

2008

KEIZER YOUTH SPORTS ASSOCIATION

GENERAL RULES

It is the intent of K.Y.S.A. that these rules shall be renewed annually or until such time that the Board shall change them by a majority vote at any regular board meeting.

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February 7, 2009

1. GENERAL FACILITY RULES

- 1.1. The facility operated by *KYSA* is open at sunrise and closes at sunset except where illuminated by designated sports field lighting.
- 1.2. Organized events require a park reservation.
- 1.3. The possession of alcoholic beverages, firearms, simulated weapons and bows and arrows are strictly prohibited at the facility operated by *KYSA*.
- 1.4. **Horses and other pets are not allowed in the Complex** with the exception of handicap assist animals.
- 1.5. Hitting golf balls, overnight camping, unauthorized dumping and open fires are prohibited.
- 1.6. Bicycles, scooters and skateboards are prohibited within the Complex. (Bicycles may be parked at designated bike rack but not ridden within the park).
- 1.7. Use of any tobacco product (smokeless, also) is prohibited anywhere in the Complex during *K.Y.S.A.* events.
- 1.8. *K.Y.S.A.* will not tolerate any form of harassment or discrimination of persons, or limit participation in its activities, on the basis of disability, race, creed, color, national origin, gender, sexual preference, or religious preference.
- 1.9. *K.Y.S.A.* will not tolerate any form of assault or harassment, verbal or physical, of Umpires.
- 1.10. *K.Y.S.A.* will not tolerate unsportsmanlike conduct.
- 1.11. *K.Y.S.A.* will not tolerate the use of illegal drugs within the park.
- 1.12. Home run derby-type activities, unless sponsored and administered by *K.Y.S.A.*, are prohibited on ALL fields while *K.Y.S.A.* activities are occurring on ANY field.
- 1.13. Foul language is prohibited.

2. PARKING

- 2.1. Parking in emergency vehicle safety lanes is prohibited and is subject to ticketing and/or towing.
- 2.2. Parking is prohibited in reserved and handicapped areas unless proper identification is displayed in your vehicle.
- 2.3. The small parking lot west of the Fieldhouse is for the use of one Manager/Coach per team as a convenience in carrying team equipment. Persons with a valid disable parking sticker are also welcome to use the parking lot.

3. GENERAL SAFETY RULES

3.1. Any injury that requires a level of treatment of ice packs or more must be reported via an Accident Report Form to *KYSA* within 24 hours of the injury.

3.2. All player injuries during games must be noted in the team score book in ink immediately after the occurrence.

3.3. Any player who has to visit a doctor because of an injury is not allowed to participate in future games or practices until released by his/her doctor. Written authorization from the child's physician is required. Parental authorization is not sufficient.

3.4. *K.Y.S.A.* and the City of Keizer are not responsible for injuries or property damage resulting from objects leaving the playing field.

3.5. No player (new or returning) shall be allowed to be evaluated, practice, or play games during any season until a Registration Form and Medical Release is properly completed and signed by a parent or guardian.

3.6 All daily pitch count or inning limits and player pitcher rest requirements in accordance with *K.Y.S.A.* regulations are to be followed without exception.

3.7. No person acting as a representative for *K.Y.S.A.* may give medications or remedies to any child.

3.8. Individuals who witness unsafe practices should report the situation to the League Safety Officer, an available board member, or the Director on Duty.

3.9. All League officials will follow the Communicable Disease Procedures outlined in the safety code of the official *K.Y.S.A.* safety handbook when exposed to a bleeding injury.

3.10. If players change clothes because of blood stains, it is the policy of *K.Y.S.A.* that they are allowed to remain in that game even if their uniform does not match their teammates.

4. RULES OF LEAGUE PARTICIPATION

4.1. Keizer Youth Sports Association Baseball and Softball programs are for player's league age 5-18. Their eligibility for divisions will be determined according to the stipulations set forth in the Operating Manual.

4.2. The Tee ball through Major Baseball participants will be assigned or drafted to play in the first season schedule. The players will be selected from a common pool draft.

K.Y.S.A. 2008 Gen.Rules cont...

4.3. No Major Division Baseball team may draft more than one 9 year-old (see 4.3.1) or have more than six 10, or 11, or 12 year olds at one time on their roster. No Major Division Softball team may draft more than two 9 year olds (see 4.3.1), three 10 year olds, and eight 12 year olds. No team may have more than eight players of any one age on their team at one time.

4.3.1. For a 9 year-old to be eligible for drafting on to a Majors team the following conditions must be met:

4.3.1.1. A written request for consideration must be submitted by the parent.

4.3.1.2. The player must attend 100% of scheduled Majors evaluations.

4.3.1.3. The draft request must be approved by both the Player Agent and the Division Director.

4.4. All 10-16 year old players who are not returning to a Major, Junior or Senior team must participate in at least 50% of the scheduled evaluations for their division to be eligible for that division's draft. If they do not, they cannot be drafted onto a team; the Player Agent will assign them to a team.

4.5. Eligibility for a division's draft does not guarantee placement into that division.

4.6. Softball and Baseball teams shall be given equal emphasis and rights to play.

4.7. Pursuant to *K.Y.S.A.* regulations (c), a reasonable participation fee may be assessed as a parent's obligation to assure the operational continuity of *K.Y.S.A.* Participation fees will be set annually prior to Registration dates by the Board of Directors. A family maximum of three times the normal fees shall not be exceeded.

4.8. Any registration after the final registration date will incur a \$25 late fee. Players who register after the last evaluation for their division are not guaranteed placement to a team.

4.9. Any player who quits *K.Y.S.A.* after the team assignments for any reason may be forced to forfeit any participation fee paid. Refunds will be determined by the League President.

4.10. All teams are required to provide four people to staff the concession stand on assigned dates.

4.11. No person under 14 years of age is allowed to work in the concession stand.

4.12. The home team will always occupy the third base dugout and the visiting team will occupy the first base dugout.

5. LEAGUE MEMBERSHIP

5.1. Regular membership in the league is extended to interested adults who have a sincere interest in the welfare of the League. Individuals become regular members three ways under the *K.Y.S.A.* Constitution:

K.Y.S.A. 2008 Gen.Rules cont...

5.1.1. By Election to the Board of Directors by the general membership at the League's annual meeting.

5.1.2. Through application to manage, coach, umpire or become a volunteer if appointed to such position by the League President and approved by the Board of Directors.

5.1.3. By applying for membership and subsequent election as a regular member by the board.

5.2. Membership applications are accepted by the league from the close of the annual meeting in June through the 1st Tuesday of June the following year. Membership expires at the conclusion of each annual meeting but remains in force until a new board is elected and assumes office (typically October 1st). This extension of membership is in the event a board is not elected in a timely manner to ensure the League's membership is able to meet and elect a new board when circumstances may cause such election to be delayed or challenged.

5.3. The league secretary will maintain a list of all members. A fee of \$5.00 will be charged annually for all members other than those Regular Members defined in the Constitution, which fee has been waived. Failure to pay the annual fee prior to the 1st Tuesday of June will invalidate the membership and the right to vote at the annual meeting.

6. CRIMINAL BACKGROUND CHECKS

6.1. Results of all criminal background checks will be maintained in strict confidentiality by the President.

7. MANAGERS/COACHES

7.1. Manager and coach applications will be reviewed by a Managers Committee consisting of three to five Directors. These recommendations will be provided to the President for his/her appointment consideration and subsequent approval by the Board.

7.2 Managers and coaches will be appointed for a period of one season. No manager or coach is authorized to conduct team events during the period from their last official team activity of the year (game or team party), until they are appointed for a following season, and authorized to proceed with team activities.

7.3 Managers/Coaches are responsible for:

7.3.1. Attendance at all mandatory manager meetings.

7.3.2. Umpiring or providing a volunteer umpire at a minimum number (TBD) of games during regular season.

7.3.3. Attendance to all mandatory coaching clinic(s).

7.3.4 Reading and knowing the *K.Y.S.A.* Local Rules.

7.3.5 Exhibiting good sportsmanship and appropriate decorum at all times. This includes not smoking, using smokeless tobacco, or being under the influence of alcohol or illegal drugs during games, practices or other official *K.Y.S.A.* duties that bring them in contact with players.

K.Y.S.A. 2008 Gen.Rules cont...

7.3.6 Enforcing proper conduct of all team staff, parents and players during games, practices or other team events.

7.3.7 Organizing pre-game field preparation when they are home team. Pre-game field preparation in part includes: lining batter's box, pitching circle (for softball), infield foul lines.

7.3.8 Supplying the official scorekeeper, when they are the home team.

7.3.9. Seeing that they or a coach are present to supervise their team on the field from the point of pre-game warm-ups until the conclusion of the game, as well as from the beginning to the end of all scheduled team practices.

7.3.10. Organizing post-game field clean-up when they are visiting team. Post-game field clean-up includes: raking dirt areas, cleaning debris from dugouts and bleachers, sweeping dugouts and returning all *K.Y.S.A.* equipment to the fieldhouse.

7.3.11 Seeing that all players are in the care of a parent or guardian before leaving the game or practice site.

7.3.12 Turning in any required reports following each game.

7.3.13 Are responsible for all issued equipment and uniforms (specific manager or coach who signed out for the equipment).

7.3.14. Must return all issued equipment and issued returnable uniforms to the equipment director immediately following the team's last game.

7.4. Any approved manager/coach who, without Board-approved cause, relinquishes his/her team forfeits his/her right to manager or coach within that division for the remainder of that season.

8. PLAYER DRAFT

8.1. Players will be notified of their team placement by their respective manager or coach within 48 hours of the draft. AA players will be notified of their team placement by their respective manager or coach within 48 hours after the roster has been set and given to them by the player agent.

8.2. No one other than a managers, board members and league approved returning coaches may attend the draft.

8.3. Drafts shall be conducted in accordance with the rules stipulated in the *K.Y.S.A* Operating Manual.

9. REPLACEMENT PLAYER DRAFT

9.1. All teams from A.A.A. and up are required to maintain 12 members on their roster.

K.Y.S.A. 2008 Gen.Rules cont...

- 9.2. A team manager must notify the Player Agent within two days of knowledge of permanently losing a player (Day 0). This contact must be made before the manager begins searching for a replacement.
- 9.3. If this notification is not made in the required time, the player agent may select any eligible player of their choice to be placed on the team.
- 9.4. The process of searching for replacement is limited strictly to the manager's and coaches' observations of games. Discussion with other teams' managers and coaches is strictly prohibited.
- 9.5. Managers may select only a player who participated in Evaluations or is given a waiver by the respective Baseball or Softball President and Player Agent.
- 9.6. The manager shall submit in writing to the Player Agent the team name and jersey number of his/her top three choices for replacement player prior to Day 12.
- 9.7. No trades will be made after the night of the Draft unless specifically requested by the President.
- 9.8. All contact with the player or parents must be made by the Player Agent only.
- 9.9. All players in AAA are eligible for the Major replacement draft, including option players. If a AAA player is selected as a replacement player for the Major division and declines to move up, he/she shall forfeit eligibility for the Major division for remainder of the current season.
- 9.10. Any player drafted onto a team during the last two weeks of the regularly scheduled season must be redrafted for the following season.
- 9.11. Any violation of these procedures noted above by a team manager **OR** coach shall result in the requested players becoming ineligible for draft to that team as replacements, and will result in an immediate suspension of the offending manager or coach pending review and further action by the League Board.

10. SCOREBOOTHS & SCOREBOARDS

- 10.1. Only scorekeepers and scoreboard operators are allowed in the score booths during games. Other people may only be in the score booth if allowed by the umpire and the scorekeepers. Ultimately, the umpire has the final determination.
- 10.2. Scoreboard controllers may be checked out from their designated storage area. Users must submit a valid driver's license in exchange for the controller
- 10.3. Controllers are assigned by field, and may not be exchanged with other fields. Controllers must be returned immediately after conclusion of the game.

11. SECURITY

11.1. Violators of City Park Regulations or *K.Y.S.A.* regulations may be ejected from the park by League officials. Anyone ejected from a game by an umpire is automatically ejected from the park.

11.2. Persons ejected from the park must immediately and completely leave the park property, including the parking lot. An ejection remains in effect for the remainder of the day at the complex operated by *K.Y.S.A.* or any other site of *K.Y.S.A.* activities. Persons refusing to leave after being ejected may be arrested for trespassing.

11.3. Serious incidents may result in the individual being issued a trespass notice and banned from **ALL** sites of *K.Y.S.A.* activities. Trespass notices shall remain in effect for the remainder of the season, or until otherwise rescinded. Persons returning while a trespass notice is still active will be arrested.

12. PRACTICES

12.1. Teams will not be allowed to practice at the complex operated by *K.Y.S.A.* prior to opening day until the league President has released the fields for practices.

12.2. All preseason, regular season, and subsequent J.B.O games and practices are covered by league insurance and will be governed by league rules.

12.3. Teams **MUST** rake the fields at the complex operated by *KYSA* after practices, except Fields 9 - 12.

12.4. Batting practice against fences using solid balls is strictly prohibited. Only wiffle-type balls may be used. ***All types of batting practice against fences are discouraged.***

12.5. All solid ball batting practice at the complex operated by *K.Y.S.A.* must be in approved dirt home and plate areas.

12.6. All solid ball pitching practice at the complex operated by *K.Y.S.A.* must be in approved pitcher's plate areas except for the outfield of Field 8 as there is no dedicated bullpen.

12.7. Teams violating these practice rules ***MAY BE PROHIBITED*** from using the complex operated by *K.Y.S.A.* for practices for the remainder of the season.

12.8. Teams may begin practicing during Spring Break, however mandatory practices may not begin until the Monday following Spring Break.

12.9. Location of team practices is left up to the discretion of each teams manager. (Fields for practices are available at the following schools: Clear Lake, Cummings, Gubser, Forrest Ridge, Weddle, Claggett and Whiteaker. City parks other than the Keizer Youth Sport Complex may also be used. However they cannot be reserved for *K.Y.S.A.* activities).

12.10. Practice rules apply to both normal practices, as well as pre-game warm-ups.

K.Y.S.A. 2008 Gen.Rules cont...

12.11. Facilities that are not currently bound within *K.Y.S.A.* coverage must be submitted to the *K.Y.S.A.* Board of Directors for approval. Upon approval by the Board and inspection and approval by the League Safety Officer, the *K.Y.S.A.* President will submit the names of the additional facilities to be named on the *K.Y.S.A.* Liability policy.

13. INCLEMENT WEATHER POLICY

13.1. Upon inspection of the complex operated by *K.Y.S.A.* and at no earlier than 4:00 PM weekdays (1 hour prior to game start on weekends) by the Director on Duty, a decision shall be made regarding the playing of games for that day.

13.2. If all fields are "playable", the US flag shall be raised on the flagpole.

13.3. A yellow flag should be displayed on the flag pole if only some fields are playable, or if the decision regarding playability should be delayed until game time.

13.3.1. If the decision regarding playability is delayed until game time, the Director on Duty may declare the field "unplayable" prior to the umpire assuming control of the game.

13.4. If a yellow flag is displayed, public parks and public school grounds may be used for practices, however extreme caution should be exercised when practicing in wet areas.

13.5. If a yellow flag is displayed, no games or practices shall be held on any closed fields.

13.6. Red Flag

13.6.1. If all fields are "unplayable" a red flag shall be raised on the flagpole. The red flag indicates that all *K.Y.S.A.* activities have been suspended for remainder of the day.

13.6.2. No *K.Y.S.A.* sponsored game or practice shall be held anywhere. ONLY EXCEPTION: Dry covered areas and indoor facilities may be used for practices only.

13.7. Any color of flag (excluding red) may be changed at any time prior to 4:00 PM (weekdays). Between 4:00 PM and game time, a red flag will not be changed, but a yellow flag can be "downgraded" to red.

13.8. Once games have started, the umpire in charge of each game shall determine based on field conditions if it should continue.

Section 14 refers to J.B.O. rules and regulations.

15.0 KEIZER YOUTH SPORTS ASSOCIATION FISCAL POLICIES

15.1. All *K.Y.S.A.* funds will be held in accounts approved by the Board of Directors. Valid signatures for the General Checking Account are limited to the President, the Treasurer, and the Secretary. Valid signatures for the Concessions Checking Account are limited to the Concessions Manager(s), the President, the Treasurer, and one other Board Member. The Treasurer shall keep separate sub-accounts to monitor each spending department. (fields, equipment, etc.)

15.2. No member of the Board may act in a capacity as a vendor where they have authority, control or influence over *K.Y.S.A.* purchasing decisions.

15.3. All expenditures must have Board approval if the expenditure amount exceeds the line item budgeted amount.

15.4. A credit card may be issued to the Fields Director for use in the day to day maintenance of fields with a limit of \$500.00.

15.5. Itemized receipts for credit card purchases shall be submitted to the treasurer within 30 days. These receipts must show the store, date, items purchased and price paid. If receipts are not turned in after the 30 day period, the treasurer shall be directed to discontinue the card.

15.6. Concession Purchases

15.6.1. All volunteers serving in the Concession Stand shall be responsible to the *K.Y.S.A.* League Board.

15.6.2. All Registration, Concession Stand, and resale moneys shall be accounted for promptly after each day's close of business. All moneys must be counted by two persons at all times. The Director on Duty shall help with Concession Stand money counting each night. Deposits shall be made nightly, and bank receipt slips shall be attached to the deposit slips.

15.6.3. *K.Y.S.A.* shall open credit accounts with major vendors of concession supplies. With few exceptions, all purchases of concession products shall be made using the credit accounts or the Concessions Checking Account. Concession Stand managers may purchase products on a cash basis in an emergency, and shall be reimbursed immediately. All receipts must be signed by the President, Treasurer, or Secretary before any payment will be made.

15.6.4. The concessions manager shall be responsible for the money counting each night with the Director on Duty present to help. Deposits shall be made nightly, and bank receipt slips shall be attached to the deposit slips.

K.Y.S.A. 2008 Gen.Rules cont...

15.7. Monthly financial statements will be prepared by the accountant and presented to the Board by the Treasurer or President.

15.8 The President shall appoint at least two league members or CPA firm to audit the financial records from the previous fiscal year.

15.9. All records and documentation shall be returned to the *K.Y.S.A.* Field House on or before the date of the final regular board meeting of the fiscal year.

16. PENALTIES

16.1. Managers and Coaches and Volunteers:

16.1.1. Managers and Coaches are expected to follow all rules stipulated in the *K.Y.S.A.* Constitution, Keizer Local Rules and *K.Y.S.A.* Official Regulations and Playing Rules. Should any manager or coach fail to follow these rules, they will be subject to review by the *K.Y.S.A.* Board of Directors. Penalties may include a written warning up to and including suspension or termination from their volunteer position as determined by a majority of the board members present. (Quorum is required)

16.1.2. The Executive Committee may by majority vote temporarily suspend any Manager, Coach or Volunteer without notice, when the conduct of such person is considered detrimental to the best interests of the local league and/or little league baseball. The suspension will remain until proper notice can be given and a Special Board Meeting Called under the terms stated in the *K.Y.S.A.* Constitution, Article III, Section 4.

16.2. Members and Players

16.2.1. Members and Players are expected to follow all rules stipulated in the *K.Y.S.A.* Constitution, *K.Y.S.A.* Bylaws and *K.Y.S.A.* Rule Book. Should any member or player fail to follow these rules, they will be subject to review by the *K.Y.S.A.* Board of Directors. Penalties may include a written warning up to and including suspension or termination from their position as determined by a majority of the board members present. (Quorum is required)

16.2.2. The Executive Committee may by majority vote to temporarily suspend any Member or Player without notice, when the conduct of such person is considered detrimental to the best interests of *K.Y.S.A.*. The suspension will remain until proper notice can be given and a Special Board Meeting Called under the terms stated in the *K.Y.S.A.* Constitution, Article III, Section 4.

16.3. Spectators

16.3.1 See Section 11 in full.