



DOVER DIAMOND SPORTS



By-Laws

Article 1: Name & Purpose

The name of this organization, located in Dover, Pennsylvania, shall be Dover Diamond Sports. Known for the purposes of this document as DDS.

The purpose of this organization shall be to maintain and run a youth baseball and softball program in the Dover Area School District in Dover, Pennsylvania.

Article 2: Mission Statement

Dover Diamond Sports strives to develop youth from our community through teaching the fundamentals of the sport. Players are given the fundamentals of the sport. Players are given the opportunity to learn sportsmanship and teamwork, while developing positive self-esteem and character.

Article 3: Membership

1. Players

- Players should attend all scheduled practices or contact coach for absences. If attendance becomes an issue, players may be subject to disciplinary action by their coach.
- DDS recognizes a Zero-Tolerance Policy regarding possession and consumption of Alcohol or Controlled Substance as defined by Title 35 PaC.S. 780-102. Any player found to be in violation of this section shall be subject to a suspension to be served as determined by the Board.
- DDS recognizes a Zero-Tolerance Policy regarding tobacco/smoking on school property. No smoking around players benches or at all on school property.

2. Families

- Do not interfere with a player, managers, coach or umpire during the game.
- Benches and immediate area around are for players, managers, coaches and score keepers with clearances only.
- If any manager, coach, parent or spectator distracts or interferes with an umpire or manager/coach during a game, the home plate umpire may, per his/her discretion, stop the game and warn both team managers.
- All parents will be required to sign a "Code of Conduct". Parents are responsible for the people you bring with you. See **Appendix A**.
- Any problems arising during the season not covered by the bylaws shall be submitted to the Board in writing prior to the next scheduled meeting.

3. Vendors – See **Appendix B**



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Article 4: Board of Directors

1. President: The President shall represent DDS before the public, either personally or through delegates and perform all other functions usually attributed to this office. The president shall vote to break any ties that occur in board voting.
2. Vice-President: The Vice-President shall preside over meetings as the president in his absence and shall perform the functions usually attributed to this office.
3. Secretary: The Secretary shall keep accurate minutes of all meetings and share as necessary. He/She shall maintain a file with a current copy of the Constitution and Bylaws, as well as keep all records that pertain to the functions of DDS. The Secretary shall perform the functions usually attributed to this office.
4. Treasurer: The Treasurer shall receive and have custody of all money, notes and other funds and securities of DDS. He/She shall deposit the sum in a bank of trust company as designated by the board and shall keep accurate records of all transactions. He/She shall pay bills as are approved by the board. He/She shall render a complete accounting of all receipts and disbursements at each regular meeting. (This report shall be made available by written request) At the expiration of his/her term of office, he/she shall deliver all monies, property and rights of DDS to his/her successor or to the president. He/She shall have the books audited a minimum of once a year by a committee appointed by the executive board prior to the regular elections and shall present an annual fiscal report. This shall be done at the end of the fiscal year in January. The Treasurer shall perform the functions usually attributed to this office.
5. Executive Board: Shall vote on appointing any new committees and their chair. The Chairman can select members for the committees. Additional description of positions found in **Appendix E**
6. Board of Directors: Shall be members in good standing prior to their election. Directors will be elected to 1-year terms by a majority vote at a general membership meeting.
 - All board members are expected to have clearances completed & sign code of conduct
7. Terms and Succession:
 - President & Vice-President shall be elected for 2-year terms on an alternating schedule.
 - Secretary & Treasurer shall be elected for a 1-year term.
 - Nominations will take place in July. Voting will take place in September. Outgoing officers shall relinquish their positions at the October meeting. Voting Ballot **Appendix F**
 - Any offices becoming vacant between elections shall be filled by the members of the executive board. A vote among the board of directors can take place to fill those empty positions permanently.



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Article 5: Managers/Coaches

1. Baseball Managers & Coaches will be selected per the Little League Rules & Regulations.
2. Softball Managers & Coaches will be selected by the softball commissioner(s) and approved by the executive board.
3. Each Manager shall select assistant coaches and designate one as first assistant. The first assistant will be in charge when the head coach is not present.
4. Any Manager, coach, assistant coach or parent interacting with players at practices and/or games must have updated clearances. Use form in **Appendix G** in addition to clearances.
5. At least one manager/coach must be present at each practice.
6. It shall be the duty of managers to promote sportsmanship; character and good moral conduct among all coaches, participants and spectators in keeping with DDS and Little League Rules and Bylaws.
7. Managers will be responsible for all equipment, shirts, uniforms, team fundraisers, ect...as issued by DDS.
8. All managers will provide instruction in the fundamentals of baseball/softball in a manner consistent to the mission statement of DDS & Little League Rules and Regulations.
9. All managers/coaches should be at field maintenance. Failure to do so, when proper notification has been given will result in that team's forfeiting the use of any practice diamond.
10. If any manager, coach, parent or spectator distracts or interferes with an umpire or coach during a game, the home plate umpire may, per his/her discretion, stop the game and warn both team coaches. Managers/Coaches are responsible for their respective players, parents and spectators.
11. Managers/Coaches should make every effort to attend coaching clinics as provided by the league.
12. DDS recognizes a Zero-Tolerance Policy regarding possession and consumption of Alcohol or Controlled Substances as defined by Title 35 Pa.C.S. 780-102. Any manager/coach found to be in violation of this section shall be subject to a suspension to be served as determined by the Board.
13. Each manager, assistant coach, board members and directors shall be required to sign the "Code of Conduct" form **Appendix A**.
14. Any manager/coach found to be in violation of **Appendix A** shall be subject disciplinary action as determined by the Board.
15. Any problems arising during the season not covered by the bylaws shall be submitted to the Board in writing prior to the next scheduled meeting.
16. Teams will practice in areas designated by schedules.
17. **LEAGUE GAMES**
 - Home team managers/coaches will get the diamond ready for scheduled games by dragging and lining the field, get bases out, etc... Fields should be ready at least ½-hour prior to the scheduled start of the game, weather permitting



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- Home team will supply two (2) baseballs for each game; one new ball and one good second ball.
- All managers/coaches at games or practice sessions should see that the equipment is stored neatly in the shed and that the shed is locked.
- Managers/Coaches will see that the diamond is clear of trash before and after each game. NO glass bottles or glass of any kind are permitted at the ball diamonds.
- Managers/Coaches are responsible for keeping score at each game or assigning the task to team parent. Home team will be official score.
- In the event of darkness, the home plate umpire will determine if there is sufficient time to allow a new entire inning to be played.

Article 6: League Schedules

1. T-Ball will play a minimum of 8 games in the spring. Fall season is shorter and players will have at least 6 scheduled games.
2. Baseball teams will play in a minimum of 14 regular spring season games. Fall season is shorter with at least 8 games.
3. Softball teams will play in a minimum of 12 regular spring season games. Fall season will have at least 7 scheduled games.

Article 7: Team Selections (Tryouts, Draft, Allstar Teams & Tournaments)

Baseball - Will be determined per the current year's Little League Handbook.

Softball – Will be determined per the board & commissioners

Article 8: Umpires

1. Managers/Coaches will not argue any call by an umpire. Only the managers may cross the boundary line onto the playing field to discuss a call with the home plate umpire.
2. The home plate umpire will have the final ruling on all rule interpretations and has complete control over each game.
3. No one is allowed to stand behind the backstop during a game.
4. Any intentionally thrown equipment will mean automatic ejection from the game.
5. To strike a player, manager, coach, official or display unsportsmanlike conduct towards the same during any game or DDS function, will mean automatic ejection for the remainder of the game or function in which the disturbance occurred and suspension of the following game in its entirety.
6. Umpires for home baseball games will be selected and scheduled by the umpire committee.
7. Umpires for softball games will be scheduled by the league.



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Article 9: Registration

1. Children must turn 4 by the start of the season.
2. Age & League breakdown are located in **Appendix C**.
3. Sign-ups after the closing date will be subject to board review but cannot be accepted after rosters are finalized.

Article 10: Meetings

1. Regular general membership meetings will be held the second Wednesday of each month at the Dover Community Center. All members of the organization are welcome.
2. The Annual Membership Meeting will take place in October.
 - a. General Membership meetings other than annual meeting may be rescheduled or canceled by board vote.
3. The Board of Directors meeting shall be held in conjunction to each regular meeting.
4. **Each team shall have 1 representative at each meeting. This can be a manager, coach or a parent.**
5. Notice of Meeting: Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address fourteen (14) days, in advance of the meeting, setting forth the place, time and purpose of the meeting
6. Special General Membership Meetings: Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of a minimum of twenty-five members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than fourteen (14) days after the request is received by the President or Secretary.
7. Voting:
 - a. Regular Members holding elected office shall be entitled to cast 1 vote only.
 - i. Regular Members are defined as, any adult person actively interested in furthering the objectives of the Local League. The secretary shall maintain the roll of membership to qualify voting members.
 - ii. **Good Standing is defined as: Attending at least 8 meetings per year**
 - iii. Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires, and other elected or appointed officials must be active Regular Members in good standing



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- b. Regular members who are in good standing shall be entitled to cast 1 vote.

Article II: Incident Reporting

In the event of a negative incident occurrence during a DDS event, an involved party or witness shall complete a “DDS Incident Report”. This report shall then be submitted to the DDS board for investigation. All incident reports submitted shall be investigated and appropriate action will be taken. Incident Reports are available on the DDS website for download. An Incident Report is attached here to as **Appendix D**. It may also be completed and signed electronically or sent via email.

Article 12: Disposal of Property

In the event of the demise of the DDS, all property, real or otherwise, shall be given to such organization whose objectives closely parallel ours, provided such organization has a legal, non-profit status according to Pennsylvania State Law. The organization shall be determined by existing voting membership at the time of DDS’s demise.

Article 13: Authority

Robert’s Rules of Order revised, shall be the Parliamentary Authority for the DDS on all questions not covered by the Constitution or By-Laws, and such standing rules as the voting membership may adopt.

Article 14: Revisions and Amendments

These By-Laws may be amended by the following procedure: Proposed amendments must be presented at a monthly membership meeting by a member of DDS for discussion. These changes must be tabled for one month and posted on the website. They will then be voted upon during the next regularly scheduled meeting. Amendments must be approved by a majority of the voting members present.

The Board has the authority to revise the By-Laws anytime during the calendar year when revision is thought to be in the best interest of the organization.

Article 15: Ratification and Adoption

These By-Laws shall be ratified and become effective upon the majority vote of the active membership of the DDS.



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Appendix A - Code of Conduct

The Dover Diamond Sports (DDS) Board of Directors has mandated the following Code of Conduct for all parents, volunteers, including Board members, officers, managers, coaches and parent helpers. The manner in which DDS families and volunteers conduct themselves on and off the field is a direct reflection of DDS as a whole. It is imperative and expected that all DDS families and volunteers will hold themselves to the highest level of integrity, sportsmanship by agreeing to these rules:

1. I will not physically attack any board member, official, umpire, manager, coach, player or spectator.
2. I will respect the decisions of all officials. I will not react in an unsportsman-like way to an official's decision.
3. I will not use rough tactics in the play of a game against the body of an opposing player, coach, or official.
4. I will refrain from using alcohol, tobacco or drugs prior to or during any game, practice or other sanctioned DDS events.
5. I will not use profane, obscene or vulgar language in any manner at any time.
6. I will not gamble upon any play or outcome of any game with anyone at any time.
7. I will not speak disrespectfully to any manager, coach, official, players or representative of the league.
8. I will not tamper or manipulate any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
9. I will not challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including expulsion from the game.
10. I will not make any criticizing, disparaging or threatening remarks verbally or through social media outlets about the organization, coaches, players and DDS Management.
11. Benches and immediate area around are for players, managers, coaches and score keepers with clearances only.

Any parents or volunteers guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games, practices or other sanctioned DDS events.

The Board of Directors will review all infractions of the Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from DDS

I have read the DDS Code of Conduct and promise to adhere to its rules and regulations.

Print name

Signature

Date





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Appendix B - Vendor Agreements

- Dover Diamond Sports will work with vendors on 2-year terms with board discretion.
- A list of sponsors & vendors will be kept by the secretary to be updated and shared as requested.



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Appendix C - Levels of Play

Baseball

League Division	LL Age Divisions	Local League Determination	Dover Ages
T-Ball	4-7	Interlock	4-6
Minor	7-11	If a child plays 1 year of tee ball, they can play minor league <ul style="list-style-type: none"> • Coach/Machine Pitch (6-7) • Hybrid (7-8) • Player Pitch (9-11) 	6-7 8-10
Major	9-12	60-foot diamond 46 foot pitching no leading or pickoff (Typically, 11-12 years old)	10-12
Intermediate	11-13	50/70 diamond - Leadoff & Pickoff	12-13
Junior	13-14	90-foot diamond (District 14 allows teams to let 15-year old's play, but they cannot pitch)	13-14
Senior	15-16	90-foot diamond	15-16

Softball

League Division	Dover Ages
---	7u
Minors & Majors	10u
Minors & Major	12u
Majors	14u
Majors	16/18u



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Appendix D - Incident Report

Dover Baseball / Dover Softball Incident Report

Date of Incident: _____

Location of Incident: _____

Nature of Incident: _____

Persons Involved: _____

Reporting Person (print): _____

Witnesses Present: _____

Narrative:

(Attach additional paper if needed)

Signed: _____ Date: _____

Please forward to: Dover Diamond Sports
PO Box 13
Dover, PA 17315



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Appendix E - Board Position Description

President: (2-year term)

The president has many responsibilities in the administration of the league. As the chief administrator, the president selects and appoints managers, coaches, umpires and committees. As such, no person becomes a manager, coach, umpire or committee member without the approval of the president. However, all appointments are subject to final approval by the board of directors.

The president should be the most informed officer of the league. The president presides at league meetings and assumes full responsibility for the operation of the local league. The president receives all mail, supplies and other communications. A president may manage, coach or umpire.

Vice President: (2-year term)

The vice president presides in the absence of the president, works with other officers and committee members, is ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the president. A vice president may manage, coach or umpire.

Secretary -

The secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, issues membership cards and maintains a record of league's activities.

Treasurer -

The treasurer signs checks, dispenses league funds as approved by the board of directors, reports on the status of league funds, keeps local league books and financial records, prepares budgets, and assumes the responsibility for all local league finances.

Board of Directors:

Coaching -

Represents coaches/managers in league; presents a coach/manager training budget to the board; orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary for both baseball & softball.

Communications -

Maintains the league's official homepage, manages the online registration process and ensures that league rosters are maintained on the site, assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis, collects, posts and distributes important information

Fundraising -

Solicits and secures local sponsorships to support league operations. Collects and reviews sponsorship and fundraising opportunities. Organizes and implements approved fundraising activities. Coordinates participation in fundraising activities. Maintains records of monies secured through sponsorship and fundraising initiatives

Softball -

The softball director will work to communicate and ensure all players within the Dover program have the ability to play. This includes fall ball, spring league, & any tournament play. It shall operate within the amount appropriated in the approved budget for that purpose.

Uniforms & Merchandise -

The uniform & merchandise director will work to design and create uniforms for all teams within the Dover program. This includes fall ball, spring league, softball & tournament play. It shall operate within the amount appropriated in the approved budget for that purpose.



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Equipment -

The equipment manager shall be responsible for the issuing of supplies and equipment and for the repair, cleaning and storage at the close of the season. They will also secure bids on needed supplies and equipment and make recommendations for their purchase to the Board, and within the approved budget.

Field Maintenance -

This position shall be responsible for the care and maintenance of the playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

Additional Directorship Positions:

Chief Umpire -

Provides Umpire Training. Schedules Umpires.

Safety Coordinator (Required Little League Position) -

The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to Little League International through the ASAP system.

Player Agent (Required Little League Position) -

The player agent conducts annual tryouts, is in charge of player selection, assists the president in checking birth records and eligibility of players and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball. The player agent must not manage, coach or umpire in the division.

Scheduling Director (All seasons) -

The Scheduling Director is in charge of organizing and being available for meetings to create the league schedule (or ensure someone will be present). They will be sure teams have access to fields for games and practice and activities are not overlapping. All paperwork will come through this person.

Tournament -

The Tournament Director is in charge of organizing and being available for meetings regarding the International tournament, Clarence Boyd Tournament and any additional tournaments the league chooses to enter. This person will be available for meetings regarding Little League Tournaments (or ensure someone will be present).. They will be sure teams have access to fields for games and practice and activities are not overlapping. All paperwork will come through this person.

Baseball Commissioners -

- o Lower Level (Tee Ball, Coach Pitch & Hybrid)
- o Middle (Minor & Major)
- o Upper Level (Intermediate, Junior & 16u)

Commissioners will be in direct and frequent contact with coaches within their levels. They will assist with practices, planning or parent issues as needed. Commissioners will communicate with the board and share any concerns or issues occurring in their levels.

Softball Commissioners -

- o Lower Level (7u & 10u)
- o Upper Level (12u & 14u)

Commissioners will be in direct and frequent contact with coaches within their levels. They will assist with practices, planning or parent issues as needed. Commissioners will communicate with the board and share any concerns or issues occurring in their levels.



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Appendix F - Voting Ballot

President	(2-year term)	
Vice President	(2-year term)	
Secretary		
Treasurer		

Board of Directors:

Coaching		
Communication		
Fundraising		
Softball		
Uniforms & Merch		
Equipment		
Field Maintenance		

Additional Directorship Positions:

Chief Umpire		
Safety Coordinator		
Player Agent		
Tournament		
Scheduling		
Baseball Commissioners	Lower Level (T-Ball, Coach Pitch, Hybrid)	
	Middle Level (Minors & Majors)	
	Upper Level (Intermediate, Juniors & 16u)	
Softball Commissioners	Lower Level (7u & 10u)	
	Upper Level (12u & 14u)	



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Appendix G - Clearance Documentation

VOLUNTEER REQUEST FOR WAIVER OF FBI – FEDERAL CRIMINAL HISTORY FINGERPRINT RECORD CHECK

I declare under penalty of perjury that the following is true and correct:

1. I have been a resident of the Commonwealth of Pennsylvania during **the entirety of the previous ten-year period** from the date of this document;
2. I have NEVER been named the perpetrator of a founded report of child abuse;
3. I have **NEVER** been convicted of one or more of the following types of offenses, including the attempt, solicitation or conspiracy to commit any of the following offenses:

<ol style="list-style-type: none"> a. Criminal homicide b. Aggravated assault c. Stalking d. Kidnapping e. Unlawful Restraint f. Rape g. Statutory sexual assault h. Sexual assault i. Involuntary deviate sexual intercourse k. Indecent assault 	<ol style="list-style-type: none"> l. Indecent exposure m. Incest n. Concealing the death of a child o. Endangering the welfare of a child p. Dealing in infant children q. Prostitution and related offenses r. Crimes related to obscene and other sexual materials and performances s. Corruption of minors t. Sexual abuse of children
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4. Within a 5-year period immediately preceding the date of this document, I have not been convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act; AND
5. I have not been convicted of an offense similar in nature to those crimes listed under paragraphs 2, 3, or 4 above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former Pennsylvania law.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Signature

Date

Print Name

