts and leases they may receive and which have had prior approval of the Board.
6. Working with the Player Agent to examine age and address records to certify each member of the league is accurately documented and meets Little League age and boundary requirements. Confirms proof-of-age and addresses are on file for each player. Boundary (address) requirements do not apply during fall or winter ball seasons.
7. Investigate complaints, irregularities and conditions detrimental to Torrance Little League and report thereon to the Board or Executive Committee as circumstances warrant.
8. Oversee the budget submitted by the Treasurer.
9. Oversee the selection of managers, coaches, and players for both regular season as well as post-season play.
10. Manage and direct efforts on the All Star selection process for the 11/12, 11 and 9/10 year old teams. President must exclude himself from the selection process at any level where a conflict of interest may occur (having a player at that age level). Responsibility moves to

Vice President, Treasurer and Player Agent, Board member or Commissioner as necessary.

11. Serve as the contact person for all official league responsibilities and District 27 meetings.

**Section 2: *Vice President:*** the Vice President shall:

1. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
2. Perform such duties as from time to time may be designated by the Board of Directors or by the President.
3. Serve as the alternate contact person for Torrance Little League and its manager-coach responsibilities as it pertains to official league responsibilities and District 27 meetings.

**Section 3: *Secretary:*** The Secretary Shall:

1. Maintain copies of all records for Torrance Little League.
2. Be responsible for recording the activities of Torrance Little League and maintain appropriate files, mailing lists and all necessary records.
3. Update the By-Laws and Constitution of Torrance Little League every two years or more often as approved by 51% of the Board Members.
4. Create the Game Schedules for all divisions of regular season.
5. Maintain a current roster of all Board Members and notify them of all meetings a minimum of five days prior to General meetings.
6. Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Board (when present), and cause them to be recorded and filed for that purpose.
7. Distribute minutes to all Board members in attendance and those Board Members not in attendance of Board meetings within 5 days of the conclusion of the meeting.
8. Conduct all correspondence not otherwise specifically delegated in connection with said meeting, and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
9. Notify Members, Directors, Officers, and Committee Members of their election and/or appointment.

**Section 4: *Treasurer:*** The Treasurer shall:

1. Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
2. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
3. Keep records of the receipt and disbursement of all monies and securities for Torrance Little League.
4. Issue all payments from allotted funds and draw checks therefore in agreement with policies established in these By-laws and advance of such actions by the Board of Directors.
5. Filing all Tax returns, permits, tax payments, utility payments and contracts are the principle responsibility of the Treasurer.
6. Prepare an annual budget under the direction of the President, for submission to the Board of Directors in August of each year.
7. Be responsible for all Non-Profit Status filing.
8. Submit a financial report at each meeting.
9. Prepare books for audit at close of Fiscal year.



**Article X – Additional Offices and Committee Heads**

**Section 1: *Player Agent*:** The Player Agent Shall:

1. Record all player transactions and maintain accurate up-to-date record thereof.
2. Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
3. With the assistance of other designated Board Member(s), examine the application and support proof-of-age and address documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection (regular season only).
4. Present to President for examination the age and address records to certify each member of the league is accurately documented and meets Little League age and boundary requirements. Confirms proof-of-age and addresses are on file for each player. Boundary (address) requirements do not apply during fall or winter ball seasons.
5. Organize and develop responsibilities for the tryouts, the player draft, and all other player transactions in conjunction with the President or committees created for such events.
6. Prepare a Player Agent's list that includes all players, addresses, birthday, playing age, phone number, parent's names and email address.
7. Develop a "Fill In/Player Pool Replacement" list of eligible players (by Division) for use to cover player absences during regular season. Develop a policy for Board approval to establish this list, and to allow for the next eligible player to "fill from the player pool" as required by each division. Additionally, rules as to where these "Fill" players may bat and field. (Player pool players must bat last and only play outfield roles when filling for an absence).
8. Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.

**Section 2: *Safety Officer*:** The Safety Officer shall:

1. Maintain an up-to-date safety manual for submission to the District Administration in January of each year.
2. Be responsible to ensure that all Managers, Coaches, and Team Parents have up-to-date safety cards prior to working with players.
3. Maintain records of any injured players/volunteers and maintain file or release slips proving players can return to play. If a medical issue makes a player or volunteer miss three consecutive events (games, practices, assignments) a release must be submitted to TLL. This applies if injury is related to TLL or not.
4. Report directly to the President and/or Board any safety issues immediately in writing.
5. Prepare and track all insurance claims in case of injuries requiring medical attention.
6. Education - Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for all participants, players and visitors.
7. Compliance – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
8. Reporting – Define a process to assure that incidents are recorded; information is collected and sent to league/district and follow-up information on medical and other data is tracked and forwarded as available. Safety officer should require compliance through leadership, reminders or discipline to any person who does not promote a safety-first attitude or follow through on medical issues.
9. Is responsible for ensuring that background checks for all volunteers are completed prior to season starting.

**Section 3: *Webmaster:*** The Webmaster shall:

1. Assemble the Committee which controls the Leagues web site and home page.
2. Update the calendar in a timely manner (weekly or bi-monthly) on the web page.
3. Support the Registration Chairperson to manage the online registration needs and process and ensure that league content of confidential information is not open to web applications.
4. Assign administrative authority to league volunteers for web site access and password protected sections.
5. Coordinates communication between the community and Board Members through the President.

**Section 4: *Auxiliary President:*** The Auxiliary President shall:

1. Coordinate all communication between the league and Team Parents.
2. Serve as President in the absence of the President and Vice President.
3. Be responsible for the distribution of all fundraising and special event material to Team Parents.
4. Schedule and post all divisions and teams for games/practices/fields. Post all standings in the Major and Minor regular season on a weekly basis. Post all standings for the Major, Minor and Training Divisions on a weekly basis during tournament season. Provide these schedules and standings to the webmaster or Information Officer for posting on the TLL Web Site.
5. Coordinate and facilitate all community service programs from community groups and/or high school volunteer programs.

**Section 5: *Fundraising Coordinator:*** The Fundraising Coordinator shall:

1. Be responsible for presenting all fundraising activities to the Board for approval by the Dec. Board meeting.
2. Coordinate all approved fundraising activities.
3. Be responsible for distributing all fundraising and special event materials to Team Parents.
4. Additional committees reporting to the Fundraising Coordinator include but are not limited to:
  - a. Sponsorship Committee
  - b. League Wear Committee
  - c. Opening Day Committee
  - d. Picture Day Committee
  - e. Closing Day Committee

**Section 6: *Snack Bar Coordinator(s):*** The Snack Bar Coordinator(s) shall:

1. Be responsible for coordinating volunteer workers for the snack bar and maintain an accurate accounting of all workers and shifts worked.
2. Be a LA County certified food service handler.
3. Maintain records on equipment maintenance, deep cleaning, sanitizing and facility maintenance needs.
4. Train shift supervisors in proper food services handling techniques.
5. Train staff of proper presentation and sanitary cooking instructions.
6. Maintain twice weekly inventory lists and purchasing requirements.
7. Confirm all handlers use gloves, wash hands, wear hats, masks, eye protection and maintain MSDS sheets on all chemicals used in the kitchen area.
8. Be responsible for the purchasing of all necessary materials and supplies for the snack bar.
9. Be responsible for returning all snack bar deposits to members.
10. Report all financial losses or overages to the Treasurer and Board at their next scheduled

meeting.

11. Coordinate with the Treasurer a means by which all monies are accounted for.

**Section 7: *Picture Day Coordinator:*** The Picture Day Coordinator shall:

1. Make all necessary arrangements for having a photographer(s) present on picture day.
2. Coordinate with the Fundraising Coordinator, Auxiliary President and Team Parents information and pictures for the annual Torrance Little League Yearbook.

**Section 8: *Yearbook Coordinator:*** The Yearbook Coordinator shall:

1. Coordinating necessary sponsor info from Sponsorship Chair.
2. Be responsible for the layout, production and distribution of the yearbook.

**Section 9: *Facility Manager and Field Maintenance Coordinator:*** The Facility/Field Maintenance Coordinator shall:

1. Coordinate all maintenance of grounds, buildings, structures, equipment, and all mechanical, electrical, plumbing related issues or changes.
2. Coordinate the purchase of all materials for the maintenance of the facilities.
3. Supervise other Field Maintenance staff and volunteers.

**Section 10: *Division Vice Presidents/Commissioners:*** Division VP/Commissioners shall:

1. Solicit potential Manager Candidates within their division from Registration records.
2. Distribute and collect Manager Applications within their division.
3. Review in advance with all Manager Applicants what their role and responsibilities will be.
4. Give the Board your opinion regarding Managers, prior to Board vote on Managers.
5. Notify Managers candidates of their acceptance or denial.
6. Prior to Try Outs, review with Managers what the Tryouts consist of and your recommendation of how to rank players.
7. Attend Try-Out Day to coordinate with the Try Out Coordinator the activities of the actual draft. Ensure that there are enough volunteer bodies to assist during the Tryouts.
8. Rank every player in your division that Tries Out.
9. Run the Draft, in conjunction with the Try Out Coordinator for your division.
10. Have a Managers Meeting prior to the Managers first practice. At meeting, review Divisional.
11. Ground Rules (this is where if there are any GR that don't make sense or if there is a Manager that is not in agreement, it must be worked out at this time, and if there are any changes that you and your Managers want to make unanimously, it must be reported back to the Board what the change(s) is/are), what the expectations of the League of them as Managers are, as well as what they can expect from you the Commissioner and the League. Pass out and go over a Managers Notebook (to be compiled).
12. Ensure that Managers are complying with having all volunteers (coaches, team parents etc.) submit their Volunteer Forms for Background Checks.
13. Encourage attendance to Coaches Clinics whether TLL is sponsoring or not.
14. Attend 1 practice from each team prior to season beginning (1 hour). Make any recommendations to Managers/Coaches as appropriate.
15. Make sure that you receive most updated background Cleared List from Back Ground Check Coordinator (Cleared List should go out to all the Commissioners and Managers once a week beginning from Draft Week on) and then make sure Manager/coaches are on that Cleared List or remove them from practice with the kids.
16. Attend 1 game from each team within the division during the 1<sup>st</sup> month of the season.
17. Continue to check that the Manager/coaches on the field and in the dugout are on the Cleared List.
18. Have a Managers meeting at end of 1<sup>st</sup> month to discuss any issues that need addressing.

19. Report to Vice President (or President if no VP) after Managers meeting, the good, the bad & the ugly of that meeting.
20. Communicate with the Managers every other week during the season to let them know you are available if there are any issues.
21. Report to Vice President (or President if no VP) at end of every month or whenever there is/are issue(s) that need addressing.
22. Have an end of season wrap up Managers Meeting of worked well and not so well and any recommendations.
23. Forward end of season wrap up meeting notes to Vice President (or President if no VP).

**Section 11: *Chief Umpire:*** The Chief Umpire shall:

1. Be responsible for researching officiating companies and submitting recommendations of said companies for approval by Board.
2. Schedule all paid umpires (including District Umpires) for Major division regular/playoff seasons, Minor division regular/playoff seasons.
3. Schedule all paid umpires for Training division regular/playoff seasons, with Board approval, if budget allows.
4. Schedule and coordinate paid umpires (including District umpires) for all inter-league games that take place at TLL.
5. In Training/Minor/Major divisions, if budget does not allow for paid umpires during regular season play, is responsible for developing list of volunteers who would serve as umpires.
6. Responsible for coordination of volunteer umpire training if needed.
7. Assist coaches and division commissioners with Little League Rules and TLL Ground Rules interpretations.

**Section 12: *Chief Scorekeeper:*** The Chief Scorekeeper shall:

1. Train and certify all official scorekeepers for the Training, Minor and Major Divisions.
2. Maintain official pitch count records and “play records” to identify how many games a player completed during season (required for all-star consideration).
3. Provide team standings for competitive divisions.

**Section 13: *Uniform Coordinator:*** The Uniform Coordinator shall:

1. Be responsible for researching costs and designs for uniforms each year, and presenting to the Board for approval.
2. Be responsible for purchasing uniforms for all teams in all divisions within approved budgeted amount.
3. Be responsible for distribution of uniforms.

**Section 14: *Equipment Manager:*** The Equipment Manager shall:

1. Be responsible for maintaining an accurate inventory of all equipment necessary for teams in Torrance Little League.
2. Be responsible for the distribution and collection of the equipment to all teams.
3. Be responsible for the purchase of any necessary equipment within approved budget.
4. Be responsible for contacting all league managers throughout the season in an effort to maintain the safety of all protective equipment.
5. Provide Board with inventory of all equipment on hand prior to start of Spring season (February) and at conclusion of Fall ball season (December).
6. Provide each team with a catcher’s mask, leg protectors, chest protector and catcher’s glove to be returned at the end of the season.
7. Provide Tiny T’s, T-Ball and Farm managers with a “T” for practice hitting to be returned at the end of the season.

8. Provide each team with the following game day baseballs for the entire season = 1 per game for Tiny T-Ball, T-Ball, 2 per game for Farm, Training and Minor Division and 3 per game for Major Division
9. Provide each team with 12 baseballs for practice.
10. Be responsible for collecting all TLL issued equipment from all managers at the end of each season.

**Section 15: Coaching Coordinator:** The Coaching Coordinator shall:

1. Represent coaches/managers in league.
2. Present a coach trainer at the pre-season mandatory coach/manager meeting.
3. Order and distribute training materials to players, coaches and managers.
4. Organize tryouts for Major/Minor/Training divisions. They develop volunteer coverage for each group to complete try-outs.
5. Secure all practice facilities through the City of Torrance.
6. Develop practice field use permits and assignment of these fields to each team in a fair and equitable basis. Practice field are prioritized by division. Major, Minor, Training, Farm and then T-Ball get field time. Major/Minor should have no less than two practice nights. Training should have no less than one practice night. Farm and T-Ball should receive one practice night but this is based on available practice fields.

**Section 16: Communications Officer:** The Communications Officer shall:

1. Develop information for both League and community.
2. Act as the league Community Liaison Officer keep our neighbors informed of key dates, start/end of season, opening/closing day, etc.
3. Working with Information Technology Officer and Web Team Committee to develop timely information on upcoming events, historical events, schedules, calendars, league highlights and advance notice for all TLL activities, seasons or sign-ups.

**Section 17: Other Committees:**

All committees shall be appointed by the President, subject to Board's approval. Chairperson shall recruit their own committees. All committees report to the Board of Directors. Such committees shall be but not limited to:

**Nominating Committee**

Shall investigate and consider eligible candidates and submit a slate of candidates for the Board of Directors.

May also be responsible for submitting for consideration of Board of Directors a slate of Officers and Committee members.

**Auditing Committee**

League President of any three (3) Board members may recruit an Audit Committee for any concern for financial impropriety, reporting of assets, cash, loss of equipment or supplies, food, or asset of Torrance Little League.

**Opening/Closing Day Committee**

This committee will oversee the planning for, fundraising, scheduling and logistical planning for opening/closing day of each season.

**All Star Committee/Commissioner**

Shall be responsible for coordinating all All Star activities after teams are selected. Maintain an accurate inventory of the All-Star uniforms and coordinate the distribution and collection of the league property uniforms each year Duties shall be such as but not limited to: distribution

of uniforms, collection of shirts, jackets or other sportswear.

**Article XI – League Registration:**

**Section 1: *Registration Fees & Deposits:*** Proposed Regular Season registration fees and snack bar (labor) deposits are to be presented to the Torrance Little League Board by the first Board Meeting in September each year for approval. Fall Ball Season registration fees are to be presented to the Torrance Little League Board for approval at the last Board Meeting in April each year for approval.

**Section 2: *Scholarship & Fee Waivers:*** During the registration any player requiring financial assistance shall submit a Scholarship Application form and submit to the TLL Treasurer. The application shall be reviewed by the TLL Auxiliary Board in accordance with the TLL Scholarship Guidelines. It is encouraged for all who receive scholarship or fee reduction to make up the difference through additional volunteer hours.

**Article XII - Financial and Accounting Procedures:**

**Section 1: *Authority:*** The Board of Directors shall decide all matters pertaining to the finances of Torrance Little League and it shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of funds in such manner as will give no individual or group an advantage.

**Section 2: *Contributions/Solicitations:*** The Board shall not permit the contribution or solicitation of funds or property to individual teams but shall solicit funds for the common treasury of Torrance Little League.

**Section 3: *Refund of Fees*** The Board shall not permit the disbursement of Torrance Little League Funds for other than conduct of Torrance Little League activities in accordance with the rules, regulations and policies of Little League Incorporated. All disbursements shall be made by check.

**Registration Fees:** For the Non-Competitive Divisions of T-Ball & Farm, a full refund of registration fees will be available, if the cancellation request is made prior to the formation of teams. A full refund of registration fees minus the uniform charge will be available after the formation of teams, if the cancellation is requested prior to Opening Day. No registration fees will be refunded after Opening Day. All cancellation requests must be submitted in writing, and sent to the Player Agent ([playeragent@thetll.com](mailto:playeragent@thetll.com)).

For the Competitive Divisions of Training, Minors, Majors, 50/70 and Juniors, a full refund of registration fees will be available, If the cancellation request is made prior to the formation of teams. A full refund of registration fees minus the uniform charge will be available after the formation of teams, if the cancellation is requested prior to Opening Day. No registration fees will be refunded after Opening Day. All cancellation requests must be submitted in writing, and sent to the Player Agent ([playeragent@thetll.com](mailto:playeragent@thetll.com)).

If the season is cancelled due to the COVID-19 pandemic after the player draft ( i.e. if a competitive season is approved, teams are formed, but then stopped for any reason), partial refunds will be given on a prorated basis (only for registration fees) after operational expenses.

**Snack Stand Retainers:** Unless otherwise specified by the TLL BOD, all families are required to work two, 3 hour-shifts in our Snack Shack for EVERY registered player. A \$200 deposit in the form of a personal check will be collected for each player. Player uniforms will not be distributed until the

Snack Shack deposit check has been collected.

Checks will be returned as soon as the two, 3-hour shifts have been completed.

If two shifts are not worked, the entire \$200 deposit/player will be forfeited.

We will pursue collecting bank fees for personal checks that bounce, and additional penalties as listed below will be applicable:

- 1) Players will be ineligible to participate in All-Stars.
- 2) Players will not receive a yearbook.
- 3) Players will not receive League Trophies\* (If applicable)
- 4) Players will lose their "Legacy Status"
- 5) Players will be ineligible for future registration.

**All-Star Uniforms:** All Star families will be responsible to pay any all star affiliated costs that will be determined by the Board of Directors

**Section 4: *Deposits:*** All monies received, including Auxiliary Funds, shall be deposited to the credit of Torrance Little League. Cash/Checks received must be counted and verified by a second (non-related) Board Member who later must sign a deposit receipt confirming the amount of deposit was placed in full in the Torrance Little League treasury.

**Section 5: *Purchasing Goods or Services***

- Identify purchasing need and available budget
- Identify no less than two vendors to quote like item for cost comparison
- Identify no less than three bids for bids which exceed \$5,000.00
- Negotiate contract if procuring professional service or consulting, however, all contracts must be approved by the Board and can only be signed by the President.
- All purchases must receive approval before services are rendered according to the following approval structure:
  - \$0-\$199 - Treasurer or Secretary
  - \$200 - \$499 - President
  - >\$500 – Board of Directors
- Payment terms must be net 30 days unless approved by Treasurer. Emergency/Critical needed items over \$250 may be purchased with approval of President and Treasurer or with one of President/Treasurer and any Board member giving written approval (e-mail OK).

**Section 6: *Capital Asset Disposal:*** Capital assets may not be disposed of without Board approval. If there are surplus assets, a fixed asset disposal request must be submitted to the Board of Directors for approval prior to disposal.

**Section 7: *Travel and Expense Reimbursement:*** To receive reimbursement from TLL for required Little League travel and other expenses you must receive advance approval of estimated expenses from the Treasurer or Board. Submission of a full and complete expense report approved by the Treasurer will be considered for approval by the Board. Board will not withhold reimbursement if expenses were improved in advance. Business purpose of each expense must be provided. Food expenses are reimbursed only to the amount they exceed "normal" living expenses. Not to exceed expenses:

Meals: Breakfast up to \$6.00, Lunch up to \$10.00 and Dinner up to \$18.00. Trips over 24 hours beginning before 6:00 AM and lasting until at least 11:00 AM may claim breakfast, trips starting before 11:00 AM and lasting until at least 2:00 PM may claim

lunch and trips beginning before 5:00 PM and lasting until at least 8:00 PM may claim dinner.

Hotel: Hotel expenses are not to exceed \$84.00 per night plus tax with the ability to request excess reimbursement in large cities up to \$110.00 or up to \$140 in premier cities. Receipts will be required on all expenses where reimbursement is required. No reimbursement for entertainment or alcohol will be considered.

Mileage: Mileage reimbursement considered up to \$.25 per mile (or current IRS approved rate) of business travel for TLL.

### **Article XIII – Code of Conduct**

**Section 1: *Requirements:*** All persons participating in Torrance Little League (TLL) must abide by the Code of Conduct, which includes the provisions, that follow:

1. No one shall use tobacco products, alcohol or drugs on the Torrance Little League facility, including not only the stands and the field but also all adjacent areas to the field such as the parking lot and restroom. When present at a practice session for a TLL team whether at a park school or batting facility, no one shall use such products around or near the team or anywhere in that locale where the use of such products might be seen by the team.
2. No one shall provoke a manager, coach, player, umpire or spectator.
3. No one shall use profane or abusive language.
4. No one shall show repetitive or violent disapproval of an umpire's decision such as, but not limited to, whether a batted ball is fair or foul, whether a pitch is a strike or a ball, or whether a runner is safe or out.
5. All decisions of the umpires or other game officials shall be accepted as being fair and called to the best of their abilities.

Any violation of the above will be reviewed by the Torrance Little League Board of Directors for appropriate action. Notwithstanding the preceding items, no participant whether manager, coach, player, fan, guest, visitor or bystander, shall physically contact any umpire, manager, coach, player or spectator. Violation of this rule **will** result in the manager, coach, player, fan, guest, visitor or bystander being immediately removed from the Torrance Little League facilities **and** being subject to possible disqualification by the Board from future participation and/or attendance at Torrance Little League.

**Section 2: *Reporting Code Of Conduct Violations:*** Torrance Little League is concerned about the safety and well being of all the children participating in our Little League Sports Activities. This includes both the physical and mental well being of each participant. Torrance Little League is committed to making our league one where our kids play and practice in a safe, supported environment. As a result, whenever there is an alleged violation of the Code of Conduct, the Board of Directors will evaluate the reported incident to determine the appropriate action to be taken.

A signed Violation of Code of Conduct Incident Reporting Form is required to report any alleged violation of Torrance Little League's Code of Conduct; and it may be filed by any manager, coach, umpire, board member or parent. Any reporting of an alleged violation must take place within 72 hours of witnessing the incident in order for the Board of Directors to take appropriate action.

All Violation of Code of Conduct Incident Reporting Forms must either be emailed to [president@thetll.com](mailto:president@thetll.com) or be put into the locked "Suggestion Box" that is attached to the back of the Snack Shack. If a COC Incident Report Form is placed in the Suggestion Box, immediately notify the President or Board Member to let them know that a Report Form has been submitted.



**Section 3: *Incident Evaluation Procedure:*** After receiving the signed Violation of Code of Conduct Incident Reporting Form, the Executive Board of Directors (President, VP, Treasurer, &/ or Secretary) shall review the COC incident report to determine if the complaint meets the criteria for a COC investigation. If an investigation is warranted, the President will appoint a COC Review Committee to investigate the alleged incident. As a part of the investigation, witnesses of the incident as well as the individual being accused will be interviewed. All information gathered during the investigation will be factored into the decision. COC recommendations regarding any "Penalties" will be presented to the TLL BOD and voted on for approval through a 2/3 vote. Therefore, once the decision is made, that decision is final. There is no appeal.

**Section 4: *Notice Of Infraction:*** If the Board of Directors determines that an infraction of the Code of Conduct has been committed, the Board will immediately notify the offending individual of their penalty both verbally and in writing.

Penalties for infractions of the Code of Conduct can range from a verbal warning, to single or multiple game suspensions, and not limited to expulsion from Torrance Little League activities. Strikes will be carried year over year.

#### **Article XIV - General Provisions**

**Section 1: *The league shall provide each player the following:*** Jersey, Hat, Socks, and a basic Picture Package. Division Winning Team: Player Trophy (Training, Minor, Major), All Star Team: Player Trophy (9-12 year old players).

**Section 2: *Players are responsible for providing the following:*** Glove, belt, supporter/cup (male players only), baseball pants, baseball rubber bottom cleats, Bat (recommended), Helmet, (Little League International recommends the use of face masks with helmets).

**Section 3: *The league shall provide each team with the following equipment:*** (Note that the equipment remains the property of the Torrance Little League and must be returned at the conclusion of the season):

- 1 set of catchers gear (Mask, chest protector, leg guards)
- 1 catcher's glove
- 1 equipment bag
- 2 dozen Baseballs (T-Ball/Farm Levels only)
- 1 Tee (T-Ball only)

**Section 4: *All Star Team Equipment:*** All Star Teams receive the same equipment of a regular season team. All Star Team players may receive an All Star Jersey, at cost, an All Star Hat and trophy for their participation in representing Torrance Little League.

**Section 5: *Player Absence:*** Players who miss 5 or more calendar days or 3 or more scheduled events due to illness or injury and/or are under a doctor's care for any injury or illness, i.e. disease, bacterial infection, sprains, breaks, strains, are required to obtain and present to the League Safety Officer and the League Player Agent a medical clearance to participate in normal baseball activities. After a 5 calendar or 3 scheduled events (without player or parent contact) absence players/volunteers under doctor care may not return to practice or games until cleared with doctor's note AND No player may return to practice or the playing field until note is received and approved by the League Safety Officer.

**Section 6: *Player missing 3 Games or 7 calendar days of scheduled team events:*** If a player is out for more than three consecutive games or 7 calendar days of scheduled team events (with inability to contact or without calls explaining absence by parent, he/she may be dropped from the team pending the approval of the Player Agent and President.

**Section 7: *Coach Contact with players:*** Managers and/or coaches are limited to five (5) contacts per week per team during the regular season. These contacts include, but are not limited to, games, practices, specialized workouts, and batting cages. Make-up games are not counted as a contact for the purposes of this Section. Managers and/or Coaches who violate this policy will forfeit all contacts for the following week (except games).

Exception: During playoff tournament, Tournament of Champions or All-Star Tournament daily contact with players is acceptable.

**Section 8: *Distribution of Property Upon Dissolution:*** Upon dissolution of Torrance Little League and after all outstanding debts and claims have been satisfied, the Board of Directors (by majority vote) shall direct the remaining property of Torrance Little League to another entity under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

#### **Article XV - Waiting List / Replacement Player List:**

**Section 1:** Players who register after the draft will be placed on a waiting list. Late sign-ups will be assigned to teams by the Player Agent, with approval from the Board of Directors (including the President, Vice President, and Division Commissioner).

There will be no replacement players unless a team falls below nine healthy, rostered players. If this occurs, the Division Commissioner, Player Agent, and other appointed Board members will be responsible for identifying a replacement player of similar skill level to those lost. Replacement selections will begin with the first eligible player on the waiting list, and this process will continue in order until the roster is filled.

Player placement will be based strictly on age and ability, in accordance with league guidelines. If no openings exist in the appropriate division, players may be offered placement one division below their age/skill level to ensure playing time.

Managers are not permitted to recruit, request, or replace players independently under any circumstances.

#### **Article XVI - Selection Process for Regular Season Managers**

**Section 1:** Applicant managers (21 years or older) must have completed and submitted a volunteer application along with a copy of the individual's driver's license and have applied to be a manager no later than date selected by the for Board consideration (this would include both new and returning managers).

**Section 2:** Managers shall submit an application for review by the TLL Board for selection. Managers will be selected based on their baseball knowledge, support of TLL, ability to develop the skills of players and any additional criteria approved by the TLL Board such as Manager/Coaches surveys filled out by parents. Board members coaching in a specific division are excluded from participation in the selection process of their division.

**Section 3:** The selection committee shall make recommendations to the Board for approval of all managers. Selection shall be made on the suggested by not limited to the following criteria:

- A. Is the child of eligible division age (11/12 for Majors, 9/10 for Minor)
- B. Were you a Manager/Coach last season? At the same Division Level?
- C. Were you a volunteer to Torrance Little League other than coaching duties?
- D. Experience as a Manager/Coach? Parent comments or discipline issues as a coach?
- E. Reputation for developing the skills of each and every player? History of producing a competitive team?
- F. Are you a strong advocate of Torrance Little League? Do you possess the leadership skills promoted by Little League, strong morals and ability to work with/around children?
- G. Parent comments from surveys will considered, but may not be a determining factor.

**Section 4:** Managers are responsible for submitting in writing one week prior to the tryouts their coach pick to the Coaching Coordinator for approval. For this coach to be eligible for consideration, a background check must have been completed. Assistant coaches must remain on the field as a coach unless removed by the Board of Directors. A coach pick must be physically present on the field of play, i.e. no scorekeepers, team parent, etc.

**Section 5:** The following shall be used in consideration of all manager/coach candidates:

- The candidate understands the age group they will be supervising.
- The candidates child is of eligible division age (11/12 for Majors, 9/10 for Minor)
- The candidates have the ability to lead by example.
- The candidate demonstrates an understanding and appreciation of the philosophy of Torrance Little League baseball, and will cooperate with others in making the program of mutual benefit to **all** children.
- The candidate will show by example, they respect the judgment and the position of authority of the umpire and will instill in their players a respect for authority of adult leaders in the league.
- The candidate will encourage **all** their players at every opportunity.
- The candidate will instill a desire to win and improve in **each** player, while maintaining a philosophy consistent with that of Torrance Little League Baseball.
- The candidate will be instrumental in shaping acceptable and positive behavior patterns whether the team wins or loses.
- The candidate is well acquainted with the rules and regulations appropriate to the division.
- The candidate has the ability to meet the time requirements to act as a team official.
- The candidate has knowledge of first aid and safety.

#### **Article XVII - Team Officials, Managers, Coaches, Team Parents**

**Section 1:** Managers shall be selected in accordance with the procedures outlined in the By-Laws.

**Section 2:** Coaches and Team Parents shall be chosen by the Manager and shall be submitted to the President for approval no later than one week following the formation of the team.

**Section 3:** All Managers, Coaches, and Team Parents, each year, must fill out and submit a background check prior to working with players.

**Section 4:** Legacy Players will be defined as a player who plays for Torrance Little League starting in the 4u or 5u spring season & plays through his/her 12u spring season in majors, without missing a spring season. Players must play 8 consecutive spring seasons at TLL.

#### **Article XVIII - General Rules and Agreements**

##### **Section 1: *Division Age Alignment:***

- T-Ball 4-5-6 years of age
- Farm 5-6-7 years of age
- Training 7-8-9 years of age
- Minor 8-9-10-11 years of age
- Major 10-11-12 years of age
- 50/70 11-12-13 years of age
- Junior 12-13-14 years of age

**Section 2: *Pre-Season & Regular Season Games Ground Rules:*** Prior to the beginning of the Pre-season/Regular season each year, the TLL Board shall review and approve the Ground Rules for the Pre-season & Regular season and distribute to each Manager and Division Commissioner. (***See Appendix for Ground Rules***).

##### **Section 3: *Size of Team / Coach-Kid Pitch***

- T-Ball 10 players maximum – last 4 games coach may pitch first 4 balls
- Farm 12 players maximum – 5 coach pitches then tee hit, if hit did not occur
- Training 12 players maximum – Kid / Coach pitch
- Minor 13 players maximum – Kid pitch
- Major 13 players maximum – Kid pitch
- 50/70 16 players maximum – Kid pitch
- Junior 16 players maximum – Kid pitch

**Section 4: *Playoff (Tournament) Games:*** Prior to the beginning of the Playoffs each season, the TLL Board shall review and approve the Playoffs ground rules and distribute to each Manager and Division Commissioner (***See Appendix for Ground Rules***).

**Section 5: *Fall Ball Rules:*** Prior to the beginning of the Fall Ball each season, the TLL Board shall review and approve the Fall Ball ground rules and distribute to each Manager. (***See Appendix for Ground Rules***).

**Section 6: *Official Rules of Little League:*** See the current year of the **Little League Baseball Official Regulations and Playing Rules (Green Book)**. TLL Ground Rules apply for all games at Torrance Little League. Some rules can change for inter-league games played outside of TLL.

#### **ARTICLE XIX - Tryout Procedures Prior to Draft:**

**Section 1:** All players eligible for competitive divisions (Training, Minors, Majors, 50/70 & Juniors) are required to tryout. All players desiring to tryout in a division of play that is higher than their required division based on league age must still tryout in their required division of play. Any player to falsify a birthday on their registration will not be eligible to participate in the intended division for the spring season and will not be eligible to participate in All-Stars. Legal proof of birthday must be shown prior to the draft. All players requesting a drop to a lower division (due to safety reasons must be approved by the President), must still tryout in their required division of play.

**Section 2: Age requirements:** Playing eligibility is determined by:

<u>League Age</u>	<u>Required Division of Play</u>
7 & 8	Training
9 & 10	Minor
11 & 12	Major
11-13	50/70
12-14	Juniors

**Section 3: Limitations:** Any players wishing to tryout at higher division must have signed parent waiver on file. A player wishing to play up a division must try out for the division they are trying to play into as well as their eligible division. To qualify to play up in the minor or major division a player must grade in the top three rounds of the division they are trying to play up in. Players attempting to play up may not be tied to a coaches pick. Any player failing to attend an of the scheduled tryout dates, will be placed on the waiting list and assigned to a team in accordance with Article XV. Tryouts will be conducted in the presence of all Division managers and commissioners, at which time every candidate will have an opportunity to catch, throw, run and bat. 1-2 active Board of Directors, that does not have a child in the division, will participate in the evaluation process and scoring.

**Section 4: Tryout Procedures:** Try outs are to be a mutual cooperation between the Player Agent (regarding the players), the Fields Maintenance Coordinator, and the Division Commissioners.

**Article XX - Player Selection and Draft Process**

***T-Ball Division (4, 5, 6 year olds):***

**Section 1:** There shall be no draft or tryouts.

**Section 2:** Players will be grouped in the following order according to:

- Parent request
- Geographical region or School attended
- At random by age

***Farm Division (5, 6,( 7 year olds if not drafted into Training)):***

**Section 1:** All 7 year olds not drafted into Training shall play Farm. In rare cases because of safety issues an 8 year old may be placed in Farm. This must have the approval of the President, Vice President, Player Agent, Division commissioner and District Administrator.

**Section 2:** Players will be grouped in the following order according to:

- Parent request
- Geographical region or School attended
- At random by age

***Training Division (7, 8, and (9 year olds if not drafted into Minors)):***

**Section 1:** To be eligible for the draft, all eligible player must have participated in a minimum of one tryout.

**Section 2:** Draft order is selected by numbers out of a hat at the completion of tryouts.. The reverse of this order shall be used to choose team names. The draft is then conducted in a serpentine fashion (1, 2, 3, 4, 4, 3, 2, 1, 1, 2, 3, 4, ....).

**Section 3:** All 9 year olds, that were not drafted into the minors division, must be drafted into the Training Division, unless it is by parental request for player to be placed in a lower division, or it has been determined by the Player Agent and President that there is a

safety issue with said player playing in that division. 9 year olds are not eligible for the Farm division.

**Section 4:** Only teams with Board approved coaches may take advantage of the coach's pick. To be eligible the Manager must have submitted the coach's name for approval and all paperwork must have been completed in accordance with Article XVII, section 4 of this constitution.

There will be no adjustment of the graded rounds for coach's pick players, unless the manager advocates for changes to their own player and/or assistant coach's player, when applicable.

In the event that both a Manager and their approved Assistant Coach have eligible players who are graded and assigned to the same draft round, the following procedure shall apply:

- The team shall automatically select both players in the applicable round (e.g., both Round 1 players will be taken during Round 1).
- The team shall then forfeit its selection in the following available round (e.g., Round 3).
- The team shall regain its normal draft position in the next available round (e.g., Round 4) and receive an additional section at the end of round 4.
- For all remaining rounds, Manager will resume the applicable draft order.

**Section 5:** Siblings (brothers and sisters only, this does not include extended family members) must be taken in rounds specified by Commissioner according to average tryout results. This is not optional, unless the parents have requested that the siblings play on separate teams.

**Section 6:** When averaging the scores for coach pick players, the highest and lowest score will be removed to ensure fair scoring. The grading provided by the independent evaluator will always be included in the aggregate.

***Minor Division (8, 9, 10, and (11year olds if not drafted into Majors)):***

**Section 1:** To be eligible for the draft, all eligible players must have participated in a minimum of one tryout.

**Section 2:** Draft order is selected by numbers out of a hat at the completion of tryouts.. The reverse of this order shall be used to choose team names and practice field selection. The draft is then conducted in a serpentine fashion (1, 2, 3, 4, 4, 3, 2, 1, 1, 2, 3, 4, ....).

**Section 3:** All 11 year olds must be drafted into the Minor Division unless it is by parental request for player to be placed in a lower division or it has been determined by the Player Agent and President that there is a safety issue with said player playing in that division. 11 year olds are not eligible for the Training division.

**Section 4:** Only teams with Board approved coaches may take advantage of the coach's pick. To be eligible the Manager must have submitted the coach's name for approval and all paperwork must have been completed in accordance with Article XVII, section 4 of this constitution.

There will be no adjustment of the graded rounds for coach's pick players, unless the manager advocates for changes to their own player and/or assistant coach's player, when applicable.

In the event that both a Manager and their approved Assistant Coach have eligible players who are graded and assigned to the same draft round, the following procedure shall apply:

- The team shall automatically select both players in the applicable round (e.g., both Round 1 players will be taken during Round 1).
- The team shall then forfeit its selection in the following available round (e.g., Round 3).
- The team shall regain its normal draft position in the next available round (e.g., Round 4) and receive an additional section at the end of round 4.
- For all remaining rounds, Manager will resume the applicable draft order.

**Section 5:** Siblings (brothers and sisters only, this does not include extended family members) must be taken in rounds specified by Commissioner according to average tryout results. This is not optional, unless the parents have requested that the siblings play on separate teams.

**Section 6:** When averaging the scores for coach pick players, the highest and lowest score will be removed to ensure fair scoring. The grading provided by the independent evaluator will always be included in the aggregate.

***Major Division (10, 11, 12 year olds) is the first Division to conduct its Draft***

**Section 1:** To be eligible for the draft all players must have participated in a minimum of one tryout.

**Section 2:** All 12 year olds must be drafted into Majors unless it has been determined by the Player Agent, Division Vice President and Vice President and is approved by the President that there is a safety issue or if all Major teams have reached their maximum for the 12 year old age group.

**Section 3:** Draft order is selected by numbers out of a hat at the completion of tryouts.. The reverse of this order shall be used to choose team names and practice field selection. The draft is then conducted in a serpentine fashion (1, 2, 3, 4, 4, 3, 2, 1, 1, 2, 3, 4, ....).

**Section 4:** Only teams with Board approved coaches may take advantage of the coach's pick. To be eligible the Manager must have submitted the coach's name for approval and all paperwork must have been completed in accordance with Article XVII, section 4 of this constitution.

There will be no adjustment of the graded rounds for coach's pick players, unless the manager advocates for changes to their own player and/or assistant coach's player, when applicable.

In the event that both a Manager and their approved Assistant Coach have eligible players who are graded and assigned to the same draft round, the following procedure shall apply:

- The team shall automatically select both players in the applicable round (e.g., both Round 1 players will be taken during Round 1).

- The team shall then forfeit its selection in the following available round (e.g., Round 3).
- The team shall regain its normal draft position in the next available round (e.g., Round 4) and receive an additional section at the end of round 4.
- For all remaining rounds, Manager will resume the applicable draft order.

**Section 5:** Siblings (brothers and sisters only, this does not include extended family members) must be taken in rounds specified by Commissioner according to average tryout results. This is not optional, unless the parents have requested that the siblings play on separate teams.

**Section 6:** When averaging the scores for coach pick players, the highest and lowest score will be removed to ensure fair scoring. The grading provided by the independent evaluator will always be included in the aggregate.

**50/70 Division (11, 12 & 13 year olds) will conduct a draft only if necessary based on enrollments.**

**Section 1:** To be eligible for the draft all players must have participated in a minimum of one tryout.

**Section 2:** All 11 through 13 year olds must be drafted into 50/70 unless it has been determined by the Player Agent, Division Vice President and Vice President and is approved by the President that there is a safety issue or if all 50/70 teams have reached their maximum for the 11-13 year old age groups.

**Section 3:** Numbers are drawn to determine drafting order. The reverse of this order shall be used to choose team names and practice field selection. The draft is then conducted in a serpentine fashion (1, 2, 3, 4, 4, 3, 2, 1, 1, 2, 3, 4,...)

**Section 4:** Only teams with Board approved coaches may take advantage of the coach's pick. To be eligible the Manager must have submitted the coach's name for approval and all paperwork must have been completed in accordance with Article XVII, section 4 of this constitution.

There will be no adjustment of the graded rounds for coach's pick players, unless the manager advocates for changes to their own player and/or assistant coach's player, when applicable.

In the event that both a Manager and their approved Assistant Coach have eligible players who are graded and assigned to the same draft round, the following procedure shall apply:

- The team shall automatically select both players in the applicable round (e.g., both Round 1 players will be taken during Round 1).
- The team shall then forfeit its selection in the following available round (e.g., Round 3).
- The team shall regain its normal draft position in the next available round (e.g., Round 4) and receive an additional section at the end of round 4.
- For all remaining rounds, Manager will resume the applicable draft order.

**Section 5:** Siblings (brothers and sisters only, this does not include extended family members) must be taken in rounds specified by Commissioner according to average tryout results. This is not optional, unless the parents have requested that the siblings play on separate



teams.

**Section 6:** When averaging the scores for coach pick players, the highest and lowest score will be removed to ensure fair scoring. The grading provided by the independent evaluator will always be included in the aggregate.

**Junior Division (12, 13 & 14 year olds) will conduct a draft only if necessary based on enrollments.**

**Section 1:** To be eligible for the draft all players must have participated in a minimum of one tryout.

**Section 2:** All 12 through 14 year olds must be drafted into Juniors unless it has been determined by the Player Agent, Division Vice President and Vice President and is approved by the President that there is a safety issue or if all Junior teams have reached their maximum for the 12-14 year old age groups.

**Section 3:** Numbers are drawn to determine drafting order. The reverse of this order shall be used to choose team names. The draft is then conducted in a serpentine fashion (1, 2, 3, 4, 4, 3, 2, 1, 1, 2, 3, 4,...)

**Section 4:** Only teams with Board approved coaches may take advantage of the coach's pick. To be eligible the Manager must have submitted the coach's name for approval and all paperwork must have been completed in accordance with Article XVII, section 4 of this constitution.

There will be no adjustment of the graded rounds for coach's pick players, unless the manager advocates for changes to their own player and/or assistant coach's player, when applicable.

In the event that both a Manager and their approved Assistant Coach have eligible players who are graded and assigned to the same draft round, the following procedure shall apply:

- The team shall automatically select both players in the applicable round (e.g., both Round 1 players will be taken during Round 1).
- The team shall then forfeit its selection in the following available round (e.g., Round 3).
- The team shall regain its normal draft position in the next available round (e.g., Round 4) and receive an additional section at the end of round 4.
- For all remaining rounds, Manager will resume the applicable draft order.

**Section 5:** Siblings (brothers and sisters only, this does not include extended family members) must be taken in rounds specified by Commissioner according to average tryout results. This is not optional, unless the parents have requested that the siblings play on separate teams.

**Section 6:** When averaging the scores for coach pick players, the highest and lowest score will be removed to ensure fair scoring. The grading provided by the independent evaluator will always be included in the aggregate.

#### **Article XXI - Selection Process for All-Star Team Managers**

**Section 1:** All league-approved managers and assistant coaches in each division have the right to apply in writing for a managerial position of any All-Star team.

**Section 2:** Those wishing to be considered for post season managerial positions must submit in writing, their intention to manage, to the President no later than 2 weeks prior to the team selection process. The letter must include the following information:

- Team which the individual is applying to manage
- A brief description of the individual's qualifications for managing a post season team and a statement regarding an understanding of the time commitment necessary to take such a position

**Section 3:** Approved All Star Managers shall be selected in the following manner for all post season teams. The Approved All Star Managers in the Junior and 50/70 Division will be selected by the President/ Board. The Approved All Star Managers in the Major division shall have first choice in managing either the 12u or 11u all-star team based on performance, past all-star managing experience, standing in league, and how they represent TLL. The Division Commissioner and President or Vice President will gather votes from each manager in the division on who should be the Approved All Star manager of the All-Star Team. The Votes gathered will be included in the votes alongside the Board of Directors decision on order of selection of the All-Star team. In the event the a board member is a manager or the spouse of a manager is on the board, they will only receive one (1) vote per household. The Manager vote will be the selected vote. In the event there are two children in the same division, only one vote per player is permitted. A interview will be provided to the Board of Directors for each Approved All Star manager application. Should one of these teams not be chosen by a Major team Manager or Coach, consideration shall then be given to all Minor Managers who have submitted requests. The Approved All Star managers in the Minor division shall have first choice in managing a 10u old all star team based on performance, past all-star managing experience, standing in league, and how they represent TLL. Should one of these teams not be chosen by a Minor team Manager, consideration shall then be given to all Major Managers and Coaches who have submitted requests. When considering Approved All Star Major managers, priority shall be given to managers based on the above selection criteria. The President/Board shall have the final approval of all post season Approved All Star managers.

Each entity is entitled to only 1 vote in the manager selection process. If a manager holds both a manager position and a Board seat their vote will only count once.

**BOARD NOTE:** The all star draft selection process is highly confidential. The conversations that take place are to be kept ONLY in the draft room. There is information that, if released, may cause dissention and/or bullying amongst the players, parents or coaches on and off the field. The goal of the all star draft process is to pick the top players in each age group to best represent TLL. Both skill and character are to be taken into account. Due to the sensitivity of this process, any information released by a previously selected all star manager or coach to the public (or TLL community) will result in an immediate disqualification of that manager/coach. If this happens, a committee will be assigned to investigate the allegations. If a manager/coach is disqualified, the next manager/coach previously approved by the board will be selected to the team affected.

## **Article XXII - Selection Process for All-Star Team Members**

### **Section 1: *Junior, 50/70, 12u, 11u, 10u and Training All Stars Teams:***

All All-Star teams shall consist of a minimum amount of players to allow for three coaches in the dugout, but the least amount of players shall never be less than 12. The total number of teams shall be determined by the Board of Directors.

**Section 2:** The number of players selected shall be adjusted in accordance with Little League rules, to guarantee that two coaches shall be permitted on the field. However, there shall never be less than 12 players chosen for each team. Any additional positions must be decided on through the managers' voting process.

**Section 3:** To be eligible for consideration to participate on any All-Star team, the player must have played at least 75 percent (75%) or more of the regular season games, players with an approved medical documentation must have 60 percent (60%) or more of the regular season games.

**Section 4:** The final roster of all post season teams must be approved by a committee made up of the President and Board of Directors. The President may designate additional members and excuse others if, in the opinion of the President, there is a conflict of interest.

**Section 5:** All-Star rosters may not be announced until District Rules allow each year. Members who violate this policy may be subject to disciplinary action by the Board of Directors.

**Section 6: *Junior All Stars:*** If there is more than one team, the Division Commissioner shall create a ballot listing all 11 through 13 year old players eligible for selection to the All Star team. Prior to the end of the regular season the Commissioner or President shall conduct a vote (by secret ballot of each player) in the Junior Division. The top 6 vote recipients shall be automatically placed on the All Star team. Any ties for 6th place shall also be placed on the team up to a max of 7. The All Star Manager shall have discretion which player(s) to take on the team if there is a 3 way tie for 6th place. The Managers of each Junior team shall then vote to complete all remaining position(s) using the draft process below. Players playing in both the Junior and 50/70 Division cannot play on 2 all star teams. They must designate which team they want to play on prior to the draft.

**Section 7: *50/70 All Stars:*** If there is more than one team, the Division Commissioner shall create a ballot listing all 11 through 13 year old players eligible for selection to the All Star team. Prior to the end of the regular season the Commissioner or President shall conduct a vote (by secret ballot of each 50/70 player) in the 50/70 Division. The top 6 vote recipients shall be automatically placed on the All Star team. Any ties for 6th place shall also be placed on the team up to a max of 7. The All Star Manager shall have discretion which player(s) to take on the team if there is a 3 way tie for 6th place. The Managers of each 50/70 team shall then vote to complete all remaining position(s) using the draft process below. Players playing in both the 50/70 and Major Division cannot play on 2 all star teams. They must designate which team they want to play on prior to the draft.

**Section 8: *11u and 12u All Stars:*** The Major Division Commissioner shall create a ballot listing all 12u and 11u players eligible for selection to the All Star team. Prior to the end of the regular season the Commissioner or President shall conduct a vote (by secret ballot of each Major player) in the Major Division. The top 6 vote recipients, for each age group, shall be automatically placed on the 11u or 12 u All Star team. Any ties for 6th place shall also be placed on the team up to a max of 7. The All Star Manager shall have discretion which player(s) to take on the team if there is a 3 way tie for 6th place. The Managers of each Major team shall then vote to complete all remaining position(s) using the draft process below. All players in the Major Division are eligible for the 12u team. All 11u players in the Major division are eligible for the 11u team. Players in the Minor Division are not eligible for the 12u or 11u teams.

Note: Players or Parents in the Major Division do not have an option on what team (12u or 11u) the child shall be drafted on or play with.

*Exception:* 10u players playing in the Major Division may opt out of playing on the 12u and 11u teams and be considered for the 10u team(s). Parents shall inform the Major Division Commissioner one week before the draft.

**Section 9: 10u All Stars:** The managers of each Minor team shall vote for all 9 & 10 year olds to make a full roster for this team. The selection of players on the White (A) team shall be first, followed by the selection of players on the Maroon (B) team, both using the draft process below.

Note: Managers in the Major Division may advocate for 10U players playing in the Major Division prior to the draft process starting.

**Section 10: Training All Stars:** The Managers will select 24 players using the draft process below. The All Star Managers will then select the players to be on their respective team in a back and forth fashion, unless a mutually agreed upon selection system can be used. The Manager with the better regular season record will go first.

**Section 11: Player Selection Criteria:** Each Division Manager shall select players who excel in a variety of areas including:

- a) Fundamental skills (hitting, pitching, fielding, base running, stealing, sliding, etc.)
- b) Consistency and precision in overall baseball mechanics
- c) Adaptability, versatility and flexibility
- d) Attitude, leadership and SPORTSMANSHIP

**Section 12: The Draft Process:** The allocation of players to each all star team shall follow the steps below:

Step 1: Each manager, prior to the beginning of nominations will bring forward the names of the players from their team they deem potential all stars prior to the first Player Proposition.

Step 2: Player Proposition

The draft starts with the All Star Manager proposing a player for selection based on a needed team position.

*Step 3: Player Discussion*

After the player nomination, the player in question shall be open for discussion by the other Division Managers. Discussion should be about the merits of the player and if they are a good choice for that position. No more than 5 minutes of discussion shall be allowed on any player nomination. At such time, the Division Commissioner will call for a vote.

Step 4: Voting

Votes will be done by secret ballot.

Step 5: Result

All votes will be tallied by the Division Commissioner and Player Agent. By approval of a 2/3rds vote will a player be placed on the team. If the proposed player does not receive the necessary votes, the player is not on the team, but may still be eligible for selection during another round.

In the event a player is not selected after a nomination, the next Manager by order of

finish during the regular season may propose an alternative player for that position. The process continues until all team positions have been filled.

**Section 12: *Player Replacement*:** If any voted player does not or can not make the commitment for the All Star team the 1st alternate player selected during the draft will fill that vacate position. The All Star Manager shall choose any replacement player(s) to fill the alternate roster positions on the team. The selected players must be approved by the President, Vice President and the Player Agent. The President may designate additional members and excuse others, if in the opinion of the President there is a conflict of interest.

### **Article XXIII - Amendments**

This Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any Board Meeting as long as the subject is on the agenda with appropriate advanced notice. All subjects of amendment should be noted on the Board Meeting Agenda.

Send copy of this Constitution and By-Laws to District 27 office and to Little League Regional Headquarters. The most recent copy sent to Regional Headquarters is the official Constitution and By-Laws of Torrance Little League in the eyes of Little League.

### **Article XXIV – Appendix**

#### **1. Manager Suspensions**

##### **a. Procedural Suspensions – Pitch/Catch Violations, etc.**

- i. Coach may not coach, must stay in the outfield and not provide any coaching. They may participate in warmups but must leave the field of play prior to the beginning of the game. Failure to properly serve the suspension will result in a behavioral suspension, at the discretion of the Division Commissioner.

##### **b. Behavioral Suspensions**

- i. Manager is suspended from participating in any activity with the team at the facility and not permitted to be on site during the game.