

COLLEGE GLEN LITTLE LEAGUE
League ID #04050502

BY-LAWS
2019

GENERAL

League Colors: The official colors of CGLL shall be Columbia Blue, Navy Blue and White.

BOARD OF DIRECTORS

A. The League shall be governed by a Board of Directors, made up of members (in good standing) of the League or community.

B. The Board shall be made up of 13 members, consisting of the following positions:

President	Vice-President
Secretary	Treasurer
Communications Director	Registrar
Snack Bar Directors	Equipment Manager
Sponsorship Director	Fall Ball Coordinator
Facilities Director	Fireworks Directors
Safety Officer	Team Parent Coordinator
Umpire in Chief	Head Scorekeeper
Player Agent (for each Division)	Coaching Coordinator
Volunteer Coordinator	Apparel Coordinator
District Liaison	

Two (2) additional “At-Large” board positions may be added to the current roster of the College Glen Little League Board of Directors at the discretion of the incoming President.

C. Board meetings shall be governed by Robert’s Rules of Order.

D. Board meetings will be held twice each month starting in October of each year and these twice-monthly meetings will continue through the end of the CGLL season. Meeting days may vary at the discretion of the Board. Monthly meetings will continue in the off-season.

E. At the discretion of the Board, a member of the Board can be removed for missing three (3) consecutive meetings.

F. All Board members shall share equally in fulfilling the Director of the Day (DOD) duties. Any member who fails to serve his/her scheduled turns as DOD without being excused prior to their scheduled shift by the CGLL President can be removed from the Board by a two-thirds vote of the Board. If you cannot fulfill your responsibilities as DOD on your assigned day, YOU must arrange for a substitute to fill in for you. The Director of the Day (DOD) duties are as follows:

1. Unlock and open entry gates.
2. Raise the flag prior to the first game.
3. Unlock bathrooms and clean if necessary.
4. Empty trash throughout the complex if necessary.
5. Identify yourself as the DOD to the managers and scorekeeper for each game being played.
6. Be available to answer questions regarding local playing rules and Little League rules. DOD shall have and make available if necessary, a copy of the updated CGLL local playing rules and official Little League Baseball Official Regulations and Playing Rules.
7. Observe the spectators; provide necessary assistance to managers in controlling fans enforcing baseball complex rules.
8. After games, make sure all fields are clean from equipment and trash.
9. Make sure that the home teams have returned all the equipment to the proper storage sheds (Hoses, rakes, chalkers, bases, etc.)
10. Make sure the scoreboards are turned off from within the snack bar.
11. Lower the flag after the last game.
12. Help Snack Bar Director/Supervisor secure the snack bar.
13. Secure equipment room, facility gates and storage sheds.
14. Escort the Snack Bar Director/Supervisor to his/her car.

PLAYER SELECTION:

The method of player selection varies depending on the specific division. Each is outlined below. If the League President is a Manager in one or more of the baseball divisions, the Vice President will assume the League President's duties in regard to conducting the Draft for those divisions only. All responsibilities noted for the League President in this section will fall to the Vice President for those divisions where the League President is managing a team. If both the League President and the Vice President are managing teams in the same division, then the Player Agent would assume the League President's responsibilities for that division.

T-Ball Division (typically League Age 4-6)

There are no "tryouts" or Skill Assessments for players in T-Ball. The Registrar will assign all registered players to teams.

The Registrar will take into account:

- the player's age and experience level
- any siblings also registered in the division

However, the main focus will be on forming teams with roughly an equal mix of players of similar ages and experience levels to promote balanced play among the teams. After the Registrar forms the teams, the Team Rosters will be distributed to the managers.

Farm Division (typically League Age 6-8)

There are no "tryouts" or Skill Assessments for players in the Farm Division, except for six-year-olds who have played at least 1 year of T-Ball. These players are required to attend one (1) Skills Assessment to determine the safety of their participation in the Farm Division. Teams will be formed using a draft process where players will be selected based on League Age, and the main focus will be on forming teams with roughly an equal mix of players of similar ages and experience levels to promote balanced play among the teams.

Farm Division Draft Guidelines:

- Prior to the draft, each Manager has the option of declaring ONE lead Assistant Coach to be part of their team. If any Manager and/or designated lead Assistant Coach has one or more children that will be playing in that division, those players must be drafted according to the rules specified below.
- Prior to the start of the draft, the League President, Registrar and Player Agent will determine the number of players that will be drafted per team based on the available pool of eligible players and will announce that to the Managers.
- Only the League President, Vice President, Player Agent, Registrar, Managers and one lead Assistant Coach from each Farm team are allowed in the draft room. The League President can invite other individuals to witness the draft at the League President's discretion. Nobody else is allowed in the draft room unless specifically invited by the League President.
- No players return to their teams from a previous year. All players are returned to the draft.
- Farm Division Draft Order is determined randomly by each manager selecting their first round draft pick number out of a hat.
 - The draft order will also determine the Farm Tournament seeding, by using reverse draft order. Meaning the 1st draft pick will be the #6 seed in the tournament, 2nd pick the #5 seed, 3rd pick the #4 seed, 4th pick the #3 seed, 5th pick the #2 seed, and 6th pick the #1 seed.
- The draft will be conducted with all eligible players being grouped together by their corresponding League Age. All players in each age group must be selected before moving on to the next age group. The draft will begin with the oldest eligible players (based on League age) being selected first and proceeding to each

younger League Age grouping thereafter, until all eligible players have been selected and placed on a team.

- The children of any Manager and designated lead Assistant Coach will be the first draft picks in their respective age grouping based on the player's League Age for the upcoming season.
- If a Manager does not intend to draft their child to their team, they MUST notify the Player Agent at least 48 hours prior to the draft that they will NOT be selecting their child AND the League President and Player Agent approves. In this situation, the Manager would NOT be allowed to draft their child and that player is then made available to be selected by a manager from any another team.
- When siblings are in the draft and one is drafted (and the parents/guardians want them to play on the same team), that Manager MUST select the remaining sibling(s) with their next draft pick(s) in the League Age grouping for those sibling(s).
- Besides the children of the Manager and lead Assistant Coach, no other players may be "protected" and/or claimed by a Manager prior to the draft and all other players must be drafted accordingly.
- At the conclusion of the draft, Managers can conduct an unlimited number of trades before they leave the draft room on the day of the draft only. Each trade must involve the transfer of the same number of players between teams. Example: Team #1 could trade two players to Team #5, with Team #5 sending two players back to Team #1. However Team #5 could not send just one player to Team #1 (in the previous example). Additionally, players in the Farm division can only be traded for other players with the same league age.
- The Player Agent shall approve all trades. Any trade not approved by the Player Agent is voided.
- The League President and Player Agent have the duty to ensure the draft is conducted fairly and without manipulation. They have the authority to void part or all of the draft as required ensuring fair play.
- The draft order is a "serpentine" draft. See below for an example:
If there are six (6) Farm teams numbered 1-6, the order of draft (by team number) would be:
1st Round: 1, 2, 3, 4, 5, 6 (i.e. in order of draft/team number)
2nd Round: 6, 5, 4, 3, 2, 1 (i.e. in reverse order of draft number)
3rd Round: 1, 2, 3, 4, 5, 6
4th Round: 6, 5, 4, 3, 2, 1
This would continue until all players are drafted. Note that this results in the team with the last pick in each round having the first pick in the next round, essentially having two picks in a row.
- Late Registrants: Farm Division eligible players who register after the draft is complete will be placed on a team by a random draw conducted by at least two of the following individuals: League President, Registrar and/or Player Agent. The random draw will begin with the team(s) having the lowest number of players on their roster and will continue until all teams have an equal number of players

on their roster. Once all teams have an equal number of players on their roster, then for any subsequent late registrants, any team that receives a player through this process will be removed from consideration until all teams receive one new player each and then this process will be repeated until all late registrants are placed on teams. If the League President or Player Agent believes an attempt is being made to manipulate the draft through late registration, the League President or Player Agent has sole discretion to place the player on the team of their choosing to ensure team formation is fair and without manipulation.

- **CONFIDENTIALITY** - The Draft is to be kept completely confidential, including the player draft order and any trades. Each individual attending the draft is responsible for maintaining confidentiality of the draft and the draft materials. Violation of this rule by a Manager or their lead Assistant Coach is cause for suspension of the Manager.

Minor Division (typically League Age 9-10)

Major Division (typically League Age 11-12)

Junior Division (typically League Age 13-14)

The Minor, Major and Junior Divisions will draft players using the following guidelines when there is more than 1 team playing in any of these respective divisions.

All players wanting to play in the Minor, Major and Junior divisions must participate in two out of three “tryout” or Skills Assessment sessions. Managers/Coaches will be given the opportunity to assess the players on their basic baseball skills during the “tryouts”.

If a player is unable or does not attend 2 tryouts, the Player Agent will do the best of their ability to make each Manager aware of the player’s abilities prior to the draft. If that is not possible or if the League President or Player Agent believes an attempt is being made to manipulate the draft, the League President or Player Agent has sole discretion to choose one of the following alternatives:

- Allow the player missing the tryouts to enter the draft and be drafted normally, OR
- Withhold the player from the draft and place the player on a team of the Player Agent’s choosing

All players league age 13-14 must be drafted to play in the Junior division. All players league age 12 must be drafted to play in Majors, unless a special exception is made by the League President due to safety concerns, etc. Players league age 9-11 who are not selected to play in Majors are automatically part of the Minors Draft. All players league age 10-11 who are not selected to play in Majors must be drafted to play in Minors, unless a special exception is made by the League President due to safety concerns, etc.

During tryouts and prior to the Major division draft, the Player Agent and Major Managers shall evaluate all eligible players who tryout to determine if they possess the necessary skills to play in Majors. Players that tryout who are evaluated as being “not ready” for Majors will be placed in the Minor Division draft pool. During tryouts and prior to the Minors draft, the Player Agent and Minor Managers shall evaluate all eligible players who tryout to determine if they possess the necessary skills to play in Minors. Players that tryout who are evaluated as being “not ready” for Minors will be placed in the Farm Division draft pool.

Minor, Major and Junior Draft Guidelines:

- Prior to the draft, each Manager has the option of declaring ONE lead Assistant Coach to be part of their team. If any Manager and/or designated lead Assistant Coach has one or more children that will be playing in that division, those players must be drafted according to the rules specified below.
- Prior to the start of the draft, the League President and Player Agent will determine the number of players that will be drafted per team based on the available pool of eligible players who have been deemed to be “ready” to play in each respective Division that season and will announce that to the Managers.
- Only the League President, Vice President, Player Agent, Registrar, Managers and one lead Assistant Coach from each respective division are allowed in the draft room. The League President can invite other individuals to witness the draft at the League President’s discretion. Nobody else is allowed in the draft room unless specifically invited by the League President.
- No players return to their teams from a previous year. All players are returned to the draft.
- Each division’s Draft Order is determined by the manager’s selecting their first round draft pick number out of a hat.
- If a Manager does not intend to draft their child to their team, they MUST notify the Player Agent at least 48 hours prior to the draft that they will NOT be selecting their child AND the League President and Player Agent approves. In this situation, the Manager would NOT be allowed to draft their child and that player is then made available to be selected by a manager from any another team at any point in the draft.
- The children of any Manager will be drafted in the rounds as specified below based on the player’s League Age for the upcoming season:

Junior Division:

League Age 14 in the 3rd Round

League Age 13 in the 4th Round

Major Division:

League Age 12 in the 3rd Round

League Age 11 in the 4th Round

League Age 10 in the 5th Round

League Age 9 in the 6th Round

Minor Division:

League Age 11 in the 2nd Round

League Age 10 in the 3rd Round

League Age 9 in the 4th Round

League Age 8 in the 5th Round

League Age 7 in the 6th Round

- The children of all designated lead Assistant Coaches will be assessed by an Evaluation Committee and assigned a specific draft round based on that assessment, in order to maintain a level of fairness in accordance with the draft guidelines.
 - The Evaluation Committee will be comprised of the President, Vice President, and Player Agent from that division. Should there be a conflict of interest with any members of the Evaluation Committee, they will recuse themselves and a replacement committee member will be selected in the following order: Registrar, Alternate Player Agent, or next most qualified Board Member as determined by the Board of Directors.
 - The Committee will base their assessment on the performance of the children at the required 2 (of the 3) tryouts, their knowledge of the child's baseball skill level, and their understanding of the level of play for that division.
 - Failure for a lead Assistant Coach's child to show up for tryouts will result in them being specified as an automatic 1st round draft selection. Subsequent draft rounds will be assigned to lead Assistant Coaches that have more than one child playing in the same division that fail to show up for tryouts.
 - The Committee will complete their assessment and communicate the specified draft rounds to the Managers of that division after the final tryout.
 - Should the children of any lead Assistant Coaches be unable to attend any of the tryout sessions and notify the Registrar in advance of the tryout dates, the specified draft round will be determined based on the discretion of the Committee.
- When siblings are in the draft for the same division and one is drafted (and the parents/guardians want them to play on the same team), that Manager MUST select the remaining sibling(s) with their next available draft pick(s). This "sibling rule" does not apply to the children of any Manager and/or designated lead Assistant Coaches – those sibling children will be drafted as noted above.

- Besides the children of the Manager and lead Assistant Coach, no other players may be “protected” and/or claimed by a Manager prior to the draft and all other players must be drafted accordingly.
- At the conclusion of the draft, Managers can conduct an unlimited number of trades before they leave the draft room on the day of the draft only. Each trade must involve the transfer of the same number of players between teams. Example: Team #1 could trade two players to Team #5, with Team #5 sending two players back to Team #1. However Team #5 could not send just one player to Team #1 (in the previous example).
- The Player Agent shall approve all trades. Any trade not approved by the Player Agent is voided.
- The League President and Player Agent have the duty to ensure the draft is conducted fairly and without manipulation. They have the authority to void part or all of the draft as required ensuring fair play.
- The draft order is a “serpentine” draft. See below for an example:
If there are six (6) teams in a Division (represented by the numbers 1-6), the order of draft (by team number) would be as follows:
1st Round: 1, 2, 3, 4, 5, 6 (i.e. in order of draft/team number)
2nd Round: 6, 5, 4, 3, 2, 1 (i.e. in reverse order of draft number)
3rd Round: 1, 2, 3, 4, 5, 6
4th Round: 6, 5, 4, 3, 2, 1
This pattern would continue until all eligible players are drafted. Note that this results in the team with the last pick in each round having the first pick in the next round, essentially having two picks in a row.
- Late Registrants: Eligible players (in either of these divisions) who register after the draft is complete will be placed on a team by a random draw conducted by at least two of the following individuals: League President, Registrar and/or Player Agent. The random draw will begin with the team(s) in that division having the lowest number of players on their roster and will continue until all teams have an equal number of players on their roster. Once all teams have an equal number of players on their roster, then for any subsequent late registrants, any team that receives a player through this process will be removed from consideration until all teams receive one new player each and then this process will be repeated until all late registrants are placed on teams. If the League President or Player Agent believes an attempt is being made to manipulate the draft through late registration, the League President or Player Agent has sole discretion to place the player on the team of their choosing to ensure team formation is fair and without manipulation.
- CONFIDENTIALITY - The Draft is to be kept completely confidential, including the Skills Evaluation results, player draft order and any trades. Each individual attending the draft is responsible for maintaining confidentiality of the draft and the draft materials. Violation of this rule by a Manager or their lead Assistant Coach is cause for suspension of the Manager.

ALL-STAR SELECTION:

All-Star Manager/Coach Selection: 8-9-10 and 11-12 Year Old Divisions

The selection of the 8-9-10 and 11-12 All-Star Managers will be performed by a committee comprised of the Vice President, Coaching Coordinator and Major/Minor Player Agents. If any of these committee members has a conflict of interest, the League President shall appoint a replacement among the remaining available Board of Directors. The committee will review all interested candidates and make their recommendation to the League President who will make the final approval decision. Candidates eligible for consideration include all rostered Major and Minor division managers/coaches from the current season. Once selected, the All-Star Manager will then recommend 2 assistant coaches (subject to the same eligibility requirements listed above) to the League President, who will make the final approval decision.

All-Star Player Selection: 8-9-10 and 11-12 Year Old Divisions

The selection of the 8-9-10 and 11-12 All-Star players will be completed in two parts. First, all eligible players league age 9-10 and 11-12 respectively, shall be given a ballot and asked to choose up to 4 players in their same age division among players that are not on their same team. The players in the 9-10 and 11-12 year old age groups that receive the top 4 vote counts from their fellow players will be elected to their respective All-Star team. If there are any ties in the player voting process for the 4th player elected position, the All-Star Manager will break that tie. The All-Star Manager will then select all remaining players needed to complete the team roster from the eligible player pool, including 8 year olds. Each All-Star Manager shall make the decision regarding final All-Star roster size (between 12-14 players). For the player voting process, the Registrar will prepare ballots comprised of all eligible players in the respective age divisions and will provide those to the Major/Minor Player Agents, who will distribute and collect the completed player ballots. It is intended that the player voting process will be completed immediately after they are initially furnished with the ballot and they are not to consult with their manager, coach, parent and/or other adult as they complete their ballot. Major/Minor Player Agents will bring the completed ballots to the League President, where the votes will be tallied in the presence of the League President and the Major/Minor Player Agents.

OUTSIDE FIELD USE

A coach may request to use the College Glen Little League fields for non-CGLL team practices, post season, etc. when that team has at least 40% (of active roster) of College Glen Little League players that are currently active in the league. The Manager of the team requesting use of the fields must be a current or former CGLL member in good standing. All field approvals and scheduling shall be done through President of College Glen Little League. If the President is unavailable the Vice President may make the scheduling arrangements.

The User shall maintain insurance coverage for player and coach injuries. Evidence of this coverage will be provided to the CGLL prior to the start of the field usage, and updated no less than annually; or at the expiration of any policy term.

All Users have a duty to prevent abuse, misuse and damage to any of the CGLL facilities. This is to be accomplished by managing their players and asking parents and attending adults for their support. All trash shall be properly disposed of in the on-site trash containers. Additionally, the User will ensure proper baseball field maintenance (per CGLL Field Maintenance Guidelines) will be completed at the completion of each practice/use.

The field use agreement can be terminated at any time, for any reason and the discretion of the Board.

DUTIES OF BOARD MEMBERS

President

The President is responsible for the overall administration of the League (CGLL) and its operations. Each president must know the regulations under which Little League operates and in authorizing the annual application for charter, binds all members of the league to faithfully observe the regulations. The president should personify the best public image in reflection to the community at large. Each president should take an active role in gaining support and winning friends for the league program.

The president presides at league meetings, and assumes full responsibility for the operation of the local league and receives all mail, supplies and other communications from Little League Headquarters. The president is the officer with whom Little League International maintains contact. The president also represents the league within the District 5 Little League organization.

The president selects and appoints managers, coaches, and committees. As such, no person becomes a manager, coach, or committee member without the approval of the president. However, all appointments are subject to final approval by the local league's board of directors.

A president may manage, coach or umpire, provided he/she does not serve on the protest committee, nor serve as tournament team manager or coach.

The President is the chairman of the Protest Committee. The President prepares the Director of the Day duty schedule and shall be an alternate co-signer on CGLL checking accounts. The President shall be or shall appoint a Tournament Director for post-season Tournament of Champions and/or All-Star tournaments.

The President is responsible for working with Facilities Director in maintaining, developing and obtaining permits for playing fields and support facilities and is responsible for working with Facilities Director in scheduling non-league use of all facilities under the control of the League.

Vice-President

Presides in the absence of the President and is an ex-officio member of all committees. The Vice-President carries out such duties and assignments as delegated by the President and will be an alternate co-signer on CGLL bank accounts. Will chair committee to organize and present the Opening Day Parade and Opening Day. A vice president may manage, coach or umpire, provided they do not serve on the protest committee.

Secretary / Communications

The secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, issues membership cards and maintains a record of league's activities. Provides a copy of the minutes to each member of the board and for publishing on CGLL website. Works with the President to establish meeting schedules for Board of Directors meetings and keeps the CGLL website up to date during the season. Assists with social media marketing for the league. Provides all Board members and managers with a copy of the By-Laws/ Constitutions/Policy and Local Playing Rules.

Registrar

Responsible for the registration of all players. Maintains a registry of all players and parents involved in the league. Provides player information for the purpose of league tryouts and player drafts. Distributes CGLL registration announcements to schools located in the CGLL boundaries. Maintains a list of all league volunteers. Submits official league roster to Little League Baseball.

Treasurer

The treasurer signs checks co-signed by another officer or director (or as directed by the local league's constitution), dispenses league funds as approved by the board of directors, reports on the status of league funds, keeps local league books and financial records, prepares budgets, and assumes the responsibility for all local league finances. Presents a Treasurer's report monthly at Board meetings and provides a copy to the President and Secretary for their records.

Sponsorship Director

Develops levels of sponsorship to be approved by the Board of Directors. Obtains sponsors, makes up sponsor banners and distributes sponsor team plaques. Presents, for approval, a finance report and budget of sponsor fees submitted. Solicits and secures local sponsorships to support league operations. Collects and reviews sponsorship and fundraising opportunities. Organizes and implements approved league fundraising

activities. Coordinates participation in fundraising activities. Maintains records of monies secured through sponsorship and fundraising initiatives.

Fundraising Director

Attends Team Parent Meetings and all relevant league events to communicate the fundraising goal of the league. Oversees all fundraising efforts of the league including the Annual Crab Feed, Home Run Derby, Movie Night, and Fireworks.

Umpire Coordinator

- Provides Umpire Training
- Schedules Umpires
- Member of Protest Committee

Snack Bar Coordinators

Maintains the operation of concession facilities. Organizes the purchase of concession products. Responsible for the management of the concession sales at league events. Schedules volunteers to work the concession booth during league events. Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities. Organizes, tallies and keeps records of concession sales and purchases.

Coaching Coordinator

Represents coaches/managers in league; presents a coach/manager training budget to the board; gains the support and funds necessary to implement a league-wide training program; orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary; helps implement a manager-coach education program for the league. Obtain letter of request from manager prospects of all divisions for submissions to the President for submission to the board for approval.

Player Agent

The player agent conducts annual tryouts, is in charge of player selection, assists the president in checking birth records and eligibility of players and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball. Separate player agents may also be selected to oversee individual divisions within the league. The player agent must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received explicit written permission to allow this from Little League International.

Safety Officer

The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to Little League International through the ASAP system.

District Liaison

The District Liaison is responsible for getting information from the District to the appropriate people within their league. They also aid in the staffing of District Representative positions during TOC and All-Star tournaments.

Head Scorekeeper

The head scorekeeper is responsible for maintaining the CGLL Scorekeeping Policy. In addition, the head scorekeeper will maintain the official scorebooks and binders to be kept in the snack bar. The head scorekeeper is also responsible for providing a Scorekeeping Clinic prior to the start of the season to go over rule changes and CGLL scorekeeping guidelines as well as a "how-to" for beginners.

Equipment Manager

The Equipment manager is responsible for ensuring all equipment is in good condition and ready for the season. This includes preparing an equipment bag for all managers to be handed out and collected at the end of the season.

Facilities Director

The Facilities Director is responsible for maintaining the facilities.

Team Parent Coordinator

The Team Parent Coordinator is responsible for hosting a mandatory meeting for all Team Parents. This meeting will provide the necessary information for the season, including: Snack Bar Shifts, Candy Sales, Crab Feed Baskets, team parties, trophies, etc.

At-Large Members

At-Large members participate in board meetings; however, they do not have a counted vote. These members assist other members throughout the season as needed. They are required to share in the Director of the Day (DOD) shifts.