

# READINGTON TEWKSBURY JUNIOR BASEBALL LEAGUE



2015  
(Addition of Tewksbury)

BY-LAWS

\*updated and adopted 10/2019

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## **ARTICLE I**

This document constitutes the by-laws of the Readington Tewksbury Junior Baseball League, Inc. of Whitehouse Station, New Jersey ("By-Laws"). These By-laws shall be used to guide the operation of this organization. It is the responsibility of the League Secretary/ Vice President of Administration to oversee the maintenance of these By-laws and to adhere to the prescribed process by which these By-laws shall be revised. They shall be updated on an on-going basis as required by the changes deemed necessary by the Executive Board and/or the Voting Council.

### **SECTION 1: Name**

The organization shall be known as the Readington Tewksbury Junior Baseball League, Inc. of Whitehouse Station, New Jersey. For purposes of these By-laws, the term "RTJBL" or "League" shall mean the Readington Tewksbury Junior Baseball League, Inc.

### **SECTION 2: Purpose**

This League is a not-for-profit corporation formed for the purpose of promoting the game of baseball in an environment of fun and instruction for our players. Members are expected to demonstrate the principles of good sportsmanship and good citizenship within a "friendly-competitive" environment. Members shall also strive to create harmony and cooperation for the general welfare of our League and all its members. Games shall be played in accordance with the official rules of the League and the most current edition of the Babe Ruth Baseball Rules and Regulations of the Cal Ripken Division. The League shall, at all times, strive to present the highest standards of conduct and performance from its players, coaches, parents, umpires and administrative personnel.

**SECTION 3: Intent** it is the intent that all League members comply with these By-Laws and the RTJBL Rules of Play. Any deviations or exceptions must be approved by the unanimous vote of the Executive Board. The League shall be self-governing with these By-laws serving as the foundation for directing all League affairs. The Executive Board shall be the primary Rule-Making body of the organization. The Voting Council must approve all amendments to the By-Laws.

### **SECTION 4: Website, Hotline & Social Media**

For more information, please see our League website at [www.rtjbl.com](http://www.rtjbl.com). RTJBL shall maintain and update the website with information, electronic registration, schedules, and field status. The league should also use email and or text messaging to communicate with league members. The league maintains social media accounts including: Facebook ([www.facebook.com/readingtonbaseball](https://www.facebook.com/readingtonbaseball)) and Twitter (@RTJBaseball)

## **SECTION 5: Railroad Field Complex**

Tewksbury's withdrawal from RTJBL shall forever constitute an absolute and unconditional waiver and discharge of any and all rights, claims, demand(s) or cause(s) of action it had or may have had for possession, license and/or use of RTJBL's Railroad Avenue fields and facilities for any reason or purpose, while a constituent part of RTJBL, and as if it had never been part of RTJBL in the first instance. Should any withdrawal occur; Readington shall have no rights nor claims to the Tewksbury fields.

**ARTICLE II – Definitions of League Membership & Associates** **SECTION 1: Membership** - MEMBERSHIP is granted for the balance of the League Calendar Year to any person 18 years of age or older who meets all of the following criteria:

- 1) Resides in Readington Township or Tewksbury Township, or has a child who resides in Readington Township or Tewksbury Township
- 2) Attends at least one League Monthly Meeting
- 3) Is a parent or legal guardian of a registered player
- 4) Demonstrate an interest in the positive welfare of the RTJBL. Exceptions to the above criteria are:
  - a) Persons who are not a parent or legal guardian of a registered player but are granted membership by the Executive Board due to their demonstration of substantial financial support or volunteered time to the League during the "League Calendar Year"
  - b) Persons who do not reside in the Township but intend and actually move to Readington Township, and or Tewksbury Township within 3 months of their first League meeting attendance

**SECTION 2: ACTIVE MEMBERSHIP** - ACTIVE MEMBERSHIP is granted to anyone who has attended a minimum of 3 league meetings in the current League Calendar Year. The League Secretary/Vice President of Administration shall maintain an **Active Membership Roster** for the purpose of participation in League elections. Members must sign the monthly meeting attendance sheet to have their attendance validated by the League Secretary/Vice President of Administration. Attendance rosters are to be maintained monthly by the League Secretary. For the purpose of integrating new members, promoting community involvement and creating harmony throughout our organization, all League members are encouraged to attend the Monthly Meetings and embrace the opportunities to become actively involved.

**SECTION 3: ASSOCIATES** - ASSOCIATES of the League are defined as any League member, Manager, Assistant Coach, Umpire, Snack Stand worker, Summer Tournament worker, player, and all parents or guardians of any such minors.

**SECTION 4: LEAGUE CALENDAR YEAR** - The League's Calendar Year is defined as the twelve month

period beginning with the November Monthly League meeting and concluding the day prior to the subsequent November Monthly League Meeting.

### **ARTICLE III - LEAGUE ADMINISTRATION –**

**SECTION I: The Voting Council** - The Executive Board, designated Activity Chairpersons and all of the League Directors shall be known as the Voting Council. It comprises 24 positions; however, any individual who holds more than one position shall be entitled only to one vote. The Voting Council shall, together with the Executive Board, govern the League and be responsible for the management of all League affairs. The Voting Council shall, together with the Executive Board, be responsible for approving policies and procedures necessary for administering the affairs of this League. Only “**active members**” are eligible to run for Voting Council positions. Voting Council members are expected to attend most, if not all, Monthly Meetings. The Executive Board may, in its sole discretion elect to replace any Voting Council member who misses three consecutive Monthly Meetings. Each Voting Council member has a set of responsibilities as defined below. The Voting Council shall have the power to discipline, suspend and/or remove an Executive Board member, Activity Chairperson, League Director, Manager, Assistant Coach, Umpire or Player in the League, who does not fulfill their obligations, responsibilities and Code of Conduct in accordance with these By-laws. Such action may only be taken by a two-thirds vote of all the Voting Council members.

### **SECTION 2: Executive Board, Committees and Conflicts of Interest on the Board**

The Executive Board shall have primary responsibilities for the operation of the League, including but not limited to, those responsibilities set forth below for each Executive Board Member. The Executive Board also has primary authority for the interpretation and implementation of these By-laws. The Executive Board shall have the power to appoint standing and/or special committees, as it deems necessary to administer the affairs of the League. The Executive Board may also delegate certain authority to these committees, as the Board deems necessary. Executive Board members may attend any committee meeting notwithstanding any issue that may be deemed as a conflict of interest. A conflict of interest shall be deemed to exist if at LEAST 2 MEMBERS of the Executive Board declare it to be a conflict of interest. In such an event, such Board members may not attend the Committee meetings. The Executive Board of the League shall include the elected officers: the President, Executive Vice President of League Operations, League Secretary/Vice President Administration, Vice President /Facilities, Equipment and Scheduling, Treasurer/ Vice President Financial Affairs, Vice President Tournament Baseball and Training and Vice President of Sponsorship and Special Events. The duties of these officers are outlined as follows:

#### **I. The President**

The President shall:

- Preside at all League meetings, with the exception of any issue/meeting deemed to be a conflict of interest (as defined above)

- Be familiar with the activities of all Executive Board members and the activities within their Chain of Command
- Serve as primary Liaison with the Township Committee by attending the relevant town meetings and building the proper relationships with the Mayor, the Township Committee, Township
- Recreation Director and the Whitehouse Athletic Association (property owners of the fields at Railroad Avenue)
- Serve as the primary Liaison to all Babe Ruth Association Meetings
- Be responsible for all correspondence including league charters and registration of players with the Babe Ruth Association
- Appoint any open Voting Council seats \*

\* Nominations for Appointments shall be discussed with the Executive Board prior to actual Appointment.

**II: Executive Vice President of League Operations** The Executive Vice President of League Operations shall, in the absence or disability of the President, perform the duties of that Office. In addition, the Executive Vice President of League Operations shall be responsible for: Oversight of all activities of each League Oversight of the Manager Selection Process & League Drafts, as run by the League Director.

- Conducting a Pre-Season meeting with League Directors to review such things as rules, conduct, expectations, clarifications, issues, ideas and the welfare of our members, players, and their families Conducting the Annual Manager's Meeting in March to review their responsibilities and expectations. This meeting will be part of the regular Monthly March meeting

Provide conduit for all Operational issues from League Director's to the Executive Board. The flow of communication should be from players or their families to their Managers, then to the League Directors. Directors then present the issues to the Executive VP for resolution or further investigation attending at least two games at each League level during the season to monitor League Operations. Investigating all operating issues by obtaining facts for expeditious presentation to the Exec. Board.

Shall be responsible for overseeing, understanding and contributing to the activities of the:

- League Directors
- Player Agent and Evaluation Chairperson

**III: League Secretary/ Vice President of Administration** the League Secretary – Vice President of Administration shall be responsible for:

- Monthly Meeting administration (i.e. agendas, minutes, attendance)
- Executive Board meeting administration including minutes

- Administration of “Special Meetings” with the exception of any meeting which may present a conflict of interest. (in that event, Administration falls upon the President, then Executive VP) Oversight and maintenance of the By-Laws
- Coordination of Insurance for:
- Accident
- Liability
- Board Liability
- Fire Insurance
- Maintaining the league Website with current information
- Shall be responsible for overseeing, understanding and contributing to the activities of the:
- Public Relations and Information Chairperson

**IV: Vice President of Facilities, Equipment and Scheduling** the Vice President of Facilities, Equipment and Scheduling shall be responsible for maintenance of each practice/playing field as well as the management of activities required in scheduling for the utilization and availability of these facilities. These activities include:

- insuring that all facilities meet applicable standards for safety and health and that all required inspections are performed successfully
- annual Spring Clean Up Day and
- annual Winterizing Day in the fall
- playing field maintenance including grass, mounds and infield dirt
- parking lot and surrounding property maintenance
- general field maintenance (e.g. bases, fencing, etc.)
- snack stand maintenance (including bathrooms)
- ensuring that all vendors providing service to the League are properly insured
- acquiring, storing and maintaining field equipment and supplies (e.g. rakes, liners, lime, field dry)
- electric scoreboard maintenance
- assuring that practice and game schedules are accurately prepared and issued
- ensuring that umpires and the required equipment are available for League activities



- ensuring that umpires are properly trained and familiar with RTJBL Local Rules as well as the Babe Ruth rules of play, and that they apply them fairly and without bias (to the best of his/her knowledge)
- All “work for hire” in excess of \$2,500 is to be awarded by obtaining 2 or 3 estimates for the required work. All expenditures must receive prior approval by the Executive Board (and to the extent applicable, the Voting Council in accordance with Article VII).
- Shall be responsible for overseeing, understanding and contributing to the activities of the:
- Equipment Chairperson
- Chief of Umpires
- Scheduling Chairperson

**V: Treasurer /Vice President of Financial Affairs** the Treasurer has general responsibilities related to the financial management of the League. These include:

- Maintaining all financial records of the League for examination by any member of the League
- Ensuring that two authorized signatures are provided on each League check in excess of \$2500
- Ensuring that the League meets all of the requirements placed upon it by the Internal Revenue Service and the State of New Jersey, including the maintenance of the League’s status as a tax-exempt organization
- At the last meeting of the financial year (October), provide a budget for the following year that will be voted on by the Voting Council. The budget should focus on what the league will need financially to operate in the new fiscal year, including:
  - Projected Revenue by subject (e.g. Sponsors/Signs, Fundraisers, Registration)
  - Projected Expenses by subject (e.g. Field Maintenance, Snack Stand Supplies)
- Providing a monthly financial report for the membership that identifies the following information
  - by date of activity: {income by appropriate subject, payment of bills by appropriate subject, vendor
  - the status of fund raisers, the status of Snack Stand finances, funds that have been designated for League approved ventures, current cash available for League business}
- Release monthly financial statements to all members of the Executive Board for review Oversight of all activities of the following Voting Council Members
- Snack Stand Chairperson

**VI. Vice President of Tournament Baseball and Training** the Vice President of Tournament Baseball and Training is responsible for the following:

- Coordinate all aspects of training (i.e. Manager, Coaches, Player clinics), prior to, during, and after the season.
- Offer proposals to the Executive Board on how to best offer these clinics. Clinics can be subsidized through the league or offered to members as a per cost basis. For outside clinics or camps try to secure the best price for the League and its members
- Liaison between Cal Ripken/Babe Ruth District Commissioner and Travel Managers
- Act as a central point of contact for the dissemination and collection of documents and information needed by the Travel managers and the League including collection of travel manager applications for presentation to the Board, travel roster submission to Cal Ripken, birth certificates, Cal Ripken ID cards and patches.
- Provide Travel managers with District and Summer Tournament opportunities for their selection
- Provide a conduit for all Operational issues and/or player/parent grievances from Travel Baseball to the Executive Board
- Organize league run travel tryouts
- Work with appointed travel manager in travel team selection
- Running all aspects of the Summer Tournament if applicable through the oversight and appointment of a Summer Tournament Committee
- Oversight of all activities of travel managers

**VII. Vice President Sponsorship and Special Events** the Vice President of Sponsorship and Special Events shall be responsible for:

- Securing sponsorships for the league, with assistance from sponsorship chairpersons.
- Developing a sponsorship opportunities for solicitation
- Coordinating the designation of sponsors with the Teams in each League to assure sponsors are aligned with the Team/League requested
- Coordinating Team names with the Equipment Chairperson to assure that uniforms are printed with the proper sponsorship names
- Hanging and maintaining the signs in good condition during the season. Insuring all signs are placed on the proper field prior to the start of the season
- Presenting any new ideas for events or sponsorship opportunities to the Board

- All special events such as the opening day parade Updating the League's Site for special events and sponsors
- Oversight of all activities of the following Voting Council Members
- Readington and Tewksbury Sponsorship Chairpersons

As we merge two towns into one organization, the league should strive to have representation from both towns on the Executive Board and voting council members where possible.

Initially as this new venture has begun the Executive Board consists of all Readington volunteers. Until there is an integration of at least 2 Tewksbury residents on the Executive board or until November 2017, The executive board should appoint with voting council majority approval, two members from Tewksbury to serve as voting council members to be a part of the executive board with voting privileges. They would still only have one vote when it comes to any voting council decisions.

### **SECTION 3: Activity Chairpersons**

Several functional areas have been identified as Voting Council positions. These positions shall be filled by election, or, in the event there are no nominees, the positions shall be filled by Presidential appointment with approval of the Executive Board. The list of functional area chairs will include the following:

#### **1. Scheduling Chairperson**

This position is responsible for the following:

- The RTJBL Master Game Schedule
- The Pre-Season Practice Schedule
- The post-opening day Practice Schedule
- Coordinating any spring or summer travel games
- Rearranging rainouts and other postponements at all fields and all Leagues This Chairperson coordinates activity with the Chief of Umpires to assure that umpires arrive as scheduled and do not arrive for canceled games.

This Chairperson is responsible for reporting their activities to the Vice President of Facilities, Equipment and Schedules.

#### **2. Chief of Umpires**

The Chief of Umpires working with the Scheduling Chairperson is responsible for:

- Securing Carded umpires at the approved fees designated each season by the Exec. Board. This can be done with the help of a league approved umpire scheduler and if necessary this umpire scheduler can be paid for their time as approved in the annual budget
- Securing boys/girls (14 years or older) to umpires plate and bases at the approved fees reviewing playing rules for each division with umpires
- Developing and executing an approved plan for umpire training
- Be available at all times by email or cell phone during the season to resolve umpire problems
- Providing frequent feedback to umpires from the Managers and Executive Board

This Chairperson is responsible for reporting their activities to the Vice President of Facilities, Equipment and Schedules.

### **3. Equipment Chairperson**

This position shall be responsible for control and management of the League's playing equipment. The Responsibilities include:

- Maintaining an inventory of each RTJBL item
- Organizing equipment in the equipment trailer
- Seeing to the repair of equipment
- Dispensing and collecting equipment from the Managers
- Acquiring new equipment whose purchase has been approved
- Acquiring Uniforms based on the number of registered players
- Serve as the primary contact for equipment needs for the League managers

This Chairperson is responsible for reporting all activities to the Vice President of Facilities and Equipment.

**4. Snack Stand Chairperson** the Snack Stand Chairperson shall be responsible for management of the League's snack stands. If necessary to run the snack stand more efficiently this person can be paid for their time as approved in the annual budget if necessary, this includes:

- Negotiating vendor contracts for supplies and presenting them to the Executive Board for approval
- Ensuring that the snack stand is equipped with supplies for the regular and travel season
- Maintaining a clean and functional facility (including arranging for equipment repairs as necessary)
- Maintaining records of sales and expenses, including using a point of sale system

- Assuring receipts are deposited in the League's Bank Account on a timely basis
- Working closely with the Treasurer to assure fiscal accountability
- Appointment with Executive Board approval a Snack stand scheduler to schedule workers throughout the season.

This Chairperson is responsible for reporting all activities to the Treasurer—VP of Financial Affairs.

**5. Public Relations/Information Director** the Public Relations and Information Director, should preferably have professional experience in the area of PR or Marketing

- Responsible for collecting information to promote each month to submit to newspapers and other forms of media throughout the entire year. The concept is to keep the league's name out there as much as possible for new families to see and for business and potential sponsors to be aware of
- Responsible for keeping the league involved with social media, and getting families involved with using social media to help promote league and its events
- Any questions that the director cannot answer will be forwarded to the specific league person to answer. The information director should stay cc'd on any back and forth so he is assured that the question was answered in a timely manner
- EB members can also have access to this account if they feel that is helpful
- The Executive Board will give the PR/Info chair a generic infoRTJBL@xxxx, email address. Families will use this as the main point of contact for any league questions or activities. This Director is responsible for reporting all activities to the Vice President of Administration

This Chairperson is responsible for reporting all activities to the Vice President of Administration.

## **6. Player Agent and Evaluation Chairperson**

This position shall be responsible for:

- Updating the League's registration form for prior approval before use by the majority of the Executive Board, including travel forms
- Keeping track of previous seasons manager rankings for players
- Staffing the registration days for rec and travel tryouts with help of League Directors.
- Working with VP of administration to get evaluation forms ready for evaluations or tryouts
- Distributing and collecting the player evaluation forms
- Preparing the post evaluation data to pass off to League Directors.

- Developing the annual post season player evaluation form for League Directors
- Maintaining a data file of the registrants and the associated information from registration to identify missing registrants from prior year's enrollment to trigger follow-ups by the League.
- Assuring accountability of registration payments in cooperation with the Treasurer

This Chairperson is responsible for reporting all activities to the VP of Operations

#### **7 and 8. Sponsorship Chairperson** two positions, Tewksbury and Readington

This position shall be responsible to secure Team Sponsors and signage for the fields. Responsibilities include:

- Work with VP Sponsorship and Special Events to develop a plan to solicit team and sign sponsors
- Work with VP Sponsorship and Special Events to develop a solicitation letter and distributing them by January prior to each season
- Coordinating new signs for new sponsors
- Coordinating the designation of sponsors with the teams in each League (assuring sponsors are aligned with the Team/League that they've requested)
- Coordinating Team names with the Equipment Chairperson to assure that uniforms are printed with the proper sponsorship names
- Hanging and maintaining the signs in good condition during the season
- Insuring all signs are placed on the proper field prior to the start of the season
- Develop and coordinate league fundraisers and special events, i.e. Patriots ticket sales, movie night
- Working with the Treasurer on all financial matters

This Chairperson is responsible for reporting all activities to the VP Sponsorship and Special Events

**SECTION 4: The League Directors** - There are 8 League Directors (see list below) who are responsible for working with coaches in their respective Divisions to assure the League is run in accordance with the League By-Laws and philosophies. Their duties include:

- Each League Director is responsible for all aspects of the operation of their division
- Answering any member questions prior, during or after season for their division
- Attending and help schedule coaches to assist in the evaluations for their division, working with player agent to organize such evaluations

- Recommend managers and coaches to VP of Ops for confirmation based on manager/coaches applications. See article VIII manager selection committee if necessary
- Organize and run team drafts for division. Including getting pre-draft evaluation spreadsheet from player agent and working with managers prior to draft day to slot all players accordingly
- Reviewing League Rules with the coaches and making sure they are enforced
- Help equipment chair distribute uniforms if necessary
- Conducting at least one status meeting with Team Managers in the first 30 days of the season to discuss any concerns
- Attending at least 1 game for each coach in their League to observe the Manager's conduct and Managerial skills
- Providing an end of year status report to the Exec. VP of Operations including recommendations
- Making sure Managers present trophies to their teams at the season's end
- Making sure Managers present sponsors their plaques
- Making sure Managers return equipment at the end of the year
- Communicating key dates to Managers and confirm that they will be at or be represented at the mandatory League meetings

The Director's below are to present their activities and issues to the Executive VP of Operations

- Babe Ruth League Director
- Major 70 Director
- Major 60 Director
- Minors AAA Director
- Minors AA Director
- Rookie 2 Director
- Rookie 1 Director
- Little Slugger Director

#### **ARTICLE IV – Nomination and Election of the Voting Council**

The entire Voting Council shall be nominated in October and November of each year. Elections will occur at the regular meeting in November of each year, taking office immediately following the elections.

1) Nominees must be “active” members as defined in Article II, Section 2 of these By-Laws. Nomination of candidates for the Executive Board positions requires that the candidate have prior

League participation (e.g. been a committee chairperson, had substantial involvement in League affairs) to provide continuity of direction and experience. Nominations for non-Executive Board positions should be made based on the nominee's qualifications and their desire to serve the League. In the event that Voting Council positions need to be filled by the Executive Board after elections, appointments can be by the Executive Board without regard to "active" membership rules. Appointments must be approved by the Executive Board's majority vote

2) The attendance roll will be posted by the League Secretary/Vice President Administration at each regular meeting and be made part of the League record of meeting attendance. Only Active Members are eligible to vote

3) A nominee need not be present for his/her nomination to be accepted. Prior to election, however, the Executive Board must verify that all nominees have authorized their candidacy for the respective position. Verification may be informal. Candidates may nominate themselves or be nominated by someone else. A Nominee need not be present at the November election meeting

The League Secretary/ Vice President of Administration will distribute ballots to each "active" member at the election meeting for each contested position only. Active members must be present at the election meeting to cast his or her vote. An absentee ballot may be entered and counted, provided that it is received by the League Secretary prior to the start of the election. The absentee ballot must be in writing and signed by the absent voting member. Votes will be counted twice by the League President and League Secretary/ Vice President of Administration to confirm results. In the event of a tie, the **current** Executive Board (the members prior to the election) will be given ballots and vote to determine who the winner of the election is. Votes will again be counted by the League President and League Secretary/ Vice President of Administration. The League President will announce the winners and authorize the transfer of power. (Note: the Executive Board must be fully staffed prior to the Election. Also, in the event of a tie for a contested position, all current Executive Board members must vote. If they are not present, the entire election is not final until a vote takes place.)

## **ARTICLE V – MEETINGS**

### **SECTION 1: League Meetings**

This organization shall convene in regular session on the first or second Wednesday of each month. Various exceptions for location availability or other major conflicts are acceptable and the Executive Board will schedule when possible and communicate any changes to the league in advance.

There will be no Monthly Meetings in July and August.

### **SECTION 2: Executive Board Meetings**

The Executive Board shall convene at least once each month on an agreeable day and time for all members. The purpose of this meeting is to:

- Prepare the agenda and associated discussion for the League Meeting
- Plan for future needs of the League
- Review New Business proposals from the previous meeting



- Review any grievances and decide on any action that may be taken

Minutes shall be taken by the League Secretary and made available upon request

**There must be at least 5 Executive Board members in attendance or participating via phone or other electronic communications such as; Skype or Facetime at an Executive Board meeting.**

**SECTION 3: Special Meetings** Special meetings may be called by

- 1) the President, or in his absence, by the League Secretary/Vice President Administration
- 2) the Executive Board by majority vote;
- 3) the Voting Council by majority vote

At least five (5) days notice shall be given by the League Secretary/Vice President Administration to all League Members for special meetings indicating the time, place, and purpose.

**SECTION 4: Emergency Meetings**

Emergency meetings may be called at any time by

- 1) the President or by
- 2) majority vote of the Executive Board. Emergency Meetings shall be called only to the extent necessary to resolve issues that, in the interest of the League, must be addressed prior to the next monthly business meeting. These meetings can be done via group email, to resolve the issue efficiently, including any vote if needed. This also includes items needed to be bought before the voting council for items that need to be resolved before the next meeting.

**ARTICLE VI – Conducting League Business**

**SECTION 1: Monthly Meeting Quorum**

At least 12 members of the Voting Council (a majority among the 23 members) must be in attendance at the Monthly Meeting in order to allow for any votes on League Business. The 12 members must include at least five members of the Executive Board

**SECTION 2: Voting** - Voting on any League Business affairs shall be by role call of the Voting Council present at any meeting, and may only occur when a quorum exists. In the event that a quorum is not available, any items requiring a vote at that meeting shall be held for the next meeting with the following stipulation. The items detained for a vote will be posted on the League website within 2 weeks after the Monthly Meeting (or in the alternative the League Secretary will inform all members of the Voting Council in writing, which may be by e-mail or regular mail, within 2 weeks) and a vote will commence on these items at the next Monthly Meeting regardless of a quorum.

**ARTICLE VII – FINANCIAL MANAGEMENT**

1. The financial year for the League will be November through October of the preceding year. All financial records will be kept indefinitely and reported to the extent consistent with applicable tax laws.
2. The League's Annual Budget for the next League Calendar Year must be reviewed and approved for presentation to the Voting Council by majority vote of the Executive Board prior to October Monthly Meeting. This should occur at the Executive Board meeting that precedes the October Monthly Meeting. It is to be prepared and presented by the League Treasurer.
3. The Treasurer shall present the proposed Annual Budget for the next League Calendar Year at the October Monthly Meeting. The Voting Council **must** ratify the proposed Budget by majority vote. Once approved, the budget serves to authorize funding for the operation of the League in the respective League Calendar Year. The Treasurer will authorize expenditures related to the approved budget for payment in accordance with Section 5 & 6 of this Article.
4. All fees for the next League year are to be determined by the Executive Board at the August Executive Board meeting. The proposed new fees are to be reviewed with the Voting Council at the September Monthly Meeting. While there will be no vote on the proposed fees, the Executive Board will consider comment and input from the Voting Council and other League Members before approving the new fees and authorizing development of a new budget by the Treasurer.
5. The Treasurer is authorized to pay all normal & recurring bills that have been allocated in the annual budget or authorized as a result of Section 8 of this Article. Corresponding invoices should be reviewed and signed by the Executive Board Member or Committee Chairperson associated with expense activity. Normal recurring bills shall not require further approval in this manner.
6. All checks above \$2,500 shall require the signatures of both the Treasurer and the President
7. The Treasurer shall produce monthly financial reports and assure that all records are kept in a manner such that a third party as designated by the Executive Board, if necessary, can audit them.
8. The majority vote of the Executive Board may authorize expenditures up to \$5,000 without approval of the Voting Council if the Voting Council, as part of the Leagues' Annual Budget approval process, has previously approved the budgeted expenditure item. All expenditures above \$5,000 must be authorized by majority vote of the Voting Council before the payment is made, even if the expenditure has been approved in the budget.
9. Any **non-budgeted** expenditure above \$2,500 must be presented to the Voting Council for approval.  
  
This expenditure is to be presented at a Monthly Meeting and is subject to approval by majority vote of the Voting Council at the subsequent Monthly Meeting.
10. Any **non-budgeted** expenditure below \$2,500 may be authorized by majority vote of the Executive Board without approval of the Voting Council. Responsibility remains with the Executive Board to maintain fiscal accountability for the League's finances in accordance with the authorized Budget. The Voting Council and League members shall be informed of the expenditure(s) at the subsequent Monthly Meeting.
11. The Treasurer will provide a proposed final annual report of the current year's financial activities at the November Monthly Meeting.
12. Any **active** League member may, at their own expense request an independent audit of the League financial records. The request should be forwarded to the League President with the reasons identified

for the audit. The person requesting the audit shall then coordinate with the Treasurer and an independent third party to examine the records and produce a report on the matter. Such audits should be completed within 30 days of the request and a copy provided to the executive Board. Any such audit reports should be part of the financial records of the League.

## **ARTICLE VIII – COMMITTEES AND APPOINTEES**

### **SECTION 1: Manager Selection Committee**

Each year, Managers will be selected via an application and if necessary an interview process. Selection of the managers will be on the recommendation of the League Director to the Executive Board (through the Executive VP of Operations). The Executive Board will ratify all recommendations before any managers are notified of their candidacy status. Applications must be received by the designated date each year.

If there are more applicants than positions the league director should communicate this to all applicants to see if there are some applicants that would be ok with being an assistant, and withdraw their manager application. If this cannot be resolved the league director along with the VP of ops will form a committee that will be comprised of the:

- EVP of League Operations
- League Director from the League immediately below from the previous year
- League Director from the current year
- Chief of Umpires Current Year
- Chief of Umpires Previous Year
- Member-at-Large (2 or 3 appointed by President with Executive Board's approval by majority vote)
- Ideal to have a committee with an odd number for voting

Any member of the Manager Selection Committee who is also applying for a Manager's position in that League will be replaced on the Committee by an alternate selected by the President with the Executive Board's majority approval. A common assessment tool approved by the Executive Board by majority vote will be used by each of the league Management Selection Committees to ensure that common criteria are used to make Manager Selections. Each managerial candidate must:

- Have formal safety training (e.g. Rutgers Safety class) prior to the season

- Agree to the RTJBL coach's Code of Conduct
- Experience or knowledge on teaching baseball skills, running practices, organizing a team during game play
- Past performance, good or bad should be taken into account

The Executive Board will review the candidates for Managers for each league and inform the Committee if there are any circumstances where a candidate should not be considered. The league director will inform all Managers of the status of their candidacy after the Executive Board has ratified the recommendations of the Committee.

## **SECTION 2: Summer Tournament Committee & Tournament Director**

The VP of Tournament Baseball and Training with Executive Board's approval by majority vote shall appoint a Summer Tournament Committee Director. The Tournament Director is responsible for organizing working committees to insure the successful operation of the summer tournament. The following are examples of committees that should be formed:

**Invitation Committee** - This committee will develop material to invite townships to the tournament and manage responses to insure all available slots are filled. The League President and Summer Tournament Committee Director with input from the Executive Board will determine how many teams will be invited to the tournament.

**Scheduling Committee** - The scheduling committee will develop the brackets and associated schedule for the tournament. One person will be designated the League contact to handle reschedules. This person will control Field availability as well as making sure umpires are scheduled for each game by working with the Chief of Umpires.

**Work Slot Committee** - This committee will make sure all work slots for the tournament are filled. Examples include lining/raking and snack stand.

**Snack Stand Committee** - This committee will be in charge of running the snack stand. The head of this committee will work all financial arrangements with the Treasurer of the league.

**Rules Committee** - This committee will be in charge of developing the rules for the tournament.

## **SECTION 4: Special Committees**

The Executive Board may appoint special committees when deemed necessary to conduct League business, but the Special Committee Chairmen will not become voting members of the Voting Council.

## **ARTICLE IX – VACANCIES**

**SECTION 1:** In the event of a vacancy in the office of President, the Executive Vice President of League Operations shall assume the duties of the President for the remainder of the League year until a successor can be elected at the next annual meeting in November. The vacancy created at the Exec. VP position by this change shall be filled in accordance with Section 2 of this Article.

**SECTION 2:** In the event of a vacancy at any other position of the Executive Board, the President shall nominate an acting replacement subject to approval by the Voting Council at the next Monthly Meeting,

except following the October meeting but before the November meeting. In such an event, the appointment shall be authorized by majority vote of the Executive Board members at the time.

**SECTION 3:** In the event of a vacancy in any Voting Council position, the President shall nominate a replacement to be ratified by vote of the Voting Council at the next monthly Meeting, except after the October Meeting, but before the November meeting. In such an event, appointments shall be authorized by majority vote of the Executive Board.

If any position needs to be filled immediately the Executive Board can authorize an emergency vote via email by the voting council.

## **ARTICLE X – INSURANCE**

### **SECTION 1: Accident Insurance**

All League Associates will be covered by Accident Insurance. The Accident Insurance Policy will cover all personnel on the rosters plus those who are working with the players. Players and adults are to be covered while traveling directly to and from the field, as well as during practice sessions and games. The benefits include provisions for Accidents, Death or Dismemberment and also for Medical Expenses. The League will carry this insurance as provided by the Babe Ruth Baseball League noting that the policy provisions may change from those stated above without notice. This section is not intended to modify any policy or contract of insurance, but rather to outline the general basic coverage the League intends to carry.

### **SECTION 2: Liability Insurance**

This policy(s) protects and defends the organization and its Associates against claims and lawsuits arising from League activities. The Liability Insurance Policy shall cover all members of the League as well as Umpires. Each vendor used for the League will be required to carry their own Liability Insurance that will protect the League from any claims that may occur.

### **SECTION 3: Reporting Claims/Accidents**

Accidents of any kind resulting in personal injury or property damage that may be covered under any League policy of insurance or that may result in a claim against the League and/or its members must be reported, in writing, to the League Secretary – Vice President of Administration within 72 hours of occurrence. Managers and or Officials most familiar with the accident will initiate reports. The League Secretary – Vice President of Administration will acknowledge receipt and follow-up with parents or principles involved prior to making a formal report to the Insurance Carrier, and be responsible for the handling of each case. Case records are to be filed appropriately in the League records.

## **ARTICLE XI – MANAGERS and ASSISTANT COACHES**

**SECTION 1: MANAGERS:** It is the responsibility of the Team Manager more than any other single individual to make this program a success. As such, it is imperative that they control the situation in which players may benefit constructively from the inherent competition in Baseball, similar to any competitive sport. Therefore, the Manager is expected to conduct him/herself in a good sportsman-like manner, setting an example for all members of his team. It is their responsibility to keep both players and adults under control at all times. He/she will encourage players to avoid any activity that may cause or create injuries. Safety is a League priority.

No smoking is permitted within the confines of the field fence. The Manager will be the Official Representative of his team at all required League meetings, although an Assistant Coach from the Team may represent him/her in their absence. Managers are also expected to conduct a parent meeting with their Team to discuss the philosophy, expectations and rules of the League in which their child is participating.

**SECTION 2: ASSISTANT COACHES:** Managers for Major 70, 60 and Minors AAA as well as Minors A Rookie 2 may select one “official” Assistant Coach prior to the player draft and one additional “official” Assistant Coach after the draft. The Managers for Little Slugger and Rookie 1 may have two preselected assistants. Managers are strongly discouraged from selecting assistant coaches that will **knowingly upset league parity due to their respective child’s ability**. Therefore, the Executive Board reserves the right to approve Assistant Coaches. Only four Team Manager/Assistant Coaches/scorekeepers shall be allowed on the field or in the dugout during games. After teams have been formed, Managers shall recruit additional assistants, and other interested parents to encourage adult participation. Managers are encouraged to designate alternate Assistants to serve as replacements when the official Manager/Assistant Coaches cannot attend a game. At the Managers’ Meeting in March, the name of each “official” Assistant Coach will be properly recognized and their names made part of the League Record. Note that all Managers and Assistant Coaches and additional assistants, must:

- Complete a Coach’s application form and have background check run
- Completed formal safety training (e.g. Rutgers Safety course) prior to the season
- Agree to the Coaches Code of Conduct
- Have reasonable baseball knowledge
- Be good in working with children and their parents

- Constantly communicate with them during the season
- Responsible for opening and closing of snack stand, and general cleanup after games as noted in manager handbook

## **ARTICLE XII – Player Eligibility and Forming Teams**

**SECTION 1: Eligibility of Players:** Any child who will attain the age of four by April 1st through the age of 18 by May 1st of the registration year shall be eligible to compete in RTJBL baseball. Further, players must be residents of Readington Township, or Tewksbury Township for the registered year. A child who does not reside in Readington or Tewksbury but attends or will attend the same public school sending district has the option through Cal Ripken/Babe Ruth rules to petition the league to play in RTJBL. The Executive board will need a unanimous vote in favor to allow this child to play in the league. Acceptable reasons are not limited to; no other baseball playing opportunity in the town the child resides in, extenuating circumstances with the league in that town. The board should be in contact with that other league and the district administration, to serve the best interests of the child.

If interests warrant, a senior division age 16 -18 (anyone who turns 19 on July 31st or earlier is not eligible) can be chartered and formed to allow these Players to be part of the League Season. Babe Ruth rules shall dictate the division (i.e. Babe Ruth Baseball) for which a player is eligible. If no senior division is formed, 16 year olds may play in the 13-15 league at the discretion of the League President, with the intent being to give players who cannot make their respective school teams a chance to continue playing ball without significant danger to themselves or the other players. Such a player is not eligible for participation on travel teams.

### **Play Up Option**

Little Sluggers, Rookie 1, Rookie 2, Minors AA, AAA, Major 60, 70 typically have a player play in the League's Division for their school grade. However the league will allow the top players to play up one recreation division based on skill. To be considered to play up a division, families should register their child for their grade and then check off the play up option. (For Example a 5<sup>th</sup> grader wanting to play up would register in Major 60 and then check the box to play up. If the box is not checked, it will be presumed that your child would prefer to play with others in the same school grade and he/she shall be placed on a team accordingly.)

The EVP of League Operations with the help of the Player Agent and League Directors shall consider such 'play-up' requests after the annual player evaluations are conducted and completed in February and before the team formation process and League divisional drafts are conducted in March for the upcoming recreation season.

Decisions will be based on the following;

- a. All players that have been selected to the Travel A team will be automatically approved to move up a division. These players should still register in their grade and check the play up option. If a

teams' travel manager or parents feel that in the player's best interest for their development or for their safety that they play with their current grade, then parents should not check the play up option.

b. Additional players will be based on player's ability as determined by the February evaluations, previous after season manager evaluations, player attentiveness and any other safety concerns. Players should be playing where it will be in their best interest for their development and their safety.

The EVP of league operations should present the board via email or during a meeting the approved requests for play up, to allow any further discussion if needed. The Executive Board shall, in its sole and absolute discretion, either approve or disapprove the request, and its decision on the 'play-up' request shall be deemed conclusive and final for the upcoming recreation season then at issue. In the event of a disapproval, the player shall nevertheless remain eligible for placement on a team being formed for their age group for the season then at issue. Families should be notified in advance of the draft by the League Director of the board's decision.

The League will be made up of the following Divisions:

**Babe Ruth League** for players from the age of 13 – 15 years old which is typically 7th through 9th grade (again with 16 year olds allowed to play at the discretion of the League President). Players who turn 13 between April 30th and August 31st will have the option of playing in Major 70 or the 90 foot league, and any 12 year old may play in the 90 foot league at the discretion of the League President (The Babe Ruth / Cal Ripken "Swing Player" rule). The intent is to allow players with exceptional talent to progress, or players whose school team plays on a 90 foot field to play in the RTJBL 90 foot league. Players must play the regular season and the travel season on the same field size (90 vs. 70 foot). Players may only play in one league in any given season.

**Major 70** for players in Grades 5-7 who are also aged 10 –12 years old, but not 13 years old before May 1<sup>st</sup>. No 4<sup>th</sup> graders can play in **Major 70** unless they turn 11 before May 1<sup>st</sup>

Exceptions;

-13 year old 7<sup>th</sup> graders that would benefit more from playing another year at M70 rather than Babe Ruth can request that they play at M70. A request should be made to the M70 league director and EVP of League Operations

-4<sup>th</sup> graders that are 10 years old and will be playing for the 11u travel team that season at the 50/70 level can request to play at M70 a request should be made to the M70 league director and EVP of League Operations

Exceptions are handled like play up options.

**Major 60** for players in Grades 5– 6 and a limited number of who are in grade 4 who must also be aged 10 –12 years old, but not 13 yrs. old before May 1<sup>st</sup>.and any sixth graders who may find that they have a better baseball experience playing in M60 as approved by the League Director and EVP of League operations.

**Minors AAA** for players in Grade 4 and a limited number of who are in Grade 3, who are 9 – 10 years of age



**Minors AA** for players in Grade 3 and a limited number of who are in Grade 2, and who are 8 – 9 years of age

If there are not enough players to support a separate Minors division, a combined Minors division can be created. This would combine 3<sup>rd</sup> and 4<sup>th</sup> graders in one division, allowing for 2<sup>nd</sup> graders to play up to combine Minors, and some 4<sup>th</sup> graders to still play up to Major 60.

**Rookie 2** for players in Grade 2 and a limited number of who are in Grade 1, and who are 7 –8 years of age. If the Minors division is combined, parents of weaker 3<sup>rd</sup> graders may ask to stay at Rookie 2 for another year to help the development of the player.

**Rookie 1** for players in 1<sup>st</sup> grade and a limited number of who are in Kindergarten and who are 6-7 years old.

**Little Sluggers** for players from the age of 4-6 years old, which is typically kindergarten and pre-school. The Executive Board may at its discretion divide this league into younger and older players to practice separately.

**SECTION 2: Forming Teams:** Each year, the timing for forming Teams will be scheduled by the Executive Board. Teams will be formed by different processes depending on the League as defined below:

- In February prior to each season, the league will hold independent evaluations for Rookie 2, Minors, and Majors divisions. The EVP of league operations after discussing with the League Director and Player Agent can recommend to the board that there is enough past data to not have to hold evaluations for Major 70
- Evaluate players in the areas of hitting, fielding (infield and outfield), and pitching at a minimum. Other criteria can be considered (e.g. running). A 5-point scale should be used for each skill using half point increments
- Player Evaluations should be conducted by independent evaluators if possible from outside baseball organizations (diamond nation, zoned, etc.)
- In no event should an evaluator be the parent of a child in the age group being evaluated. Conflict of interest should be avoided with the best interest of the player in mind Player Agent/Evaluation Chairperson is responsible for appointing evaluators and helpers
- Any prospective managers and coaches should be available to the League Director and Player Agent/Evaluation Chairperson to help at evaluations

**League Process for forming Teams Responsibility Of**

League	Process for forming teams	Responsibility of
Little Slugger & Rookie 1	Requests to be on another child's team will be accommodated whenever possible at the discretion of the League Director. Rookie 1 should identify the top 2 rounds of players and try and divide them equally.	League Director meets with managers under the general guidance of the Exec VP of League Operations

Rookie 2 –through Major 70	Evaluation and slotting of players prior to a league draft. Using previous season manager evaluations and current season evaluations.	League Director meets with managers to draft teams under the general guidance of the Exec VP of League Operations
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## **ARTICLE XVII - DRAFT RULES**

There are three (3) phases in the draft process.

- Slotting
- Team Selection
- Player Trading

### **1. Phase I – Slotting**

The Player Agent/Evaluation Chairperson will be passed along the initial evaluation information and previous season's manager evaluations to the League Director. The League Director is responsible for developing the initial player-slotting list. VP of administration will assist the player agent that all registrations on the draft sheet are current. Players are slotted by:

- Columns and slotting should include the following criteria;
- rankings from current season evaluations
- previous seasons manager evaluations and comments
- travel ranking from previous years travel manager
- Outstanding Pitchers/Catchers should be given higher rankings if all things are equal
- Town
- Lefty/Righty throwing arm
- Any other information the VP of operations or League Director feel is relevant
- Consulting with current only the current managers prior to the draft, to confirm slotting will make draft day go much smoother

Travel players do not necessarily have to be ranked higher than non travel players, since some players may not play travel and could be more skilled then some travel players.

For New players (or unevaluated players), every attempt should be made prior to the draft to estimate the player's relative ability to assist the slotting and overall balancing process. Players who were Travel Team members from another town is especially important to be known and accounted for. Asking managers that may know players not evaluated to compare them to a player that was evaluated.

The League Director should account for each manager's pre-selected assistant coach. If the manager and the assistant coach's children are in the same round he should work out how that will be handled with the EVP of league Operations prior to the draft.

Some suggested options;

- If the players are in a round starting with the 3<sup>rd</sup> or higher (4<sup>th</sup>, 5<sup>th</sup>, etc.) have the manager take them in back to back rounds, 3<sup>rd</sup> and 4<sup>th</sup>, etc.
- If the players are in the 2<sup>nd</sup> round, that manager should be automatically given the last pick in the draft, then select those players in the 2<sup>nd</sup> and 3<sup>rd</sup> round. Depending on first round talent, could push this teams' 4<sup>th</sup> pick to the end of the serpentine for that round
- If those players are in the first round, the manager should be automatically given the last pick. He will select those players with his first two picks, and skip his 3<sup>rd</sup> pick. He will pick up the extra player in the last round of the draft with back to back picks
- Chosen solution should be understood and approved by all managers and confirmed by the EVP of League Operations

The League Director should divide up the number of Readington and Tewksbury players and let the managers know prior and at the draft how many of each town approximately they should have. When possible teams should have an equal representation of players from each township.

The League Director must submit a completed draft sheet with all players slotted to the EVP of League Operations and VP of Administration and Player Agent at least 48 hours prior to the scheduled draft. This will give enough time to make certain that all players who have registered for are accounted for. Included in the sheet should be each manager along with their one assigned assistant coach. All coaches must be registered and have passed the requirements to be a coach before being assigned as a manager or assistant.

## **Phase II – Draft, Assuring Slotting and Selecting Preliminary Teams**

Draft dates should be announced as early as possible and all managers should be present, if the manager is not available their designated coach can substitute for them.

The draft should be run by the League Director under supervision of the EVP of league operations. All Managers can be joined at the draft by their designated assistant who they have named prior to the draft. Draft sheets should be passed out and all managers must be given an opportunity to review the Slotting positions and make any final adjustments before the draft begins.

All those present at the draft should bring to the attention of the League Director any players who based on skill level they feel are not in the correct draft round. Also any special requests from

registration forms should be noted at this time and where possible depending on the request to be accommodated.

When this is completed, the League Director will have each Manager select a number from a hat to determine the draft selection order. A serpentine draft will be used. (I.e. #1 goes first in the first row and last in the second row and so on). Each Manager takes one player for each round. There should be honest give and take from coaches on specific information if you know the player, with the premise that the purpose of the draft is to create fair and balanced teams in the league.

Managers do not have to take a player ranked in the round they are choosing. If a manager drops down significantly the League Director should question that decision.

Managers must take their child in the row/round in which he/she is slotted. They must also take the child of their pre-draft designated Assistant Coach's child in the row in which they are slotted. If the assistant coaches' child is in the same round as the manager, this should be noticed prior to the draft as described in the slotting procedure.

Managers should make note of balancing Readington and Tewksbury players as described above. The League Director should remind managers throughout the draft and make note of the number of Tewksbury and Readington Players that are on the team, and make sure when completed everyone should have the correct balance. We do not want an all Tewksbury team or an all Readington Team.

In any combined leagues like Minors, there should also be a balance of players in both grades. Managers will always take who they know but having a predominately younger team will typically mean a weaker team.

### **3. Phase III: Player Trading**

#### **General Rules**

- Teams must have an equal or no more than one fewer player than all other Teams. No Team can have 13, if any other Team has 11
- Manager's must agree that the Team's are balanced before the draft process is concluded,
- Other Trades may be made (i.e. trading a row #6 for someone else's row #6) to accommodate friends, carpools, etc. Trades do not have to be one for one, since some players may be a round apart and still be of fairly equal skill
- All Trades must be made before the Draft Meeting is finalized and must be approved by the League Director. The League Director is the final arbiter

### **ARTICLE XIII - AMENDING THE BY-LAWS & NEW IDEAS**

**SECTION 1:** These By-Laws may be amended, or altered in whole or in part in accordance with the following process. Proposed changes must be supplied in writing to all attending members of a Monthly Meeting. Any Active Member of the League may propose a By-Law change. Notice of the proposed changes must be formally raised at the meeting. The changes need not be read at the meeting to save time; however, all attendees must be informed of the nature of the changes and instructed on how to find the proposed changes for their consideration. At the subsequent Monthly Meeting, the Executive Board must provide their recommendation on the proposed change. They may propose an amendment

to the proposal. This amendment must be explained to the attendees of the Monthly Meeting. The By-Law changes may then be brought to a vote by the Voting Council. Any approval is effective immediately upon 2/3 majority vote of the Voting Council unless otherwise provided therein. If the By-Law changes are approved, the League Secretary will update the By-Laws by the subsequent meeting. They take effect immediately. If the proposed changes are rejected, they may be revised and raised for a vote at the subsequent Monthly Meeting. The revisions must be outlined at that meeting before the Vote. In the event the changes fail to be approved a second time, the changes may not be brought to the subsequent Monthly Meeting without prior approval of the Executive Board.

**SECTION 2:** Each monthly meeting shall allow for a presentation of new ideas and proposals by any league member. The person raising a new business item shall be known as the **Idea Sponsor**. It is incumbent on the **Idea Sponsor** to clearly present his/her idea to the meeting attendees in a concise manner that will include the idea itself, the purpose for the proposal and any consequential financial implications to the League. A plan of action for its implementation may be presented as appropriate. This proposal shall then be considered for official business at the next Executive Board meeting. The Executive Board shall then include the proposal at the subsequent Monthly Business Meeting for discussion and, if appropriate, presented for a vote by the Voting Council. The Executive Board must make its recommendation on the matter before the vote, including a revision of the proposal, if applicable. The sponsor must also be provided an opportunity to provide his/her opinion and comments before the vote.

#### **ARTICLE XIV - ORDER OF BUSINESS**

**SECTION 1:** Robert's Rules of Order and the official Babe Ruth Baseball League Rules and Regulations-Cal Ripken Division will be the recognized guide on all matters not specifically provided for in these By-Laws.

#### **ARTICLE XV – GRIEVANCE PROCESS**

Any participant in the League has the responsibility to report any issue that requires immediate and priority attention of the Executive Board. These issues will be referred to as grievances. Any League Associate can file a formal grievance. (Grievance Forms are available by downloading from [www.readington-baseball.com](http://www.readington-baseball.com)

and must be completed and signed by the complainant.) The complaint should contain the following information:

1. What event has led to this complaint?
  2. What members of the league were involved?
  3. What action does the person filing the complaint feel should occur to resolve the issue?
  4. Do you want to be informed on how the complaint was handled?
- 1) The person filing the complaint must identify him or herself and send the complaint to the attention of any Executive Board member who they feel does not have a conflict of interest involving the issue. It should be mailed to the RTJBL, PO Box 568, Whitehouse Station, NJ 08889. The Executive VP of League Operations will be responsible for administration of the grievances unless there is a conflict of interest. In that event, it becomes the responsibility of the President, League Secretary, Treasurer or VP of Fields (in that order) depending on any conflicts or interest. Responsibility includes the following activities: Investigating the grievance

- 2) Interviewing parties involved with the grievance. Other league associates who have information may also be interviewed
- 3) Documenting the results of the interviews
- 4) Presenting the findings to the Executive Board

-Conducting an Executive Board meeting (minus any person(s) who have a conflict of interest) to review the material and decide on what action needs to be taken. The Executive Board will determine an action(s) that will deal with resolution of the complaint

-Notifying all involved parties of the resolution of the problem as recommended by the Executive Board  
-Under no circumstances should grievances be discussed at the Monthly League Meetings.

## **ARTICLE XVI – Travel Program**

### **Section 1: Program Overview**

RTJBL Travel Program is designed to field the most competitive baseball teams to represent the Readington Tewksbury Junior Baseball league. The program will provide players the opportunity to play in a highly competitive environment while emphasizing sportsmanship, skills development, and an enthusiasm for the game. Winning is an important part of the environment, which involves tournament and or league play, but the greater goal remains the creation of a fun atmosphere in which players can learn the benefits of physical fitness, teamwork, confidence, sportsmanship, and other positive values they can develop and carry through life.

The Travel program will be overseen by the VP of Tournament baseball and training. Managers will consult with him/her in regards to decisions on team selection, rostering, coaches and other decisions beyond the day to day running of the team.

Teams will be formed in the 8U thru 15U, and 16-18u and will be made up of a minimum of 10 and a maximum of 15 players. Teams identified as the 'First Team' are required to play in the Babe Ruth/Cal Ripken district tournament as well as the RTJBL Memorial and Summer Tournament if being held. If enough players attend tryouts to form a second team, they have the option to play in those events. Any manager who feels that their team cannot compete in districts, and in doing so will put their teams into a negative situation, can petition the board. A board vote with a request for exemption from this requirement, citing extenuating circumstances, must be brought to the Executive Board for review and approval by a majority vote.

Teams will be organized in a 'First Team' and 'Second Team' format in each age group only if there are enough players to form two teams during the tryout session. There is no guarantee that all players who tryout will be selected to play on a team. If less than (11) players tryout the 'First Team' manager may recruit other eligible players. This only applies to the 'First Team' See Team Selection Below for more information on first and second team.

The 'First Team' 12u team will be required to attend Cooperstown Dreams Park (CDP) as part of their summer season. This team will need to roster a minimum of 11 players after tryouts. Attending CDP is mandatory for all players on this team so that the league can maintain their CDP certificate so that each subsequent year's RTJBL 12u teams can attend. One team wanting to opt out would mean the league would lose their certificate and have to go on a waiting list for subsequent years. If there are less than 11 players that attend tryouts, the team manager may look within the RTJBL recreation program for a

candidate to fill the spot as either a full time player for the season or a player that will only attend CDP. If the player is only attending CDP they will be allowed to play with the team in one tournament or up to 4 games of league play (if the team is not playing tournaments) leading up to CDP.

Travel teams can roster substitutes at the beginning of the travel season with the approval of the VP of Tournament and Training. These substitutes must be age eligible and can only be called upon when a team cannot be fielded (less than 9 players) due to regular player absences. Substitutes must follow the same player requirements outlined below.

Note: Coaches, parents, and players should expect player movement between the Travel teams in an age group as strength, skill, and players develop over the years. Playing on a team one year is not a guarantee players will make the same team in subsequent years.

## **Section 2: Player Requirements**

The following requirements must be met to be eligible to play on a summer Travel team supported by RTJBL:

All Players and family must abide by the Travel Code of Conduct and any additional team rules set by the travel manager. See Travel Player/ Parent Code of Conduct on the league site.

Only players who participated in travel tryouts are eligible for the upcoming spring and/or summer travel season, this includes first, second and any subsequent teams that are formed. If players cannot attend the tryout due to a family commitment the VP of Tournament baseball can try and reschedule an evaluation for that player.

The Team must be made up entirely of children who signed up and played in the current RTJBL Regular Rec Season. Players and families should consider the commitment required before trying out for a travel team. Some teams may begin practicing as early as February and play through the end of July.

Players should consider RTJBL Rec and Travel teams their number one commitment throughout the baseball season starting in April.

A player must play during at least 65% of their Recreation season games to be eligible for the Travel Team. This includes all games scheduled for that team once the season starts, including inter-town, makeup and playoffs. A request for exemption from this requirement citing extenuating circumstances must be brought to the Executive Board for review and approval by a unanimous vote.

Players can only play with their age group or play with the age group 1-year-older (e.g. 10-year-old can only play on the 10-year-old or 11-year-old team). RTJBL recommends that all travel players play in their Babe Ruth/Cal Ripken age group (which can mean playing down a grade). Age cutoff is May 1st.

Players will be permitted to try out for both the travel team for their age group and, at the player's option, the travel team for the age group 1-year older. If the player does not make the travel team for the age group 1-year older, the player can still be considered for selection to the travel team of the player's age group eligibility so long as the player has attended the tryout for that team.

Player's family must agree to take work slots at the Readington Summer Tournament if being held. A player whose family does not cover their required work slots during the Travel Season shall be suspended and ineligible to play any Travel games until the matter is reviewed by the Executive Board.

The Executive Board will determine a course of action with no less than a one game suspension for the player unless unanimously otherwise agreed by the Executive Board.

### **Section 3: Manager Requirements/ Responsibilities**

1) Potential Travel Managers should have a knowledge of teaching baseball skills through playing or previous coaching experience.

2) Travel Managers should be a Recreation Season Manager or official Assistant Coach and previously interviewed by the Executive Board at some point in their relationship with RTJBL to be eligible for a Travel Team. If a Travel Team Managerial candidate is not managing a Rec Team in the current season, the candidate must be interviewed by the Executive Board prior to being awarded a RTJBL Travel Team.

3) Managers must submit an application each year for review by the Executive Board and if necessary interviewed by the VP of Travel baseball. The manager will be evaluated each year by the Executive Board who will recommend whether the Manager should continue another year as Travel manager.

4) The Manager must have attended the Rutgers Safety Class (or have equivalent training) and will be background checked when they register for the Rec season as a coach or manager.

5) Travel Managers should be

- committed to their team as number one commitment once the baseball season begins in April.
- prepared to begin winter practices no later than February, using indoor facilities where possible; consideration should be given to children that play winter sports
- practicing and preparing to play in the spring season in scrimmages, limited tournaments or a spring league. (Use the available time -between Rec games to have Travel practices.)

6) Travel Managers will enter their team in appropriate leagues and tournaments based on their skill level. Challenge the team by playing tougher opponents while remaining competitive. Entering easier leagues or tournaments that the team is obviously over matching opponents is not good for the team or the opponents.

7) Travel Team Managers must agree and abide by the RTJBL rule that all Recreation practices and games have priority over Travel practices and games. Travel Manager should coordinate pitching with Rec Managers for any Travel games that overlap with Rec games. Players should not



be held out of pitching in Rec games to be saved for Travel games. For Spring travel games Travel Managers should use who is available or who is not pitching the next day for Rec, etc.

8) Work assignments for the RTJBL tournament, if applicable, will be made available upon completion of final planning. Managers are responsible for ensuring coverage for all assigned work slots.

9) The Manager will follow the league travel player/ parent Code of Conduct unless the Manager consults and receives approval from the VP of Tournament Baseball and the Executive Board.

10) The Manager will consult with the VP of Tournament baseball on the selection of a coaching staff once the tryout is completed. When selecting coaches, the Manager should consider: coaching experience, baseball knowledge, contributions to the league. Eligible Travel coaches must have managed or assisted during the Recreation season and been on the Recreation rosters. If a coach did not manage or assist at the league level, an interview with the VP of Travel is required. The Manager should have no more than 3 official assistant coaches including a scorekeeper. The Manager can seek the help of parents during practices or to fill in at games as long as that parent has gone through the league background check and is Rutgers Certified.

11) In order to continue to advance the players' knowledge of the game, and to better compete with outside team options, coaches, families and the VP of Tournament baseball can also consider if necessary hiring a manager and/or coaches to run the team.

12) Managers should have a person other than a coach handle the team's finances. This will allow for full disclosure of all costs associated with the team.

13) It is also very helpful to have a separate team administrator.

#### **Section 4: Manager Selection Process**

Manager and any interested assistant coaches must apply online using the travel coach application found on the league website. The league will send an email to league members sometime after September when the application process is open. Applicants need to do this each year regardless of past years positions held.

The Executive Board will review the applications in a timely manner. A decision might not be made until after tryouts to confirm that a prospective manager's child would make the team based on their evaluation. All applicants should attend tryouts if a decision has not been made prior to tryouts, this will allow prospective managers to observe players to help them using evaluation data and what they saw to choose the team.

#### **Section 5: Team Selection Process**

Only players who participated in Travel tryouts are eligible for the upcoming spring and/or summer travel season. This includes first, second and any subsequent teams that are formed. Parents/players are NOT allowed to choose which team they wish to play for in the RTJBL Travel program.

Tryouts will be scheduled by the league when possible in late fall and no later than the end of December for ages 8u-12u. Each age group will have a scheduled time slot. Players, unless eligible to tryout for other age groups, must attend the slot for the age group. The league should try to coordinate days that

do not interfere with other youth activities, i.e. avoid scheduling 10u tryouts at the same time that age also plays flag football or soccer.

8u tryouts: if not enough players are interested in tryouts in the fall, the selected Manager will be allowed to recruit more players to complete the team.. If necessary the VP of Tournament baseball can suggest that a tryout be held in the late winter or spring.

13u, 14u, 15u, and 16-18u are exempt from mandatory tryouts. The league should email appropriately aged players once the Babe Ruth rec-season has begun to gauge the interest in playing Travel or add an interest check box to the league Recreation registration page. At the same time, the league will solicit managers and coaches the same way as in the fall with the other ages.

In the 13-18u age groups if there are more players then needed to fill out the team, then a tryout will be held with the same guidelines as other age groups. If there are not enough players in an age bracket, and in the best interest of having a player play, the league will allow them to play up one or two age levels if that team is in need of players. The two age level play up is only allowed in the Babe Ruth age group, based on skill and if the Executive Board approves through a majority vote that there is no safety or other concerns.

The one exception to the BR Travel rules will be if there is a large enough group of the former RTJBL 12u first

Travel team players and coaches who would like to hold winter workouts as a team. That team would be allowed to keep their team intact from 12u. The league will make an effort to hold a tryout prior to the winter for that age if necessary to fill out that team's roster as needed. If there is additional interest in a 2<sup>nd</sup> 13u team that can be formed as mentioned above once the BR season begins.

The league will have a player application online; each player is required to complete the application and Code of Conduct in order to try out. The league will try to accommodate non-registered children at the tryout but this is not guaranteed. If necessary to cover costs for independent evaluators the league may charge a fee to tryout.

**Tryouts should consist of the following:**

- Player evaluation in the areas of hitting, fielding (infield and outfield), and pitching at a minimum. Other criteria can be considered, catching, running, etc. A 5-point scale should be used for each skill.
- Independent evaluators if possible from outside baseball organizations (Diamond Nation, FBA, Zoned, etc.). Otherwise evaluators can be drawn from current and prior managers and coaches of other Travel or Rec teams. The league can also draw from the same group of other coaches to help run tryouts, hitting grounders, throwing BP, etc. In no event should an evaluator be the parent of a child in the age group being evaluated. Conflict of interest should be avoided with the best interest of the player in mind. VP of Tournament baseball is responsible for appointing evaluators and helpers.

Team selection begins with the oldest teams first and follows in reverse chronological age to the youngest team..

If a player attends a tryout for two age groups, the manager of the older team will consider that player first. If the player does not get selected for the older team the player would then be available for the Manager of the team in their age group. If the player is offered an opportunity to play on the older team and declines, that player would not be eligible for any other team in the travel program for the upcoming season. If the player attends both tryouts and decides after tryouts that they do not want to be considered for one of the two teams, the family needs to notify the VP of Tournament baseball of this decision within 3 days after the tryouts take place.

Manager of the 'First Team' will be given the tryout results first to select players to roster for their team. The Manager should consider all the following when selecting players; tryout information including numbers from evaluators and what the manager witnessed at tryouts, Recreation rankings, past performance in Rec and Travel.

Managers will consult with the VP of Tournament baseball on choosing which players are qualified for Travel baseball and will make the overall team as competitive as reasonably possible. This does not assume that the Manager selects the best individual players, rather, the best players to field the overall team. Once the Manager selects the roster the Manager must get the roster approved by the VP of Tournament baseball.

Managers will notify parents via invitation to join the First Team. This can be done via phone or email. If done via email, the Manager shall use BCC (blind copy) so that privacy is afforded. The VP of Tournament baseball should be copied on all emails.

Managers should also go over commitment requirements & plans for the upcoming season. Players and parents will then have the option to either Accept or Decline a spot on the roster. Responses should be done within 5 days. All decisions are final at the time of acceptance. If a player declines, they will not be eligible for that team or any other team in the Travel Program for the upcoming travel season.

After the roster of the First Team is finalized, which may include inviting other players if a player declines initially, the formation of the Second Team will be allowed only if there is another 10 or more players that attended tryouts to support a second team. As described in Section 1 program overview this is the minimum roster for travel teams. The same format for invitation and acceptance of players applies as above. Roster must be approved by the VP of Tournament baseball.

Final Rosters should be forwarded to the VP of Tournament baseball and VP of Administration.

Each Manager of the approved teams will receive a copy of the RTJBL Insurance Certificate upon successful review of the above items.

### **Section 6: Executive Board Responsibilities**

The RTJBL Executive Board will oversee the Travel program and the VP of Tournament Baseball will monitor conformance to guidelines and represent the interests of the league and players.

1. Review and approve all applications by a date that will be designated by the President of the League (This includes any Manager interviews which may be needed).

2. Provide a copy of the RTJBL Insurance certificate to the Travel Manager upon review of the roster and Manager/coach credentials.
3. To insure the Summer Tournament Director if applicable provides the list of required work spots to the Travel Team managers for the summer tournament.
4. To insure the League Scheduler provides practice time on fields in a fair manner.

#### **Section 7: Miscellaneous:**

A NO TOLERANCE RULE will be in effect and RTJBL reserves its right to discontinue insurance coverage and/or use of RTJBL facilities for violation of this or any other rule set forth in this Article. All coaches, players, and family members associated with the travel team must conduct themselves in a sportsmanlike manner on and off the field (e.g. while at hotels).

The Board, at the recommendation of the VP of Tournament Baseball may replace the Manager at any time for reasons of gross misconduct or repeated failure to adhere to the program objective. Any infraction to guidelines will require an investigation prior to any action taken.

Any extenuating circumstances or questions regarding the Travel Program Article should be addressed with the VP of Tournament Baseball or the RTJBL Executive Board.