



# **LITTLE LEAGUE**

## PLAYER AGENT MANUAL

2023 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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# 1. PLAYER AGENT

## a. Introduction

This manual will take the Player Agent through his/her duties and responsibilities from pre-registration to the World Series.

After reading this publication, you will know that the Player Agent's position is critical to the success of a local league's season. The role of the Player Agent is second only to the President of the local league.

The manual is formatted to follow along with your league calendar. Each chapter highlights important items that need to be accomplished during the year. By reviewing each chapter prior to the event taking place, you will be prepared to answer questions that may be raised. It is important that the Player Agent be fully knowledgeable of the Little League and the local league rules and regulations. It is recommended that each Player Agent be given a current copy of the Little League Operating Manual and the specific Rule Book for the division he/she represents. A Player Agent's duties and responsibilities begin immediately after election and continue until the end of his/her term of office. A commitment to detail, organization and good listening skills are necessary to be a successful Player Agent.

## b. Administration

- Assists the League President in carrying out the important responsibility of 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 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 season).** Replacements for lost players, should be selected by the manager with approval of the player agent. This should be done within the specified time in the local league rules. This is important due to the tournament player rules.
- Serves as a voting member of the Board of Directors and the Protest Committee.

## c. 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, of the number of teams required to balance the number of players registered. Note: It is strongly recommended that there be no more than two (2) minor league teams for each major team. The intent of the program is to get as many qualified players to the major division as possible.
- Responsible for establishing and notifying candidates of the dates, times, and location of each tryout. **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, indicating 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 Operating Policies.
- Ensures that all players selected in the major draft have attended at least **50%** of the tryouts.
- Ensures that any player with a physical disability, has the required doctor's permission slip before participation is allowed.
- Maintains a list of all players qualified but not drafted to major teams. **Note: At this point, a waiting list for late registrations will be maintained.**
- Coordinates the transfer of players to or from minor league teams according to provisions in the regulations and the Little League Rule Book.
- Coordinates with parents to provide the necessary paperwork (see use of alias form on page 10) when a player's name is different from the name shown on the Birth Certificate. Coordinates with the parents to provide the necessary documents when a Birth Certificate is not available (see the proof of age form on page 15)
- Will sit as a voting member on an inter-league or combined league committee, with concurrence of the local Board of Directors.
- Prepares affidavits for all divisions of all-stars for signature by the President. Contacts the District Administrator, District Tournament Director, or District Player Agent for "sign-off" of the affidavits, prior to the deadline.

## 2. PRE-REGISTRATION AND REGISTRATION

### a. Prior to Registration

Soon after election, the Player Agent should attempt to determine the number of players for the upcoming season. This can be accomplished in the following ways:

- Meet with local, city and or county officials to determine projected population change.
- Check with the local school district to find out if there have been any significant enrollment changes.
- Meet with the past Player Agents and have them provide you with information regarding any players who have moved, been released, or moved up to another division.
- Check with the League President and ask about any anticipated boundary changes or plans to inter-league or use the combined league format.

Although the above procedures will result in only estimates, it will give you some information prior to registration. A report should be prepared for presentation to the Board of Directors as soon as possible. The report will help determine equipment needs and to set registration fees. Both are needed prior to establishing the league budget. Prior to registration, tryout dates should be set. A tryout schedule should be available to the parents and players at registration.

Prior to registration the Player Agent should meet with the Board and particularly the person in charge of registration to determine the registration procedure to be used. It is suggested, at a minimum the following be adhered to:

- **A large map should be posted indicating the leagues boundaries; have each parent indicates their residence or school on the map. Residence should be confirmed by residence eligibility documents. If the player lives outside of the boundaries additional information is needed. (See waiver information in this chapter.) If it is determined the player cannot play in your league direct the parents to the appropriate league.**
- **Determine league age of the players by verification of birth using proof of documents (see acceptable proof of age documents and age chart in this chapter.**
- Parents or legal guardian should completely fill out a registration form. If a release is not part of the registration form, have a release form completed. (See sample form on page) This is a good time to ask the parents if there are any special requests, i.e.: transportation needs, medical needs, siblings that need to be on the same team, or any other problems that the league should know about.
- Have manager and coach applications available (see sample in chapter 2)

**b. Registration**

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.

**A player will be deemed to reside within the league boundaries if:**

- His/her parents are living together and are residing within such league boundaries, OR;
- 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, 2022 (previous year) and February 1, 2023 (current year), from one or more documents from each of the three Groups outlined below:

**GROUP ONE**

1. Driver’s License
2. School records
3. Vehicle records (ie. registration, lease, etc.)
4. Employment records
5. Insurance documents

**GROUP TWO**

1. Welfare/childcare records
2. Federal records (Federal tax Social security, etc.)
3. State records
4. Local (municipal) records
5. Support payment records
6. Homeowner or tenant records
7. Military records

**GROUP THREE**

1. Voter’s registration
2. Utility bills (ie. Gas, electric, water sewer, phone, mobile phone, waste disposal)
3. Financial records (ie. 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 show customary usage or consumption to demonstrate bona fide continuous habitation as determined by Little League Baseball, Incorporated in its discretion.

**A player will be deemed to attend school in the boundaries if:**

- The physical location of the school where they attend classes is within the boundaries established by the local league.

NOTE: This excludes home schools, cyber schools, sports-related schools, sports academies, or preschool 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 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, 2022 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 dated prior to October 1, 2022
- A Little League issued school attendance form completed by the principal, assistant principal or administrator.

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 residency requirements. Any league who accepts any player outside of their 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. 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 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) 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:

- His/her visa allows that participant to remain in that country for a period of at least one year, or;
- The prevailing laws allow that participant to remain in that country for at least one year, or;
- 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 their respective Regional Director not later than the date prescribed in Regulation IV(j). Requests submitted after that date will not be considered.

### c. Proof of Age

**Registration is the time to verify the player's league age.** As a Player Agent, you should insist upon the proper documentation be shown at registration. Many problems can be avoided if age is verified as soon as possible. It is suggested that age verification be delayed no longer than the first tryout, and even then, only in special circumstances.

**“League Age”** is that age attained in the year and month as determined by the Little League age chart in any given season. See pages 15 & 16 for the 2020 League Age Charts.

If acceptable proof of age cannot be shown at the time of registration, it is suggested that the parent be given notice (in writing) that gives them the last day proof of age will be accepted. If proof of age is not provided prior to player selection, the player should be placed on a waiting list. A spot should not be held or taken for a player who has not shown proof of age.

### d. Waivers

There are only two situations when a player who lives outside the local league can play in that league. Both situations are covered in the Little League Regulations and require forms to be filed. The situations are as follows: (see sample forms at end of chapter)

**II-D Waiver - Player has moved or league boundaries have changed.** The Board of Directors of the local league, with the approval of the player involved, reserves the right to continue as a player any individual (1) whose residence changes or (2) who lives outside of the league's boundaries because of a revision of such boundaries, even if the child then resides in the territory of another league. Current Major League, Minor League, or Tee Ball players or any sibling whose brother or sister meets the criteria under II (d) may also be retained. Any player meeting (1) or (2) above may be retained for the remainder of their Little League careers including Senior League competition. **Note:** A player who qualifies under this regulation and elects not participate for a playing season, is not eligible to be retained for subsequent seasons. **Proof of residency must be attached to the form. In the case of a player moving out of the boundaries, proof of the previous address in the boundaries must be attached to the form prior to approval.** Once approved, the forms will stay with the League and District Administrator.

**IV-H Waiver - If the players parents who previously lived within the league boundaries for two years.** If a person had previously lived within the league boundaries for two years while



serving that league as a dedicated manager, coach or member of the local league board of directors for two years, his or her sons and/or daughters are eligible to try out and be selected by teams in the league, (1) provided such service to the league from which the person moved has continued, (2) subject to written agreement from the league within whose boundaries they currently reside and (3) supported by approval of the District Administrator. Once approved, the forms will stay with the League and District Administrator.

**e. Inter-League**

The purpose for the inter-league process is to allow leagues to form a separate league. When the league is not large enough to form a division of at least four (4) teams, then the league can join another league to form the inter-league. The requirements to form an inter-league are as follows:

- Each league desiring to inter-league **must** charter the division they wish to participate in. **(Each league must have one full team to inter-league, if not, see combined leagues.)**
- The local board of each league should appoint one inter-league representative to represent their league. (The Player Agent, or Vice President of that division.) **These representatives should be given full responsibility to make decisions for their own board.**
- At the first meeting of the Inter-league Committee, the members should appoint a Chairman, Vice Chairman and Secretary.
- Minutes of all Inter-league Committee meetings must be kept by the Inter-league secretary.
- All inter-league representatives should meet monthly beginning in January. It is suggested that your district representative for your area be asked to sit in on all Inter-league Committee meetings. At the first meeting the following decisions should be made:
  - Which divisions will be participating? **(Remember, they must be the same age group. Minors 7-12, Majors 9-12, Intermediate 11-13, Juniors 12-Seniors 13-16. No more than 10 teams in any Division will be approved without permission from Regional HDQ.) NOTE: 12-year-old players may play in the minors only with permission of the District Administrator, local league board and the parents.**
  - What will the roster size be for each division? **(If possible, they should be the same for each league participating.)** Is pool play an option?
  - Who is responsible to make game schedules? Will the teams play a split season with first and second halves, or one continuous season?
  - How will the Inter-league winner be determined?
  - How will each league determine their T.O.C. team representative?
  - Will there be awards given to the winners, and how will the expenses be shared?
  - What special rules, if any, should the inter-league require?
  - How are the protests to be handled by the Inter-league Committee, and who will sit on the committee?
  - How are the umpires to be scheduled?
  - Who supplies the game balls?
  - How will the Inter-league Committee reschedule games? (rainouts, suspended games, forfeits, etc.)
  - How the pitch count rule will be administered?

- There **must** be equal votes on the Inter-league Committee to avoid one league dominating any of the others.
- The proper inter-league form **must** be completed and uploaded to the Data Center before play can begin.
- At the end of the regular season, the players from each division will return to their own leagues to form their all-star teams. **(The only exception to this be if a league only had one team in a division and had prior approval to combine their all-star selections with another league. Note: If any league has two or more teams in any division, approval for combined teams for all-star selection most likely will be denied.)**
- A copy of the inter-league agreement will be signed by each league representative and sent to the District Administrator prior to the start of the regular season.

f. **Combined Leagues**

The purpose of having combined teams between different leagues is to allow players from leagues unable to form teams or divisions to participate in another league's program. The following requirements must be followed when forming combined leagues:

- Each league **must** charter the division in which they wish to combine.
- Prior to the start of the regular season, the league forming the team must complete a Combined League Form on the Data Center.
- Each league should appoint a representative **(usually the Vice President in charge of that division)** to coordinate and protect the players of each league. The players are property of the team as long as a league does not have a program in that division.
- Once a league has enough players for a team, the combined players become property of the home league, and all combined players will return to their home league. **(Unless a letter of agreement is initiated between the two leagues and approved by the District Administrator.)** The leagues will then exercise the inter-league option.
- While the combined leagues are in operation, all players will be subject to the local rules of the host league.
- Each league **must** keep their District Representative informed of any action.

**g. School Enrollment Form**



# Little League® Baseball and Softball School Enrollment Form



The District and the local league will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant's career, unless the school enrollment changes. A II(d) would then be required.

To Be Filled Out By Parent/Legal Guardian

Date: \_\_\_\_\_

League Name: \_\_\_\_\_

League ID#: \_\_\_\_\_

Player/Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

<b>Division:</b> (Check One)	<input type="checkbox"/> Baseball <input type="checkbox"/> Softball	<b>Level:</b> (Check One)	<input type="checkbox"/> Tee Ball <input type="checkbox"/> Minors	<input type="checkbox"/> LL (Majors) <input type="checkbox"/> Intermediate	<input type="checkbox"/> Junior <input type="checkbox"/> Senior
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Parent/Guardian Address: \_\_\_\_\_  
(Street) (City/State) (Zip)

\_\_\_\_\_  
(Print Name of Parent/Legal Guardian) (Signature of Parent/Legal Guardian) (Date)

### To be filled out by School Administrator, Principal, or Vice Principal

I, \_\_\_\_\_ of \_\_\_\_\_ School, located at  
(Print Name) (Print School Name)

\_\_\_\_\_; \_\_\_\_\_, hereby verify that  
(Physical Address) (School Phone Number)

\_\_\_\_\_ has enrolled and is attending the above named school for the \_\_\_\_\_  
(Print Student Name) (Year)

academic year prior to October 1st, of the current academic year.

This student has been enrolled as of \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature) (Date) Title (School Administrator, Principal, or Vice Principal)

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding school enrollment/attendance now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient, then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials, and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

**h. Little League Age Chart Baseball and Softball**

## 2023 Little League® Age Chart



Match month (top line) and box with year of birth. League age indicated at right.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AGE
2019	2019	2019	2019	2019	2019	2019	2019	2018	2018	2018	2018	4
2018	2018	2018	2018	2018	2018	2018	2018	2017	2017	2017	2017	5
2017	2017	2017	2017	2017	2017	2017	2017	2016	2016	2016	2016	6
2016	2016	2016	2016	2016	2016	2016	2016	2015	2015	2015	2015	7
2015	2015	2015	2015	2015	2015	2015	2015	2014	2014	2014	2014	8
2014	2014	2014	2014	2014	2014	2014	2014	2013	2013	2013	2013	9
2013	2013	2013	2013	2013	2013	2013	2013	2012	2012	2012	2012	10
2012	2012	2012	2012	2012	2012	2012	2012	2011	2011	2011	2011	11
2011	2011	2011	2011	2011	2011	2011	2011	2010	2010	2010	2010	12
2010	2010	2010	2010	2010	2010	2010	2010	2009	2009	2009	2009	13
2009	2009	2009	2009	2009	2009	2009	2009	2008	2008	2008	2008	14
2008	2008	2008	2008	2008	2008	2008	2008	2007	2007	2007	2007	15
2007	2007	2007	2007	2007	2007	2007	2007	2006	2006	2006	2006	16

NOTE: This age chart is for BASEBALL DIVISIONS ONLY, and only for 2023.



# 2023 Little League® Age Chart



Match month (top line) and box with year of birth. League age indicated at right.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AGE
2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	4
2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	5
2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	6
2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	7
2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	8
2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	9
2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	10
2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	11
2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	12
2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	13
2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	14
2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	15
2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	16

NOTE: This age chart is for SOFTBALL DIVISIONS ONLY, and only for 2023.



i. **Proof of Age Requirements**

## **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.

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

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- 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
1. Driver’s License	1. Welfare/child care records	1. Voter’s Registration
2. School records	2. Federal records (i.e. Federal Tax, Social Security, etc.)	2. Utility bills (i.e., gas, electric, water/ sewer, phone, mobile phone, heating, waste disposal)
3. Vehicle records (i.e., registration, lease, etc.)	3. State records	3. Financial records (i.e. loan, credit, investments, etc.)
4. Employment records	4. Local (municipal) records	4. Medical records
5. Insurance documents	5. Support payment records	5. Internet, cable, or satellite records
	6. Homeowner or tenant records	
	7. Military records	

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**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.

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

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- 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.

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### **TOURNAMENT REQUIREMENT FOR NON-CITIZENS:**

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*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.

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

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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.

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## HOW TO OBTAIN ACCEPTABLE DOCUMENTS PROVING DATE OF BIRTH

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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](http://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](http://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.

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

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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.



j. Medical Release Form



**Little League Baseball®**

**Medical Release**



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

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

League Name: \_\_\_\_\_ I.D. Number: \_\_\_\_\_

Parent or Guardian Authorization:

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: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

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

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.

Date of last Tetanus Toxoid Booster: \_\_\_\_\_

Mr./Mrs./Ms. \_\_\_\_\_

Authorized Parent/Guardian Signature

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

Little League Baseball does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

**k. II(d) Waiver Form**



**LITTLE LEAGUE® BASEBALL AND SOFTBALL**

Report of Players Claimed under  
Regulation II(d) or II(a)

Date: \_\_\_\_\_  
League Name: \_\_\_\_\_ League ID#: \_\_\_\_\_  
League President: \_\_\_\_\_  
(Please Print)

Current	<input type="checkbox"/> Baseball	Level	<input type="checkbox"/> Tee Ball	<input type="checkbox"/> Major/Little League	<input type="checkbox"/> Junior League
Division	<input type="checkbox"/> Softball	(Check One)	<input type="checkbox"/> Minor League	<input type="checkbox"/> Intermediate (50/70)	<input type="checkbox"/> Senior League
(Check One)	<input type="checkbox"/> Challenger				

Player's Name: \_\_\_\_\_  
(Please Print)

Player's Date of Birth \_\_\_\_\_

1. Former Address Within Boundaries: \_\_\_\_\_  
Street City State Zip

2. Former School Location Within Boundary: \_\_\_\_\_  
Street City State Zip

3. Divisions Played and Year: \_\_\_\_\_

This claim under II(d) is being filed because

- The player's address or school location changed
- The league's boundaries have changed
- The player is a sibling of a player who previously qualified for II(d) or II(a)

Please indicate name of sibling that qualifies this player under Regulation II(d) or II(a) \_\_\_\_\_  
(Please Print)

Verification: League President: \_\_\_\_\_  
Signature Name

District Administrator: \_\_\_\_\_  
Signature Name

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding Regulation II(d) or II(a) now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials, and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

**The District and the Local League will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant's career.**

**I. IV(h) Waiver Form**



**LITTLE LEAGUE® BASEBALL AND SOFTBALL**

Regulation IV(h) Waiver Claim Form

Date: \_\_\_\_\_  
 League Name: \_\_\_\_\_ League ID#: \_\_\_\_\_  
 League President: \_\_\_\_\_

Division (Check One)	<input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Challenger	Level (Check One)	<input type="checkbox"/> Tee Ball <input type="checkbox"/> Coach Pitch <input type="checkbox"/> Minor League	<input type="checkbox"/> Major/Little League <input type="checkbox"/> Intermediate (50/70)	<input type="checkbox"/> Junior League <input type="checkbox"/> Senior League
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**Regulation IV (h)**

If a person had previously resided within the league boundaries for two years while serving that league as a dedicated manager, coach or member of the Local League Board of Directors for two years, his or her sons and/or daughters are eligible to try out and be selected by teams in that league (1) provided such service to the league from which the person has moved has continued, (2) subject to written agreement from the league within whose boundaries they currently reside and (3) supported by a recommendation of the District Administrator, to Regional Director to the Charter Committee.

Player's Name: \_\_\_\_\_

The parent(s) of \_\_\_\_\_ previously lived within the league boundaries of the league for two or more years and has/have served during those two years and every year since then as a dedicated volunteer manager, coach or board member.

Former Address within boundaries: \_\_\_\_\_  
Street City State Zip

List years of service: \_\_\_\_\_  
(Must fill in two spaces)

2. The parent(s) of \_\_\_\_\_ have moved outside the league boundaries and will continue to serve as a manager, coach or board member in the league while their son/daughter participates.

List years of service \_\_\_\_\_  
(Years of service must be continuous)

3. The league in which the family now lives already waives all claim to player during the time period this waiver is valid.

\_\_\_\_\_  
(League Name) (League Number) (President's Signature)  
 Current address outside boundaries: \_\_\_\_\_  
Street City State Zip

**Verification:** League President: \_\_\_\_\_  
(Signature) (Name)  
 District Administrator: \_\_\_\_\_  
(Signature) (Name)

### **3. MANAGERS AND COACHES**

Little League Regulation 1B states: The President, with approval of the Board of Directors, shall appoint managers, coaches, and umpires.

**Note: Presidents may manage, coach, or umpire provided he/she does not serve on the protest committee. They may serve as a tournament manager or coach with the approval of the District Administrator. Vice Presidents may manage, coach or umpire provided they do not serve on the Protest Committee. Player Agents shall not manage, coach, or umpire in their respective division.**

It is suggested that the league form a selection committee to screen and interview the applicants. The committee then makes their recommendations to the President who makes the final selection, with approval of the Board of Directors. The procedures for selection of managers and coaches must be understood and accepted by all concerned. The policies are:

1. There is no seniority or tenure in serving as a manager or coach.
2. All regular season appointments expire annually.
3. The power to appoint all managers and coaches has been granted to the local league President since the inception of the program.
4. The Board of Directors has the right to approve or disapprove any appointment made by the President.
5. This is an administrative matter and is not subject to intervention by the membership.
6. All managers and coaches are directly responsible to the President.
7. The President is responsible to the Board of Directors for the actions of all managers and coaches.
8. Reasons for not being selected as a manager or coach are not required to be given to an applicant. There is no appeal process for reconsideration.
9. Selection of managers, coaches and umpires is within the local league jurisdiction and not subject to intervention from the District or Region.
10. No new coaches shall be appointed until after the draft or player selection. This will avoid "red shirting" of players through selective coaching appointments.
11. When candidates are screened for minor league manager positions, they must agree to encourage every player to advance to a major league team. Managers who do not agree with this philosophy should not be appointed.

**Note: Manager and coach screening and others at the local league level who have contact with children is also important in attempting to discover those with a history of child abuse. Information on screening is in the Little League Rules and Regulations under Regulation I(c) 8 and 9**

#### **a. Manager & Coach selection**

The little league manager/coach must be a leader. He/she must recognize that they hold a position of trust and responsibility in a program that deals with a sensitive and formative period of a youngster's development. It is required that the manager/coach have understanding, patience and a capacity to work with youngsters. Above all else they must realize that they are helping to shape the physical, mental, and emotional development of young people. The Little League Rule Book goes on to further explain the importance of the manager and coach.

Prior to appointment, a manager or coach should reflect the following leadership skills and qualities:

- 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 many player 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 and District sponsored clinics. Learn the rules and regulations then pass them on to the players.

In Addition to the above, a commitment should be made to support the league in all voluntary activities including fundraising, field preparation and maintenance.

**b. Manager/Coach Application Form**

Please read the managers and coach commitment statement prior to completing this application. The Commitment form must be signed before you will be considered for a manager or coach position.

By completing this application, I am certifying that I am not a user of drugs and I will not use tobacco products or alcohol while around the kids or any Little League facility. Also, that I have not been convicted of a felony and am not at this time or have within the past three years been psychiatric care, the nature of which would affect my relationship with Little League players.

**Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
please print month day and year

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Business Phone** \_\_\_\_\_

**Have you ever managed or coached in Little League or youth sports program?**  
**Yes** \_\_\_ **No** \_\_\_ **Dates** \_\_\_\_\_ **Age Group/s** \_\_\_\_\_  
**Where?** \_\_\_\_\_ **Explain** \_\_\_\_\_

**Have you supervised children in any other capacity? Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
**Explain** \_\_\_\_\_

**Check baseball programs in which you participated as a player. Little League** \_\_\_\_\_  
**High School** \_\_\_\_\_ **Semi-pro** \_\_\_\_\_ **Youth Softball** \_\_\_\_\_ **Adult Softball** \_\_\_\_\_

**Have you ever received training as a baseball manager or coach? Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
**Where** \_\_\_\_\_ **When** \_\_\_\_\_ **Type of training** \_\_\_\_\_

**Have you ever umpired in an organized baseball program? Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
**Where** \_\_\_\_\_ **What levels** \_\_\_\_\_

**If a manager or coach position were not available, would you consider umpiring?**  
**Yes** \_\_\_ **No** \_\_\_

**Would you be willing to assist the league in any other way? Score Keeping** \_\_\_\_\_  
**Equipment Manager** \_\_\_\_\_ **Snack bar** \_\_\_\_\_ **Fundraising** \_\_\_\_\_  
**Field Maintenance** \_\_\_\_\_ **Board of Directors or Committee Member** \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

**A completed Little League Volunteer Form must be attached prior to submitting this application.**

**c. Manager/Coach Commitment Statement**

If appointed a Manager or Coach I will:

- Attend league meetings. Your attendance is important to keep informed. Your Ideas are valued and needed to help the league prosper.
- Spend the time necessary with my team at practices and games. Recommended practices are two per week. Games are generally two per week. Rainouts, tie games or suspended games could mean more than two games in a week, and could be rescheduled on Saturday, Sunday, or Holidays.
- Participate in league functions (City parades, workdays at the fields, fundraisers, promotions, picture day, clinics, manager/coaches' meetings and the draft if needed).
- Handle the administrative requirements of the team and league (filling out accurate team rosters, maintaining medical release forms, and required tournament paperwork as needed).
- Attend league and or district coaching clinics, rules and safety clinics. (Be willing to learn more about the game and how to teach young people the proper and safe way to play Baseball).
- Be responsible for safeguarding use of all equipment, facilities and uniforms.
- Teach players and parents fair play, good sportsmanship and respect for the opponent and the umpires.
- Work with all league personnel to benefit the program.
- Learn and abide by the local rules, Little League rules and regulations and the ground rules on the field/s on which my team will be playing.
- I will not use profanity, alcohol, drugs or any form of tobacco. (These would not be acceptable examples for the young people while representing the Little League program.
- Strive to win but understand that **“winning isn’t everything.”**

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**Manager/Coach Signature**

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**Date**

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**League Official**

#### 4. PRIOR TO PLAYER SELECTION

As soon as possible after registration, the Player Agent should total the number of players in his/her division. Although the numbers might change slightly, at this time the number of teams should be decided upon. It is now that you will know if team expansion or reduction is required.

##### a. Expansion

**Option 1**- When a league expands beyond four teams, it is highly desirable that all of the players be placed in the player pool and the selecting start from “scratch”. Many leagues have permitted the established teams to remain intact while giving the new team or teams an opportunity to fill their rosters from new players before the “old” teams select their replacements. When the “old” teams are permitted to retain a nucleus of experienced players, the new teams frequently lose most games by lopsided scores and in too many cases go through a season without winning a single game. It often takes a new team two or three years to come up to league strength in this way, and thus creates an imbalance and unhappy competitive situation and decreases possibilities for constructive experiences for the participants.

**Option 2** - If a league has a strong foundation, this expansion plan may seem adequate and less drastic. It may be better than starting from scratch.

When a league expands from four to five or more teams, it would be more beneficial to all concerned if each manager would give up in a one-team expansion one 12-year-old, and one 11-year-old, and expanding into two teams to give up two 12, and two 11-year-olds. These players will then be placed in a common pool for selection by the new teams. This would give each new team a nucleus of older experienced players. Once this nucleus of the players is established, the remainder of the teams would be filled through regular bidding or draft.

**Option 3** - This plan provides the most favorable competitive balance between existing teams at the Major League level over plans one and two when a local league expands its Major League to provide additional opportunity for more candidates to participate at the Major League level. Plan Three incorporates many basic features of a plan used successfully in professional baseball. This plan simply has every existing team placing players in an existing pool from which the new expansion teams will draft players in a preliminary draft.

Basically, the plan simply has every existing team placing players in a player pool from which the new expansion teams will draft players in a preliminary draft.

The player pool is formed by the following procedure:

1. The team with the fewest returning players will place 1 player into the pool and in doing so, will establish the key to the number of players all other teams can retain. All other players on the roster will be placed into the player pool to stock the expansion teams.



<u>Example</u>	<u>Returning Players</u>	<u>Their Contribution to the Player Pool</u>
Major Team A	4	1
Major Team B	5	2
Major Team C	5	2
Major Team D	5	2
Major Team E	6	3
Major Team F	7	4
Expansion Team G	0	0
Expansion Team H	0	0

2. In a two-team expansion using the above example, teams (g) and (h) will choose three players each in a preliminary draft alternating selection. All players remaining in the Major League expansion player pool then return to their original teams.
3. The regular draft of Minor League players will then begin with the expansion teams drafting first and second in each round. The established teams then draft in reverse order to finish in last year's schedule.
4. Any trading of players, which may be a necessity, will follow immediately after the draft has been completed.

**Team Reduction** - If the number of teams is to be reduced at the Major League level, the Board of Directors decides which team is to be deleted from the division. All current Major League players affected must be reassigned by a preliminary draft to other Major League teams prior to the regular player draft involving new candidates.

**b. Player Releases**

**Prior to player selection-** the Player Agent needs to be aware of any “off season” player releases. Until the managers are officially appointed, the only way a player can be released is with approval of the Board of Directors. This type of release should be limited. **Only** the following reasons should be considered for release between seasons:

- Player has moved away too distant to commute
- Player has an illness, which prohibits further participation
- Any other reason found justifiable to the Board of Directors.

**Note: Playing ability is not to be considered a justifiable reason for release. Also, personality conflicts with other players or the manager/coaches should not be a reason to release a player.**

If it has been established that a player is to be released, the President will notify the Player Agent and player in writing. The written notice must be given in time for the player (if returning to the league) to qualify for tryouts. A player who has been properly released is eligible to be drafted by any team in the league. Once a player is properly released this creates a vacancy and the manager is entitled to fill this vacancy with a selection.

**After Manager Selection** - If the manager elects to release a player, he/she must notify the Player Agent no later than seven (7) days prior to the tryouts.

The manager is required to notify the league President and Player Agent in writing of the reason for replacement. If the Board of Directors agrees that the reasons are justifiable, the Player

Agent, manager and player will be notified.

**c. Player Trades**

**Between seasons** - prior to manager approval trades which involve players who are carried over (were on the past season roster) require approval by the Board of Directors. The purpose of this board review and approval is to avoid trades which in effect might not protect a player's right to remain with his/her teammates from the previous year and to reduce the opportunity for managers to manipulate the system. This policy also reduces the opportunity for some parents to select a manager of their choice for their child's team.

**Following player selection** - Following the draft, managers may, if they desire, trade players until 14 days after the first scheduled game. The following procedure must be complied with:

- All trades shall be made through and with the approval of the Player Agent, the managers from both teams, and the Board of Directors.
- Minor league players may not be traded for Major league players.
- All trades must be player for player only.
- Trades involving a player for draft choices are not permitted.

**Note: The Player Agent must monitor any attempts by managers and parents to manipulate the system and thus create an imbalance in the league. All trades should be completed before leaving the draft. Players should not be told the reason for being traded**

**d. Local Rules**

Local Rules establish the league's policies in certain areas not covered by the Little League Rules and Regulations. A League's Local Rules can conflict with the published Rules, Regulations, Policies or Principles of Little League Baseball without expressed written permission from the Charter Committee in Williamsport.

A league's Local Rules approved by the Board of Directors, must be sent to the District Administrator. Once approved, they should be distributed to all that are required to implement or uphold the policies or directives (i.e., managers, coaches, umpires, player agent(s), Board of Directors, etc.). They should also be made available upon request to any member by the Local League. The Local Rules should be adopted by the Local League Board of Directors at least one month before the first game of the regular season.

The Local Rules are not considered part of the Constitution. They are separate documents. The Local Rules are reviewed, revised (if necessary) and adopted annually by the Board of Directors. The Constitution governs the Local League operation from year to year and can only be amended by the Membership at a duly organized meeting as provided in Article XIII of the model Constitution.

The Local Rules can include the following:

- Any field conditions or ground rules not already covered by Little League Rules and Regulations.
- Any specifically optional Rules or Regulations, such as the 10-run rule and any of the several noted optional rules in the different divisions.
- An optional rule limiting the number of visits a manager or coach may make to the mound per game to talk to his or her pitcher. (The number of visits per inning is already covered

- by rule 8.06)
- Local directives, such as requiring each manager to umpire in other divisions, requiring teams to clean their own dugouts after games, etc.
- The method of selection of the tournament teams, coaches and managers in all divisions.
- **The draft method for all divisions, if different from the Operating Manual. (Must be approved by Little League headquarters)**
- Duties of those persons or committees not specifically covered by the League Constitution.
- The League's policy on when a team may no longer call up a player from the Minor League (Regulation III (d) 2-note, and how long a manager has to select a player when a replacement is needed.
- Non-baseball/softball related directives, i.e. no animals allowed, no bike riding on the fields etc.

The following **may not be** in the Local Rules:

- Any rule that alters, supersedes or conflicts with published Little League Rules.
- Any rule already covered by a published rule, regulation or policy.
- Rules that remove or replace authority granted to certain persons by the Little League Baseball Rules and Regulations.

**Note:** *A league may elect to utilize coach pitch or pitching machines for use in the Minor League.*

**e. Determine Player Selection (Draft) Procedures**

The Player Agent with concurrence of the President and Board of Directors should establish the type of player selection/draft to be used by the local league.

**Note:** *If the Board of Directors determines that an unacceptable lack of parity existed among the teams in any division, they may elect to re-draft that division in its entirety, using draft **plan B***

To establish an equitable distribution of player talent, Little League has devised a draft selection system, which has proved outstandingly successful. The purpose of this plan is to provide a balance in player talent between teams in a local league and for protection of players assigned to individual teams at the major league level.

This Plan has achieved the desired results of providing good balance among the teams in the league. Substitute methods can be used, but if you decide to use a player selection method other than recommended, it must be submitted in detail to Little League Headquarters for consideration. It must be approved before your charter certificate can be issued.

The so-called "draft" system is like that employed in other sports to provide good balance among the teams of the league. Its simplicity is its most attractive feature.

A Player Selection System requires careful evaluation of all candidates. This is accomplished by various scoring methods judging five basic skills under the direction of the player agent and with the assistance of the league's managers.

Following are the two established draft methods:

### **Plan A**

When a thorough tryout program has been completed, the last-place team of the preceding season gets the first choice in every round, the next to last place team gets the second selection in every round and the remaining teams select in the reverse order of standing.

For explanation, let's assume that there are four teams in the league.

#### **First Round:**

Fourth place manager selects the first player

Third place manager selects the second player

Second place manager selects the third player

First place manager selects the fourth player

#### **Second Round:**

Fourth place manager selects the fifth player

Third place manager selects the sixth player

Second place manager selects the seventh player

First place manager selects the eighth player etc., until the rosters are completed.

Of course, the managers must keep in mind that they must not select more than eight players in a given age group. The team roster may be comprised of players of league age 9,10,11, and 12 unless modified by the local league. The local league may opt to allow only 10,11, and 12, or 11-, and 12-year-olds, to try out for the major division.

**Secrecy:** Players shall never be told the position in which they were drafted.

**Bonus Picks:** Each manager requiring eight or more players prior to the draft to complete the roster will be allowed one bonus pick at the completion of round four. If more than one manager is allowed bonus picks under this section, the order of rotation will be identical to that being followed in the draft.

### **Plan B**

This draft is actually in two parts. The first part includes those players who:

- Are returning from a major team in the same division, AND;
- Have registered for the current season.

This first draft of returning players must be completed before the second part of the draft, and all returning players who qualify under both conditions above must be drafted. Managers are not permitted to waive a draft choice.

The second part of the draft includes all players who are eligible for selection and have attended the required number of tryout sessions.

The draft rotation follows the reverse order of finish from the previous season, with the last place team's manager receiving the first pick, then the second to last place team, and so on. For instance, in a four team-league, the manager of the last place team from the previous season makes the following player selections: 1<sup>st</sup> choice, 8<sup>th</sup>,9<sup>th</sup>,16<sup>th</sup>,17<sup>th</sup>,24<sup>th</sup>,25<sup>th</sup>, etc.; The manager of the team that finished in third place makes the 2<sup>nd</sup> choice,7<sup>th</sup>,10<sup>th</sup>,18<sup>th</sup>, 23<sup>rd</sup>, etc.; The manager of the team that finished second in the previous season makes the 3<sup>rd</sup> choice 6<sup>th</sup>,11<sup>th</sup>,14<sup>th</sup>,19<sup>th</sup>,22<sup>nd</sup>; The manager of the team that finished in first place gets 4<sup>th</sup> choice, 5<sup>th</sup>,12<sup>th</sup>,13<sup>th</sup>,20<sup>th</sup>,21<sup>st</sup>, etc., until selections are completed.

**Note 1:** because there are no players returning to a particular team, and because coaches cannot be named until the draft is completed, Options 2 and 4 (Options on Sons, Daughters, and Siblings) do not apply when using this draft selection plan.

**Note 2:** When the second part of this draft method begins, the draft order starts over, regardless of which team drafted last in the first round.

**Note:** When a league desires to adopt a system in lieu of the recommended Player Selection System, it must write in detail the procedure of the substitute system and submit to Little League Headquarters for approval. See Regulation V (b) in the Operating Manual.

## 5. TRYOUTS

### a. Tryouts

Prior to registration, a tryout schedule should be approved and then posted during registration. Planning for tryouts should include the following:

- Schedule enough time for all players to complete all phases of the tryout. Each player should be able to demonstrate their skills in (1) bat/bunt, (2) field fly balls (3) field ground balls, (4) throw and (5) run.
- When possible, hold tryouts on weekends thus allowing as much parent participation as possible.
- Ensure the field is ready and has been inspected by the League Safety Officer.
- The P.A. system should be operational so the players can be announced by age, number and name.
- Have a label for each player with his/her name, age & number.
- Meet with the managers prior to the start of the tryouts and hand out tryout forms listing the players by age group (see sample form this chapter).

### **Points to remember during tryouts:**

- Use a standard rating system for all players and divisions. Example: rate 1 – 5 with 5 being best. Using a uniform system would aid a replacement manager at the draft.
- During the tryouts the Player Agent should also rate the players for future use during the season if replacement players are required.
- Registration is open until a player can no longer make a least 50% of the tryouts.



## 6. DRAFT AND PLAYER SELECTION

### a. Player Agents List

Prior to tryouts, the Player Agent shall make a list showing the names and League Age of each candidate. Prior to player draft, and after requirements have been taken into consideration, a final player agent list of all players who have qualified as eligible candidates will be prepared before the selection takes place. This list must be maintained and is the basis for future player replacement.

### b. Bonus Picks

Each manager requiring eight (8) or more players prior to the draft to complete the roster will be allowed one bonus pick at the completion of round four (4).

If more than one manager is allowed bonus picks under this section, the order of rotation will be identical to that being followed in the draft.

### c. Options

An option is an agreement between a manager and the Player Agent covering a special condition. All options must be in writing and be submitted to the Player Agent 48 hours prior to the draft. There are four options, and they are as follows:

- **Brothers/sisters** - A manager may submit an option in writing to the Player Agent on two or more brothers and/or sisters becoming candidates who are subject to draft. When first brother or sister is drafted under the option agreement, the manager automatically takes brother or sister on next turn. The option must be completed within the first three draft selections.
- **Siblings: Brothers/sisters** - A manager shall submit an option in writing on a draftee if the player's candidate brother or sister is a member of that manager's team. The option must be completed within the first three draft selections.
- **Sons and/or daughters of managers** - A manager who has sons and/or daughters eligible under Regulation II for the draft who wishes to draft them, must state so in writing to the Player Agent prior to the draft. If so stated, the parent-manager is required to exercise this option prior to the close of the specific draft round depending on League Age of sons and/or daughters. Parent-manager option takes priority over any other option. **Note:** These provisions also apply for managers having eligible brother or sisters in the draft
- **Sons/Daughters of Coaches- 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 to the Player Agent provided:**
  - ***The coach has served as a manager or coach in the league (at any level) for the previous two years.***
  - ***The coach must be returning to the same Major League team as last year***

**Important:** *In order for the manager to exercise this option, the coach must qualify under both conditions*

Draft Round	Little League	Intermediate	Junior	Senior
5	9 - 10	11	12	13/14
4	11	12	13	15
3	12	13	14	16

**Special considerations that apply:**

- If the manager so chooses, the option on son or daughter may be waived.
- In the event the parent becomes a manager in another league, that parent may not claim the son or daughter.
- Players are eligible only in the league whose boundaries include the parent-manager’s home residence.
- 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.
- All players, 9 - 12 years old, including sons/daughters of managers and coaches at the Minor league level are subject to the draft.
- 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. See player trades on page 23.

**Duration of title** - Each player acquired shall, for the duration of their major Little League career, be the property of the team making the acquisition, unless subsequently traded or released.

**d. Player Age Distribution**

**Majors** - At no time shall a team have on its roster more than eight (8) players whose league age is twelve (12). Balance of the team roster shall be comprised of players whose league age is 9, 10 or 11.

**Juniors/Seniors** – There are no maximum limits by age. It is the responsibility of the Board of directors to create a balance within each team and division within the league.

**e. Player Selection and Draft Procedures**

One of the most important duties of the Player Agent is conducting the draft. If prepared, the process will go smoothly. The following are suggested items that should be accomplished before and during the draft.

- Brief the managers on the procedures to be used and answer questions before starting.
- Ensure each manager is provided with the necessary forms and a list of eligible candidates, make them aware of the number of players they are to select and advise them of the age distribution requirements.
- Go over all anticipated options and notify the managers of the rounds when they need to exercise the options.
- Inform the managers of how much time they will have to make their picks. Insist they be ready to select a player when it becomes their turn to pick.
- Use a blackboard or large dry erase board to record the picks and have someone available to begin making up initial rosters. A computer can be of great help to accomplish this. With the use of a computer and printer, you can have rosters ready for



- o all a few minutes after the draft.
- o An effort should be made to finalize all trades before the players are notified and rosters are submitted. **See trade procedures in chapter 3**

f. **League Player Distribution By Age**

The following are the organizational alignments all divisions:

<b><u>Age</u></b>	<b><u>Program</u></b>
4-6	Tee-Ball only
7	Tee-Ball or Minor League (league option)
8	Tee-Ball or Minor League (league option)
9	Minor League or Major League (league option)
10	Minor League or Major League (league option)
11	Minor League, Major League or Intermediate (league option)
12	Minor League ( <b>Only with approval of the District Administrator, Local Board and the parents</b> ), Major League, Intermediate or Junior league (league option)
13	Intermediate, Junior or Senior (Senior Girls Softball)
14	Junior or Senior, (league option)
15	Senior
16	Senior

**Note: (1)** Tee Ball may utilize the batting tee or the pitched ball (by a coach) The league may adopt to deliver a set number of pitches to all batters and then utilize the tee if necessary.

**Note: (2)** A local league is permitted to restrict participation in the majors to 11 and 12-year-old players only. A 12-year-old will not be eligible to return to the majors once he/she has played in one regular season junior game. A league may opt to **not** allow 12-year-old players to play at the Junior level. A league may **not** force a 12-year-old to play in the Junior Division.

**Note: (3)** With written permission from the Little League Charter Committee, A league could operate a Junior Division with 13-14-15-year-old players. Application for this division **MUST** be submitted to the District Administrator.

**Note: (4)** **A 12-year-old may play in the Minors with approval of the District Administrator, Local Board and the parents. A 12-year-old player in the minors may not pitch.**

g. **Minor League and Tee-ball Player Distribution**

There is no approved method of “grading” players in the minor divisions, i.e., AAA, AA, A. This is a training program. Players should be assigned initially to teams by agreement of the player agent and managers. An appropriate player evaluation tryout may be conducted to assist league personnel in assigning players to respective teams.

Factors for consideration should include playing ability, transportation needs, brother/sisters and anything else that would make participating in the program easier for the minor players and their families.

The assignment of players should be made as soon as possible after the major league selections. The additional time is useful for working out any problems before the teams begin practice. Once practice starts, the players shall not be “moved around” unless it’s absolutely necessary.

**h. 12-Year-Old Waiver Form**

•  
•  
•

i. Manager's Options Form

**DRAFT OPTIONS**

To the Player Agent,

I would like to exercise the draft option/s identified below in accordance with the Little League Operating Manual pages 63-64.

1. The draftee has a Brother /Sister on my team.

Draftee \_\_\_\_\_

Number \_\_\_\_\_ on the \_\_\_\_\_ Year-old tryout list.

2. The draftee is my (manager) Son/Daughter.

Draftee \_\_\_\_\_

Number \_\_\_\_\_ On the \_\_\_\_\_ Year-old tryout list

I have reviewed and understand the options as explained in the Little League Operating Manual.

\_\_\_\_\_  
**TEAM**

\_\_\_\_\_  
**DIVISION**

\_\_\_\_\_  
**MANAGER**

\_\_\_\_\_  
**DATE**



## 7. PRE-SEASON

### a. Scheduling

The schedule for each division is made up by the Player Agent and approved by the Board of Directors. The basic parameters of the schedule should have already been considered and approved. This would include the total number of games to be played (no less than 12), excluding playoff games, whether a “split season” will be used, and the number of games to be played during each week. (No less than two.)

At the conclusion of the draft, the Player Agent should hold a manager meeting to discuss the upcoming season schedule. If the managers have some say in the scheduling process, they are more likely to agree with the final product. The scheduling should attempt to have all teams play the same number of games. The teams play each other the same number of times and the teams have an equal amount of home and away games. Although that scenario would be perfect, many factors will deter you from a “perfect schedule”. Things like inter-league games, holidays, rainouts, will influence your schedule. When the final schedule is approved, get it out to everyone concerned as soon as possible.

The Player Agent is also responsible for the practice schedule. As it is only for practice, it will not have to be as defined as the game schedule. Determine the number of fields and times available then divide them among each team. Many times, the managers will (among themselves) agree to change the practice schedule. It’s best to let them work it out.

### b. Field Preparation

If not already accomplished, a field preparation work party should be scheduled before practice, or the regular season begins.

All managers and coaches should be advised the fields are “off limits” until the field preparation work has been completed and the League Safety Officer has approved them for use. It is suggested an inspection sheet (see sample) be used to insure the field and surrounding areas are ready for pre-season and regular season use. Everyone is eager to get started after the teams are formed, ***but safety cannot be compromised.***

### c. Safety

**Each League must have a currently approved Safety Plan.**

As Player Agent, you will work with the League Safety Officer to prevent injury to players, managers, coaches, or spectators. You should insist that at least one manager or coach from each team attend the League Emergency Management Clinic. The clinic should be scheduled prior to the start of practice.

The Player Agent should ensure that an approved Little League Safety Plan is on file and available at each playing location.

The pre-season is a good time to observe the managers and coach’s safety habits. Are they observing the new safety rules i.e. no on deck batter, no headfirst slide (majors and below). Are they maintaining control of the players? Are they taking care of and using the equipment properly? Stopping bad habits early will prevent accidents and injuries.

#### d. **Team Meetings**

Prior to the regular season, the Player Agent should encourage the managers to hold team meetings with the players and parents. The meeting agenda should include the following:

- The managers and coaches' goals, philosophy, and expectations for the season.
- Explain the league chain of command to parents.
  - Manager
  - Player Agent
  - Board of Directors
- Parent participation - how the parents can help the team to have a great season, win or lose.

If the managers open the door for communication, it will greatly reduce the number of complaints for the Player Agent and the League.

#### e. **Rosters**

Now is the time to finalize the rosters and have them prepared for the President's signature. Remember, you will need a minimum of three (2) copies. They are to be distributed as follows: One set to the **President**, and one set for your use. Little League will supply blank roster forms to the League. See the sample roster form at the end of this chapter.

Rosters must be supplied to Headquarters via the Little League data center. Look for related information online at [www.littleleague.org](http://www.littleleague.org).

**Rosters and waivers must be completed and filed no later than the date set by Little League each year. Completed rosters are part of the ASAP Safety Plan and must be uploaded in The Data Center prior to submitting your plan.**

**f. Field and Equipment Inspection Form**

League Inspected (Name & City) \_\_\_\_\_

League Safety Officer \_\_\_\_\_ Date \_\_\_\_\_

Minors \_\_\_\_\_ Majors \_\_\_\_\_ Seniors \_\_\_\_\_ Big League \_\_\_\_\_ LL SB \_\_\_\_\_ Sr. SB \_\_\_\_\_

**SPECTATOR AREA:**

Duty Officer \_\_\_\_\_  
 Bleachers need repair \_\_\_\_\_  
 Hand-rail repair needed \_\_\_\_\_  
 Bicycle racks \_\_\_\_\_  
 Guard rails needed \_\_\_\_\_  
 Parking area \_\_\_\_\_  
 Crowd control \_\_\_\_\_

Grass needs mowing \_\_\_\_\_  
 Rocks, glass, sticks \_\_\_\_\_  
 Holes dug by cleats \_\_\_\_\_  
 Uneven surface \_\_\_\_\_  
 Fence repair needed \_\_\_\_\_  
 Warning track repair \_\_\_\_\_  
 Lighting: Bad \_\_\_\_\_  
                   Fair \_\_\_\_\_  
                   Good \_\_\_\_\_

**DUGOUTS:**

Wire repair needed \_\_\_\_\_  
 Bench repair needed \_\_\_\_\_  
 Cap & coat hangers \_\_\_\_\_  
 Roof repair needed \_\_\_\_\_  
 Stops repair needed \_\_\_\_\_  
 Bat racks \_\_\_\_\_  
 Helmet racks \_\_\_\_\_  
 Cleanup needed \_\_\_\_\_

Gopher holes \_\_\_\_\_  
 Other \_\_\_\_\_

**PLAYERS & EQUIPMENT:**

Batting helmets \_\_\_\_\_  
 Bats \_\_\_\_\_  
 Dark glasses \_\_\_\_\_  
 Eye-glass strap \_\_\_\_\_  
 Shoes \_\_\_\_\_  
 Belts \_\_\_\_\_  
 Pitcher's toe \_\_\_\_\_  
 Athletic supporter \_\_\_\_\_  
 Little League patch \_\_\_\_\_  
 Uniform \_\_\_\_\_  
 Jewelry \_\_\_\_\_  
 Other \_\_\_\_\_

**INFIELD CONDITION:**

Backstop repair needed \_\_\_\_\_  
 Bases secure \_\_\_\_\_  
 Pitcher's mound repair \_\_\_\_\_  
 Uneven surface \_\_\_\_\_  
 Clay needed \_\_\_\_\_  
 Coach's box relocation \_\_\_\_\_  
 Coach's box level \_\_\_\_\_  
 Infield fence repair \_\_\_\_\_  
 On-deck circle relocate \_\_\_\_\_  
 Home plate repair needed \_\_\_\_\_  
 Batter's box level \_\_\_\_\_  
 Grass needs mowing \_\_\_\_\_  
 Foul ball net needs repair \_\_\_\_\_  
 Lighting: Bad \_\_\_\_\_  
                   Fair \_\_\_\_\_  
                   Good \_\_\_\_\_

**CATCHER EQUIPMENT:**

Guards \_\_\_\_\_  
 Helmet \_\_\_\_\_  
 Face mask \_\_\_\_\_  
 Chest protector \_\_\_\_\_  
 Catcher cup \_\_\_\_\_

Catcher's box \_\_\_\_\_  
 Sprinklers High \_\_\_\_\_  
                   Low \_\_\_\_\_  
 Gopher holes \_\_\_\_\_  
 Other \_\_\_\_\_

**SNACK BAR:**

First-aid kit \_\_\_\_\_  
 Parent medical release \_\_\_\_\_  
 Blanket for shock \_\_\_\_\_  
 Ventilation \_\_\_\_\_  
 Fire extinguisher \_\_\_\_\_  
 CO<sub>2</sub> tanks secure \_\_\_\_\_  
 Cleaning needed \_\_\_\_\_  
 Screens needed \_\_\_\_\_  
 Cleanliness \_\_\_\_\_  
 Quality of cooked food \_\_\_\_\_  
 Other \_\_\_\_\_

**OUTFIELD CONDITION:**

Sprinklers High \_\_\_\_\_  
                   Low \_\_\_\_\_

**g. Team Roster Form**

# Little League® Baseball & Softball - Team Roster

League Identification Number \_\_\_\_\_  
 League President \_\_\_\_\_  
 League Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PLEASE CHECK LEVEL OF PLAY	
<input type="checkbox"/> Baseball	<input type="checkbox"/> Girls Softball
<input type="checkbox"/> Tee Ball	<input type="checkbox"/> Boys Softball
<input type="checkbox"/> Minor League	<input type="checkbox"/> Senior League
<input type="checkbox"/> Little League	<input type="checkbox"/> Big League
<input type="checkbox"/> Junior League	<input type="checkbox"/> Challenger

**PLEASE TYPE OR PRINT ALL INFORMATION**

Send to Little League International, Williamsport, Pennsylvania, by June 2, 2006.

NOTE: Instead of mailing rosters, the League President may send all rosters through the Little League Data Center. Call Regional Headquarters for more information.

THIS FORM MAY BE DUPLICATED

NAME OF PLAYER		STREET ADDRESS	CITY, STATE ZIP	Please Circle: M/F	BIRTHDATE		
(FIRST)	(LAST)				Mo.	Date	Year
1				M/F			00
2				M/F			
3				M/F			
4				M/F			
5				M/F			
6				M/F			
7				M/F			
8				M/F			
9				M/F			
10				M/F			
11				M/F			
12				M/F			
13				M/F			
14				M/F			
15				M/F			
Additional spaces are provided for Minor League rosters only							
16				M/F			
17				M/F			
18				M/F			
19				M/F			
20				M/F			
MANAGER AND COACHES	STREET ADDRESS		CITY AND STATE		ZIPCODE		

Little League does not limit participation in its activities on the basis of disability, race, creed, color, national origin, sexual preference, gender or religious preference



**TEAM NAME** \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_



## 8. REGULAR SEASON

### a. Safety

Safety is everyone's responsibility. The player agent should review and become familiar with the League's Emergency Plan. Although the League Safety Officer will oversee most safety issues, the Player Agent may be called upon to investigate and document an accident or injury. A sample approved Little League Preliminary Accident Report is included in the chapter for your review. Familiarize yourself with the form and be prepared to complete it for the League President if required. Continue your spot checks during the regular season to monitor the safety practices of each team.

### b. Player Releases/Replacements

When a player is lost to a team during the playing season for any of the following reasons:

- He/she moves to another city or state too distant to commute for practice & play.
- He/she is injured and will not be able to return to play within a reasonable period of time.

**Note: the league should establish an amount of time before an injured player should be released.**

- He/she has for personal reasons decided to terminate his/her association with the team.
- Any other justifiable reason reviewed and approved by the Board of Directors. The manager of the team losing a player shall promptly advise the Player Agent. The Player Agent shall advise the President and the Board. If loss of player is approved, the President will send a letter of release to the player and the parents stating player is released from the major league team and the league for a justifiable reason. This action creates a legal opening for a replacement on the team roster.

**Note: Failure of the manager to advise the Player Agent of a player's continued absence should result in disciplinary action against the manager.**

The manager shall review the available player list with the Player Agent and shall select a replacement. The replacement becomes a permanent member of the team. The Player Agent then notifies the player, parents, and the manager of the team the player is coming from.

In cases where the manager initiates the release, the Player Agent must determine (in writing) why the manager wants to release the player. Playing ability cannot be a factor. (There may be an underlying reason that should be addressed.)

The issue is then brought before the Board of Directors for a decision. No release is valid without the Board approving it. If the board votes to release the player, he or she is notified of the release in writing. If the release request is late in the season and the board feels that it is an effort to get an "early draft choice", they may opt not to release the player.

**Note:** A player may not be released from a major team to play the balance of the season on a minor team. If released, a player must try out the following season. A replacement player becomes a permanent player on the team he/she is assigned to. **Minor players are subject to selection by draft to any major team of the local league. The local league should establish a policy, approved by the Board, for players who decline to move up to a major team. Such policy should be distributed at registration and/or tryouts. Refusal to move up to a major team will result in forfeiture of eligibility in the major league for the current season.**

c. **Multiple Participation**

Little League participants may participate in other programs during the Little League regular season provided such participation does not disrupt the local Little League team. **Note: Multiple participation is subject to the provisions of Regulation IV and the Tournament Rules.**

Participation in other programs must not cause the player(s) to miss practices or games in the Little League program. Failure to participate in practices or games because of participation in another program could result in dismissal from the Local League team by action of the Board of Directors under that League's Constitution and By-Laws.

Participants in college, high school, junior high (middle school) or elementary school teams during regular season are exempted from these provisions. There is no limit to the number of college, high school, junior high (middle school) or elementary school players on any Little League team.

d. **Mandatory Play**

Every player on a team roster will participate in each game for a ***minimum of six (6) defensive outs and bat at least one (1) time*** (except tournament). **PENALTY:** The player(s) involved shall start the next scheduled game, play any previous requirement not completed for Section (I) and the requirement for this game before being removed:

***The manager shall for the:***

- A. First Offense - receive a written warning
- B. Second Offense - a suspension for the next scheduled game.
- C. Third Offense - a suspension for the remainder of the season.

**Note: 1** If the violation is determined to have been intentional, a more severe penalty may be assessed by the Board of Directors. However, forfeiture of a game may not be invoked.

**Note: 2** There is no exception to this rule unless the game is shortened for any reason, at which time the

Local League may elect not to invoke a penalty.

There is no mandatory play in the Big-League division.

**Interpretation:** It has been determined that if a regulation game is shortened by weather, curfew, light failure, 10-run rule, or similar cause, then the Local League Board of Directors may decide not to impose a penalty on the manager. For instance, if a player or players had already entered the game, and would have met the requirements for Reg. IV (I) if the game was played to completion under Rule 4.II (a)(b)(c) without extra innings, no penalty would be imposed in the next game.

If a player has not entered a game declared a regulation game, there is no penalty if there were enough innings left to meet the requirements in six (6) innings (or 7, in Juniors & Seniors).

However, if a player had not entered a complete game shortened by the above conditions, he or she could be required to start the next scheduled game and play any previous requirement he or she missed, plus meet the requirements for the current game before being removed. In such a case, the manager would not be penalized. The "First Offense" refers to the first time a player fails to complete the requirements, not to the first time a manager fails to "make up for it in a subsequent game.

e. **Manager/Coach Performance**

As Player Agent, you are essentially the supervisor for the managers and coaches. You will be called upon by the President to investigate reports of misconduct or safety violations. Gather the facts from all involved and then file a report to the President. **Do not take sides or give your own opinions to anyone unless asked to do so by the President or his appointed committee.**

Try to see as many games as you can. This not only will give you an idea as to how the season is going but allow you to monitor the manager and coaches.

Remember to compliment and thank them for doing a good job. (They are volunteers). Taking notes during the season will help when selecting managers and coaches the following year.

f. **Protests**

The League Protest Committee should be composed of the President, Player Agent, League Umpire in Chief and one or more other officers, **who are not managers or umpires**. This committee is totally responsible for solving protests of regular season games at the local league level.

As a member of the committee and Player Agent, you should be sure the managers and coaches are familiar with protest procedures. The protest procedures are outlined in the rulebooks. The local league may draft additional guidelines for protests.

**Because of his/her duties on the Protest Committee and because of the obvious conflict of interests, the Player Agent shall not manage, coach, or umpire in the division in which they have direct responsibilities.**

g. **Special Games**

With the Approval of the Charter Committee of Little League Headquarters, and on the recommendation of the Regional Director and District Administrator, chartered leagues may engage in Special Games during and after the regular season but prior to the opening of the school term or September 1<sup>st</sup>, whichever comes sooner. **Note:** Playoff games to establish a league champion are not considered special games.

Requests for special games will be made in writing using the application for special games form (see sample at the end of this chapter). Conducting special games, when approved will be the responsibility of the President of the Host League under all the rules, regulations, and policies of Little League Baseball. The special game format provides for two levels of play using either regular season teams or tournament teams. They cannot be played using a combination of both. The games may be played using either regular season or tournament rules. **Note: Special Games using Tournament Rules and or All-Star Teams will not be approved until after the regular season is over.**

**Note:** If a regular season team with players younger than 11 is involved, only regular season rules can be applied. Players involved in the International Little League Tournament shall not participate in special games or local tournaments until they have been eliminated. All special games must be concluded prior to September 1st or Opening Day of school whichever is the earliest. **Violations of any of the above conditions may result in revocation of charter or loss of tournament privileges.**

## h. Preliminary Accident Report



### LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

**Send Completed Form To:**  
Little League® International  
539 US Route 15 Hwy, PO Box 3485  
Williamsport PA 17701-0485  
**Accident Claim Contact Numbers:**  
Phone: 570-327-1674

Accident & Health (U.S.)

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. **Limited** deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name			League I.D.		
Name of Injured Person/Claimant		SSN	DATE OF BIRTH (MM/DD/YY)	Age	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor			Home Phone (Inc. Area Code) ( ) ( )	Bus. Phone (Inc. Area Code) ( ) ( )	
Address of Claimant			Address of Parent/Guardian, if different		

The Little League Master Accident Policy provides benefits in **excess** of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Accident	Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM	Type of Injury
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Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in **each** column:

- |   |   |   |   |   |
|---|---|---|---|---|
| <input type="checkbox"/> BASEBALL         | <input type="checkbox"/> CHALLENGER (4-18)            | <input type="checkbox"/> PLAYER               | <input type="checkbox"/> TRYOUTS          | <input type="checkbox"/> SPECIAL EVENT (NOT GAMES)  |
| <input type="checkbox"/> SOFTBALL         | <input type="checkbox"/> T-BALL (4-7)                 | <input type="checkbox"/> MANAGER, COACH       | <input type="checkbox"/> PRACTICE         | <input type="checkbox"/> SPECIAL GAME(S) (Submit a copy of your approval from Little League Incorporated) |
| <input type="checkbox"/> CHALLENGER       | <input type="checkbox"/> MINOR (6-12)                 | <input type="checkbox"/> VOLUNTEER UMPIRE     | <input type="checkbox"/> SCHEDULED GAME   |   |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE (9-12)         | <input type="checkbox"/> PLAYER AGENT         | <input type="checkbox"/> TRAVEL TO        |   |
|   | <input type="checkbox"/> INTERMEDIATE (50/70) (11-13) | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TRAVEL FROM      |   |
|   | <input type="checkbox"/> JUNIOR (12-14)               | <input type="checkbox"/> SAFETY OFFICER       | <input type="checkbox"/> TOURNAMENT       |   |
|   | <input type="checkbox"/> SENIOR (13-16)               | <input type="checkbox"/> VOLUNTEER WORKER     | <input type="checkbox"/> OTHER (Describe) |   |

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)
Date	Claimant/Parent/Guardian Signature

**For Residents of California:**

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**For Residents of New York:**

Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**For Residents of Pennsylvania:**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**For Residents of All Other States:**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**PART 2 - LEAGUE STATEMENT (Other than Parent or Claimant)**

Name of League	Name of Injured Person/Claimant	League I.D. Number
Name of League Official	Position in League	
Address of League Official	Telephone Numbers (Inc. Area Codes) Residence: ( ) Business: ( ) Fax: ( )	

Were you a witness to the accident?  Yes  No  
Provide names and addresses of any known witnesses to the reported accident.

Check the boxes for all appropriate items below. At least one item in each column must be selected.

POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY
<input type="checkbox"/> 01 1ST	<input type="checkbox"/> 01 ABRASION	<input type="checkbox"/> 01 ABDOMEN	<input type="checkbox"/> 01 BATTED BALL
<input type="checkbox"/> 02 2ND	<input type="checkbox"/> 02 BITES	<input type="checkbox"/> 02 ANKLE	<input type="checkbox"/> 02 BATTING
<input type="checkbox"/> 03 3RD	<input type="checkbox"/> 03 CONCUSSION	<input type="checkbox"/> 03 ARM	<input type="checkbox"/> 03 CATCHING
<input type="checkbox"/> 04 BATTER	<input type="checkbox"/> 04 CONTUSION	<input type="checkbox"/> 04 BACK	<input type="checkbox"/> 04 COLLIDING
<input type="checkbox"/> 05 BENCH	<input type="checkbox"/> 05 DENTAL	<input type="checkbox"/> 05 CHEST	<input type="checkbox"/> 05 COLLIDING WITH FENCE
<input type="checkbox"/> 06 BULLPEN	<input type="checkbox"/> 06 DISLOCATION	<input type="checkbox"/> 06 EAR	<input type="checkbox"/> 06 FALLING
<input type="checkbox"/> 07 CATCHER	<input type="checkbox"/> 07 DISMEMBERMENT	<input type="checkbox"/> 07 ELBOW	<input type="checkbox"/> 07 HIT BY BAT
<input type="checkbox"/> 08 COACH	<input type="checkbox"/> 08 EPIPHYSES	<input type="checkbox"/> 08 EYE	<input type="checkbox"/> 08 HORSEPLAY
<input type="checkbox"/> 09 COACHING BOX	<input type="checkbox"/> 09 FATALITY	<input type="checkbox"/> 09 FACE	<input type="checkbox"/> 09 PITCHED BALL
<input type="checkbox"/> 10 DUGOUT	<input type="checkbox"/> 10 FRACTURE	<input type="checkbox"/> 10 FATALITY	<input type="checkbox"/> 10 RUNNING
<input type="checkbox"/> 11 MANAGER	<input type="checkbox"/> 11 HEMATOMA	<input type="checkbox"/> 11 FOOT	<input type="checkbox"/> 11 SHARP OBJECT
<input type="checkbox"/> 12 ON DECK	<input type="checkbox"/> 12 HEMORRHAGE	<input type="checkbox"/> 12 HAND	<input type="checkbox"/> 12 SLIDING
<input type="checkbox"/> 13 OUTFIELD	<input type="checkbox"/> 13 LACERATION	<input type="checkbox"/> 13 HEAD	<input type="checkbox"/> 13 TAGGING
<input type="checkbox"/> 14 PITCHER	<input type="checkbox"/> 14 PUNCTURE	<input type="checkbox"/> 14 HIP	<input type="checkbox"/> 14 THROWING
<input type="checkbox"/> 15 RUNNER	<input type="checkbox"/> 15 RUPTURE	<input type="checkbox"/> 15 KNEE	<input type="checkbox"/> 15 THROWN BALL
<input type="checkbox"/> 16 SCOREKEEPER	<input type="checkbox"/> 16 SPRAIN	<input type="checkbox"/> 16 LEG	<input type="checkbox"/> 16 OTHER
<input type="checkbox"/> 17 SHORTSTOP	<input type="checkbox"/> 17 SUNSTROKE	<input type="checkbox"/> 17 LIPS	<input type="checkbox"/> 17 UNKNOWN
<input type="checkbox"/> 18 TO/FROM GAME	<input type="checkbox"/> 18 OTHER	<input type="checkbox"/> 18 MOUTH	
<input type="checkbox"/> 19 UMPIRE	<input type="checkbox"/> 19 UNKNOWN	<input type="checkbox"/> 19 NECK	
<input type="checkbox"/> 20 OTHER	<input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN		<input type="checkbox"/> 21 SHOULDER	
<input type="checkbox"/> 22 WARMING UP		<input type="checkbox"/> 22 SIDE	
		<input type="checkbox"/> 23 TEETH	
		<input type="checkbox"/> 24 TESTICLE	
		<input type="checkbox"/> 25 WRIST	
		<input type="checkbox"/> 26 UNKNOWN	
		<input type="checkbox"/> 27 FINGER	

Does your league use batting helmets with attached face guards?  YES  NO  
If YES, are they  Mandatory or  Optional At what levels are they used?

I hereby certify that the above named claimant was injured while covered by the Little League Baseball Accident Insurance Policy at the time of the reported accident. I also certify that the information contained in the Claimant's Notification is true and correct as stated, to the best of my knowledge.

Date	League Official Signature
------	---------------------------

**i. Special Game Request Form**

FILL OUT ONLINE AND PRINT

**APPLICATION FOR SPECIAL GAMES**

Host League: \_\_\_\_\_ ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted By  
(District Administrator or League President): \_\_\_\_\_

**Level/Division (Check ONE in each - use a separate form for each level or division required)**

<b>LEVEL</b>	<input checked="" type="checkbox"/> Tee Ball <input checked="" type="checkbox"/> Coach Pitch <input checked="" type="checkbox"/> Machine Pitch <input checked="" type="checkbox"/> Minor League <input checked="" type="checkbox"/> Little League <input checked="" type="checkbox"/> Intermediate (50/70) <input checked="" type="checkbox"/> Junior League <input checked="" type="checkbox"/> Senior League	<b>DIVISION</b>	<input checked="" type="checkbox"/> Baseball <input checked="" type="checkbox"/> Girls Softball <input checked="" type="checkbox"/> Boys Softball <input checked="" type="checkbox"/> Little League Challenger <input checked="" type="checkbox"/> Senior League Challenger <input checked="" type="checkbox"/> Expanded Softball Special Games
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**List all leagues involved in Special Games (use separate sheet if necessary):**

LEAGUE NAMES	LEAGUE ID NUMBER(S)

**DETAILS:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Tournament Format: \_\_\_\_\_

(check one)  Regular Season Teams       All-Star/International Tournament Teams

(check one)  Regular Season Rules       Tournament Rules

_____	State-District: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
District Administrator's Signature/Date		

- Special Games involving Tee Ball must be between Regular Season teams only using Regular Season Rules.
- Special Games involving players league age 7 or younger - in coach or player pitch - must use Regular Season Rules.
- Special Games involving players league age 8, 9, and/or 10 may use Regular Season Rules or the 8- to 10-Year-Old Tournament Rules, but not the Little League International Tournament Rules.
- Special games must follow either Regular Season **or** Tournament Rules in their entirety. There can be no mixing of rules in Special Games.
- Special Games may only be played during or following the Regular Season.

**All requests for Special Games must use this form**

**Little League International does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference, or religious preference.**

## 9. TOURNAMENTS

### a. Administration

The Player Agent should accomplish the following prior to the tournaments:

1. Obtain original certified birth certificate with a copy attached (the copy will remain with the Player Agent and the original returned to the parents) and copies of the required three forms of proof of residence from parents for the all-star players. The birth certificates can be returned to the parents as soon as the District Administrator or his/her Representative signs off the affidavit.
  - a. **Note: The documents are not required for T.O.C.**
  - b. **Note: 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.**
2. Tournament Affidavits are completed on the Data Center, printed, signed by the league president, player agent and district administrator or designated district representative at the pre-arranged time and place to have the affidavit signed off. The affidavit **MUST** be signed by the Team Manager, Player Agent and League President prior to bringing it to the District.
  - a. **Note: The Affidavit, Player Verification Form and supporting documentation, League map (showing the location of each players residence or school) Medical Release Forms and any required waivers must be included in the Tournament packet brought to the District.**
3. Have a team/parent meeting soon after the team has been selected. Discuss with the Parents, the tournament rules and the manager/ coach 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.
4. Secure fields for regular practice and practice games.
5. Distribute tournament schedules to the parents showing the dates, times and game sites as soon as possible.
6. Make arrangements for the all-star team picture. Include the team, manager and coach, president, and other deserving personnel.
7. Alternate Players **are not authorized**. They shall not accompany the team and shall not be listed on the Eligibility Affidavit. A list of possible replacement players should be maintained by The Player Agent.
  - a. **Note: Do not call them alternates or include them on team rosters.**

### b. 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.

Each League may enter two teams in the major division and one each in the minor, junior and senior divisions. Teams entering the tournament will fill out a T.O.C. tournament affidavit, signed by the League President. All T.O.C. teams are regular season teams. 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. **For the major division, 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 first and second place teams are

strictly up to each league. **Players from other teams may not be used for substitutes in the event the first or second place team loses players.**

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

**c. All-Star Tournament Team Manager/Coach Selection**

The Board of Directors should determine the process used for selection of the tournament manager and coaches. The Player Agent should give careful consideration prior to recommending anyone. Tenure, win loss record, or team standings are **not** the only factors used when selecting a tournament manager or coach. Remember, the selected individuals will represent not only the League, but also possibly the District, Region, and even the Country!

**Note: A League President may not manage or coach a Tournament Team without approval of the District Administrator.**

**Note:** The method of selecting All-Star managers and coaches, should be included in the league local rules.

**Note:** Alternates are not authorized and should not be selected. Although as few as nine (9) players may be named to a tournament team, the League should endeavor to place as many players on the team (up to the maximum allowed) who are deserving of this honor.

**d. Player Selection**

Tournament team candidates should be selected by their playing ability, eligibility, and availability. The tournament roster should include sufficient pitching strength to meet tournament schedules.

The Board of Directors is responsible for determining the selection process. Little League suggests using a plan that includes the following groups for selection of players:

- Players
- League Officers
- Team Managers
- Team Coaches
- Volunteer Umpires

By including the above groups, you eliminate many of the complaints, abuses and pressure that are directed towards the League President.

**Note: The names of those selected MUST NOT be announced until the date announced by Little League (usually June 15th). Violation of this rule may be cause for revocation of Tournament privilege.**

**e. Player Eligibility**

Players may be selected from any team in the league. The Player Agent is responsible for providing a list of all eligible players to incorporate on the ballot. Eligibility is based on **age**, residence or school location and the player must meet the participant requirements during the regular season, as described in the Little League Rule Book under tournament rules.



**Tournament age brackets are as follows:**

	<b>8-10</b>	<b>9-11</b>	<b>10-12</b>	<b>Intermediate</b>	<b>Junior</b>	<b>Senior</b>
Player age	8-10	9-11	10-12	11-13	13-14	13-16

**Note:** 10-year-old Major players are eligible for the 8-10-year-old tournament.  
11-year-old players can play in either the 11-year-old, major or intermediate tournament.  
12-year-old players can play in either the major, intermediate, or junior tournament  
13-year-old players can play in either the intermediate or junior tournament  
14-year-old players can play in either the junior or senior tournament.  
15 and 16-year-old players can play in the senior tournament

**f. Tournament Affidavits**

All-star affidavits must be completed prior to the President signing them. 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 league's boundaries, and have been on a team and have played in 60% of the regular season games prior to the announcement date for all-stars. **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 Representative before the team competes. Dates for these arrangements will be made at the District Tournament Meeting.

When completing the affidavit, fill in the name exactly as shown on the birth certificate. **Do not use "nick names" or "a.k.a. names".** If the name of the player is different from that on the birth certificate, you must use an "alias form." (See copy of form at end of chapter). **This form should be filled out in triplicate, signed by the parent, or guardian, and notarized.** You must bring this form with 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 player's alias name on the line-up sheet.**

**g. In Lieu of Birth Certificate**

Every season a number of players come to your league and are signed up without a "Live Birth Certificate" (See [www.cdc.gov/nchs/howto/w2w/w2welcom.htm](http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm) for obtaining acceptable proof of birth documents) There is a relatively easy way to handle this matter provided they live within your league's boundaries. The ***MOST IMPORTANT THING TO REMEMBER IS DO NOT WAIT UNTIL THE PLAYERS ARE SELECTED FOR ALL-STARS, BEFORE YOU ATTEMPT TO SEND A REQUEST FOR AN "In LIEU OF" TO THE DISTRICT ADMINISTRATOR***

In order to have an "In Lieu Of" issued as a replacement of a birth certificate, the players parent's or guardian must provide the following:

- Two (2) documents showing the child's birth date. Example: a hospital

- certificate, school records, shot records or baptismal certificate.
- And **A NOTARIZED STATEMENT**, indicating all the information on the documents provided is correct. An ‘in lieu of’ will not be issued without the Notarized statement.

**Note: The above procedure should have been attended to at registration or soon after.**

h. **Medical Release Forms**

Each tournament team is required to have medical release forms (for each player) in its possession. The forms may be the same ones used during the regular season. The Player Agent is responsible to ensure each player has a release form completely filled out and signed by the parents or guardian. Players **will not** be allowed to participate without a medical release. See the sample medical release form in chapter one.

i. **Replacement of Players, Manager or Coach**

Any player, manager or coach listed on the affidavit that is unable to participate because of injury, illness, vacation, or other justifiable reason may be replaced by another eligible person. If a player, manager, or coach is replaced, that person may not be returned to the tournament roster. Replacements must be from the leagues regular season teams and shall be recorded and approved by the District Administrator or Tournament Director in the space provided on the back of the eligibility affidavit.

**Note: 1 See the Tournament Rules regarding the number of adults allowed on the field or dugout.**

**Note: 2 If a manager or coach is unable to attend a game for a justifiable reason, the District Administrator or Tournament Director could approve a temporary replacement.**

j. **Tournament Equipment**

The regular season is usually complete when the all-star tournament begins. Your teams should be equipped with the best equipment within your league. The following is a recommendation for the minimum amount of equipment your teams should have:

- 3 dozen baseballs for practice
- Little League approved 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. **The catchers mask must have a “dangling” throat protector.**
- Catcher's protective cup. **(must be worn by male players at all practices and games)**
- Proper fitting uniforms, they must have the **Little League** patch sewn on the upper left sleeve. The uniforms should be issued 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) NOCSAE approved batting helmets. The helmets must be inspected and in good condition. **The manufacturers warning label must be affixed to each helmet or embossed in the helmet material**
- Mark all equipment with a permanent marker to protect player's gloves, caps, bats and other equipment.

**k. T.O.C. Affidavit Form**



**CALIFORNIA DISTRICT 11  
DIVISION \_\_\_\_\_**

**T.O.C. TEAM ELIGIBILITY AFFIDAVIT 20\_\_**

(Name of League) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_  
Please type or print all information

NAME OF PLAYER	STREET ADDRESS	NAME OF REGULAR SEASON TEAM	DATE OF BIRTH		
			Mo	Day	Yr
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

  

NAME OF: (A) MANAGER (B) COACH (C) COACH	STREET ADDRESS	NAME OF REGULAR SEASON TEAM
A.		
B.		
C.		

- I hereby certify that the dates of birth of the fourteen players listed above are correct and have been substantiated by acceptable proof of age document or Headquarters Statement in lieu thereof; that said players reside within the league's boundaries as set forth in Regulation 1 and have been regular team members of their league except for the last two weeks of the regular season.
- I also certify that the league of which I am president is operating in full compliance with all Rules and Regulations of the League Baseball, Incorporated.
- I agree to accept the decision of District 11 as final and binding.
- The league Champions entered into the T.O.C. tournament, will be designated the "A" team, and the other entry shall be designated the "B" team.
- This affidavit covers the \_\_\_\_\_ team.

Signed \_\_\_\_\_  
(League President)

**INSTRUCTIONS**

**One (1) copy must be carried by the Manager of the Tournament Team to all Tournament Games, and must be shown to the tournament director before game time.**

## I. Off to the 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 one round trip. For the league to be reimbursed, you must log the round-trip mileage, time 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 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 coaches 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 Division Tournament. There will be a meeting with parents, to discuss travel and lodging arrangements for the team, all parents must attend. At all division tournaments, housing may or may not be provided by the host district. The parents, manager and coach are responsible for their own lodging. The league is responsible for expenses including the manager and coach, and the team if lodging is not available or refused. The team will be entitled to mileage for one round trip to the tournament site. It is recommended that each league establish an escrow account of approximately \$5,000 to be used for tournament expenses above the District level. A line item for tournament travel should be established when setting budget, at the beginning of the year.

**Be ready to travel directly from the Division Tournament to the Regional Tournament and if successful there, it's off to the World Series!**

**Good Luck!**