

H.A.Y.A.A. BASEBALL/SOFTBALL CONSTITUTION

ARTICLE 1 - NAME.....	3
ARTICLE 2 - ELIGIBILITY.....	4
ARTICLE 3 - H.A.Y.A.A. BASEBALL/SOFTBALL ORGANIZATION STRUCTURE.....	5
ARTICLE 4 - ELECTIONS.....	12
ARTICLE 5 - TERM OF OFFICE.....	13
ARTICLE 6 - MEETINGS.....	14
ARTICLE 7 - FINANCIAL.....	15
ARTICLE 8 - AMENDMENTS.....	16
ARTICLE 9 - ORGANIZATION.....	17
ARTICLE 10 - REGISTRATION.....	18
ARTICLE 11 – ASSIGNMENTS.....	19
ARTICLE 12 - TEAM COACHES & ASSISTANT COACHES.....	20
ARTICLE 13 - RULES.....	22
ARTICLE 14 - Evaluation.....	23
ARTICLE 15 - Draft.....	24
ARTICLE 16 - TRAVEL BASEBALL AND SOFTBALL TRYOUTS.....	26
ARTICLE 17 - Baseball and HAYAA Football Agreement for Spranger Fields.....	26

ARTICLE 1 - NAME

Section 1

The name of this organization shall be Hartland Area Youth Athletic Association
Baseball/Softball or H.A.Y.A.A. Baseball/Softball

ARTICLE 2 - ELIGIBILITY

Section 1

Any youth living in the Hartland Consolidated School District is eligible to belong to the association. Exceptions can be made for those living outside the Hartland School District with Board approval.

Section 2

The Association shall not discriminate against race, creed, or sex.

Section 3

Physically handicapped youth are eligible for sports participation based on reasonable accommodation.

ARTICLE 3 - H.A.Y.A.A. BASEBALL/SOFTBALL ORGANIZATION STRUCTURE

Section 1

The Baseball/Softball Operating Board shall have six voting positions as follows:

Position	Responsibility
<p>President of Baseball/Softball</p>	<p>Shall chair meetings.</p> <p>Shall enforce rules and by-laws governing the H.A.Y.A.A. Baseball/Softball Board as stated in the constitution.</p> <p>Shall direct the H.A.Y.A.A. Baseball/Softball Board on programs and policies.</p> <p>Shall settle any disputes concerning things that are not covered by current rules and/or by-laws.</p> <p>Shall sign checks in absence of the treasurer.</p> <p>Shall represent the H.A.Y.A.A. Baseball/Softball Board on the H.A.Y.A.A. Executive Board.</p>
<p>Softball Commissioner</p>	<p>Shall aid the President in the performance of his/her duties.</p> <p>Shall chair meetings in the president’s absence.</p> <p>Shall determine any divisions within the League</p> <p>Shall register players during sign-up sessions</p> <p>Shall be responsible for maintenance and clean-up days for their divisions</p> <p>Shall supply all records necessary for player try-outs and team drafts</p> <p>Shall oversee try-outs & draft for their League</p> <p>Shall keep records of all try-outs</p> <p>Shall oversee any All-Star and/or Championship games</p> <p>Shall be the Quadtown Rep & attend required meetings</p>

	<p>Shall keep a record of coaching assignments (1 coach and 1 assistant coach per in house team)</p> <p>Shall collect signed Coaches Code of Conduct sheets</p> <p>Shall make sure all coaches and assistant coaches adhere to the Baseball/Softball coaches code of conduct</p> <p>Shall set up a coaching clinic and informational meeting</p> <p>Shall mediate disputes between Coaches</p> <p>Shall assist General Managers with league try-outs & drafts</p> <p>Shall assist General Managers with All-Star and/or Championship games</p> <p>Shall coordinate make-up games with Master Field Scheduler, General Managers, & Umpire in Chief</p> <p>Shall be responsible for equipment and uniform distribution as well as collection</p>
Baseball Commissioner	Shall have the same duties as the Softball Commissioner for house & Quadtown baseball divisions
Travel Baseball Commissioner	Shall perform the same duties as the Baseball Commissioner but for the Travel Baseball division
Secretary	<p>Shall keep records of all H.A.Y.A.A. Baseball/Softball Board meetings</p> <p>Shall provide meeting reports to the H.A.Y.A.A. Executive Board</p> <p>Shall assist with communications between the other Operating Boards</p> <p>Shall update all documents and forms, including the registration document, & prepare/update schedule of events</p> <p>Shall co-ordinate/oversee dumpster & port-a-john rentals</p> <p>Shall co-ordinate/oversee cleaning services for Spranger building</p>

	<p>Shall provide information on H.A.Y.A.A. Baseball/Softball for print in Community Life</p> <p>Shall collect signed Coaches Code of Conduct sheets & store them where they can be accessed by the Board</p> <p>Shall keep records of all player registrations where it can be viewed by all Board members</p>
Treasurer	<p>Shall keep a record of all the money, in-coming and out-going so that the books and records may be kept up to date.</p> <p>Shall present a financial report at each H.A.Y.A.A. Baseball/Softball Operating Board meeting.</p> <p>Shall pay all bills by check with documentation.</p> <p>Shall provide a budget and financial reports to the H.A.Y.A.A. Executive Board</p>

In the event of a tie, non-voting positions will vote on the issue or resolution. A majority vote of non-voting positions will constitute as one vote to break the tie.

Section 2

The Baseball/Softball Operating Board shall have the following non-voting positions:

Position	Responsibilities
Umpire in Chief	<p>Shall obtain and schedule all umpires for the League</p> <p>Shall settle all disputes that may arise concerning game rules</p> <p>Shall handle all payment to umpires and maintain accurate records of disbursement</p> <p>Shall coordinate training session prior to start of season or by April 15 of current year whichever comes first.</p> <p>Annual paid position-\$590</p>
Web Master	<p>Shall be the liaison for design and/or improvement of website</p> <p>Shall assist with registration downloading (master roster), as well as, information on site & data management</p>
Equipment Manager	<p>Shall obtain all necessary equipment for H.A.Y.A.A. Baseball/Softball</p> <p>Shall fill equipment bags in accordance with H.A.Y.A.A. Baseball/Softball guidelines</p> <p>Shall assist Commissioners with distribution and collection of equipment</p> <p>Shall keep records of all distributed equipment</p>
Uniforms Manager	<p>Shall obtain all necessary uniforms for H.A.Y.A.A. Baseball/Softball for In-House and Quadtown programs</p> <p>Shall assist Commissioners with distribution and where applicable collection of uniforms</p>
Master Scheduler	<p>Shall provide teams with practice schedules and diamond assignments</p> <p>Shall schedule all games and diamonds</p> <p>Shall be responsible for overseeing ground maintenance and grass cutting of all Baseball/Softball diamonds</p>

	<p>Shall oversee that diamonds are chalked and bases set by the Board approved contractor</p>
Concessions	<p>Shall maintain their concession stand and coordinate revenues with the Treasurer</p> <p>Shall oversee recruitment of any volunteers</p>
Sponsorship	<p>Shall recruit sponsors for the house & Quadtown leagues</p> <p>Shall coordinate letters/gifts of thanks</p> <p>Shall coordinate sponsor revenues with Treasurer</p>
Fundraising	<p>Shall coordinate all fundraising projects</p> <p>Shall coordinate all fundraising revenues with the Treasurer</p>
Spiritwear	<p>Shall order, stock, & insure delivery items selected for sale via the Spirit Store</p> <p>Shall coordinate all revenues with the Treasurer</p>

Section 3

And the following General Managers:

Instructional	<p>Shall provide names of coaches and assistant coaches to their commissioner</p> <p>Shall make sure all coaches and assistant coaches follow the Baseball/Softball coaches code of conduct</p> <p>Shall evenly divide up teams according to the rules governing their league</p> <p>Shall assign coaches and teams and provide final roster for respective year</p> <p>Shall assist with collection of official documents</p> <p>Shall distribute league rules, rosters and schedules to their coaches</p> <p>Shall coordinate rain-out decisions with master field scheduler</p> <p>Shall encourage fundraising activities, participation in</p>
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	<p>field clean-up / maintenance for their division</p> <p>Shall preside over any All-Star game or tournament (optional)</p>
Coach/Kid Pitch	<p>Shall provide names of coaches and assistant coaches to their commissioner</p> <p>Shall make sure all coaches and assistant coaches follow the Baseball/Softball coaches code of conduct</p> <p>Shall assist with collection of official documents</p> <p>Shall assign coaches and teams and provide final roster for respective year</p> <p>Shall distribute rosters and schedules to their coaches</p> <p>Shall coordinate rain-out decisions with master field scheduler</p> <p>Shall encourage fundraiser and field clean-up /maintenance participation from their leagues</p> <p>Shall preside over any All-Star game or tournament (optional)</p>
Minors Baseball	<p>Shall provide names of coaches and assistant coaches to their commissioner</p> <p>Shall make sure all coaches and assistant coaches follow the Baseball/Softball coaches code of conduct</p> <p>Shall assist with player evaluations</p> <p>Shall keep records of all player tryouts</p> <p>Shall conduct their draft and provide final roster for respective year</p> <p>Shall provide secretary with draft information</p> <p>Shall distribute rosters and schedules to their coaches</p> <p>Shall keep records of game results, police pitch counts by pitchers supplied by coaches, and provide the baseball commissioner with division standings (Quadtown will</p>

	<p>record game results as reported by coaches if division participates)</p> <p>Shall communicate division standings to coaches (if applicable)</p> <p>Shall coordinate rain-out decisions with umpire in chief and master field scheduler</p> <p>Shall encourage fundraiser and field clean-up /maintenance participation from their division</p> <p>Shall preside over any All-Star game or tournament (optional)</p>
Quadtown Majors Baseball	Shall perform the same duties as the Minor Baseball General Manger, but for the Quadtown Majors baseball division
Quadtown Juniors & Seniors Baseball	Shall perform the same duties as the Minors Baseball General Manger, but for the both the Quadtown Juniors & Seniors Baseball division
Travel Baseball Commissioner	Shall perform the same duties as the Baseball Commissioner but for the travel baseball division
Coaches Selection Committee	Shall consist of voting & non-voting Board members to select/approve all coaches that pass background screening (see Article 12, Section 1)

ARTICLE 4 - ELECTIONS

Section 1

A notice for Board elections will be posted during the season on the HAYAA website by June 1. Nominations must be e-mailed to secretary by June 15.

Section 2

Election ballots will be made available upon request. There will be only 1 ballot allowed per family. Ballots can be mailed to the Baseball/Softball P. O. Box & must be post marked no later than June 30.

Section 3

The H.A.Y.A.A. Baseball/Softball officials elected shall recruit volunteers to fill the non-voting positions.

ARTICLE 5 - TERM OF OFFICE

Section 1

All H.A.Y.A.A. Baseball/Softball positions shall serve from September 1 until August 31 of the following year.

ARTICLE 6 - MEETINGS

Section 1

The H.A.Y.A.A. Baseball/Softball program shall hold monthly meetings.

Section 2

All business shall be transacted at the regularly scheduled monthly meetings unless it is deemed necessary by the Commissioner that interim meetings need to be held. It shall be necessary that a **majority** of the total Operating Board be present and voting. The Board shall have the sole authority to direct activities; adopt and modify general H.A.Y.A.A. Baseball/Softball by-laws. A simple majority shall carry any motion.

Section 3

The Commissioner may call meetings whenever he or she feels it necessary

Section 4

All regularly scheduled monthly meetings of the H.A.Y.A.A. Baseball/Softball are open to all residents of the Hartland School District. They may address the Board when recognized by the chair, but may not vote on any motions.

Section 5

The rules of parliamentary procedure as contained in "Roberts Rules of Order" shall govern meetings in the Association.

ARTICLE 7 - FINANCIAL

Section 1

H.A.Y.A.A. shall be a non-profit organization with funding as follows:

1. A registration fee will be charged of each youth that is financially able.
2. H.A.Y.A.A. Baseball/Softball may solicit sponsors to augment the financial needs of their sport. All funding with the exception of The United Way Tournament proceeds shall be used to provide for and maintain sports activities for youths registered for in H.A.Y.A.A. Baseball/Softball.
3. Funds may be received as donations from other persons or organizations.
4. Various fundraising activities may be conducted at the discretion of the individual Operating Boards.
5. All expenditures in excess of \$2,000.00 must be subjected to at least two competitive bids from vendors who can provide required quality, price and delivery.

ARTICLE 8 - AMENDMENTS

Section 1

For the constitution to be amended all six voting members must be present. A simple majority is required for the amendment to be approved.

Section 2

Constitutional amendments must be presented in writing to the Executive Board at least one month prior to voting on such amendments.

Section 3

Any officer of The H.A.Y.A.A. Baseball/Softball Board that:

1. Fails to perform his/her duties as outlined in the by-laws for the Executive Board, or
2. Acts in a manner which is a discredit to his/her office and/or the organization

If the above occurs, that person shall be subject to impeachment by the other members of the H.A.Y.A.A. Baseball/Softball Board.

The ouster of Board members requires the following steps:

1. Any H.A.Y.A.A. Baseball/Softball Board member shall make the charges of impeachment in writing. It shall be presented at a special H.A.Y.A.A. Baseball/Softball Board meeting and require a majority vote of the Board in order to be issued.
2. A copy will be issued to the charged Board member and all other Board members.
3. A special H.A.Y.A.A. Baseball/Softball Board meeting shall be convened within one week after the issuance of the formal charge. All Board members are expected to be present including the person so charged.
4. Ouster of a Board member requires a **4/6** vote of **all** Board members.

ARTICLE 9 - ORGANIZATION

Section 1

The H.A.Y.A.A. Baseball/Softball program shall consist of 3 units: In-house, recreational travel and travel.

1.1 The in-house unit is composed of Baseball and Softball leagues as established and governed in accordance with H.A.Y.A.A. Baseball/Softball rules and by-laws. The in-house unit shall consist of: Instructional, Coach/Kid Pitch, & Boys Minors.

1.1.1 Instructional shall consist of boys and girls ages 5 - 6.

1.1.2 Coach/Kid Pitch shall consist of boys ages 7 - 8.

1.1.3 Minors shall consist of boys ages 9 - 10.

1.2 The recreational travel leagues are composed of Baseball and Softball teams from local areas. These leagues provide kids the opportunity to play a variety of teams in a close proximity to Hartland. The associations they join, such as Quadtown, establish the rules that govern those leagues. H.A.Y.A.A. Baseball/Softball sets the by-laws that establish the recreational travel leagues. The recreational travel unit generally consists of: Girls Quadtown Coach Pitch, Girls Quadtown Minors, Girls Quadtown Majors, Girls Quadtown Juniors, Boys Quadtown Majors (Intermediate), Boys Quadtown Juniors, & Boys Quadtown Seniors.

1.2.1 Girls Quadtown Coach Pitch consists of girls ages 6 - 8.

1.2.2 Girls Quadtown Minors consists of girls ages 9 - 10.

1.2.3 Girls Quadtown Majors consists of girls ages 11 - 12.

1.2.4 Boys Quadtown Majors (Intermediate) consists of boys ages 11 - 12.

1.2.5 Boys Quadtown Juniors consists of boys ages 13 - 14.

1.2.6 Boys Quadtown Seniors consists of boys ages 15 - 16.

1.3 The travel unit is composed of H.A.Y.A.A. Baseball/Softball sponsored travel leagues. The associations they join establish the rules that govern those divisions. H.A.Y.A.A. Baseball/Softball sets the by-laws that establish the travel division.

With H.A.Y.A.A. Baseball/Softball Board approval girls may try out for Baseball. Requests must be presented in writing prior to registration.

ARTICLE 10 - REGISTRATION

Section 1

The age guideline for the in-house & Quadtown boys divisions shall be age as of May 1st. The age guideline for the in-house & Quadtown girls divisions shall be age as of January 1st. The age guideline for the travel division shall be as per their league.

Section 2

Any youth that plays ball is required to provide proof of age. A birth certificate or any normally accepted proof of age must be presented upon request.

Section 3

Registration for all leagues will be held on date(s) announced by the H.A.Y.A.A. Baseball/Softball Board. Online registration will be open from November 15 through January 31 & late registration through February 14.

Section 4

Any youth that registers after the last designated day and time will be assessed a late charge of \$25.00. Late fees may only be waived with H.A.Y.A.A. Baseball/Softball approval. Registrations may be accepted up until the last date of player evaluations. Any player registering after that will be automatically placed on a waiting list and is not guaranteed a position on a team.

Section 5

For all participants, the registration fee includes the use of any and all equipment and fields provided by H.A.Y.A.A. Baseball/Softball. Participants' registration fees, except for the travel division, also include the cost of their uniform specific to their division.

ARTICLE 11 – ASSIGNMENTS

Section 1

All youths that register on time will be placed on a team unless there is a capacity constraint. Any youth that registers late may have their name placed on a waiting list. Youths on waiting list will be assigned to fill age appropriate vacancies in the order registered.

Section 2

Siblings shall automatically be placed on the same team within age guidelines unless otherwise directed by the parents.

Section 3

A youth assigned to a team may not change teams without prior approval of the H.A.Y.A.A. Baseball/Softball Board. Any request for team reassignment must be made in writing.

Section 4

All youth players must attend an evaluation with the exception of players registered to play Machine Pitch or Instructional.

Section 5

The General Manager from each league is in charge of drafting the teams for the league (See DRAFT by-laws).

Section 6

Any youth that desires to play in a league outside their age range either higher or lower must submit a request to the H.A.Y.A.A. Baseball/Softball Board in writing at registration. When a child wishes to move up in age levels the player must attend the evaluation at the level he or she wishes to play, as well as, the proper division based on age. In order to “play up” the player must show skills at that level, along with the mental capability to play at a higher level. Because the child is not guaranteed a place in a higher league, the parents of that child will not be given a coaching position in that league unless they have a child that is already playing in that league. The board will make the decision if the player may move up or not. All Board decisions in such matters are final. If the Board decision is deemed unacceptable for any reason a full refund will be provided.

Section 7

Any team that loses a player during the season must advise their general manager at once. That team will be assigned a youth, if available, from the waiting list. In the event a team roster falls below the league-designated minimum the Board may evaluate the division for a realignment of players/teams.

ARTICLE 12 – TEAM COACHES & ASSISTANT COACHES

Section 1

The Coaches Selection Committee will appoint coaches for all in house divisions

Before evaluations each division general manager will submit to the Coaches Selection Committee the names of all qualified individuals that wish to be coaches or assistant coaches in their league. All coaches and assistant coaches are subject to Committee approval. The Committee reserves the right to accept, reject or remove any person as coach or assistant coach based on the following criteria:

Experience, honesty, integrity, fairness and sportsmanship

Returning team coaches will have first choice to coach the same team

With no returning coach returning assistant coach of record shall have priority to coach the same team

NO individual will be allowed to coach 2 in-house teams unless there are no other approved volunteers

All coaches will be appointed before evaluations. After the draft coaches will select one assistant coach of record, if one has not already been assigned and provide their name to the League General Manager for Committee approval.

Section 2

In the event there is a reduction of teams within a league the coaches will be assigned following guidelines set in Article 12 Section 1

Section 3

Candidates for the travel coaching positions will be asked to submit a letter to the HAYAA baseball/softball board. The letter should include all relevant baseball/softball experience, including previous playing, coaching, and HAYAA involvement. Coaches will be chosen based on the following criteria

1. Returning coaches will be given priority
2. The years and level of experience, both as a player and coach
3. H. A. Y. A. A. involvement
4. Coaching complaints filed

The travel selection process will be a closed-door meeting. Public input will be taken prior to the selection process.

Section 4

It is the responsibility of the each general manager to alert the Board of any coach or assistant coach that does not comply with the Coaches Code of Conduct. If the majority of the Board finds failure of compliance it may take but is not limited by the following courses of action

1. Coach/assistant coach will be removed for one year from participation in any H.A.Y.A.A. Baseball/Softball capacity
2. Recommend to the Executive Board that the coach/assistant coach be removed from participation in any H.A.Y.A.A. capacity.

ARTICLE 13 - RULES

Section 1

H.A.Y.A.A. Baseball/Softball Constitution, By-laws and games rules are available on HAYAA website

Section 2

Each coach shall receive and sign a copy of the Coaching Application and Authorization form and Coaches Code of Conduct. H.A.Y.A.A. Baseball/Softball General Playing Rules and a copy of rules specific to their division will be made available to them. Coaches that participate in the draft will receive a copy of try-out guidelines and draft by-laws.

ARTICLE 14 - Evaluation

Section 1

All players in the house and recreational travel programs must attend their appropriate evaluation to be eligible for the draft.

Section 2

A committee shall be appointed to evaluate all players and divide them into teams with the most balanced make-up possible. The evaluation committee shall be comprised of the baseball commissioner, the division GM, and head coaches.

Section 3

Players will be evaluated at different stations and rated on a scale from 1 to 5. A rating of 3 will be given to a child that possesses skills that the average player in that division demonstrates. Each child's skills can then be rated based on how they perform relative to the average in that league. Final evaluation stations will be developed by the General Managers for that division with approval of the board and should include a station for throwing, pitching, fielding a thrown ball, fielding a ground ball and hitting. Total scores will be used to create balanced teams.

Section 4

Players will be assigned numbers at evaluations, which will be used to track the scores for the team assignment process.

ARTICLE 15 - Draft

Section 1

All teams will be newly drafted each year to create teams that are balanced and fair.

Section 2

Present at the draft shall be:

- 1.1 The Commissioner Baseball/Softball shall oversee the entire draft
- 1.2 The General Managers shall preside over their league draft and provide all draft picks to the Commissioner Baseball/Softball
- 1.3 The Commissioner Baseball/Softball shall obtain and record all draft picks from the General Managers
- 1.4 Coaches and assistant coaches shall select their team draft picks
- 1.5 No player or non-coaching parent may be present at the draft meeting

Section 2

The draft rules committee shall be comprised of the Commissioner Baseball/Softball, Secretary, & President and shall resolve all draft disputes.

Section 3

At the start of the draft meeting the Commissioner Baseball/Softball shall advise all present of draft procedures. The General Manager shall provide each Coach with a draft summary listing the number of players in each age group each team coach must pick. A list will be provided of all player that attended try-outs, player will be listed by age and try-out number.

Section 4

Team assignments will use the following guidelines. In the 1st round the player with the highest evaluation score will be placed on team #1. The player with the second highest evaluation score will be placed on team #2. The 1st round of placement will continue in this manner until a player has been placed on each team. In the 2nd round the reverse order for team assignment will be used. The player with the highest remaining score will be placed on the end number team and placement of players will follow this reverse order until all teams have two players assigned to them. Rounds will alternate in this sequence until all players are assigned. Players with an equal aggregate score shall be drawn from a hat in the appropriate position.

Section 5

Siblings will automatically be placed on the same team unless requested by their parents. If siblings are on different teams after the draft is completed they will be traded for children of equal skills.

Section 6

Any player that did not attend evaluations will have their name placed in a hat to be randomly drawn to complete the teams. If more than one coach present is aware of the talent level of the player that did not attend evaluations a overall number will be assigned to that player. Coach's children that do no attend the evaluation will be given the maximum possible score prior to the start of the draft.

Section 7

Teams shall be formed and coaches will be given the team on which their child was assigned to. Coaches will then trade for players of equal ability to obtain the child of **one** assistant.

ARTICLE 16 - TRAVEL BASEBALL AND SOFTBALL TRYOUTS

Section 1

Travel team tryouts will be conducted in August. Notice will be sent to the Hartland Consolidated Schools and schedule/information posted on the H.A.Y.A.A. website.

Section 2

Travel teams will be selected by the head coach and one assistant coach.

Section 3

A maximum of 2 “non-Hartland” youths will be allowed to play on any Hartland travel team.

Section 4

A common evaluation sheet will be used during the travel tryouts.

Section 5

Youths that tryout for a travel team will be notified of their status with a phone call and/or email.

Section 6

A HAYAA board member will be present at least half of all travel tryouts.