

**CIRCLE RECREATION  
BASEBALL-SOFTBALL  
BY-LAWS**

**Adopted by Circle Recreation Baseball-Softball Board-February 2010  
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The Circle Recreation Baseball-Softball Board of Directors (CRBSB) is a nine (9) member board comprised of 4 members representing the Towanda Recreation Board (TRB), 3 members representing the Benton Sports Athletic Commission (BSAC), and 2 members representing the Oil Hill Recreation Board (OHRB). Members are appointed by their respective organizations. The Board shall designate a Baseball-Softball director.

The CRBSB is affiliated with the Wichita Heights Junior Baseball-Softball League. The Rules and Regulations of the WHJBSL are published each year in the WHJBSL Official Rulebook and are the prevailing Rules and Regulations in the event of any conflicts with the By-laws of CRBSB.

The CRBSB shall identify a Baseball-Softball director by September 1<sup>st</sup>, for the following year at end of the completed season. The director shall be listed as primary contact with the WHJBSL Board of Directors and is responsible to coordinate ALL activities outlined in the following by-laws. The director will be responsible for attending all WHJBSL meetings or assigning someone to attend in their absence. Additionally, three other members of the CRBSB will be identified to attend the WHJBSL meetings, preferably one each from TRB, BSAC and OHRB.

### **ARTICLE I: Player Requirements**

- A. Player age requirements will follow the WHJBSL Official League Rulebook. CRBSB follows the WHJBSL policy of NOT allowing players to play up.
- B. Any player who is absent for 3 or more team functions, practices or games without notifying the Head Coach and providing a sound reason for each function missed, may be disciplined by blocked participation in the next scheduled game at the discretion of the Head Coach after consultation with the Baseball Softball director.
- C. If attendance, discipline, or sportsmanship becomes a problem for any coach in any age division, coaches may utilize an attendance chart or documentation to justify action. Documentation will be required by any coach intending to discipline a child for poor attendance, tardiness, misbehavior, or sportsmanship.

### **ARTICLE II: Coaching Requirements**

A team's coaching staff is in charge and responsible for the team whenever said team is together on the practice or playing field or together for any team function. The coaching staff is under the direction of the Head Coach. All other coaches are assistants. The Head Coach is selected per the procedures below by the CRBSB.

- A. Head Coaches must be at least 25 years of age.

- B. Assistant Coaches must be at least 16 years of age.
- C. All coaches must follow rules established by the Wichita Heights Junior Baseball Softball League.
- D. Head coaches are to be selected by completing and submitting a Head Coach Application-Attachment 2 found in the CRBS By-laws. Deadline to submit a Head Coach Application is March 1<sup>st</sup> of the current year. An extended application period will be considered for teams without head coaches.
- E. The CRBSB will review all coach's applications and designate one Head Coach for each team. That Head Coach will be responsible for acquiring a minimum of two assistant coaches and may have a maximum of three assistant coaches.
- F. Once approved for coaching, a coach is automatically terminated at the close of each season. To coach the following year, the same CRBSB approval process is required.
- G. The CRBSB will review any and all violations of the rules committed by any coach during the season.
- H. It is mandatory that Head Coaches and *strongly* recommended that Assistant Coaches attend the NYSCA coaches certification. The CRBSB will pay the certification fee for each head coach. WHJBSL requires that a certified coach be in attendance for each team at every game. Coaches must recertify each year.
- I. Each Head Coach will receive 5 batting helmets, catcher's mask, chest protector, leg guards, 8 baseball/softballs, equipment bag and scorebook. All equipment (except scorebook) must be returned at the end of the season. Any missing equipment will be charged to the Head Coach.
- J. Out of District coaches must complete a Head Coach Application and receive approval by the CRBSB, prior to submitting their team's roster.
- K. Game scores must be reported to WHJBSL by the winning coach no later than 48 hours after the completion of the game.
- L. A criminal background screening is mandatory for all head coaches. All candidates for the head coach position must sign the release form, which gives the CRBSB authority to check criminal history records. No other personal information will be checked or researched. Although not all inclusive, the offenses listed would prohibit an applicant from coaching. Appeals and extenuating circumstances may be presented to the CRBSB for special consideration. During the season, head coaches must notify the CRBSB if arrested for committing any listed offense and will forfeit their coaching position. A conviction of the offense will result in no future consideration for any position with Circle Recreation.

List of offenses prohibiting an applicant from being considered for a head coach position.

Arson  
Assault (including aggravated and sexual)  
Aggravated kidnapping  
Aggravated Robbery  
Crimes against children (including abandonment, abuse, endangerment)  
Pornography, possession or promotion of pornography  
Criminally negligent homicide  
Deadly conduct  
Possession or delivery of marijuana  
Manufacture of or delivery of a controlled substance or dangerous drug  
Possession or distribution of any controlled substance or illegal drug  
Indecent exposure  
Injury to elderly or disabled  
Intoxication manslaughter  
Kidnapping  
Manslaughter (voluntary or involuntary)  
Murder  
Prohibited sexual conduct  
Prostitution (including promotion of)\  
Public lewdness  
Rape  
Sexual abuse  
Theft (Dependent upon severity and length of time since offense occurred)  
DWI/DUI (Dependent upon severity and length of time since offense occurred.)

### **ARTICLE III: Player Registration**

- A. **REGISTRATION/RELEASE FROM LIABILITY FORM AND PARENTAL/GUARDIAN CONSENT:** A registration/consent form must be signed by a parent or legal guardian giving the candidate permission to play subject to the Rules and Regulations of the WHJBSL and the CRBS by-laws. The registration/consent form must be on file and all registration fees paid prior to the player beginning any practices.
- B. **REGISTRATION FEE:** A fee, as determined by the CRBSB, must be paid for each player registration. To be considered for a reduced fee, submit attachment 7 to CRBSB with completed registration form. A late fee of **\$10.00** will be added to any signs ups received after the published deadline date and will only be accepted if the minimum number of players has not been met for each team. Refunds will only be issued prior to the selection of teams and with the approval of the CRBS board.

- C. **SCHOLARSHIPS:** A limited number of Circle Recreation Baseball Softball scholarships are available for those players in need of financial assistance. A Circle Recreation Baseball Softball Scholarship Application –Attachment 1 must be completed and turned in with the player registration. After reviewing all scholarship applications, the CRBSB will make the final decision in regards to approving the scholarship request.
- D. **PROOF OF AGE:** Coaches are required to verify the age of the players on their team. A certified copy of the birth certificate bearing the Seal of the issuing state of birth is the best guarantee of reliability of claimed birth date. Passports, certified adoption papers, certified wallet certificates issued by a state or commonwealth are acceptable. Players registering with an incorrect birth date will be suspended from the current season, as well as the following baseball /softball season. Any games played by the suspended/ineligible player will be forfeited.
- E. **CLOSED PLAYER REGISTRATIONS:** Once team selections have occurred, registrations will be considered closed. No additional player registrations will be accepted, unless the registration is needed by a team to reach the minimum player requirement as listed in Article IV Section A of the CRBS By-laws.

#### **ARTICLE IV: Team Selection – Draft Procedure**

- A. **MINIMUM ROSTER:** A minimum of 11 players must be on a roster to register a team.
- B. **MAXIMUM ROSTER:** A maximum of 15 players will be allowed on a team.
- C. **TEAM SELECTION/DRAFT PROCEDURE:** An “in” district coach may bring a pre-selected team of up to 11 players to the draft on team selection night. The roster of players must be submitted to the Baseball-Softball Director prior to the beginning of the draft process. Players listed on the pre-selected roster must have submitted their registration form and fee, to be considered part of that roster. All remaining players will then be drafted to the teams. Coaches will take turns in drafting the players until all players have been drafted to a team. A coach with a pre-selected roster will not be able to draft a player until all teams have an equal amount of players. Coaches will draw numbers to determine the order of the draft.
- D. **ROSTER ADDITIONS:** In the event that a team needs to add a player/s, due to the fact that the roster has dropped below the minimum of 11 players, they may do so until June 1<sup>st</sup>, without the approval of WHJBSL. All additions must be approved by the CRBSB.

- E. **FINALIZED ROSTERS:** Upon the completion of the team selections, players may not move from one team to another. All finalized rosters must be submitted to WHJBSL by their registration deadline date, along with the name of the head coach, assistant coaches and coaches' contact information.
- F. **OUT OF DISTRICT TEAMS:** Teams comprised of at least 60% out of district students, will be considered an out of district team. Out of district teams will not be part of the draft process and must submit a team that meets the minimum player requirements. Out of district teams will not be provided equipment or uniforms and will play all home games at Circle Recreation facilities. "In" district teams, prior to team selection night, may opt to be considered out of district teams.

### **ARTICLE V: Practice Guidelines**

- A. Practices will begin once the practice schedule has been published by the Baseball Softball Director.
- B. Non-players are NOT allowed on the practice field and are not to interfere with practice. Parent volunteers approved by the head coach, may assist with the practices. If the parent wishes to discuss any "issues" with the Head Coach, the Head Coach shall have an Assistant Coach participate in the conversation. These discussions will take place AFTER practice and AWAY from all players.
- C. Each team will have a minimum of 2 practices a week, lasting in duration of 1-2 hours. Practice schedules will be determined by the Director and will be based on the number of teams participating during the season and field availability.
- D. If lightning is observed in the area, practice will be CANCELLED or moved indoors if possible. "Rainouts" are determined by the coaching staff, with the condition of the field being taken into consideration.
- E. Coaches will stay with players until they are picked up from practice. If a parent is consistently late picking up their player (twice in one week), the Head Coach and one Assistant will have a meeting with the parent to resolve the issue.
- F. Out of district teams will be allowed practice time on Circle Recreation fields, only after the "in" district teams have received their requested practice times.



## **ARTICLE VI: Hot Weather Precautions**

- A. In extreme heat and humidity conditions, any player that requests a drink will be allowed to get water.
- B. Conditioning should be limited or eliminated during extreme heat/humidity conditions. NO disciplinary individual running, exercises, etc. will occur during these conditions.
- C. Coaches will monitor all players and coaches for signs of heat illness.

## **ARTICLE VII: Injured Players**

- A. Any participant that is suspected to have an injury to the head, neck or spine **WILL NOT BE MOVED** until appropriate medical attention is rendered.
- B. Any player that consults a Physician or their designee after injury will **NOT** be allowed to participate in competition (game or practice) until a written release is provided to the coaching staff. The coach will hold this with their practice documentation books.
- C. It is highly recommended that at least one parent be present at practices and games to authorize medical care should it be indicated.

## **ARTICLE VIII: Game Management**

- A. The game will be governed by the current NBC rules and current ASA rules with modifications as adopted in the Wichita Heights Junior Baseball Softball League Official Rule Book.
- B. All home site games must have game management in attendance at all times.
- C. The CRBSB and their designated game management have the authority to cancel games due to inclement weather.
- D. Game management is responsible to monitor the level of sportsmanship, umpires, and teams during the games. Game management should arrive at facilities no later than 45 minutes prior to the games start time. With the assistance of the concession stand volunteers, the concession stand should be opened no later than 30 minutes before the start of the first game. Game management is responsible for the clean up of the facility with the help of the home coaches.

## **ARTICLE IX: Conduct of Players, Coaches, and Spectators**

- A. As stated in the WHJBSL Official Rule Book, any coach, player, or spectator ejected from a game by the official or Game Management will serve at least a 1 game suspension. The ejected person may not be on the premise of a game site before, during or after the team's next scheduled game. If an ejection does occur, Baseball Softball Director will notify the WHJBSL Board of the occurrence and the actions of the violating entity. If a player, coach or spectator is ejected a second time, they will be suspended for the remainder of the season. Also, with a second ejection, the coach will NOT be allowed to coach in any capacity, at any level in the CRBS program and possibly any other program offered by Circle Recreation.
- B. Each coach will select at least one parent or guardian to be their S.A.G.E. (Setting A Good Example) representative for their team. The S.A.G.E. representative/s is responsible for attending the district S.A.G.E. meeting and assisting the coach in monitoring the level of sportsmanship of the parents and spectators during the game.
- C. Profanity from coaches, players and spectators WILL NOT be tolerated.
- D. Fighting at practice, scrimmages, or in games will result in an automatic 1 game suspension and result as a "first infraction" as described in the above paragraph.
- E. Any use of an intoxicant or illegal drug is strictly prohibited at any organized team function. It will result in permanent suspension from CRBS
- F. Use of tobacco by any player or coach during CRBS function is not allowed.
- G. At no time will a coach make inappropriate physical contact with ANY player. Any such conduct and will be reviewed and ruled on by the CRBSB.
- H. Any person arrested at any CRBS event will be restrained from all league events until resolution of the charge in the judicial system. A restraining order will be entered into the appropriate judicial system that the person is convicted in. Violation of that court order will result in further criminal charges.
- I. CRBSB will support any parent/guardian that levies a suspension on their child for misconduct or grades. CRBSB encourages and supports academic excellence.

## **ARTICLE X: Playing Time**

- A. Coaches are strongly encouraged to not sit a player on the bench for two consecutive innings.
- B. If playing time does become a concern of the player or parent, the parent is to first visit with the player to rule out hesitation on the player's behalf to participate. The parent shall then schedule a meeting with the Head Coach and one Assistant Coach to discuss the issue. If the parent is not satisfied with the result, the parent can file a formal complaint using Attachment 7 with the CRBSB

## **ARTICLE XI: Complaint Procedure**

- A. If any parent, coach, or spectator feels any rule or regulation has been violated, said parent, coach, or spectator shall first attempt to resolve the situation by personally visiting with the person or coach in a reasonable manner and without physical contact. If the problem still exists, the parent, coach, or spectator shall complete the complaint form Attachment 3 and personally deliver it to a member of the CRBSB for review. The CRBSB will review the complaint and take appropriate action. If the complaint is deemed valid, CRBSB MAY consider suspending the parent, coach, or spectator from attending the next scheduled game or practice, whichever is applicable. Multiple violations of any by-laws herein may result in said parent, coach, or spectator being suspended from attending any practice or game for the remainder of the season.
- B. During a game, only decisions on the interpretation of rules may be protested by a head or assistant coach. Decisions of judgment by the umpires may not be protested. All game protest must follow the protest procedures as outlined in the Official League Rulebook-Article IV.

## **ARTICLE XII: Volunteering**

- A. For any organization to be successful and operate effectively, many volunteers are needed. All parents/guardians are asked to participate throughout the season with staffing the concession stand, setup, and cleanup. Failure to volunteer may result in an increase of fees mandated by the CRBSB to cover expenses to convert these positions to paid jobs.

### **ARTICLE XIII: Transportation**

- A. Transportation to and from CRBSB sanctioned events is the responsibility of the parent/guardian.

### **ARTICLE XIV: Umpires**

- A. Umpires must be approved by the CRBSB.
- B. All umpires must attend a minimum of two training sessions.
- C. Two umpires will work each game and are required to arrive no later than 15 minutes before the scheduled start time.
- D. Umpires will be paid using the Umpire fee as listed on Attachment 4.
- E. Umpires are expected to enforce all rules in the Wichita Heights Junior Baseball Softball League rule book as well as the current NBC rule book and the current ASA rule book.
- F. Umpires must meet the minimum age requirement as adopted by WHJBSL, according to the Official League Rulebook.

**Attachment 1**  
**Circle Recreation Baseball Softball**  
**Scholarship Application**

Player's Name \_\_\_\_\_ Age Division: \_\_\_\_\_

Player's Name \_\_\_\_\_ Age Division: \_\_\_\_\_

Player's Name \_\_\_\_\_ Age Division: \_\_\_\_\_

Please state below the reason for the need of financial assistance for your child/ren to participate in Circle Recreation Baseball Softball program.

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Please attach any supporting documentation you feel explains your need for financial assistance for the baseball softball registration fee/s.

I understand that a limited amount of money is available to offer financial assistance to applicants and that completion of this form is by no way a guarantee that CRBSB will be able to offer partial or full assistance to me.

Parent/ Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment 2**  
**2012 Head Coach Application**  
**Deadline March 1<sup>st</sup>**

Circle one:            Baseball            Softball

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Age/Division you wish to coach: \_\_\_\_\_

Did you play baseball/softball in High School? Y or N  
How many years? \_\_\_\_\_

How many years of baseball/softball coaching experience? \_\_\_\_\_

At what level? \_\_\_\_\_

Please state below why you would like to coach in the Circle Rec Baseball  
Softball Program-

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By signing this application, I agree to abide by the Circle Recreation  
Baseball Softball By-Laws and Wichita Heights Junior Baseball Softball  
League rules.

I hereby authorize CRBSB and reporting agency to request, obtain and  
examine any and all records that may relate to any arrest, conviction and/or  
imprisonment at any time prior to this date to the extent permitted by law.

Signature: \_\_\_\_\_

Driver's License State and # \_\_\_\_\_

**Completed applications may be turned in to Towanda City Hall, Benton  
City Hall or your local recreation board representative.**

# Attachment 3

## Complaint Form

I/We, \_\_\_\_\_, hereby file a written complaint form with the Circle Recreation Baseball Softball Board for the following reasons:

Article \_\_\_\_\_, Rule \_\_\_\_\_, Attachment \_\_\_\_\_ of the Circle Recreation Baseball Softball By-laws has been violated and I/we are seeking action by the Board of Directors.

Explanation of event (Please include dates, times, witnesses and all parties involved) :

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Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Attachment 4 Umpire Fees

<b>Division</b>	<b>Plate</b>	<b>Field</b>
7-8 Years old	\$12.00	\$12.00
9-10 Years old	\$14.00	\$12.00
11-12 Years old	\$16.00	\$14.00
13-14 Years old (Baseball) 13-15 Years old (Softball)	\$18.00	\$16.00
15-18 Years old (Baseball) 16-18 Years old (Softball)	\$20.00	\$18.00