



LIVINGSTON PARKS & RECREATION BY-LAWS

Rev. No.
1
Page
1 of 11

1.0 ORGANIZATION

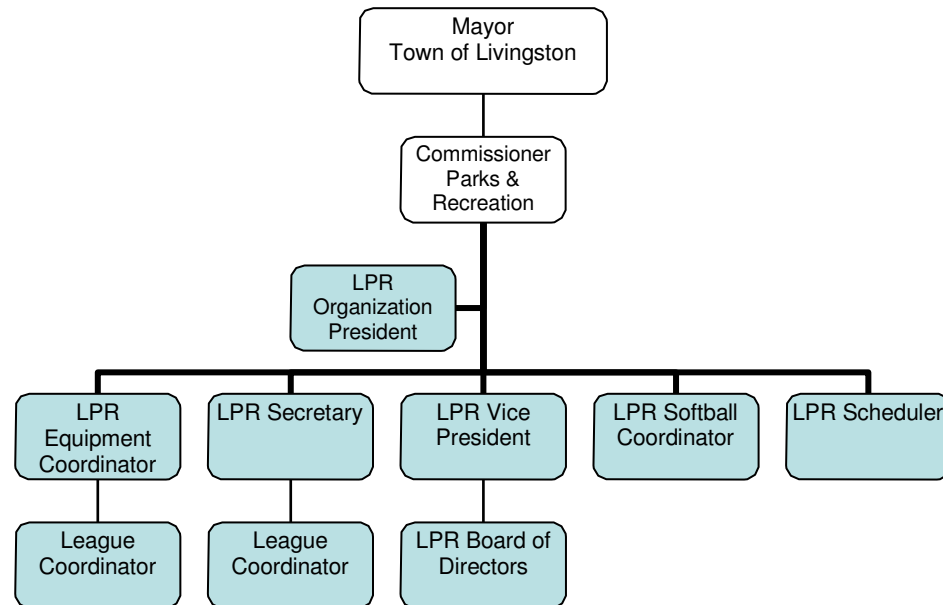
1.1 General

- 1.1.1 The official name of this organization is "Livingston Parks & Recreation" (hereinafter referred to as "LPR").
- 1.1.2 LPR is a non-profit organization sponsored by the Town of Livingston, Louisiana whose purpose is to provide organized recreational activities for residents of the Town and surrounding areas.
- 1.1.3 LPR sponsors the following organized leagues: Baseball League, Softball League, and Basketball League.

1.2 Affiliations

- 1.2.1 LPR sanctions United States Specialty Sports Association (USSSA) for its Baseball League.
- 1.2.2 LPR sanctions **United States Fastpitch Association (ASA)** for its Softball League.
- 1.2.3 LPR does not sanction its Basketball League.

1.3 Organization Chart



2.0 ADMINISTRATION

2.1 Commissioner of Parks & Recreation

- 2.1.1 The Commissioner is appointed by the Mayor and approved by the Town Council as the director of the Town's Parks & Recreation Department.
- 2.1.2 Commissioner shall perform the following duties:
 - a) Management and operation of the Town's Parks & Recreation Department, including park employees, facilities, and equipment
 - b) Overall management and operation of LPR
 - c) Accountable to the Mayor for the budget and operation of LPR



LIVINGSTON PARKS & RECREATION BY-LAWS

Rev. No.
1
Page
2 of 11

2.2 Board of Directors

- 2.2.1 The Board of Directors (hereinafter referred to as the "Board") shall be comprised of seven to eleven members, set by the Commissioner.
- 2.2.2 The Board shall include the following Officers: President, Vice President, and Secretary.
- 2.2.3 Board Members shall perform the following duties:
 - a) Govern overall operation of LPR
 - b) Set policies, goals, and future direction of LPR
 - c) Review and take action on any inappropriate or unethical behavior of League Members
 - d) Perform other duties as assigned by the Commissioner
- 2.2.4 President shall perform the following duties:
 - a) Preside at all Board meetings
 - b) Assume full responsibility for the operation of the local Leagues
 - c) Appoint committees and shall supervise the activity thereof
 - d) Assure that the Leagues adhere to the rules, regulations, policies and codes of conduct adopted by the Board
 - e) Responsible for assuring that the Leagues are properly registered for All-Star play after the regular season
 - f) Accountable to the Commissioner for the operation of LPR
 - g) Perform other duties as assigned by the Commissioner
- 2.2.5 Vice President shall perform the following duties:
 - a) Assume the duties of the President in the absence of the President
 - b) Perform other duties as assigned by the Commissioner or President
- 2.2.6 Secretary shall perform the following duties. If the Secretary cannot attend a meeting, the President should appoint a Board Member to perform these duties for that meeting.
 - a) Record and distribute minutes of the Board meeting
 - b) Give notice of Board meetings
 - c) Handle any official communication of the Board as directed by the President or Vice President
 - d) Perform other duties as assigned by the Commissioner or President

2.3 Selection of Board Members

- 2.3.1 Board Members are appointed by, and serve at the discretion of, the Commissioner.
- 2.3.2 Board Members serve a two year term that expires in August of their second year. Terms may be staggered such that only one-half of the board is up for appointment each year.
- 2.3.3 If a vacancy occurs before the end of the normal term, the Commissioner shall appoint a candidate to fill the empty position. The new Board Member shall serve the remainder of the existing term.

2.4 Election of Officers

- 2.4.1 Officers shall be elected from among the Board Members by a majority vote of the Board at the September annual meeting, and will hold office for one year.
- 2.4.2 Nominations may be made by any Board Member prior to or during the annual meeting.
- 2.4.3 First-time Board members should not hold the office of President or Vice President during their first year.
- 2.4.4 Past officers will serve until their successors have been elected.



LIVINGSTON PARKS & RECREATION BY-LAWS

Rev. No.
1
Page
3 of 11

- 2.4.5 If a vacancy occurs before the end of the normal term of office, the Board shall elect a Board Member to fill the empty position for the remainder of the term. If needed, the Commissioner may appoint someone to fill this position until an election can be arranged.

2.5 Removal of Board Members

- 2.5.1 A Board Member may be removed from office for cause either by a two-thirds majority vote of the remaining Board Members or by the Commissioner.

3.0 COMMITTEES

3.1 Standing Committees

- 3.1.1 Standing Committees include the following:
- a) Baseball League Committee: Operates and manages the Baseball League in accordance with these By-Laws and direction of the Commissioner or President
 - b) Softball League Committee: Operates and manages the Softball League in accordance with these By-Laws and direction of the Commissioner or President
 - c) Basketball League Committee: Operates and manages the Basketball League in accordance with these By-Laws and direction of the Commissioner or President
 - d) Tournament Committee: Operates and manages Tournaments in accordance with these By-Laws and direction of the Commissioner or President
 - e) Concessions: Operates and manages the Concession Stands in accordance with these By-Laws and direction of the Commissioner or President
 - f) Equipment: Manages purchasing, distributing, and collecting League equipment in accordance with these By-Laws and direction of the Commissioner or President
 - g) Fundraising: Manages fund raising activities, as needed
 - h) Public Relations/Social Activities: Manages advertising and planning any social events in accordance with these By-Laws and direction of the Commissioner or President
 - i) Chief of Umpires: Coordinates umpires for games and tournaments in accordance with these By-Laws and direction of the Commissioner or President

3.2 Adhoc Committees

- 3.2.1 Adhoc Committees may be created by the Board as needed for special purposes or to fulfill special needs.

3.3 Committee Leaders

- 3.3.1 Committee Leaders are nominated by the President and approved by the Board.
3.3.2 Committee Leaders serve under the direction of the President.



LIVINGSTON PARKS & RECREATION BY-LAWS

Rev. No.
1
Page
4 of 11

- 3.3.3 The Committee Leader shall assemble a group of individuals comprised of coaches, parents, players, or other interested parties and govern that group to meet the goals for which the committee was comprised.
- 3.3.4 Committee Leaders shall report the progress of each committee at the regularly scheduled Board meetings.

3.4 League Coordinator

- 3.4.1 League Coordinators are appointed by the Commissioner and serve under the direction of the League Committee.
- 3.4.2 League Coordinators shall perform the following duties:
 - a) Manage daily operation of the League
 - b) Schedule League practices and games
 - c) Perform other duties as assigned by the Commissioner, President, or League Committee

4.0 LEAGUE MEMBERSHIP

4.1 League Member

- 4.1.1 A League Member is a Committee Member, League Coordinator, Coach, Assistant Coach, Score Keeper, Team Parent or other Volunteer recognized by the Board who is actively participating in a particular League and in compliance with the objectives and rules of LPR.

4.2 Player

- 4.2.1 A Player is an individual properly registered with the League and assigned to play on a team.
- 4.2.2 All individual players properly registered by the registration deadline will be placed on a regular season team roster regardless of ability or evaluation results.
- 4.2.3 Any player registering after the registration deadline will be placed on a waiting list and may be placed on a team to maintain a balanced level of players.
- 4.2.4 No person shall be disqualified from participation in activities of the League because of race, color, creed, religion, nationality, social status or economic conditions.

4.3 Removal of League Members and Players

- 4.3.1 A League Member or Player may be removed by the Board or Commissioner for cause.

5.0 BUSINESS PROCEDURES

5.1 Board Meetings

- 5.1.1 The Board shall hold an annual meeting in September to elect Officers, appoint committees, and conduct other annual business.
- 5.1.2 The Board should meet at least every other month, or on a frequency determined by the President.



LIVINGSTON PARKS & RECREATION BY-LAWS

Rev. No.
1
Page
5 of 11

5.1.3 The order of business for Board meetings shall be as follows:

- a) Call to Order
- b) Roll Call – Secretary
- c) Reading of minutes of previous meeting
- d) League Needs
- e) Committee Reports
- f) Old Business
- g) New Business
- h) Date selection for next meeting
- i) Open Floor
- j) Adjournment

5.1.4 A majority of Board Members, at least one of which must be the President or Vice President, must be present at all meetings to constitute a quorum and conduct business.

5.1.5 The President may call a special meeting of the Board when business requires or when directed to do so upon written petition sent to the President by two-thirds of the Board Members.

5.1.6 Board Members shall make a concerted effort to attend scheduled meetings. Severe absenteeism by any Board Member shall be grounds for consideration of removal.

5.2 Board Decisions and Votes

5.2.1 All Board decisions require a majority vote by a quorum of Board Members unless specified otherwise in these By-Laws.

5.2.2 The Commissioner does not vote except in case of a tie.

6.0 FEES AND DUES

6.1 Registration Fees

6.1.1 The Board shall annually establish the registration fees for individual players, as well as registration fees for teams, seeking to participate in LPR activities.

6.1.2 When there are more than two players from a family, a reduced registration fee for each additional child may be established by the Board.

6.1.3 The Board may decide how to help players needing assistance with registration fees on an individual basis.

6.2 Dues and Other Fees

6.2.1 The Board may establish membership dues and impose other fees as necessary to operate LPR.

7.0 RULES AND REGULATIONS

7.1 General

7.1.1 The Baseball League shall operate under USSSA rules and regulations except where local LPR rules apply and override them.



LIVINGSTON PARKS & RECREATION BY-LAWS

Rev. No.
1
Page
6 of 11

- 7.1.2 The Softball League shall operate under ASA rules and regulations except where local LPR rules apply and override them.
- 7.1.3 The Basketball League shall operation under LHSAA Junior High rules and regulations except where local LPR rules apply and override them.

7.2 Divisions and Age

- 7.2.1 The Baseball League age is determined by the player's age before May 1 of the current season. Minimum age is 4 and maximum age is **17 (no exceptions)**.
- 7.2.2 The Baseball League includes the following Divisions:
 - a) T-Ball: 5U and 6U
 - b) Coaches Pitch: 7U and 8U
 - c) Baseball: 9U, 10U, 11U, 12U, 13U, 14U, 15U**
- 7.2.3 The Softball League age is determined by the player's age before January 1 of the current season. Minimum age is 4 and maximum age is 18.
- 7.2.4 The Softball League includes the following Divisions:
 - a) T-Ball: 5U and 6U
 - b) Coaches Pitch: 7U and 8U
 - c) Softball/Fastpitch: 10U, 12U, 14U, 16U and 17U**
- 7.2.5 The Basketball League includes the following Divisions:
 - a) Basketball divisions shall be determined by participation of athletes.**
- 7.2.6 Players may "play up" at the discretion of the player's parents. However, if a player "plays up", the player will only be eligible to make the All-Star team in the Division which he/she played during League. For example, if a 10 year old plays up in the 11-12 year old Division during League, he/she cannot drop back down to the 10 year old division for All-Stars.

7.3 Selection of League Coaches and Staff

- 7.3.1 Individuals desiring to be a coach shall submit an application to the League Committee. (The application may consist of a letter or email requesting to be named as a coach.) Applications may be submitted to the League Committee at any time.
- 7.3.2 Upon receipt of the application, each prospective coach shall sign an authorization form allowing LPR to conduct a general background check.
- 7.3.3 The League Committee shall submit a list of coaches to the Board for final approval. Returning Coaches, and those who have completed coaches training, will be given priority consideration.
- 7.3.4 After the draft, each Coach may select the following staff:
 - a) Assistant Coach (for Baseball and Softball Leagues, each Coach may choose a second Assistant Coach)
 - b) Scorekeeper (an assistant coach may serve as a scorekeeper)
 - c) Team Parent to assist with communications and arrangements for the team, and as a contact for distributing information from LPR to the team. The Team Parent's name, address, telephone number and e-mail address must be submitted to the League Committee Leader.
 - d) Volunteer Parents may also help out on the bench and at practice at the discretion of the Coach.



LIVINGSTON PARKS & RECREATION BY-LAWS

Rev. No.
1
Page
7 of 11

7.4 Selection of League Players

- 7.4.1 Players for each team shall be selected by a draft. All new players shall be evaluated and drafted in their first season.
- 7.4.2 The League Committee shall supervise all player evaluations and drafts.
- 7.4.3 Coaches and Assistant Coaches shall coach their child unless otherwise requested.
- 7.4.4 Each team shall have the following number of players on the roster:
 - a) Baseball League: Minimum = 12, Maximum = 13, unless a majority of division Coaches agree to increase the maximum number
 - b) Softball League: Minimum = 12, Maximum = 13, unless a majority of division Coaches agree to increase the maximum number
 - c) Basketball League: Minimum = 6, Maximum = 8, unless a majority of division Coaches agree to increase the maximum number
 - d) A team may have less than the minimum players only by direction of the League Committee.
- 7.4.5 Prior to the start of the draft, all eligible prominent players (All-Stars, pitchers, catchers, point guards, etc.) shall be listed and categorized. A discussion of these players shall take place for the benefit of new coaches entering the division.
- 7.4.6 Any Coach who selects a player, who has immediate family members playing, must select the other family member(s) next round, following the selection of the first, unless a majority of the division coaches agree on a more appropriate round that they should be selected.
- 7.4.7 Any coach who has a child playing and desires him/her to be assigned to their team, must select their child in the first round, unless a majority of the division coaches agree on a more appropriate round that they should be selected. This applies only if the player is new or a "move-up".
- 7.4.8 For Baseball and Softball Leagues only: Each veteran "head coach" may "franchise" two players each season, one of which includes the coach's child.
- 7.4.9 Draft selection order:
 - a) Coaches may draw numbers to decide the selection order they shall have in the draft, or coaches can draft in reverse order to the team's record from the prior year.
 - b) In the odd numbered rounds, coach #1 selects first, #2 selects second, #3 selects third, etc. until all coaches have selected for that round.
 - c) In the even numbered rounds, the last coach selects first, then second to last coach, descending down to coach #1.
 - d) In the final round, if there are fewer players remaining than there are coaches selecting, the first coach to select may draft or opt to pass. This option continues until there are an equal number of players remaining as there are coaches.
- 7.4.10 Final rosters shall be checked by the League Committee to ensure that each conforms to proper ratio of player ages. Once rosters have been approved, they shall be official and no changes shall be made.
- 7.4.11 Players registering after the draft shall be placed on a waiting list. If a number of these players can be added to make the total on each team equal, then a blind draw of all those on the list shall be made and the number needed added to each team. If a team loses a player during the season, the Coach may request someone from the waiting list. A blind draw of those remaining on the list shall be made and the one that is drawn assigned to the team.
- 7.4.12 Immediately upon completion of the draft, trading of players among consenting coaches is allowed, provided that each trade is approved by ALL division coaches.



LIVINGSTON PARKS & RECREATION BY-LAWS

Rev. No.
1
Page
8 of 11

7.5 Regular Season Playoffs

- 7.5.1 The League Committee may choose to conduct playoffs at the end of the regular season.
- 7.5.2 Playoffs shall be a double elimination type of tournament using brackets decided by the League Committee based on the configuration of the League divisions.
- 7.5.3 The playoffs shall be scheduled immediately following completion of the regular season.
- 7.5.4 Seeding for the playoffs shall be based on the regular season's standings.

7.6 Post Season All-Stars

- 7.6.1 Post season All-Star teams exist at the option of the Board to allow for additional play after the regular season and the playoffs.
- 7.6.2 Each team shall consist of a total of one (1) more player than is required on defense, with a maximum of three (3) over the defense for that age division (this is to be decided by the Coach). For example: Coaches Pitch requires 10 players on defense. The Coaches Pitch All-Star team shall consist of a total of 11 players (Coach may decide to draft a maximum of 13 players).
- 7.6.3 All-Star teams represent LPR when playing in tournaments.
- 7.6.4 Tournaments should be identified as soon as possible by the All-Star Coach to allow the League Committee to review the plan for each team's participation.

7.7 Selection of All-Star Coaches

- 7.7.1 The League Committee annually shall set the deadline for submission of applications to coach All-Stars by **May 1st of the current season.**
- 7.7.2 Any coach interested in coaching All-Stars shall submit his application (or letter of intent) to the League Committee by the assigned deadline.
- 7.7.3 The League Committee shall submit a list of All-Star coaches to the Board for final approval.
- 7.7.4 Coaches must coach All-Stars for the same division they coached League unless waived by the Board.
- 7.7.5 An All-Star Coach cannot serve for more than two consecutive years in each division, unless waived by the Board.
- 7.7.6 The All-Star Coach may select the following staff from all coaches and parents for the current season:
 - a) Assistant Coach (for Baseball and Softball, each Coach may choose a second Assistant Coach)
 - b) Scorekeeper (an assistant coach may serve as a scorekeeper)
 - c) Team Parent to assist with communications and arrangements for the team, and as a contact for distributing information from LPR to the team. The Team Parent's name, address, telephone number and e-mail address must be submitted to the Secretary.
 - d) Volunteer Parents may also help out on the bench and at practice at the discretion of the Coach.
- 7.7.7 The All-Star Coach and his staff may stay together and take their team into tournaments through "fall ball" of the current season, in addition to any new teams formed strictly for tournament play in the summer.



LIVINGSTON PARKS & RECREATION BY-LAWS

Rev. No.
1
Page
9 of 11

7.8 Selection of All-Star Players

- 7.8.1 Players who have played in at least 75% of the regular season games are eligible for the All-Star teams, with individual exceptions to be reviewed by the Board.
- 7.8.2 Players chosen must have taken place in the draft procedure at the beginning of the season.
- 7.8.3 Coaches in each division shall review all players, nominate, and vote on players who they think will best represent LPR in the All-Star season.
- 7.8.4 The Head Coach of the All-Star team in each division shall make the final decision regarding the players for that team, pending approval of the League Committee.
- 7.8.5 No player shall be notified of making the All-Star team until the League Committee has reviewed the roster to verify eligibility requirements have been met and has approved the roster.
- 7.8.6 No one other than the All-Star Coaches and the League Committee should discuss the selection of the team until after the players have been notified.

7.9 Removal of Coaches, Staff, and Players

- 7.9.1 A Coach, Staff Member, or Player, for both League and All-Stars, may be removed by the Board or Commissioner for cause. If a Coach is removed, the Board or League Committee shall appoint a new Coach.

7.10 Tournament Participation

- 7.10.1 Teams represent LPR when playing in tournaments.
- 7.10.2 The League Committee must approve any tournament participation.
- 7.10.3 Tournament participation shall be registered with the Board Secretary, including the following:
 - a) Location of tournament
 - b) Place where team is staying
 - c) Emergency phone numbers where Coach/Manager can be reached
- 7.10.4 All hotel expenditures shall be paid for by the parents.
- 7.10.5 Transportation to and from tournaments is the responsibility of the parents or guardians of the players.

7.11 Baseball Local Rules

- 7.11.1 A maximum of three coaches may be on the field at any one time during games.
- 7.11.2 Teams must bat the entire roster during League play.

7.12 Softball Local Rules

- 7.12.1 A maximum of three coaches may be on the field at any one time during games.
- 7.12.2 Teams must bat the entire roster during League play.

7.13 Basketball Local Rules

- 7.13.1 See attached annually.



LIVINGSTON PARKS & RECREATION BY-LAWS

Rev. No.
1
Page
10 of 11

8.0 AMENDMENTS TO BY-LAWS

8.1 Proposal of Amendments

- 8.1.1 Any Board Member may propose amendments to the By-Laws. Amendments must be submitted to the Board in writing and will be discussed at the second regularly scheduled meeting following the request.

8.2 Approval of Amendments

- 8.2.1 An amendment to the By-Laws may be adopted by the Board at the second regularly scheduled meeting following the request.

Note: In the event of a conflict in language between any printed versions of these By-Laws and the *livingstonparks.com* on-line version, the on-line version language shall have priority.



LIVINGSTON PARKS & RECREATION BY-LAWS

Rev. No.
1
Page
11 of 11

REVISION HISTORY

<u>Rev.</u>	<u>Rev. Date</u>	<u>Revised By</u>	<u>Reason for Revision</u>
0	12/12/08	David Bencaz	Replaced existing By-Laws as part of LPR re-organization effort
1	3/23/09	David Bencaz	Changed size of Board from 7 members to 7-11 members. Changed Basketball minimum age from 5 to 4 years old. Changed Basketball divisions from ages to school grades. Added requirement that teams bat entire roster for Baseball/Softball League play.
1	1/30/14	Jason Buchanan Voted unanimous 1/20/14 by LPR board	Changed 1.2.2 LPR sanctions United States Fastpitch Association (USFA) for its Softball League Changed 7.4.6 Immediate family members must be selected in next following round of draft Changed 7.4.7 Any coach who has a child playing and desires him/her to be assigned to their team, must select their child in the first round Changed 7.4.8 For Baseball and Softball Leagues only: Each veteran "head coach" may "franchise" two players each season, one of which includes the coach's child
1	2/15/15	Jason Buchanan Voted unanimous 2/11/15 by LPR board	Changed 1.2.2 LPR sanctions United States Fastpitch Association (ASA) for its Softball League. Changed 7.2.1 The Baseball League age is determined by the player's age before May 1 of the current season. Minimum age is 4 and maximum age is 17 (no exceptions). Changed 7.2.2 c) Baseball 9U,10U,11U,12U,13U,14U,15U Changed 7.2.4 c) Softball/Fastpitch 10U,12U,14U16U,17U Changed 7.2.5 Basketball divisions shall be determined by participation of athletes. Added 7.4.12 Immediately upon completion of the draft, trading of players among consenting coaches is allowed, provided that each trade is approved by <u>ALL</u> of the division coaches. Changed 7.7.1 The League committee shall set the deadline for submission of applications to coach All-Stars by May 1 st of the current season. Changed 7.13.1 See attached annually.