



**OPERATING PROCEDURES
MANUAL 2004**

www.laceybaberuth.org

**Youth Baseball for
North Thurston Public Schools**

**Teaching Teamwork,
Fair Play,
& Good Sportmanship**

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I. MISSION AND GOALS

A) Mission

The mission of Lacey Babe Ruth is to help youth in the North Thurston Public Schools become better citizens by teaching teamwork, fair play and good sportsmanship.

B) Goals

The goals of this organization are to:

1. Promote fair play and sportsmanship through beneficial team and league competition.
2. Develop skills in baseball.
3. Develop team spirit.
4. Promote health in mind and body.
5. Provide an understanding and respect for the rules.
6. Develop self-control over emotions, actions and speech.
7. Foster a sense of responsibility.
8. Promote democratic and American ideals.
9. Provide each youth the opportunity to achieve success.
10. Encourage fun and enjoyment.

To achieve these goals, the Executive Board, the manager and coaches must be role models for players and act in accordance with these goals, keeping in mind that the prime league goal is not to win games but to mold and develop players and citizens.

C) Authority

The Executive Board reserves the right to make any player and manager or coach assignments determined to be in the best interest of Lacey Babe Ruth and the welfare of its members.

All decisions made by Lacey Babe Ruth organization will be conducted in the following manner:

- 1). Proposal
- 2). Discussion
- 3). Motion and 2nd
- 4). Vote Yes or No (The only people eligible to vote are the current LBR Executive Board members). Decision will be finalized by majority vote.

II. ORGANIZATIONAL STRUCTURE

A) Leagues and Divisions

1. Lacey Babe Ruth field's teams in two divisions for 13, 14, and 15-year-old players. The 14-15 divisions consist of teams in two leagues: 14-15 Major National and 14-15 Major American. In the instance of reduced registration, the 14-15 divisions will be conducted as one division, at the discretion of the Executive Board. The Prep-13 division is exclusively for 13-year-old players. To be eligible to play in Lacey Babe Ruth, a player must live in or attend school within the North Thurston Public School boundaries.
2. Based upon team size, field availability and the sign-up numbers (players, managers and coaches), Lacey Babe Ruth will field as many teams as practical toward providing a sufficient number of teams in each division so that all registered players can play. A division is comprised of no less than 4 teams. If there are more than 10 teams in a division, the division will be divided into 2 or more leagues consisting of no less than 4 teams and no more than 10 teams per league.
3. 13-year-old players must play in the Prep-13 division.
4. Each team shall consist of a manager and no more than two coaches all registered with Lacey Babe Ruth and 12 or 15 players as designated by the Executive Board.

B) Disciplinary Actions

1. The Executive Board reserves sole authority to discipline a player, manager or coach for misconduct. Disciplinary action includes: formal reprimands by the Board, suspensions, dismissal or discharge from the League, and other appropriate action.
2. Misconduct warranting dismissal or discharge includes but is not limited to:
 - a) Wantonly or intentionally destroying Lacey Babe Ruth property or facilities used by Lacey Babe Ruth.
 - b) Theft of Lacey Babe Ruth property or property belonging to persons attending a Lacey Babe Ruth activity.
 - c) Verbally or physically abusing anyone affiliated with Lacey Babe Ruth or attending a Lacey Babe Ruth activity.
 - d) Flagrant disregard of Lacey Babe Ruth rules and policies.

C) Illegal Substances

1. Smoking or chewing tobacco by a manager/coach or player is prohibited during any Lacey Babe Ruth sanctioned activity. Failure to stop is grounds for dismissal from a game or activity.
2. Players may not possess tobacco, drugs or alcohol at any Lacey Babe Ruth activity. Upon discovery, a manager/coach must confiscate the goods and report the action to a Board member within one calendar day.

III. DUTIES AND RESPONSIBILITIES

A) Manager/Coach

The manager is responsible for all the following duties although these obligations may be delegated to other adults associated with the team. During the application process, Lacey Babe Ruth will consider the ability of a manager/coach applicant to work toward the objectives of Lacey Babe Ruth and to carry out the following duties:

1. Attend all Lacey Babe Ruth meetings. See IV-C-3 for sanctions for non-attendance.
2. Submit a legal roster on or before the designated deadline dates.
3. Upon request of the board, collect proof of age from a player to be verified by the Player Agent, and/or player registration fees from players.
4. Assume responsibility for the players and their conduct both on and off the field while conducting Lacey Babe Ruth activities.
5. Obtain equipment and uniforms and keep an inventory of these items.
6. Assume responsibility for all assigned Lacey Babe Ruth equipment.
7. Assure that players do not abuse either Lacey Babe Ruth's or their own equipment.
8. Collect all assigned equipment owned by Lacey Babe Ruth and insure that all is returned at the prescribed time.
9. Assume responsibility for assisting with the League-sponsored fund-raiser.
10. Accept Lacey Babe Ruth assignments.
11. Report game results in the manner specified by the Executive Board.
12. Cooperate in the Lacey Babe Ruth All-Star selection process.
13. Maintain and preserve a Lacey Babe Ruth approved scorebook according to the established methods of scorekeeping.
14. Provide to the All-Star manager all team information necessary for the All-Star manager to assemble required All-Star documentation.
15. Accept assignments with Lacey Babe Ruth hosted State Tournaments.
16. Serve on Tournament Housing committee
17. Follow Lacey Babe Ruth rules and policies
18. Promote positive sportsmanship and League image.

B) Player Agent

1. The Lacey Babe Ruth Board will appoint a Player Agent for a period of one year. The Vice-President will serve in this capacity unless otherwise designated by the Executive Board.

2. The Player Agent's duties include but are not limited to the following:
 - a) Verifying the age of each player before submitting the final team roster.
 - b) Assigning late sign-ups to a team.
 - c) Collecting and submitting all rosters to the Lacey Babe Ruth Secretary
 - d) Maintaining a Player Pool for each division for players who do not make a team and players who sign up late.

C) Scorekeeper

1. Each team is encouraged to have an official scorekeeper who will maintain the team's scorebook throughout the season.
2. The home scorekeeper maintains the official scorebook for each game. The scorebooks must be maintained in a readable form.
3. Both scorekeepers shall:
 - a) Notify umpires as to the scorekeeper's location during the game. Scorekeepers are urged to sit together when possible during a game.
 - b) Enter in their scorebooks any player who has to sit out because of a League disciplinary action.
 - c) Provide the opposing team's scorekeeper with a list of pitchers, their uniform numbers, and the total innings pitched during the last calendar week and in the prior two days preceding the game being played. Provide this information to the opposing team's scorekeeper 15 minutes before the game (See Babe Ruth Rule 0.06 for pitcher's rest requirement).
 - d) Provide the opposing team's scorekeeper with a starting line-up including the batting order, each player's name and number and defensive position. In addition, provide a list of all players on the bench to the other scorekeeper 15 minutes ahead of the scheduled game.
 - e) By the conclusion of each game, record the innings pitched by each player for their team in that game before the opposing manager/coach signs the book **in ink**.
 - f) Obtain the opposing team's manager or a coach's signature at the conclusion of each game. Failure to do so may result in forfeiture of the subsequent game by the negligent team.
 - g) Clearly indicating Section V-B-8 player meets minimum playing requirements of playing time in scorebook. **Example: Write in substitute player next to the player going in for. Next to that scorekeeper needs to indicate with a T or B and inning number. This indicates specifically when that player went in Top or Bottom of inning.**

D) Committees

Lacey Babe Ruth shall appoint committees as deemed necessary. Such committees may include but are not limited to:

1. Publicity.
2. Umpires.
3. Protest.
4. Fundraising.
5. Sign-ups.
6. Nominating.
7. Rescheduling Committee.

8. Tournament Committees.
9. Capital Improvements.

E) Protest Committee

1. The Lacey Babe Ruth Board shall appoint a Protest Committee consisting of two persons knowledgeable in Babe Ruth Rules and the Lacey Babe Ruth Operating Procedures. This committee shall serve as an impartial panel.
2. The protesting team manager must submit protests in writing to a Lacey Babe Ruth Board member within 48 hours after the game in which the protest occurs. The Board member must forward this protest to the committee within 24 hours. This committee must rule within seven days from receiving the written protest.
3. The Protest Committee may consult any official document pertaining to the game in question. Failure to provide said documentation by either party may cause a decision favoring the other party.
4. If a hearing is required, both managers and their representatives must appear with their scorebooks.
5. A fee of \$10.00 must be submitted with each protest. Checks are to be made payable to Lacey Babe Ruth. If the protest is upheld, the fee is returned. If the protest is denied, the fee is donated to Lacey Babe Ruth's General Fund.

IV. GENERAL POLICIES AND PROCEDURES - ADMINISTRATIVE

A) Manager/Coach Applications

1. Prospective managers and coaches will complete a Lacey Babe Ruth coaches' application form each year to be considered for a position in Lacey Babe Ruth.
2. The Lacey Babe Ruth Board, after receiving and reviewing each applicant, has the authority to assign managers/coaches to a team. The Board will accept or reject applications and notify applicants of the decision.
3. Prospective coaches must be a minimum of 21 years of age.

B) Player Registration and Team assignment

1. Lacey Babe Ruth shall decide annually the times, places and methods for player registration. These times, places and methods will publicly advertised.
2. Player candidates shall register using the form provided by Lacey Babe Ruth and shall comply with all registration requirements.
3. Players are assigned to teams through the draft procedures (as specified in Section 6).
4. A player, or the player's parent or guardian, may disqualify one coach or manager from supervising the player. The request must be received by the player agent prior to the commencement of the draft procedure. The affected manager or coach will be notified prior to the commencement of the draft procedure of the request.
5. Once a player is assigned to an official team roster, the player remains as such for the remainder of the season unless the board receives and approves a request for the player to leave the League or team.
6. See IV-G for policy regarding a player fee refund for withdrawing from the League.
7. Managers/coaches may not request, suggest or encourage a player to leave a team or not return to the League for another year.
8. In the event a player appears to have deserted a team, the manager shall contact the Board who will move to resolve the issue with the parents (or guardian).

C) Meeting Attendance

1. A successful Lacey Babe Ruth program requires that all members attend the scheduled meetings. This cooperation is necessary for the organization to assure a sound and meaningful youth baseball program. The responsibility for achieving this objective lies with each member of the organization.
2. If a manager is unable to attend a scheduled meeting, the manager shall notify a member of the Executive Board and may delegate this responsibility of meeting attendance to a coach or any delegate.

3. Lack of member attendance at scheduled meetings will result in administrative action to insure compliance with Lacey Babe Ruth objectives. This action will consist of the following:
 - a) A member of the Lacey Babe Ruth Executive Board will contact managers not represented at the last general meeting. The Board member will advise the coach that if absences continue, the matter will be submitted to the board for review. The Executive Board will review the matter of non-attendance together with team administration and take appropriate action.
 - b) Non-representation of a team at scheduled meetings in the past will be given due consideration by the Executive Board when reviewing manager application requests.

D) Insurance Coverage

Lacey Babe Ruth will carry Babe Ruth Liability, Directors and Officers Liability, and Accident Medical Insurance. Direct all questions concerning coverage and claims resulting from Lacey Babe Ruth associated accidents to the Lacey Babe Ruth President.

E) Equipment Boxes

Lacey Babe Ruth provides and maintains equipment boxes at each of the high school fields. The home team for each game is responsible for putting all equipment and other League property back into the boxes after each game. The equipment in the boxes consist of (at a minimum):

1. Field liner and string.
2. Chalk
3. Bases.

F) Player/Sponsor Fees

1. The Lacey Babe Ruth Executive Board will set the annual player and sponsor fee. The 2004 player's fee is \$183. For the first player, \$158. for the first sibling and \$133 for each additional sibling.
2. **Registration Requirements:**
3. All players must live in or attend school in the North Thurston Public School Boundaries.
4. All players shall provide satisfactory proof of age, as defined by Official Babe Ruth League Rules.
5. All players must pay the player's fee or make payment arrangements at the time of registration. This requirement is satisfied if the player request and is granted a scholarship on or before registration and work out day.
6. If player fee is submitted by check, and the check is returned NSF to Lacey Babe Ruth, the player will be responsible for any fees charged to the league by the bank. In addition to the unpaid player fee, the player shall be declared ineligible for participation in any LBR function until such time the player fee and bank charges have been paid in full.
7. Player fees must be paid in full to be eligible for the draft and assignment to a team. Player will be placed in the player pool until player fee is paid in full.
8. The Team Sponsorship fee for 2004 is \$500.00. Multi sponsors are acceptable. While full payment is preferable, partial payments are acceptable as long as payment arrangements have been made.

G) Player Fee Refunds

1. Upon written request to leave Lacey Babe Ruth, Lacey Babe Ruth will refund the player's fee according to the following schedule for a player enrolled in one division:
 - a) 100% for:
 - 1) *Quitting before the draft.*
 - 2) *Non-rostered players assigned to the Player Pool.*
 - b) 50% if the player becomes a rostered player but quits the League before the first scheduled game.
 - c) No refund after the first scheduled game, subject to Board review.
2. Players dismissed from the League by the board for disciplinary reasons will forfeit the player fee.
3. Players in the Player Pool, who do not become rostered players, will receive their refunds either when they submit a written request to leave Lacey Babe Ruth or at the end of the regular season, whichever comes first.
4. Players registering once the season starts and a player who is called up from the player pool once the season has started will receive a prorated discount:
 - a). 1-3 games played – 0%
 - b). 4-6 games played – 30%
 - c). More than 6 games played – 50%

H) Uniform Replacement/Team Equipment

1. Lacey Babe Ruth will replace uniforms based on need. Proof of replacement for new uniforms will be required from the requesting team manager and justified through the Uniform Managers.
2. Team equipment will be replaced on the basis of need. Submit proof for new or replacement equipment to the Equipment Manager.
3. Team equipment will include the following:
 - a) One complete set of catcher's gear, including:
 - 1) One chest protector
 - 2) One catcher's mitt
 - 3) One face mask with throat protector
 - 4) One pair of shin guards
 - 5) One catcher's helmet ("skull cap")
 - b) Five batting helmets
 - c) Two bats

- d) Two dozen (24) new game balls
 - e) Two dozen (24) practice balls
 - f) One equipment bag
 - g) One first aid kit
 - h) Additional equipment at the discretion of the equipment manager
4. Because equipment care is very important, coaches must assure that players do not abuse the equipment (i.e., throwing gear).
 5. Turn in all equipment within five (5) days after the last regular season game, unless otherwise instructed by the Equipment Manager. Failure to comply will suspend any All-Star nomination or status for the negligent team's players and coaches, and/or will result in other sanctions imposed by the Executive Board.
 6. **The uniform number 8 will forever be retired within Lacey Babe Ruth Organization. This is in remembrance of: Brandon L. Johnson May 2, 1988 – June 12, 2003**

I) Finances and Payments

1. These procedures describe how cash (including checks) payable to Lacey Babe Ruth, outside suppliers, agencies and individuals will be authorized and handled.
2. The Lacey Babe Ruth annual budget is the authorization for the allocation and disbursement of funds. Annual budget adjustments can be made as follows:
 - a) The Treasurer shall notify the President of the Executive Board for a budget review if disbursements are exceeding funds or the total annual budget.
 - b) The Treasurer is authorized to reallocate disbursement funds specified for the various budget items if it does not result in a budget deficiency, unless authorized by the Executive Board.
 - c) Any request for expenditures not covered specifically in the Lacey Babe Ruth annual budget can be authorized as follows:
 - 1) If \$250. Or less is requested; the Treasurer can approve the payment, must be contacted by purchase.
 - 2) If greater than \$500 the request must be submitted to the LBR Executive Board
 - 3) No more personal purchases will be made without prior approval from Treasurer and or LBR Executive Board>
3. The Executive Board shall monitor payments made by check.
4. All payments in excess of \$50. Must be made by check.
5. The Treasurer will:
 - a) Prior to making payments for bills, purchase orders, invoices or other monetary requests:
 - 1) Determine if the payment is in accordance with the annual budget.
 - 2) Notify the President of the Executive Board if there is a cost overrun.
 - b) Upon issuance of payment:
 - 1) Maintain the Check Register.
 - 2) Enter the amount paid, date, payee and nature of the payment in the Check Register.
 - 3) Notify, in writing, the payee of any discrepancies or irregularities found, even though such exceptions may normally be correct on subsequent billings.

- 4) Be prepared at any time upon request of any member of the Board, general membership committee or legal agencies of the State of Washington to submit to an audit of the Check Register.
- 6) A committee consisting of at least 2 members selected by the Executive Board shall conduct an audit at the end of each accounting year. In the event the Treasurer resigns prior to the end of the term, a committee consisting of at least 2 members selected by the Executive Board shall conduct an audit. This audit shall be performed prior to the new Treasurer taking office.

J) League Fundraising

1. League fundraising will serve two objectives:
 - a) Field usage and facilities improvement.
 - b) Team expenses and activities.
2. Fundraising activities will be announced.
3. Teams may conduct individual fundraising activities for their teams or group of teams, however:
 - a) Lacey Babe Ruth will not fund such activities.
 - b) The Board will not receipt such funds, unless intended for deposit and use by the Board.
 - c) Teams must inform the Board before the activity begins and secure permission to begin the activity.

V. GAME RULES AND PROCEDURES

A) Rule Hierarchy

1. The hierarchy of rulebooks is as follows:
 - a) The Official Babe Ruth Rule Book.
 - b) Official Major League Baseball Rules
2. If there is a question, follow the Babe Ruth Rule book. If the situation is not covered in this rulebook, refer to the Official Baseball Rule Book for the current year. In addition, any rules stated in the Lacey Babe Ruth Operating Procedures Manual take precedence over the above rulebooks, except in the case of District, Regional, State or National play. In these cases only the Babe Ruth and Official Baseball Rule Books will be used.

B) Local Rules

The following are the Lacey Babe Ruth local rules:

1. Teams without the League-designated minimum rostered player limit (12) will be required to pick up the next eligible player or players from the player pool until they have reached the minimum. This applies until the player pool is exhausted. The Executive Board will consider on a case-by-case basis the remedies for teams that fall below the 12-player limit. Games will be forfeited only when the team is unable to field at least nine (9) players by the time limit listed below in V-B-2.
2. Games not started by 15 minutes past the official starting time are forfeit by the team that cannot field a starting squad. If both teams fail to field a squad, a double forfeiture results. The umpire-in-chief keeps the time.
3. All games must use League approved umpires, unless agreed upon by both coaches to do otherwise.
4. No new inning shall start after 9:00 PM in tournament or League play, unless the field is equipped with sufficient lighting. A new inning begins with the third out of the prior inning.
5. In the event of an injury with no allowable substitute, follow the Babe Ruth Rule Book (re-entry of used player).
6. There is a 10-run rule in effect after 5 innings. Games will proceed to a Legal Game conclusion. When a team abandons a game before a Legal Game conclusion, the innings pitched for both teams count.
7. **Slide and Avoid Rule**
 - a) For liability reasons, Lacey Babe Ruth cannot institute a "must slide" rule. As a result, the League has adopted the "must avoid contact" rule that states:
 - 1) A batter-base runner must take any necessary action to avoid making direct bodily contact with a defensive player.
 - 2) If the umpire believes any offensive and/or defensive contact was flagrant and intentional:
 - i. The instigating player or players shall be ejected from the game:
 - ii. The instigating offensive player shall be called out.
 - b) If a legal substitute is not available for the ejected player, follow the Babe Ruth Rule Book for injury substitutions.

8. Playing time:

- a) All managers/coaches shall provide each player no less than two (2) complete innings in each regular season game. Provided the player has complied with the team's disciplinary requirements (i.e. unexcused absences). Clearly indicate the player's minimum playing time requirement has been met by entering it properly into the scorebook. (Example: Write substitute player next to the player going in. Next, scorekeeper needs to indicate with a T or B plus inning number by that player. This indicates at what part of the inning the player came in)
 - 1) Failure to do so will result in:
 - i. Game forfeiture at game completion.
 - ii. Lacey Babe Ruth Board reprimand for the offending manager/coach.
- a). A manager/coach satisfies the 2 inning requirements when the player has played defensively and has been officially entered in the batting order for 2 innings.
9. The League shall not schedule nor allow more than two (2) games per calendar day for any one team as part of the regular season. If two games are played, a time limit of 2 hours and 15 minutes will be imposed. No new inning will start after the allotted time.
10. Courtesy runners are allowable, provided they are agreed upon before the game and witnessed by the umpire. The last recorded out is the courtesy runner and pitchers and catchers only.

C) Base Coaches

1. One coach may be used at 1st and 3rd base, respectively. Only eligible team players may be used as base coaches if an adult coach is not used. These players need to be wearing a helmet while base coaching.
2. Only eligible players, managers, coaches and scorekeeper are allowed in the dug out and playing field.
3. Managers and coaches must be paid-up members of Lacey Babe Ruth to participate in the program (i.e., no outstanding fees or fines).

D) Player and Manager Conduct

Lacey Babe Ruth managers and coaches are responsible for the actions of their teams while in uniform, both on and off the field while engaged in a Lacey Babe Ruth activity. Conduct that is not considered to be in the best interest of the players or managers/coaches must be reported in writing to the Lacey Babe Ruth President. The incident must be reported within 24 hours of the infraction. The President may turn the matter over to the LBR Executive Board to determine what action must be taken, if any. A decision will be made within one week of the incident and or before the next league game. The offending manager, coach (s) and player (s) will be advised of the decision. Board members who are involved in the incident will abstain from any decision that is made by the LBR Executive Board.

E) Ejection of Players/Managers/Coaches

Team managers shall report their ejection and/or the ejection of their coaches and players to the League President within 24 hours.

1. For the first ejection of a manager or coach, the President will make a record of the incident and no further action will be taken unless he deems the offense to be serious. If so, he will present the matter to the board for disciplinary action.

2. For the second ejection of a coach or manager, the President will present the matter to the board for disciplinary action, which will automatically include a one game suspension.
3. If a player is ejected, the player will automatically be suspended for the next succeeding game the player **attends**. If the offense is serious, the Board may impose additional disciplinary measures. A second ejection will result in an automatic two game suspension and other discipline action as appropriate.
4. The umpire shall notify the umpire-in-chief of any manager or coaches' ejection within 24 hours. The umpire-in-chief will notify the President within 24 hours.

F) Rescheduling of Rainouts, Tie Games and Make-Ups

1. Unless called by the League Scheduler both teams are to show up for the game.
2. The home team manager is responsible for reporting all game scores to the league scheduler and web guy via the reporting sheet within a 24 hour period. All managers/coaches must report team field usage to league scheduler. Report this information on a weekly bases, to include: Start and ending time, date, location and comments if any. Manager must report score if your team plays away within a 24 hour time period.
3. The League Scheduler is responsible for coordinating all make-ups, rainouts, suspended or tie games with both team managers/coaches. Every effort shall be made to complete these games in the same calendar week or within five (5) calendar days. One (1) attempt will be made to reschedule games with both managers mutually agreeing to the date and time. Not all managers and coaches need to be available for make-up games. If a **valid*** reason is given why either manager cannot concur to the first available rescheduled date, then the League Scheduler will set a second date. No further attempts will be made.

Valid reasons considered but not limited to the following:

- a) School functions that prevent a team from fielding the required minimum players (9).
- b) Hardship cases with team members and family.
4. Failure to comply with the rescheduling procedure by a team shall be a forfeit. Failure by both teams shall be a double forfeit.
5. For pitching rules purposes, consider a rescheduled or replayed protested game as a regularly scheduled game in the week to be replayed (see Babe Ruth Rule 0.06).

G) Protest Procedure

1. Lacey Babe Ruth shall only consider a protest concerning a violation or misinterpretation of a playing rule or use of an ineligible player. This excludes:
 - a) An umpire's judgment unless there has been a rule violation.
 - b) Equipment, which does not meet specifications.
2. Only the manager/coach of the contesting team shall have the right to protest.
3. A protest must adhere to the following procedure:
 - a) The protesting manager/coach shall immediately, or before any succeeding play begins, ask the umpire for a review and explanation of the decision to clarify the rules involved in the decision.

- b) The protesting manager/coach shall immediately, and before any succeeding play begins, notify the umpire and opposing manager/coach that the game is being played under protest. Failure by the contesting manager/coach to notify the umpire and opposing manager/coach prior to any succeeding play shall nullify the protest.
- c) Following such notice, the umpire shall consult with the associate umpire(s). If convinced that the decision conflicts with the rules, the umpire shall reverse the decision. If, however, after consultation, the umpire is convinced that the decision is not in conflict with the rules, the umpire shall announce publicly that the game is being played under protest. Failure of the umpire to make such an announcement shall not affect the validity of the protest.
4. Lacey Babe Ruth shall consider protests from the use of (an) ineligible player(s) only if made to the umpire before the final out of the game. When it is found out that an ineligible player is being used, the manager/coach shall remove such player from the game and the game shall continue under protest or not, as the protesting manager/coach decides.
5. Submit any protest for whatever reason in writing to the Lacey Babe Ruth President, or another Board member within 48 hours of the incident.
6. Upon receipt of a valid protest, Lacey Babe Ruth shall contact the Umpire-In-Chief and obtain a report stating the facts and events leading to the protest.
7. The protesting manager/coach should provide to the Protest Committee the following information:
 - a) The number of outs.
 - b) The inning.
 - c) The batter and position of the base runners.
 - d) The count on the batter (the number of balls and strikes)
 - e) The name of the player or players involved in the incident.
 - f) A summary, in writing, of the contested play.
 - g) The rule or rules misinterpreted or violated by the umpire's decision.
8. Provide the above in writing with a \$10 protest fee to any Board member. This fee will be returned if the protest is upheld. Otherwise, it will be deposited in the Lacey Babe Ruth General Fund.
9. The Lacey Babe Ruth Executive Board will submit the formal protest to the Protest Committee for their review and action. If the protest is allowed, the game shall resume from the exact point when the infraction occurred. No replay of the game will be ordered unless in the opinion of the Lacey Babe Ruth President, the violation adversely affected the protesting team's chances of winning the game.
10. Managers and coaches should make every attempt to advise opposing teams and the game umpires of situations or potential rule infractions. Do not wait until the infraction has actually occurred.
11. Unless the Board approves otherwise, both teams must play a successfully protested game.

H) Sign-Ups

1. Lacey Babe Ruth shall decide annually the times and places for sign-ups and make public announcements.
2. Player candidates shall sign-up on the form provided by Lacey Babe Ruth.
3. All players who sign-up after the draft will be placed into the Player Pool and then be allocated to teams in need of additional players.

VI. DRAFTING POLICY

A) *Drafting Areas*

To be eligible for the Lacey Babe Ruth draft, registered players must live in or attend a school within the North Thurston School District boundaries.

B) *Drafting procedures*

1. **Team composition:**

- a) Each team shall consist of no less than twelve (12) or more than thirteen (15) players. The Executive Board will determine the roster size for teams in each division prior to the draft.
- b) Teams in the Prep-13 division shall be comprised of players who are 13 years old.
- c) Teams in the 14-15 Major league shall be comprised of 14 and 15-year-old players, but may not have more than eight (8) 15-year-old players.

2. **Draft Pool and Eligibility:**

a) To be eligible for the Lacey Babe Ruth draft, a prospective player must:

- 1) Live in or attend a school within the Lacey Babe Ruth draft area;
- 2) Comply with all the Lacey Babe Ruth registration procedures;
- 3) Pay the annual player fee, obtain a scholarship, or make satisfactory payment arrangements with the Executive Board; and
- 4) Attend and participate in the pre-draft workout, unless the player is a frozen player or the Executive Board excuses the player from the workout for good cause.
 - b) The Draft Pool consists of players eligible for the draft in each division.
- c) Players assigned to team rosters as frozen players are not included in the Draft Pool.
- d) The Lacey Babe Ruth Board will prepare a Draft Pool list, listing all eligible candidates and distribute it to managers/coaches of each division before the draft. Only players on that list will be eligible to be drafted (see VI-B-5)
- e) Players not participating in workouts and not signed up on the Draft Pool list are not eligible to be drafted subject to board exception. Lacey Babe Ruth will assign late sign-ups to the Player Pool list (see VI-B-10 for Player Pool information).

3. **Pre-draft Workouts**

- a) The League will schedule pre-draft workouts for each division before the player draft to evaluate the skills of all new and returning registered players, except frozen players who are automatically assigned to a team roster.
- b) The League will notify registered players of the workout dates and location.
- c) The League will organize each session following these general guidelines:
 - 1) Each candidate will be identified by age and number consistent with the Draft Pool list.
 - 2) Each candidate will be given the opportunity to bat and field with players in their own particular age group.
 - 3) Attendance at such workouts is mandatory for draft eligibility subject to Board exception.

4. **Player Draft:**

a) **General**

- 1) The Prep-13 Division and 14-15 Major Division shall conduct separate drafts. In order to ensure an equitable distribution of player talent the Major Division draft will include all Major Teams. This rule applies whether the Major Division is a single division or whether it is split into 14-15 Major National and 14-15 Major American Divisions.
- 2) Only managers and coaches or any other person(s) approved by the Board may attend the draft.

5. **Draft Pool list**

Lacey Babe Ruth will prepare a Draft Pool list identifying all eligible candidates for the draft. This list will include the candidate's name, registration number, league age, last year's team and other pertinent information available from the registration form, tryouts, etc.

6. Protected ("frozen") players

- a) Each team shall protect the child (blood relative, including son/daughter, niece/nephew, brother/sister, grandson/granddaughter or legal custodial) of any manager or coach of that team, limited to the manager and the two (2) coaches in both the Prep-13 division and the 14-15 division. **Each team is able to protect (freeze) 4 new players to the league, counting the 1 manager kid and 2 coaches kids. This pertains to both Prep-13 and 14-15 Major Divisions.** They shall be designated as "frozen".
- b) The Board will review any exceptions to the child relationship requirements.
- c) Returning managers from the previous season **may** "protect" any player who was on their team during the preceding season (with the player's approval) up to a total of 6 protected/frozen players.
- d) Should a manager relinquish his team, a coach from the previous year's team may apply for that manager's position. The former manager then has no privileges of a manager. With Lacey Babe Ruth Board approval, the same privileges would be granted as above in paragraph ©.
- e) Any league manager protecting players from the previous season will lose one (1) draft choice for each **protected** player. One (1) draft choice will be lost for each additional "protected" player (up to a total of 6). Three players will be placed at the last three (3) rounds, **in reverse order. The fourth (4) protected player will be placed in the second round, the fifth (5) protected player will be placed in the third round and the sixth (6) protected player will be placed in the fourth round.**

Protected Player # 1	Forfeit final round pick
Protected Player # 2	Forfeit next to last round pick
Protected Player # 3	Forfeit second to last round pick
Protected Player # 4	Forfeit second round pick
Protected Player # 5	Forfeit third round pick
Protected Player # 6	Forfeit fourth round pick

- f) Siblings of any frozen player will be considered "frozen/protected" as well and will count as one of the six (6) frozen players.
- g) The sibling of a drafted player will be selected in the next available round.
- h) At parental request, siblings may be separated onto different teams. This request must be prior to the draft. In this case they will be treated as any other potential player. The team, which selects the first sibling, will be restricted from selecting the second.
- i) Prep 13 Teams may "protect/freeze" players as described in (a). They will lose draft choices 6,4, & 2 if needed.
- j) **All Managers/Coaches must report their frozen players to the Player Agent by a certain date and time. This deadline will be set by the Player Agent and will be discussed to the LBR Executive board.**
- k) **Managers/Coaches who miss the reporting deadline for frozen players. These players will automatically be placed into the draft.**

7. Draft Order

Drafts for both Divisions (Prep-13 and 14-15) will be run in the same manner.

- a) Managers/coaches draw lots numbered from one (1) through the total number of teams. The number drawn is their position in the first round.
- b) The draft proceeds in reverse order:

	<u>Round</u>	<u>Draft order</u>				
1)	1	2	3	4	5	6
2)	6	5	4	3	2	1
3)	1	2	3	4	5	6

Etc.

8. Conduct of draft

- a) The Board or Draft Coordinator will administer the draft.
- b) Following the reverse-order method prescribed earlier, each division will draft until all eligible players from the designated Draft Pool are drafted, subject to the following conditions:
 - 1) No passes allowed.
 - 2) When a team reaches the declared limit of 12 –15 players as designated by the Executive Board, it forfeits each of its selections in the ensuing rounds until all other teams have reached the declared limits.

9. Trades

- a) The Board or Draft Coordinator will provide a 15-minute period after the draft in which manager/coaches may trade newly drafted, unfrozen players only.
- b) The board or Draft Coordinator will begin and end the 15-minute period.
- c) At the end of the trade period, the Board or Draft Coordinator will ensure all team draft lists comply with the board master draft list. The lists will contain frozen, newly drafted and traded players.
- d) The Board or Draft Coordinator will initial and date each team list before coaches depart from the draft meeting.

10. Player Pool

- a) Lacey Babe Ruth shall maintain a Player Pool for the Prep-13 and 14-15 Divisions respectively. The Pool shall consist of players who registered too late for the draft, moved into the area too late for the draft or were not drafted. **Or whose fees were not paid in full at the commencement of draft**
- b) A manager may obtain a player from the player pool if a player on their team suffers a verifiable season –ending injury, or the manager may choose to play with fewer active players than the 12 – player roster minimum, provided the injured player does not request release from the League. **If the player requests release from the League, the manager must obtain a pool player if any are available in their division.**
- c) **Assignment of pool players to teams shall be according to their “pool number”. Pool numbers are assigned as follows:**
 - 1). **At the conclusion of the draft for each division, all undrafted players will be assigned pool numbers by lot.**
 - 2). **After the draft, Lacey Babe Ruth will continue to accept registration applications until such time as the Board decides to close registration. When a given registration application is deemed complete, the player will be assigned to the pool and will receive the next pool number for their division.**
- d). **When a manager requests a replacement player, or when players are assigned to teams by the Board action after the draft, the players will be assigned in pool number order.**
- e). **If the number of pool players in a given division is equal to or greater than the number of teams in that division, the Board reserves the right to assign one additional player to each team, consistent with the teams draft order.**
- f). **If a team has fewer than 12 rostered players at the conclusion of the draft and a player is assigned to the pool in (2). Above, the player will be assigned to the team with a vacancy. If multiple teams have fewer than 12 rostered players at the conclusion of the draft, the team with the next draft pick**

will receive the first available player. This pattern will continue until all teams reach the 12-player minimum.

- 1) Request a player from the Player Pool to join the team.

VII. REGULAR SEASON SCHEDULES

A) Calculation

The Executive Board shall set the regular season schedule. The schedule shall provide for each team to play a minimum of 10 games against other Babe Ruth teams in their division, league, or district, and, to the extent possible, shall provide for teams to play each other an equal number of times within the same division or league. As approved by the Executive Board, the regular season schedule may include games with teams from other local area Babe Ruth Leagues. Each division champion will be the one with the best overall regular season record. In the event of a tie between teams for the league championship, the first tiebreaker will be the record in head-to-head competition. The second tiebreaker will be the total runs scored in head-to-head competition and the third tiebreaker will be total runs given up in head-to-head competition. Any further decision required will be made by the Executive Board.

B) Scheduling Authority

The Lacey Babe Ruth Executive Board shall determine the length of the regular season and whether or not the League will conduct post-season tournament.

VIII. ALL-STAR TEAMS

A) Selection Authority

The Lacey Babe Ruth Executive Board shall determine the method of selecting the All-Star teams for all divisions before the regular season starts 13 year olds, 14 year olds, and 15 year olds and oversee the player selection process. The Board must also approve the selection of the manager and whomever he selects as his coaches. Lacey Babe Ruth also reserves the right to make these managerial selections and to remove the manager or coaches at any time if his conduct should reflect negatively upon the reputation of Lacey Babe Ruth and its members.

IX Tournaments

A). The annual Ed Pranger Prep-13 Memorial Tournament

B). The annual Brandon L. Johnson Memorial Tournament



Bylaws 2004

www.laceybaberuth.org

**Youth Baseball for
North Thurston Public Schools**

**Teaching Teamwork,
Fair Play,
& Good Sportmanship**

BY-LAWS FOR LACEY BABE RUTH

ARTICLE I-LOCATION

Section 1. The President of Lacey Babe Ruth determines the location of Lacey Babe Ruth. The mailing address is:

Lacey Babe Ruth

P.O. Box 5205

Lacey, Washington 98509.

The principle office is with the President of the organization.

Web Address: www.laceybaberuth.org

ARTICLE II – NON-PROFIT NATURE OF ORGANIZATION

Section 1. This corporation shall have no capital stock and therefore no shares shall be issued.

Section 2. The number of memberships of this corporation shall be fixed by the Executive Board, provided, however that there shall be no less than 15 members at any time, and such changes in the numbers must have favorable vote of more than fifty percent of the total eligible members. Voting shall be by written ballot at any special meeting called for the purpose or by mail.

Section 3. This corporation is a non-profit corporation and no member shall be entitled to receive any dividends.

ARTICLE III – MISSIONS AND GOALS

Section 1. The mission of Lacey Babe Ruth program is to help youth in the North Thurston Public Schools become better citizens by teaching teamwork, fairplay and good sportsmanship.

Section 2. The goals of this organization are to promote fair play and sportsmanship through beneficial team and league play, to develop skills in baseball and team spirit, to provide a respect for the game, to develop self-control, and to foster a sense a responsibility, with an opportunity to achieve success while having fun.

ARTICLE IV – CORPORATE PURPOSES AND POWERS

Section 1. This corporation shall be conducted as a non-profit corporation for the purposes set forth in the Articles of Incorporation.

Section 2. The corporation, through its Executive Board, shall have the power to levy player fees, sponsor fees, and set costs for advertising to benefit the organization. These fees will be used to operate the organization and to successfully run the baseball league each season.

ARTICLE V – MEETINGS

Section 1. The meeting places for Lacey Babe Ruth will be set by the President and located within the North Thurston Public Schools.

Section 2. The President may change the time and place of the meeting provided all Executive Board members have been given 48 hours advanced notice.

ARTICLE VI – OFFICERS

Section 1. The Executive Board will consist of President, Vice President, Secretary, Treasurer, League Scheduler, Communication Officer, Equipment Manager, Uniform Manager, Tournament Director, Web Person, Sponsorship Coordinator, Concessions Manager, Member At Large and any other such positions as deemed necessary by the board.

Section 2. The Executive Board shall be elected by the membership of the organization at the annual meeting.

BY-LAWS FOR LACEY BABE RUTH

ARTICLE VII – POWERS OF THE EXECUTIVE BOARD

Section 1. The President shall preside at all meetings and functions of the corporation and the Executive Board and have general supervision, direction and management of its affairs. He shall sign with the Secretary all deeds or contracts on behalf of the corporation.

Section 2. The Vice-President, in the absence of the President shall perform the duties of the President. If the Office of President becomes vacant, the Vice President shall assume the duties of the President and act as such for the remainder of the term for which the duly elected President was serving. In case such contingency arises, the Executive Board shall by majority vote, elect one of its members as Vice President to serve until the annual meeting is held.

Section 3. The Secretary shall keep full and correct minutes of all meetings of the corporation and of the Executive Board meetings and shall attend to all correspondence. The seal of the corporation shall be in his custody and he shall affix the seal where required.

Section 4. The Treasurer shall have charge of all moneys of the corporation and shall ascertain that fair and true accounts of all receipts are kept. She shall present a full statement showing the financial condition of the corporation when requested by the President. She shall perform all duties incident to the office and any other duties that may be prescribed or required by the Executive Board. She shall verify all statements and warrants. She shall continually scrutinize the cash flow and observe the budget.

Section 5. Assistant Officers, appointed by the Executive Board, in the absence, disability or refusal to act of either the Secretary or Treasurer, shall have the powers and authority and shall perform the duties of said office during such period.

ARTICLE VIII – ORGANIZATIONAL STRUCTURE

Section 1. Members of the organization will consist of the managers, coaches, and Executive Board for the league. Each member has one vote for election of officers to the Executive Board, which takes place at the annual meeting.

Section 2. Lacey Babe Ruth fields teams in two divisions for 13, 14, and 15-year-old players. The league consists of teams in two leagues: 14-15 year old Major division and Prep-13. The Prep-13 division is exclusively for 13-year-old players. To be eligible to play in Lacey Babe Ruth, a player must live in or attend school within the North Thurston Public Schools.

Section 3. Each team shall consist of a manager and no more than two coaches all registered with Lacey Babe Ruth.

Section 4. The managers and coaches according to the Lacey Babe Ruth Operating Procedures Manual will follow all rules and regulations.

ARTICLE IX – AMENDMENT OR REPEAL OF BYLAWS.

Section 1. These by-laws may be amended by two-thirds vote of all executives of Lacey Babe Ruth present at the stated meeting, provided members have been given 48 hours notice of the place and time for the meeting. All amendments shall be forwarded to the President and Executive Board prior to being presented at the meeting for a vote.