



## Bylaws

Revision February 2020  
Supersedes Amendments dated October 2017

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## **ARTICLE I: CONSTITUTION**

### **SECTION A - REQUIREMENT**

The DYSL is a non-profit organization under the rules and regulations of the State of New Hampshire and the federal Internal Revenue Code. The IRS Code requires that 503 (c) (3) non-profit organizations have separate documents for 1) Constitution and 2) Bylaws. Each of these documents must be signed and dated when approved or modified.

## **ARTICLE II: MEMBERSHIP**

### **SECTION A - QUALIFICATIONS**

To be a qualified member of the DYSL, one of the following criteria must be met:

- a) Any elected or appointed DYSL official, such as a Board member, a League Director, etc.
- b) Any coach, assistant coach, or league official.
- c) Any parent of any child enrolled in any program, or any legal guardian of said child.
- d) Any DYSL subcommittee member.

### **SECTION B - VOTING RIGHTS**

All Board members and spring league head coaches (from the time they are approved by the Board until March 1<sup>st</sup> of the following spring season) are eligible to be voting members. All voting members in attendance will have one vote on matters which are presented at any regular meeting as described in ARTICLE V. Any individual who holds multiple Board positions shall have a vote for each position held.

### **SECTION C - ELIGIBILITY**

Any qualified member is eligible to hold elected office.

Vacant Board positions can be filled by existing Board members or by appointment of the President upon recommendation of existing Board members, subject to Board approval by vote at a regular scheduled meeting.

## **ARTICLE III: ORGANIZATION STRUCTURE**

### **SECTION A - BOARD OF DIRECTORS**

- a. The governing body of the DYSL (“Board of Directors” or “Board” or “Board members”) shall consist of the following positions; President, Vice President, Treasurer, Secretary, Past President, Registrar, Director of Concession Stand, Director of Community Events/Media, Director of Facilities and Grounds, Director of Coaches, Director of Sponsorship, Director of Equipment/Uniforms/First Aid & Safety, Division Director 16U, Division Director 12U, Division Director 10U, Division Director 8U, Division Director 6U/ Tee ball, Community Liaison(s), and League Scheduler.
- b. The Executive Board shall be selected by the President from current Board members and may consist of the President, Vice President, Treasurer, Secretary, Past President or any other Board member as appointed by the President.

c. General Responsibilities

1. The Board shall defend and uphold the DYSL Constitution and Bylaws so that all DYSL activities are run in a manner appropriate to the rules of the DYSL Bylaws.
2. The Board shall represent the DYSL at appropriate town functions and activities; the Board shall promote the image and visibility of the DYSL as an integral element of Dover's social programs; the Board shall reside over general DYSL fund raising activities
3. The Board shall have as a primary duty, the promotion of the general good will of DYSL and the recruitment from the general membership of active and participating members to assume various committee and functional responsibilities
4. The Board shall prepare and submit, for the approval of the general membership, no later than the first regular meeting after December 1<sup>st</sup>, an Annual Operating Budget covering all planned DYSL activities which will occur prior to the following March and which will include but not be limited to budgeted expenses in excess of \$250.00 for the year.

**SECTION B - POSITION DESCRIPTIONS**

a. The President shall:

1. Preside at all meetings
2. Oversee all organizational activities
3. Represent the DYSL at any non-DYSL activity
4. Countersign checks signed by the treasurer for amounts over \$750
5. Appoint all committees necessary to carry out the approved action of DYSL
6. Arbitrate all conflicts that may arise between members
7. Appoint a League Scheduler for all games and practices
8. Oversee Opening Day activities in conjunction with Director of Concessions including scheduling, purchases, etc.
9. Appoint Summer Team Coordinator
10. Notify all members of scheduled meetings
11. Maintain all historical records/files/data, whether electronic or hard copy.

b. The Vice-President shall:

1. Perform the duties of the President in his/her absence
2. Participate as ex-officio member of all committees
3. Act as the President to countersign all checks signed by the Treasurer when the President is not available
4. Perform other duties that may be assigned him/her by the President
5. Oversee the Summer Team Coordinator
6. Coordinate purchases of awards with Registrar and make purchase recommendations to the Board
7. Responsible for cancelling games due to weather conditions or appointing a designee responsible for cancelling games due to weather conditions.

c. The Secretary shall:

1. Prepare a permanent set of minutes of the proceedings of each meeting. These minutes need to be disseminated to the Board at least one week prior to the subsequent meeting.
2. Handle all incoming and outgoing correspondence

3. Update the constitution and/or the Bylaws annotating additions, deletions and changes duly ratified by the Board
  4. Work with the Director of Community Events/Media to post the most up-to-date Bylaws to the DYSL website
- d. The Treasurer shall:
1. Maintain a set of books covering the financial transactions of the organization
  2. Present a written financial statement prior to each regular meeting to include monthly profit/loss budget versus actual as well as a balance sheet
  3. Present a written annual statement at the elections meeting
  4. Prepare and sign all checks as approved. All checks for budgeted expenses which exceed \$750 shall require the signature of the league President or Vice President in addition to the Treasurer. All checks written for unbudgeted expenses shall require the signatures of both the Treasurer and the President or Vice President.
  5. Prepare and present the annual budget for approval by the Board
  6. Ensure that all financial obligations are paid promptly
  7. Accept and deposit in a bank of his/her choosing as approved by DYSL, all organization funds to be verified by the president or his/her designee
  8. Maintain any and all DYSL financial institution accounts
  9. Be responsible for the collection of any and all registration fees and or other revenue collected at DYSL activities from the appropriate individuals (i.e. registration fees, concession sales, etc.)
  10. Maintain a set of records for each sponsored activity, noting all paid out expenses, items and sources of expense and all sources of revenue by type
  11. Be responsible for filing all required tax documents to maintain 501(3)c status
  12. Issue all invoices for services, sponsorships, etc.
- e. The Past President shall:
1. Provide advice and counsel to the Board on various league issues
  2. Recommend player clinics to Board, draft and distribute fliers and arrange for instructors and equipment
  3. Coordinate with League Scheduler for required space and times in conjunction with Director of Community Services
  4. Coordinate with the Director of Coaches to ensure coach development training, clinics and certifications and maintaining coach's training database
- f. The Division Directors shall:
1. Conduct the official duties of the organization in their respective divisions including overseeing league activities including but not limited to spring team formation process
  2. Provide feedback to Coaching Committee as required on coach selection process
  3. Coordinate player assessments for their respective divisions (10U, 12U and 16U only)
  4. Be responsible for coordinating duties that may include but not be limited to game scheduling, rescheduling, umpire scheduling and coaching appointments as voted on by the Board of Directors to include spring teams.
  5. Attend scheduled Board meeting and encourage head coaches to attend
  6. Ensure league information is disseminated to the head coaches in their division
  7. Meet with any incoming Division Director to ensure smooth transition
- g. The Director of Coaches shall:

1. Ensure all coaches have gone through the application and Coach Selection process, defined in Appendix VIII
  2. Act as Chair of the Coaching Committee which reviews all coaching applications and presents a list of recommended coaches to the Board for approval
  3. Ensure all coaches have successfully completed Coach Smart training or equivalent as required by the City of Dover and maintain a master database of all training coaches have taken
  4. Ensure all coaches have successfully completed a biennial background check and maintain a database of approved background checks
  5. Ensure First Aid training is provided for coaches
  6. Ensure all coaches have been trained on the following:
    - i. Coaching Philosophy
    - ii. Coaching Roles and Responsibilities
    - iii. Dealing with parents and players
    - iv. Other training as required
- h. The Registrar shall:
1. Maintain a complete DYSL player database to include player's pertinent info of birth certificates, Babe Ruth ID cards and division team(s) rosters for the Dover Recreation Department , Babe Ruth, and insurance registration
  2. Submit rosters to Babe Ruth League and City of Dover
  3. Communicate with Treasurer on issues of registration and fee collection
  4. Prepare and present reports for the Board regarding current league registration statistics, data and historical trends
  5. Coordinate distribution of registration materials to schools
  6. Be present at all registration events to assist volunteers
- i. The Director of Concession Stand shall:
1. Develop an annual budget which must be approved by the Board prior to purchasing any inventory
  2. Create and maintain volunteer schedule in conjunction with team parents
  3. Track inventory and order food and supplies as necessary
  4. Be responsible for operation of concession stands at Shaws Lane and South Side fields
  5. Be responsible for passing concession stand proceeds over to the Treasurer on a routine basis as defined by the Treasurer.
- j. The Director of Equipment, Uniforms, First Aid & Safety shall:
1. Maintain equipment inventory, hand out and receive equipment
  2. Ensure equipment is in safe condition, recommend new equipment purchases
  3. Repair/replace equipment during season
  4. Coordinate spring league team uniforms with Director of Sponsorship
  5. Maintain, distribute and receive first aid boxes and keep inventory of required supplies during the season
  6. Purchase and distribute spring league coach apparel
- k. The Director of Facilities and Grounds shall:
1. Ensure batting cage setup and take down at the Shaws Lane and South Side facilities
  2. Coordinate spring field cleanup days at the Shaws Lane and South Side facilities.

3. Periodically inspect all buildings and other facilities at the Shaws Lane and South Side facilities and maintain a list of facility repair and improvement projects. Ensure critical repairs are addressed in a timely manner
  4. Act as the liaison between DYSL and staff from the City of Dover Community Services Department and Recreation Department to address issues regarding facility repair and maintenance
  5. Work with the City of Dover Community Services Department on Shaw's Lane field start-up, shut-down and regular cleaning and stocking of the bathroom facilities.
  6. Schedule/oversee regular mowing, irrigating, fertilizing, and other chemical treatments of the South Side turf areas with league volunteers and contractors. Ensure regular dragging of infields at the South Side and Shaws Lane facilities
  7. Schedule periodic facility workdays with league families, volunteers, and community groups
  8. Coordinate with the Vice President on contracts for sanitary waste and solid waste disposal at the South Side facility
  9. Ensure that adequate supplies of field marking lime and infield drying agent are available at the Shaws Lane and South Side facilities
  10. Annually change combinations on all combination locks at the Shaws Lane and South Side facilities. Distribute keys for South Side facilities to league officials as appropriate, maintain a list of all officials who have keys, and ensure all keys are returned at the end of each season
  11. Arrange with Dover Community Services Department for water supply to be turned on and shut off each year. At the South Side facility, ensure the irrigation system, the concession stand water lines, and the concession stand water heater are drained and cleared of water each fall
  12. Ensure proper signage and other education materials regarding parking and other facility rules (e.g., no smoking, no alcohol, etc.) are maintained and/or distributed to league officials and families
- l. The Director of Community Events/Media shall:
1. Be the point of contact for photographer, coordinates pictures with coaches
  2. Be the point of contact for area media and requests media coverage for DYSL events
  3. Submit articles when appropriate to news media
  4. Promote, maintain and update DYSL web site and other social media
  5. Coordinate with spring, summer and fall coaches to publicize team news and events (e.g. tryouts)
- m. The Director of Sponsorship shall:
1. Be the DYSL point of contact to help solicit various sponsors for the league including teams and signage
  2. Track sponsor funds with Treasurer
  3. Assist the Director of Equipment, Uniforms, First Aid & Safety by providing timely information about league sponsors needed to prepare the league uniform order.
  4. Coordinate purchases of league sponsor signs. Hang sponsor signs on fences and ensures timely removal and storage at the end of the season
- n. The Community Liaison(s) shall:
1. Be a point of contact between DYSL and the specific community assigned to (i.e. Oyster River School District) in an attempt to increase the number of registered players from the specific community
  2. Attend DYSL Board meetings to gain first-hand knowledge about DYSL that can be shared with the parents and players of the specific community

3. Increase awareness and share information from DYSL with the specific community through the use of the league website, emails, registration, etc.
  4. Build and create relationships among key people from the specific community such as middle school and high school coaches, athletic directors, physical education teachers, etc.
  5. Bring any questions or concerns from the specific community to the attention of DYSL
  6. Develop and execute (with DYSL Board approval if required) scheduled outreach activities
  7. Periodically report to the DYSL Board the outreach activities that are scheduled
- o. The League Scheduler shall:
1. Prepare the master schedule of activities to prepare for the spring season
  2. Update master schedule with all games and practices for spring, summer, and fall teams on the league website as required
  3. Update master schedule with games and practices provided by:
    - i. 10U and 12U summer league head coaches
    - ii. 14U, 16U and 18U spring and summer head coaches for spring and summer league games and practices.
    - iii. All fall league practices as required
      - i. Coordinates the scheduling and use of City facilities (i.e., indoor practices, Shaws Lane fields, High School fields, etc.)

The following positions are not part of the DYSL Board of Directors. Although important, they do not carry voting rights or count toward establishing a quorum at official meetings:

- a. The Umpire Coordinator shall:
  1. not have a voting status on the Board
  2. maintain a listing of approved umpires
  3. schedule umpires for all games and rescheduled games in which umpires are needed
  4. address any formal complaints against umpires
  5. ensure the Treasurer has all information required to provide payment to the umpires
- b. The Babe Ruth Summer Team Coordinator shall:
  1. Not have voting status on the Board
  2. Shall coordinate activities for Babe Ruth teams as identified below
    - i. Order summer team uniforms
    - ii. Ensure tournament registrations are submitted
    - iii. Ensure Summer Team budgets are developed by the head coaches and presented to the Board for approval
    - iv. Ensure other summer team planning activities are completed as required
    - v. Locate and appoint Tournament Director for any tournaments hosted by DYSL
- c. The Coach Training Assistant shall:
  1. Not have voting status on the Board
  2. Work closely with the Director of Coaches to identify the need for coaching training and implement the training
- d. The Concession Director Assistant shall:
  1. Not have voting status on the Board

2. Work under the direction of the Director of Concession Stand
  3. Be responsible for the operation of concession stand at South Side
  4. Develop an annual budget as required and submit to the Director of Concession Stand
  5. Create and maintain volunteer schedule in conjunction with team parents
  6. Track inventory and order food and supplies as necessary
  7. Prepare monthly income statement and provide it to the Director of Concession Stand
- e. The Field Assistant shall:
1. Not have voting status on the Board
  2. Assist the Director of Facilities and Grounds in the maintenance and upkeep of the fields and facilities

### **SECTION C - SPECIAL COMMITTEES**

The DYSL Board from time to time may create special committees as the situation requires, for the purpose of completing an assigned task. The special committee may not commit the DYSL to any action or position, without Board approval at a regular meeting. The committee shall exist only as long as the assigned function remains, or until the Board shall disband or alter the committee.

### **SECTION D - ELECTIONS**

- a. The President shall hold nominations as an agenda item at the September meeting, subject to approval by the Board, which will first determine that the selected nominees understand and agree to perform the duties of the position that they are being nominated for. The Board shall select nominees in accordance with the rules of eligibility as set forth in these Bylaws.
- b. At the time of presentation of the slate of nominees at the September meeting, any other candidate may be nominated and seconded from the voting members through the subsequent October meeting. That nominee's name will be placed on the slate providing said nominee agrees to perform the duties and is eligible to hold office. Nominations are then closed at the beginning of the October meeting.
- c. The election of officers will be held at the regular October meeting.
- d. Each position shall be voted upon independently, starting with the President. The person receiving a simple majority shall be declared the winner. In the event of a tie, those nominees who are tied shall be voted on again. If the tie has not been broken by the sixth ballot, the outgoing President shall declare the winner. If it is the President who is involved in the tie, for re-election, the highest-ranking outgoing officer, not involved in the tied election shall declare the winner. Rank of Board members will be President, Vice President, Treasurer, Secretary, Past President, Registrar, Director of Coaching, Director of Facilities and Grounds, Concession Director, Director of Community Events/Media, Sponsorship Director, Director of Equipment, Uniforms & First Aid/Safety and Division Directors oldest to youngest age groups.
- e. The newly elected Board members shall assume their responsibilities at the close of old business during the same election meeting.

### **SECTION E – BOARD MEETING ATTENDANCE**

All DYSL Board members, although volunteers, are expected to attend regularly scheduled meetings. Should a Board member be absent for three consecutive meetings, regardless of reason, he/she may be subject for removal from the DYSL Board of Directors. This action must be proposed and voted upon at a regular scheduled meeting.

## **SECTION F - TERM OF OFFICES**

The term of office shall be for one year, from October, or when appointed, through the following election.

## **SECTION G - COACHING**

DYSL takes the coach selection process very seriously. DYSL understands that coaches can have a great influence on the players and as such has set forth a process to ensure the best coaches are selected. The DYSL Board of Directors has the responsibility to select coaches that are responsible and will strive to fulfill the philosophy, bylaws and expectations of the league. Coaches interested in volunteering shall abide by Appendix VIII Coaches and Coaching.

## **ARTICLE IV: FUNDING**

### **SECTION A - REVENUES**

The DYSL is a non-profit, self-funded organization. DYSL bears the responsibility of funding all activities with revenue raised through registration fees, solicitations, sponsorship, donations and any other approved fund-raising activities. Any and all revenues collected will be used exclusively for the benefit of the activities sponsored by the DYSL.

### **SECTION B - EXPENDITURES**

- a. The Annual Budget as described under the general responsibilities of the Board shall be subject to general vote, by line item at the first scheduled DYSL meeting in January. The Annual Budget shall be provided to the Board prior to the January meeting for review prior to the vote. The Annual Budget will be broken down by activity and will provide line item expenses per activity. The DYSL fiscal year is October 1st – September 30th.
  1. Where possible, the budget will have attached the Treasurer's report for the previous year's expenses by activity
  2. In the event any line item in the proposed budget contains a variation of +/- 10% from the previous year's expenses, or, if a line item is new compared to the previous year, each line item shall be annotated with an explanation for the variance.
- b. Any non-budgeted expenditures in excess of \$250 shall be voted upon at a regular DYSL Board meeting.
  1. Proposals for expenditures => \$250 total may be discussed and voted upon at the Regular or Publicized Special meeting where the proposal is made.
  2. Proposals for expenditures in excess of the \$250 limit will be voted upon at the next Regular or Publicized Special meeting as the last item under "Old Business".

## **SECTION C – NON-PROFIT & TAX-EXEMPT STATUS**

- a. DYSL is recognized by the United States Internal Revenue Service (IRS) as a tax-exempt organization exempt from federal income tax under section 501(c) (3) of Title 26 of the United States Code. Its Employee Identification Number (EIN) is 65-1269239.
  1. The league is required to annually file the proper tax form as outlined by the IRS based upon yearly gross receipts of the organization. As the league’s fiscal year runs from October – September it is required to file no later than 5 months following the fiscal year’s end. More current and additional information may be found on the federal government’s IRS website.
- b. DYSL is recognized as a business by the State of New Hampshire Office of Secretary of State. Its business ID number is 589038.
  1. DYSL is required to maintain its status current by meeting filing requirements set forth by the Secretary of State’s office. Currently, it is required every five years. Further information regarding requirements may be found on the State of New Hampshire’s website.
- c. DYSL is recognized as a Charitable Trust by the State of New Hampshire Department of Justice. Its registration number is 17211.
  1. As a charitable trust it is recognized as a Non-Profit organization defined as tax-exempt of section 501(c) (3) by the United States IRS. It is required to maintain its status by meeting filing requirements set forth by the State of New Hampshire Dept. of Justice. Currently, that is by filing an Annual Report and submission fee every two years. Further information regarding any additional requirements may be found on the NH Dept. of Justice website.
- d. Should DYSL use an outside financial person and/or company (e.g. CPA) for the purposes of filing financial documents as described above, it shall first approve of the use and make payments to person or company, as required by the vendor. The league shall also receive and maintain copies of statements and/or documents from the vendor as proof of complying with the state and federal requirements outlined above or as described on state and federal websites, whichever is more current.

## **ARTICLE V: MEETINGS**

### **SECTION A – REGULAR BOARD MEETING**

The time and place will be established by the President. All such meetings are open to the public, and the general membership, as described in ARTICLE I. Notification to the general membership of the time, date, and location of the meeting will be posted on the league website as a minimum and the use of other media is encouraged. Notification must occur not less than three days prior, nor more than ten days prior. A concerted effort should be made to notify the general membership using various types of media.

In order to conduct official business all meetings must have a quorum. A quorum for DYSL meetings is 50% of the current members of the DYSL Board of Directors. A simple majority is required when voting on league business.

In the event that a vote is time sensitive and a meeting can't be called in time, then a vote may be conducted via email. All voting members should be informed of the topic and allowed to vote. At least ½ of the votes must be returned in order for the vote to be considered official. The President will report the results of the vote (i.e. total voting members, those in favor, those opposed and those abstaining) to the Board.

## **SECTION B – SPECIAL BOARD MEETING**

There are two types of special meetings:

- a. Publicized: Any special meetings, meeting the notification requirements, as written in ARTICLE V SECTION A, may be conducted as regular meetings.
- b. Un-publicized: Special meetings called, without proper notification to the general membership may not conclude any voting business. Before any such business could be concluded, it must be approved at a meeting where the notification procedure was followed.

## **SECTION C – EXECUTIVE BOARD**

The Executive Board may determine to hold meetings among themselves whenever they see fit. The Executive Board must present any proposals at an official Board meeting so that the Board can act upon proposals.

# **ARTICLE VI: LEAGUE RULES**

## **SECTION A - ORGANIZATIONAL**

General: Any rule or procedure, which pertains to the structure, purpose, or management of the league, shall be considered an organizational rule. Rules of this nature may be altered in accordance with ARTICLE X. Once altered, the Secretary shall amend the rules attached to these Bylaws as appendices and present the amended Bylaws to the Board and voting members at the next regularly scheduled meeting. The Board will be responsible for ensuring the Bylaws presented on the DYSL web site is also updated with the amendment changes, by the next regularly scheduled meeting. If the Secretary is, for whatever reason, unable to meet these criteria, the President will be responsible for ensuring the completion of the given task.

## **SECTION B - NATIONAL MEMBERSHIPS**

Within the scope of certain activities, the DYSL may determine that it would be advantageous to affiliate with a national organization. In so doing, the play rules may be determined by that organization, and it shall be the responsibility of the DYSL to maintain the integrity of those national rules, until such time that the DYSL ceases to participate in the national organization. It shall not be within the scope of the DYSL to alter or waive any national rules, if such action jeopardizes DYSL standing within the organization, unless the DYSL has determined that national membership is no longer advantageous.

## **SECTION C - GENERAL PLAYER ELIGIBILITY**

### a. General Eligibility

1. Any age or grade eligible youth, (depending upon program guidelines), from Dover or DYSL's jurisdiction is eligible for any DYSL sponsored program.
2. Players from outside DYSL's jurisdiction may register for DYSL programs, pending approval from any governing national organization (if applicable) and DYSL Board if such a program does not exist in their community.

### b. Registration Cut-off

1. The Board will set a target registration cutoff date on an annual basis.
2. Registrar will present the numbers of registrations per league to the Board prior to team selection.
3. When playing space is limited and/or teams cannot be staffed, the Division Director can petition the Board to close registrations. Only upon a Board vote can the registration cutoff date be changed. This should be avoided at all costs unless and until all posted registration periods have passed and team selection has been completed.
4. All players who register after the registration cutoff date will be placed on a waiting list. These registrations will be evaluated by the Division Director with respect to team size, number of teams and number of coaches to determine whether each player will be allowed to play. Every effort should be made by the Division Director to allow players to play but each player will be assigned to a team, using the guidelines established in Appendix VIII, on a first come first served basis until all openings are filled.

### c. Conflicting Programs

1. Where potential players are already involved in a program where rules dictate that they may not play in a DYSL program (such as sports under the rules of the NHIAA), the DYSL may accept those players and assign them to teams only under the following conditions:
  - a) The player can play as long as it does not conflict with high school games
  - b) The player must play in at least 50% of the remaining games of the Babe Ruth season after completion of their conflicting high school sports program (i.e. high school softball) as defined by NH Babe Ruth State Softball rules.

## **SECTION D - GAME RULES**

- a. Official: The league may rule to adopt the official playing rules published by a national organization. Where applicable, the most current publication of said rules will be the guide.
- b. Local: Under certain circumstances, the Division Director and/or the coaches may determine that local rules may replace or supplement official rules. When this occurs, local rules must first be approved by the Board according to the procedure outlined in ARTICLE VI, SECTION E, and attached to these Bylaws under ARTICLE XI APPENDICES.

## **SECTION E - PROCEDURE TO CHANGE**

- a. As game rules are considered an appendix to these bylaws, any changes to said rules shall be considered as amendments and shall follow the procedure prescribed for amending the Bylaws.
- b. The game rules, being very complex and a highly debatable topic, can concern parents and spectators greatly as they watch the players play the games. Therefore, any changes/amendments to game rules shall be as a result of a regular agenda item and voted upon at a regular Board meeting after having been announced to the general membership. This will allow for consideration of opinions to be heard on the proposed changes. The playing rules, which are appendices to these Bylaws, that are accepted at the beginning of a season should remain in effect and should not be altered during said season.

## **SECTION F – USE OF LEAGUE LOGOS**

- a. Dover Youth Softball is serious about the use of its logos and likeness. Any use of the Dover Youth Softball, Dover Attack or Dover Xtreme logos without the approval of the DYSL Board of Directors is prohibited.
- b. At no time shall the Dover Youth Softball, Dover Attack or Dover Xtreme logos be modified without the approval of the DYSL Board of Directors. Upon approval, all pre-existing logos shall be retired and no longer used.

## **ARTICLE VII: APPROVED PROGRAMS**

### **SECTION A - CURRENT PROGRAMS**

The following programs are generally approved by DYSL. However, the Board must vote each year which program shall be approved based upon staffing and registration levels.

- a. Girls Softball 6U/Teeball
- b. Girls Softball 8U
- c. Girls Softball 10U
- d. Girls Softball 12U
- e. Girls Softball 14U
- f. Girls Softball 16U
- g. Girls Softball 18U
- h. Girls select teams (i.e. Summer Tournament)
- i. Girls Fall Softball
- j. Clinics and instructional programs/activities

### **SECTION B - PROCEDURE TO ADD OR DELETE**

The decision to add or delete sponsored activities shall be decided based upon the merits of the program in question, its service to the community, financial position, participation, etc. Any such decision must follow the procedures established for amendments.

## **ARTICLE VIII: TOURNAMENTS AND/OR OTHER LEAGUES**

## **SECTION A - SUMMER TEAMS**

- a. The following will apply to all summer teams unless otherwise noted.
- b. In addition to spring recreational programs, the Board will annually vote on which divisions will participate in the summer programs. These summer teams may include but not be limited to:
  1. 8U Babe Ruth
  2. 10U Babe Ruth
  3. 12U Babe Ruth
  4. 12U ASA
  5. 14U Babe Ruth
  6. 14U ASA
  7. 16U Babe Ruth
  8. 16U ASA
  9. 18U ASA
  10. Other divisions and teams that the Board approves
- c. The Board will vote on proposed summer teams no earlier than August 1<sup>st</sup> and no later than April 1<sup>st</sup> of the current year.
- d. If the Board chooses to approve a team it will be subject to the approval of a coach and the participation of enough players to field a team.
- e. A specific summer team must be approved by the Board prior to a head coach being designated for the specific team.
- f. Following team approval by the Board, the Board will request head coach applications for this team from the DYSL membership. The Board will select a coach from the applications at the Board meeting following the approval of the team.
- g. Summer team head coach and assistant coaches will be selected in accordance with Appendix VIII and Appendix XII
- h. Summer team tryouts will not occur prior to the head coach being approved by the Board. Notification of tryouts will be sent to the DYSL membership at least two weeks prior to the tryout date.
- i. The approved head coach must provide a proposed budget with tournaments selected within two weeks of being selected as the head coach. A player fee will be approved by the Board based upon the proposed budget. All changes to the budget must be resubmitted to the Board for approval.
- j. Summer team tryouts can occur no earlier than two weeks following the approval of a head coach.
- k. For Babe Ruth summer teams, the head coach must hold at least 2 roster positions open for a second tryout which will occur no earlier than May 1<sup>st</sup>. These open roster positions must be filled with players that attend the tryout after May 1<sup>st</sup>. The final team roster will not be set until the second tryouts have occurred. (For instance: If the summer coach is planning to have a 15 player roster, 13 of those players may be selected following a tryout prior to May 1<sup>st</sup> and the remaining two players may be selected following a tryout after May 1<sup>st</sup>. Players who are not selected in the first 13 players are encouraged to attend tryouts after May 1<sup>st</sup> in an attempt to be selected for the team.) This applies to Babe Ruth summer teams only.
- l. Amount of play on these select teams will be left to the discretion of the coach, but they are to keep the general philosophy of the DYSL in mind.
- m. Players may be chosen on the basis of publicly notified try-outs, and applicants are not guaranteed a position on the roster.
- n. For a non-Babe Ruth affiliated team, players for summer teams may reside outside of Dover. When this occurs, players, parents or guardians are afforded full DYSL membership rights. For Babe Ruth affiliated teams, player must reside within the Dover jurisdiction.

- o. Scheduling of spring league activities such as practices, games, make-up games, etc. will take precedence over scheduling of activities for all summer and fall teams.
- p. Regarding scheduling of summer team activities such as practice times and locations, scrimmages, etc., the league scheduler will attempt to accommodate all teams' preferences. When multiple teams request a given field/facility for use at the same time, day-of-the-week, etc., priority shall be given to the Babe Ruth summer teams over the ASA teams.

## **SECTION B – FALL TEAMS**

- a. The fall program available for DYSL players is organized by USA Training.
- b. DYSL supports fall teams through the use of equipment and fields.
- c. The Board does not select the head coach of the fall team.
- d. Fall team roster selection is determined by the head coach of the team.

## **SECTION C – PHILOSOPHY**

- a. Players shall be chosen for Select teams based on the following four (4) criteria. All criteria shall be considered equally.
  1. Ability - players selected shall be the best players in the league
  2. Attitude - these teams represent not only the DYSL, but also the city of Dover. As such, sportsmanship, attitude, and behavior, both on and off the field, shall be considered when selecting players.
  3. Availability - The season of a tournament or select team is very short and requires full participation from all members of the team. A player's ability to participate in the entire season shall be taken into consideration.
  4. Age - all other criteria being equal, the older (league age) players shall be selected.

## **ARTICLE IX: CODE OF CONDUCT**

### **SECTION A – GENERAL**

In keeping with the policies and guidelines of Babe Ruth League, Dover Youth Softball League has established and adopted the following Code of Conduct in order to ensure that the principles of sportsmanship, fair play, skill development, and mutual respect are maintained by all players, managers, coaches, game officials, and spectators.

As such, in addition to board members upholding these bylaws, all managers, coaches and parents/guardians are required to sign Coaches Code of Ethics (Appendix VI) and/or Parent's Code of Ethics (Appendix VII) each season as well.

### **SECTION B – INDIVIDUALS' CODES OF CONDUCT**

#### **a. Managers & Coaches**

As adults all managers and coaches have an influence on all players and each other. As such it is imperative that his/her coaching conduct is that of an adult, showing respect and keeping the best interests of every player, parent, official and DYSL paramount in their actions.

1. To that extent it is expected each manager and coach will:
  - Refrain from the use of alcoholic beverages, tobacco products or other illegal substances at games, practices and all other league team events.
  - Maintain control of his/her emotions and avoid actions, language, and/or gestures that may be interpreted as hostile and humiliating.

- Respect the manager, coaches and players of the opposing team both during the play of the game and at its conclusion, win or lose.
- Respect the umpires and refrain from questioning their decisions in a disrespectful or abusive manner.
- Ensure that fans of his/her team conduct themselves with sportsmanship and maturity at all times while in attendance at a game/practice; assist the umpires in maintaining control of spectators during the games.
- Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability, but also on its sportsmanship, courtesy, and manner.
- Know the game rules and abide by them.
- Instruct team members in the rules and coach his/her team in such a way as to motivate each player to compete according to the rules at all times.
- Teach and instill the values of respect, honesty, and caring in each player by encouraging her to continually improve and strive for excellence, and be open, honest, and show concern for coaches, teammates, officials and spectators.
- Teach each player to play within the rules of the game and encouraging fair play and applauding excellent performance of all players.
- Teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.
- Ensure that the players and spectators follow game and practice facility rules and regulations.
- Instruct team support personnel (e.g. assistant coaches, scorekeepers, team parents) in their responsibilities in accordance with established rules and procedures.

### **b. Parents and Spectators**

As adults all parents and/or spectators have an influence on all players and each other. As such it is imperative that their conduct, including verbal and gestures, is that of an adult, showing respect toward all players, parents, and officials and keeping DYSL principles paramount in their actions and manners.

1. To that extent it is expected each parent and/or spectator will:

- Refrain from the use of alcoholic beverages, tobacco products or other illegal substances at games, practices and all other league team events.
- Maintain control of his/her emotions and avoid actions, language, and/or gestures that may be interpreted as hostile and humiliating.
- Ensure that his/her conduct at all games and practices are that of a mature adult and keep the best interests of every player and the Dover Youth Softball League constantly in mind.
- Not place winning above the mental or physical health, safety, or well being of any coach, player, participant, official, parent or other event attendee.
- Respect the umpires, managers, coaches and players and refrain from questioning their decisions or from addressing them in a loud, disrespectful or abusive manner regardless of race, creed, color, national origin, sex, sexual orientation or ability.
- Cheer for their team in a positive, supportive manner, refraining at all times from making hostile, negative, or abusive remarks toward managers, players or officials at any time.
- Demonstrate appropriate sportsmanship at the conclusion of a game, win or lose.
- Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability, but also on the sportsmanship, courtesy, and citizenship of its fans.
- Respect the rules of the game.
- Adhere to all practice/game facility rules and regulations.

### **c. Players and other Team Members**

Players/team members have an influence on all other players and each other. As such it is imperative that team members' conduct include respect, in action and manner, toward their peers, coaches, officials and other adults. They also need to respect the game and its guiding principles.

1. To that extent it is expected each player and/or other team member will:
  - Ensure that her playing conduct displays that of a young woman, competing fairly to the limit of her ability.
  - Refrain from the use of alcoholic beverages, tobacco products or other illegal substances both on and off the playing field.
  - Respect the umpires and refrain from commenting on their decisions during the play of the game.
  - Respect the manager, coaches and players of the opposing team and demonstrate appropriate sportsmanship at the conclusion of every game – be humble and generous in victory and proud and courteous in defeat.
  - Maintain control of her emotions, avoiding the use of abusive language or profanity, humiliating remarks, and/or gestures of ill temper, and physical assault upon another player, coach, manager, umpire or league official regardless of race, creed, color, national origin, sex, sexual orientation or ability at all times.
  - Conduct herself in a manner befitting the founding principles of DYSL when traveling to “away” games or tournaments.
  - Realize, accept, and practice the principle that a team’s reputation is built not only on its playing ability but also on the sportsmanship, courtesy and manners of each individual player.
  - Learn and understand the game rules and abide by them.
  - Follow all practice or game facility rules and regulations, respecting at all times the personal property of others and league-owned property at all times.

### **SECTION C – VIOLATION(S) OF CODE OF CONDUCT**

Persons who violate any part of the Code of Conduct are subject to discipline by the DYSL Board of Directors.

a. Any DYSL official (e.g. board member, manager, coach) in charge of an activity witnessing a violation of this Code of Conduct, may immediately take action of an offending party to stop the action. For example, a spectator at a game is smoking at a DYSL facility may be asked to stop with the proper explanation.

b. The official should follow with a report to the DYSL President for possible further, actions, if warranted, as detailed below.

#### **c. Game Violations**

Code of Conduct violations occurring during an officiated game or event shall be handled in the following manner:

1. The game official (umpire) may speak with the individual (fan, spectator, or parent) concerning the inappropriate behavior

- i. The official (as described above) may then approach the team manager or coach for whom the disorderly individual is showing allegiance and request the manager or coach urge the individual to cease his/her actions and should also

inform the person that continued similar conduct may result in possible game forfeiture.

- ii. Should the disturbance continue, the official (as described above) may approach the offending party and use any or all of the below methods in an effort to gain control of the situation:
  - Issue a second verbal warning to the offender
  - Dismiss the offender from the playing area.
  - Forfeit the game to the opposite team of the offender
  - Contact the appropriate law enforcement dept. (i.e. police, etc.) and have the offending party removed from the playing area.
2. If necessary, to invoke any or all of the above, the league President shall be informed in writing as soon as possible but no longer than 24 hours of the event following its conclusion. This should be done preferably by a coach who was present, game official, or any witnessing board member, and the President will inform the board within 24 hours. The discipline process of section d below should then be followed.

#### b. Non-Game Violations

Code of Conduct violations occurring in any other manner shall be handled as outlined below. Any meeting referred to below may be held by electronic means, as necessary, in a manner to expedite the process and resolve the matter in the timeliest fashion.

1. The violation can be filed by any person knowing of the details of the offense and must be documented in written form.
2. The written incident report shall be presented to the DYSL President as soon as possible. The report can be in any format but should contain as much detail as possible.
3. The president shall conduct an investigation of the incident and should include all relevant parties to determine the facts of the matter.
4. Findings of the investigation will be presented to the Board of Directors at a special meeting ASAP, but no longer than two weeks of notification of the violation. A quorum of the board must be present. At this time the president may then chair a Special Committee to further handle the matter or ask for a vote of the entire board as to disciplinary action.
5. If a committee is formed, they shall gather further information before presenting a proposal of disciplinary action, using guidance in Section C paragraph b below to the DYSL Board of Directors at an official meeting.
6. The Board of Directors will then vote on the proposed discipline. Following the decision, written notification will be given to the offender within two days of the decision. If applicable, the offender may be given the option to either resign or be dismissed from whatever capacity he or she was serving.
7. Breaches of Code of Conduct resulting from either game competition or some other fashion may incur the following disciplinary actions, as determined by the board. These actions do not necessarily need to be administered in the listed order, as suggested by the number of offenses. The severity of the offense committed can singularly dictate whichever action the board may take.
  - i. Written warning
  - ii. 2 game suspension
  - iii. Season suspension

**ARTICLE X: AMENDMENTS**

**SECTION A - PROCEDURE**

- a. Proposed amendments to these Bylaws must be presented in writing to the Board via the appropriate committee chairperson, at a regular DYSL meeting. Upon acceptance of the written proposed amendment, the Board shall declare the proposal as an agenda item to be covered at the next regular meeting under the last item of old business.
- b. Prior to the next regular meeting, the Board must notify the membership, under the same procedure as notification of meetings, as covered in ARTICLE V Section A, of an amendment proposal and the nature of said amendment.

**SECTION B - VOTING**

At the next regular meeting, following the submission of the written proposed amendment, the membership shall discuss the proposal fully. Only voting members of the DYSL may vote on the amendment. In order for the amendment to pass, it must receive two-thirds (2/3) majority vote of members present. Should the amendment pass, it will go into effect immediately. The secretary shall record the proceedings in the minutes, and shall prepare an amendment page, and revised table of contents. Said revision and table of contents shall be distributed to all Board members and the master copy shall be kept with the secretary's minutes, with the master copy of these Bylaws.

**SECTION C – LOCAL GAME RULES**

- a. Proposed amendments to local game rules must be presented in writing to the Board for approval prior to the first game. Upon acceptance of the written proposed amendment to the local rules, the Board shall declare the proposal as an agenda item to be covered at the next regular meeting under the last item of old business.

**SECTION D - LAST AMENDMENT**

**Amended**

Signature	President	Date
<u>      /S/      </u>	<u>Jamie Stevens</u>	<u>2/17/2020</u>
Signature	Vice-President	Date
<u>      /S/      </u>	<u>Aaron Frigon</u>	<u>2/17/2020</u>
Signature	Past President	Date
<u>      /S/      </u>	<u>Scott Smith</u>	<u>2/17/2020</u>

## **APPENDICES TO THE BYLAWS**

Appendix I	16U Division Supplemental Local Playing Rules
Appendix II	12U Division Supplemental Local Playing Rules
Appendix III	10U Division Supplemental Local Playing Rules
Appendix IV	8U Division Supplemental Local Playing Rules
Appendix V	6U/Teeball Division Supplemental Local Playing Rules
Appendix VI	Coach's Code of Ethics
Appendix VII	Parent's Code of Ethics
Appendix VIII	Coaches and Coaching
Appendix IX	Spring Team Formation Procedure
Appendix X	Player Request Procedure
Appendix XI	Babe Ruth Summer Team Guidelines
Appendix XII	Dover Xtreme Team Guidelines



Dover Youth Softball League  
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Appendix I

**16U Division**  
**Supplemental Local Playing Rules**

**General Rules**

1. Games shall start on time as scheduled. The Visiting team is allowed infield practice from 30 minutes to 20 minutes (10 minutes total) before the scheduled start time. The Home team is allowed infield practice from 20 minutes to 10 minutes (10 minutes total) before the scheduled time. Either team, or neither team, should take pre-game infield practice for the sake of fairness. However, coaches may use their discretion, and be in agreement, when applying this rule.
2. Home team will be responsible for raking the field, lining the field and setting out the bases. Visiting team shall pick up and return game equipment to designated area, rake and/or drag the field following the game. In the situation where an out-of-town team is playing in Dover, the Dover team will be responsible for all duties listed here.
3. **Lightning Rule:** If, during a game, lightning is sighted or thunder is heard by an umpire or coach, regardless of the estimated distance, the umpire will immediately clear the field for a period of 30 minutes. (The time will be recorded in the scorebooks.) Should lightning be sighted during the 30-minute delay, a new 30-minute waiting period begins. Play will be stopped on all fields when lightening is sighted at any one field. Players must return to their vehicles during the delay.
4. The Home team is responsible for maintaining the official scorebook for any game and thus, the Home team scorebook generally takes precedence should there be any discrepancies with the Visiting team's scorebook. Discrepancies must be rectified by agreement between teams before resumption of play.
5. Jewelry is prohibited. Players shall not wear jewelry. Medical alert or religious bracelets or necklaces are not considered jewelry. If worn, they must be taped to the body to remain invisible.

**Game Rules**

1. Babe Ruth League Softball Rules & Regulations and Official Playing Rules (most recent edition) will apply to Dover Youth Softball League games. DYSL exceptions are listed below.
2. BRSB Rule 4.15 – A game shall be forfeited ...  
DYSL Rule - An official game is one in which both teams have a minimum, and must finish with, 8 players. Scheduled games in which this criterion cannot be met should be rescheduled at a time agreed upon by both head coaches and League Scheduler in an effort to avoid forfeiting games.
3. All games with have a 90-minute time limit. No new inning may be started after an hour and a half. Games called because of time limit will be considered a regulation game regardless of number of innings played. For clarification, a new inning begins when the 3<sup>rd</sup> out is recorded in

the preceding inning. Both teams' coaches and the umpire will agree on when the last inning will start.

4. All players will bat. This allows for free substitution of defensive positions.
5. BRSB Rule 1.16 (c) - All pitchers and players playing first base and third base are required to wear a protective face mask while defensively playing their positions.
6. BRSB Rule 0.06 – Pitching Limitations Babe Ruth pitching rules/regulations will apply for the entire season.

Rules adopted on 2/17/2020



Dover Youth Softball League  
Bylaws  
Appendix II

**12U Division  
Supplemental Local Playing Rules**

**General Rules**

1. Games shall start on time as scheduled. The Visiting team is allowed infield practice from 30 minutes to 20 minutes (10 minutes total) before the scheduled start time. The Home team is allowed infield practice from 20 minutes to 10 minutes (10 minutes total) before the scheduled time. Either team, or neither team, should take pre-game infield practice for the sake of fairness. However, coaches may use their discretion, and be in agreement, when applying this rule.
2. Home team will be responsible for raking the field, lining the field and setting out the bases. Visiting team shall pick up and return game equipment to designated area, rake and/or drag the field following the game. In the situation where an out-of-town team is playing in Dover, the Dover team will be responsible for all duties listed here.
3. **Lightning Rule:** If, during a game, lightning is sighted or thunder is heard by an umpire or coach, regardless of the estimated distance, the umpire will immediately clear the field for a period of 30 minutes. (The time will be recorded in the scorebooks.) Should lightning be sighted during the 30-minute delay, a new 30 minute waiting period begins. Play will be stopped on all fields when lightening is sighted at any one field. Players must return to their vehicles during the delay.
4. The Home team is responsible for maintaining the official scorebook for any game and thus, the Home team scorebook generally takes precedence should there be any discrepancies with the Visiting team's scorebook. Discrepancies must be rectified by agreement between teams before resumption of play.
5. If no umpire is scheduled for the game, a parent or coach from the home team may be allowed to umpire the game. If no volunteer parent or coach is available, both teams will alternate as umpire for the game. In this case, a coach from the fielding team will umpire from behind the plate only with a mask.
6. Jewelry is prohibited. Players shall not wear jewelry. Medical alert or religious bracelets or necklaces are not considered jewelry. If worn, they must be taped to the body to remain invisible.

**Game Rules**

1. Babe Ruth League Softball Rules & Regulations and Official Playing Rules (most recent edition) will apply to Dover Youth Softball League games in the 12U division. DYSL exceptions are listed below.
2. BRSB Rule 4.15 – A game shall be forfeited ...  
DYSL Rule - An official game is one in which both teams have a minimum, and must finish with, 8 players. It is permissible to borrow a player from another DYSL 12U team. Scheduled games in which this criterion cannot be met should be rescheduled at a time agreed upon by both head coaches and League Scheduler in an effort to avoid forfeiting games.
3. All games will have a 90-minute time limit. No new inning may be started after an hour and a half. Games called because of time limit will be considered a regulation game regardless of number of innings played. For clarification, a new inning begins when the 3<sup>rd</sup> out is recorded in the preceding inning. Both teams' coaches and the umpire will agree on when the last inning will start. There is no run limit in the last inning.
4. BRSB Rule 4.09(a) – One run shall be scored...  
DYSL Rule - A 5 run rule per inning is in effect. Generally, an inning ends early once the offensive team scores 5 runs before they make three outs. However, the play on which the fifth run scores will end upon its normal conclusion and all runs scored during the play will count.  
  
For example, a team has scored 4 runs in the inning and has runners on 2<sup>nd</sup> and 3<sup>rd</sup> bases with one out. Batter hits a single and both runs score and the batter is put out between first and second base, both runs count and the team scores six runs in the inning.
5. All players will bat. This allows for free substitution of defensive positions. The official batting order will include all players on the team at the beginning of the game. The batting order must be followed throughout the game. Players arriving late will be placed in the last position in the batting order. Upon mutual agreement of coaches, teams may insert a fourth outfielder in a defensive position.
6. No player may sit more than one consecutive defensive inning unless injured or has a medical condition preventing them from playing. All players must play a minimum of six defensive outs.
7. BRSB Rule 1.16 (c) - All pitchers and players playing first base and third base are required to wear a protective face mask while defensively playing their positions.
8. BRSB Rule 0.06 – Pitching Limitations Babe Ruth pitching rules/regulations will apply for the entire season.

Rules adopted on 2/17/2020



## Dover Youth Softball League Bylaws

## Appendix III

### 10U Division Supplemental Local Playing Rules

#### General Rules

1. Games shall start on time as scheduled. The Visiting team is allowed infield practice from 30 minutes to 20 minutes (10 minutes total) before the scheduled start time. The Home team is allowed infield practice from 20 minutes to 10 minutes (10 minutes total) before the scheduled time. Either team, or neither team, should take pre-game infield practice for the sake of fairness. However, coaches may use their discretion, and be in agreement, when applying this rule.
2. Home team will be responsible for raking the field, lining the field and setting out the bases. Visiting team shall pick up and return game equipment to designated area, rake and/or drag the field following the game. In the situation where an out-of-town team is playing in Dover, the Dover team will be responsible for all duties listed here.
3. **Lightning Rule:** If, during a game, lightning is sighted or thunder is heard by an umpire or coach, regardless of the estimated distance, the umpire will immediately clear the field for a period of 30 minutes. (The time will be recorded in the scorebooks.) Should lightning be sighted during the 30-minute delay, a new 30 minute waiting period begins. Play will be stopped on all fields when lightening is sighted at any one field. Players must return to their vehicles during the delay.
4. The Home team is responsible for maintaining the official scorebook for any game and thus, the Home team scorebook generally takes precedence should there be any discrepancies with the Visiting team's scorebook. Discrepancies must be rectified by agreement between teams before resumption of play.
5. If no umpire is scheduled for the game, a parent or coach from the home team may be allowed to umpire the game. If no volunteer parent or coach is available, both teams will alternate as umpire for the game. In this case, a coach from the fielding team will umpire from behind the plate only with a mask.
6. Jewelry is prohibited. Players shall not wear jewelry. Medical alert or religious bracelets or necklaces are not considered jewelry. If worn, they must be taped to the body to remain invisible.

#### Game Rules

1. Babe Ruth League Softball Rules & Regulations and Official Playing Rules (most recent edition) will apply to Dover Youth Softball League games in the 10U division. DYSL exceptions are listed below.
2. BRSB Rule 4.15 – A game shall be forfeited ...  
DYSL Rule - An official game is one in which both teams have a minimum, and must finish with, 8 players. It is permissible to borrow a player from another DYSL 10U team. Scheduled games in which this criterion cannot be met should be rescheduled at a time agreed upon by both head coaches and League Scheduler in an effort to avoid forfeiting games.
3. All games will have a 90-minute time limit. No new inning may be started after an hour and a half. Games called because of time limit will be considered a regulation game regardless of number of innings played. For clarification, a new inning begins when the 3<sup>rd</sup> out is recorded in the preceding inning. Both teams' coaches and the umpire will agree on when the last inning will start. There is no run limit in the last inning.
4. BRSB Rule 4.09(a) – One run shall be scored...  
DYSL Rule - A 5 run rule per inning is in effect. Generally, an inning ends early once the offensive team scores 5 runs before they make three outs. However, the play on which the fifth run scores will end upon its normal conclusion and all runs scored during the play will count.

For example, a team has scored 4 runs in the inning and has runners on 2<sup>nd</sup> and 3<sup>rd</sup> bases with one out. Batter hits a single and both runs score and the batter is put out between first and second base, both runs count and the team scores six runs in the inning.

5. All players will bat. This allows for free substitution of defensive positions. The official batting order will include all players on the team at the beginning of the game. The batting order must be followed throughout the game. Players arriving late will be placed in the last position in the batting order. Upon mutual agreement of coaches, teams may insert a fourth outfielder in a defensive position. Outfielders will be positioned in the outfield grass.
6. No player may sit more than one consecutive defensive inning unless injured or has a medical condition preventing them from playing. All players must play a minimum of six defensive outs.
7. BRSB Rule 1.16 (c) - All pitchers and players playing first base and third base are required to wear a protective face mask while defensively playing their positions.
8. BRSB Rule 0.06 – Pitching Limitations Babe Ruth pitching rules/regulations will apply for the entire season.
9. The pitching rubber will be a distance of 35 feet from home plate. Pitching regulation rules will be enforced. For example, both feet must be in contact with the rubber at the beginning of the pitching motion, no crows hop, etc.
10. BRSB Rule 7.12 – When the pitcher is in possession...  
DYSL Rule: Babe Ruth 10U Exception - ...base runners shall not leave their bases until the pitched ball has reached the batter.
11. Runners may advance on passed balls and wild pitches and on a catcher's overthrow to the pitcher. The ball is live until it is under the control of the pitcher in the circle.
12. Stealing 2nd base, 3rd base, and home are all allowed, including on wild pitches and passed balls
13. BRSB Rule 11.07 (b) - The batter may not advance on a dropped third strike.
14. BRSB Rule 7.13 CONTACT RULE – If a runner attempting to reach home plate...

DYSL Rule: It is recommended that runners slide on plays being made on them. This applies to all bases, including home plate. Field conditions will be taken into consideration among the coaches and umpires at the beginning of the game when deciding the need to slide.

Rules adopted on 2/17/2020



Dover Youth Softball League  
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Appendix IV

**8U Division**  
**Supplemental Local Playing Rules**

**General Rules**

1. Games shall start on time as scheduled. The Visiting team is allowed infield practice from 30 minutes to 20 minutes (10 minutes total) before the scheduled start time. The Home team is allowed infield practice from 20 minutes to 10 minutes (10 minutes total) before the scheduled time. Either team, or neither team, should take pre-game infield practice for the sake of fairness. However, coaches may use their discretion, and be in agreement, when applying this rule.
2. Home team will be responsible for raking the field, lining the field and setting out the bases. Visiting team shall pick up and return game equipment to designated area, rake and/or drag the field following the game.
3. Lightning Rule: If, during a game, lightning is sighted or thunder is heard by an umpire or coach, regardless of the estimated distance, the umpire will immediately clear the field for a period of 30 minutes. (The time will be recorded in the scorebooks.) Should lightning be sighted during the 30 minute delay, a new 30 minute waiting period begins. Play will be stopped on all fields when lightening is sighted at any one field. Players must return to their vehicles during the delay.
4. The Home team is responsible for maintaining the official scorebook for any game and thus, the Home team scorebook generally takes precedence should there be any discrepancies with the Visiting team's scorebook. Discrepancies must be rectified by agreement between teams before resumption of play.
5. Umpire volunteers are encouraged. If a volunteer umpire is not available, the coach pitching shall be the head umpire with responsibility with making calls at 2<sup>nd</sup> base and home plate. The base coaches will serve as umpires and make calls at their respective bases. If there are no other coaches available, the head umpire will make all calls. He/She will also call all dead balls as warranted.
6. Teams shall schedule no more than 4 events, games or practices, per week.
7. No metal cleats are allowed.
8. Jewelry is prohibited. Players shall not wear jewelry. Medical alert or religious bracelets or necklaces are not considered jewelry. If worn, they must be taped to the body to remain invisible.

**Game Rules**

1. Babe Ruth League Softball Rules & Regulations and Official Playing Rules (most recent edition) will apply to Dover Youth Softball League games in the 8U division. DYSL exceptions are listed below.
2. BRSB Rule 4.15 – A game shall be forfeited ...  
DYSL Rule - An official game is one in which both teams have a minimum, and must finish with, 8 players. In the event that one team cannot field 8 players, it is permissible to borrow a player from another DYSL 8U team. Scheduled games in which this criterion cannot be met should be rescheduled at a time agreed upon by both head coaches and League Scheduler in an effort to avoid forfeiting games.
3. All games will have a 90-minute time limit. No new inning may be started after an hour and a half. Games called because of time limit will be considered a regulation game regardless of number of innings played. For clarification, a new inning begins when the 3<sup>rd</sup> out is recorded in the preceding inning. Both teams' coaches and the umpire will agree on when the last inning will start.
4. BRSB Rule 4.09(a) – One run shall be scored...  
DYSL Rule - A 4 run rule per inning is in effect. An inning ends early once the offensive team scores 4 runs before they make three outs.
5. All players will bat. This allows for free substitution of defensive positions. The batting order shall consist of the entire team. Coaches should try to permit all players to be the leadoff hitter during the season. The batting order should pick up where it left off the inning prior.
6. Ten players are permitted on the playing field. There shall be four outfielders.
7. Each child is encouraged to play all fielding positions during the course of the season, excluding pitcher and catcher.
8. No player may sit more than one consecutive defensive inning unless injured or has a medical condition preventing them from playing. All players must play a minimum of six defensive outs.
9. BRSB Rule 1.16 (c) - All pitchers and players playing first base and third base are required to wear a protective face mask while defensively playing their positions.
10. BRSB Rule 0.06 – Pitching Limitations Babe Ruth pitching rules/regulations will apply for the entire season.  
DYSL Rule - Beginning the season, coaches will pitch to the batters from their team. As the season progresses, players will pitch from a distance of no closer than 30 feet. Balls and strikes are called by the coach of the opposing team.
11. When the coach pitches, the fielding pitcher will be positioned next to the coach and play defense at that position.
13. There are no walks. Once the pitcher throws four balls, the coach of the batting team will pitch. The batter retains the number of strikes they already have.
14. There is no bunting, stealing, or runners advancing on passed balls.
15. Base runners may only advance one base in the event of a wild throw by any fielder.
16. Once the ball is returned to the pitcher the ball is dead. A ball thrown from the catcher to the pitcher is also considered a dead ball.

17. There is no dropped third strike rule.

18. There is no infield fly rule.

Rules adopted on 2/17/2020



Dover Youth Softball League  
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Appendix V

**6U/Teeball Division**  
**Supplemental Local Playing Rules**

**General Rules**

1. This is a non-competitive division. Ensuring the players have fun is the paramount objective and should be stressed by coaches and parents at all times. The emphasis should be placed on the learning of basic softball skills and the social skills of being a good teammate.
2. Games shall start on time as scheduled.
3. **Lightning Rule:** If, during a game, lightning is sighted or thunder is heard by an umpire or coach, regardless of the estimated distance, the umpire will immediately clear the field for a period of 30 minutes. (The time will be recorded in the scorebooks.) Should lightning be sighted during the 30-minute delay, a new 30-minute waiting period begins. Play will be stopped on all fields when lightening is sighted at any one field. Players must return to their vehicles during the delay.
4. Umpire volunteers are encouraged. If a volunteer umpire is not available, the coach pitching shall be the head umpire with responsibility with making calls at 2<sup>nd</sup> base and home plate. The base coaches will serve as umpires and make calls at their respective bases. If there are no other coaches available, the head umpire will make all calls. He/She will also call all dead balls as warranted.
5. Teams shall schedule no more than 3 events, games or practices, per week.
6. A “Soft-Touch”/”Incrediball” shall be used to reduce the possibility of injury.
7. No metal cleats are allowed. Non-metal cleats are permitted.
8. Jewelry is prohibited. Players shall not wear jewelry. Medical alert or religious bracelets or necklaces are not considered jewelry. If worn, they must be taped to the body to remain invisible.

**Game Rules**

1. Babe Ruth League Softball Rules & Regulations and Official Playing Rules (most recent edition) will apply to Dover Youth Softball League games in the 6U division. DYSL exceptions/additions are listed below.
2. BRSB Rule 4.15 – A game shall be forfeited ...  
DYSL Rule - An official game is one in which both teams have a minimum of 6 players. It is permissible to borrow a player from another DYSL 6U team. If one team has 3 more players than the other it's recommended to borrow a player. If there are not enough players then coaches may decide how best to utilize the time (combined practice or reschedule the game).

3. All games with have a 75-minute time limit. Games called because of time limit will be considered a regulation game regardless of number of innings played. For clarification, a new inning begins when the 3<sup>rd</sup> out is recorded in the preceding inning.
4. All players bat every inning. The inning ends when the last player has hit. A rotating, serpentine batting order will be used to ensure all players get the same opportunity to hit throughout the season.
5. Players at bat shall be the only ones with a bat in their possession. All other players will remain on the “bench”.
6. The batter gets four attempts to hit the ball from the tee. The head coach will assist the batter in hitting the ball thereafter so the batter may run the bases.
7. The goal as the season progresses is to encourage the players to the opportunity to hit without the benefit of a tee from a coach pitching. If, after four pitches without the batter hitting the pitch a tee shall be used.
8. All players play defense every inning. Up to ten players are permitted on the playing field. There shall be four outfielders.
9. No player may sit more than one consecutive defensive inning unless injured or has a medical condition preventing them from playing. All players must play a minimum of six defensive outs.
10. Players will rotate positions each inning. Each player should play at least one infield and one outfield position each game and encouraged to play all fielding positions during the course of the season, excluding pitcher and catcher.
11. Two adult coaches are allowed on the field with their team while on defense. This is to assist with player positioning and coaching.
12. BRSB Rule 1.16 (c) – Pitcher, corner infielders (1<sup>st</sup>/3<sup>rd</sup>) are required to wear approved fielder facemasks. Face masks are strongly recommended for all fielders.
19. Bunting and stealing are not allowed.

Rules adopted on 2/17/2020



# Dover Youth Softball League

## Bylaws

### Appendix VI

## Coach's Code of Ethics

The role of a DYSL coach should not be taken lightly. League standards encompass four distinct areas:

- 1) Equality, 2) Safety and Health, 3) Sportsmanship and Respect, 4) Participation and Education

**Therefore, as a DYSL Coach, I am expected to strive to achieve and maintain the following standards:**

### 1) Equality

- Treat each player as an individual, recognizing the varying ranges of emotional and physical development of my players and that some physical tasks, drills and demands are not appropriate for all.
- Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Include all players in team activities without regard to race, religion, color, sex, sexual orientation, disability, or any other state or federal legally protected classification.

### 2) Safety and Health

- Place the emotional and physical well-being of my players ahead of anything else and encourage my players to remain active in youth sports and other activities to promote all aspects of their development.
- Maintain a high level of awareness of potentially unsafe conditions and correct any which I find in an effort to provide the safest playing situations for my players.
- Use required safety equipment to help guarantee my player's safety and reduce injuries.
- Maintain a complete DYSL first aid kit at all practices and games.
- Understand and practice the basic principles of first aid to treat minor injuries to my players; and recognize when to notify and/or defer to parents and medical authorities if circumstances are beyond my control.
- Ensure injured players do not return to activity until they are cleared to do so, either by a parent or medical authority.
- Support and provide a sports environment for my team that is free of drugs, tobacco and alcohol and refrain from their use at all youth sports events.

### **3) Respect and Sportsmanship**

- Remember that this is youth sports, and as a coach the game is intended for the players, not adults. As such, my desire to win shall not outweigh that of my players.
- Remember, the expected role of a youth coach is to adopt a “children first” philosophy.
- Treat all players, league officials, game officials, parents and spectators with dignity and respect.
- Use appropriate language, in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Lead by example in demonstrating fair play and sportsmanship to my players and peers.
- Always be gracious whether accepting victory or defeat.
- Maintain a positive, helpful and supportive attitude to my peers, DYSL members and players.
- Exercise my authority/influence to help control the behavior of fellow coaches, fans and spectators.

### **4) Education and Participation**

- Place the emphasis on fun, participation, and skill development.
- Play all players according to the participation rules established by the games rule appendices.
- Become knowledgeable of the rules of DYSL softball and teach these rules to my players.
- Establish practice plans that are fun, interesting, varied, productive, challenging and aimed at improving all players’ skills within their individual abilities.
- The practices/events shall be of reasonable length and intensity appropriate for the age and condition of the players.
- Abide by and support the spirit of the rules of the game and discourage illegal or intentional dangerous play.

**Coach Instruction: Please keep pages 1 and 2. Sign and return page 3.**

1. I have read, understand, and agree to the above standards.
2. I understand that I need to review and sign this document on an annual basis.
3. I will strive to follow these rules.
4. I will support and share this “Code of Ethics” with my peers, team members, family, and spectators of youth sports so that they understand the importance of these tenets and will report any discretion to the Division Director or DYSL President.
5. I will not make, engage, support, encourage or influence any false-statements to or about my peers, team members, spectators and will report immediately any such statements made to the Division Director or DYSL President.
6. I understand that anyone associated with DYSL who does not adhere to this “Code of Ethics” may be subject to disciplinary actions as outlined in Article IX of the DYSL Bylaws.

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**Print Name**

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**Signature**

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**Date**

Note: Acceptance of the Coach’s Code of Ethics may be done electronically through the coaching application process.



# Dover Youth Softball League Bylaws Appendix VII

## Parent's Code of Ethics – Liability Waiver

### RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

In consideration of the permission granted to the participant named below to participate in the Dover Youth Softball League, I shall release, waive, discharge and covenant not to sue the Dover Youth Softball League and/or the City of Dover and the Community Services Department, and/or the Recreation Division, their agents, volunteers and employees from all liability for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property, or resulting death of the named participant, whether caused by the negligence of the Dover Youth Softball League and/or the City of Dover, the Community Services Department, and/or the Recreation Division, their agents, volunteers, and employees or otherwise, while the named participant participates in the Dover Youth Softball League at municipal and/or league facilities in the City of Dover, or at the various activity sites outside of the City of Dover.

I am aware that participation in this program may present a strain on my child's body or its parts, and therefore I represent to the Dover Youth Softball League and to the City of Dover and the Community Services Department, and/or the Recreation Division that to the best of my knowledge, my child is in a proper physical condition to allow him or her to participate, and that I assume the risk of participation. I understand that this program may involve traveling to various activity sites. I will accept full responsibility for the transportation of my child to and from these activities. I, the parent/legal guardian, the undersigned have read this release and understand all its terms. I execute this release voluntarily and with full knowledge of its significance. I have executed this release on this date indicated next to my name.

Please indicate any physical impairment, medication(s) child is taking, or other medical concerns that DYSL should be made aware of:

\_\_\_\_\_

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

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### PARENT'S CODE OF ETHICS

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parent's Code of Ethics:

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.	I will place the emotional and physical well-being of my child ahead of my personal desire to win.
I will insist that my child play in a safe and healthy environment.	I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.	I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
I will remember that the game is for youth - not adults.	I will do my very best to make youth sports fun for my child.
I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.	I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.

Participant's Name \_\_\_\_\_ Age \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



# Dover Youth Softball League

## Bylaws

### Appendix VIII

## **Coaches and Coaching**

### **Purpose:**

The role of Coach is a very important position within the Dover Youth Softball League (DYSL). The DYSL Board of Directors has the responsibility to select coaches that are responsible and will strive to fulfill the philosophy, bylaws and expectations of the league. This document describes the selection process, roles, responsibilities, and expectations for anyone coaching in DYSL.

### **Coaching Committee:**

DYSL takes the coach selection process very seriously. DYSL understands that coaches can have a great influence on the players and as such has set forth a process to ensure the best coaches are selected.

The Coaching Committee is a subcommittee of the Board. The President and Past President of the Board will nominate a Director of Coaches to the Board for approval. The President, Past President and Director of Coaches will select 3-5 members who will form the committee. The members of this committee may or may not hold Board positions. The Director of Coaches will be the chair of the Coaching Committee. The role of the Coaching Committee includes supporting the coaching philosophy, making recommendations to the Board for coach selection, coordination of coaches, training and dealing with coaching issues.

### **Director of Coaches:**

The Director of Coaches is responsible for coordinating all (spring, summer tournament and fall) of the DYSL coaches. Coordinating the efforts of these coaches is key to a successful season. The Director of Coaches is responsible for coordinating the following:

1. Ensure all coaches have gone through the application and Coach Selection process defined below.
2. Ensure all coaches have successfully completed Coach Smart training or equivalent and maintain a master database of all training coaches have taken.
3. Ensure all coaches have successfully completed a bi-annual background check and maintain a database of approved background checks.
4. Ensure First Aid training is provided for coaches.
5. Ensure all coaches have been trained on the following:
  - a. Coaching Philosophy
  - b. Coaching Roles and Responsibilities

- c. Dealing with parents and players
- d. Other training as required

**Coaching Philosophy:**

Coaching duties are identified in Article III Section F. The Coaching Philosophy of DYSL is as follows:

1. DYSL was formed to provide a safe learning environment for the youth of the area without exception to race, religion, nationality, gender, or financial status.
2. All enrolled players will play in accordance with the participation rules established by the game rule appendices to the bylaws.
3. Coaches are required to promote teamwork, skill development, recreation, good sportsmanship, cooperation, honesty, loyalty, courage, respect, community and the ability to attain individual goals, with competition as the means, not the goal.
4. Coaches are also required to provide the best possible level of instruction and organization to the enrolled players.
5. To maintain a patient, positive and supportive attitude when communicating with the parents and players;
6. To establish and communicate the rules, organization, and expectations for practice and game situations to parents and players;
7. To introduce various skills, explain the skills and the importance of the skills, demonstrate the skills, and attend to players who are practicing the skills;
8. To actively work with parents and players to address any questions or concerns that may arise, and;
9. To strive for players and parents have an enjoyable experience and continue the desire to play softball.

**Coach’s Code of Ethics:**

The role of coach in DYSL should not be taken lightly. Those applying to be a coach are making an agreement with the league, the parents, and the players to follow the rules and expectations of the league.

It is the responsibility of all coaches to read, understand and follow the “Coach’s Code of Ethics” found in the DYSL Bylaws Appendix VI. This form must be filled out and submitted at the time of application.

**Training and Background Requirements:**

There are certain requirements that all coaches in DYSL must abide by in order to be allowed to coach.

1. DYSL strives to create a safe atmosphere for all of the children who wish to play softball. It is a requirement of DYSL for all coaches to have an up-to-date background check completed at least every two years. DYSL arranges for the background checks. Anyone who fails the background check will not be allowed to coach in the league. Directions for completing a background check will be provided separately by DYSL.
2. City of Dover Endorsed or Required Training – It is a City of Dover rule that all coaches must have attended specific endorsed or required coaching training (NH Coach Smart or

City approved equivalent course). Coaches only have to attend this training one time and it is applicable for coaching any youth sport in the City of Dover. Anyone who has not taken this training will not be allowed to coach in the league.

3. First Aid Training – All DYSL coaches must attend the First Aid training that is provided by the league. This training is generally completed in conjunction with the Dover Fire Department and is provided before the season begins. This is an annual training requirement.
4. Online Babe Ruth League Softball Certification Training – This training is not required for all coaches for the spring season. For any coaches who wish to Coach or Assistant Coach one of the Babe Ruth tournament teams, this training is a requirement. Coaches who have not taken this training will not be allowed to coach the tournament teams.
5. ASA/NSA League Softball Coaches Training - Any coaches who wish to Coach or Assistant Coach one of the ASA/NSA tournament teams must complete all required training. Coaches who have not taken the required training will not be allowed to coach the tournament teams.

### **Qualifications:**

The roles of Head Coach and Assistant Coach are important roles in the successful and efficient operation of the league. In addition to the requirements listed above, the coaching positions require a dedicated commitment for the season. All coaches should be organized, excellent communicators, leaders, good listeners, engaged, and problem solvers. Head Coaches and Assistant Coaches who have previous experience are a plus.

### **Applying for Coaching Position:**

Any volunteer wishing to be a Head Coach or Assistant Coach in DYSL must first fill out and submit the “DYSL Volunteer Coach Application” which can be found on the league website. This application is used to provide some information about the applicant as well as their training background and past experience.

DYSL encourages anyone who wishes to volunteer to become a Head Coach or Assistant Coach to apply. One of the goals of DYSL is to use the more experienced coaches to train any newer coaches who show the interest.

There are two parts to the application that must be submitted to be considered for approval:

1. A completed and signed Youth Coach Application Form stating the position they are interested in, years of experience, past positions held within DYSL or other leagues, and other qualifications such as status of background check, NH Coach Smart training, Babe Ruth certification, etc. Supplemental information may be attached and included with the application.
2. A completed and signed Coach’s Code of Ethics

All coaches must apply/reapply for a coaching position each season. Reference Attachment 1 for the coaching application.

### **Babe Ruth Team Coach Selection:**

Coach selection is one of the most important decisions that the Board will make every season. DYSL strives to select the most qualified individuals who meet the requirements and support the goals of the league. Proper coach selection will ultimately ensure player improvement and enjoyment the league strives for. The Director of Coaches in conjunction with the Coaching Committee is responsible for selecting and/or recommending head coaches and assistant coaches for all approved teams. The Board has final approval responsibility for all coaches.

The Coach Selection process for all approved teams shall proceed as follows:

1. The interested coach shall submit the information described above to the Director of Coaches.
2. The Director of Coaches will conduct any number of meetings of the Coaching Committee and review applications and other supporting documentation about the applicants (positive or negative) which may have been provided by the board.
3. Spring, Summer and Fall coaching applications will be accepted from August 1<sup>st</sup> of the preceding year to April 1<sup>st</sup> of the current year.
4. The decision of the Coaching Committee will be based upon the following criteria (in no particular order of importance):
  - a. Overall coaching experience
  - b. Coaching seniority
  - c. Feedback from parents and other coaches
  - d. Ability to motivate/coach players by virtue of player retainment.
5. The recommendation for spring league will include a list of individuals for Head Coaching positions, as well as a pool of Assistant Coaches. Assistant Coaches will be assigned to teams in accordance with procedures outlined in Appendix IX.
6. The Board will make the final decision on each application.
7. The Director of Coaches will notify each applicant of the decision that the Board has reached.

### **Roles, Responsibilities and Expectations:**

The Coach's overall responsibility is to provide a safe learning experience for all players in line with the DYSL Bylaws and Coach's Philosophy. These responsibilities consist of but are not limited to the following:

#### **Communication –**

Communication is the most important responsibility of the Coaches. Communication is required on a frequent basis. It is important that the Coach is up to date on all league business so that information can be filtered onto the parents. It is the responsibility of the Coaches to communicate with the following groups:

#### **Board of Directors –**

All Head Coaches in the spring league have voting rights at any regular scheduled Board meetings and, therefore, are encouraged to attend meetings to stay current with information, issues, and processes pertaining to league business.

It is the responsibility of the coaches to pass along league information from the Board as well as bring questions, concerns and problems from the parents to the Board's attention.

### **Division Director -**

The Division Director should have frequent contact with the coaches. It is important for the Division Director to share the league's coaching philosophy with all coaches. The Division Director must communicate league business directly to the coaches. The coaches are responsible for communicating league information with the parents. The Divisional Director will work with the coaches on matters such as scheduling of games, scheduling of umpires, equipment, uniforms, player/parent issues, fundraising, pictures, etc. Any problems associated with the team should be dealt with directly by the Coach and shared with the Division Director.

### **Parents –**

Effective communication with parents is crucial for the parents and players to have an enjoyable experience. Therefore, Head Coaches are encouraged to hold a preseason parent/player meeting each year. Possible discussion topics include coaching philosophy, player and parent expectations, league playing rules, and how and when to address any parents' concerns as they pertain to the league, a coach, another parent, or something else. If any parent's concern cannot be addressed directly by the Head Coach, it should be elevated to the Division Director. If the situation cannot be resolved by the Division Director, it should be elevated to the Director of Coaches for resolution.

### **Other Leagues –**

In the 10U, 12U and 16U divisions, the Dover teams play teams from other leagues. It is the responsibility of the coaches to effectively communicate with the appropriate coaches from the other leagues.

### **Babe Ruth Player Assessment (10U, 12U and 16U) –**

The 10U, 12U and 16U leagues assess all of the players prior to team formation. The League Scheduler will set the date and time for the player assessments. The player assessment is used by the coaches to evaluate the individual player skills. Each player is ranked based upon these skills and those rankings are used during the Team Formation meeting in order to match the talent between all of the teams. It is the responsibility of the coaches to accurately evaluate all players in an attempt to make even teams.

It is the responsibility of the Division Director to turn in final assessment materials to the Director of Coaches prior to Team Formation as identified in Appendix IX.

### **Babe Ruth Team Selection and Formation –**

The goal of the annual team selection process is to develop teams that will be competitive with each other. It is the responsibility of the coaches to support the Division Director in the team formation process. This process is outlined in Appendix IX

## **Game Scheduling –**

The President appoints a Scheduler for the league. It is the responsibility of the Scheduler to develop the schedule for the spring season. Occasionally games will be cancelled due to weather. It is the responsibility of the coaches to:

1. Obtain the schedule from the Division Director and convey that to the parents.
2. The Scheduler will attempt to reschedule games based upon field availability.
3. The Head Coach will contact the parents with the revised schedule.

In the 16U and 18U Divisions, spring, summer and fall teams, it is the responsibility of the head coaches to develop the practice and game schedule and convey that information to the League Scheduler. The League Scheduler will update the master schedule and identify any conflicts for remedy by the coaches.

## **Control of Players –**

It is important for all coaches to remain in control of their team at all times. This includes all practices and games. Players tend to get hurt when they are not paying attention to the practice or game.

## **Conduct –**

It is important for all coaches to set a good example for their players at all times. Coaches should remain respectful of all players, coaches, parents, umpires and spectators. Coaches should never speak with a derogatory tone. Coaches will remain supportive and strive to teach all players.

## **Equipment –**

The coaches are responsible for the team equipment. This includes all helmets, gloves, catcher's equipment, masks, bats, tees, balls and first aid kits which are assigned to the team. The coach is responsible to make sure that the equipment is safe and if damaged, removed from service. The coach is responsible for working with the Equipment Director on all equipment related problems. The Head Coach is responsible for returning all equipment on the scheduled date for equipment return.

Spring team equipment is intended for use by spring league teams and shall be returned to the Equipment Director at the end of the spring season. Summer Babe Ruth teams will be given a summer team bag for their use. Summer Babe Ruth teams may choose to supplement their team bag with additional equipment. This will be done within their team budget and fundraising activities. ASA/NSA teams will be responsible for supplying their own team equipment, through their team budget and fundraising activities. Fall teams will be supplied with team equipment bags from the inventory of spring team equipment bags.

## **Training –**

The goal of all coaches should be to make each player better than when they started the season. If a player improves over the course of the season and has a good time playing, then the coach has been successful.

### **Coaching Issues -**

From time to time there may be issues that arise between a coach and the parents of a player. It is the expectation of the Coaching Committee and the Board that the coach will work to address this issue with the parents directly and in a timely fashion. If the issue cannot be addressed without Board involvement, it will be the responsibility of the Division Director and the Director of Coaching to address all questions, concerns and complaints brought to the Board about a particular coach. A review of the issue will be made by the Division Director and if disciplinary action is recommended, that will be brought to the Board for a vote.

The disciplinary process is outlined in Article IX.

## **Summer Tournament Teams**

### **Head Coach/Assistant Coach Appointments**

Any coaches interested in coaching a summer tournament team must meet the following:

- Head coach or assistant coach in the spring roster (Babe Ruth only)
- All coaches (assistant and head coaches) must submit an application for the position as outlined in Appendix VIII and Appendix XII
- The Board will review and vote on all coaching applications as outlined in Appendix VIII and Appendix XII.

A total of three coaches are selected for each divisional team, from which one is designated as the Head coach.

Appointments are generally, but not necessarily, made using the below hierarchy:

- Head coaches from the designated division
- Assistant Coaches from the designated division
- Head coaches from a lower division(s)
- Assistant Coaches from a lower division(s)

All decisions of the Board will be made in the best interest of the summer team and Dover Youth Softball.



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Appendix IX

**Spring Team Formation Procedure**

**General**

The league's desire is to form teams in such a manner as to gain as much parity within each playing division while also providing a positive, yet competitive experience for the player as they learn the game of softball.

**Process**

**6U & 8U Divisions**

1. The Division Directors are responsible for organizing the team formation process.

2. The Division Directors will develop a list of registered players to be used during team formation.
3. The head coaches of each team will select players with the following goals in mind:
  - a. The teams should generally have an equal number of older players and younger players when formed.
  - b. Players returning to the same division from the preceding year may remain with the same team regardless of the team's sponsor, unless there is a desire/request to move to another team.
  - c. New players should be added using tools such as school attending, player requests, and coach's choice as a guide.

#### 10U, 12U, &16U Divisions

1. Babe Ruth League rules apply.
2. Player requests for specific teams and coaches may be considered with the overall goal to develop competitive teams.
3. Each season new teams will be formed.
4. All players registered for 10U, 12U and 16U must attend player assessments for their given division. For players requesting to play up to the next age division, the player must attend the assessment for their division based upon birthdate and the assessment for the division they are requesting to play up to.
5. The Division Director will run assessments as follows:
  - a. Head Coaches are expected to attend the assessments of their division. Assistant coaches and other knowledgeable adults (i.e. past coaches) may also be used to conduct assessments. The goal should be to have a minimum of six (6) assessments completed for each player.
  - b. The assessments shall score players on various skills of pitching, catching, throwing, and hitting. Numerical scores will be given to each player for each skill.
  - c. The Division Director will collect all assessment sheets at the end of assessments. The results shall be calculated as follows:
    - i. Sum all scores for the individual skills on a given assessment sheet to develop a total score for each player.
    - ii. The total scores for each player will be averaged for all assessments.
    - iii. All players will be ranked from highest average total score to lowest average total score.
    - iv. The ranked list will be used in the team selection process.
    - v. The Division Director is responsible to provide the final assessments to the Board for proof of assessments prior to team formation.
  - d. Players who are excused from assessments for various reasons (i.e. sickness, family commitment, school commitment, etc.) may be given an assessment from coaches who are familiar with the player. If the coaches are not familiar with the player, the player will be placed at the bottom of the ranking.
  - e. Reference Attachment 2 for the forms to use for conducting Player Assessments.
6. Late registrants, if accepted into the league, will be placed onto teams with the fewest players following the drafting order that was ended off with at the team selection night unless the placement upsets the parity within the division. The Division Director will determine where to place players. If they are returning

players or players that have never played, and a general knowledge of their skill level is known, then that should also be used when placing them. The intent is to not have players miss assessments in an attempt to play on a desired team.

Exception: If the player(s) possess quality pitching/catcher skills then the Division Director must determine with division Head Coaches assistance, which team(s) should be considered for placement before placement. If an agreement cannot be reached, the President will make the final decision.

#### Player Selection:

1. The Division Director will organize and run the player selection process with the ultimate goal of developing parity based upon skill and team size on all teams in each division. The Division Director will inform the Board of the date, time and location of team formation. Board members are encouraged to attend team formation as observers to ensure bylaw procedures are being followed.
2. A “blind draft” process will determine the team formations. A “blind draft” is the formation of teams without knowing who the head coaches/assistants are for the specific teams. The head coaches of the teams are determined after all the teams have been formed. The goal of a blind draft is to guarantee each team will be as even as possible prior to determining who will manage them, such that no head coach gains an advantage by building his/her own team. Division Directors and all head coaches must be present when teams are formed.
3. The Division Director will provide each head coach with a listing of all players and their ranking in addition to their assessment notes if the coach attended assessments.
4. The draft will begin by placing the pitchers and catchers onto teams with the goal of each team getting at least one pitcher and catcher.
5. The remainder of the draft will continue by placing players onto teams based upon their ranking. For instance, if there are four teams, the top four ranked players will be placed onto separate teams. Then the next group of four players will be placed onto separate teams and so on until all players have been placed on a team.
6. Spring league team size shall be consistent with Babe Ruth rules. However, rosters may be expanded beyond Babe Ruth rules for the season or on a game by game basis for the purposes of making sure that there are generally enough players to ensure games are played.
7. Once all equal teams have been formed and agreed upon, the teams will go into a hat and the head coaches will each draw a team. The team that each head coach draws is now theirs.
8. Once all players have been placed onto teams and head coaches have been selected, the head coaches can propose player trades to address player requests. It is important to note that accommodating player requests is of secondary importance to creating teams with parity.

Note: When forming teams siblings must be kept together. Only players of equivalent skill level should be traded. The following trade rules will be used:

- a. The head coaches must now trade for their children if they are not on the team that they picked. An even trade must be made.
- b. No trade of an entire team will be allowed between head coaches.

- c. All trades must be agreed upon by all head coaches and the Division Director.
  - d. No trades should be allowed that will severely upset the parity of the teams in the division.
  - e. Finally, careful consideration of trading skill position players should be taken. (e.g., having the best pitcher teamed with the best catcher could upset the balance that DYSL wishes to achieve).
  - f. All trades must be made and agreed upon by the end of team formation night. No trades can be made after team formation night.
9. Assistant coaches will be recruited from the team that the head coaches have chosen once all teams have been finalized the night of team selections. Consideration should be given during team selection to ensure that each team has at least one assistant coach.



# Dover Youth Softball League

## Bylaws

### Appendix X

#### **Player Request Procedure**

Occasionally, players request to play in an age division outside those designated by Dover Youth Softball League. Below is the process which governs these requests.

#### **General**

1. Usually, most requests are to play with older players. The league discourages players playing with younger ones (primarily, due to safety concerns) but understands that, occasionally, special circumstances exist. All cases will be dealt with individually.
2. The player's safety must not be jeopardized by playing with older players.
3. The league will not jeopardize any division (the one which the requesting player desires to play in or the one designated by birth date).
  - a. Each team in the players designated division and the division the player is applying to should meet Babe Ruth League rules for team size.
  - b. In terms of total numbers of players in each or overall quality, by allowing too many players to play in desired, as opposed to the designated, divisions. Having any number of players playing outside their designated age group can possibly create a domino effect to all divisions and the league must consider this when deciding whether players will be allowed to "play up".
  - c. Having the maximum number of teams in a division, with each team meeting the Babe Ruth rules for team composition and size, is considered to be in the best interest of the league and its divisions.

#### **Procedure/Requirement**

1. The player's parent/guardian must submit a request in writing to the DYSL Board of Directors concurrent or subsequent to registering to play in the next division and prior to player assessments.
2. A written recommendation from one or more coaches from previous year's playing division must accompany the request.
3. If items 1 and 2 are satisfied, the Board will be informed that the player has requested to play in the next division.
4. Player must attend both sessions of player assessments (for the 10U, 12U and 16U Divisions), the age division they are applying to and the age division as designated by her/his birth date.
5. If a player meets all the above criteria and is selected based on try-outs, then the Board will make a final vote based upon registration numbers in each of the divisions.

## **Acceptance**

1. The acceptance of the player into her/his desired division is a result of the ability to compete with players of that age level based on the skills assessment.
2. The player must be considered as being:
  - a. In the top 10% of the players being assessed for their age designated division; and,
  - b. In the top 50% of the players being assessed for the division the player is applying to play in.
3. If the requirements above are met, the Board must vote on the player request before the player will be allowed to play in the next division.
4. Results of the player's individual assessment results will be made available to the player if desired.
5. ALL players are eligible for summer/tournament competition in the official age division in which they participated during regular local season (spring) play regardless of whether the summer team is a Babe Ruth or ASA/NSA team. Therefore, players accepted by this procedure may NOT then play "down" on a summer team, unless otherwise allowed by Babe Ruth rules.

## **Advancing from 6U to 8U Division**

### **General**

Babe Ruth League allows four year olds to play in the tee ball (6U) division. As this means that 3 ages can play in this level, DYSL has adopted the following policy:

### **Procedure**

1. Registrants with two years' experience at the 6U level and birth dates which fall between 1/1 and 3/31 (turning 7 years old) will be automatically advanced to the 8U level upon the parent's request.
2. The player's parent/guardian must submit a request in writing to the DYSL Board of Directors concurrent or subsequent to registering to play in the next division.
3. A written recommendation from one or more coaches from previous year's playing division must accompany the request.
4. If items 1 – 3 above are met, the Board must vote on the player request before the player will be allowed to play in the next division.
5. Registrants who meet the first criterion above, but not the second, and desiring to play at the 8U level must present a written request to do so and the Board will request a previous coach to provide a positive player evaluation prior to granting approval.



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Appendix XI

**Babe Ruth Summer Team Guidelines**

Below is information regarding the funding for Babe Ruth summer teams, the summer team coordinator, summer team uniforms and hosting a tournament.

One of the goals of the Babe Ruth summer teams is to have a balanced budget at the end of the season. Using a league spreadsheet/ledger the head coach and Babe Ruth Summer Team Coordinator calculates planned expenditures and revenue to best predict this outcome. Reference Attachment 3 for the summer team ledger. The board of directors will approve the tournaments each team plans on entering.

#### BABE RUTH SUMMER TEAM COORDINATOR

1. The Babe Ruth Summer Team Coordinator will be a volunteer, appointed by the President. The primary responsibilities of this position are defined in Article III, Section A, Part c.

#### COACHES

1. Coaches for summer teams are approved by the Board and selected from head coaches and assistant coaches of spring teams in the case of Babe Ruth summer teams (currently known as Attack).

Summer coaches must submit an approximate budget to the Board on the league spreadsheet/ledger (Attachment 1) for the upcoming season within two weeks of being selected as a summer head coach.

#### FUNDING

1. The expected individual player's fee should not exceed \$200 for Babe Ruth teams
2. Player fees will be determined summing the following items:
  - a. Tournament fees
    - i. Exception: Babe Ruth Tournament Trail district and state tournament fees are covered by the league.
  - b. Insurance
  - c. Indoor facility costs
  - d. \$5.00 City fee (per player). Players who registered for the Babe Ruth spring season shall be exempt from paying this fee as a summer player.
  - e. Umpire fees
  - f. Coaches uniforms, to include cap and two shirts
  - g. Team/player equipment exclusive of uniforms (e.g. team helmets, equipment bags, practice jerseys, sweatshirts)
  - h. Sponsorship banner (if applicable)
  - i. End of season team parties/gatherings
3. If funding other than player's fees are required to balance a team's budget these methods can be used:
  - a. Sponsorship – Babe Ruth Summer team sponsorship is one of the items that an individual/company can contribute to or sponsor. This is done initially by the league's Sponsorship Director. A summer team may get its own sponsors via a team's parents' contacts, being careful to not to use league sponsors continuously (i.e. oversaturating local businesses). Their names will be listed on a banner which can be specific to each different team. Additional sponsor "thank you" such as plaques, need to be Board approved.
  - b. Donations – Individual donations can be made by anyone toward a specific summer team. These could be anonymous or recognizable (placed on a banner).
  - c. Fundraising – the team may elect to hold events such as car washes, tag days, etc. to offset its budget imbalance. When desired, these need to be approved and executed within the City of Dover guidelines (i.e. permits need to be obtained, etc.). All fundraising activities must be approved by the Board.

4. If a team generates more than enough revenue to balance its budget and has a surplus:
  - a. Any funds remaining can be used at the coach's discretion, but approved by the Board. For example, if the coach wants to have an end of the season get-together.
  - b. Any summer team funds not used prior to September 30<sup>th</sup> of the given year will default into the DYSL general fund.
  - c. Any sponsorships secured by the team and its members are to offset the debt of the team and should not be used against any specific individual player fee. This is to ensure the league is not issuing "rebates" to any player.

## PAYMENTS

1. The league's treasurer will disburse funds to cover the costs of tournaments guaranteeing team's participation in those tournaments although player fees and other revenue may not have been collected at the time.
  - a. Players on teams formed in the fall shall pay a \$100 deposit by October 15<sup>th</sup> of the current year with the remaining balance due by March 1<sup>st</sup> of the subsequent year. Player's fees for teams formed in the spring should be collected prior to the first tournament. All funds will be deposited into the DYSL Summer Team General Fund but applied to the particular team budget.
  - b. Any summer team funds not used prior to September 30<sup>th</sup> of the given year will default into the DYSL general fund.
  - c. Scholarships will be reviewed by the Board on an as needed basis
  - d. Coaches will be reimbursed the cost of coach's certification for those national affiliations for which they are required.

## BABE RUTH SUMMER TEAM UNIFORMS

1. All uniforms must be Board approved prior to ordering and have no sponsor on them.
2. The uniforms will be standardized based on affiliation. That is, all Babe Ruth summer teams will have the exact same uniform.
3. Both affiliates' primary color must be Dover Green and the uniform numbers must be coordinated amongst the divisions.
4. Uniform fees (or parts thereof) are the responsibility of the player. They can be ordered by the summer team coordinator and paid for by the league treasurer
5. All revenue for these uniforms comes via the team's head coach to the treasurer and is not paid directly by the team to the vendor.
6. Team equipment bags are the property of DYSL and all equipment shall be returned at the end of the summer season. Fall teams will be supplied with team equipment bags from the inventory of spring team equipment bags.

## TOURNAMENT HOSTING

1. Reference Attachment 4 which outlines a timeline for requesting and planning a tournament.
2. The league, via an appointed tournament director, is responsible for submission of an accounting ledger for the purpose of tracking expenditures and revenue associated with the hosting of a tournament.
3. The ledger should include all line items purchased associated with the tournament to include but not limited to: equipment, field maintenance, spirit items and concession sales, trophies, etc.
4. It shall also include the revenue generated from items which include but are not limited to: tournament fees, sponsor donations, concession and spirit items sales and other contracted vendors' sales.
5. The ledger shall be presented to the Board for approval in advance of the tournament.

6. All net revenue generated from hosting of any tournament, after all debts have been paid, shall go into the DYSL General Fund.
7. When a DYSL summer team plays in a DYSL-sponsored tournament, all team families are required to volunteer in running the tournament. The team head coach is responsible for informing the parents of this requirement before players are placed on the roster, and is responsible for ensuring that all families volunteer as outlined by the Tournament Director.



# Dover Youth Softball League

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### Appendix XII

### Dover Xtreme Team Guidelines

In addition to Babe Ruth, DYSL also supports ASA teams. DYSL will brand all ASA teams under the name Xtreme and no other versions of ASA teams are approved. Below is information on the organization of the Xtreme division of DYSL. The goal of the Dover Xtreme is to provide quality area players an opportunity to play at a higher level of competition.

#### DOVER XTREME

1. The framework of the Dover Xtreme is different than the Babe Ruth summer teams. However, it will remain wholly integrated within the Dover Youth Softball League.
2. The Xtreme Director of Operations has the responsibility for coordinating the Xtreme teams.
3. The Xtreme Director of Operations shall hold a DYSL Board position with voting rights.

#### COACHING

1. Dover Xtreme coaches will be held to a higher standard regarding their technical knowledge of the game and overall coaching philosophy.
2. The applicants will be vetted and selected by the Xtreme Director of Operations based upon references, interviews, knowledge of the game, experience and coaching philosophy.
3. The Xtreme Director of Operations will make the recommendation for approval to the DYSL Board of Directors.
4. DYSL Board of Directors have the responsibility to approve or deny all Xtreme head coaches and assistant coaches.
5. All Dover Xtreme coaches are required to pass a background check.
6. Any coaches who wish to Coach or Assistant Coach one of the ASA/NSA tournament teams must complete all required training. Coaches who have not taken the required training will not be allowed to coach the tournament teams.

#### PLAYER QUALIFICATION

1. There are no geographical boundaries in respect to potential Dover Xtreme players.
2. While the most qualified players will have preference, equal consideration should be given to qualified local players.
3. While athleticism is key, equal emphasis should be placed on players with the highest caliber of character and attitude available. This also extends to the player's parents as well.

#### TEAM FORMATION

1. Age groups for the Dover Xtreme shall be limited to the following age groups only: 12U, 14U, 16U, 18U.
2. The number of teams at each age division will be determined by the DYSL Board. The determination will be based upon the availability of qualified coaching applicants and number of qualified players trying out.
3. Inquiries regarding a coaching position and team can be accepted after March 1 for the next calendar year.

4. The number of players per team must not exceed 12 unless approved by the Xtreme Director of Operations.
5. Approved Xtreme coaches are allowed the flexibility to select their players based upon any one of the following:
  - a. Tryouts for each respective age group may be held to select potential players.
  - b. Already existing teams may forego tryouts if a substantial number of players are returning.
  - c. Private tryouts may be held to fill specific positions.
6. In the event the DYSL Board approves more than one team in the same age group, the DYSL Board will determine if a combined tryout will be required. Based upon the tryouts, the Xtreme Director of Operations will make a recommendation to the DYSL Board on the make-up of the teams. For instance, a "Green" team and a "White" team where the Green Team would consist of the higher rated players, with the remaining players on the White Team.
7. The determination of a second team will be based upon the strength and competitiveness of the proposed team.

## BUDGETS

1. Budgets for all Dover Xtreme teams will be coordinated and reviewed by the Xtreme Director of Operations prior to being submitted to the DYSL Board of Directors for approval.
2. No funds can be requested for tournaments, uniforms, equipment, etc. until the team budget is approved and an equal or greater amount has been collected.
3. Each team will calculate into their budget a \$500 that will go directly into the DYSL general fund.
4. For exceptions such as a financial scholarship, player defection, etc., these situations would be covered by these funds.
5. Any additional monies not used above and beyond the \$500 prior to the end of the season will revert back into the DYSL general fund.

## SPONSORSHIPS

1. Presently there will be no sponsorships for Dover Xtreme teams.
2. This will eliminate any monies being paid by DYSL on behalf of teams prior to those funds being available.
3. This policy shall be reviewed on an annual basis. Any changes to sponsorship policy will be submitted to the DYSL Board for approval.
4. If sponsorships are implemented, a list of proposed sponsors would be submitted to the DYSL Board and Sponsorship Director for review.

## FUNDRAISING

1. Any fundraising efforts should be reviewed and approved by the Xtreme Director of Operations and the DYSL Board.

## UNIFORMS

1. The style of uniforms will be the same for each age group (12U, 14U, 16U, 18U); these will be determined by the Dover Xtreme coaches and approved by the Xtreme Director of Operations.
2. Teams will make an effort to coordinate the uniform numbers prior to ordering for the 12U, 14U and 16U teams.
3. A designated person on the subcommittee will coordinate and order uniforms for all Dover Xtreme teams.

## SPORTSWEAR AND EQUIPMENT

1. ASA/NSA teams will be responsible for supplying their own team equipment, through their team budget and fundraising activities.
2. Any additional sportswear or equipment ordered must already be accounted for in a team's submitted budget.
3. If not previously planned for in the budget, these expenses must have a financial sign off by DYSL or be paid for out of pocket.

## PLAYER FEES

1. Player fees will be set by the subcommittee prior to tryouts each season based upon the number of tournaments, current tournament fees and needs.
2. All player fees should be collected by Oct 31, except in the event of special financial circumstances.
3. Player fees will be determined summing the following items:
  - a. Tournament fees
    - i. Exception: Babe Ruth Tournament Trail district and state tournament fees are covered by the league.
  - b. Insurance
  - c. Indoor facility costs
  - d. The \$500.00 DYSL fee per team is required in lieu of the \$5 City fee (per player) and \$25 DYSL fee per player.
  - e. Umpire fees
  - f. Coaches uniforms, to include caps and shirts.
  - g. Team/player equipment exclusive of uniforms (e.g. team helmets, equipment bags, practice jerseys, sweatshirts)
  - h. Sponsorship banner (if applicable)
  - i. End of season team parties/gatherings

## TOURNAMENTS

1. Every effort will be made for all Dover Xtreme divisions to play in the same tournaments when applicable.
2. The number of tournaments, not to be exceeded, will be determined by the head coach of each individual team.