



Fall

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Summer

# Fall

- Preparation for Election
- Election Day
- New Board Meets to Elect Officers
- Complete Charter Application
- Begin Preparing ASAP Plan





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# Notice of Election

- *Written notice delivered to all Regular Members in good standing at least 10 days before election*
- *Includes date, time, place of election*
- *September election provides short "lame duck" term for old board*

## *SAMPLE*

September 1,

Dear Hometown Little League Member:

Hometown Little League will hold its annual meeting at 7 p.m. on September 28, at the Hometown City Hall for the purpose of electing members and the Board of Directors for the upcoming season.

If you can not attend, but wish to obtain an absentee ballot, please contact the League Secretary, Mrs. Dolly Madison, at 555-1234.



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# Absentee Ballot

Sample

## Hometown Little League ABSENTEE BALLOT

Instructions: Fill in names of people you want on the Board of Directors IN ORDER OF PREFERENCE. Return this ballot IN PERSON to the Secretary (Mrs. Dolly Madison) in a sealed envelope before September 28.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

- **Obtained in sealed envelope**
- **Ballot has number of spaces for maximum size Board**
- **Voter is instructed to vote in order of preference**
- **Must be returned in sealed envelope**



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## **Election Day**

- ***Determine if quorum is present***
- ***Appoint Election Chairperson***
- ***Ratify Membership by Vote***
- ***Determine number on Board***
- ***Nominations taken from committee, then floor, then closed by vote***
- ***Ballots distributed***
- ***Chairperson, clerks gather and count ballots***
- ***Results announced***
- ***Membership votes to accept results of vote***
- ***New Board Members meet to elect individual officers***
- ***Contact DA, Regional Headquarters and International Headquarters***



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## **Complete the Application for Charter/Insurance Enrollment Form**

- Send early, even if exact team numbers not determined yet
- Fees may be deferred for a limited time
- Fill out completely



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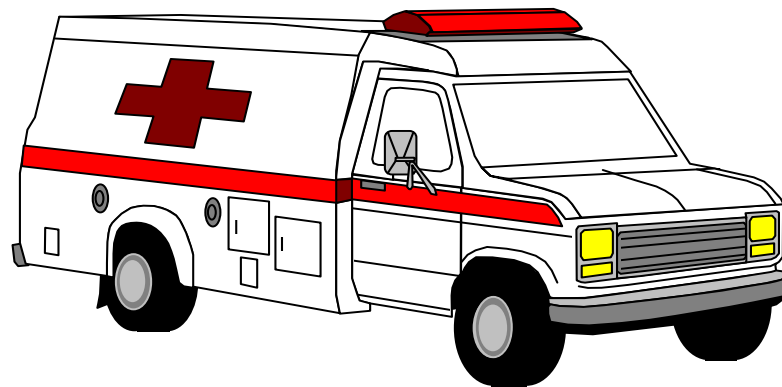
# Insurance

## *Required for all leagues:*

- Accident insurance for players and volunteers
- General liability insurance

## *Optional:*

- Crime insurance
- Directors & Officers (Included with general Liability Insurance under the Nat'l program)





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# Little League Accident Insurance



- Rate is based on the number of teams, state, and type of play
- The premium works out from \$1 to \$3 per player, per season
- Covers entire season, including practices and special events (fund-raising, team picnics, etc.)
- Coverage is secondary, unless the player has no insurance -- then it becomes primary
- Maximum benefit is \$100,000 per claim

This coverage, provided by AIG only for Little League, ensures that every player, manager, coach and umpire is adequately covered -- regardless of that person's personal insurance -- or lack of it



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# Little League General Liability Insurance

- Rate is based on the number of teams in a chartered league
- 2 teams or less- \$101
- 3-7 teams - \$202
- 8-14 teams - \$404
- Above 14 teams - \$30.30 / team
- Benefit is \$1 million combined single-limit
- Coverage is broad-form comprehensive general liability, completed operations and product liability.



This coverage, provided by AIG only for Little League, provides protection against lawsuits, including members of the board, specifically involving bodily injury and/or property damage.



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# ASAP Planning



- Find a Safety Officer
- Check ASAP section of [littleleague.org](http://littleleague.org) for resources
- Submit as early as Jan. 1, but no later than May 1
- ASAP proven to reduce injuries
- Participation award given for approved plans based on the number of teams with AIG Accident Insurance (approx \$155 per league)
- Check status [online](#)
- Plans considered for awards



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## Winter

- **Officers Meet with DA, Staff**
- **Review Constitution and By-Laws**
- **Player Membership Drive Begins**
- **Fund-Raising Plans Formed**
- **Screen/Qualify/Appoint/Approve Managers, Coaches and Umpires**
- **Update Incorporation/Tax Exemption**
- **Inspect/Inventory Equipment and Uniforms**



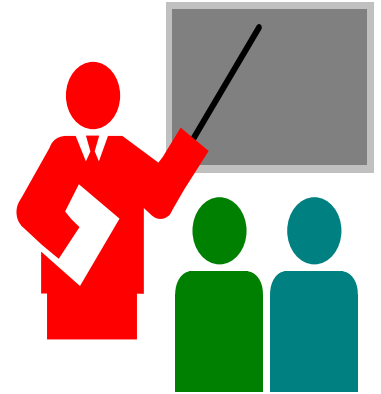
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# Officers meet with DA, Staff



- Discuss plans for the coming year
- New Board Members learn DA's authority
- Boundaries Review
- Coordinate start-finish times for regular season



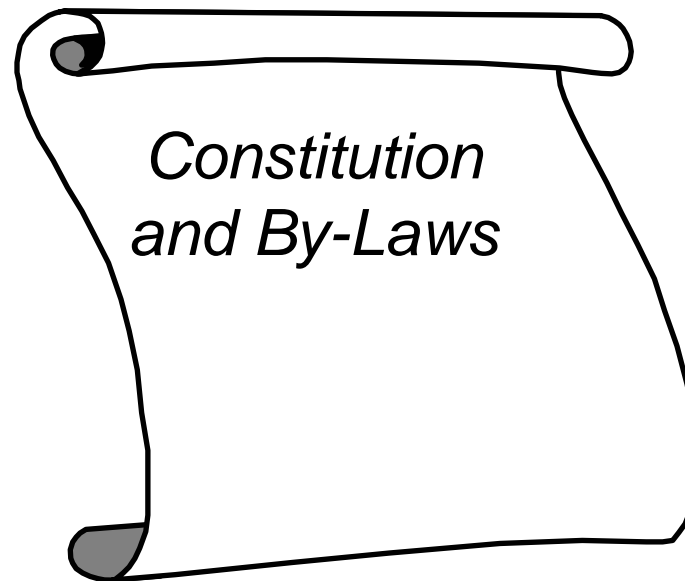
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# Review Constitution and By-Laws



- **Follow proper procedure for amending**
- **Make all general documents available to any Member upon request**



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# Enact Local Rules / Ground Rules

- NOT to use the 10 run rule?
- How long can a player be out of the lineup without being replaced?
- How is the Tournament Team selected?
- How are the teen divisions aligned?
- What to do with Minor Division players who refuse to move up to the Major Division?
- Will you allow Minor Leaguers to be called up to the Major Division in the last two weeks of the season?



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# Incorporation and Tax Exemption



- President to contact Secretary of State (*Division of Incorporation*) for information
- Tax Exemption - when purchasing materials and goods for concession stand

Incorporating your league under the laws of your state adds a measure of protection if you are sued for damages.



## Southern Region Web Sites for State Incorporation

Alabama - <http://www.sos.state.al.us/business/corporations.cfm>

Florida – [http://www.dos.state.fl.us/doc/form\\_download.html](http://www.dos.state.fl.us/doc/form_download.html)

Georgia - <http://www.sos.state.ga.us/corporations/>

North Carolina - <http://www.secretary.state.nc.us/corporations/indxfees.asp>

South Carolina - <http://www.scsos.com/Forms.htm>

Tennessee - <http://www.state.tn.us/sos/forms.htm>

Virginia - <http://www.state.va.us/scc/division/clk/corp.htm>

West Virginia - <http://www.state.wv.us/taxrev/forms.html>



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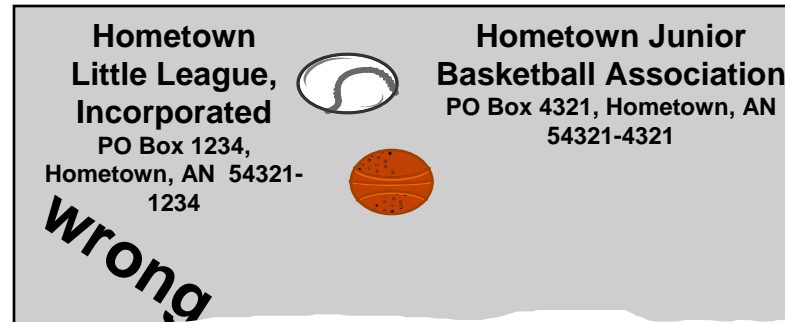
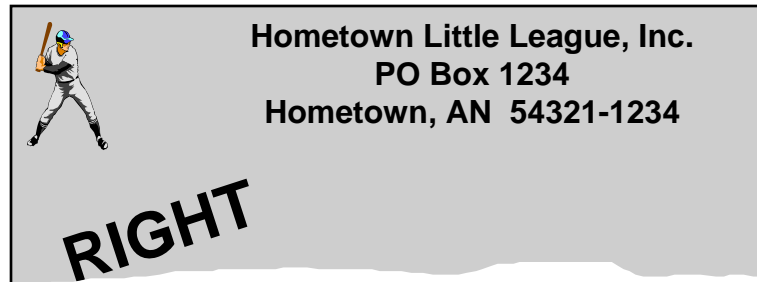
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# Trademarks

Letterhead Examples:



## Little League names, emblems:

- ...are protected by Federal statute
- ...are never to appear with those of other organizations, enterprise, etc.
- ...refer only to the activities of the international program and its chartered leagues



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# Umpires

## Reasons NOT to pay Umpires



- Workman's Compensation
- IRS regulations
- State income tax regulations
- Paying umpires leaves the league little or no control over its officials



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# Registration Promotion

- Call / e-mail previous years players and remind them about registration
  - Ask them to spread the word, have a membership drive contest with rewards to the highest player members referring new players
- Download the Registration Promotional Kit from the [manuals section](#) of *littleleague.org*
  - Registration Poster ( Color or B/W Available)
  - Ad Slicks
  - Media Releases



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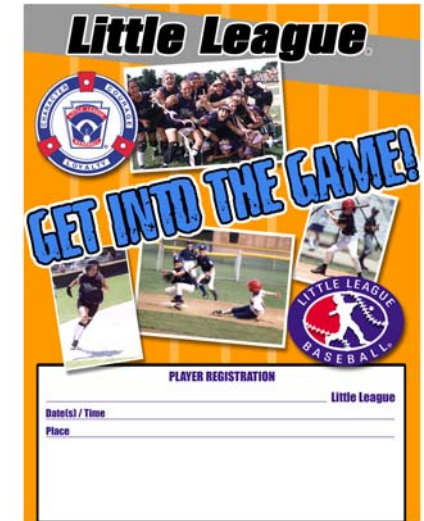
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# Registration Kit

- Utilize the template provided by Little League or create your own flyer
  - Be sure to add times and dates to your flyer / poster
  - Add league boundaries description
  - Add contact name and number
  - Call to action - Ask them to Register  
“*Get into the Game*”
  - Place in schools, libraries, Rec. Depts., public bulletin boards





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# Ad Slicks

- Three different ads, two different sizes
- Newspaper can download and drop in information
- Multiple insertions usually have price breaks

**Little League**

**GET INTO THE GAME!**

PLAYER REGISTRATION

Little League

Dates/ Time

Place

**It's A HIT!**

**GET INTO THE GAME**

**LITTLE LEAGUE**

PLAYER REGISTRATION

Little League

Dates/ Time

Place



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# Media Releases

- Promotional Release
  - Informs everyone your league is gearing up for the season
  - Can be used at any time prior to Registration
- Registration Release
  - Announces registration dates and times
  - Informs what materials to bring to registration



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# Player Registrations

- Have multiple dates available
- Paperwork Needed
  - Enrollment Applications
  - Medical Releases
  - Boundary Maps
  - Financial Statement
  - Volunteer Applications
  - Tryout / Draft Explanation



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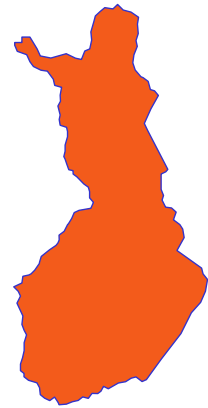
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# Registration Day, Part 1

- Show proof of residence (3 forms)
- Show proof of birth date
- Explain insurance
- Request optional fee
- Inform Parents of E-news



League Boundary  
Map



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## Registration Day, Part 2

- Explain tryout/draft system
- Show league budget from last year
- Show proposed budget for coming year
- Request optional donation if needed



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# Fund-Raising Ideas

- Sponsorships
- Fence signs
- Decal Day
- Program ad sales
- Fund-raising plans using Little League sponsors/licensees
- Other fund-raisers using adults
  - Bake sales
  - Picnics
  - Parties
  - Dances





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# Inspections, Part 1

## Equipment/Safety Checklist

- ✓ Replace worn straps
- ✓ Replace worn helmet pads
- ✓ Discard cracked helmets
- ✓ Discard other damaged equipment
- ✓ Inspect facilities
  - Bleachers
  - Concession appliances/wiring
  - Fences
  - Lights
  - Telephone
  - Machinery (keys never unattended)





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# Inspections, Part 2

## Uniform Checklist

- ✓ Re-use old uniforms
- ✓ Ensure all uniforms have patches (required)
- ✓ Players names not on uniforms (recommended)
- ✓ Players do not keep uniforms (recommended)





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# Equipment



- Must meet Little League standards and specifications for the intended division

- League is assured that equipment meets Little League standards and specifications when it bears the Little League trademark

- (Some bats may include trademarks of other organizations. This is acceptable).



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## Regulation I(c) 8 - 9

- Requires league to use official Little League Volunteer Application for Managers, Coaches, Board Members and other with regular service & repetitive access to children.
- Require copy of Government issued photo ID (usually a driver's license) to verify information on applicant
- Requires annual National background check on those who completed volunteer application.
- Failure to comply may result in suspension or revocation of tournament privileges and / or the league's charter by action of the Charter Committee



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# Appointments

- **Committees screen those willing to serve**
- **President appoints at his/her discretion**
- **Coaches new TO THAT TEAM may not be named until after the draft**
- **No manager, coach or umpire has tenure**
- **DO NOT give a reason to a manager, coach or umpire for not re-appointing or re-approving that person**
- **Plan to send managers, coaches and umpires to Clinics and Seminars**



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# Releasing a player during the off-season

- Manager must make the Board aware immediately
- Player Agent finds out why the release is wanted
- Issue goes to Board to decide justification (moving, injury, etc.)
- If released, player is notified **IN WRITING** in time to try out the next season

If all of the above are not accomplished, the player **has not** been properly released and remains a member of the team!



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## Double Checking Eligibility

Sample letter to parents of a child who is to return to a Major Division team, but is not signed up



- **Do this BEFORE tryouts**
- **Ensures no ineligible player is drafted or placed on a team**
- **Contact all players returning to Major Division teams who have not signed up**
- **Get statements from them**

Dear parent:

Our records show that you have not signed up your child, Billy Smith, who was a member of the Blue Jays last season.

We must inform you that if Billy is not signed up by Feb. 20 (draft day), he will be released from his team and may not be permitted to participate at Hometown Little League until next year.

Please call the Player Agent, Thomas Jefferson, at 555-6789, as soon as possible, and let us know if he is going to play this season.



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## Spring

- Coach and Manager Training
- Tryouts
- Draft / Options
- Trading
- Scheduling games and practices
- Eligibility
- Rosters
- Interleague play
- Protest committee
- President, Vice President, Player Agent roles
- Injured players
- Releasing a player
- Disciplining a member
- Post-season playoffs



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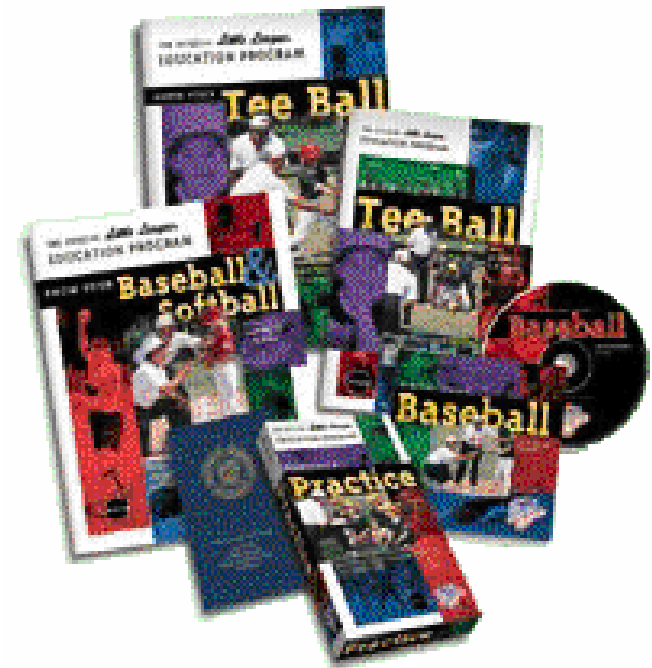
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## Little League Education Program For Coaches and Managers

- Manual, passport, video, CD Rom Resources
- Developed By Al Herback and Al Price
- Teaches skills through drills and fun activities
- Practice planning tips





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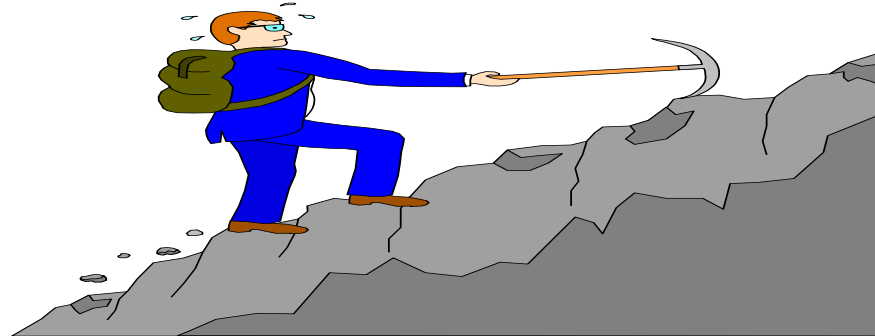
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# Deciding on the Number of Teams

- Decide on League's age structure
- Ratio of Minors to Majors should not exceed 2:1
- Determine number of players returning
- Always look toward expanding the Major Divisions
- Decide on method for expansion
- Ensure small divisions have somebody to play





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# Player Tryouts

- Have multiple tryouts
- Review League division eligibility
- Prepare a tryout list
  - Assign Numbers to players
  - Organize by division
  - Draft Numbers affixed to player for identification
- Provide copies to Managers / Coaches in attendance



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## Player Draft / Options

- All Options (except #1) must be in writing to the Player Agent 48 hours prior to draft
  1. Brother / Sister Option
  2. Brother / Sister of player currently on team
  3. Sons / Daughters of Managers
  4. Sons / Daughters of Coaches



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## Brother / Sister Option

- Two or more siblings in the draft, first brother or sister is drafted
- Manager automatically has the option to draft the other brother or sister on the next turn
- Failure to exercise option makes the second sibling available to be drafted by any team



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## Brother / Sister Option of Player Currently on a Team

- Manager may submit an option on a draftee if the player candidates brother or sister is a member of the manager's team
- If option is submitted, the Manager **MUST** draft the sibling within the first **three** draft selections



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## Sons / Daughters of Managers

- If a manager has Son / Daughter eligible for the draft, must submit option in writing
- Manager must exercise option at or before specified round
- Parent / Manager option takes priority over any other option
- NOTE: provisions also apply for managers having eligible brothers / sisters in the draft



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## Sons / Daughters of Coaches

- New coaches shall not be appointed nor approved until after draft
  - Returning coach may exercise option through manager provided:
    - Coach has served as a coach or manager (at any level) for the past two years
- AND**
- Coach is returning to the same major league team as last year.
  - NOTE : In order to exercise this option, the coach **MUST** qualify under **BOTH** conditions



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## Draft Rounds

If option is submitted for Son / Daughter of a Manager or Coach. Candidate must be drafted in or before the following round:

<i>Draft Round</i>	<i>Little League</i>	<i>Junior</i>	<i>Senior</i>	<i>Big</i>
5	9-10	-	14	16
4	11	13	15	17
3	12	14	16	18



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## The Draft

- Leagues must utilize draft methods outlined in the Operating Manual Leagues may submit an alternative method to the Charter Committee for consideration
- Team Expansion and Reduction plans are outlined in the Operating Manual / contact DA / Regional Center for further assistance



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## Duration of Title

Each player acquired shall, for the duration of their major league career, be property of the team making the acquisition, unless traded, properly released, or Plan B of player selection for existing leagues is implemented with the local league.



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## Trading

- Manager may trade player up to 14 days after the first scheduled game.
- All trades must be through and with the approval of the Player Agent
  - Minor League Players may not be traded for Major League Players
  - All trades must be player for player
  - Trades involving a player for draft choices are not permitted
- All trades must be for Justifiable reason and approved by the local Board



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# Team Registration / Release of Players

- Five days prior to the first scheduled game, each manager shall register with the player agent the number of player as determined in Regulation III
- Teams to be monitored to ensure rosters are at proper levels
- Managers are required to inform Player Agent if a player has been repeated absence



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## Regulation II (d) Waiver Form

- Player within any divisional status may be retained after either moving or having boundaries changed.
- Siblings whose brother/ sister meet the above criteria may also be retained.
  - Player may be retained for the remainder of their Little League career
  - **Note: A player who qualifies and elects not to participate for a season may not be retained in subsequent seasons.**



# LITTLE LEAGUE BASEBALL ®

## Report of Players Claimed under Regulation II (d)

Date January 1, 2004

League Name Hometown Little League League ID # 555-00-55

League President Wilma Flinstone

League Address 450 Howard Street Hometown, FL 12345  
Street City,State Zip

<b>Division</b> (Check one)	<input checked="" type="checkbox"/> Baseball	<b>Level</b> (Check one)	<input checked="" type="checkbox"/> Tee Ball	<input type="checkbox"/> Major League	<input type="checkbox"/> Senior League
	<input type="checkbox"/> Softball		<input type="checkbox"/> Minor League	<input type="checkbox"/> Junior League	<input type="checkbox"/> Big League

### Regulation II (d)

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 from within the boundary to outside the league's boundary or (2) who lives outside 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 met the criteria under II(d) at one time may be retained. Any player meeting (1) or (2) above may be retained for the remainder of his/her career, including Little League, Senior and Big League competition. **NOTE:** A player who qualifies under this regulation and elects not to participate for a playing season is not eligible to be retained for the subsequent season.



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Player's Name Suzie Smith

1. Former address within boundaries: 110 Main Street Hometown, FL 12345

Street Address City, State Zip

2. Current address outside boundaries: 10781 College Park Anywhere, FL 54321

Street Address City, State Zip

This claim under II(d) is being filed because:

- The player's address has changed
  - The league's boundaries have changed
  - The player is a sibling of a player who previously qualified for II(d)
- Only need to qualify  
◀◀ for one reason

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Verification: League President Wilma Flinstone

*Signature*

District Administrator George Jetson

*Signature*

Previous editions of this document are obsolete.



### Regulation II(d) – Processing Procedure

The league president will process a II(d) form. Once the president completes the form, he/she must **compile “residency requirement” verification** that each youngster meets the conditions of II(d) as outlined above. The league president will present this verification to the District Administrator for review. Once the District Administrator verifies the documentation meets the regulations, the District Administrator will sign the II(d) form granting his or her approval. The league and the district will maintain the form and documentation in their files. This verification process is only required **once** during a participant’s career. **The league must maintain this form and documentation for this player for the duration of his/her career until the player graduates from the program or breaks service with the league.** Tournament team players will be required to carry a copy of this form and documentation with them throughout the tournament. **If contested during tournament play**, the league will be required to produce the documentation. Additionally, if it is determined at a later date that the player does not meet the conditions of II(d), the player is ineligible for further participation. Situations in which documentation is not available must be referred to the Charter Committee through the Regional office for decision. The decision of the Charter Committee is final and binding.



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## Regulation IV (h) Waiver

If previously lived within the league boundaries for two years while serving as a dedicated coach, manager or board member for two years, his / her son(s) / daughter(s) may tryout and be selected by teams in that league Provided:

1. Such service to the league has continued
2. Subject to written agreement with league whose boundaries they currently reside

**AND**

3. Supported by recommendation of the DA.



# LITTLE LEAGUE® Baseball and Softball

## Regulation IV (h) Waiver Claim form

Date January 1, 2004

League Name Hometown Little League League ID # 555-00-555

League President Wilma Flinstone

League Address 450 Howard Street Hometown, FL 12345  
Street City,State Zip

<p><b>Division</b> (Check one)</p> <p><input checked="" type="checkbox"/> Baseball</p> <p><input type="checkbox"/> Softball</p>	<p><b>Level</b> (Check one)</p> <p><input type="checkbox"/> Tee Ball      <input checked="" type="checkbox"/> Major League    <input type="checkbox"/> Senior League</p> <p><input type="checkbox"/> Minor League   <input type="checkbox"/> Junior League   <input type="checkbox"/> Big League</p>
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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 the Regional Office, to the Charter Committee.



Player's Name: Barney Rubble

The parent(s) of Barney Rubble 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.

1. Former address within boundaries: 801 Cave Lane Hometown, FL 12345

Street Address

City,State

Zip

List years of service: 2000 1999 1998

(Must fill in two spaces)

2. The parent(s) of Barney Rubble 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: 2003 2002 2001

(Years of service must be continuous)

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

Anywhere Little League

555-00-22

Andy Taylor

League Name

League Number

President's Signature

Verification: League President Wilma Flinstone

*Signature*

District Administrator George Jeston

*Signature*



### Regulation IV(h) – Processing Procedure

The league president will process a IV(h) form. Once the president completes the form, he/she must **compile “residency requirement verification** that each youngster meets the conditions of IV(h) as outlined above. The league president will present this verification to the District Administrator for review. Once the District Administrator verifies the documentation meets the regulations, the District Administrator will sign the IV(h) form granting his or her approval. The league and the district will maintain the form and documentation in their files. This verification process is only required **once** during a participant’s career. **The league must maintain this form and documentation for this player for the duration of his/her career until the player graduates from the program or breaks service with the league.** Tournament team players will be required to carry a copy of this form and documentation with them throughout the tournament. **If contested during tournament play**, the league will be required to produce the documentation. Additionally, if it is determined at a later date that the player does not meet the conditions of IV(h), the player is ineligible for further participation. Situations in which documentation is not available must be referred to the Charter Committee through the Regional Office for decision. The decision of the Charter Committee is final and binding.



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## Scheduling Games

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Should have teams play each other twice in the same week
- Sunday games OK
- Season must be half completed by the day  
Tournament Teams are allowed to be announced
- Little League recommends splitting the season in half
- Allow for “rain-dates”



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# Practices

Schedule is responsibility of Board of Directors



May be off league property if site OK with Board of Directors



Land-owner can be named as additional insured on liability policy (Cost: \$20.20 each)



Pre-season practice games may only be with teams in the same division and same league



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# Rosters

- ALL rosters **MUST** be submitted to International Headquarters in Williamsport for tournament eligibility
- Can Use the Little League Data Center
- Player who is injured must be on roster at Headquarters to be covered by Little League insurance
- Rosters may be computer-generated



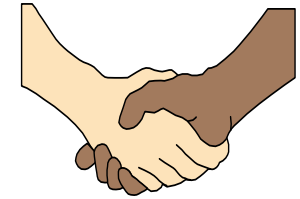
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# Interleague/ Combined Teams



- Must be filled out completely
- Must be sent to District Administrator first
- DA forwards forms to Regional Headquarters
- Must be approved prior to play
- Form an Interleague Committee to work with the other league(s) in the Interleague arrangement



## APPLICATION FOR INTERLEAGUE PLAY

Leagues applying for interleague play must complete this application and forward it to the District Administrator

**NOTE: Use a separate form for each level of play**

FL 00  
 State District

Level of Play	Division
<input type="checkbox"/> Minor League	<input type="checkbox"/> Baseball
<input type="checkbox"/> Major League	<input type="checkbox"/> Girl's Softball
<input type="checkbox"/> Junior League	<input type="checkbox"/> Boy's Softball
<input type="checkbox"/> Senior League	<input type="checkbox"/> Challenger
<input type="checkbox"/> Big League	

League ID #	League Name	Number of Teams	President's Signature
1. 555-00-11	Hometown Little League	2	<i>Wilma Flinstone</i>
2. 555-00-22	Anywhere Little League	6	<i>Andy Taylor</i>
3. 555-00-33	Smallville Little League	1	<i>Curley Cue</i>
4.			

This combination is requested for tournament play: Yes  No   
 Forward to District Administrator

Identify Leagues above involved in combination for tournament
 

1.
2.
3.
4.

I have reviewed the application for interleague play and recommend approval based on the information provided.

*George Jetson* FL/00 1/4/04  
 District Administrator State/District Date

\_\_\_\_\_  
 Regional Director Date



## APPLICATION FOR INTERLEAGUE PLAY

### General Guidelines for Interleague Play Combinations

#### Interleague Schedule Combination Approvals

1-1	2-2	3-3	4-4	5-5	6-6
1-2	2-3	3-4	4-5	5-6	
1-3	2-4	3-5	4-6	5-7	
1-4	2-5	3-6	4-7		
1-5	2-6	3-7	4-8		
1-6	2-7	3-8	4-9		
1-7	2-8	3-9			
1-8	2-9				
1-9	2-10				
1-10					

Generally, approval is given for any three-league combination where one league has no more than four teams and the total is eight teams or less.

#### SINGLE TOURNAMENT TEAM COMBINATION APPROVALS

1-1	2-2
1-2	2-3
1-3	2-4
1-4	2-5
1-5	2-6
1-6	2-7
1-7	2-8
1-8	2-9
1-9	

NOTE: All other tournament combinations must be approved by Charter Committee



## APPLICATION FOR COMBINED TEAMS

### REGULAR SEASON PLAY

Leagues applying for combined teams play must complete this application and forward it to  
the District Administrator

**NOTE:** Use a separate form for each level of play

FL \_\_\_\_\_ 00  
 State District

Level of Play	Division
<input type="checkbox"/> Minor League	<input type="checkbox"/> Baseball
<input type="checkbox"/> Major League	<input type="checkbox"/> Girl's Softball
<input type="checkbox"/> Junior League	<input type="checkbox"/> Boy's Softball
<input type="checkbox"/> Senior League	<input type="checkbox"/> Challenger
<input type="checkbox"/> Big League	

League ID #	League Name	Number of Participants	President's Signature
1. 555-00-11	Hometown Little League	29	<i>Wilma Flinstone</i>
2. 555-00-22	Anywhere Little League	6	<i>Andy Taylor</i>
3. 555-00-33	Smallville Little League	1	<i>Curley Cue</i>
4.			

Each league must pay charter fee for at least one (1) team.

Forward to District Administrator

This combination is requested for tournament play: Yes  No

I have reviewed the application for combined teams and recommend approval based on the information provided.		
<i>George Jetson</i>	<u>FL/00</u>	<u>1/4/04</u>
District Administrator	State/District	Date

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Date



Fall

Winter

Spring

Summer

# Opening Day!

- Ceremonies brief and meaningful
- Invite media
- Great time to get new members
- Select and pay homage to Top Volunteer, Mom, Challenger and Good Sport of the Year (send paperwork to DA)



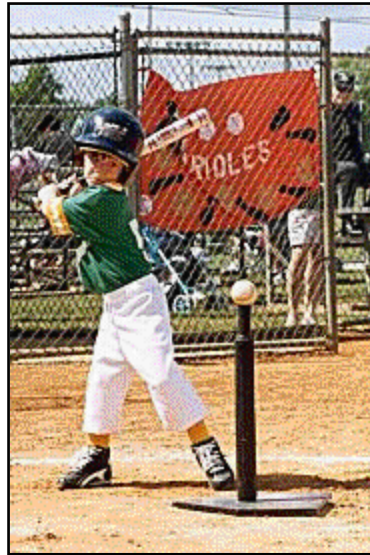


Fall

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# The Regular Season

## Overview

- Multiple Participation
- Protest Committee
- President, Vice President, Player Agent responsibilities
- When a player quits
- When a manager wants to release a player
- Disciplining a Member
- Playoffs



Fall

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## Multiple Participation

- A player may participate in other youth baseball programs during the regular season and prior to the first game involving that player's International Tournament team.
- Once play begins for a tournament team, players named on that team's tournament affidavit may **NOT** participate in any other youth baseball program until that team is eliminated from tournament play.



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# Protest Committee



- Totally responsible for solving protests during regular season
- President may call DA, then Regional Headquarters for interpretation of a rule or regulation (not a ruling)
- Committee composed of the president, player agent, league's umpire-in-chief and one or more other officers or directors who are NOT managers, coaches or umpires.



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## **President, Vice President(s) and Player Agent(s)**

### **President**

**Can not manage, coach or umpire in any division in the league. Can not waive duties as member of the Protest Committee.**

### **Vice Presidents and Player Agents**

**The Vice President may manage, coach or umpire provided he or she is NOT on the Protest Committee. The Player Agent shall not manage, coach or umpire in any division in the league in which he or she has any responsibilities. Can not circumvent this by giving the person a different title.**



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# Post-Season Playoffs



CHAMPION

- If playoffs are games between first and second half champions in the same division of the same charter, no written permission is needed
- Regular season rules ONLY
- Any other games require written permission as Special Games Regulation IX
- Protests can not be referred to Regional Headquarters or Williamsport



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## When a Player is Released During the Season

- **Manager MUST** make the Board aware
- **Player Agent** finds out why the release is wanted
- **Issue goes to Board**
- **If released, player is notified in writing**
- **Player CAN NOT** be released from a **Major team to a Minor team**
- **Player can try out next season**

**Bulletin:** A Minor League player who refuses to “go up” to a Major Division team, when called, forfeits his/her eligibility to play in the Major Division for the remainder of the season. The league may also require that the player be transferred to another Minor League team.

### SAMPLE LETTER TO RELEASED PLAYER/PARENTS

*Dear Jones Family:*

*The Board of Directors of Hometown Little League met on (date) to consider a request to release Billy Jones from his team in the Major Division.*

*The release has been approved. As such, Billy is no longer eligible to participate at Hometown Little League for the balance of the current season. However, we would like to invite Billy to try out for a team next year.*

*We will retain your address in our files, and will be back in touch with you when registration is scheduled for next season.*



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# Disciplining a Member

- Committee gathers complaints **IN WRITING**
- Committee reports findings to Board of Directors
- Board could decide to take no further action
- Board should send **WRITTEN** notice to the accused; when, where and why they need to appear
- Board could decide to draft a written warning, or could decide to temporarily suspend Membership privileges, or could decide to suspend or revoke Membership privileges for remainder of the year (2/3 majority vote needed)



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## Summer

- ☺ Special Games
- ☺ Selection of Tournament Teams
- ☺ Tournament affidavit
- ☺ Tournament Team practice
- ☺ District briefings
- ☺ Awards
- ☺ International Tournament
- ☺ Training and Development Program



Fall

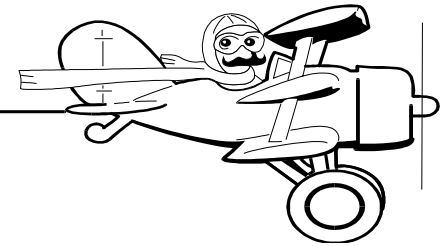
Winter

Spring

Summer

# Special Games

## *Regulation IX*



- ↓ Special Games form must be approved in writing from the Regional Director before games begin
- ↓ May be played under Regular Season Rules or Tournament Rules, but not in combination
- ↓ All protests solved at the local level
- ↓ Protests can not be referred to Regional Headquarters or Williamsport



## APPLICATION FOR SPECIAL GAMES

Host League Mayberry RFD Little League ID Number 555-00-444

(Use separate sheet if more than one league. Note: All host leagues must have approved liability insurance.)

Address 54 John Deer Drive, Mayberry, AL 77777

Submitted by: Barney Fife Date: 3/5/04

Level/Division (Check ONE in each – use separate form for each level or division requested)

<b>LEVEL</b>	Tee Ball	<input type="checkbox"/>	<b>DIVISION</b>	Baseball	<input type="checkbox"/>
	Minor League	<input type="checkbox"/>		Girl's Softball	<input type="checkbox"/>
	Little League	<input type="checkbox"/>		Boy's Softball	<input checked="" type="checkbox"/>
	Junior League	<input type="checkbox"/>			
	Senior League	<input checked="" type="checkbox"/>			
	Big League	<input type="checkbox"/>			

List all leagues involved in Special Games (use separate sheet if necessary)

LEAGUE NAME(S)	LEAGUE ID NUMBER(S)
Hometown Little League	555-00-111
Anytown Little League	555-00-222
Smallville Little League	555-00-333
Mayberry RFD Little League	555-00-444



Details (approximate start/finish dates of Special Games, tournament format, regular season or all-star teams, etc)

May 15 – 30, 2004

Regular season teams w/ NO pool players

Double elimination format

The above Special Games will use: Tournament Rules  Regular Season Rules

George Jetson

3/12/04

State-District: AL 00

Approved

District Administrator's Signature/Date

Denied

Approved

Regional Director's Signature/Date

Denied

Copy to be mailed to District Administrator after being signed by Regional Director

Please read the specific guidelines listed at the bottom of form prior to submitting



Fall

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# Selection of Tournament Teams

## *Recommended Method*

### Criteria for selection

- Eligibility
- Availability
- Ability

### Groups voting

- Players in that Division
- Managers in that Division
- Coaches in that Division
- Volunteer umpires
- Board of Directors

Note: Teams can not be announced  
before June 15th



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# Tournament Affidavit

- **Must be filled out completely**
- **President verifies age and residence**
- **DA verifies age**
- **Maximum number of players is 14 (15 for Big League)**
- **Minimum number of players is 9**
- **Individuals may be added at any time**
- **One manager, two coaches**
- **Replacements:**
  - Draw line through name of player being replaced
  - Use space provided on the affidavit to add new player's name
  - New player must be verified for age and residence by President and for age by District Administrator or Tournament Director at site



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# Tournament Managers / Coaches Eligibility

An individual that manages or coaches in another youth baseball/softball program is not eligible to be appointed to manage or coach a tournament team in the Little League program at the same age division as defined in Regulation I (a).



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# Tournament Team Practice

- Can not begin before June 15th.
- Practice may be with selected Tournament Team players only, or other members of the same division in the same league





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# Tournament Briefings with DA

- **Field certification**
- **Review of Tournament Rules and Guidelines**
- **Code of Conduct**
- **Review of special situations that may arise in game**



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## Awards

- Can not be for individual athletic accomplishment
- Should be inexpensive
- Expensive awards may jeopardize a child's amateur status



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# International Tournament

- Details are in Tournament Rules and Guidelines
- May be further arrangements at Section, State, Division, Region or World Series levels
- League is reimbursed (\$1 per mile) for travel beyond District level (credit toward next year's fees)
- Maximum of one round trip per tournament.



Deadline:

Sept. 15!



Fall

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# Tournament Play and Your Responsibilities

- ✦ *Every Tournament Director should know each Tournament Rule, paying particular attention to pitching and substitution rules*
- ✦ *Remember - If ANY ineligible pitcher delivers EVEN ONE pitch, his or her team will almost certainly forfeit that game by action of the Tournament Committee*
- ✦ *Tournament team members subject to suspension or removal (local league or Charter Committee only)*





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## Second Season

### *Training and Development Program*

- Can be conducted on an informal basis with training and instruction in relaxed atmosphere
- Can be conducted indoors
- Great opportunity to introduce new divisions
- Great way to recruit both parents and additional adult volunteers for next year
- Playing fields are much more available during late summer, fall and winter months.
- Can be used to introduce players to a new division



Fall

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# The World Series

## Sites

**Little League Baseball:**

*Williamsport, PA*

**Junior League Baseball:**

*Taylor, MI*

**Senior League Baseball:**

*Bangor, ME*

**Big League Baseball:**

*Easley, SC*

**Little League Softball:**

*Portland, OR*

**Junior League Softball:**

*Seattle, WA*

**Senior League Softball:**

*Lower Sussex, Delaware*

**Big League Softball:**

*Kalamazoo, MI*

