

**CONSTITUTION**  
**OF**  
**BURNT HILLS-BALLSTON LAKE**  
**JUNIOR BASEBALL COMMISSION**

Rev. 1 adopted May 15, 1966  
Rev. 2 adopted June 5, 1972  
Rev. 3 adopted February 3, 1983  
Rev. 4 adopted November 22, 1987  
Rev. 5 adopted October 27, 1988  
Rev. 6 adopted OPEN  
Rev. 7 adopted Jan 2006  
Rev. 8 adopted January 2017

**MISSION STATEMENT:** To provide a fair, sound, organized and well supervised baseball program teaching baseball fundamentals and sportsmanship accompanied by an opportunity to play baseball for all players between the ages of 4 and 18 years of age who reside within the Commission boundaries.

**ARTICLE I – ORGANIZATION**

This organization shall be known as Burnt Hills – Ballston Lake Junior Baseball Commission, Inc., hereinafter referred to as the league. In accordance to the applicable section of the Federal Internal Revenue Code, the league shall operate exclusively as a non-profit organization providing supervised program of both recreational and competitive baseball games. No part of the net earnings shall incur to the benefit of any individual or corporation.

**ARTICLE II – STRUCTURE OF THE LEAGUE**

1. DIVISIONS-The league shall be divided into Divisions classified by player age groups using the following guidelines:
  - 1.1. Junior Division
  - 1.2. Senior Division

2. LEAGUES-Each Division shall be divided into the following leagues, and other leagues as established by the Commissioners by December 1. Player eligibility will be established based on the applicable rulebook for that league.
  - 2.1. Junior Divisions: Leagues
    - 2.1.1. Tee Ball
    - 2.1.2. Instructional Ball
    - 2.1.3. Farm
    - 2.1.4. Minors
    - 2.1.5. Majors
    - 2.1.6. Travel
  - 2.2. Senior Division: Player eligibility will be established based on the applicable rulebook for that league.
    - 2.2.1. Babe Ruth
    - 2.2.2. Mickey Mantel (ENYMM)
    - 2.2.3. Connie Mack (ENYCM)
    - 2.2.4. Travel
3. ALL STAR and TRAVEL TEAMS:

The Commission may field all-star and travel teams in any division wherein there is interest and available funding, management and coaching.
4. BOUNDARIES:

Commission boundaries shall include the entire BH-BL School District. The boundaries for other leagues shall be defined by the respective leagues or affiliations (e.g. AABC or ENYTB).

### **ARTICLE III – COMMISSION MEMBERSHIP**

1. Eligibility – Any person interested in active participation to meet the objective of the Commission shall be considered a member.
2. Voting Member – In order to be able to vote on various issues that come up during the course of league activities, a member must attend a minimum of seven of the last twelve Commission meetings and/or be a member of the Board and be a minimum of 18 years of age at the time of the vote. The Secretary will be responsible for keeping track of all individuals attending the meeting and provide a list of members that are eligible to vote at each scheduled monthly meeting.
3. Regular Member – Consists of the players, player’s parents or guardians, board members, committee members, managers and coaches. Individuals who have been convicted of any sex offense crime are not eligible to hold any board position. Any player candidate meeting the requirements of their respective league and who resides within the boundaries of the league shall be eligible to participate in league games.

4. Termination or Suspension – Membership may be terminated by resignation or suspension.
  - a. Suspension of an adult or player due to conduct that is considered detrimental to the best interest of the league can only be taken by action of the Executive Board via a majority vote of those present at any duly constituted meeting.
  - b. In order to suspend an adult or a player, a member who believes that the conduct of the adult or player is detrimental to the best interest of the Commission/League must submit written charges to the President. The President and the Executive Board will meet to discuss the charges. The adult or player can request a meeting with the Executive Board and be given an opportunity to answer the charges. However, the Executive Board's decision to either suspend or not suspend the adult or player is final.
  - c. The Commission shall have the authority to declare any office or Commission vacant should the person become inactive without explanation for the period of three consecutive regular meetings.
5. Voting-When applicable, all Commission members who are eligible to vote shall, have equal voting rights. In the event of a tie, the Executive Board shall vote, if a tie still remains the President shall cast a single additional vote.

#### **ARTICLE IV – OFFICERS AND EXECUTIVE BOARD OF DIRECTORS**

1. OFFICERS: The Commission Officers will consist of the President, Executive Vice President, Secretary and Treasurer.
2. EXECUTIVE BOARD OF DIRECTORS: The Executive Board of Directors shall consist of Officers, Vice President of Junior Division, Vice President of Senior Division and Director Capital Improvements.
3. The duty of each member of the Executive Board of Directors is as follows:

##### **President**

- a. Responsible for the overall operation of the league and execute the established policies;
- b. Presides at monthly meetings and reports league activities;
- c. Communicates with the Executive Board, Board of Directors and other members of the league as deemed appropriate. Makes suggestions to improve/promote the welfare of the league.
- d. Responsible for the conduct of the league in strict conformity to the policies, principles, rules and regulations of commission-affiliated leagues as agreed to under the charter conditions and also this Constitution and By-Laws;
- e. Executes in writing his/her name for league contracts and leases as may be required once prior approval from the Executive Board is granted.
- f. Designates other officers to execute duties/activities as needed for the league to function.
- g. Investigates complaints, irregularities, and conditions detrimental to the league and reports to board as circumstances warrant;

- h. With assistance from the Treasurer, Executive Vice President, Vice President of the Junior and Senior Divisions, prepares and submits an annual budget to the Executive Board, and is responsible for the proper execution thereof;
- i. With assistance from the player agent, examines the application and proof of age documents of every player candidate and certified to residence and age eligibility before the player is accepted for tryouts and selection;
- j. Assigns committees as needed for the purpose of league business;
- k. Responsible for insuring that required background checks of all volunteers has been completed and filed with the league;
- l. Oversees public relations between the league, the public, town officials, state officials and public school officials;
- m. Responsible for making other decisions as stated in this Constitution and By-Laws;
- n. In the event a board position is not filled, will take on that responsibility or delegate it to others.

#### **Executive Vice-President**

- a. In the absence or desirability of the President, is authorized by the President or Executive Board to so act, the Executive Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of that office;
- b. Shall coordinate with the Vice President of Junior and Vice President of the Senior Division as needed so that the overall operation of all leagues is consistent with the Commission Constitution & By-Laws along with the rules and regulations of each respective league.

#### **Secretary**

- a. Responsible for recording the activities of the league and maintaining appropriate files, mailing lists and any other league records;
- b. Maintains a list of all league members, voting members, board members, and gives notice of all meetings to the membership. Coordinates with the webmaster for placing meeting dates, news, articles, etc. on the league's website;
- c. Prepares minutes of league meetings and forwards the approved minutes to the webmaster for placing on the website;
- d. Conducts all correspondence not otherwise specifically delegated in connection with league meetings, including votes and resolutions;
- e. Notifies members of their election appointments.

#### **Treasurer**

- a. Performs all duties that are customarily incident to the office of the Treasurer or as may be assigned by the Executive Board;
- b. Receives all funds and deposits same in a depository location approved by the Executive Board;
- c. Keeps records for the receipt and disbursement of all funds and securities of the league. Forwards all payment to vendors and other previously approved by the Executive Board;

- d. Provides all information needed to perform an annual audit by an audit committee;
- e. Responsible for coordinating with team sponsors for the purpose of receiving funds.

#### **Vice-President of Junior Division**

- a. Manages, supervises, and coordinates with the Commissioners of the Majors, Minors, Farm, Instructional and Tee-Ball;
- b. Obtains names and other additional information of individuals who would like to manage the Majors, Minors, Farm, Instructional and Tee-Ball teams. Submits to the President, a list of managers for each team for approval based upon the criteria stated herein. Once approved by the President, contacts each person selected to manage a team. All individuals not selected will also be contacted for common courtesy;
- c. Meets with all managers or delegates that responsibility to the Commissioners of each division prior to the start of the season, to discuss the rules and regulations and the league By-Laws;
- d. Schedules fields for practices and coordinates with the Director of Capital Improvements as needed to make certain fields are available.

#### **Vice-President of Senior Division**

- a. Manages, supervises and coordinates with the Commissioners of Babe Ruth, travel baseball, Mickey Mantle, and Connie Mack;
- b. Responsible for scheduling player evaluations, this includes time and location;
- c. Obtains names and other additional information of individuals who would like to manage the senior division. Submits to the President, a list of managers for each team for approval based upon the criteria stated herein. Once approved by the President, contacts each person selected to manage a team. All individuals not selected will also be contacted for common courtesy;
- d. Meets with all managers or delegates that responsibility to the Commissioners of each division prior to the start of the season, to discuss the rules and regulations and the league By-Laws;
- e. Schedules fields for practices and coordinates with the Director of Capital Improvements as needed to make certain fields are available.

#### **Director of Capital Improvement**

- a. Overall responsibility of maintaining the fields and structures at Indian Meadows and all other fields used by the league;
- b. Coordinates all fieldwork events, including scheduling. Coordinates with the webmaster in placing work event times on the website for assistance by volunteers;
- c. Coordinates with Equipment/Uniforms Director for the purpose of the maintenance of the clubhouse. Assists in discarding equipment and uniforms that are no longer needed or in poor condition.

- d. Maintains all maintenance equipment so that they are in proper working order;
- e. Develops league maintenance guidelines for the purpose of establishing proper procedures to maintain the field and the clubhouse. Guidelines will be forwarded to the Executive Board for comment and ultimate approval;
- f. Authorized to spend funds as needed for low cost maintenance items within the budget established by the Executive Board;
- g. Informs the Executive Board of major expenditures, which will require board action;
- h. Coordinates with the league's Safety Officer to insure that the fields comply with the league's Safety Policy.

- 4. The Executive Board shall establish and amend the league By-Laws and local rules, discipline managers, coaches, players and parents/guardians in such situations deemed necessary, approve expenditures as requested by the President and establish the annual registration and Fall baseball fees.
- 5. The President, with approval from the Executive Board shall have the authority to appoint standing committees to expedite league business as seen fit. Potential committees may include, but not limited to nominating committee, membership committee, finance committee, managers committee and auditing committee.

#### **ARTICLE V – BOARD OF DIRECTORS**

- 1. The Board of Directors shall consists of the respective league Commissioners (Tee-ball, Instructional, Farm, Minors, Majors, Fall Ball Divisions and Travel Director; Commissioners At-Large, Head of Baseball Equipment/Uniforms, Head of Fundraising, Head of Umpiring, Coaching Director, Head of Scheduling (Junior and Senior Divisions), Tournament Director and Head of Publicity/Webmaster, Player Agent, Safety Officer.
- 2. The duty of each member of the Board of Directors as follows:

##### **Commissioners the Tee-ball, Instructional, Farm, Minors, Majors, Travel Director**

- a. Responsible for working with each manager of their respective division in assuring that the rules and regulations of their respective league and the league Constitution and By-Laws are being followed by all.
- b. Responsible for making sure each manager follows the local playing rules noted herein as applicable. Advises the President, Executive Vice President and Divisional Vice-President where rules and regulations are not being followed.
- c. Responsible to assemble managers and coaches when a special meeting is called.
- d. Responsible for making sure managers/coaches meet their commitments.

### **Player Agent**

- a. Records all player transactions and maintains an accurate up to date record;
- b. Receives and reviews application for player candidates and assists the President in checking residency and age eligibility;
- c. Conducts the player draft and all other player transactions, including selection meetings;
- d. Responsible for scheduling players' evaluations who are interested in playing in all divisions. This includes establishing the time and location of the tryouts;

### **Safety Officer**

- a. Responsible for the implementation of the league's safety policy;
- b. Responsible for communicating the league's safety procedures with members of the league;
- c. Inspect all playing areas for holes, damage, class or other foreign objects;
- d. Coordinates with the Director of Capital Improvement to insure that all fences, dugouts and other areas are in good condition;
- e. Coordinates with team managers in the event of an injury to a player. Obtains injury report and follows-up as needed with the injured player. Notifies insurance carrier of all reported injuries.
- f. Handles all accident claims promptly and maintains all records pertaining to injuries, including any claims for liability;
- g. Responsible for conducting a safety clinic with all managers and coaches prior to the start of the season.

### **Commissioners' At-Large**

The Commissioners' At-Large does not have a specific responsibility. However, they will assist as needed on various league functions/activities as requested by the President, including being members of committees designated by the President.

### **Head of Concession**

- a. Responsible for assuring that all food items comply with applicable health and safety standards;
- b. Responsible for coordinating the maintenance of all equipment in the concession area;
- c. Responsible for or delegating coordination with vendors and ordering food, drinks, snacks, etc.;
- d. Establishes cost for each food, drinks, snacks, etc. with the approval from the Executive Board;
- e. Coordinates with team managers who identify a specific team contact and develop a schedule for volunteers to work in the concession. Posts the schedule with the concession area;
- f. Responsible for coordinating the opening and closing the concession.
- g. Responsible for financial management of concession activities including verifying/balancing funds received. Coordinates with the league's treasurer for depositing said funds.

### **Head of Fundraising**

Responsible for fundraising activities authorized by the Executive Board.

### **Head of Umpiring**

- a. Responsible for providing umpires at all league game and tournaments.
- b. Recruits, supervises, and acts as league representative of the umpires.
- c. Responsible for implementing umpire training.

### **Coaching Director**

Responsible of providing training for managers and coaches in developing the tools and skills needed to meet the league's objectives.

### **Heads of Scheduling (Junior and Senior Divisions)**

Responsible for developing schedules for league games in each division and coordinating with the managers as needed for re-scheduling of games not played due to weather conditions.

### **Tournament Director**

- a. Arranges, manages, and supervises all league tournaments;
- b. Notifies the league of possible participation in tournaments sponsored by other communities.

### **Head of Publicity/Social Media**

- a. Manages the League's social media;
- b. Posts important information of league's activities on social media;

## **ARTICLE VI – ELECTION OF OFFICERS AND BOARD MEMBERS**

1. NOMINATIONS - Candidates shall be nominated at the October meeting.
2. ELECTIONS- Positions shall be voted upon at the November meeting.
3. TERMS- Terms shall be for a period of one year.

## **ARTICLE VII – FINANCE**

1. FUNDRAISING- the Commission shall reserve to itself all methods of fundraising that have been approved by the Executive Board.



- 1.1 Any division is specifically enjoined from contracting any state of financial indebtedness.
2. BUDGET-The Treasurer of Finance Committee shall submit the budget to the Commission by the November meeting.
3. The Budget shall be accepted and the January meeting by a general vote of all eligible voters as defined in Article III.
4. AUDIT-The Treasurer or Finance Committee is responsible for performing an audit a minimum of every three years. The report shall be issued to Commission upon completion. Commission Officers may request an audit at any time.

#### **ARTICLE VIII – AMENDMENTS TO THE CONSTITUTION**

1. The constitution can only be amended by a vote of the eligible voters as defined in Article III. Amendment will require a 2/3 majority of those present and voting for each of two consecutive meetings.

Written notification of any proposed amendment must be distributed to the voting members at least 10 days prior to the first meeting at which the proposed amendment will be voted upon. Notification shall be by publication or by mail.

#### **ARTICLE IX – REFERENCED DOCUMENTS**

1. By-Laws of Burnt Hills – Ballston Lake Junior Baseball Commission
2. Burnt Hills- Ballston Lake League Policies (Updated Jan 2017 )

## **BURNT HILLS-BALLSTON LAKE BASEBALL LOCAL RULES AND LEAGUE POLICIES**

1. A player may be excused from a practice session or regular season game for any of the following reasons.
  - A. School Functions
  - B. Medical
  - C. Religious Obligation/Function

All players will be expected to attend every game. If a game is to be missed, the player must notify the coaching staff at least 24 hours in advance.

2. No player may be excused from more than 25% of the regular pre-season practice sessions.
3. Eating in the dugout and on the field during regular season games is prohibited. Sunflower seeds, gum and/or liquid refreshment is allowed, providing your coach approves and neatness is observed.
4. Profanity (foul language) will not be tolerated during practice sessions or regular season games.
5. Position assignments during regular season games are a coaching decision. Players and parents will not dispute or argue the decision.
6. All players will be required to sit in the dugout area during regular season games. The only players permitted outside this area (dugout) are the following:
  - A. Batter
  - B. On Deck Batter – Swinging the bat while on deck is not allowed in Little League
  - C. First Base Coach
  - D. Any player given permission by the coach (i.e. rest room)  
Note – Batboys are not allowed.
7. Verbal abuse directed at any umpire or an opposing team member, manager or coach will result in immediate expulsion from the game and possibly further disciplinary actions.
8. Uniforms are expected to be clean for each game, shirts tucked in, socks up and pants at waist level. Hats and jerseys provided by the league are to be worn for all games.

9. Not all players will play full games. Playing full games depends on ability and drive. However, all players must play a minimum of two complete innings or six consecutive outs with a minimum of one at bat.
10. All players are expected to report to all regular season games a minimum of 20-30 minutes before game time. Teams should be ready to play 15 minutes before scheduled game time.
11. All players will be expected to remove any debris, cups or wrappers from the dugout following the game.
12. Fighting is strictly prohibited by the Burnt Hills – Ballston Lake Baseball Commission. Any player caught fighting on organizational property will be subject to disciplinary action.
13. Alcohol is prohibited at all games. We also request that everyone refrain from smoking at games.
14. All players are responsible for contacting the coaching staff to verify if a practice or game is postponed or canceled due to weather.
15. The league does not provide the following equipment:
  - A. Glove
  - B. Baseball shoes (cleats)
  - C. Baseball pants
  - D. Baseball socks
  - E. Athletic supporter (cup) – catchers are required to wear one – we recommend that all players purchase a cup for their own protection.
  - F. Sunglasses (must be approved safety quality)
  - G. Batting gloves or wrist bands
16. Wearing earrings or jewelry during practice or games is prohibited. Pitchers are not allowed to wear wristbands or batting gloves while pitching. Pitchers may not wear a long sleeve WHITE shirt or sweatshirt. They may wear a dark color shirt or sweatshirt.
17. Any player benched for disciplinary reasons is still required to attend the game.
18. Mishandling or abuse of league equipment (i.e. helmets or bats) will result in disciplinary action. A player may immediately be benched for the remainder of the game if acts such as violently throwing the bat or helmet take place.

## **DISCIPLINARY ACTIONS**

Individual coaching staffs may handle minor offenses at their own discretion. Repeated or major offenses shall result in a review by the Board of Directors. The following disciplinary actions may be imposed:

1. Prohibited from playing in the season opener.
2. Benched from playing in the next game.
3. Benched from playing in the next two games.
4. Expulsion from the league (Not allowed to play for the rest of the season).

## **MESSAGE TO THE PARENTS**

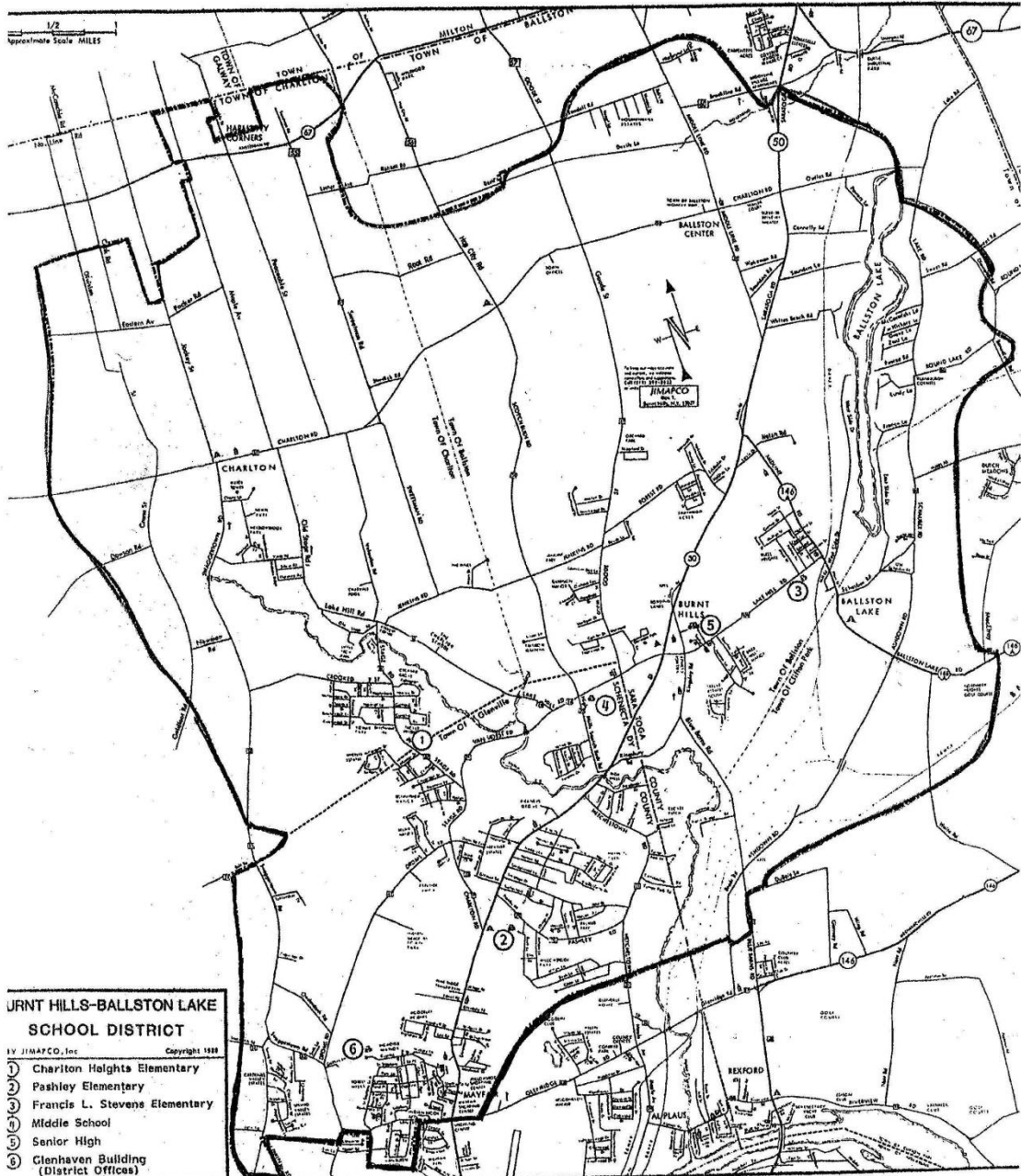
The league officials would appreciate your help with the following items:

1. Clean and care for the uniforms.
2. Support the team by attending regular season games.
3. Support your child's achievements, no matter how slight.
4. Do not expect your child to play every inning of every game.
5. Positive, constructive criticism from parents will always be appreciated.
6. Be responsible for getting players to practice and games (min of 20-30 minutes early) on time.
7. Only players and coaches are allowed in the dugout and on the field.
8. The league insures all players. This is secondary to any insurance you may have.
9. Parents are asked to refrain from "assisting" in practice sessions and/or regular season games unless invited by the coaching staff.

## **PARENT RESPONSIBILITIES**

1. Help with field preparation and post game field maintenance.
  - Rake infield (as required before game)
  - Water infield (if required)
  - Line the 1<sup>st</sup> and 3<sup>rd</sup> base base-path
  - Line batters box's and catchers box
  - Rake out field after game

Please volunteer to prevent the Manager from having to "nominate" parents to help. Two or three adults per team Pre and post game duties will be divided between home and away team.



**JRNT HILLS-BALLSTON LAKE  
SCHOOL DISTRICT**

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- ① Charlton Heights Elementary
- ② Pashley Elementary
- ③ Francis L. Stevens Elementary
- ④ Middle School
- ⑤ Senior High
- ⑥ Glenhaven Building (District Offices)

**BH-BL JR. BASEBALL  
COMMISSION BOUNDARY  
MAP**