

**SAN MATEO**



**NATIONAL**

# LOCAL BYLAWS & OPERATING RULES

LAST EDITED FEBRUARY 2025

## TABLE OF CONTENTS

| Topic             | Page Number |
|-------------------|-------------|
| Mission Statement | 3           |
| Safety Rules      | 4           |
| Operating Rules   | 7           |
| Code of Conduct   | 8           |

## **MISSION STATEMENT**

San Mateo National Little League (“SMNLL”) is committed to providing the best baseball experience possible for our:

- Players, by teaching the fundamentals of baseball, including skills, teamwork and sportsmanship.
- Families, by providing a safe, positive and fun baseball experience.
- Coaches, by supporting their efforts to provide the highest standard of positive coaching appropriate for each age group.
- Community, by being an active part of San Mateo through its outreach to all families, schools and organizations.

SMNLL is about creating winners, not necessarily reflected on the scoreboard, but from the baseball experience that creates a lifetime of memories.

## SAFETY RULES

These safety rules apply to Wiffle Ball, T-Ball, A, AA, AAA, and Majors competitive divisions. Juniors 80 rules are at the discretion of District 52. These rules are specific safety reminders that include applicable safety rules found in the Official Little League Rule Book as well as City of San Mateo regulations, ordinances, and/or laws.

1. Managers, coaches, and all volunteers involved with SMNLL must register as such in our system, clear a 3<sup>rd</sup> party background check process, and take and complete Concussion Awareness Training (<https://headsap.cdc.gov>). These steps are required prior to interaction with any player.
2. All coaches or designated team safety coordinators<sup>1</sup> must attend an annual league provided Safety Meeting which covers concussion protocols, first aid kit use, and other in-game safety considerations.
3. Medical releases for all active players must be readily available at all games and practices.
4. Individual coaching with a single player shall be done on the assigned practice field or within sight of the manager and team.
5. Parents should be encouraged to provide “safety glasses” for children that wear prescription glasses.
6. Players shall not wear watches, rings, pins, or any jewelry on their arms, legs, or outside of their uniform. Medical bracelets are permitted. Necklaces/chains worn around the neck and tucked under the uniform shirt are permitted.
7. If a player wears a Medical ID, it must be taped.
8. All batters, base runners, player base coaches must wear batting helmets while on the playing field<sup>2</sup>.
9. All players must wear an athletic supporter during games and practices<sup>2</sup>.
10. Catchers must wear long model chest protectors with neck collar, throat guard, shin guards, and a catcher’s helmet with mask<sup>1</sup>.
11. Catchers must wear a mask, throat protector and mask during pitcher warm-ups at practices and games<sup>2</sup>.

---

<sup>1</sup> Team Safety Coordinators must be the team’s Manager or an Assistant Coach <sup>2</sup>  
Does not apply to Whiffle Ball

12. SMNLL uses reduced impact baseballs in lower divisions (Single A, T-Ball). These are distributed to each team along with equipment prior to the start of the season.

---

13. A player suspected of having a concussion or head injury must be removed from the activity and be cleared by a health care provider before returning to baseball activities (CA Law AB25). Parents must also provide written permission for the child to return to baseball activities after suffering a concussion.

14. After tending to the player and parents, the coach should contact the Safety Coordinator(s) if a child is removed from play because of a suspected concussion.

15. Managers and Coaches are instructed in how to prevent concussions during practices and games. The steps to evaluate a child who has just suffered a blow to the head will determine if it is safe to return to the game, needs to sit out of the game, or go to the hospital immediately.

16. Managers and Coaches are encouraged to train players in proper mechanics of the game.

17. Managers and Coaches are to teach infielders to stay out of the base paths and to never throw a ball to someone who doesn't have a glove ready to catch a ball or who is not looking.

### *FIELD*

1. Only the first batter of each half-inning is permitted outside the dugout for "on-deck" warm-ups between half-innings.

2. The playing area should be inspected for holes, damage, glass, and foreign objects prior to practices and games.

3. No games or practices should be held when, in the manager, coach or SMNLL Board Member's opinions, weather or field conditions are not safe.

4. All unsafe conditions must be reported immediately to any SMNLL Board Member, who in turn must immediately report it to the SMNLL Safety Officer for remedial action.

## *EQUIPMENT*

1. Managers must regularly inspect their team's equipment for damage and proper fit. Any broken equipment must be reported to the League Equipment Manager and replaced timely.
2. During games, bats and loose equipment must be kept off the field and stored in the dugout.
3. First Aid kits and ice packs must be available at all games and practices.
4. During sliding practice, bases should not be strapped down.

## *DURING PLAY*

1. Little League rules prohibit fake tags because they can cause injury.
2. Little League rules do not allow headfirst slides when a batter or runner is advancing to a base. Base runners or batters may slide headfirst when returning to a base.
3. Catchers are not allowed to talk to opposing batters during a pitch.
4. No bat boys or other non-playing youths are allowed in the dugout or field during games.
5. Getting hit by a pitch is a common fear and an occasional cause of minor injuries. These problems can be minimized by including a batting practice session on how to turn away from a pitch. Managers and Coaches should also discourage throwing the bat after a hit ball, and dangerous baserunning techniques such as breaking up a double play and intentional interference.
6. Managers and coaches are encouraged to teach catchers how to catch a ball and apply a tag without blocking the plate to prevent collisions at the plate between the catcher and a bae runner.

## *OTHER*

1. No smoking or chewing tobacco on the field or in the dugout.
2. Alcoholic beverages are prohibited in the stands, parking lot, or on the field. Our field permits may be revoked by the City if this rule is not observed.

# OPERATING RULES

## *SMNLL BOARD*

1. The SMNLL Board is comprised of volunteers from the parents and community at large.
2. We strive to be inclusive and approachable and to complete our duties with integrity to the best of our ability.
3. Eligibility and Election:
  - a. Parents or community members are nominated in September and October, generally
  - b. A Board slate is put forward to the general membership for election in November
  - c. Each position is a 1-year term
  - d. All positions have the option of being shared (e.g., “co-secretary”) or split (e.g., Player Agent for Majors/AAA and another for AA/A/T)
4. Organization:
  - a. Executive – President, Vice-President, Secretary, Treasurer, Player Agent<sup>2</sup>
  - b. Administration<sup>3</sup> – Equipment Manager, Safety Coordinator, Player / Coach Development, Umpire Coordinator, Field Coordinator, Special Events Coordinator, Division Coordinators (Whiffle, T-Ball, A, AA, AAA, Majors, Juniors 80)
5. Meetings will be held monthly September – June (or as necessary)
6. All board members are expected to complete “Board Duty” during the season and postseason. Responsibilities include:
  - a. Make sure games start on time and progress smoothly
  - b. Monitor safety and behavior
  - c. Serve as an ambassador for SMNLL (listen to questions & concerns, problemsolve, handle situations, dispute resolution, etc.)
7. The SMNLL Board will strive to make decisions by consensus after through discussion. However, when consensus cannot be reached, majority vote will rule. All Board members are invited to participate in monthly meetings and participate in decisions made in those meetings.
8. Matters of discipline will be handled as outlined in Code of Conduct below.

---

<sup>2</sup> Other Board members may be included in the Executive Board at the President’s discretion.

<sup>3</sup> Administrative positions may be subject to change based on available board members and other factors.

## CODE OF CONDUCT

The SMNLL Code of Conduct applies to Wiffle Ball, T-Ball, A, AA, AAA, Majors and Juniors 80 competitive divisions.

SMNLL's primary objective is to provide a safe environment for our players to develop their skills and allow them to enjoy the game of baseball. All volunteers must be responsible for their behavior and understand their responsibility when working with children and supporting our Little League organization.

San Mateo National Little League has a no tolerance policy for inappropriate behavior. It is the Team Manager's responsibility to manage the behavior of their players, coaches, and spectators.

### *PLAYERS*

- Players will conduct themselves in a respectful and responsible manner.
- Players will honor the game by following the spirit and letter of the rules.
- Players will leave the park cleaner than they found it.

### *MANAGERS AND COACHES*

Managers and Coaches:

- Will conduct themselves in a respectful and responsible manner.
- Will honor the game by following the spirit and letter of the rules.
- Are responsible for the equipment, fields, and children in their care during baseball practices and games.
- Must attend / pass coaches training courses required by the Board.
- Are required to have the following volunteers assigned prior to the start of the regular season (except for Whiffle Ball)
  - o Assistant Coaches – recruit at least two assistant coaches and make sure they are properly badged
  - o Field Prep – recruit a minimum of two volunteers that are responsible for preparing the game field, regardless of being home or visitor.
  - o Score Keeper – recruit one person to regularly keep the team book. Home team for all AA, AAA & Majors teams must keep the “official” book and report score/pitch counts to the division coordinator.
  - o Team Parent – recruit a team administrator (“team parent”) for communication related to team and league events.
- Are responsible for their team volunteers. If these volunteers fail to meet their obligations the Manager must fulfill these roles with other volunteers from his team or perform the duties themselves.
- Are responsible for knowing and following all Little League guidelines and SMNLL local rules.

- Are responsible for ensuring that players and spectators follow the SMNLL Code of Conduct.
- Must complete and pass Little League required background checks and or other required applicable state background check laws.

### *SPECTATORS*

- Spectators are required to participate in a constructive and respectful manner in accordance with Little League guidelines and SMNLL directives.
- It is every spectator's responsibility to:
  - o Cheer positively for players and teams.
  - o Conduct themselves in a manner that promotes respect and good sportsmanship.
  - o Leave the coaching to the Managers and Coaches.
  - o Leaving the officiating to the Umpires.
  - o Leave the resolutions of disputes to the SMNLL Board
  - o Respect the "Quiet Zones" behind the home plate backstop.

### *VIOLATIONS OF THE CODE OF CONDUCT – Player*

SMNLL takes a progressive discipline approach to violations. In the case of any rules or behavior violation by a player, the Board Member on Duty, any Umpire of the game, or the player's Manager/Coach may take immediate action to issue a verbal warning, "bench" the player (Coach decision only for benching), or eject the player from the game, as commensurate with the level of the violation. Following the game, the Board Member, Umpire, Manager/Coach, and/or any Spectator(s) that witnessed the violation will notify the President, Division Coordinator and Player Agent promptly in writing with the facts of the case (who, when, where, what happened, etc.). The President, Division Coordinator, and Player Agent may choose from the following additional penalty options:

- No action – The incident was already handled appropriately and no further consequences apply
- Written warning – no further immediate consequences apply. However, a second written warning for that player within the same season will result in an automatic one (1) game suspension for that player.
- Consideration of Suspension – submit case to Executive Board (see below)

### *VIOLATIONS OF THE CODE OF CONDUCT – Manager/Coach*

SMNLL takes a Progressive Discipline approach to violations. SMNLL also takes manager/coach misbehavior very seriously and expects all managers/coaches to behave as positive role models for the youths participating in SMNLL. In the case of any rules or behavior violation by a coach or a manager, the Board Member on Duty or any Umpire of the game must take immediate action to end the violation. Profanity, verbal or physical abuse, threatening words or actions, or continuous argumentative behavior will all be subject to official verbal

warnings during the game. If a manager/coach receives two (2) official verbal warnings during a game, they are automatically ejected from that game. Following the game, the Board Member on Duty, Umpire, opposing Manager/Coach, and/or Spectator(s) will notify the President, Division Coordinator, and Player Agent promptly in writing with the facts of the case (who, when, where, what happened, etc.). The President, Division Coordinator, and Player Agent may choose from the following additional options:

- No action – The incident was already handled appropriately and no further consequences apply
- Written warning – no further immediate consequences apply. However, a second written warning for that manager/coach within the same season will result in an automatic 1 week suspension for the manager/coach
- Consideration of Suspension – submit case to Executive Board (see below)
- Consideration of Ban – submit case to entire Board (see below)

#### *VIOLATIONS OF THE CODE OF CONDUCT – Parent/Fan/Spectator*

Board members have the authority to remove parents/fans/spectators from the premises if they are creating a situation that violates the Code of Conduct and/or creates an unsafe situation for players and families. Board members have a duty to ensure an environment of safety and sportsmanship. In the case of any rules or behavior violation by a parent, fan or spectator, the Board Member on Duty can take any of the following actions:

- Verbal warning – no further consequences apply
- Request removal from the premises – submit written report to Exec. Board
- Call for a public safety officer
- Consideration of Ban – submit case to entire Board (see below)

#### *CONSIDERATION OF SUSPENSION*

If the situation warrants consideration of suspension, the President will submit the facts of the case in writing to the Executive Board. The Executive Board has no more than 48 hours (or before the next game) to discuss and render a decision. The decision for suspension will be made by the Executive Board plus Division Coordinator specific to the situation. The vote may take place either in person or electronically but must be clear to all those included in the vote. Members of the executive board with personal ties to the issue at hand are encouraged to recuse themselves from the vote. The President or Division Coordinator will promptly notify the person once the decision is made.

NOTE: The SMNLL Board takes the rules regarding player playing time very seriously. Violations of the minimum playing time rules, whether intentional or unintentional, will result in a 1 game suspension of the manager.

#### *CONSIDERATION OF REMOVAL/BAN*

If the situation warrants consideration of removal or ban, the President will submit the facts of the case in writing to the entire SMNLL Board and call an emergency meeting. The Board has no more than 4 days (or before the next game) to discuss and render a decision. The decision for removal/ban will be made by the entire SMNLL Board. The vote must take place in person or over video conference, with no proxy votes. Members of the Board with personal ties to the issue at hand are expected to recuse themselves from the vote. The President will promptly notify the person once the decision is made.

### *EJECTION FROM GAMES*

1. When a manager, coach, parent, spectator, or player is ejected from a game, they must leave the field immediately and take no further part in that game. They may not sit in the stands and may not be recalled.
2. If a player is ejected from a game and a parent is not present, the Board Member on duty or another adult will be assigned to watch the player.
3. In the event a parent, or player is ejected or removed from a game by a Board Member or Umpire, the guidelines for “Violation of Code of Conduct” listed above will be followed.
4. In the case of an ejection or removal from a game of a manager or coach, the guidelines for “Violation of Code of Conduct” listed above will be followed. The recommended disciplinary action will include:
  - a. First offense incidents for Managers or Coaches will result in a minimum two game suspension (to include any practices in between games) and may not be in attendance at the game or practice.
  - b. Second ejection incidents for Managers or Coaches will receive a suspension for the remainder of the season, playoffs, and any post season tournaments.
  - c. The Executive Board can review and recommend additional punishment approved by a majority rule of the Board.
5. If the Coach and/or Manager requests to be reinstated the following season, they must go in front of the entire Board, explain their actions, and explain how similar incidences will not happen again.
6. Refusal to honor the suspension rules and/or attend the Board hearing and the coach and/or manager will be prohibited from managing or coaching for three additional seasons.

### *BOARD MEMBER ON DUTY*

Board Members on Duty have the responsibility to notify the manager of any misbehaved spectator, coach, or player that the manager may not observe during the game.