



LITTLE LEAGUE

PRESIDENT MANUAL

2020 Edition

Information for this manual has been extracted from the Little League Operating Manual, Rule Books, District Administrators Handbook, Western Region Leadership Manual, Player Agent Cookbook and our own District 11 Administration Manual. I would like to thank the staff at Williamsport, and Western Region, Frank Corsaro, and Bill Carter for permission to use information from their publications.

This is a manual that can and should be improved upon. Suggestions, additions or changes should be sent to:

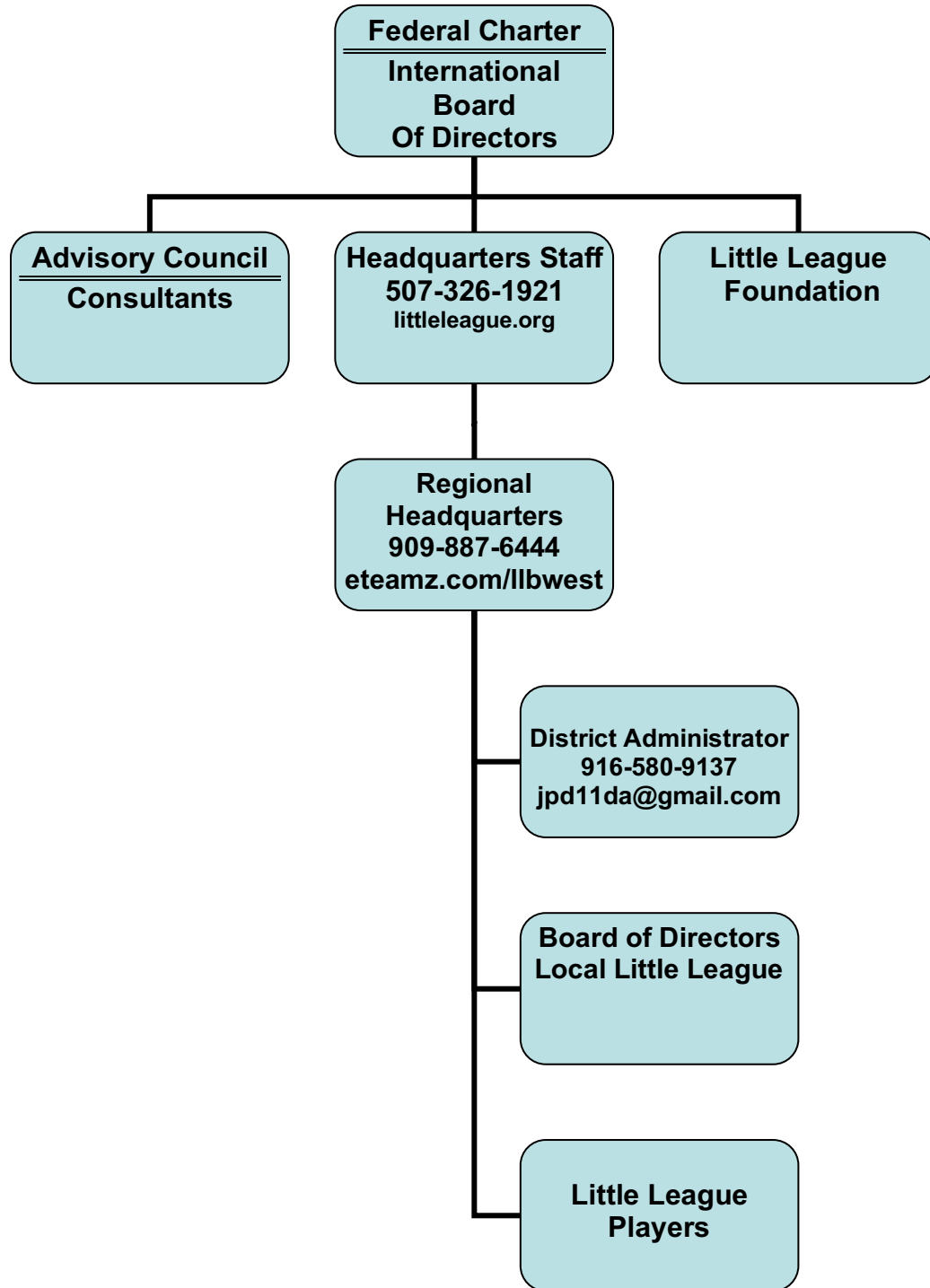
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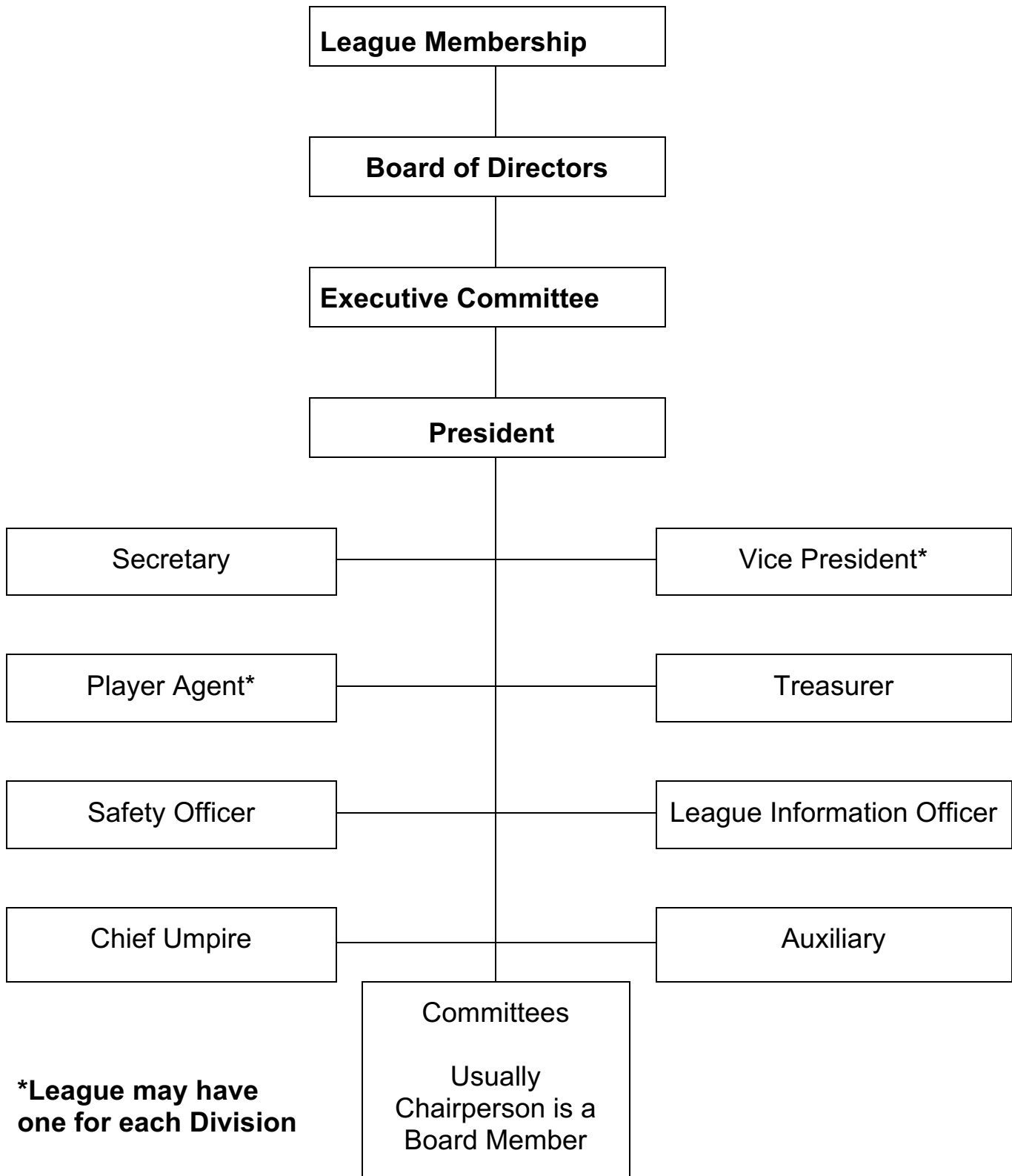
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LITTLE LEAGUE BASEBALL INCORPORATED



Note: For specific contacts at Little League Headquarters go to www.littleleague.org/about/contacts

LOCAL LEAGUE STRUCTURE



I General Information

Objectives of the Little League Program

Better than any other youth sports activity, baseball and softball have become the thread that has sewn together a patchwork of nations and cultures around the world. Children in diverse nations and the US have discovered baseball and softball—Little League Baseball and Softball—are ways to bring their people a sport that mirrors life itself.

Baseball and softball embody the discipline of teamwork. They challenge players towards perfection of physical skills and bring into play the excitement of tactics and strategy. The very nature of baseball and softball also teach that while every player eventually strikes out, or is on a losing team, there is always another chance for success in the next at-bat or game.

Millions of children on six continents and more than 80 countries can attest that baseball, softball and Little League are synonymous. Little League is a heritage to be carried forward proudly in the future by ever increasing waves
Of those devoted to teaching children how to play and enjoy those great games.

Little League is a program of service to youth. It is geared to provide an outlet of healthful activity and training under good leadership in the atmosphere of wholesome community participation. The movement is dedicated to helping children become good and decent citizens. It inspires them with a goal and enriches their lives towards the day when they must take their places in the world. It establishes the values of teamwork, sportsmanship and fair play.

Federal Charter

Little League operates under auspices of the highest recognition that maybe accorded to any such organization by the government of the United States. By virtue of legislation approved unanimously by both the House of Representatives and the Senate and signed into law by President Lyndon B. Johnson on July 16, 1964. Little League has been granted a Congressional Charter of Federal Incorporation. No other sports organization has been so honored by the Federal Government.

Structure

Basically, Little League has three structural components, each dependant upon the other and each vital to the success of the program.

The administrative and service core of the movement is Little League Baseball, Incorporated, a nonprofit membership organization that maintains the international program, with International Headquarters in Williamsport, Pennsylvania. Part of the Headquarters structure includes various Regional Headquarters in the U.S. and throughout the world.

The next component is the District. All the leagues within the District (a geographical area usually encompassing 10-20 leagues) elect a District Administrator (D A). The D.A. and his/her staff serve

as liaisons between the various Regional Headquarters and local Little Leagues. They are usually the most experienced Little League volunteers in the area and are charged with helping to ensure that all the volunteers in their district are well trained and all the leagues are operating within the guidelines set by Little League. The District Administrator does not have the authority to suspend, limit or revoke any rules, regulations or privileges of charter by a local Little League, but may recommend such action to the Charter Committee in Williamsport.

The final, most important component is the local Little League. The league provides its services in the community. It furnishes physical facilities, volunteer services and resources to provide a program for children. Through effective leadership and strong administrative policy at the top level, together with training extensions and adherence to rule and policy at District and local league level, Little League is able to provide liberal benefits to children who participate.

Responsibilities

The President and Board Members should immediately start becoming Knowledgeable of the basic philosophy of the Little League program.

A thorough understanding of the regulations is imperative. The regulations cover the policies, principles and guidelines by which the program is operated. The regulations are found in the front of the Little League Rule Book immediately before the playing rules. Please read and understand them.

There are five basic qualities that describe the effective adult leader:

1. Loyalty to the program and volunteers within the league.
2. Knowledge of the rules, regulations and policies.
3. Courage to accept responsibility.
4. Skill in dealing with youth, Parents, officials, etc.
5. Desire to help our youth.

Note: Effective leadership will depend largely on your ability to:

***** ORGANIZE, MOTIVATE AND DELEGATE ****

Presidents Roster
2019-2020

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Website Links

District 11 Website

<https://district11lb.com>

District 11 Calendar

<https://district11lb.com/calendar>

District 11 Staff

<https://district11lb.com/content/4524/District-Staff>

Little League International

<https://www.littleleague.org>

Western Region

<https://www.littleleague.org/region/west-region/>

Little League International

<https://www.littleleague.org/university/>

Little League Forms Page

<https://www.littleleague.org/forms-publications/>

II Officers, Board Members and Committees

Officers and Board of Directors

Administration

The Management of the property and affairs of the Local League shall be vested in the Board of Directors. The number of Directors shall be not less than five (5) The Directors shall upon election immediately enter upon the performance of their duties and shall **continue in office until their successors shall have been duly elected and seated.**

The board membership shall include the officers (President, one or more Vice Presidents, Secretary, Treasurer, Player Agent(s) and a minimum of one manager and one volunteer umpire. **(Only volunteer umpires may be elected to the Board) The number of managers including minor league representation elected to the board shall not exceed a minority of the total board members.**

The Board of Directors shall have the power to appoint such standing committees, as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meeting and the management of the Local League as it may deem proper. **Note: The “California Brown Act” does not apply nor is it binding to the conduct of local league business.** Any special rules or regulations adopted by the Board of Directors must be submitted to the District Administrator for approval.

The Board shall have the power by a two-thirds vote for those present at any regular or special meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a) of the Local League Constitution.

Duties

- Be acquainted with the objectives and philosophy of Little League Baseball and be able to guide the efforts of league personnel towards those goals.
- Be knowledgeable with the intent of the rules and regulations and be able to interpret them correctly to parents and the public, as well as the league personnel.
- Keep league personnel up to date with current Little League information such as rule changes, tournament plans, etc.
- Plan sufficient meetings with the membership to provide a continuing level of communication and smooth transaction of regular business.
- Program the workload and delegate responsibility so that the burden does not fall on a few individuals.
- Provide for careful screening of managerial candidates before making selection.
- Provide an apprenticeship and training program for managers and coaches whenever possible.
- Be alert for prospective outstanding individuals who would like to serve the league and make a difference. Get them involved in the league processes.
- Make provisions for new personnel to be exposed to training or preparation before they assume an active role in the local league program.

League President

Administration

- Presides at League meeting and assumes full responsibility for the operation of the local league.
- Calls and presides over all special meetings as needed and is a member of all special committees.
- Responsible for conducting the affairs of the local league and for executing the policies established by the Board of Directors.
- Reports on the conditions of the league at the annual meeting and at such other times, as the President or board deems necessary.
- Communicates to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the league.
- Responsible for the conduct of the league in strict conformity to the policies, principals, rules and regulations of Little League Baseball Incorporated, as agreed to under the conditions of the charter issued to the league by that organization.
- Receives all mail, supplies and other communications from Little League Headquarters and the District Administrator.
- Provides the methods to train and teach all league personnel on all phases of rules, regulations and policies of Little League Baseball.
- Becomes the principle contact between the local league organization, the District Administrator and Western Region Headquarters.
- The President is responsible for the above, as well as other things as spelled out in the Local League Constitution and the Rule Book.
- The President may manage, coach or umpire during the regular season. The League President may be eligible for selection by the local league Board of Directors to coach or manage a tournament team, with written permission from their respective District Administrator.

Duties

- Inventory all league equipment and assets and review the previous year's financial statement.
- Review the leagues constitution, upgrade and approve sixty (60) days following the election of officers and submit to Western Region for approval.
- Review the leagues Local Rules and Policies, upgrade and approve prior to the start of your regular season and submit to the District Administrator for approval.
- Submit a proposed budget to the Board of Directors at the first regularly scheduled meeting following the election of officers.
- Establish goals and priorities for the current season with Board of Directors.
- Formulate a calendar of events with timelines together with the Board of Directors watching for conflicting dates with the District and other calendars.
- Appoint appropriate committees and their chairpersons. Suggested Committees:
 - Snack Bar
 - Fund Raising
 - Sponsors
 - Manager Selection
 - Special Auxiliary

- Appoint a protest committee consisting of the President, Player Agent(s) and one or more officers or directors who are not managers. The Umpire-in-Chief may serve on the protest committee.
- Institute a fair method of tryouts that provides for all individual candidates that live within the boundaries of the local league.
- Attend or send a representative to be present at all required district meetings. Participate in the election of the District Administrator.
- Prepare agendas for meetings. (See example next page)
- Work together with the Board of Directors promoting favorable support for the Little League Program.

Suggested Agenda for Normal League Meetings

Order of Business

1. Call Meeting to order.
2. Roll call (show Board Members attending and not attending)
3. Read minutes of previous meeting and approve. (Have copies available for members)
4. Read treasurers report and approve. (Have copies available for members)
5. Read any special reports:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary (correspondence and bills)
6. Standing committee reports.
7. Special committee reports.
8. Unfinished business.
9. Postponed business
10. New business.
11. Announcements.
12. Adjournment.

Cautions and Pitfalls

- Don't try to make all decisions yourself. Delegate responsibility to the appropriate person in charge. Make sure you have enough knowledgeable people on your staff to cover the various programs and committees.
- Do make all of your decisions based on how the end result will affect the majority of children in the league and not how it will affect one single entity or person. You may be criticized for some decisions you make, but if they're made on how it will affect the total, as described above. The outcome will be favorable.
- Don't destroy the chain of command. Your job is too big for you to make every decision. You have good people under you, don't cut them out of the decision-making process. People make mistakes; support them, they will learn.
- Do make sure you cover job responsibilities with all of your people. In order to help you and the league, they need to know exactly what is expected of them. Let them know you are there if needed.
- Don't make decisions or rulings that affect the duties of the people you appoint to run specific programs or their job responsibility. Refer questions to the appropriate person in charge. Help them with the problem, if they need help. This will be a learning experience for all concerned.
- Do recognize your people for the job they are doing. Remember, they are all volunteers like you and a thank you or "pat on the back" is sometimes all that is needed. This is your responsibility!
- Don't let the lines of communication shut down. If you see something going astray, get on it immediately. The problem will not go away by itself and will usually compound and get worse.

Vice President

Administration

- Presides (executive) at meetings in the absent of the President and works with other officers and committee members.
- Is an ex-officio member of any committee so appointed by the President and carries out such duties and assignments as may be delegated by the President.
- Will be responsible and in charge of any player/team divisions in the program so appointed by the President and will work with the Player Agent(s) of that division.
- In most cases will be expected to step into the Presidents position following the year the President steps down.

Duties

- Serves in any position or is responsible for any duty so appointed by the President.
- May manage or coach in the respective division assigned if not serving on the protest committee.

Player Agent

Administration

- Assists the League President in carrying out the important responsibility of establishing and maintaining the eligibility of player personnel. **Remember!** The final responsibility for the qualification of player candidates resides with the President.
- Represents the President in the conduct of the player selection system draft. Maintains complete player records, handles trades and replacements after the draft and establishes eligibility for tournament teams.
- Maintains all team rosters, at player levels approved by the Board of Directors. **(Rosters should stay at the same number of players throughout the league year)** The manager should select replacement of lost players with concurrence of the agent. This should be done within the specified time limit of the local league rules. **(See regulation III (d) LL rule book)** This is important due to the mandatory playing rule for tournament.
- Serves as a voting member of the Board of Directors and the protest committee.

Duties

- Responsible for establishing dates, times and locations for league registration. **Note: Registrations must remain open until each individual has an opportunity to make 50% of the tryouts.** Assists the president in checking birth records and eligibility of each player.
- Advises the President, at the close of registration, the number of teams required to balance the number of players registered. **Note: At this point a waiting list for late registrations will be maintained.**
- Responsible for establishing and notifying candidates of the dates, times and locations of tryouts. **Note: This information should be available at registration.**
- Prepares a list for the managers, prior to the tryouts, with the names and league age of each player returning to their respective teams and those eligible for the tryouts.
- Prepares a list, prior to the player draft, indication players that are qualified to be drafted on major league teams.
- In charge of conducting the league draft and player selections in accordance with the Little League Rule Book.
- Ensure that all players selected in the major draft have attended the minimum number of tryouts.
- Be aware that any player with a physical disability requires a doctors permission slip before participation is allowed.
- Maintains a list of all players qualified but not drafted to major teams.
- Coordinates the transfer of players to or from minor league teams according to provisions in the regulations.
- Coordinates with parents the necessary paperwork when a player's given name is different than that shown on the birth certificate. Little League requires that a notarized affidavit signed by the parents, along with a copy of the birth certificate be sent to the District Administrator.
- Will sit as a Committee Member in a combined league or Inter-league operation, with concurrence of the local Board of Directors.
- Prepares affidavits for all division of all-star for signature by the President. Contacts the District Administrator for affidavit sign off **before** the Tournaments begin.

Safety Officer

Administration

- Assists the President in carrying out the important responsibility of providing a safe environment for all who participate in the local Little League Program.
- Schedules, conducts and coordinates the safety, emergency management, anti-drug, anti-chew and all other safety clinics necessary for training league personnel within the local league.

Duties

- Read and apply the Little League Manual issued to all leagues titled “**Play it Safe**”.
- Design a safety plan in accordance with the ASAP program for the local league eg; locations of telephones, emergency numbers (**police, fire, hospital**) first-aid kits, etc. Plan must be turned into the District NLT February 20th.
- Makes routine safety checks of playing fields, equipment, bleachers, buildings and snack bars for the safe handling of food and drink. Make reports to the Board of Directors when necessary.
- Responsible to make sure that, first-aid kits are available and completely furnished for each team, or available at each snack bar.
- Coordinates with the District Safety Officer to schedule safety clinics for the league.
- Prior to the start of the season, inspects all playing equipment. Removes all questionable equipment and replaces with new or approved equipment. **Note: Make sure all equipment is Little League approved.**
- Serves as a member of the Board of Directors and will assist on any committee so appointed by the President.
- Prepares for the President the annual Safety Report, which is submitted to Little League.

Secretary

Administration

- The secretary assists the League President with the responsibility of administering the league. The League Secretary is directly responsible to the President and is the catalyst between all of the board members.
- The League Secretary is the primary contact for the league membership and is responsible to receive all correspondence and respond to any directive in a timely manner by the President or any Board Member.
- The League Secretary should have average or above communication, organization and written skills.

Duties

- Maintains a register of Members and Directors. **Note: Only members approved by the Board of Directors and Membership are voting members.**
- Maintains and provides monthly, a list to the Board of Directors of regular and new members (volunteers) with applications to be voted on.
- Maintains listings of Officers and Directors. Records minutes of all meetings, (**see next page for example of the structure of minutes**) and is responsible for sending out notices of meetings. Maintains records for all local league activities.

- Handles all correspondence for the Local League and the Board of Directors. Receives all mail from the President and postal box if applicable and handles all transactions expeditiously.
- Updates the constitution and local league policies, when approved by the Board of Directors.
- Makes arrangements and reserves a meeting place for the Board of Directors.
- Enters rosters into the Little League Data Center when received from the Player Agent(s).
- Competes and submits a roster of the Board of Directors and appointed officers to the District Administrator on October 1st. Updates the Board of Directors to the Little League Data Center.
- Updates the league charter and insurance information on the Little League Data Center.
- Orders rulebooks, certificates, pins, patches and other needed materials from Little League Western Regional Headquarters.
- Notifies the local newspaper of any news item when directed by the Board of Directors.
- Will call special meetings when needed or directed by the President or Board of Directors.
- Handles all absentee ballots and the processes for the annual election.
- Notifies Members, Directors, Officers and Committee Members of their election or appointment.

Structure of Minutes

What is included in the minutes?

1. Name of organization.
2. Kind of meeting (regular or special).
3. Date and place of meeting.
4. Takes roll and includes the names of those present.
5. Approval of previous minutes.
6. Approval of Treasurers report. Indicate how given, if verbal transcribe, if written. Place copy in minutes.
7. Records all motions carried or lost. (Omit those withdrawn)
8. Records other items on the agenda and any pending action or completion of the items.
9. Membership applications approved or denied.
10. Any roundtable discussion
11. Adjournment.
12. Signature

Treasurer

Administration

- The Treasurer assists the President with the responsibility of administering the Local League financially and is directly responsible to the President and the Board of Directors. The treasurer assumes all responsibility for the finances of the Local League.
- The Treasurer will perform such duties as directed by the President or Board of Directors and all other duties as are customarily incidental to the office of the Treasurer or may be assigned by the Board of Directors.

Duties

- Receives all money and securities and deposits them in a depository approved by the Board of Directors.
- Keep records for the receipt and disbursement of all money and securities of the Local League including the Auxiliary Committee. Approves all payments from allotted funds and draws checks therefore in agreement with policies established in advance of such actions by the Board of Directors. **Note: All disbursements by check must have dual signatures.**
- Maintains Local league financial records and prepares financial reports for the monthly board meeting.
- Prepares the annual budget under the direction of the President for submission to the Board of Directors at the annual meeting.
- Prepares and submits a declaration of non-profit status to the **Secretary of State of California** each year.
- Prepares and files state and federal non-profit tax statements within the recommended time frames each year.
- Prepares the annual financial report under the direction of the President for submission to the Membership and Board of Directors at the annual meeting.

Coaching Coordinator

Administration

- The Coaching Coordinator represents coaches and managers in the league
- Is responsible for assuring coaches and managers comply with the fundamental skills training requirement as mandated by the league's safety plan

Duties

1. Presents a coach/manager training budget to the board.
2. Gains the funds and support necessary to implement a league wide training program.
3. Orders and distributes training materials to players, coaches and managers
4. Coordinates with the district wide training clinics and coordinates mini-clinics as necessary.
5. Helps to implement the www.littleleaguecoach.org education program each year.

Umpire-in-Chief

Administration

- Serves as a member of the Board of Directors and the Protest Committee
- Must be knowledgeable with the Little League Rules and Regulations. Must have good organizational skills and communications skills.

Duties

1. Selects and recommends for appointment by the President and Board of Directors, all candidates to be umpires within the local league.
2. Responsible for coordination and scheduling umpires for all divisions within the local league.
3. Schedules and conducts rule interpretation and mechanics clinics, for coaches, managers and umpires within the local league.
4. Serves as a member of the local league protest committee (**unless as an umpire in said protest**) and advised the committee on a fair and equitable solution.
5. Responsible for the decorum of the local league umpires while on the field. Approves the umpire dress code and coordinates with the Board of Directors the purchase of uniforms and equipment to provide a consistent uniform dress code.

Note: Paid vs non-paid umpires

It is a fallacy to assume that payment of fees to those who umpire is a guarantee of competency. All other adult service is of a volunteer nature and there is no valid reason to reimburse an umpire for a parallel service. Importantly, such fees imposed a financial strain on the leagues budget. Lawsuits have been filed by paid umpires against leagues in California and workmans' compensation for permanent disability sustained while working as a Little League Umpire have been paid. The courts ruled in favor of the umpire and the league was assessed back taxes for compensation insurance, plus penalties. It is recommended that you use only volunteer umpires. If you use paid umpires, make sure they are self-insured and belong to an association and act on their own as an independent contractor. If you have further questions, contact a local attorney of your choice for advice.

To encourage and stimulate the volunteer status of umpires, District 11 and Little League Baseball maintains the service of an umpire consultant. Manuals and other literature are also available to assist local umpires with training. Additionally, District 11 conducts several clinics annually for the benefit of the local leagues and can be of great benefit.

Little League Auxiliary

(Recommended)

Administration

- The Auxiliary reports directly to the President and Board of Directors. The auxiliary is an integral part of the local league organization and is subordinate to the league in the conduct of all matters.
- The Auxiliary is governed by the Board of Directors of the local league. It functions as a special committee and is responsible to the local league President for the conduct of all its affairs.
- The Auxiliary officers. (Chairperson, secretary and treasurer) are appointed by the Board of Directors of the local league or elected from the general membership of the Auxiliary.
- The Auxiliary Chairperson may appoint as many subcommittee Chairpersons as necessary to operate efficiently.
- The Auxiliary Chairperson holds office on a par with all other local league board members and represents the auxiliary on the board.

Public Relations Committee

Administration

- Responsible for handling public relations with the local news media. The following is a suggested procedure for preparing the local league for the media: **Prepare a listing of every local daily, weekly newspaper and local radio and television stations. Include the name, address and telephone number for the sports editor of each media organization.**
- Make arrangements to meet with each of the media individuals. Explain the objectives and goals of the Local Little League Program. Give them the overall number of programs and participants included in your local league. Share with them the major activities which will need their support and how important the publicity is to promote your program eg: **Registration days and sites, fund raising events, regular season opening dates and schedules, training programs scheduled, method of reporting game results and post season playoffs and tournaments.**
- Establish guidelines with each sports editor or director for the type of input they will need. This would include **number of days in advance for deadlines, format of press release, can they provide photographer, what are the deadlines, how do they want the games results, who would be the permanent contacts.**

Notes: If a bad news story develops give your representative the facts. Do not attempt to conceal that which they can establish for themselves. Stay in the proper “chain of command” don’t go over anyone’s head and stay with the person you established as your contact for any special press releases. Don’t go to another paper or radio station, this will greatly affect your normal relationship.

If an item is headlined “Little League” and your local league is not associated with that particular article, tell them so. Keep your relationship open; it can sometimes save you **BAD PRESS!**

III Administration

League Boundaries

Purpose and Administration

Regulation II guarantees to each league the protection of boundaries for its local league program. This protection assures that no other Little League can enroll players from within its boundaries.

If a Little League has in its area another baseball or softball program, not affiliated with Little League, you have no reason to honor any claim they make to boundaries. Be certain that everyone involved with our league understands this policy. Offer the benefits of your charter to all the youth in your area.

The Little League Data Center maintains maps for all leagues within the district. Contact the District Administrator regarding any problems or possible expansions prior to initiating any changes.

Boundaries may only be changed by submitting a new map to the District Administrator for approval including a physical description of the boundaries, which must be signed by the League President and the League President/s affected by the change if the change involves more than one league's boundaries.

Residence by Definition

It is the policy of Little League Baseball and regulation II states **“each league should determine actual boundaries of the area from within which it shall select players. Only those participants actual residence or physical location of the school where they attend classes is within the boundaries of the league shall be eligible to participate”**. For more information, refer to the Little League Rule Book Residency Regulations.

Throughout the history of Little League, the place of residence of a candidate for entry into a local league has been established as:

- **The place of legal residence of the parents.**
- **The place of residence of the parent having legal custody of the child.**
- **The place of residence of the guardian of the child, as established by a court of jurisdiction.**

Note: In situations where parents are divorced or separated by Court Order, the residence of either party may be considered as legal residence. A player cannot participate in two Little Leagues simultaneously.

The only exception to these requirements of regulation II are conditions described in regulation II (d) and or IV (h). These exceptions do not change the above definitions of how residence is established legally.

In 2014 Little League amended the residency requirements to add an alternate residence. A player will be eligible to play with a league if the physical location of the school where they attend classes is in within the boundaries provided to and approved by Little League Baseball, Incorporated.

School attendance shall be established and supported by a document indicating enrollment in the current academic year, dated prior to October 1st and with the physical location of the school, from ONE of the following categories to determine school attendance by such player:

- Official/Certified school enrollment record
- School issued report card or performance record
- A Little League issued school attendance form completed by the principal, asst. principal or administrator

League Presidents and Player Agent(s) have the responsibility to verify residence for each player candidate in agreement with the above definitions.

Player Registration

Important: This is probably the only time you will have some type of contact with most of the parents. This is your one chance to show the facts that your league is organized. Put your best foot forward and provide as much information to them as possible.

As Part of Registration Consider the Following:

- 1. Original copies of legal birth certificates are a must!**
 - a. Baptismal certificates, (including certificates of blessing, dedication, circumcision, hospital certificates of live birth, ect.) are not acceptable. (See exhibit 1 “Little League Baseball proof of age documents on page 36. The acceptable certificate must have an embossed seal from the county or state. If the certificate is a copy, be sure it has been certified with a stamp and signed, usually in purple ink. Do not accept copies of original certificates not certified.)**
 - b. If the original birth certificate is not available at the time of registration, you may use a copy of the birth certificate. Give the parent or guardian a due date of a month or six weeks to show proof of the original legal document. This is very important; the District will not sign-off any All-Star affidavit without the original or true certified copy of the birth certificate. Keep good records and follow-up.**
 - c. If records cannot be obtained, have the parent or request a “In-lieu-of” form from the District Administrator. (See the in-lieu-of portion on the Little League Baseball Proof of Age Document form on page 37**
- 2. Post a copy of the approved league budget. This will explain where the funds will be spent. This procedure usually answers the questions on why the sign-up fees are so**

high and where the money is spent. Post a copy of the local league calendar showing all events including try-outs, clinics, monthly meetings etc. Hopefully this will encourage your membership to get involved with the league operations. **Make sure the membership knows that everyone is invited to all functions.**

3. Make sure there is someone assigned as a **Membership Chairperson** and have available a volunteer sheet for signing up people registering their children. **All Volunteers must complete a 2019 Volunteer Application Form.**
4. Post a copy of your boundary map. **Do not sign-up any players out of your boundaries unless they qualify for a 11(d) or IV (h) waiver.**
5. Pass out the memo **“What parents should know about Little League insurance”**. A copy of this memo can be found in the insurance section of this manual and can be reproduced by your league locally, to be available at registration.
6. Post try-out dates, times and draft dates. It is a very helpful and will reduce telephone calls if an information sheet is handed out at the time of registration detailing the whole process including when the child will be notified. **(Refer to the “District Player Agents Manual”)**
7. Registration has to remain open until a player has had a chance to attend at least **50%** of your tryouts. If you have two (2) try-outs, you cannot close registration until the end of your second try-out. If you have three (3) try-outs, you cannot close registration until the end of your second try-out.
8. Have handouts with league official’s telephone numbers available.
9. Should your league choose to use an online registration system it is **imperative** that you have a day or days assigned for data collection. It is suggested that these be set up the same day as a regular registration as a “quick access line”. Additional days for this collection of proofs of residency and age can also be established. **This information absolutely must be collected and verified before the player is allowed to try out.**
10. Do not forget to include volunteer applications and requests at these data collection points

RESIDENCY AND SCHOOL ATTENDANCE ELIGIBILITY REQUIREMENTS

Each local Little League determines the actual geographic boundaries of the area from within which it shall select players. These boundaries must be described in detail and shown on a map and dated when making application for a Little League charter. Players will be eligible to play with that league only if they reside or the physical location of the school where they attend classes is within the boundaries provided to and approved by Little League Baseball, Incorporated. **NOTE:** Players who established “residence” or “school attendance” for regular season and/or tournament in a prior season using the Tournament Player Verification form, and can produce the form with proper proofs and signatures, will **NOT** need to complete a new Tournament Player Verification form.

I. A PLAYER WILL BE DEEMED TO RESIDE WITHIN THE LEAGUE BOUNDARIES IF:

- A. His/her parents are living together and are residing within such league boundaries, OR;
- B. Either of the player’s parents (or his/her court-appointed legal guardian) reside within such boundaries. It is unacceptable if a parent moves into a league’s boundaries for the purpose of qualifying for tournament play. As detailed later in these rules, the penalty for violation of this rule may, in Little League Baseball, Incorporated’s discretion, result in the disqualification of a player, team or entire league from regular season and/or tournament play.

“Residence,” “reside,” and “residing” refers to a place of bona fide continuous habitation. A place of residence once established shall not be considered changed unless the parents, parent, or guardian makes a bona fide change of residence.

Residence shall be established and supported by documents containing the full residence which includes parent(s) or guardian(s) name, street address, city, state, and zip code information, dated or in force between February 1, 2018 (previous year) and February 1, 2019 (current year), from one or more documents from each of the three Groups outlined below:

GROUP ONE	GROUP TWO	GROUP THREE
<ol style="list-style-type: none"> 1. Driver’s License 2. School records 3. Vehicle records (i.e., registration, lease, etc.) 4. Employment records 5. Insurance documents 	<ol style="list-style-type: none"> 1. Welfare/child care records 2. Federal records (i.e. Federal Tax, Social Security, etc.) 3. State records 4. Local (municipal) records 5. Support payment records 6. Homeowner or tenant records 7. Military records 	<ol style="list-style-type: none"> 1. Voter’s Registration 2. Utility bills (i.e., gas, electric, water/ sewer, phone, mobile phone, heating, waste disposal) 3. Financial records (i.e. loan, credit, investments, etc.) 4. Medical records 5. Internet, cable, or satellite records

NOTE: Example – Three documents from the same Group (utility bill, cable bill, and bank statement) constitute only ONE document.

Any documents submitted as proof of residence must demonstrate bona fide continuous habitation as determined by Little League Baseball, Incorporated in its sole discretion.

II. A PLAYER WILL BE DEEMED TO ATTEND SCHOOL IN THE BOUNDARIES IF:

- A. The physical location of the school where he/she attends classes is within the boundaries established by the local league. **NOTE:** This excludes home schools, cyber schools, sports-related schools, sports academies, preschools, or after school where a student participates outside of the primary school the player is enrolled.

“School attendance” refers to the (place) physical location the player in question attends school during the traditional academic year. Once established, a location of school attendance shall not be considered changed unless the child is enrolled and attends another school or is no longer enrolled in or attending the previous school.

School attendance shall be established and supported by a document indicating enrollment for the current academic year, dated prior to **October 1, 2018**, and with the physical location of the school, from **ONE of the following categories** to determine school attendance by such player:

1. Official/Certified school enrollment record dated prior to **October 1, 2018**
2. A Little League-issued school attendance form completed by the principal, assistant principal, or administrator authorized to sign on behalf of the school

It is recommended that the league require some proof of residence or school attendance within the league’s boundaries at the time the player registers. Players and their parents/guardians are advised that a false statement of residence or school attendance may lead to ineligibility to play Little League Baseball or Softball. Under **NO** circumstances does **ANY** person have the authority to grant a waiver that allows a child to play in a local Little League program **IN ANY DIVISION**, when that child does not qualify under these

eligibility requirements. Any league who accepts any player outside of its boundaries and fails to properly document compliance with the "Residence and/or School Attendance Player Eligibility Requirement" or obtain a waiver through the Charter Committee may result in the disqualification of a player, team, or entire league from regular season and/or tournament play.

If the claim for residency or school attendance is challenged, the above materials must be submitted to Little League Baseball, Incorporated, with an affidavit of residency or school attendance from the parent(s) or guardian(s). Little League Baseball, Incorporated shall have the right to request additional documentation in support of the claim of residency or school attendance. The parent(s) or legal guardian(s) will be required to provide said documentation to obtain eligibility. Little League Baseball, Incorporated shall decide the issue in its sole discretion, and that decision will be final and binding. Residency or school documents must illustrate that the residence or school attendance (as defined above) was inside the league's boundaries throughout the regular season (as of June 15 of the year in question).

In the case of a Regulation II(d) Waiver Form, or a Regulation IV(h) Waiver Form, the proof of residence for the **FORMER** residence of the parent(s)/guardian(s) or former school that was within the current league's boundaries must be obtained. This proof of residence for the former residence or former school attendance must be supported by the same documentation as noted above.

TOURNAMENT REQUIREMENT FOR NON-CITIZENS:

A participant who is not a citizen of the country in which he/she wishes to play, but meets residency requirements as defined by Little League, may participate in that country if:

1. his/her visa allows that participant to remain in that country for a period of at least one year, or;
2. the prevailing laws allow that participant to remain in that country for at least one year, or;
3. the participant has an established bona fide residence in that country for at least two years prior to the start of the regular season.

Exceptions can only be made by action of the Charter Committee in Williamsport. Any request for a waiver pertaining to the eligibility of a player must be submitted in writing, by the president of the local Little League through the District Administrator, to the respective Regional Director not later than the date prescribed in Regulation IV(j). Requests submitted after that date will not be considered.

PROOF-OF-AGE REQUIREMENTS ACCEPTABLE FORMS OF PROOF OF BIRTH DATE

1. Original proof of age document, if issued by federal, state, or provincial registrars of vital statistics in the country in which the Little Leaguer is participating.
2. If country of participation differs from the country of proof of age document, original proof-of-age document issued by federal, state, or provincial registrars of vital statistics, or local offices thereof, are acceptable proof of age, provided the document was filed, recorded, registered, or issued within one (1) year of the birth of the child.
3. An original document issued by federal, state, or provincial registrars of vital statistics, or local offices thereof, listing the date of birth, with reference to the location and issue date of the original birth certificate, is acceptable. (The original birth certificate referenced must have been filed, recorded, registered, or issued within one (1) year of the birth of the child.) Also issued by these agencies are photocopies of the certificate of live birth with the certification also photocopied, including the signature, and include the seal impressed thereon. Such documents are acceptable without "live" signatures, provided the original filed, recorded, registered, or issued date of the birth certificate was within one (1) year of the date of birth.
4. For children born abroad of a parent or parents who are U.S. citizens, any official government document issued by a U.S. federal agency or service, is acceptable. For military dependents, Department of Defense identification cards and military hospital certificates are acceptable. These must be originals, not copies, and must refer to a filing, recording, registration, or issue date that is within one (1) year of the birth of the child.
5. A "Statement in Lieu of Acceptable Proof of Birth" issued by a District Administrator is acceptable.

NOT ACCEPTABLE AS SOLE PROOF OF BIRTH: Baptismal Certificate; Certificate of Blessing; Certificate of Dedication; Certificate of Circumcision, etc.; Hospital Certificate; photocopied records; passports.

NOTE: Little League International has authorized the Regional Directors for Latin America and Caribbean, Europe and Africa, and Asia-Pacific, to adopt a policy that excludes No. 1 above. Local Little Leagues and districts in those regions will be informed of the regional policy.

HOW TO OBTAIN ACCEPTABLE DOCUMENTS PROVING DATE OF BIRTH

Certified copy-of-birth records may be obtained from the Registrar of Vital Statistics of each state, province, or local office where the child was born. For U.S.-born persons, addresses of these offices or bureaus, fees required, and other pertinent information are supplied by the United States Department of Health and Human Services (National Center for Health Statistics). A database listing the method for obtaining birth records from any U.S. state or territory is available at the following Internet address: → cdc.gov/nchs/w2w.htm

Individual states may also have online instructions on how to obtain "rush" birth records. To find out a state's latest policies regarding birth records, go to the Internet site listed below and type "birth records" into the search field, designate the appropriate state, then **click on "SUBMIT."** → USA.gov

Persons in the U.S. who need a copy of a non-U.S. birth record should contact the Embassy or the nearest Consulate of the country in which the birth occurred. Addresses and telephone numbers for these offices are listed in the U.S. Department of State Publication 7846, "Foreign Consular Offices in the United States," which is available in many local libraries. This information may also be located at the following Internet address [found online](#). Such proof-of-birth records must meet the criteria for acceptable proof listed above.

HOW TO OBTAIN A "STATEMENT IN LIEU OF ACCEPTABLE PROOF OF BIRTH"

When an "Acceptable Proof of Birth" as described previously is not available, then the appropriate number of items in EACH of these FOUR groups are required so that the participant may obtain a "Statement in Lieu of Acceptable Proof of Birth," which is required for such a participant to be eligible for regular season or tournament play:

- Group 1.** Any one (1) of the following, provided the date of birth is listed: a naturalization document issued by the United States Department of Justice; photocopy of birth certificate; original birth certificate or government record of birth if not containing a filing, recording, registration, or issue date within one (1) year of the date of birth; passport; *PLUS...*
- Group 2.** Any two (2) of the following, provided the date of birth is listed: Baptismal Certificate; Certificate of Blessing; Certificate of Dedication; Certificate of Circumcision; or any other religious-related certificate; Hospital Certificate; School Record (must be dated, and date of issue must be at least two years prior to current season); Social Security document; Welfare Department document; adoption record. Any item in this group must be an original document, not a copy; *PLUS...*
- Group 3.** Any two (2) of the following: A written, signed, and notarized statement from
- ... the doctor who delivered the child;
 - ... a hospital administrator where the child was delivered;
 - ... the principal or headmaster of the school the child attends;
 - ... a Social Worker with personal knowledge of the child's date of birth;
 - ... a Priest, Rabbi, Minister, Mullah, or other titled religious figure with personal knowledge of the child's date of birth;
 - ... the child's pediatrician or family doctor.
- NOTE:** In each statement in Group 3, the writer must describe his/her responsibilities or his/her relationship to the child, and must attest to his/her personal knowledge that the child was born on the date claimed; *PLUS...*
- Group 4.** A written, signed, and notarized statement from one or both parents, or the legal guardian (as appointed by a court of jurisdiction), attesting to the date of birth claimed.

The league president will forward the above documentation to the District Administrator (or, if the team is traveling, the Tournament Director). If in the opinion of the District Administrator, such evidence is satisfactory, a "Statement in Lieu of Acceptable Proof of Birth" will be issued. This statement will be considered to be acceptable proof of age from that point forward, throughout the child's Little League experience, provided all the information submitted is accurate. (**NOTE:** If the District Administrator is unable to review the documents, they may be submitted to the appropriate Regional Headquarters.)

NOTE: Situations where players use the name of an adopting family or the name of the family with whom they live, but whose births are recorded under the surname of the natural father or mother, will be handled as follows: The president of the league will obtain from the parents or guardian a document that qualifies under Proof-of-Age Requirements, as well as a copy of the adoption papers (if the player has been legally adopted). If the player was not adopted, a notarized statement from the mother and/or father or legal guardian (as appointed by a court of jurisdiction), saying that the player living under one or the other of their surnames is the same player (for whom the birth certificate was issued) is also required.

These documents will be submitted to the District Administrator. If the documents are found to be acceptable, a "Statement in Lieu of Acceptable Proof of Birth" will be issued and all original documents returned. The information submitted will be kept confidential.



Little League® Volunteer Application - 2020

Do not use forms from past years. Use extra paper to complete if additional space is required.

This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meet the standards of Little League Regulations 1(c)9. **THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP.** Visit LittleLeague.org/localBGcheck for more information.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name First Middle Name or Initial Last Date

Address

City State Zip

Social Security # (mandatory)

Cell Phone Business Phone

Home Phone: E-mail Address:

Date of Birth

Occupation

Employer

Address

Special professional training, skills, hobbies:

Community affiliations (Clubs, Service Organizations, etc.):

Previous volunteer experience (including baseball/softball and year):

1. Do you have children in the program?
If yes, list full name and what level? Yes No
2. Special Certification (CPR, Medical, etc.)? Yes No If yes, list:
3. Do you have a valid driver's license?
Driver's License#: State Yes No
4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?
If yes, describe each in full: Yes No
(If volunteer answered yes to Question 4, the local league must contact the Little League International Security Manager.)
5. Have you ever been convicted of or plead no contest or guilty to any crime(s) if yes, describe each in full: Yes No
(Answering yes to question 5, does not automatically disqualify you as a volunteer.)
6. Do you have any criminal charges pending against you regarding any crime(s)? If yes, describe each in full: Yes No
(Answering yes to question 6, does not automatically disqualify you as a volunteer.)
7. Have you ever been refused participation in any other youth programs? If yes, explain: Yes No

In which of the following would you like to participate? (Check one or more.)

- League Official Umpire Manager Concession Stand
- Coach Field Maintenance Scorekeeper Other

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: LittleLeague.org/BGStateLaws

ASA CONDITION OF VOLUNTEERING. I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature Date

If Minor/Parent Signature Date

Applicant Name (please print or type)

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer on

System(s) used for background check (minimum of one must be checked):
Regulation 1(c)9 Mandates all checks include criminal records and sex offender registry records

* JDP Sex Offender Registry Data and National Criminal Records check, as mandated in the current season's official regulations

***Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.**

Only attach to this application copies of background check reports that reveal convictions of this application.

Volunteer Concepts

As a Volunteer

- **Do I have the time to give?** (There are tasks within the program to meet every commitment. Be specific when accepting and assigning task.)
- **Do I make it a habit to be punctual?** (Some tasks require it; others are more flexible. Make sure all responsibilities are clearly understood.)
- **Do I take responsibility seriously?** (A successful program will mandate this. The children need positive role models.)
- **If I must cancel commitments, do I give a reasonable advance notice?**
- **Do I consistently accomplish tasks assigned to me?** (If you don't, others may have to work harder than they would like. These people are then usually lost to the program in the future.)
- **Do I work well with others?** (Although there are some tasks requiring working alone, most are shared tasks, which require a family type relationship to make the program successful.)
- **Do I adhere to the organization's policies and procedures?** (The current crisis in liability insurance necessitates this from the individual volunteer up to and including the Board of Directors.)
- **Would I receive training for the specific task?** (A job description must be developed for each task and communicated with the volunteer. Supply necessary job training when needed.)
- **Is the program respected in my community?** (Many times, the lack of sufficient volunteer help could be the cause of a perceived lack of respect for the program.)
- **Will I get the respect and acknowledgment from the organization?** (Don't forget that a simple thank you or pat on the back means a great deal and works wonders.)

Volunteer Requirements

All Volunteers

- Starting with the 2007 season, Little League programs nationwide have been required to annually conduct a nation wide background check of: Managers, Coaches, Board of Directors members and any other persons, volunteers or hired workers (includes hired umpires that are not in Little League) who provide regular service to the league and /or have repetitive access to, or contact with, players or teams.
- Also, mandatory will be the Volunteer Application (which can be printed off the Little League web site.
- Failure to complete and submit the forms by those required to do so will result in being barred from involvement in Little League. Failure by the local league to conduct the proper background checks and proper forms may result in suspension of the leagues charter and tournament privileges.

Manager and Coach Selection

Guidelines Used When Selecting

Regulation I (b) The President, with approval of the Board of Directors, shall

appoint all managers, coaches, and umpires annually. **Note: Manager/coach representation on the Board shall not exceed a minority. The local league or Board of Directors cannot change this policy.**

The procedures for selecting managers and coaches must be understood and accepted by all concerned. The policies are:

- There is no seniority or tenure in serving as a manager or coach.
- All regular season appointments expire annually on September 30th.
- The power to appoint all managers and coaches has been granted to the Local League President since the inception of the program.
- The Board of Directors has the right (by vote) to approve or disapprove any appointment made by the President.
- This is an administrative matter and is not subject to intervention by the membership.
- All managers and coaches are directly responsible to the President.
- The President is responsible to the Board of Directors for the actions of all managers and coaches.
- There is no appeal process for reconsideration. A reason for not being selected is not required and should not be given to applicant.
- Selection of managers, coaches and umpires is within the local league jurisdiction and not subject to intervention from District or Region.
- No new coaches shall be appointed until after the draft or player distribution.

Manager and Coach Must

- Reflect an understanding of the age group they supervise.
- Be aware that they are setting an example to the players.
- Cooperate with others in making the program of mutual benefit to all youngsters.
- Show by example that they respect the judgment and the position of authority of the umpire. Instill in their players a respect for the authority of adult leaders in the league.
- Exercise their leadership role adequately but leave the ball game in the hands of the players.
- Provide an opportunity for each youngster to participate.
- Encourage their players at every opportunity.
- Strive to impart as much baseball knowledge as possible to each player, especially concentrating on base running and sliding, which produce the majority of injuries.
- Encourage good health habits, good grooming and care of the uniform and equipment.
- Be instrumental in shaping acceptable behavior patterns whether the team wins or loses.
- Attend Little League sponsored clinics. Learn the rules and regulations and instruct the players.

Note: See manager and coach application form next page.

Manager/Coach Application Form

Please read the managers and coach's commitment statement on the reverse side of this application. No application will be considered unless this commitment has been signed and witnessed.

In completing this application, I am certifying that I am not a user of drugs, nor do I drink to excess. That I have not been convicted of a felony. Further, I state that I am not at this time or have within the past three years been under psychiatric care, the nature of which would affect my relationship with Little League children.

Name _____ Date of Birth _____
(Please print) month/day/year

Address _____ City _____ State _____ Zip _____
Home Phone _____ Business Phone _____

1. Have you ever managed/coached a Little League Team?

Yes ___ No ___ Dates _____ Age Group _____

Where _____

2. Have you ever managed/coached in other organized baseball program? Yes ___ No ___

Where _____ Age Group _____ Sport _____

3. Have you ever managed/coached in other youth sports? Yes ___ No ___ Date _____

Where _____ Age Group _____ Organization _____

4. Have you supervised any other youth activities? Yes ___ No ___ Date _____ Where _____

5. Check baseball programs in which you have participated as a player. Little League _____ College _____ Semi-Pro _____ Pro _____ Youth Softball _____
Adult Softball _____

6. Have you ever received training as a baseball manager/coach? Yes ___ No ___

Where _____ Type of training _____

7. Have you ever umpired in an organized baseball program? Yes ___ No ___ Dates _____

Where _____ What Levels _____

8. If manager/coach positions were not available would you consider umpiring? Yes ___
No ___

9. Would you be willing to assist the league in any other way? Score Keeping _____
Concession Stand _____ Fund Raising _____ Field Maintenance _____ Equipment _____

Manager/Coach Commitment Statement

If appointed as Manager or Coach I Will:

1. Attend league meetings. (Your attendance is important to keep informed. Your ideas are valued and needed to help the league prosper)
2. Spend the time necessary with my team at practices and games> (Recommended practice is a minimum of once per week. Games are generally twice per week. Rainouts, tie or suspended games could mean more than two games per week and could be scheduled on Saturdays, Sundays or Holidays.)
3. Participate in league functions. (City parades, workdays at the fields, fundraisers, promotions, picture day, clinics, safety meeting, drug awareness meetings and other motivational and character-building meetings.)
4. Handle the administrative requirements of the team. (Filling out accurate team rosters, medical release forms, league registration forms, obtaining proper birth records, etc.)
5. Attend league or district coaching, rules and safety clinics. (Be willing to learn more about the game of baseball and how to teach young people the proper and safe way to play the game.)
6. Be responsible for proper safeguarding and use of all equipment, facilities and uniforms.
7. Teach players and parents fair play, good sportsmanship and respect for the opponent and the umpires.
8. Work with all league personnel to benefit the program.
9. Learn and abide by the local league rules, Little League rules and regulations and the ground rules on the field on which my team will be playing.
10. Not use profanity, alcohol, drugs or tobacco while around the team. (These would not be acceptable examples for the young people while representing the Little League Program.)
11. Strive to win but understand that **“Winning isn’t everything.”**

MANAGER/COACH SIGNATURE

DATE

LEAGUE OFFICIAL WITNESS

Coaches Option

A new coach shall not be appointed nor approved until after the draft to avoid “Red Shirting” of players through selective coaching appointments.

A returning coach through the manager may exercise an option in writing through the Player Agent provided.

- The Coach has served as a manager or coach in the league (at any level) for the past two years AND,
- The coach is returning to the same Major League team as last year.

Special considerations which apply

1. If the manager so chooses, the option on son or daughter may be waived.
2. In the event the parent becomes a manager in another league, that parent may not claim the son or daughter.
3. Players are eligible only in the league whose boundaries include the parent-managers home residence.
4. When a vacancy occurs during the playing season, the player selected to fill the vacancy becomes a permanent member of that team, governed by the same regulations as all members of the team selected in the spring drafts.
5. All players, 9-12 years old, including sons/daughters of managers and coaches at the Minor League level are subject to the draft provided they attended the required number of try-outs.
6. Parents of major league players who become managers or coaches after their children have been selected to a major team may not automatically claim their sons or daughters but must trade for them at the proper time.

Scheduling of Games

The regular season must consist of no less than 12 games. Of course, more than 12 is the ideal season. At least two games per week should be the normal schedule. Holidays, bad weather, school activities can play havoc with the schedule. There should be provisions for “rain out dates” when planning the original schedule. **(see regulation VII in the Little League Rule Book.)**

When making up the schedules, keep in mind the District T.O.C. tournaments will start around the 10th of June. **Check your calendars.** Include on the schedules the following information:

- Ground rules, curfews etc.
- How league champions are determined.
- List all special local league rules.
- List the protest committee. (plus, alternates)
- List rainout provisions. **(This could be very important, especially near the end of the season. It is suggested that each game rained out be given a number. On scheduled make up days, those teams with the lowest number are scheduled.**

Some provisions will have to be made for a team that might be involved in the two lowest numbers.)

- List awards and trophies given at the end of the season.
- List telephone numbers of league officials.

Insurance

Little League insurance is a *secondary provided insurance*. The carrier of parents covered by another insurance, becomes the *primary coverage*. If there is no primary coverage, Little League becomes the *primary provider*.

Little League insurance programs available to local leagues have their cost established by each state and consist of the following:

Player Accident

This policy is effective January 1st. of each year or the date the leagues charter is received, whichever date is later. Coverage from this policy includes all players (**after they are registered**) managers, coaches, player agent(s), umpires, safety officers, official scorekeeper, and all other league officials while acting in their official capacities during:

- All scheduled games or practices. Travel in a direct route to and from.
- League officers and umpires are also covered while traveling to or attending clinics sponsored by organizations of Little League Baseball
- Pre-season try-outs, (**all eligible participants are covered**) once the season starts, rosters are used to determine eligibility.

Premium Cost per Team

Regular Season baseball and softball rates per team

(Rates vary each year. Approx. rate charges are listed below)

- Major Little League (9-12) \$30.00
- Minor League (7-12) \$30.00
- Intermediate (11-13) \$60.00
- Junior and Senior League (13-16) \$60.00
- Big League (16-18) \$60.00
- Tee-Ball (5-8) \$30.00
- Challenger (5-19) \$30.00

NOTE: This policy remains in effect through the end of the year. Player accident insurance does not cover any nonofficial coaches. Non-coaches are adults assisting at practices in excess of the number defined in rule (1.01).

Volunteer Workers Accident Insurance

- Effective date same as player's accident insurance.
- Coverage provided for all volunteers performing duties at league practices or playing fields. These include construction and maintenance of fields and buildings, while working in concession stands and other functions not covered above.

Special Events Accident Insurance

- Effective date same as player accident insurance.
- Coverage of special events is such functions as parades, picnics and fund raising projects. Volunteers are covered under this Special Events Coverage for the same duties described in the Volunteer Accident Insurance section.

General Liability Insurance

- Effective date January 1st or date application is received, whichever date is later.
- Coverage terminates automatically on December 31st.
- Coverage protects league including officers, sponsors, coaches, managers, umpires and volunteer worker for damage suits as a result of bodily injury or property damage. It protects a league against lawsuits and will defend it in court. Non-owned or hired autos are not covered.
- Coverage is available for owner of field properties.

Medical Release Forms

- Use medical release form (**see example on page 52**) or contact your local hospital for their requirements, if different than Little League's.
- Make sure each player has a form filled out completely and is kept with the manager at all times. (**Including practices**)

Directors and Officers Legal Liability (Wrongful Act)

- Effective date January 1st. or date application received, whichever is later.
- Coverage terminates automatically on December 31st. **Note!!! Don't let this coverage terminate. No prior claims can be made if insurance terminates.**
- Coverage protects league personnel including officers, board members and volunteers for damage suits as a result of "**wrongful act**". Wrongful Act means any error, misstatement, misleading statement, act, omission, neglect or breach of duty by any league volunteer. It protects a league against lawsuits and will defend it in court.

Crime Insurance Policy

- Effective date January 1st or date application received, whichever is later.
- It protects leagues against a monetary loss caused by dishonesty, disappearance of money, securities, other property, and destruction of money and securities.

Note: Little League insurance does not cover fire damage. Your league should determine if the location in which all the leagues equipment, PA system, etc. Is stored is covered by the city or whomever is responsible for the space used. If not covered, you should apply for this type of coverage from a local agency.

Filing Claims

1. Print or type information
2. Complete **all** portions of the claim forms.
3. Verify league and ID number is correct.
4. Give full description of accident. **What? How? Time and Place be specific.**
5. Indicate position of claimant when injured.
6. Give name, address and insurance carrier of parent.
7. Identify employers of parent and their insurance carrier. **(If both parents are employed, enter for both.)**
8. Bills submitted **must be itemized**, not totaled.
9. On dental claims, advise parents to ask for and fill out major medical form issued by their insurance company. **“Accidental damage to whole, sound, normal teeth as a direct result of accident”** must be stated on claim.

Note: As soon as an accident happens, even though there might not be a claim filed, fill out and send in a copy of the PRELIMINARY ACCIDENT REPORT to the District Safety Officer and Little League Headquarters Williamsport. See examples of the preliminary accident report and insurance claim forms on next page.



Little League® Baseball and Softball M E D I C A L R E L E A S E



NOTE: To be carried by any Regular Season or Tournament Team Manager together with team roster or International Tournament affidavit.

Player: _____ Date of Birth: _____ Gender (M/F): _____

Parent (s)/Guardian Name: _____ Relationship: _____

Parent (s)/Guardian Name: _____ Relationship: _____

Player's Address: _____ City: _____ State/Country: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

PARENT OR LEGAL GUARDIAN AUTHORIZATION: Email: _____

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

Family Physician: _____ Phone: _____

Address: _____ City: _____ State/Country: _____

Hospital Preference: _____

Parent Insurance Co: _____ Policy No.: _____ Group ID#: _____

League Insurance Co: _____ Policy No.: _____ League/Group ID#: _____

If parent(s)/legal guardian cannot be reached in case of emergency, contact:

Name	Phone	Relationship to Player

Name	Phone	Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: _____

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. _____
Authorized Parent/Guardian Signature Date: _____

FOR LEAGUE USE ONLY:

League Name: _____ League ID: _____

Division: _____ Team: _____ Date: _____

WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL.
Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

It is suggested this memo should be reproduced on your letterhead over the signature of your president or safety officer and distributed to the parents of all participants at registration time.

WARNING: protective equipment cannot prevent all injuries a player might receive while participating in Baseball/Softball

What Parents Should Know About Little League Insurance.

The Little League Insurance program is designed to afford protection to all the most economical cost to the local league. It can be used to supplement other insurance carried under a family policy or insurance provided by parent's employer. If there is no other coverage, Little League insurance – which is purchased by the league, not the parent – takes over and provides benefits, after a \$25.00 deductible per claim, for all covered injury treatment costs up to the maximum stated benefits.

This plan makes it possible for Little League to offer unmatched, low-cost protection with assurance to parents that adequate coverage is in force at all times during the season.

If your child sustains a covered injury while taking part in Little League Baseball or Softball, here is how the insurance works:

1. File claim initially under insurance carried by the family: Blue Cross, Blue Shield or any other insurance protection available.
2. Should your family insurance plan not fully cover the injury treatment, the Little League Insurance Policy will help pay the difference, after a \$25 deductible per claim, up to the maximum stated benefits. This includes any deductibles or exclusion in your own insurance.
3. If your child is not covered by any family insurance, the Little League Insurance Policy becomes primary and will provide benefits for all covered injury treatment costs, after a \$25 deductible per claim, up to the maximum benefits of the policy.
4. Treatment of dental injuries can extend beyond the normal 52-week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at time treatment is given, even though it may be some years later. Maximum dollar benefit is \$500 for eligible deferred dental treatment after the normal 52-week period subject to the \$25 per claim deductible.

We hope this brief summary has been helpful in better understanding of an important aspect of the operation of the Little League insurance program.

Activities/Reporting

A Safety Awareness Program's Incident/Injury Tracking Report

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: Male Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

A.) Baseball Softball Challenger TAD

B.) Challenger T-Ball (5-8) Minor (7-12) Major (9-12) Junior (13-14)
 Senior (14-16) Big League (16-18)

C.) Tryout Practice Game Tournament Special Event
 Travel to Travel from Other (Describe): _____

Position/Role of person(s) involved in incident:

D.) Batter Baserunner Pitcher Catcher First Base Second
 Third Short Stop Left Field Center Field Right Field Dugout
 Umpire Coach/Manager Spectator Volunteer Other: _____

Type of injury: _____

Was first aid required? Yes No If yes, what: _____

Was professional medical treatment required? Yes No If yes, what: _____
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:

A.) On Primary Playing Field

Base Path: Running *or* Sliding
 Hit by Ball: Pitched *or* Thrown *or* Batted
 Collision with: Player *or* Structure
 Grounds Defect
 Other: _____

B.) Adjacent to Playing Field

Seating Area
 Parking Area
C.) Concession Area
 Volunteer Worker
 Customer/Bystander

D.) Off Ball Field

Travel:
 Car *or* Bike *or*
 Walking
 League Activity
 Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: _____ Phone Number: (____) _____

Signature: _____ Date: _____

Non-Profit & Incorporation Status

There are several good reasons for a league to file for non-profit incorporation status. One very important reason is that it protects the Board of Directors and Officials within the league from personal financial loss from lawsuits against the local league.

When a lawsuit is filed against the local league, the party with a claim against the local league can only collect from the league and corporation. In a way, this acts as an additional insurance policy for the league.

How to File

1. Contact the Secretary of States' office and request information on filing for non-profit incorporation status. It would be helpful if you have an attorney or certified public accountant in you league guide you through this process.
2. Adopt the sample constitution available from Little League Headquarters. The policies and guidelines as given in this document will qualify the league for incorporation status.
3. Submit the proposed constitution for review and approval to the District Administrator. After a review by the District Administrator, the document will be sent to Western Regional Headquarters for final approval.
4. The approved constitution will be returned to your league. After receiving the approved document, follow the filing process from the Secretary of State. Write a letter of request for non-profit incorporation status and send a copy of the approved constitution and by-laws requesting that your organization be recognized as a non-profit educational entity.

Tax Exemption Status

Employers Tax I.D. Number

You must obtain an Employers I.D. Number (Tax I.D. Number) from the Federal Government before you can even open a business checking account for you league. In order to receive an Employers I.D. Number you must:

1. Contact your nearest government office and obtain a form SS-4 application, Fill out completely and send to the applicable address. You will receive your I.D. number in 3 to 4 weeks.
2. You may also call and request the number over the telephone and send in a written request subsequent to the telephone call.

Federal Tax Exemption

League can receive the Federal Tax Exemption and be covered under the umbrella of the Little League Baseball Federal Tax Exemption Status. This is important so that the local league can file for California State Tax Exemption Status and also that anyone making a donation to the local league may do so and claim their donation as a contribution to a non-profit entity.

In order to obtain you Federal Tax Exemption you must do the following:

1. Your Local league must become affiliated wit Little League Baseball Incorporated and be subject to its general supervision.
2. The local league will adhere to the same accounting period as Little League Baseball Incorporated, October 1st through September 30th. The local league will also submit to headquarters the annual financial information for the league, which includes and income and expense report
3. The local league must provide Little League Headquarters with the local leagues Employers I.D. Number. The local league President must authorize Little League Baseball Incorporated to include the local league under the group exemption by signing a letter of intent (**sample page 58**) and forwarding to Little League Headquarters.

When these actions have been accomplished, the local league will automatically be included in the group exemption status on a continuing basis and must follow the guidelines annually. This action will provide that contributions received by the local league are deductible by the donor. This status may assist the local league to obtain bulk-mailing permits through the Post Office and may assist in qualifying the local league for state sales tax exemption.

State Sales Tax Exemption

State Sales Tax Exemption may be applied for by the local league in the following manner:

1. Contact your nearest office of the State Franchise Tax Board. Request an application for sales tax exemption.
2. Complete the request form in detail, giving the date on incorporation and exemption from federal taxes etc. This form is then mailed to the State Franchise Tax Board for action by the appropriate officials.

Note: Once your exemptions are filed with the state and governments, you must file yearly tax returns. Check with your local agencies for details.

Letter of Intent

Employer Identification Number _____

(Please Print or Type)

President _____

League Name _____

Address _____

City _____

Desires to be included under the group exemption application to be filed by Little League Headquarters on behalf of the chartered local league.

It is the intent of our league to adhere to the guidelines established by the Internal Revenue Service regarding eligibility for inclusion under the group exemption determination. In addition, we will comply in all respects with information requests from Little League Baseball Incorporated to meet eligibility requirement.

Signed _____
President

Date _____

League _____

IV Tournaments

TOURNAMENTS

Tournament of Champions (T.O.C.)

The T.O.C. is a District run tournament and all decisions and protests will be the responsibility of the District Administrator. The decision of the District Administrator is final.

Teams entering the tournament will fill out a T.O.C. tournament affidavit. The manager of the team will give the affidavit to the Tournament Director when attending their first game. All leagues must state on the affidavit their "A" & "B" teams. The "A" team is the team that finished first in regular season league play. The "B" team is the team that finished second. All play-offs to determine each league's first and second place teams are strictly up to each league.

Any league that does not follow the rules and regulations of Little League Baseball during the regular season will have their teams disqualified from the tournament.

Tournament All-Star Selection

The Board of Directors is responsible for the method of selection of all-star candidates utilized within the local league.

The suggested principle is to have all components of a league determine and participate in a fair and democratic selection of the tournament team. This will eliminate many complaints, abuses and pressures, which are directed toward the league president.

The player agent(s) is responsible for providing a list of all eligible players to incorporate on the ballot. They must ascertain eligibility based on age, residence and that the player (any major division) has been a member of a major team for at least **60% of the regular season by the start of tournament play**. Players in the Junior or Senior Divisions playing in high school programs **must have participated in 60% of the regular season scheduled games (once released from the High or Middle School) by the start of tournament play**.

The following suggested groups that should be provided a ballot to select the all-star candidates:

1. Players. (Every player on a major team is entitled to vote)
2. League Officers (President, Vic President, Play Agent, etc.)
3. Team Managers
4. Umpires

Each Ballot counts as one (1) vote for each player selected. Players cannot vote for players on their own team or themselves. The 14 top candidates receiving the most votes become the tournament team, subject to availability, which should be checked prior to any announcement. **It is important not to announce the All-star Players prior to the scheduled announcement date assigned by Little League Baseball (June 1st).** It is suggested that the availability of players be determined before being placed on the all-star ballot.

Selection of All-Star Managers

Selection of the All-Star Manager is very critical to the Little League Program. This person is not only representing the local league, but also the program, possibly all the way to the Little League World Series.

The local league Board of Directors has the responsibility for filling this position. The best person for this position may not be the manager winning the league championship. The decision should be **“who does the local league trust to be completely responsible for the team, and represent the league and the program if fortunate enough to advance through the different levels of the tournament?”** One consideration might be is to select the All-Star Manager and Coach prior to the regular season. Another might be is to let all of the Managers in the league select the representative for Manager and Coach. Another might be that the Board of Directors selects the Manager and Coach. Your league must decide and don't wait until the end of the year to choose a method of selection. The selection process should be in the league local rules and be given out at the beginning of the season.

Remember that before the Board can vote to approve the Tournament Managers and Coaches, the President has to appoint them. The Board cannot vote on anyone who the President has not appointed.

Tournament Administration

- Obtain birth certificate from parents for the all-star player. The birth certificates can be returned to the parents as soon as the affidavit is signed off by the District Administrator or his/her representative. Make copies of the birth certificates and keep them with the affidavits and a map showing the league boundaries and where each player lives. **When returning the birth certificates to the parents have them sign and date a document that they have received their certificate, this will solve lost certificate problems in the future.**
- **Obtain three different pieces of proof of residence or complete the School attendance form. If on waiver, three pieces of proof of residence from the old residence (to validate the waiver).**
- Fill in the affidavit completely (on the Data Center), print it out then make arrangements to meet with the District Representative to have the affidavit signed off. Once signed off, the league should make a copy so the original can stay with the team manager and the copy with the league should the original be lost.

- Complete medical release forms on all players. These forms are to be carried by the manager to all tournament games. (they can be the same ones that were used during the regular season)
- Have a team/parent meeting soon after the team has been selected. Discuss the tournament rules, procedures and the manager coach's philosophy of managing a tournament team. Get a commitment from the players and the parents on their availability for the entire tournament including practices and games.
- Secure fields for regular practice and practice games.
- Distribute tournament schedules to the parent's showings the dates, times and game sites as soon as possible.
- Make arrangements for the all-star team picture. Include the team, manager and coach, president and other deserving personnel.
- There should be NO alternates! Have the names of players in mind who might be needed is a player is lost to the team. The name/s should not be released until the player/s is actually placed on a team.

All-Star Affidavits

The Affidavit must be completed in it's entirety before presented to the Manager for signature. The Player Agent will review and confirm all players' eligibility and then sign it and forward to the President who will do the same. It is important to remember that when the President signs the affidavit, he/she is stating that all players on the affidavit are of proper age, live within the leagues boundaries and have been the indicated team and have played in 60% of the regular season games prior to the start of tournament play. **If a player is found later to be illegal, the team may forfeit games and the player removed from further tournament play.**

The affidavits must be checked and signed by the District Administrator or delegated District Staff Member before the team competes. Dates for the District sign off will be announced at one of the President's meetings and again at the Tournament meeting.

When filling out the affidavit, **type or print the name exactly as shown on the birth certificate. Do not use "nick names" or "AKA names". If the name of the player is different than that on the birth certificate, you must use an "alias form". This form should be filled out in triplicate, signed by the parent or guardian and notarized. You must bring this form with the affidavits to the District Representative. The "alias form" will be attached to the affidavit for the duration of the tournament.**

Note: Even though you have the "alias form" you must still list the players name on the affidavit just as it is on the birth certificate. With the "alias form" the manager may list the players' alias name on the line-up card.

Tournament Equipment

1. Order the all-star uniforms as early as possible. **(Recommend that you order them when ordering you regular season equipment.)** You can distribute them to the players as soon as they're announced.
2. The regular season is usually complete when the all-start tournament begins. Your teams should be equipped with the best equipment available. **Note:** Tournament equipment not meeting standards or damaged equipment will be removed from the tournament.
 - 3 dozen baseball for practice
 - Bats, which are not cracked, dented or marred. (Teams usually don't need many bats, as the players carry their own.)
 - 2 sets of approved catcher's equipment. **(Catchers mask, note: all masks for all levels must have throat protectors)**
 - Catcher's protective cup must be worn at all practices and games.
 - Proper fitting uniforms. (Must have the Little League Patch sewn on). Issue as soon as possible to insure proper fit.)
 - Order league staff shirts if applicable for your league personnel. Managers, Coaches, helpers for the team and tournament staff.
 - Each team must have seven (7) batting helmets. The helmets must be inspected and in good condition.
 - Mark all equipment with a permanent marker to protect players' gloves, caps, bats and other equipment.

Levels of Tournament Play

All levels of play for all divisions are normally double elimination from District to Division level and "pool play" after that. The tournament levels are:

District
Sectional
State (8-10 and 9-11 stop at this level)
Regional
World Series

If you win the District Tournament you will: be given a packet for the next tournament, which will be the section tournament. If the section tournament is held outside of your district, each team will be entitled to travel expenses to and from the section tournament site for each trip. In order for the league to be reimbursed, you must log the round-trip mileage, times and dates traveled and forward the information to the District Administrator as soon as the team is eliminated from the tournament. The section tournaments are usually close enough that one day trips are possible, and lodging is not necessary. A meeting of parents and league officials must be held as soon as possible to discuss the travel arrangements for the team. You may want to ask

your District Administrator or Staff to attend. Other adults in addition to the manager and coach should be required to travel with the team to share responsibilities.

If you win the Sectional Tournament you will: be given a packet for the divisional tournament. There will be a meeting with parents of the team, to discuss travel and lodging arrangements for the team, all parents must attend. The parents, manager and coach are responsible for their own lodging. (Some districts provide lodging for managers and coaches) The league is responsible for expenses including the manager and coach and the team if lodging is not offered or refused. It is recommended that each league establish an escrow account of approximately \$5000.00 to be used for tournament expenses above the district level. A budget item for tournament travel should be established when setting budgets at the beginning of the year.

Be ready to travel directly from the State Tournament to the Regional Rournament.

At the Regional Tournament the team may: be housed. (Except at the Little League level, they will be given housing and meals) A team host will usually be provided by the host region to provide for the team needs. As with the other tournaments the parents are on their own for lodging and meals. There will be several activities planned for the team during the tournament; parents are invited to participate in these activities.

If your team wins the Regional Tournament, there will: be a parent meeting with the Regional Officials. The team will fly directly from the regional tournament to the site where the World Series will be held. The team will be provided the same treatment at the World Series level as they received at the regional level.

Note: In most cases when the team advances through the tournament, the District will have a representative accompany the team.

Requirements for Hosting Tournaments

Prerequisites

1. Hosting league **must** have liability insurance.
2. District tournament guidelines **must** be followed in detail.
3. District tournament forms **must** be turned into the District Rep. After each game.
4. Fields **must** be of regulation size and approved by the District Administrator.
5. Lighted fields are recommended but not mandatory.
6. Pitching mounds **must** be of regulation size and height.
7. Fenced outfields are **mandatory**. Side fencing is recommended.
8. Facilities with adequate parking and seating will get high priority.
9. There **must** be sufficient volunteer workers for field maintenance, snack bar, security, collections, announcing, score keeping, etc.
10. Adequate toilet facilities **must** be provided.
11. Snack bars **must** be opened thirty (30) minutes prior to game time.
12. Water **must** be provided in the dugouts - drinking fountains or water jugs with cups
13. Water as necessary **must** be provided to the umpires on the field.
14. Food and drink **will be** provided to Tournament Umpires, District Staff and Tournament Directors assigned to the games that day.

Site Selection

In February, each league will be offered the opportunity to request hosting various levels of tournaments. Tournaments available for the local leagues to bid for are:

- 9-10-year-old Baseball/Softball
- 10/11-year-old Baseball/Softball
- Little League Baseball/Softball
- Intermediate League Baseball/Softball
- Junior League Baseball/Softball
- Senior League Baseball/Softball

Annually the District Administrator attends a Section Meeting. Tournaments above the District level are available to bid on at the meeting. Based on what the local leagues request, the district will attempt to capture that tournament. State Tournaments are given out on a rotational basis and the DA will announce when we are eligible for one.

There are several advantages for leagues to host tournaments. They are:

- Extra revenue from the snack bar and collections.
- The home team does not travel to other sites.
- Visibility by other leagues of your program.
- Publicity from the media.
- Good public relations for the community.

Some things to consider are cost and manpower. Tournaments are great fun and a lot of work, but with enough help, you will be rewarded for the good times had by all!

V Winter Ball

Training and Development (*Second Season*)

Benefits

- The second season offers another sports program during the fall in addition to soccer and basketball.
- Programs will be conducted informally with training and instruction in a relaxed atmosphere.
- The training and development program can be conducted indoors.
- Provides an excellent opportunity to offer other Little League Programs such as the Challenger Program, Coach-pitch, or Machine-pitch. (with approval of the District Administrator and Regional Director)
- Local Leagues are granted the option and flexibility to determine assignments of players to a division based on current or next year's age level.
- Enables youngsters to make a smoother transition from Little League to Junior League.
- Great way to recruit both parents and additional volunteer help for the league next season. Good public awareness is developed.
- Playing fields are usually more available during the late summer and early winter months. In addition, it is a great time upgrade and work on playing fields.

Administration

- Each league **need not** charter for the Second Season. It is recommended that leagues have their sign-up's completed by late June or early July.
- If not already done, complete the necessary inter-league forms on the Little League Data Center if you are inter-leaguering with another league. This must be done before the Second Season games start to ensure that players are insured adequately.
- Any questions at all regarding the Training and Development program should be directed to the appropriate District Representative.

VI Evaluations

Evaluations

Board of Directors

To evaluate your effectiveness as a league officer or director, ask yourselves the following questions. Do I/WE:

1. Plan sufficient meetings to provide a continuing level of communication and the transaction of regular business?
2. Give proper notification to the public for league meetings?
3. Use parliamentary procedures when conducting meetings?

4. Appoint a nominating committee and hold an annual meeting for the purpose of electing new officers?
5. Complete all Little League business promptly and turn in the necessary paperwork on time, such as charters, team rosters and all district requirements?
6. Follow all rules and regulations of Little League Baseball?
7. Have the necessary insurance policies in force prior to any league activities?
8. Follow the draft/auction player selection system recommended by Little League?
9. Develop local league rules and procedures prior to the draft and regular season and avoid making or changing procedures once the season has started?
10. Make use of Little League expertise available through the district and region. Such as clinics, workshops, etc.?
11. Program the workload and delegate responsibility so the burden of effort does not fall on a few individuals?
12. Carefully screen the managerial candidates, by using the suggested manager form.
13. Institute a fair method of tryouts and balance out the teams to have equal parity?
14. Attend or have representation at district meetings.
15. Work together for the benefit of the league?
16. Help other board members as necessary to complete their responsibility?
17. Approach responsibility with the attitude of duty and commitment?
18. Stand up for my convictions, even at the cost of a misunderstanding with a board member or parent?
19. Back up my fellow board members and rising to their defense when they are unjustly criticized or attacked?
20. Avoid being run over or bullied by others on the board regardless of their status on the board, professional and social life?
21. Welcome information and the best available advice and reserve the right to make decisions based on my best judgment?
22. Respect the right of other board members to disagree with me and listen to the viewpoint of others?
23. Accept as routine that decisions must be by a majority vote and I will at times go against them?
24. Criticize when necessary in a constructive way, while offering alternative suggestions?
25. Recognize that my time and energy are limited, and that over commitment may prove self-defeating?
26. Endeavor to keep disagreements and controversies impersonal and try to keep and promote unity?
27. Maintain loyalty to the league while maintaining the same loyalty to the welfare of the community as a whole?

VII Role of District Administrator

Role of District Administrator

Since 1955, Little League Baseball has made it possible for leagues to elect a District Administrator once every three years.

This was a step towards effecting better service to the leagues through better communication. The District Administrator is responsible to the leagues in the District to:

- Acquaint them with information from Headquarters
- Assist them in settling problems
- Review with them proposed constitution and local rules amendments.
- Report on business of the congress and interpreting adopted changes.
- Run the regular business of the district.
- Hold regular meetings with the presidents.
- Conduct the election in the district.
- Assist in the organization and counseling of new leagues.
- Offer district clinics such as rules, administrative, managing, etc.
- Appoint qualified Assistant Administrators and Umpire Consultants.
- Maintain league boundaries and maps.
- Attend all District, Regional and State meetings.
- Attend section meetings.
- Review field sites for tournament use.
- Appoint Tournament Directors for all tournaments.
- Prepare tournament schedules and send to Western Region for approval.
- Provide leagues with the annual district budget and financial reports.

The District Administrator must be well informed on policies, rules, regulations and other pertinent information.

The local leagues and Board of Directors must have the opportunity to resolve all problems before bringing in the District Administrator. The position of the District Administrator is best utilized for review of decisions made. The District Administrator is the next level of appeal on board rulings and protests. The District Administrator holds a position of trust and responsibility and must be experienced and familiar with all areas of the Little League program and leagues within the district.

VIII League Calendar

League Calendar

The calendar is a very important part of organizing your league. Dates may be changed, and agenda items added to represent your own leagues normal scheduling of events. Use your calendar as a self-check for the Board of Directors and a reminder of future events.

The following is an example of what your local league calendar might include. Use it as a guide to formulate your own calendar.

August

- Publish the annual financial report for the league and present to the new board and membership for their approval by September 30.
- Prepare and make necessary changes to the Constitution and By-Laws to be voted on by the board and membership at the annual election. **(Work with the incoming board of Directors.)**
- Prepare for the annual election of the Board of Directors, if not already done.

Typical Local League Organization

Elected officers:

Secretary
Player Agent
Chief Umpire

Vice President
Treasure
Safety Officer

Elected or appointed:

Challenger Representative
Manager Representative
Minor League Representative
Farm League Representative
Player Agent (6-12 year)
Big League Representative

Auxiliary Chairman
Committees
Tee-Ball Representative
Major League Representative
Player Agent (13-18 year)
Registrar

Note: At no time may a majority of Board Members be Managers or Coaches.

September

- Annual election of the Board of Directors. **Note: It is suggested that 50% of the board serve for two years to provide continuity. Members of the league in good standing are the only people eligible to be elected for Board positions. To become a member of the league, you must be a volunteer, helping the league at no cost and be approved by the Board of Directors and recorded by the Secretary.**
- Vote on any Constitution and Local League Policy changes. Forward to the Western Region for approval. **(Due by January 31)**
- Vote on and approve outstanding membership applications and establish a policy on requirements for membership

- Schedule a two-hour administrative clinic, to train league officials within the local league. **(Sept. thru Dec.)**
- Consider expanding your program to include: Softball, Junior, Senior and Challenger Programs. If you do not have sufficient teams or players to form divisions within you league, contact adjoining leagues and combine or inter-league with them. This action must be approved by the District Administrator.
- Appoint you Inter-League Representatives.
- Consider forming a new league. **(This must be done when any Major Division exceeds ten teams,**
- Consider reorganizing to a Divisional Format. **(This can be done when any Major Division exceeds ten teams.**
- Initiate a Tee-Ball Program. This is a good source for volunteers for your future program.
- Consider hosting higher-level tournaments, Sectional, State and Regional. Set up a committee and schedule a meeting with the District Administrator to obtain requirements and schedules.
- Vote on and approve outstanding membership applications

October

- Annual District Board of Directors Meeting. Check you district calendar for dates, President and Vice President should attend.
- Review boundary maps and forward to the District Administrator for approval.
- Prepare your local league calendar for the ensuing year. Some suggested critical activities are:

Registration	Try-outs (all divisions)
Drafts (all divisions)	Picture Day
Fund Raisers	Umpire Clinics
Safety Clinics	Manager Clinics
Board Meeting Dates	Opening Day Ceremonies
Closing Day Ceremonies	League Election

Note: Don't forget to merge critical dates from the district calendar with you calendar.

- Prepare a yearly budget for approval at the November meeting.
- Establish registration fees.
- Establish fence sign and sponsor fees.
- Report due from Field Maintenance Committee with estimate for yearly expenses.
- Review assets and inventory equipment for usability or replacement.
- Sponsor Committee should be starting to obtain sponsors for the new season.
- Appoint committees, suggested committees might be:

Finance	Parent Auxiliary
Membership	Protest
Field Development	Equipment
Publicity	Insurance
Sponsorship	Snack bar
Team Pictures	Special Events
Opening Day	Closing Day

November

- District Vendors Fair and Board Training. League Charters will be completed.
- Apply for incorporation and tax exemption if applicable.
- You may want to hold early sign-ups this month, either in person or by mail.
- Approve your local league budget.
- Vote on and approve membership applications.
- Update local league calendar.
- All committee reports due this month, confirm all critical dates with district calendar.

December

- District President and Player Agent Seminar this month. Check for dates, times and locations.
- Develop Inter-league Committees this month. **Contact your District Representative for assistance.**
- Submit Charters and Insurance forms if not already done.
- Order equipment and uniforms. **You may save money by ordering early.**
- Receive all reports due from committees. Confirm all critical dates with district calendar.
- Initiate planning for registration.
- Update local league calendar.
- Vote on and approve membership unfinished business.

January

- Presidents and Player Agents meet with District this month; check the district calendar for dates.
- Constitution and By-laws due to Western Region this month.
- Review committee reports due, Confirm critical dates with district calendar
- Schedule and reserve locations for rule clinics. They can be scheduled for a Saturday, full day. Or several nights during the week to complete necessary information. Call on the District Umpire Chief if you need assistance on any clinics.
- Vote on and approve membership applications.
- Update your local league calendar.
- District Safety Officers meeting this month; check your district calendar for dates.
- Vote on and approve outstanding membership applications.
- Registration begins this month.
- Order rulebooks, operating manuals, certificates and patches, etc. From Western Region Headquarters.
- Requests due for Adult Pitch and Machine Pitch this month.
- Try-outs may begin if all accident premiums are paid.
- League Safety Officer should be active at this time. Items to be checked are: Playing equipment, Snack bars, bleachers, first-aid kits, playing fields, etc. The District Safety Officer is available for assistance. **Remember, Little League is not responsible for non-approved equipment when an injury occurs, YOU ARE!**
- Select and approve Managers and Coaches.
- Continue working on prior month's unfinished business.

February

- Presidents, Player Agents and Safety Officers meet with the district this month. Check the district calendar for dates.
- Committee reports due this month, confirm all critical dates with district calendar.
- League Chief Umpires meeting with District Umpire this month, check district calendar
- Safety Plans Due this Month
- District Rules Interpretation Clinic this month, check districts calendar for dates.
- District Coaches Clinics, check district calendar for dates
- Vote on and approve membership applications.
- Hold try-outs for lower divisions.
- Decide if you plan to host any tournaments
- Formulate Tee-Ball Division.
- Conduct draft for Major Division. After the draft, formulate the Minor and Farm Division.
- Establish game and practice schedules for lower divisions.
- Select and approve Managers and Coaches including Big League.
- Establish umpire roster and provide training. (District Umpire Chief can assist you).
- Update local league calendar.
- Continue working on any prior unfinished business.

March

- Presidents and Player Agents meet with the district this month. Check the district calendar for dates
- League Assessments Due at Presidents meeting
- Conduct try-outs for Junior and Senior players.
- Conduct draft for drafts for Junior and Senior Division.
- Establish game schedules for Upper Division.
- Approve schedules for all divisions.
- Vote on and approve outstanding membership applications.
- Update local league calendar.
- Umpire Mechanics Clinics this month, check district calendar for dates.
- Field committee should be in action.
- All committee reports due, confirm all critical dates with district calendar.
- Continue working on any prior unfinished business.

April

- Presidents, and Player Agents meet with district this month, check the district calendar for dates.
- Begin regular season play.
- Volunteer and Good Sport of the Year Award due to district by May. **It is suggested that candidates be selected from the previous year.**
- Inter-league and Combined Leagues must be approved prior to games starting.
- File Regulation II (d) and IV (h) forms with the District Administrator by April 15th. Team rosters and waiver forms must be maintained for insurance and all-star eligibility use, this includes managers and coaches.

- Inventory all-star equipment and uniforms, replace or purchase new equipment as necessary.
- All committee reports due, confirm all critical dates with districts calendar.
- Continue working on prior month's unfinished business.

May

- District 11 Volunteer Dinner. Check with district for the location and dates.
- Positioning for tournament bracket placement at the district meeting this month.
(Each league will draw bracket positioning for T.O.C. and All-stars. Make sure your league is represented at this meeting.)
- Order sponsor plaques and team trophies, as applicable.
- Deliver sponsor plaques.
- Vote on and approve membership applications. You may want to close memberships this month.
- Update local league calendar.
- Review all committee reports; confirm all critical dates with district calendar.
- Appoint nominating committee. **This committee should be active before the regular season ends.**
- Continue working on unfinished calendar items and unfinished business.

June

- District Tournament Meetings this month, check district calendar for dates. **(These meetings are for all Presidents, Managers, Coaches, and Tournament Directors involved with the tournaments. Rules, regulations and tournament procedures will be discussed at this meeting.)**
- Organize your closing day ceremonies.
- District Tournament Directors training this month, check district calendar for dates.
- All equipment and uniforms should be collected when the season ends.
- All-stars may be announced this month, check the district calendar for dates. **Note: Announcement of all-star players and practice prior to the official announcement date is not allowed. Doing so will result in forfeiture of tournament privileges.**
- District T.O.C. starts this month, check districts calendar for dates.
- Collect birth certificates for all-stars. Fill out the tournament affidavits and have the District Staff certify and sign off the affidavits by June 24th.
- In order to guarantee the return of the all-star uniforms, you may want to hold onto the birth certificates until the player returns their uniform. You may return them to the parents as soon as the affidavits are signed by the District Staff. In any case, have the parent sign for the birth certificate when received back from the league official.
- Vote on and approve outstanding membership applications. Close membership this month.
- Appoint T.A.D. (training and development/winter ball) coordinator and begin the registration and charter process.
- Wrap up any unfinished league business from prior calendar items.

July

- No Presidents meeting this month.
- All-star affidavits **must** be signed off by the District Staff by date on the District calendar.
- Request end of the year financial reports from the Treasurer, to be read at the August meeting.
- Complete any unfinished business this month.
- Report due from the nomination committee.
- T.A.D. committee should meet this month.
- All-Star tournaments start this month.

IX Safety

Safety

The League Safety Program (ASAP) is a very important part of any program Little League not withstanding and is the cornerstone of our foundation. We owe it to the children and parents in our program to provide the safest environment for them to play and enjoy the game of baseball. Be sure to check the Little League website under forms and publications to make sure you have up to date plans.

The safety program is continually upgraded as new information becomes available and the district is available to help the leagues with their individual needs to establish a quality safety program for their leagues.

The Little league Insurance Carrier will reduce by 20% the insurance costs for any league participating in the Safety Awareness Program and submits its safety plan in on time.

There are several programs offered to the local leagues the following are a few of those:
Prevention and Emergency Management

The purpose of his program is to instruct and train volunteers in the local leagues on safety and basic first-aid techniques in a way that enables them to assist and provide the proper medical care incase of injury to players and other volunteers in your league.

The District Safety Officer can provide training and materials to the local Safety Officer who will then be responsible to make arrangements to hold training within their own league. The local league Safety Officer will be involved in the planning of when and where the safety seminars will be conducted. It is recommended that everyone in the league attend these training seminars. The information learned in this basic first-aid class will be beneficial anywhere. At least one adult from each team should attend the seminar. This program is available to all league officials that might be on the ball field during regular season and practice games that could offer intermediate first-aid in case of emergency.

It is also recommended that participants repeat the program each year. Techniques for treatment do not necessarily change. However, it is proven that when we are not using their learned skills regularly, they tend to be forgotten.

The President of each chartered league is responsible for appointing a Safety Officer. The Safety Officer will be responsible to attend district safety meetings and be in contact with the District Safety Officer.

Safety Plan

Each league should have their own unique Safety and Emergency Plan. There are many obvious benefits to having such a plan and being prepared. The plan should be readily available, and each league Board Member should be provided a copy. When you prepare your Emergency Plan, please send a copy to the District Safety Officer.

The Plan is due to the District Safety Officer on the third Wednesday of February each year. Failure to meet the deadline could result in forfeit of TOC privileges.

X Challenger

Challenger Baseball

History and Purpose

Challenger Baseball started in 1988 with four teams organized in Hartford Connecticut. District 11 has had a Challenger program since its inception in 1991. To date, we have conducted Challenger Baseball with no major problems, injuries or difficulties. A cadre of dedicated workers has been identified and they insured the success of our program for future years.

The Challenger Program provides organized Little League Baseball for children, ages 5-18 years, who are physically disabled or developmentally delayed. Although it follows the rules of the game in the broad sense, Challenger has modifications and interpretations that within its rule structure that allows for more flexible competition.

Administration

Challenger is organized and operated by the various leagues. Administrative support is provided by District Staff. The district staff person has the title of Challenger Representative (Rep) and is usually someone familiar with children's disabilities that has previously worked with these types of children.

Challenger meetings for League Presidents or their representatives start in early January. Unlike regular Little League, Challenger players are contacted and recruited through special education departments in schools and non-profit organizations such as Easter seals, cerebral palsy, muscular dystrophy, Special Olympics, spinal bifida, etc. Meetings are usually held with groups of parents, teachers and children to explain the program. The children come from all areas within District 11 and very seldom do all leagues have enough Challenger players to form a team. Therefore, teams are made up of players from many leagues.

As mentioned, Challenger organizational meetings are held in January and recruitment of players through the schools in February. The League President should appoint the Challenger Representative by January 1 each year and notify the District Challenger Coordinator.

When considering candidates for this job the following may be helpful:

- A parent of a challenged child.
- A person involved with Special Education at any level in the school.
- A retired person with experience working with challenged children.
- A member of a local non-profit organization involved with challenged children, such as medical or support services, etc.
- A person with a medical, nursing, physical therapy background.
- A volunteer with a special interest in mentally or physically challenged children with lots of patience and a kind heart.

After the selection of the League Challenger Representative, the local leagues will be responsible for coordinating and implementing the program. The District will be available for assistance if needed. The leagues will handle the recruitment, establishing teams, scheduling of games, fund raising, equipment and uniforms, etc. The same as any other team or division within the league.

The League Challenger Representative will coordinate the recruiting of Challenger participants within the school, organizations and other sources. The Reps. will provide liaison between Challenger Players and their families during registration, practice sessions and games. They will help recruit and appoint team moms, transportation coordinators, team managers, coaches, publicity persons and emergency coordinators.

Structure

Registration and player evaluation should begin in mid-March and a schedule of home and away games will begin early April and conclude the first Sunday in June. Challenger teams usually play a six (6) game schedule on Sunday afternoons. Some evening games have been scheduled in the past and have been well received.

Challenger Baseball has its own rule book...Little League Challenger Division Official Regulations and Playing Rules. It consists of 33 pages and can be ordered from Western Region Headquarters. This book is used as a guide; and as mentioned, rules are **loosely interpreted**. Umpires are very lenient on calls in the field. There are no ball/strike calls, although there is an umpire behind home plate who sometimes assists players at bat.

Teams are made up of 9-12 participants. Players in the field can range from 7-12 and positioning is very flexible. In many respects, Challenger Baseball is more of a **“happening”** than an actual baseball game. Teams bat throughout their entire rosters regardless of outs. Games are usually two (3) innings or One (1) hour, whichever comes first.

One of the best aspects of Challenger Baseball is the inclusion of “buddies” that play alongside the challenged participant. The buddy assists with plays in the field and usually runs alongside or pushes the wheelchair of players at bat. The buddy can be a brother, sister, friend or sometimes a volunteer from a regular Little League, who meets the challenged player for the first time. Usually a bond is formed between these children and the buddy, who starts with the same Challenger Player throughout the season. Buddies get a T-shirt identifying them as Challenger participants and are included in the team picture and all activities.

Again, Challenger games are usually played on Sunday afternoons at regular Little League fields. It is the responsibility of the League Challenger Rep. to secure these fields from the league.

Fees and Expenditures

All players from your league **must be chartered** and the appropriate charter and insurance must be paid. The league establishes the registration fee, but fees are usually around \$25-40.00 per player. The money is collected at the first sign-up or player evaluation session. The money collected is retained by the leagues in an account specified for Challenger. The leagues will therefore have the financial responsibility for:

- Uniforms, hats and all equipment for the team.
- Buddies T-shirts.
- Team photos and individual photos.
- Cost associated with securing playing fields if any.
- Administrative cost, i.e. printing announcements, postage, and phone, etc.
- Transportation costs for vans with lifts, special equipment for wheelchairs, etc. (Seldom needed).
- Participants without financial means to pay registration fees.

The registration fee doesn't cover all of the above, so leagues with Challenger teams are urged to conduct fundraisers. These fundraisers are coordinated by the Challenger Reps. and are on an individual basis with the help and or assistance of the league or leagues with Challenger players.

Results

Challenger is great fun and personally rewarding. We hope you'll find the time to get involved and make the program a high priority with your league. Remember you're providing a tremendous opportunity to have a lot of fun, meet new people and be a part of a truly wonderful and fulfilling experience.