



**TRI-LAKES LITTLE LEAGUE**

**BY-LAWS, RULES & POLICIES**

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## **SECTION 1: INTRODUCTION AND MISSION STATEMENT**

The Tri-Lakes Little League Bylaws, Rules, and Policies govern the operations and procedures of Tri-Lakes Little League (“TLLL” or “the League”) and provide transparency to its members. The league operates year-round relying on volunteers to fulfill its mission and responsibilities.

This document is adopted and approved by the TLLL Board of Directors (“Board” or “BOD”). They establish standards, expectations, and responsibilities for all Officers, Directors, Members, Managers, Coaches, Players, Volunteers and Families throughout the baseball and softball year. This document shall serve as the governing reference for League operations, including but not limited to administration, managers and coaches, team formation, manager and coach oversight, scheduling, and post season (All-Stars) selection and participation. These Bylaws also provide a detailed understanding of how the League operates and reflect TLLL’s commitment to its members.

The objective of the League is to positively impact young athletes and the local community through the power of youth baseball and softball. TLLL is dedicated to creating a safe, inclusive, and enjoyable environment that fosters player development, teamwork, character building, and life skills at all levels of play. All Directors, Officers, and Members shall uphold the core Little League value of Teamwork, Community, Inclusion, Fun, and Integrity.

These Bylaws are organized according to the League’s calendar year, beginning in October, and are structured to address Generally Policies, Pre-Season Operations, Regular Season Operations, and Post Season Operations. An electronic version shall be maintained on the League website and in the Little League Data Center.

TLLL is chartered under Little League International and shall operate in full compliance with all applicable Little League regulation, policies, and playing rules, plus any Divisional Supplemental Rules. In the event of a conflict or omission, the official Little League International and Playing Rules shall be followed. Matters not otherwise addressed, or required waivers, shall be submitted to the TLLL Board for interpretation and decision.

## SECTION 2: GENERAL INFORMATION

### Board of Directors

- 1) **General Authority:** The TLLL Board of Directors (BOD) shall be governed by the approved Constitution of the League on record within the Little League Data Center. The TLLL Bylaws, Rules, and Policies shall be reviewed and approved annually no later than March 31st by a majority vote of the Board. Following adoption, amendments may be made only upon approval by a simple majority vote of the Board.
  
- 2) **Authority and Composition:** The TLLL BOD manages the property and affairs of the League. Board positions shall include:
  - A) League President
  - B) Vice President of Baseball Operations
  - C) Vice President of Softball Operations
  - D) Treasurer
  - E) Safety Director
  - F) Player Agent
  - G) Registrar
  - H) Information Officer
  - I) Coaching Director
  - J) Equipment and Field Director
  - K) Scheduling Director
  - L) Marketing and Social Media Director
  - M) Sponsorship and Fundraising Director
  - N) Uniform and Picture Day Director
  - O) Volunteer Umpire-in-Chief

Position descriptions and responsibilities are outlined in Appendix A.
  
- 3) **Scope of Authority:** The Board shall meet no less than monthly. Board Members shall perform the duties assigned to their respective positions as described in this document. One individual may serve in more than one capacity, as approved by the Board. No individual Board Member shall act independently in matters involving discipline, safety enforcement, financial commitments, contracts, or player eligibility waivers. Such matters require review and approval by the BOD or Executive Committee in accordance with League policy and Little League International regulations.

- 4) Executive Committee: Within the TLLL Board of Directors, the Executive Committee shall consist of the President, the applicable Vice Presidents (Baseball or Softball), the Player Agent, the Coaching Director, and the Treasurer. The Executive Committee is authorized to act on behalf of the Board in the following matters:
  - A) Approve contracts and purchases not exceeding \$1,000.
  - B) Approve Memorandums of Understanding with other organizations that do not obligate TLLL to expenditures exceeding \$1000.
  - C) Approve waiver requests for players residing outside of League boundaries.
  - D) Approve age waiver pertaining to divisions of play under TLLL rules.

The Executive Committee shall meet at the call of the League President, who shall report all Executive Committee actions to the Board at the next scheduled meeting. The Executive Committee may defer any matter to the full Board for determination.

- 5) Advisory Council and Committees: The Board may establish a Non-Voting Advisory Council and or ad hoc Committees to assist in League operations
- 6) Annual Operating Calendar: The Board shall approve an annual operating calendar no later than December 31 of each year. The calendar shall identify major events, including Board meetings, registration period, training sessions, tournaments, All-Stars activities. The President may modify dates as necessary for League operations
- 7) Code of Conduct: TLLL Board Members shall:
  - A) Treat fellow Board Members and League participants with courtesy and respect.
  - B) Perform assigned duties diligently and secure appropriate replacement(s) if unable to do so
  - C) Maintain confidentiality of information they receive in their official capacity and refrain from using such information for personal gain or benefit
  - D) Conduct themselves in a manner that reflects positively on the League and does not discredit the Board.
  - E) Recuse themselves from any matter in which an actual or perceived Conflict of Interest (COI) exists by notifying the Executive Committee of the conflict (financial or otherwise)

### **Sportsmanship, Conduct and Discipline**

- 1) Standards of Conduct: TLLL promotes a safe and positive environment for all players, managers, coaches, umpires, families, and spectators. By participating in TLLL events and activities, all individuals agree to abide by the TLLL Conduct Policy

and the Little League Code of Conduct. TLLL maintains a zero-tolerance policy for physical or verbal abuse, including inappropriate or obscene gestures. Inappropriate physical contact or handling of players by managers, coaches, or any league member shall not be tolerated and may result in immediate suspension and referral to law enforcement. All incidents shall be brought before the TLLL President, Player Agent, Safety Director, and Vice Presidents as appropriate.

- 2) Expectations of Sportsmanship: TLLL participants are expected to:
  - A) Applaud effort and sportsmanship regardless of score.
  - B) Recognize that the league exists for player development and enjoyment. Even though the game is competitive in nature, winning is secondary.
  - C) Being supportive of managers and coaching staff. Address concerns with managers privately and respectfully. Players are encouraged to self-advocate and communicate directly with managers and coaches.
  - D) Provide positive feedback to all players, celebrating the athlete's effort and improvements regardless of outcome.
  - E) Treat umpires with respect at all times. Umpires have complete authority over the game on the field of play, from the plate conference to when they depart the field.
  - F) Understand that managers are responsible for the conduct and actions of their coaches, players, and spectators. Booing, taunting, or chirping at umpires and other disrespectful behavior is not acceptable
  - G) Support inclusivity regardless of race, nationality, creed, sex, or ability. All players shall have an equal opportunity to learn and play ball.
  - H) Hold all discussions and conferences with other managers, coaches, and umpires shall be held in respectful and conversational tones
  
- 3) Umpire Authority: Baseball and softball is a game of rules and judgement, disputes will occur. Only managers may request a conference with the umpire to dispute a decision or ask for clarity on a call. All discussions with an umpire shall be conducted civilly. Judgment calls are final and may not be challenged. Once the umpire decision is made, the manager shall make no further protest. Managers have the right to file official protests of a game if there is a deviation from the rules.
  
- 4) Prohibited Conduct: The following list is subject to warrant disciplinary action. This list is not an all-inclusive list and TLLL may determine other offenses warrant disciplinary action. Illegal behavior and actions shall result in ejection and be reported to local law enforcement authorities.
  - A) Physical confrontation of any kind.
  - B) Aggressively or disrespectful behavior towards an umpire.
  - C) Consumption of alcohol or being inebriated at League functions and activities.

- D) Use of tobacco or marijuana at League functions and activities.
- E) Violations of Little League safety rules.
- F) Violations of Little League Code of Conduct
- G) Violations of TLLL Code of Conduct and safety rules

5) Complaint Procedure: Complaints may be submitted in writing, signed, and delivered to the President of the league (or designee). No disciplinary action shall be taken without a formal written complaint. The President shall convene with the Executive Committee or Board Members, as appropriate, to determine if a disciplinary hearing is appropriate. If a TLLL Board Member is the complainant, that individual shall recuse themselves from the initial determination phase.

6) Disciplinary Action: Potential disciplinary action may be commenced against any person involved in the TLLL program, including but not limited to, TLLL Board Members, umpires, managers, coaches, parents, players and those attending any TLLL function or activity. Potential disciplinary actions include:

- A) Suspension for a game, period, or the rest of season.
- B) Permanent suspension from volunteer position.
- C) Permanent suspension from attending TLLL functions and activities
- D) Letter of Reprimand from the President as a result of the Disciplinary Committee's investigation. The letter shall be kept on file.
- E) Verbal counseling by the President or designee.

In certain cases, the President may suspend an individual immediately until an action is determined by the Disciplinary Committee and/or Executive Committee.

7) Other penalties are as follows:

- A) Umpires may provide a warning before ejecting a manager, coach, or player for offenses that do not involve violent conduct or abusive language.
- B) Umpires may restrict a manager, coach, or player to the dugout instead of ejecting him. Although no further disciplinary action is required, the Umpire-in-Chief or VP may refer the matter to the President for further disciplinary action, as they deem necessary.
- C) Pursuant to LL Rules, any person ejected by an umpire shall leave the field immediately and take no further part in that game. They may not sit in the stands and may not be recalled.
- D) Any manager, coach, or player ejected from a game is suspended from his/her team's next physically played game and may not be at the game site. In addition, any manager, coach, or player ejected from a game may not attend practice until the outcome of a disciplinary committee investigation. Players who are ejected should remain under adult supervision until released to the parent or guardian.

- E) Pursuant to Little League Rules, if the umpire ejects a manager or coach, the umpire shall furnish a written report to the President within 24 hours of the incident, the President shall promptly refer the matter to the disciplinary committee.
- F) Upon receipt of credible evidence, the President shall immediately suspend, pending the outcome of a disciplinary committee investigation, a manager or coach who inappropriately bumps, shoves, pushes, hits, strikes, or assaults in any way an umpire, player or spectator. Confirmation of such actions shall result in the manager or coach's removal.
- G) The President may require an ejected player to appear with his/her parent(s) or guardian(s) before a committee composed of the Player Agent and two members of the Board of Directors (assigned by the President) to explain his or her conduct. The player's manager shall appear with the player as an advisor. The committee shall recommend to the league President the action it feels is justified.
- H) Ejections from LL games are rare and should be handled in a serious manner.
- I) When the Disciplinary Committee decides on whether there is reasonable cause as to the validity of the complaint, the President shall provide written notice to the complainant and the alleged violator stating the substance of the charge and shall request that both parties attend a hearing. The written notice shall state that the failure of either party to appear at this meeting shall constitute default and such default shall allow the TLLL Board of Directors to take appropriate actions. The decision of the committee shall be final and shall not be subject to appeal.

See Appendix F for information on the TLLL Disciplinary Committee.

### **Equipment Accountability**

- 1) Annual Inventory and Issuance: The Equipment and Field Director shall conduct a complete inventory at the beginning of each year. All field equipment shall be accounted for using a line-item hand receipt. Baseballs and softballs may be counted by the dozen or standard bucket.
- 2) Team Responsibility: The Equipment Director shall issue equipment to Managers. The Equipment Director and Manager shall confirm the equipment issued and the Manager shall sign for a hand receipt to be held by the Equipment Director. At the end of the season, the Manager shall return their equipment confirmed by the Equipment Director. Hand receipts shall be re-signed for returned equipment and note any equipment missing minus expendable items like game balls. Managers are responsible for any lost equipment.

- 3) Season Conclusion: At the conclusion of the season, the Equipment and Field Director shall reconcile all sub-hand receipts and sign for returned equipment.
- 4) Transition of Position: Upon transition of the Equipment and Field Director position, the outgoing Director shall conduct a joint inventory review with the incoming Director. This inventory procedure is for accountability purposes only and does not assign financial liability on the outgoing, incoming or acting Equipment and Field Director or any other individuals that are assisting in the process.

## **Financial Controls**

- 1) Budgeting: Committee heads requiring financial resources shall prepare an annual budget for submission to the League Treasurer and President, subject to Board approval. Due dates for budget submission shall be provided by the Treasurer. Budgets shall include line items for all anticipated major expenditures (e.g. a contract, supply or service exceeding \$500). Budgets shall not contain contingency line items. Any contingency shall be associated with specified line items. The Board shall approve the committee budget in total and is not required to vote on individual line items. Board members may require the committee head to explain the basis for the committee budget. Once approved, committee heads may expend funds within the approved fiscal year budget. Reallocation of funds across line items less than \$500 require approval of the Executive Committee. Reallocation of funds exceeding \$500 requires approval of the President.
- 2) Cash Handling
  - A) Authorization to receive cash or checks is limited to the League President, Vice Presidents, Treasurer, Player Agent, Equipment and Field Director, Sponsorship Director, Concessions Manager (when active), All-Stars Coordinator, Assistant All-Stars Coordinator, and any individual designated by the President during specific events. All authorized individuals shall be reported to the Treasurer prior to handling funds and shall receive instruction from the Treasurer regarding the cash handling procedures.
  - B) Funds collected on behalf of the League shall always remain in the plain view of another Board Member at all times when possible. No later than the end of the day of collection, the receiving person must obtain another Board Member to “double count” those funds and provide information via email to the Treasurer on the amount to be deposited. If the Board Member is unable to deposit the funds directly to the bank, the funds shall be delivered promptly to the Treasurer.
  - C) For Concession’s operations (when active), the manager shall double-count the cash with another Board Member or, if unavailable, a League member. Funds

shall be deposited into the TLLL bank account with confirmation sent to the Treasurer, including amount deposited and the date.

- 3) Use of Funds: TLLL participants, administrators, and volunteers shall follow guidelines for participation in non-LL programs specifically surrounding the use of LL equipment and/or funds.
- 4) Purchases and Reimbursements: Purchases necessary for League administration and routine activities shall be paid for by TLLL or be reimbursed by TLLL to the purchaser. The Treasurer shall do all reimbursements after ensuring that the purchase was reasonable, authorized, and funds are available. Any purchases above \$1,000 and outside of the approved yearly budget should be authorized by the President of the League after notification of the Executive Committee. These expenditures shall be noted in the consent agenda of the next Board meeting.
- 5) Annual Tax Filing: The Treasurer shall prepare the League's annual tax filing. The filing shall be approved by the Executive Committee prior to submission.
- 6) Use of Checks: All checks issued by TLLL shall be signed by two Board Members. The two signatures cannot be members that are related.
- 7) Contracts
  - A) Authority: The authority to sign contracts resides solely with the President. The President may delegate such authority, in writing, for operational efficiency. All contracts exceeding \$5,000 must be reviewed and approved by the Executive Committee. The President, or their designee, may only execute a contract once the Executive Committee has provided for its approval.
  - B) Source Selection: The TLLL Board of Directors shall obtain at least two bids from responsible suppliers/providers for all proposals over \$5,000. This requirement does not apply to practice and game field contracts or umpire contracts. TLLL contracts shall be awarded on a best-value basis, considering cost, reliability, and quality. Where quality and reliability are not an issue, contracts shall be awarded on a lowest-cost basis. However, when costs are roughly comparable, the League shall award contracts to sponsors, contractors, and suppliers who have historically provided TLLL favorable terms and service.
  - C) Award Requirements: All contracts must:
    - (1) Be funded by the Board in advance. Secure approval by the Treasurer that funds are available for the work within the contract.
    - (2) Be signed by the TLLL President or authorized designee.

- (3) Clearly define responsibilities of both parties, including any inspection requirements/criteria.
  - (4) Provide dates and schedule by which performance is required.
  - (5) Clearly define payment terms, including any early payment or check/cash discounts.
  - (6) Have termination provisions, if the contract provides for continuing performance.
  - (7) Define the base term length and any option years (up to four).
  - (8) Prior to signature, the Executive Committee shall be given the opportunity to review the contract. Contracts executed by the League should be noted in the consent agenda and note the vendor, cost, and length of contract.
- 8) Insurance Coverage. In accordance with Little League Insurance Group policies, coverage applies only to:
- A) Practices. Practices shall only be conducted on permitted and insured fields, covered by the LL insurance.
  - B) Games day activities.
  - C) Registered Players.
  - D) League who have completed required background checks through the LL provider (i.e., umpires, managers, Board Members). Nothing else shall be covered.
- TLLL shall secure necessary permits for fields and facility use. When using school district facilities, field use remains subject to school priority and scheduling. If scheduling conflicts arise, managers shall politely provide proof of the league's permit. If additional schedule resolution is needed, managers shall coordinate with the Division Commissioner (DC) or the Scheduling Director.

## **Sponsors**

- 1) The Sponsors Committee shall present an annual sponsorship plan and associated fees structure for Board approval. The Committee shall be responsible for communicating to committee heads commitments made for the posting of sponsors on TLLL websites and social media. Sponsors may request the team they wish to sponsor within their selected division, i.e., their son/daughter's team, their neighbor's team. Also, non-affiliated sponsors can request specific teams, i.e., Red Sox, within their selected division on a first money-in-hand basis.
- 2) In accordance with Little League International policies, the following types of businesses/entities are ineligible to become sponsors:
  - A) Firearm specific stores/brands

- B) Marijuana/THC stores/brands
- C) Alcohol stores/brands
- D) Vaping stores/brands
- E) Gambling entities
- F) Adult Content/Entertainment stores/brands
- G) Political Entities (parties, candidates, campaigns)

## **TLLL Boundaries**

See Appendix G.

## **Maintenance and Retention of TLLL Documents**

- A) Officers and responsible individuals shall maintain necessary files that are required to carry out their duties and ensure proper transition of responsibilities.
- B) Retention of Documents: Documents related to the conduct of TLLL affairs shall be retained and archived for reference. Appropriate information shall be loaded to the Little League Data Center
- C) Specific Files: The President shall ensure that the League maintains files relating to its status and charter, finances, League correspondence, manager selection, manager Assessment, and manager/coach/officer disciplinary actions. The Player Agent shall maintain all files relating to player eligibility, Assessment, All-Stars Tryouts and selection, and player discipline. The Treasurer shall maintain all finance, audit, and tax records.
- D) Privacy, Data, Website and Technology Policy: TLLL shall operate compliance with Little League International Privacy, Data and Website and Technology Policies.

## **Umpires**

- A) Assignments: TLLL currently uses umpires contracted through Rocky Mountain Sports Officials and Pikes Peak Sports Officials.
- B) The Umpire-In-Chief (“UIC”) shall assist the Scheduler in ensuring games are properly identified, contracted, and assigned.
- C) TLLL regular season umpire assignments and scheduling shall follow:

- (1) T-Ball and Rookies: Managers/Coaches or volunteer Umpire (Game Coordinator) from the stands
- (2) Minors (AA / AAA) and Majors: One Umpire
- (3) Intermediates and Juniors: Two Umpires

### **Managers, Coaches, and Volunteers**

- 1) Application Requirements: All Managers, Coaches, Board Members, Team Parents, General Volunteers, and any other individual who have contact with players shall:
  - A) Complete an official Little League Volunteer Application.
  - B) Successfully complete a background check.
  - C) Complete Annual Abuse Awareness Training and provide their certificate to the League Safety Director.
  - D) Managers/Coaches are required to complete the CDC “Heads Up” Concussion Training at least every other year and provide their certificate of training to the League Safety Director.
- 2) Volunteer Background Investigations
  - A) The Safety Director shall be responsible for collecting and maintaining all Volunteer Applications.
  - B) The Safety Director shall screen all applicants against the U.S. Department of Justice’s Sex Offender Database and/or other such databases, and report to the President no later than the beginning of the season that all required checks have been completed. The Safety Director shall publish a list of those who have passed the background investigation on the TLLL website in a place that can only be accessed by BOD members.
  - C) TLLL BOD and Managers are responsible for ensuring that all volunteers have submitted applications and completed required background checks.

## **SECTION 3: PRE-SEASON**

### **Registration Marketing**

TLLL shall use reasonable efforts to ensure that all eligible players are informed of the opportunity to participate. Marketing efforts may include, but are not limited to:

1. Posting signage at approved community locations and events.
2. Coordinate with local schools for distribution of marketing materials.
3. Develop and distribute promotional materials through signage, flyers, email communication, and appropriate social media
4. The Registration Committee shall publicize that the inability to pay is not an obstacle to registration.

### **Registration**

- 1) Registration Method: TLLL shall conduct registration on-line. In-person registration sessions may be offered at the discretion and approval of the Board. Registration dates shall be approved no later than the October Board meeting and included on the annual calendar. The online registration process shall close registration at a published deadline, but may continue accepting "Wait List" applicants. The Registrar may extend the registration period with approval of the Executive Board.
- 2) Fees: Seasonal registration fees shall be approved annually by the Board.
- 3) Financial Assistant and Grants: The Board may approve a grant program annually.
- 4) Team Formation: All players shall be assigned or drafted onto teams following the registration period and/or Player Assessments each year. The player pool shall consist of all players who are eligible as defined by the rules developed by the TLLL BOD. The President, with input from the TLLL Board Members, shall determine the number of teams and roster sizes per division.
- 5) Refund Policy: The Registration Committee shall publicize the refund policy through the TLLL website. Requests shall be submitted in writing to the President, Treasurer and/or Registrar.
  - A) Requests submitted before regular season registration closes are eligible for a full refund
  - B) Requests submitted before the draft/team formation are eligible for a 50% refund

- C) Requests submitted after Opening Day may not be granted a refund. The BOD shall review on a case-by-case basis.
  - D) Requests due to family moves and/or injuries may be considered and shall be prorated.
- 6) All costs associated with a returned check fee (not sufficient funds/closed accounts) shall be charged to the account in default. Failure to pay these fees shall result in player ineligibility in future seasons until the debt has been paid.

### **Available Programs**

- 1) The Baseball T-Ball Division is a minor league program available as an introductory, instructional level for ages 4-6 (and new 7-year-olds). The T-Ball Division players hit off a batting tee and are instructed in the game's basics through practice and 10 regular season games. Players shall be assigned to teams by the league's Players Agent or Board Members; therefore, Assessments are not required.
- 2) The Baseball Minors A (Rookies) Division is a league program for 7- and 8-year-old players intended for those with at least one season's T-Ball experience. 5- and 6-year-old families can petition to play at the Rookies level as long as the player has 1 year of T-Ball experience and is approved by the board. This program operates as a Coach/Machine Pitch instructional league, emphasizing catching, throwing, hitting, and basic fielding over 12 games. Players shall be assigned to teams by the league's Player Agent or Board Members; therefore, Assessments are not required.
- 3) The Baseball Minors AA Division is a transitional instructional level for ages 8-9 (and advanced 7-year-olds) combining coach/machine pitch early and player pitch later, building consistency in throwing, hitting, and catching across 14 games. Players shall attend Assessments and teams shall be drafted according to League rules.
- 4) The Baseball Minors AAA Division is a mix of instructional and competitive play for ages 9–11 (and advanced 8-year-olds) featuring full player pitch, Assessments, drafting, and higher-level skills development through 14 scheduled games. 12-year-olds can play AAA level with a waiver, but they cannot pitch.
- 5) shall be placed into the Minors AAA division. 12-year-olds can play AAA level with a waiver, but they cannot pitch.
- 6) The Intermediates Baseball is a competitive transition level for ages 12-13 (and advanced 11-year-olds) played on a 50/70 field, bridging Little League to high-school

style baseball with longer throws, leading rules, and 14 scheduled games. Players shall attend Assessments and teams shall be drafted according to League rules.

- 7) The Baseball Juniors Division is a competitive division for ages 13-15 (and advanced 12-year-olds) on a 90-foot field designed to mirror high-school play, emphasizing advanced pitching, hitting, and defensive skills through 14 scheduled games. 15-year-olds can pitch up to 1 full inning (or 3 outs), but are restricted from participation in Junior All-Stars. Players shall attend Assessments and teams shall be drafted according to League rules.
- 8) The Softball Minors Division is an instructional and competitive division for ages 7-10 (8U and 10U) players featuring player and modified coach pitch, where athletes build consistency in throwing, catching, hitting with authority, and defensive awareness through a full schedule of games. Players shall be assigned to teams by the league's Player Agent or Board Members; therefore, Assessments are not required.
- 9) The Majors Softball Division is a competitive division for ages 10-12 (12U) players focused on refining advanced techniques, facing consistent player pitching, and developing strong in-game strategy in a faster-paced environment.
- 10) The Juniors Softball Division is a transitional division for ages 13-14 (14U) players that emphasizes advanced fundamentals and competitive play on a larger field, preparing athletes for the structure and pace of high school softball.
- 11) The Seniors Softball Division is a high-level competitive division for ages 15-16 (16U) players that mirrors high school play, emphasizing advanced strategy, speed, and power while competing at an elite level.

### **Manager Selection**

- 1) Managers and Coaches shall be appointed annually. Approvals are for the current season only and do not guarantee future appointment.
- 2) The President shall appoint at least three Board Members who shall comprise the Manager Selection Committee (MSC). The MSC shall be chaired by the Coaching Director. The primary function of the MSC is to recommend Managers and preliminary Coaching candidates to the League President. The ultimate appointment of Coaches depends upon their selections by team managers.
- 3) Final approval for Manager and Coaches rests with the TLLL Board of Directors.

- 4) All Managers and Coaches are subject to a successful background check.
- 5) The MSC shall review Manager qualifications per the criteria contained in the TLLL Standards for Managers and Coaches (“TLLL Standards”, see Appendix B), conduct interviews, and evaluate prior assessments as applicable. The TLLL candidates shall submit to interviews as described below.
  - A) Minor League Managers: The applications of minor league manager candidates shall be examined by the Coaching Director, the Division Commissioner (DC), or another Board Member appointed by the President. The examination may consist of obtaining any prior manager Assessments and interviewing the candidate. The purpose of the interview is to determine the candidate’s interest and suitability and to ensure the candidate understands what is expected of an TLLL manager. The interview may be conducted in person, by phone, or virtually. During such interviews, the candidate shall be asked to provide examples of their coaching experience. At the MSC meeting, DCs shall present their candidates’ qualifications and entertain any questions about the candidates. When there is no competition for positions, the DC shall recommend to the committee those candidates who, in his or her judgment, are “qualified” as measured by the TLLL Standards. If there are more candidates than positions, DCs shall recommend those candidates deemed to be “best qualified” as measured by the TLLL Standards. If a DC determines that the League is short of qualified candidates at a particular level, they shall search for qualified manager candidates, starting with those who have volunteered to coach.
  - B) Majors, Intermediates, and Juniors Division Managers. Applications for manager positions shall be considered by the MSC. The Committee may interview other returning managers if: (a) a committee member requests; (b) the candidate requests; (c) something adverse has come to the Committee’s attention; (d) the candidate has just completed his or her first year as a manager; or (e) the candidate had Assessments in the lowest 25 percent of managers the prior year. At least three Committee members shall conduct the interview. The purpose of the interview is to determine the candidate’s interest and suitability and to ensure the candidate understands what is expected of a TLLL manager as outlined in the TLLL Standards. Interviewers shall pose open-ended questions and ask the candidates to provide positive examples of his or her coaching. The committee chair shall give all candidates a list of sample questions and an overview of the selection scoring criteria for transparency purposes. Manager candidates shall be informed that they have the right to provide any material, including letters of recommendation and samples of their coaching work to the Committee. During

the Committee selection meeting, a person who interviewed the candidate shall summarize the interview and any materials provided.

- C) At its final meeting, the MSC shall discuss the candidates with an eye towards selecting those candidates who, among those who have applied, are “best qualified” as measured by the TLLL Standards. The MSC may vote to return managers with children presently on the team if they are deemed “qualified” and the Committee believes it is in the best interest of the team to do so. Applicants seeking to remain as managers but who have no children returning to the team must be among the very best and offer the League long-term benefits for their being retained as managers, assuming other equally qualified candidates have applied. The Committee should endeavor to reach unanimity but may also make selections by majority vote. The Coaching Director shall contact the candidates selected. If the candidate declines, the Coaching Director shall contact the candidate with the next highest number of votes. The Coaching Director shall notify those that are accepted, and the President shall notify those not selected.

### **Coach Selection**

- 1) Managers may select coaches, subject to approval by the President and the Board. Coach applicants received through registration shall be reviewed by the MSC. If the candidate appears qualified, the Committee is not aware of any disqualifying information, and if the candidate passes the background investigation, the candidate shall be recommended for appointment as a coach. The preliminary list shall be made available to Managers.
- 2) The Board may eliminate a particular candidate from preliminary approval if a majority has a concern about that applicant.
- 3) Managers shall submit their recommendation to their DC no later than the 2<sup>nd</sup> to last Friday in March for final League President approval or disapproval. This activity must be completed at least one week prior to the first scheduled game.

### **Managers Team Assignment**

- 1) Majors, Intermediates, and Juniors Team Assignments
  - A) Assignment of approved managers who did not manage a team in the preceding season shall be determined by random draw witnessed by most of the manager selection committee members. Exceptions: (1) If a new approved manager has a player on an existing team without a manager, he or she shall be assigned as the manager of that team; (2) If preceding (1) does not apply, a new approved

manager, who served as a coach of record during the previous year on an existing team without a manager, shall be assigned as the manager of that team.

- 2) T-Ball and Rookies Managers Team Assignments
  - A) Rookies and T-Ball manager team assignments shall be dissolved at the end of the season.
  - B) Team names shall be randomly blind drawn and shall take place in the presence of the Rookies managers (or designated representatives) involved (can be virtual). Immediately after a manager's name is read, the DC or league official shall blind draw a team name. The team name drawn shall be that manager's team for the coming season. Team names may be traded once all teams have been selected and prior to the close of the team assignment meeting.

### **Player Assessments**

- 1) Player Assessments are required for Minors (AA and AAA), Majors, Intermediates, Juniors, or any player seeking an age waiver. At the League's discretion, Assessments may be conducted for the Rookies Division.
- 2) The Player Agent is responsible for coordinating the schedule and disseminating information about Player Assessment to families and participants.
- 3) Assessments shall evaluate players on their Fielding, Throwing, Catching, and Hitting skill. Player Speed, Pitching, and Catching evaluations are optional.
- 4) Assessors shall use the Player Agent developed Assessment Form (see Appendix H). Players shall be assessed in each area on a 1-5 scale:
  - A) 5 = Demonstrates an exceptional level of ability.
  - B) 4 = Above average level of ability with some errors.
  - C) 3 = Average / has ability to play in this division.
  - D) 2 = Below average ability.
  - E) 1 = Demonstrates beginner level of ability.
- 5) Managers/Coaches should attend Assessments for their Division.
- 6) At each Assessment of a Division, Assessors shall provide their Assessment Form to Data Entry Personnel. The Player Agent shall compile a composite of overall Assessment scores and rankings that shall be furnished to Managers through the secure password protected Assessments webpage for use in the draft. Disclosure of information contained in the composite form to anyone other than a League official

with a need to know, based upon his or her official duties, is grounds for disciplinary action.

7) Private Assessments are prohibited.

### **Draft Procedures**

- 1) Team Formation: TLLL Baseball and Softball Rosters shall have no less than 10 players or no more than 14 players.
- 2) It is TLLL's intent to maximize learning and balance competitiveness between teams
- 3) Drafts shall be conducted annually for applicable Divisions.
- 4) Draft procedures shall follow applicable Little League International Plan (Plan B or Plan C as applicable).
- 5) Sibling and child placement for Managers and Coaches shall following the League Draft policy.
- 6) All draft discussions and material are confidential. Any violation of this confidentiality may result in removal as a manager or coach from TLLL.
- 7) Players refusing draft assignment may be removed from League participation at the discretion of the Board.
- 8) Players need to attend an Assessment before they can be drafted onto a team. Players who do not attend shall be placed at the bottom of the Assessment scoring list with a score of "0." During the draft, attendees shall be asked if anyone knows of the player and their skill level in the mandatory assessed areas. Then the draft shall continue until all teams are filled.
- 9) Before the draft, the Player Agent shall furnish managers with a list of candidates eligible for the draft. The list shall show the candidates in descending order based on composite scores from the Assessments. Managers shall also be furnished with previous season manager Assessments (when available).
- 10) For T-Ball and Rookies, TLLL shall use the LL International Plan C- Blind Draft Method. The Player Agent shall take the number of eligible players, group them by age, and equally distribute the players by group across the teams until all teams are

filled. Managers' and named Coaches' children, and siblings, upon parent request, should be placed on the same team.

- 11) For Minors (AA) and above, TLLL shall use the LL International Plan B – Redraft Method. For the draft, Managers, or their designated representative, shall be randomly assigned a draft order and then a serpentine system of selection shall be used. Managers and Coaches players (and siblings) shall be pre-positioned in the draft based on their total Assessment score. The manager must select these players at the appropriate time in the draft as recommended by the Player Agent.
- 12) After all draft selections have been made but prior to draft completion, the Player Agent shall declare a period during which each manager may trade for any player selected by another team within their league, or for any player remaining in the player pool. All trades are subject to Player Agent approval and shall be announced to all managers present immediately upon approval.
- 13) For Minors, Majors, Intermediates, and Juniors, siblings where parents request that they play on the same team and are eligible, Managers shall draft a “two for one” where the highest sibling is drafted and then the second sibling is automatically drafted in a round commensurate to their rating as provided by the Player Agent.
- 14) Players not drafted at a Division level shall be offered the opportunity to play at the next lower level based on age and LL Rules.

## **SECTION 4: REGULAR SEASON**

### **Team Leadership Composition**

- 1) TLLL recognizes three types of volunteers who direct activities on a team:
  - A) The Manager (aka Head Coach).
  - B) Two Coaches of Record (aka Assistant Coaches).
  - C) An unlimited number, but usually one to three, regular Practice Coaches.
  - D) Team Parent and Team Scorekeeper act in a supporting role.
  
- 2) TLLL recommends that the Manager and both Assistant Coaches be present in the dugout if they are present for the game. If one is absent, only someone who has passed the LL background investigation and Abuse Training is allowed in the dugout.

### **Safety, Training, and Equipment**

- 1) Managers and coaches must complete an TLLL-approved safety class each year, LL Abuse Awareness Training, and Concussion Training (Colorado State Law). The Safety Director shall be responsible for maintaining a league safety plan, tracking evidence of training to those who successfully completed the class and maintaining a roster of those who did completed training in the Safety section BOD SharePoint site.
  
- 2) Managers must have quick access to a phone and carry any safety items (such as first aid kits) specified by the Safety Director, and ensure they and all their coaches are familiar with the kit's use.

### **Parks, Fields, and Facilities**

- 1) TLLL teams and fans shall abide by the rules of each park or school used for meetings, practices, or games. Please respect these facilities provided by LL partners. Leave facilities "better than you found it."
  
- 2) If the field is not already prepared, it shall be the responsibility of the home team to prepare the field. Each team can use the field for warm-ups before the game (time permitting). For games and practices hosted at a TLLL field, it is the responsibility of each TLLL Manager to ensure that equipment boxes are closed and locked before leaving the field after a game/practice.

## **Training for Managers and Coaches**

- 1) The Coaching Director shall plan and provide training to managers and coaches. These offerings may include webinars, manuals, clinics, and in-person or virtual sessions.
- 2) Manager and Coach Orientation should include review of League Rules and policies appropriate for the playing level. Division Commissioners are responsible for ensuring their managers are aware of specific age-level rules.

## **Mid-Season Manager Meeting**

- 1) The Coaching Director may conduct a mid-season manager meeting to check-in with managers and Division Commissioners across the divisions to discuss the season so far, discuss All-Stars, and other matters, to include end of season tournament play.

## **Uniforms and Equipment**

- 1) All players shall be provided with TLLL uniforms. This typically includes team jersey and hat (Baseball) and team jersey, socks, and belts (Softball). Families may be responsible for purchasing pants, belts, and socks. Managers shall inform families on the color or pants for the team.
  - A) Uniforms shall be delivered to coaches no later than one week prior to opening ceremonies or the first game, whichever is earlier.
  - B) Players that register late/after the registration window closes may be limited to uniform availability
- 2) The Uniform Coordinator shall submit a uniform plan to the Executive Committee by the November monthly meeting. Uniform numbers shall be consecutive starting at #1 and ending with a number that represents one above the highest number of players on each team. Uniforms should be a range of sizes. 14 uniforms shall be ordered per team to provide flexibility for late registrants.
- 3) All players must wear consistent uniforms provided by the League. No uniforms, other than those supplied by the League, are acceptable. While on the field, all batters, runners, and player base coaches must wear an approved LL batting helmet. Batting helmets with face masks are strongly recommended for lower divisions of play, but not mandatory.

- 4) Any jewelry worn by a player that poses harm to injury may be subject to removal. Exception: Jewelry that alerts medical personnel to a specific condition is permissible.
- 5) All players shall wear rubber cleats; no metal cleats are allowed except for the Intermediates and Junior Divisions where metal cleats are allowed. For games, all male players are encouraged to wear an athletic supporter. Catchers must wear a mask with a hanging throat protector (hockey masks are also required to have a dangler), protective cup (males), helmet, catcher's mitt, and chest protector whenever behind home plate during the actual game. Any players warming up a pitcher must wear an approved LL catcher's mask with a throat guard on or off the field (bullpen). TLLL helmets, including All-Star helmets, shall be used as issued or authorized by the manufacturer but shall not be modified or customized.
- 6) Wood and metal bats must be used. Any metal bat used must meet USA Baseball specifications (with a stamp, such as "USABat") and standards (with the exception of the Intermediates and Juniors Division which can also use BBCOR).

## **Practice**

Practice shall not begin until after the draft or March 1, whichever is later. Managers should strive for 2-3 practices a week during the preseason and 1 practice a week during the regular season.

## **Game Scheduling**

- 1) The League shall observe the following criteria when scheduling regular season games:
  - A) At most divisions, each team shall play an average of two (2) scheduled games per calendar week: one game between Monday and Friday and one game on Saturday. A team may be scheduled to play two weekday games and, Divisions that are authorized, may play a double header on a weekend.
  - B) A team that plays on Friday shall not be scheduled to play until after 11:00 a.m. on Saturday.
  - C) Make-up games shall be played at the first available opportunity to include double headers for Divisions when permitted.
  - D) Majors, Intermediates, and Juniors teams may play two (2) double headers in a calendar week. Minors may play one (1) double header. T-Ball and Rookies shall not play double headers. No team can play three (3) games in a day.

- E) For Minors (AAA) and above, all teams in each Division shall be scheduled to play fourteen (14) regular season games and play no less than twelve (12) total games. The regular season may be extended to meet this requirement. Rookies (A) shall be scheduled for twelve (12) games and T-Ball shall be scheduled for ten (10) games.
- F) Any changes to the schedule policy necessary to make the season schedule better shall be done with the approval of the Executive Committee.
- G) Additional Scheduling Considerations.
  - (1) To the extent possible, every team should be scheduled to play Saturdays to include inter-league games. Games shall not start before 9:00 a.m.
  - (2) Friday, Monday, and early morning, and late games shall be distributed as evenly as possible.
  - (3) Home and visitor assignments shall be balanced throughout the season to avoid extended consecutive home or away games.
  - (4) Significant scheduling imbalances (e.g. excessive games on one day or time) shall be avoided. A majority of a single Division should not be scheduled to play simultaneously on a given day.
  - (5) Interleague games shall be distributed as evenly as possible among teams.

## **Timing of Games**

- 1) Start Times.
  - A) A game shall begin at its scheduled start time or fifteen (15) minutes after the last out of the previous game, whichever is later.
  - B) The plate umpire shall keep official time and advise the scorekeepers of the start time.
  - C) If the start of a game is delayed forty-five (45) minutes past its scheduled start time, the game shall be rescheduled, unless no game is scheduled behind it, and at least two (2) hours remains until any applicable curfew.
  - D) The official game clock shall begin when the umpire calls "Play."
  - E) A new inning begins when "Time" is called after the last batter on the home team's roster has completed their at-bat.
  - F) On fields with lights, no game shall be played past 10:30 pm. On fields without lights, play shall end at official sunset or before play becomes unsafe due to lack of light as determined by the Umpire-in-Chief (U.I.C.), whichever occurs first.
  - G) For a suspended game, elapsed time from the original game shall be counted towards the allowed time.
  - H) Run Limits shall follow Little League rules, or as agreed between the coaches for T-Ball and Rookies.

- I) Time limits for each division are listed below. The LL rulebook shall be used to determine the proper handling of suspended and tie games.
  - (1) T-Ball & Rookies: No new innings shall start after one (1) hour. A hard stop shall occur at one (1) hour and fifteen (15) minutes. The game ends regardless of the number of innings completed.
  - (2) Minors and Majors: A normal game is six (6) innings. No new inning may start after one (1) hour and forty-five (45) minutes and a hard stop shall occur at two (2) hours. The game ends regardless of the number of innings completed. The game score reverts to the previous inning unless the home team has or took the lead in the last incomplete inning, and the visiting team has completed their at-bat. A game that ran the full time is considered a completed regulation game independent of innings played and shall be used in the standings.
  - (3) Intermediates/Junior/Senior Baseball: A normal game is seven (7) innings. No new inning may start after two (2) hours and a hard stop shall occur at two (2) hours and fifteen (15) minutes. The game ends regardless of the number of innings completed. The game score reverts to the previous inning unless the home team has or took the lead in the last incomplete inning and the visiting team has completed their at-bat. A game that ran the full time is considered a completed regulation game independent of innings played and shall be used in the standings.

## **Game Preliminaries**

- 1) Umpires and Official Scorekeeper.
  - A) The league attempts to schedule official plate and base umpires for Intermediates/Juniors games and a plate umpire for Majors and Minors games. When no official home plate umpire is assigned or shows, the home team is responsible for providing the home plate umpire. When a base umpire is assigned, and the plate umpire does not show, the assigned base umpire shall become the assigned plate umpire if equipped. When no official base umpire is assigned, or a base umpire becomes the plate umpire, the home team is responsible for providing a base umpire. In no case should any game be delayed, cancelled or postponed because league umpires are not available. NOTE: The plate umpire normally stands behind the catcher, but if circumstances dictate otherwise (no protective equipment), the umpire may stand behind the pitcher.
  - B) The home team shall provide the official scorekeeper using Gamechanger. The umpire shall review duties to the scorekeeper and impress upon the scorekeeper that he or she is a game official and not to act as an advisor or cheerleader for

their team, although they may respond to questions concerning pitches, outs, scores and batting order.

- C) A manager or coach may not umpire in the same league's Division in which they participate. In the event there are no available umpires or that a scheduled umpire is not present, this rule may be waived by agreement of both managers. This rule does not apply to T-Ball or Rookie Divisions

2) Pre-game Practice, Field Preparation, and Post Game Cleanup.

- A) Practice times on the fields before all games shall be as follows if time and field rules permits:

- (1) The visiting team shall take infield practice for 5 minutes beginning 20 minutes before game time.
- (2) The home team shall take infield practice for 5 minutes beginning 15 minutes before game time.
- (3) The playing field shall be cleared 10 minutes prior to game time for any field preparation and final team meetings.
- (4) Hard baseball/softball batting practice is not permitted on any part of the actual playing field without a net.
- (5) Teams conducting pre-game warmups shall not interfere with any game which is in progress. Also, no team practice or individuals shall use any open area, batting cage, or bullpen to interfere or limit a team who is either warming up in accordance with approved procedures or is playing a game.
- (6) Teams and other individuals are allowed to use batting cages, bullpens, and open areas on a not to interfere basis
- (7) To provide a safe environment for players, the following guidelines should be used during team activities that involve swinging bats. The number of players allowed to swing a bat should be consistent with the number of adults that are available to supervise the hitters. These guidelines only apply to a "practice session" that is conducted within the confines of a playing area. If utilizing a batting cage that is located outside of the assigned practice session playing area, then only one bat should be in motion in the batting cage
- (8) T-Ball and Rookies Divisions: given the challenges associated with supervising and instructing players at these levels and the informal, instructional environment surrounding the games, no specific limit on the number of adult "helpers" on the field during play shall be enforced.
- (9) The home team is responsible for preparing the field for play and returning all equipment to the storage shed or field box after the last game of the day. The visiting team should help with all preparations and cleanup. If not completed by the field owner, preparing the field includes: raking the infield and base paths (base paths must be raked only in the direction of the base path to keep

- the dirt on the field); chalking the foul lines, batter's boxes, and base coachers' boxes; and installing all bases. The home team also is responsible for filling in all holes and dragging the field following the last game of the day. See "Field Care Preparation Standards Appendix."
- (10) Both teams are responsible for policing the dugout and spectator areas on their side of the field after completion of the ball game.
  - (11) Pre-game Conferences.
    - (a) Prior to each game, the plate umpire shall hold a conference with the managers of both teams.
    - (b) Batting orders shall be exchanged between managers prior to the game with the home Team Manager providing his/her line-up first. Pitchers' eligibility shall be indicated on the lineup card. Borrowed players shall be identified. Any special ground rules shall be discussed during the conference. The home team shall provide baseball/softballs for the game
    - (c) The game begins when the umpire calls "Play" after all infielders, pitcher, catcher and batter are in position to start the game.

### **Player Participation Requirement**

- 1) LL International has gone to a continuous batting order for tournament All-Stars games. Therefore, all Divisions shall use this approach for regular season and tournament games. This allows maximum at-bats for all players and flexibility on defense. No player should sit out a 2<sup>nd</sup> inning on defense until all other players have sat out an inning. No player should sit out 2 innings in a row.
- 2) T-Ball Division: All players should be used in the field. Standard infield baseball positions shall be used (including the pitcher position) with extra players used in the outfield. Managers must rotate infielders and outfielders every inning. Each player shall play the entire game. A manager, coach, and safety cleared volunteers are allowed to be on the field when their team is on defense to assist with instruction.
- 3) Rookie Division: Standard infield baseball positions shall be used (including the pitcher position) with up to four players used in the outfield. Managers must rotate infielders and outfielders every inning. No player can sit out two times before every player on that team has sat out one inning. A maximum of ten (10) players can be used on the field. A manager or coach is allowed to be on the field when their team is on defense to assist with instruction.
- 4) Minors and Above Divisions: A maximum of nine (9) players can be used in the field. With a continuous batting order, if a player is injured, becomes ill or must leave the

game after the start of play, the team shall skip over that player when their time at bat comes up without penalty. If the injured, ill or absent player returns, he/she is merely inserted into the original spot in the batting order and the game continues. Also, if a player arrives late to the game site, he/she shall be added to the end of the current lineup without penalty.

## **Division Playing Rules**

- 1) T-BALL DIVISION: The purpose of this level of ball is to teach the fundamentals of the game and expose players to various fielding positions and game situations. Thus, managers should not emphasize winning and losing to the extent that it interferes with player development, or with the player's eagerness to participate fully in the game. No official score shall be kept to encourage managers to focus on player development, and to remove any disincentive to their allowing players of differing abilities to try different positions.
  - A) Games shall use a tee and SF/Level 1 Balls when batting.
  - B) Inning Definition. When each team has batted their entire line-up. All players shall be given a defensive position each inning. The defensive positions shall include only five infielders. All players must rotate defensive positions each inning.
  - C) No official umpires shall be provided. An "Umpire from the Stands" or a Manager/Coach may umpire from behind the pitcher position,
  - D) The catcher position is safely opposite the batter, not behind the tee.
  - E) Tee-Puller. Each team shall assign one adult to: (1) Remove the batting tee from home plate after the ball is hit. (2) Re-position the batting tee on home plate after the at bat has been completed.
  - G) Offensive Play.
    - (1) The batter shall take a full swing at the ball. Neither bunting nor short, soft swings shall be allowed.
    - (2) There shall be no strikeouts.
    - (3) A hit ball must travel at least 15 feet to be in play. A line shall be provided on the playing field to mark the 15-foot arc when possible.
    - (4) A hit ball shall be declared foul if, after a batter takes a natural swing at the ball, the ball is barely tapped and rolls down the tee, touches the rubber base, and only then bounces out onto the playing field beyond the 15 foot marker.
    - (5) When the ball is hit, the runners/batter may attempt to advance no more than one base, unless the hit ball is untouched by a defender and travels past the location of the closest outfielder, in which case the runners/batter may attempt to advance a maximum of 2 bases. Triples and home runs are not allowed at the T-ball level".
    - (6) No stealing or lead-offs are permitted.

- (7) On any unsuccessful attempted play at a base, the ball is dead and the runner or runners shall not be permitted to advance.

#### H) Defensive Play

- (1) A reasonable number of coaches shall be allowed on the field to instruct
  - (2) Only the normal infield positions shall be occupied; the remaining players shall be positioned in the outfield at the beginning of each play.
  - (3) Each player shall play at least two innings of infield per game. Each player shall start at least two games at an infield position. For the purpose of this rule, the pitcher and catcher position is considered an infield position. No player may play more than two innings at pitcher or first base or any combination thereof.
  - (4) The pitcher shall play in the normal position of the pitching mound. The player who occupies the defensive position of the pitcher must stay in contact with the pitching rubber until the ball is hit. If the umpire detects that the pitcher is not in contact with the pitching rubber when the ball is hit and an out occurs at any base, the batter shall bat again and all runners shall be returned to their original bases.
  - (5) An outfielder may not make an initial play on a batted ball in the infield. Outfielders must play in the outfield, not the infield. Batted balls in the outfield must be thrown to an infielder to make an out in the infield. If this rule is violated, the ball remains alive.
- 2) ROOKIES DIVISION: The purpose of this level of ball is to teach the fundamentals of the game, and expose players to various fielding positions and game situations. The Rookies level's primary distinction from T-Ball is that coach and machine pitch is introduced. Thus, managers should not emphasize winning and losing to the extent that it interferes with player development, or with the player's eagerness to participate fully in the game. No official score shall be kept to encourage managers to focus on player development, and to remove any disincentive to their allowing players of differing abilities to try different positions. Teams shall use a continuous batting order.
- A) An inning shall be complete when either three outs have been made, or the offensive team has scored four runs, whichever comes first.
  - B) Prior to the beginning of the season the Coaching Director shall meet with the Rookies managers to determine when the "No Walk" rule will end. Until then, if a batter receives 4 balls, instead of taking a base on balls, the manager or coach shall place a Tee at the plate and place a ball on the Tee for the batter. The batter shall be entitled to as many swings as needed from the Tee to put the ball in-play. The managers and the umpire shall ensure the catcher is in the catcher's

position prior to the batter hitting from the Tee. Half-swings and/or bunts are not permitted.

- C) No stealing or leadoffs permitted. A baserunner can only attempt to take one base per at-bat. Any base runner that attempts to take an extra base (on a wild throw or misplay) and is thrown out shall be considered out. Otherwise, they shall be returned to the rightful base.
  - D) A runner on 3B may not steal home. They may only advance to home when a batted ball is in play or when forced home due to a hit-by-pitch, or other award (e.g., catcher's interference).
  - E) A base runner may only advance one base on a defensive misplay (e.g. error, wild throw, etc.) per batted ball. Infield Fly Rule. The infield fly rule shall not be declared or enforced.
  - F) Two coaches are allowed on the field with the defensive team up to, but not including, the 5th Monday of the season and after. One additional bench coach is permitted in the dugout.
- 3) Minors & Major Baseball Divisions: No lead off is permitted. The runner may steal only after the ball has crossed home plate. Headfirst sliding is not allowed. Managers may agree to limit an inning to 4 runs. Managers may agree to use or not use the "dropped 3<sup>rd</sup> Strike" rule for Minors. Dropped 3<sup>rd</sup> strike is in effect at the Majors Division and above. The Majors level shall observe "In-Field Fly" rules.
- 4) AAA Minors Baseball Division and Above: These divisions are all considered competitive and shall play according to the LL Regular season rules except for mentioned above. Managers are encouraged to provide a Courtesy Runner for the pitcher and/or catcher when there are two outs. The assigned runner shall be whoever made the last out and this player cannot run for both a pitcher and catcher in the same inning. Runners trying to score must attempt to avoid contact with the catcher. There is no "must slide" rule in LL. Defensive players covering home plate must have the ball in their possession before blocking home plate.
- 5) The Baseball Majors Division (LL Division) is a fully competitive division for ages 10-12 (and advanced 9-year-olds) emphasizing advanced game strategy, player pitching, and strong fielding and hitting with power over 14 games. An Assessment must demonstrate the player is capable of playing at this level. Teams shall be drafted according to League rules. Any 9-12-year-olds that are not drafted to Majors

### **Special Playing Rules**

- 1) Bat throwing. If, in the umpire's judgment, a batter carelessly lets go of the bat during or after a swing, in such a manner that it could or does present an unsafe situation, the umpire shall, after the first occurrence, warn the player and the manager that, if that player "carelessly lets go of the bat" again, he/she shall be disqualified from batting during that game. When issuing such a warning, the umpire shall notify the official scorekeeper to make a notation in the scorebook that the player has been issued a warning for "bat throwing." On the second occurrence, the offending player shall be removed from the batting order. The player can still be used on defense and/or as a base coach. In no case shall an out be called, unless the bat throwing interferes with the fielding team's ability to make a play. In such a case, the umpire shall also impose the interference penalty.
- 2) Fake Bunt/Swing Rule (Baseball): At all levels of play, a batter is out when the batter fakes a bunt and then swings. The ball is dead and no players may advance. Note: Fake bunts are allowed as long as the player does not pull back and swing.
- 3) Base Coaches. In all games below the AAA Minors level, the first and third base coaching boxes, if used, shall be occupied by adults only.
- 4) The home team shall occupy the first base dugout and the visiting team shall occupy the third base dugout. NOTE: LL prohibits anyone other than the managers, two coaches (not necessarily the coaches of record) and the team's players from occupying the bench. A third assistant coach is permitted at the T-Ball and Rookies level. Coaches may not bring other children, including non-team siblings, into the bench or dugout area.
- 5) Pitch Counts – Per LL rules, the Home Team scorekeeper is responsible for tracking pitch counts.
- 6) Per LL rules, the on-deck position shall not be used for Majors and lower level games.

### **Protested, Weather Related Conditions, Game Rescheduling**

- 1) Protested Games.
  - A) T-Ball & Rookies Baseball Divisions: Formal protests are NOT allowed; Protests must be resolved on the field at the time of play. The managers are encouraged to resolve the disagreements immediately. If necessary, an TLLL Board Member on Duty shall make the final decision regarding a dispute.

- B) Minors Baseball and Above: If a formal protest is lodged, the protesting manager should request that the official scorekeeper enter in the scorebook; the time, inning, team at bat, player at bat with the count, and number of outs. The game is to continue "under protest" and the protesting manager must submit a written description of the play and the basis of the protest to the League President, or his/her designate, within 24 hours of completion of the game. The opposition manager and the home plate umpire must submit rebuttal letters regarding the protest within 24 hours of notification by the League President that the written protest has been received. The League Chief Umpire, the Player Agent, the League President, Vice Presidents and Coaching Director shall resolve the protest.
- 2) Weather Related Cancellation Guidelines. The TLLL Board shall do their best to inform the membership of any cancelled practices or games due to weather conditions. Unfortunately, many times a decision on canceling games may be made at the field just prior to the start of the game. The Board shall follow this procedure in determining a cancellation and notifying the membership:
- A) When practices or games are cancelled due to weather or field conditions, a member from the Board shall announce the cancellation via an internet email and/or social media.
  - B) Prior to game start, only city/county officials, TLLL Board Members, or team Managers can determine a cancelled game due to weather or field conditions. If adverse weather or unsafe playing field conditions exists prior to the first scheduled game of the day, the League President, Vice-President of Operations (Baseball/Softball) or Coaching Director shall determine whether games shall begin that day at that specific field or league wide. Once play has been suspended for the day, play shall not resume unless a determination the conditions are safe for play. Practice is also not permitted. If the League President or Vice Presidents are not available to make these decisions, the team managers shall make the decision. Once games are underway, the decision to play or suspend lies with the Umpire-in-Chief and the Managers. The home team manager shall notify the League Scheduler of a cancellation or suspension.
  - C) The TLLL Board Member shall communicate delays or cancellations with Umpire Assigners, Umpires if possible, and Field coordinators.
  - D) Parents should assume the game or practice is still being held until they receive information indicating otherwise.
  - E) Calling Games Because of Darkness. Games shall end at official sunset or when the Umpire-in-Chief feels conditions do not allow further play, whichever occurs first.

- F) If rain or other precipitation is falling heavily enough to impact visibility or if field conditions are becoming dangerous (standing water, mud around the bases and pitching rubber), play should be delayed (if game has not started) or suspended. This is an UIC decision. Once conditions reach a status where it would take more than 30 minutes to return the field to playable conditions, the game should be postponed and rescheduled.
  - G) Calling Games because of Cold Weather. If game-time air or wind chill temperatures are at 35 degrees Fahrenheit or lower with no precipitation or at 40 degrees Fahrenheit or lower with active precipitation, the game should be postponed. If these conditions occur once the game is underway, this shall be in the judgment of the UIC.
  - H) Calling Games because of Hot Weather. If the game-time heat index (combination of temperature and humidity) is determined to exceed 105 degrees Fahrenheit, the game shall be postponed. If these conditions occur once the game is underway, it shall be the judgement of the UIC if these conditions have been reached and sustained. If the heat index exceeds 95 degrees at game time, the Umpire-in-Chief shall notify Managers to allow 5 minute breaks to allow players to hydrate and recover. This recovery time shall pause the official game clock.
  - I) Practicing during hot and cold weather conditions. Follow the same guidelines as above
- 3) Lightning and Thunder Policy: This policy applies to all fields and any activity undertaken by TLLL participants, including practices, games and special events occurring outdoors. Personal observation of weather at the field takes precedence over any forecast or indication from a lightning detector or weather app. Before a game starts, Managers are responsible for their team's safety. After a game starts, the Umpire-in-Chief shall make lightning safety decisions.
- A) Managers and coaches should ensure that their players keep all their gear together when severe weather and/or lighting is possible.
  - B) Play shall immediately be suspended when any of the following are Observed:
    - (1) Threatening lightning and/or thunder are observed/heard.
    - (2) A lightning detector (including a weather app on a phone) indicates lighting within 6-10 miles or less (cloud to cloud or cloud to ground).
      - (a) For reference, at 10 miles the time difference between seeing flash and hearing thunder is 50 seconds. At 6 miles the time difference is 30 seconds.
    - (3) A weather app indicates lightning within 6-10 miles.
    - (4) When in doubt, err on the side of safety and clear the field.

- (5) Fields shall be cleared and all players, managers/coaches, umpires, and spectators shall move to a vehicle or shelter for a minimum of 30 minutes.
  - (6) During game suspension no one is allowed to be on any fields or exposed field facilities.
  - (7) If lightning/thunder is observed or the detector indicates lightning again then play shall be suspended for another 30 minutes from that observance.
  - (8) Games shall be cancelled if the suspension results in a more than a 45 minute delay.
  - (9) If a game is called for weather, then league policies on resuming the game, calling it final, etc. shall be followed.
- 4) Rescheduling Games.
- A) Games shall not be postponed except for inclement weather or unsafe field conditions.
  - B) Games shall be rescheduled for the first available make-up date; in the order they were originally scheduled unless a team already has one make-up.
  - C) Games shall not be scheduled to start before 1 pm on Sundays.
  - D) The League Scheduler is responsible for ensuring that the Umpires and Division Commissioners or managers are notified of the time, date, and location of a make-up or continued game.
  - E) No game shall be rescheduled beyond the last regularly scheduled game during the season, except Minors, Majors and Juniors
  - F) No team shall have more than 3 games in a week defined as Monday through Sunday. No other exceptions shall be made.
  - G) Games shall be rescheduled on the next available date/field open and shall be communicated from the schedulers to the team managers.

### **Call-Up of Players**

- 1) Before the season starts, each Minors, Majors and Intermediates manager shall provide the Player Agent and the appropriate Majors, Intermediates, and Juniors Commissioner with the names and phone numbers of players capable of competing at the Majors, Intermediates, or Junior level. Majors' players must be league 12 years old to play up. The Player Agent shall assemble these into a "call-up roster" and provide the results to the Majors, Intermediates, and Juniors Commissioners, who in turn shall provide the "call-up roster to the Majors, Intermediates, and Junior Managers.
- 2) Managers and/or coaches shall not have the right to randomly pick and choose players to call-up. Managers that call-up players without following the League

process may be subject to disciplinary action which may include, but not limited to, declaration of the player as an eligible before, during, or after the game, forfeit of the game, suspension of the manager for future games or suspension of practice time slots for the team.

- 3) Managers cannot borrow players from the current game opponent at Baseball Majors and above.
- 4) A Majors, Intermediates, or Juniors Manager needing a player shall notify the Minors, Majors, or Intermediates Commissioner and/or Player Agent. The Majors, Intermediates, or Junior Commissioner, with the help of the Player Agent, shall respond to the request with a list of eligible call-up players. A manager needing a player shall contact only the players identified by the Majors, Intermediates or Juniors Commissioner. Once matched, the manager needing a player shall coordinate with the owning manager. The Majors, Intermediates, and Juniors Commissioners shall attempt to let as many players play at the next level to avoid the same players playing as a call-up.
- 5) Managers should call-up players to bring their rosters to 9 players, preferably 10 players, but no more than 11.
- 6) Any manager calling-up a player(s) shall notify his/her Division Commissioner by e-mail with the names of the player(s) being called-up.
- 7) Called-up players must adhere to the following restrictions during play:
  - A) Called-up players may not pitch.
  - B) Called-up players may start the game only if all regular players present start the game.
  - C) Must follow minimum playing time rules of the level for which they are called-up.
  - D) Called-up players shall be listed in the batting order after regular players.
  - E) If having called-up player(s), a manager learns that additional regular players shall be available so that the called-up player is not needed, he/she should immediately notify the called-up player(s). If it is too late to provide reasonable notice, or if for any other reason a called-up player(s) should arrive at the field prior to the start of the game in uniform and ready to play, he/she shall be considered a member of the team roster for that game, subject to the called-up player(s) restrictions set forth.
  - F) Managers shall identify called-up players at the plate conference. The umpire shall enforce this rule when a violation is called to his or her attention. Violation of the rule is not grounds for protest but may be a ground for disciplinary action.

- 8) Games at Baseball Majors and above shall start with 9 players minimum on both teams. If a team has sufficient players so that a roster of at least 9 players (preferably 10 players) are available at the start of each game (or re-start of a suspended game at a later date), and then that team subsequently falls below 9 players the game shall continue with 8 players. No out will be assessed in the batting order for the missing player. If the roster subsequently falls below 8 players so that the game cannot continue, the game shall end if it meets the requirements of a regulation game, otherwise the game shall end in a forfeit as determined by the Board of Directors.
- 9) For Baseball Minors and below and Softball, games can start with 8 players.
- 10) At all levels of Baseball/Softball, due to injury or ejection, a game may continue with 8 players. The last completed at-bat player on the opposing team shall provide an outfield defensive position to make 9 defensive positions. An out will not be assessed for the missing batter.

### **Movement of Players During the Season**

- 1) Release of Players During the Regular Season.
  - A) No manager shall delete a player's name from a team roster without Player Agent approval.
  - B) Once the draft and/or team assignments are complete, managers may petition the Player Agent for release of a player in any of the following circumstances:
    - (1) Relocation or extended travel;
    - (2) Extended injury or illness;
    - (3) Termination of league participation;
    - (4) Unexcused absences from practices and/or games;
    - (5) Any other reason that would inhibit player participation for a significant portion of the season or necessary to maintain adherence to LL ideals.
  - C) Managers must notify the Player Agent within 72 hours should a player be lost to a team during the regular season for any reason that could be expected to cause the player to miss three or more weeks of play.
  - D) The Player Agent shall verify the situation with the player's parent or guardian prior to advising the Executive Committee, which will approve release or retention of the player within 48 hours.
  - E) Playing ability shall have no bearing upon release of a player.

F) The President and/or Player Agent shall notify the player's parent or guardian in writing of any approved player release.

## 2) Replacement of Players During the Regular Season

A) An open roster position is created only by approved release of a previously assigned player, the advancement of an assigned player to a higher level of play, an injured player, a player that moves from the area, or cannot continue playing for a valid reason (determined by the Player Agent).

B) No player may be assigned to fill an open roster position without Player Agent approval.

C) For Minors and above teams, the team that is missing a player will be assigned the next available player from the wait list based on registration date and the age of the player. Players to fill an open roster position shall be drawn from the appropriate player waiting list maintained by the Player Agent first and then from players at lower levels that were assessed to have the ability to play at the next higher division. Current manager of potential call-up player concurrence of skills is required. Also, parent approval is required.

D) No replacement players shall be assigned to a team within the final two weeks of the season.

## **Suspension of Players**

1) If a player misses two consecutive scheduled games without notification, the manager should notify the Player Agent within 24 hours from the completion of the second game. The Manager may request suspension of the player unless there aren't extenuating circumstances (i.e., injury, higher competing priorities, etc.).

2) With the approval of the Player Agent and notification to the President, managers may suspend a player from the team's activities for periods not to extend beyond the next scheduled game. Before any approval may be given, the manager first must: provide the player's parent or guardian notice of the offending behavior and afford them an opportunity to correct it; send the Player Agent and President a written justification for the suspension, citing any such opportunity and the player's response with a copy to the player's parent. In making the decision, the President shall confer with the Vice Presidents and the Player Agent. Recommended suspense can be the result arising out of an umpire's removal of a player from a game

## **Scorekeeping**

The home team is responsible for providing the official scorekeeper who shall also track pitch counts. Pitching Affidavit shall be used for AAA Minors and above, following LL approved pitch counts rules. Managers are to sign the Affidavit and the record is to be kept. If a signature is not obtained or provided, the next game shall result in a maximum of 20 pitches per player in the next game.

## **Division Standings**

- 1) League standing will not be recorded for T-Ball and Rookies Division.
- 2) Determination of League Standings for Minor (AA) and above Division will include all regular season games.
- 3) League standings will be recorded by the league, and determined by a percentage system, using the following formula:
  - A) Number of wins, divided by number of games played equals winning percentage (wins/games = %).
  - B) For this rule, a tie counts as  $\frac{1}{2}$  win for both teams.
  - C) Example: A team's record is 9 wins, 8 losses and 1 tie. The team's percentage is .528 ( $9.5/18 = .528$ ).
  - D) Ties will be broken by determining head-to-head win/loss, then if needed, runs for/against in head-to-head competition, then finally, total run for/against for the season divided by number of games each team played.

## **Trophies and Awards**

- 1) The Trophy Coordinator shall submit a trophy plan to the Executive Committee no later than April 1st.
- 2) The BOD shall determine if trophies/awards will be awarded
- 3) At the T-ball level, all players shall receive inexpensive trophies/medallions.
- 4) At the Rookies and Higher Division levels, players shall receive inexpensive trophies for the regular season winner and the tournament winner. If two or more teams are tied, all 1<sup>st</sup> place teams will receive trophies.

- 5) Awards shall also be provided to the team sponsor in a team photo plaque.
- 6) Each year, TLLL shall recognize a member or members as Volunteer of the Year. The criteria for award are:
  - A) A high degree of accomplishment or holding of significant positions over a sustained period of time;
  - B) Exceptionally meritorious performance of duties within the current year; and
  - C) Accomplishment of a highly significant project or volunteer achievement.
  - D) To effectuate this policy, no later than May 1st of each year, the President shall announce that nominations for Volunteer of the Year are to be submitted to the Volunteer of the Year Committee chair. The President shall discuss nominees with the BOD, who will, by 15 May agree, by majority vote, upon the number and name or names of those persons who will be recognized as the Volunteer of the Year. The Volunteers of the Year shall be announced on the last day of the TLLL tournament and posted on the TLLL Website.

## **Safety**

- 1) Injuries. The manager is responsible for reporting all injuries to players, managers, coaches or umpires directly to the Safety Coordinator. The report should include the time, place and circumstances at the time of the injury (Form located on TLLL website). Any injured player missing 2 consecutive games must be reported to the Player Agent within 24 hours following the second missed game.
- 2) When a player misses more than seven (7) continuous days of participation for an illness or injury, a physician or other accredited medical provider's written permission for a return to full baseball activity may be required.

## SECTION 6: POST-SEASON

### Post-Season Tournaments

- 1) General; With BOD approval, every division, except T-Ball and Rookies shall participate in a competitive tournament at the end of the regular season. These tournaments may be single elimination. Rookies seeding shall be by the pull of a hat. For AA Minors and above, teams shall be seeded by order of their regular season finish, using any required tie breakers specified to determine regular season final standings.
- 2) Rules: Regular season rules shall apply to include Rookies keeping score.
- 3) Game Limits: For all post-season games, there are no inning limits for games tied after regulation play, however, no new inning shall start after 2 hours. But, if a game at any level is stopped for either weather or darkness, and has progressed four complete innings or more (3 ½ innings if the home team is ahead), the game shall be considered a complete game. The championship game for Majors and above shall not have a time limit.
- 4) For Minors, when the losing team cannot score enough runs to tie or win a game because of run limits, the game shall end.
- 5) Elimination games that are called because of weather, darkness, or curfew must be resumed if the visiting team ties the game or takes the lead in their half of the inning and the home team does not complete their at bat or takes the lead in the inning the game is called. Any remaining time limit should be in effect from the point of the suspended game.
- 6) The Mercy Rule applies in tournament games. A four run limit per inning is set for AA Minors games. There is no run limit for AAA Minors, Majors, Intermediates, and Juniors.
- 7) Determining Home Team: For non-seeded tournament games, the home team shall be determined by the toss of a coin, the winner having the choice. For seeded tournaments, the higher seeded team shall be the home team. Seedings that were determined at the beginning of the tournament shall remain in effect for the entire tournament. If both teams are seeded the same, a coin flip shall determine the home team. In all cases, the home team shall occupy the first base dugout.

- 8) Protests: Protests of playing rules must be made and resolved before play is continued. If play is continued, the protest cannot be made. To lodge a protest, the manager must inform the plate umpire immediately after the play in question, and before the next pitch or play. A conference of game umpires shall be called, the protest reviewed, and a decision rendered. If the decision is not to the satisfaction of the manager, the protest shall be referred to the attending League BOD Their decision shall be final.
- 9) Tournament Pitching Rules: All pitching and rest requirements specified by the LL pitch count regulations apply between a team's final regular season game and their first tournament game. These rules also apply throughout the tournament. Managers shall complete a pitching affidavit and provide it to the Player Agent or a BOD Member.
- 10) Participation: Continuous batting order shall be used and, on defense, no player shall set out a 2<sup>nd</sup> time until all players have set out once.

## **All-Stars**

Board discussions concerning the selection of Manager, Coaches, and All-Stars are confidential. Disclosure of those conversations to those without a need to know of those conversations, including spouses and TLLL players, is a ground for disciplinary action, including removal from the Board.

### **1) All-Stars Scouting and Selection Committee**

- A) No later than March 15 of the regular season, the Player Agent shall solicit from the Board Members interested in serving on the Scouting and Selection Committee. No later than April 1, the Player Agent shall nominate the members of that Committee and the Committee Chair for BOD simple majority approval. The Committee chair must not have a child eligible for selection on teams being considered by the committee. In May, once identified, All-Star Managers shall serve on the Committee.
- B) The league shall conduct a tryout evaluation. Additional areas may be evaluated to contribute to the skills required to be successful for All Stars. For Intermediate/Juniors, the evaluation team can be made up of the Intermediate/Junior All-Stars Manager, other Junior Division Managers, members of the Selection Committee, and other BOD members as required. For the LL (Majors) All-Stars Division and below, the evaluation team can include all the All-Stars Managers from those 3 divisions, and invite other managers from the

appropriate divisions, the Selection Committee, and other BOD members as required.

- C) Intermediates/Juniors All-Stars Team selection. After tryouts, the All-Stars Scouting and Selection committee shall select the best 12-14 players to complete the team. The next 4 best players will be selected as alternates.
- D) LLB/S and below All-Stars Teams. After tryouts, the All-Stars Scouting and Selection committee shall select the best 12-14 players to complete each level of the All-Stars teams. The next 4 best players at each level will be selected alternates.
- E) Once All-Stars start practice, there are no alternates or substitutions permitted unless a call-up is needed for a tournament ending injury.

## 2) Manager Selection

- A) The All-Star Manager shall be selected from the list of regular season managers and coaches, and then the entire league in an instance where no manager/coach from that division can manage the team. The League President and Player Agent may be eligible for selection with approval of the District Administrator.
- B) The Coaching Director, or other appointed league BOD member, will poll current Managers and Coaches of Record at the midpoint of the regular season to solicit candidates interested in serving as Manager of the 8/9/10, 9/10/11, 10/11/12, Intermediate, or Junior All-Stars team. The Coaching Director shall present the list of candidates to the League President who shall nominate some, all, or none of the candidates for the role of All-Star Manager. A nomination means that the President believes the nominee possesses the basic qualifications of a competent All-Star Manager. Potential managers shall then be invited to interview for the position.
- C) Managers shall be approved for the All-Stars Manager position by a simple majority of the Board of Directors. The Coaching Director shall facilitate the All-Star Manager elections. Voting shall be by written secret ballot. No proxies shall be permitted. If a candidate does not have a majority, the two candidates with the most votes shall meet in a runoff election. Votes shall be counted in the presence of the President or his designee.
- D) The Coaching Director shall contact the selected candidate. If he/she declines, the Coaching Director shall contact the candidate with the next highest number of votes. The Coaching Director shall notify the President of those that are accepted, and the President shall notify those not elected.

## 3) Coaches of Record

- A) Each All-Stars manager should select two Coaches of Record. The slate of coaches shall be presented to the Coaching Coordinator and then to the BOD for

a majority approval. Coaches shall be approved if the BOD agrees that they possess the basic qualifications to make competent All-Star coaches and are a good representation of Tri-Lakes LL.

- B) Other Coaches. An All-Star manager may select other coaches to assist with team practices and administration but must ensure that they have completed the LL-required background investigation. Any such coaches must be approved by the Executive Committee and are not CORs.
- 4) Team Assignments. All league teams should have been scheduled and have played 12 regular season games prior to All-Stars play. Tri-Lakes LL All-Stars teams shall be comprised as follows:
- A) One 8-10 Division Team, composed of 8, 9 and 10 year old players from the Minors Baseball Division.
  - B) One 9-11 Division Team, composed of 9-11 year old players from the Minors and Majors Divisions.
  - C) One LL (Majors) Team, composed of 10, 11 and 12 year old players from the Majors Division.
  - D) One Intermediates Team, composed of 11-13 year-olds.
  - E) One Juniors Team, composed of 12-14 year olds.
- 5) All-Star Roster Team Size. The BOD shall determine the roster size of each All-Star team (12-14 players) based on the recommendation of the All-Stars manager. The Executive Committee may authorize an increase or decrease in the roster size for good cause, when petitioned by the All-Star Manager.
- 6) Player Selection
- A) Players are eligible for All-Stars teams if they have participated in at least 8 of the team's regularly scheduled games. Credit is given for absences due to participation in High School level games. As a league, teams must have completed 12 regular season games.
  - B) Parents/families shall complete an All-Stars Registration/Commitment Letter. The Player Agent, shall compile a list of eligible players for each All-Stars Division and invite them to tryouts.
  - C) After tryouts, the tryout evaluation team shall use all the information available to determine who will play on the All-Stars team.
  - D) If after selection, a player is unable to participate, the first alternate shall be assigned to the team.
- 7) Team Announcements

- A) The Player Agent shall contact All-Stars selects first to ensure they are still available to compete. The Player Agent shall then contact alternates as required to complete each All-Stars team.
  - B) Before the results are announced, an independent review shall be conducted by the President (or his/her designate) to verify that all League rules have been followed.
  - C) Approval by the Executive Committee. The Player Agent shall present all selections to the BOD, affirm that the process was followed, affirm that all players are eligible, and affirm that all players have submitted player commitment forms. The BOD shall approve/disapprove each All-Stars team in its entirety.
  - D) The Player Agent (or the designee) shall maintain All-Stars team rosters, including alternates.
  - E) The All-Stars Managers shall announce the All-Star teams at a time consistent with the LL Official Rules. In any announcement concerning All-Star selection, players shall be listed in alphabetical order.
  - F) The league President shall send a letter to each All-Stars player congratulating them on their selection.
- 8) All-Stars Budget.
- A) The All-Stars budget shall be included in the Treasurer's report within the All-Star expense line item.
  - B) The Board shall approve a budget for each All-Stars team. The budget shall cover game uniforms (numbered jersey, numbered dye-fit t-shirt, hat, socks, pants, and belt), practice uniforms (with two t-shirt tops and practice hat), practice balls, playing equipment as required (can be used items), fees for batting cages and field use. The budget shall also include team jerseys and hats for All-Star managers and CORs. Part of the budget can be used as a Morale Fund, administered by the Team Parent. Applicable items could include equipment, refreshments, reasonable entertainment expenses, and a gift for the Team Parent and Sponsor. Any unused funds shall be returned along with receipts for used funds. The manager shall reimburse TLLL for all monies used without an accompanying receipt.
  - A) During tournament play, additional funds can be approved by the President, who shall report any such approvals to the Executive Committee as soon as practicable. Cost and receipts shall be tracked and provided to the League Treasurer.
  - B) The league shall not provide travel reimbursement for any level of play. For Regional or higher All-Stars play, TLLL shall submit the appropriate form to obtain LL International reimbursement to TLLL.

## **End of Season Manager Assessments**

- 1) Two weeks before the end of each season (spring, fall and All-Stars), the Survey Administrator shall upload the manager Assessment survey to the Internet. All families are invited to provide a survey. The survey shall ask parents to evaluate the manager concerning TLLL desired manager characteristics, including baseball knowledge, ability to teach baseball and relate to children, practice organization, appropriate behavior and appearance, etc. Furthermore, the survey shall contain questions of League-wide importance.
- 2) To prepare managers for their Assessments, the Coaching Director shall ensure that Managers are informed at the beginning of the season of this program's details. At least two weeks before the activation of the survey, Division Commissioners shall remind managers of the date of the survey's activation, ask the managers to encourage the parents to complete the survey, and advise the managers that achieving a good return ratio is a measure of a manager's ability. At the same time, the VP of Administration shall send a message to all parents notifying them of the upcoming survey.
- 3) After the conclusion of the season, Coaching Director shall supply managers with a report that includes: (1) the number of surveys returned; (2) the average scores given in response to each question; (3) any comments made; and (4) the following statement: Limitations: The survey results are for member feedback and are not to be regarded as a comparison to other Managers.
- 4) The League does not consider a manager's value to be defined solely by won/loss records. The number of returning players, league surveys, exit interviews, and member feedback may all be considered.
- 5) Uses: Average scores and comments shall be available to the Manager Selection Committee as one of the many tools used to assess manager candidates. While it is unlikely that one survey alone would disqualify an applicant, it might suggest areas for questioning during interviews and lend or subtract weight from other information the Manager Selection Committee considers. Trend results also shall be made available to the Training Committee for designing future training, and to the Executive Committee to keep it abreast of manager issues and member satisfaction.
- 6) The Coaching Director shall ensure that the survey results are delivered to the League President. TLLL Manager survey results shall be maintained by the BOD

with a password and only shared on a “Need to Know” basis for official league processes.

## **APPENDIX A – BOARD OF DIRECTORS (BOD) AND NON-VOTING ADVISORY COUNCIL POSITION DESCRIPTIONS**

BOD members are required to take an active role in the direction, management and operation of the League. BOD members are required to participate in committee[s], attend regularly scheduled BOD meetings, participate in regularly scheduled League events (e.g., games, opening and closing ceremonies, etc.), and participate in discussions important to the League. Little League Rules and Regulations and the Tri-Lakes Little League Constitution take priority over these bylaws.

### **Executive Committee**

- 1) Composed of the League President, Vice Presidents, Player Agent and Coaching Director. The Board authorizes the Executive Committee to decide the following matters. In all such instances, the President shall inform the Board of such approvals at its next regularly scheduled meeting. The Executive Committee may decide to have the matter decided by the full Board.
  - A) Approve contracts and purchases under \$1,000.
  - B) Approve Memorandums of Understanding with other organizations, which do not commit the Board to spend more than \$1000.
  - C) Approve waiver requests for players residing outside of League boundaries.
  - D) Approve age waiver of TLLL rules pertaining to divisions of play.

### **President**

- 1) Responsible for overall TLLL operations.
  - A) Ensures board and volunteer positions are properly staffed.
  - B) Establishes priorities and general policies.
  - C) Principal liaison to membership, county agencies, LL, Inc., District 5 and other groups affecting or interested in TLLL operations.
  - D) Appoints managers and coaches with approval of BOD.
  - E) Appoint committee chairpersons.
  - F) Chairs executive committee and board meetings.
  - G) Approves and signs all contracts.
  - H) Fulfills other responsibilities set forth in LL regulations and Constitution.

### **Vice President of Operations (Baseball and Softball)**

- 1) Assists the President in performing his/her duties

- A) Taking primary oversight responsibility for assigned areas of operations, as assigned by the President.
- B) Acts in the President's stead when s/he is absent or unable to fulfill his or her duties.
- C) Supervises operations, in coordination with the Coaching Director Division Commissioners.
- D) Chairs manager selection committee. Leads manager selection board meeting, by presenting slates for approval.
- E) Oversees rules committee.
- F) Works with Scheduler to develop scheduling policy, with approval of executive committee, including playoff format, and interleague games, and manages league scheduler.
- G) Coordinates with the Coaching Coordinator to provide training to managers
- H) Advises the Board on issues and rule changes.

### **Marketing and Social Media Director**

- 1) Acts as Communications & Digital Media Director
  - A) Recruits and supervises Board Members to provide major communication services.
  - B) Oversees development of schedules, policies, plans, and contractual arrangements pertaining to the league's communication needs to ensure efficient and effective communication.
  - C) Works with Volunteer Coordinator to create and post electronic sign-up media in a timely manner.
  - D) Works with Player Agent to develop and post electronic scoring media for Assessments and end-of-season player Assessments.
  - E) Communicates important information to players and families such as field closures, key events, etc.
  - F) Develop end-of-season parent surveys.
  - G) Acts as Web Site Manager
    - a. Responsible for layout of web site and solicits/drafts/edits and arranges for posting of information helpful to league operations and member needs.
    - b. Remains in constant contact with Registrar/Information Officer and committee chairpersons regarding updates to the site.
    - c. Updates League social media accounts to keep the League informed of latest developments.
  - H) Acts as Sports Connect Administrator
    - a. Serves as main person for maintenance of registration activities on TLLL web site

- b. Discusses software enhancements with the registration system parent company.
- c. Understands the ins-and-outs of how the system operates.
- d. Develops End of Season Surveys. Works with BOD to develop a meaningful end-of-season online questionnaire for parents to evaluate the performance of managers and league-wide activities (umpires, equipment, schedule, etc.).

## **Secretary**

- 1) Assists with League correspondence, keep records, and other duties as assign by the Executive Committee. Responsibilities include:
  - A) Takes meeting minutes.
  - B) Manages correspondence with LL Head Quarters and District 5.
  - C) Maintains official files, including charter, articles of incorporation, personnel files, constitution, bylaws and league-level correspondence.
  - D) Ensures compliance with league retention policy.
  - E) Administers elections and General Membership Meetings; plans and maintains annual event schedule.
  - F) Serves as single point of contact for school reservations.
  - G) Reserves space for board meetings and other dates as requested by committees, but proactively reaches out to committee members during schedule development to ensure that key events are properly scheduled and space is reserved.
  - H) Distributes necessary documents; overseas annual league history update.
  - I) Fulfills other responsibilities set forth in LL regulations and Operating Manual.
  - J) Issues event schedule and space reservation, recruitment of members, conduct of election, and old file review.
  
- 2) Also serves as: Membership Committee Chief.
  - A) Fulfills constitutional responsibilities of membership committee – ensures Board Members and others are notified of board nomination deadlines.
  - B) Advertises and solicits board applications.
  - C) Manages election at Annual General Meeting.
  - D) Notifies Board Members of officer elections and assembles a slate of interested nominees.
  - E) Assists President in compiling slate of Presidentially-appointed officers.
  
- 3) Event and Task Scheduling. Responsible for collection of Activity Schedules for all league operations. Identifies list of such plans; reviews for consistency, and updates league schedule.

- 4) Maintains League historical data, to include:
  - A) League records.
  - B) Regular season and tournament champions, All-Stars winners, etc.;
  - C) Manages publications.
  - D) Maintains BOD historical data, to include membership logs, officers, and volunteer award winners.
  - E) Maintains League constitution, Bylaws, administrative policies, handbook, and local rules.
  - F) Adds required information to the LL Data Center.
  
- 5) Chair rules committee on an annual basis.
  - A) Updates volunteer job descriptions and updates Job Position documents on the web.
  - B) Compiles a brief summary of significant events and adds to the league history account on the web site.
  - C) Review history occasionally to update.

### **Treasurer**

- 1) Primary focal for all League financial operations. Duties include:
  - A) Maintains billing files.
  - B) Develops budget and issues monthly statements.
  - C) Maintains tax exempt status letter with the State of Colorado and provides it to vendors.
  - D) Arranges for annual audits and cooperates with auditors.
  - E) Overseas league banking operations; prepares tax-related forms.
  - F) Sends required financial statements to LL.
  - G) Issues volunteer refunds in concert with Board Members responsible for supervising volunteers.
  - H) Collects and distributes league mail from P.O. Box.
  - I) Fulfills other responsibilities set forth in LL regulations and Operating Manual.
- 2) Also serves as:
  - A) Contract Advisor.
    - (1) Develops standard policies and, in conjunction with affected committee managers, manages major TLLL procurements (i.e., those that must be approved by the Board or Executive Committee).
    - (2) Develops standard clauses for contracts, where suitable, acts as a central point of contact for vendors interested in doing business with TLLL, ensures that vendors have a fair chance to obtain contracts, ensures that the primary

goal of a procurement have been met (e.g., best value, lowest cost, highest quality, shortest delivery time), ensures that committees have conducted an adequate survey of helpful vendors, reviews contracts to ensure they are in writing, are clear, and that necessary contracting elements, such as cost, time of delivery, and termination are covered, and ensures the contracts fit within the BOD-approved budget.

- B) Audit Committee Chairman. Leads the Auditing Committee described in the TLLL Constitution to determine that balances presented in Treasury Reports are accurate and makes such other recommendations as deemed advisable to ensure proper financial management.

## **Registrar**

- 1) In coordination with Player Agent, Web Site Director and Registrar/Information Officer publicizes registration in the media, web site, schools, and other public places.
- 2) Designs, procures, and places signs; develops a registration procedure.
- 3) Procures space to conduct registration, if a school, coordinates with Secretary to reserve space; obtains tables, chairs, signage, and supplies necessary to conduct registration.
- 4) Coordinates space allocation for committees involved.
- 5) Recruits and schedules registration staffing.
- 6) Stores materials, retrieves and disposes of signs.
- 7) Maintains lists of sign age postings, school contacts, and materials used.
- 8) Runs Team Pictures - Identifies best value contractor to take team and individual player pictures for regular season and All-Stars, identifies date and makeup dates for taking pictures, informs Division Commissioners and Secretary (for event scheduling purposes) of those dates, and develops and administers photo distribution system.
- 9) The Registrar is responsible for administering the registration process, maintaining accurate player records, and supporting eligibility documentation collection. The Registrar does not make independent determinations regarding player waivers,

boundary exceptions, or disciplinary matters. Final eligibility decisions and waiver approvals remain the responsibility of the Executive Committee or Board of Directors in accordance with Little League policy.

- 10) The Registrar also serves as the League Information Officer and is responsible for maintaining accurate League communications related to registration, player records, and approved public information systems. This role does not include disciplinary enforcement, contract authority, or independent policy decisions.

### **Safety Director**

- 1) Submits annual safety plan to District 5; remains abreast of LL developments and keeps managers informed of safety developments; obtains and forwards accident reports.
- 2) Analyzes/proposes/procures appropriate insurance (may recruit insurance or consult with insurance expert). Keeps members informed about the insurance program.
- 3) Ensures collection of volunteer forms through league Vice Presidents; conducts or contracts for background investigations. Before the first game of the season, reports to the President that all required forms have been submitted (or identifies those missing) and their results.
- 4) Presents Safety Awareness Program to all managers before the season begins.
- 5) Fulfills other responsibilities set forth in LL regulations, League Constitution, and Bylaws.

### **Player Agent**

- 1) Maintains player information:
  - A) Works with Registrar/Information Officer to develop/maintain on-line registration media (SSU Play), advises players concerning appropriate level of play.
  - B) Oversees draft.
  - C) Responsible for registration of players and forwarding of player, team, and official coaches names to Little League Head Quarters.
  - D) Distributes names of minor-league players to Division Commissioners forming teams; supervises preparation of Assessment composite.
  - E) Conducts league Assessments and drafts and furnishes managers with suitable draft materials.

- F) Oversees in-season player releases, call-ups and player discipline.
  - G) Manages All-Stars player selection process.
  - H) Ensures collection of player Post Season Assessments.
  - I) Works with Registrar/Information Officer to post electronic scoring media for Assessments and end-of-season player Assessments.
  - J) Fulfills other responsibilities set forth in LL regulations and Operating Manual.
- 2) Identifies and procures space to conduct Assessments.
    - A) If a school, coordinates with Secretary to reserve space.
    - B) Works with Player Agent in the assignment of Assessment times.
    - C) Recruits and schedules necessary staff to conduct events. Maintains lists of materials used.
  - 3) All-Stars Selection Committee. The Player Agent shall solicit interest and determine the membership of the All-Stars committee. This committee is charged with evaluating players typically nominated by managers and selecting a specified number of players determined by the Board. There is a committee chair for each committee who has the responsibility of ensuring that committee members evaluate all nominated players; and select the specified number of players determined by the BOD for the team.
  - 4) Player Assessments. Coaching Director to develop and maintain Assessment and end of season Assessments. Ensures Registrar/Information Officer develops “back-end” systems for use.
  - 5) The Player Agent administers Assessments, drafts, and player assignment processes but does not independently approve waivers or disciplinary actions outside of Board-approved procedures.

### **Scheduling Director**

- 1) Advises Board of TLLL scheduling policy and modifications and applies that policy to devising game schedules for all teams.
- 2) Creates regular season game schedules, reschedules games as necessary, develops post season championship tournament brackets and schedules, works with website manager to ensure game schedules and results are posted on the website.

## **Equipment and Field Director**

- 1) Responsible for reviewing and publishing field care standards. Responsible for above-ground structures not owned by other authorities, including upgrading maintenance, security, equipment shed, boxes, and locks.
- 2) Recruits and supervises field and facilities managers.
  - A) Prepares and manages related plans and budget, including those regarding field/facilities improvements, and maintenance.
  - B) Sets a work schedule for pre-season field preparation, identifies contracting and equipment needs for field tools and material, and best value contracts to the executive committee and board.
- 3) Manages contracts.
  - A) Acts as primary liaison to the county, and contractors.
  - B) Identifies fields, acquires field permits, remains abreast of opportunities for improving or acquiring improved fields through the County.
- 4) Responsible for annual inventory and up-keep pitching machines and generators.
- 5) Develops list of league-supplied playing equipment (bats, balls, protective gear, etc.) for each team at each level and of league-wide equipment (including training devices, in coordination with the Training Director), accounts for, maintains, and secures an inventory of all such league-supplied equipment, develops and administers issuance and accountability procedures, prepares an annual budget for maintaining the equipment, develops best-value equipment vendors, and purchases new equipment as required.
- 6) Reviews procedures for team field maintenance responsibilities, and training for team managers regarding their field responsibilities.
- 7) Coordinates with Registrar/Information Officer and Volunteer Coordinator to post on the website for volunteers to do field work.
- 8) Responsible for monitoring the condition of the field and making recommendations for improvements. Works with Division Commissioners to designate special work days for managers to assist in field maintenance during the season when needed.

- 9) Acts as County Liaison/Fields Acquisition
  - (A) Identifies fields, acquires field permits, remains abreast of opportunities for improving or acquiring improved fields through the County.
  - (B) Works closely with the scheduler regarding field availability.
  - (C) Distributes field permits for Spring season.

### **Coaching Director**

- 1) Solicits and recommends managers and Division Commissioners, subject to approval of President; collects player and manager Assessments; disseminates and collects information to/from teams; supervises Division Commissioners, who form teams; manages TLLL's day to day interests and responsibilities and coordinates with counterparts in participating leagues in such matters may fulfill this role personally.
- 2) Acts as the single point of contact for board officers requiring information collection or dissemination to managers and ensures that information is disseminated/collected. Generally, ensures that information required by managers is disseminated to Division Coordinators.
- 3) Develops training plan and schedule for manager/coaches at each level for board approval; if board approves outside trainer, recommends appropriate trainer; develops or recommends procurement of manual setting forth training goals and methods for each level.
- 4) Develops and coordinates use of coaches committee to serve as advisors to managers; coordinates with Division Commissioners to provide suitable level-specific training for managers (e.g., typical manager/player/parent issues, rule issues); develops training opportunities for younger players outside of games; recommends purchase of training devices. Maintains list of coach committee members, training manuals, and TLLL-owned training equipment.
- 5) Drafts agenda and oversees conduct of initial manager information meetings and mid-season manager meetings, including soliciting information that other board officers need to have disseminated (e.g., information regarding umpires, training, equipment, etc.).
- 6) Oversees Manager Assessment program, ensuring managers and parents are advised of its details, that Assessments are fair, complete, and confidential, and that

managers are promptly provided standardized written feedback concerning their Assessments.

- 7) Solicits nominations for All-Star team managers and conducts voting for managers.
- 8) Provides Division Commissioners oversight.
- 9) Before season: interviews, recommends managers to manager selection committee; conducts manager training concerning administrative and how to succeed as a manager topic germane to a division's level, including: relations with parents, umpires and players; typical coach-player issues, and reinforcing the various administrative matters such as equipment turn in, team pictures, uniform pick-up, player and manager Assessment system, relations with the Division Commissioner. During the season: supervises managers, keeps them informed, solicits required information; handles parent complaints concerning managers/coaches; during May Board meeting, advises Board Members of league level issues and areas of concern or note.
- 10) During the regular season, ensures managers post scores to the Web site and maintains standings during the season.

#### **Umpire Coordinator (Non-Board Position)**

- 1) Represents the league with local umpire associations to encourage umpiring, improve professionalism, and develop camaraderie.
- 2) Responsible for advising and assisting with all aspects of U.I.C. responsibilities including reviewing and commenting on new rules, umpire training and Assessments; identifying formal training opportunities and other opportunities for professional development; helping members to be selected for tournament play; and advising the League President of any other matters of interest to umpires.
- 3) Training: Before each season, the Umpire Coordinator shall coordinate training for new and experienced umpires and make those sessions available to all who are interested, including coaches and managers, and parent umpires. The overall training plan and schedule shall be briefed to the Executive Committee no later than its January meeting.
- 4) Defines and manages umpire training program; establishes umpire Assessment/feedback system; establishes program for manager/coach rule training;

coordinates with district umpiring staff; helps resolve protests and ejection issues, as set forth in league regulations; advises President and Vice President of Operations concerning umpire/manager issues;

- 5) Serves/chairs rules committee.
- 6) Coordinates with Registrar/Information Officer postings for umpires to sign-up for games. Fulfills other responsibilities set forth in LL regulations and local rules/procedures.

### **Sponsorship and Fundraising Director**

- 1) Reaches out to current and potential sponsors to secure league funding and in-kind support.
- 2) Maintains and updates sponsor tracking spreadsheets and sponsor agreement forms annually.
- 3) Coordinates with the Uniform Coordinator to ensure accurate sponsor placement on team jerseys.
- 4) Ensures that all sponsors are recognized through proper league channels, such as website listings and banners.
- 5) Works with the Website, Marketing and Social Media Director to promote sponsor support throughout the season.
- 6) Create a sponsorship brochure and donation letter that includes information about the league and funding needs.

### **Uniform and Picture Day Director**

- 1) Orders and distributes all team uniforms, hats, and accessories before the season begins.
- 2) Works with the Sponsorship and Fundraising Director to ensure that sponsor logos are accurately placed on jerseys.

- 3) Coordinates all logistics for Picture Day, including scheduling and communicating with team managers.
- 4) Serves as the main liaison between the league and the photography vendor.
- 5) Attends Picture Day to answer questions and help teams stay on schedule.
- 6) Communicates photo-related information to the Marketing & Social Media Director for promotion.
- 7) Orders trophies or medals for all divisions that hold end-of-season tournaments.
- 8) Orders All-Star uniforms, hats, vests, and commemorative items such as team pins.

## **OTHER POSITIONS/COMMITTEES**

### **Finance Committee**

- 1) Performs audits and reports to the Executive Directors or BOD.

### **All-Star Coordinator**

- 1) Develops and manages an All-Stars timeline and acts as resource to ensure all preselection functions and post-selection coordination with District 5 is completed and that the teams are properly outfitted, equipped, and receive team pictures. These duties include publicizing the All-Stars process, briefing the board on All-Stars status and upcoming events, ensuring that scouting-team appointments, coach nominations and selections, and All-Stars balloting are scheduled and performed by the responsible parties, and that All-Stars commitment forms are collected.
- 2) Attends District 5 All-Stars meetings and acts as a liaison between TLLL All-Stars teams to ensure TLLL receives and provides all necessary All-Stars information in a coordinated, orderly fashion.
- 3) Advises teams concerning uniform, equipment, and picture activities. Once a team is appointed, All-Star Coordinator ordinarily would work in conjunction with All-Star Team Parents and can appoint an All-Star Team Parent to assume many of these functions.
- 4) Serve as All-Star Tournament Host (when hosting)

- A) Works with the District 5 Administrator regarding the format of the tournament;
- B) Advertises and recruits scorekeepers, announcers, pitch counters, field crews; and others as needed to ensure a successful tournament.
- C) Develops program, budget, announcements, staffing and conduct of any organization day (picnic, movies, contests, etc.) approved by board. Maintains list of vendors, supplies and food purchased.

### **Division Commissioners (DCs)**

- 1) Rookies, Minors, Majors, Intermediates, and Juniors Divisions
- 2) Provides division playing rules guidelines with input from Managers
- 3) Communicates with Managers and answers questions, and brings issues to the Coaching Director or Board of Directors as needed

### **Capital Improvements/Infrastructure Committee**

- 1) Explores feasibility of major capital improvements for the league including batting nets and portable mounds, to larger projects like dugouts and backstops and fixing/maintaining the sprinkler system. Additionally, this Committee shall start to work toward the long-term goal of constructing a new, multi-purpose baseball/softball facility and other Capital Improvements.

### **Volunteer Coordinator**

- 1) Obtains job (non-umpire) requirements from committee heads
- 2) Promotes available job opportunities and tracking completion of volunteer hours
- 3) Works with Registrar/Information Officer for on-line sign-up capability for various volunteer positions
- 4) Tracks all volunteer assignments by preparing report indicating which person(s) were assigned which jobs
- 5) Informs Treasurer of volunteers who have earned return of volunteer fee, posts list on web site, and notifies members in advance of checks being cashed.
- 6) Note: Committees chiefs to whom volunteers are assigned are responsible for reporting satisfactory completion to volunteer coordinator, who shall append the volunteer report to note that and furnish the list to the Treasurer.

### **Opening Day Committee**

- 1) In coordination with President and Scheduler, develops a list of VIPs and drafts invitation letters for President, coordinates their arrival, procures any VIP mementoes (such as hats), identifies invited teams, installs and tests public address system, designs program of events, designs and prints any written program, obtains any necessary supplies and equipment, and directs parking. Maintains list of invitees and materials used.

### **Closing Ceremonies Chairman**

- 1) Installs and tests public address system, designs one or more programs of events (including trophy distribution), recruits and schedules staffing (including PA Announcer), obtains any necessary supplies and equipment, directs set up and clean up. Maintains lists of materials used.

### **Rules Committee Chairman (Vice President of Baseball and Softball Operations)**

- 1) Heads Rules Committee. Recruits volunteers, solicits rule and regulation changes, edits and comments upon suggested rule changes; presents rules and regulation changes to board for vote;
- 2) Arranges for publication of annual rule/regulation book, and for distribution to managers, coaches, and league officials;
- 3) Responsible for printing.
- 4) Rules Committee Members (Four or more). Serves on the committee to review proposed local rule changes and develop recommendations for BOD approval.

### **Grant Committee**

- 1) Develops standards for applicants applying for grants regarding league registration and other fees. Makes recommendations to the President.

### **Team Parent Coordinator**

- 1) Schedules meetings, develops projects as needed, ensures goals are met.

- 2) Conducts a meeting with team parents before season and instructs info on responsibilities (team banners, etc.), directs the activities of team parents, keeps them informed of league events, and acts as independent feedback point of contact for team parents.
- 3) Assists Manager/Coaches as required.

### **Trophies and Awards Chairman**

- 1) Develops trophy specifications for each level at which trophies shall be awarded.
- 2) Obtains trophies at best value to the league, creates and administers trophy distribution system, including assisting with any league-level trophy award ceremonies.

## APPENDIX B - STANDARDS FOR MANAGERS AND COACHES

### Personal Attributes

The most important responsibility of a manager or coach is the safety and welfare of the players. Managers and coaches shall be held to the highest possible standards for supporting players, families, umpires and the Board of Directors. The objective of TLLL is to provide children a fun, learning experience that stresses good sportsmanship, respect for others, and enjoyment of the game of baseball. The League's goal is to develop lifelong fans and participants in the game, and to encourage its members to become active members of their communities. All Managers, Coaches of Record, Umpires, Practice Coaches and Team Parents or anyone else that will be in regular contact with players must submit to a background check. The TLLL Safety Director shall distribute information regarding this requirement.

- 1) The manager's personality is an important factor in the success of LL Baseball.
  - A) Leadership.
    - (1) Exercises their leadership role adequately but leaves the ball game in the hands of the players.
    - (2) Accepts responsibility and is well organized.
    - (3) Has a good understanding of the emotional and psychological characteristics of pre-adolescents.
    - (4) Has a good rapport with each player and tries to understand the personal needs and problems of players and adjusts accordingly.
    - (5) Disciplines fairly, impartially, suited to the age level of the players, done by using good judgement and humor.
    - (6) Actively participates in League functions including fundraising.
  - B) Disposition. Is pleasant, courteous, even tempered, sympathetic, enthusiastic, and has a sense of humor.
  - C) Poise. Behaves in an adult manner, maintains self-control, and is aware that they are an example to those with whom they work.
  - D) Character. Is sincere, truthful, and demonstrates an appreciation of the philosophy of LL Baseball by cooperating with others in making the program a mutual benefit to all youngsters.
  - E) Appearance. Always practices good health habits, dresses suitably, and is properly groomed.
  - F) Relations with others. The nature of a manager's work brings him into closer contact with many people.

- (1) With Parents. Seeks their cooperation and understanding in trying to achieve the goals of the LL program. Displays friendliness, courtesy, and shows consideration for their opinions and feelings.
  - (2) With Colleagues. Is friendly, cooperative, courteous, and considerate.
  - (3) With Game Officials. Shows by example, respect for the judgment and the position of the umpire; avoids bickering and “umpire baiting.”
  - (4) Is cautious and uses sound judgment in a protest situation; avoids protests where possible
- G) The manager should have knowledge of the game of baseball, its fundamentals, and its strategy.

### **Managerial Duties**

- 1) Assume responsibility for obtaining and returning all equipment.
- 2) Organize practice sessions, teach fundamental skills and game strategy at the players level using various drills.
- 3) Schedules practice sessions that are well spaced, so they do not become a chore for players and managers alike.
- 4) Takes adequate precautions to prevent accidents or injury, including maintenance of protective gear.
- 5) Ensures that players are kept from reaching extreme limits of physical and emotional fatigue.
- 6) Has knowledge of safety and first aid.
- 7) Continually encourages players at every opportunity.
- 8) Instills the desire to win, improve, understand team concepts, yet to have fun.
- 9) Knows the playing Rules of and Regulations of LL and the local League, can interpret them correctly, plays by the rules and adheres to their intent, and instills in their players to respect the game rules.
- 10) Observes all TLLL Local Rules, with particular attention to player participation.

- 11) Complete end-of-season player Assessments in accordance with a procedure and timeline developed by the Player Agent.
- 12) Attend managers orientation and safety meetings.
- 13) Development of Desirable Habits in Players
- 14) Encourages promptness, clean living and good health habits, and responsibility and leadership.
- 15) Encourages sportsmanship and fair play by teaching good behavior; congratulating opponents after each game; accepting defeat gracefully; and victory humbly.
- 16) Instills in their players a respect for the authority of adult leaders in the League.
- 17) Report all accidents requiring treatment on a safety form through the Division Commissioner to the Safety Director.
- 18) Stay current with the Coaches section of the website and identify the educational requirements and playing standards for the appropriate level. Behavior.
- 19) Abide by the standards of behavior.
  - A) Alcohol and Tobacco (including chewing tobacco) Use. Not permitted during games or when coaching. Umpires shall eject violators.
  - B) Child Abuse. Protect players from exploitation, by not assuming that abusers can be identified by appearance, and by not allowing children to be alone with adults not their parents or guardians. Protect coaches by not being alone with children. Visit [www.littleleague.org](http://www.littleleague.org) for more information about this topic.
  - C) Fan Behavior. TLLL does not publish standards of fan behavior, because we think they require only common sense. Fans should treat umpires and opponents as they wish to be treated. Talk to parents and players about the difference between supportive cheering and jeering. Failure to control a team could lead to forfeiture. Set a good example.
  - D) Sexual Harassment. LL policy is serious and unequivocal: no one may use a position of authority to suggest, invite, or extend sexual favors, or subject anyone to verbal or physical sexual behavior. If you believe you have observed such an incident, report it to the President. Visit [www.littleleague.org](http://www.littleleague.org) for more information about this topic.

- E) Chain of Supervision. The Division Commissioner is the supervisor for the appropriate level and league. His or her chain of supervision is Coaching Director, the VP of Baseball Operations, and the President. Each has an open-door policy, but matters should be referred to the DC, who is responsible for being knowledgeable about the issues and concerns of the league, and for supporting you. That cannot happen if the DC is left out of the loop. Their phone numbers are in the back of this book.
- F) Dress code. Dress the part of an adult leader at a baseball game. Tank tops and flip-flops, for example, would be in bad taste. Managers and coaches may not wear baseball uniforms, according to LL rules.

## **Training**

- 1) The league sponsors formal coach training as applicable. This training or an equivalent is indispensable for all managers. The league encourages self-study and collaboration with other coaches. Failure to attend mandatory training is a factor in manager selection. The VP of Operations, Division Commissioner and Coaching Director may conduct level-specific training.

## **Pre-Season Responsibilities**

- 1) Submit Coach of Record Applications by the second week of practice
- 2) Call-Up (Pool) Players (Rookies, Minors, Majors, and Juniors). After player Assessments are complete the Player Agent and Division Commissioner may maintain a pool of players from the existing regular season teams that are willing to participate in extra games during the season when a team faces a roster shortage during a regular season game. Only players who are age appropriate and have been assessed capable should be considered. Managers and/or coaches do not have the right to randomly pick and choose players from the pool. Pool players must play at least 9 consecutive outs and bat once.
- 3) Assistant Coaches. You must appoint two coaches of record. A third assistant coach is permitted at the Rookies and T-Ball level. They are allowed in the dugout and field during the game. You may appoint as many practice coaches as you would like, the more the better. Remember all volunteers whose duties provide them repetitive access to children must submit a volunteer form to the Safety Director through the Division Commissioner and must have a successful background check before assuming their duties.

- 4) Equipment. Pick and return equipment in a timely manner. Managers should assure that they received the equipment needed; the equipment is worn properly (and, therefore, serves its purposes); defective equipment is exchanged; and that all equipment is returned in good shape, absent fair wear and tear.
- 5) Team Parent. Appoint a responsible team parent who can assure that all administrative and event planning, including team banner making, is attended to. Meet often with the team parent, treat him or her as an equal to the coaches, and include him or her in your thinking and planning. Team parents are an important source of league information for you and your team. Team parents must also submit to a background check.
- 6) Volunteers. You are responsible for assuring that all coaches and all volunteers whose duties provide them with repetitive access to children submit a volunteer form to the Safety Director through your Division Commissioner. They also must have a successful background check before assuming their duties. Follow up with your Division Commissioner to assure that that has occurred.

## **Game Day**

- 1) Field Care. Inspect the fields prior to the game and make necessary repairs. The Home team is responsible for setting up the field as required and lining the field/batter's box. The visiting team is responsible for clean-up of field post-game and making sure TLLL field equipment is returned to the lock box and secured. Managers must realize that ultimately field care is both teams' responsibility. The quality and safety of our games depend upon managers who ensure that the specified, simple steps are taken to protect and preserve our fields. When fields are wet, arrive early to prepare, but do not overload them with a drying agent, or play on them when wet. Sometimes, it is better to let a field dry naturally. You should appoint a field care manager for your team to ensure that those duties are performed, and that they shall not interfere with your pre- and post-game time with your team.
- 2) The home team shall provide a scorekeeper/scoreboard volunteer at each home game.
- 3) Game Cancellations. When time permits, cancellations are posted on the league's website. If you hear nothing, go to the field, at which point, the managers shall decide whether the field is playable. After the game begins, that decision belongs to the umpires.

- 4) Make Up Games. The League Scheduler shall not entertain requests for juggling make-up games.
- 5) Pitching Regulations. The League is subject to LL's Pitch Count Program. Complete Pitching Affidavits after each game.
- 6) Scores. The winning team reports via website. See the website for instructions.
- 7) Trash. Make sure fields are better than you found them.
- 8) Umpires. If a league umpire is not assigned, you are responsible for appointing one. Make sure your parents know that, and are aware of umpire training available at the beginning of the year. If you have someone interested in umpiring, contact the TLLL Umpire-in-Chief.
- 9) Uniforms. Alterations are not permitted to uniforms or helmets.

## **Practices**

- 1) League Training. The League's Training Committee provides supplemental training for younger players. TLLL shall attempt to inform all players about these options and encourage players that might benefit from them to attend. Division Commissioner shall inform you of these opportunities.
- 2) Number of Practices. Before you schedule more practice sessions, talk to your parents. Because teams typically meet three times per week (fewer at T-Ball levels), TLLL is very demanding of families' time – more so than most other recreational activities. In fact, experienced managers shall tell you that one of the best ways to ingratiate yourself with parents is to cancel a practice. Thus, think very carefully about players' other commitments (including schoolwork), be judicious, and consider making any extra practices truly voluntary. Before scheduling an "enrichment" activity, ensure your parents are supportive – especially if the activity will add another day to the training calendar or cost additional money. Managers may not require parents to spend additional money and should be sensitive about embarrassing parents who may not want or be able to pay.
- 3) Practice Plans. Practice plans should be in writing, and should specify, for each practice activity, the goal, duration, space, equipment, and coaching help needed. Generally, practices should emphasize safety, repetition, movement (standing in lines is disfavored), and hydration. Practices at the lower divisions especially should

emphasize proper throwing and catching and, at all levels, should be informed by the skills emphasized in TLLL's level of play policy. An example of a practice plan can be found on the web site.

### **In-season - end of season administrative responsibilities**

- 1) **Manager Assessment.** A good measure of a manager's effectiveness is the number of parent Assessments returned. TLLL shall conduct an electronic survey of parents for each manager to assess their view of the season and the manager's ability. This survey results shall be shared with the manager and reviewed when making manager selections for future seasons.
- 2) **Player Assessments.** At season's end, you must prepare Assessments for your players to assure that, next year, players are placed at a level and on teams that help the league provide appropriate levels of competition. Consult TLLL standards of play before recommending a child for a particular level of play. Be frank, but careful in your choice of words. TLLL uses utmost care in guarding these Assessments and does its utmost to protect the information. However, these Assessments are shared with the managers during Assessments and division drafts. The Player Agent shall provide you with instructions for using the on-line Assessment system and a guide to providing Assessments. Failure to do so in the time period requested by the Player Agent shall be a consideration the following year by the manager selection committee.
- 3) **Player Release.** You must inform the Player Agent promptly when you have a player you reasonably believe will be out 3 or more weeks.
- 4) **Sponsors.** Contact your sponsor at least 2 times during the season. Once at the beginning of the season and again at the end of the season. Please be creative in how you might involve your sponsor. Some have had a representative throw out a first pitch at a game, others may have the team visit their location, etc. You are responsible for ensuring they receive whatever trophy or picture is provided for them. Invite them to games and team functions.

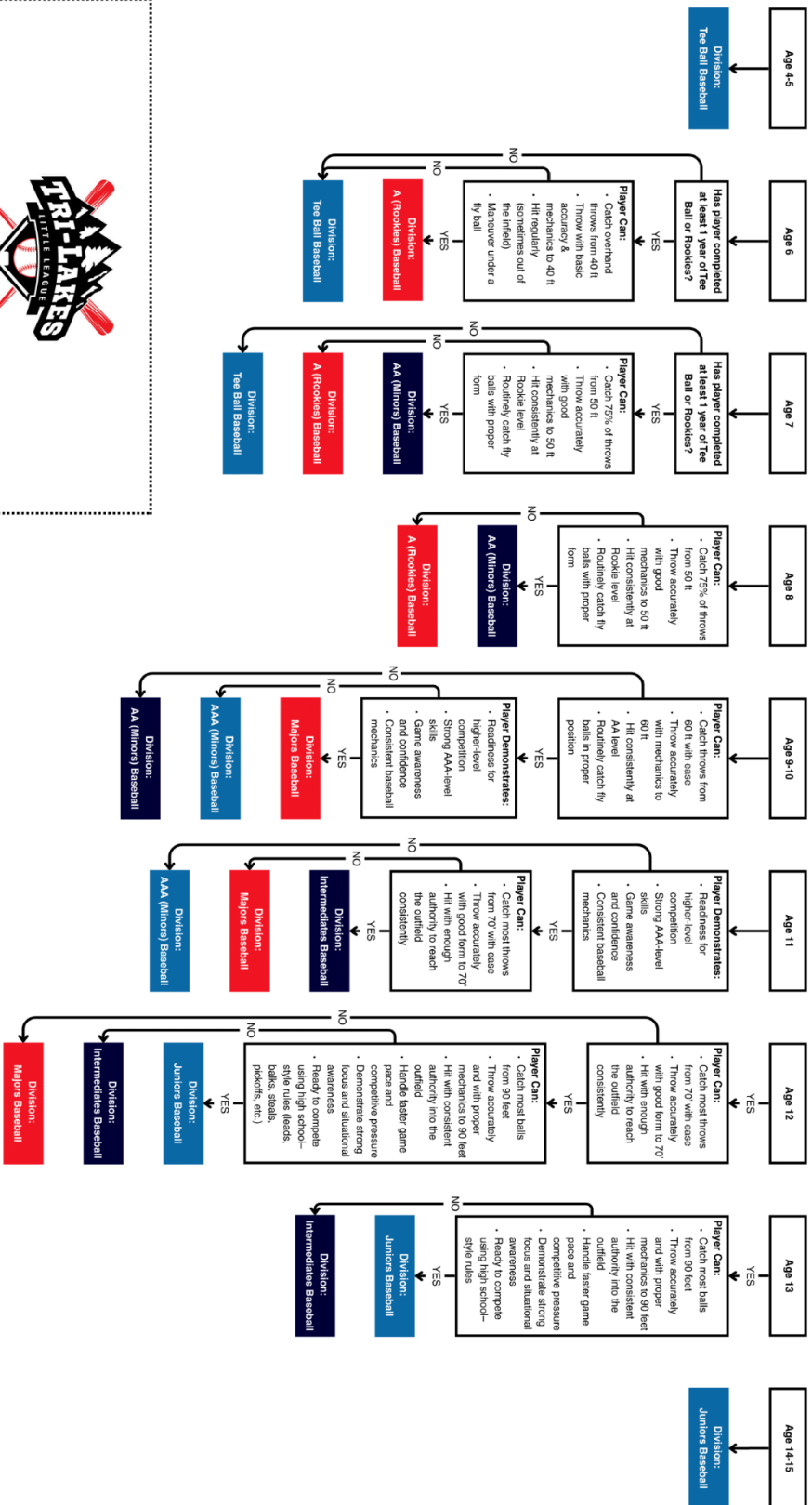
## APPENDIX C - FIELD PREPARATION STANDARDS

TLLL does not own its own fields. The following information is dependent on the organization that owns the field.

- 1) Unless otherwise noted, the home team is responsible for the following:
  - A) Make an initial safety sweep of your playing field.
  - B) After any use, all infields must be dragged and/or raked, with attention paid to filling in low spots.
  - C) Holes in the pitcher's mound and batter's box should be filled and compressed if possible. Any serious repairs should be reported to the Fields & Facilities Committee.
  - D) Rake not to sweep dirt off the infield. For example, when raking the first and third baselines, rake in the direction of the line.
  - E) Both teams must clean their dugouts and bleacher areas of all trash and loose objects.
  - F) After Rain: First, realize that the best method for drying a field may be for Mother Nature to take her course. A herculean effort that leaves a field barely playable and distorts it in the long run is a bad idea. If we can assist Mother Nature without doing long-term damage to the field, then continue, as follows.
    - (1) Use plastic hand pumps to remove any standing water. Pumps can be found in the equipment locker.
    - (2) To drain water, make small channels with the edge of a shovel to drain water to existing puddles. Make small suction holes in those puddles, drain them, then move to the next one while the previous holes are refilled. Rotate from hole to hole until only a bit of water remains. Then gently sweep the rest of the water into the suction hole. Other workers should be raking other less wet areas to help them dry. Never spread the water around or try to sweep it onto the grass. When finished, purge the pumps with clean water
    - (3) Remove any mud but only as much as necessary. Place this material in the field mix retention areas at the end of each dugout. Backfill low, damp areas with dry field mix from existing piles. Compress the new mix in thin layers. Use drying agents only as a last resort. Drying agents are intended to play a small, specialized role in field recovery. They are not the sole method for doing so. Drying agents harden when dry and can ruin the fields.

# APPENDIX D - WHICH DIVISION IS RIGHT FOR MY PLAYER

## Baseball: Boys & Girls Ages 4 - 15



### 2026 Division Placement & Assessment Guide: How to Register Your Player

A player's league age is determined by his/her age on August 31, 2026.

Follow the flowchart to find your player's recommended division and assessment requirement.

- TLL offers a skills-based instructional and competitive environment appropriate to each player's level so your child has the best Little League experience possible.
- Assessments are required for AA and above. Players should attend the session for the highest division they want to be considered for.
- Division placement is based on assessments, safety, development, and team availability. Attending an assessment does not guarantee placement in that division.
- Assessments are not tryouts — every player will be placed on a team.
- If a player registers for a higher-fee division but is placed lower, TLL will refund the difference.
- TLL reserves the right to make final placement decisions, and evaluation criteria may change as needed.

## APPENDIX E - RULES AND POLICY MODIFICATION PROCEDURES

- 1) The President of the League shall appoint a Rules and Policy Committee to review and submit recommendations to the Board of Directors for approval. The Committee shall be approved by the Board of Directors. Recommended members include VP-Ops, the U.I.C., Coaching Director, and at least two to four other members, including a manager. Upon the recommendation of the Rules and Policy Committee, the Board of Directors may:
  - A) Accept the recommendation as written.
  - B) Reject the recommendation as written.
  - C) Amend a modified version of the recommendation.
  
- 2) Rules / Policy Modification Process:
  - A) A rules modification is a revision to or clarification of an existing rule or a new rule not included in the most recent TLLL Local Rules.
  - B) Any person affiliated with TLLL may submit a rules or policy modification proposal to the League for consideration by the Rules and Policy Committee. An email requesting rules and policy proposals shall be sent to members of the League. All rules modification proposals submitted in proper form must be considered.
  - C) For a rule modification proposal to be considered for adoption for the current season, it must meet the following criteria:
    - (1) It must be submitted in writing in a form consistent with the published rules.
    - (2) If it is an amendment to an existing rule, the existing rule must be cited, and revised wording must be provided.
    - (3) If it is a new rule, the section of the rules in which it is to be included must be cited and specific wording must be provided.
    - (4) The proposal should include a brief statement of the purpose of the proposed modification and an explanation of why the modification is an improvement over the existing rules or non-existent rule.
    - (5) It must be received by the President before the designated time; typically, in October.
    - (6) A modification proposal that is submitted by the Rules Committee may be considered without submission to the President if it is presented to the Board at the December Board of Directors meeting under the provisions set forth below.
  - D) The President can waive the above criteria. If a proposal that is received late is considered by the President to be of such importance to deserve consideration for the current season (e.g., a safety issue), the President shall

refer the proposal to the Rules Committee for special consideration. If a general statement, rather than a specific proposal is submitted, the President may refer the proposal to the Rules Committee to develop specific wording if the proposal, in the President's opinion, has merit. In rare circumstances, the President may accept a rules modification proposal to the Board for consideration without consideration by the Rules Committee. The President shall consider only the immediacy of the issue affected by the rule in submitting these proposals to the Board. Normally, all proposals shall be referred to the Rules Committee.

- E) At least one week prior to the November Board of Directors meeting, the Chairman of the Rules Committee shall send all submitted recommendations on the TLLL BOD Internet Website and send a notice to the Board for review. At the November Board of Directors meeting, discussion of the modification proposals shall be held. Discussion shall be limited to the modification proposals. New modification proposals can only be submitted under the provisions set forth above. If the Rules Committee Chairman or the President anticipates that discussion will be lengthy, the President shall schedule a separate Board of Directors meeting for consideration of rules modification proposals. Proposals may be amended upon a motion and second from the floor and a majority vote of Board Members present. If a modification proposal is amended by the Board, the amended proposal shall be referred to the Rules Committee for consideration. If a modification proposal is not amended, the proposal, in its original form, shall be referred to the Rules Committee for consideration. Proposals may be withdrawn from consideration upon request by the originator.
- F) All proposals referred to the Rules Committee shall be in the minutes of the meeting, in the form in which they are referred.
- G) The Rules Committee shall meet and prepare a recommendation on all submitted modification proposals. This meeting shall be held immediately after the November Board of Directors meeting to allow sufficient time for consideration and possible revision of all rule modification proposals. The Rules Committee shall recommend accepting, rejecting, or amending each proposed modification.
- H) The Chairman of the Rules Committee shall notify all persons who submitted modification proposals of the date and location of the Rules Committee meeting in sufficient time that all persons so desiring can attend the meeting to discuss their proposal with the Rules Committee. Normally, the date and place of the meeting should be announced at the November Board of Directors meeting. Written supporting statements are acceptable if the person is unavailable to meet with the Committee. When the Rules Committee

recommends amending or rejecting the proposal, they shall notify the author and discuss rationale. If the author agrees with the Rules Committee's recommendation, they may withdraw their proposal as written. The Rules Committee also has the option to retain the original proposal.

- I) If two or more proposals are so similar as to constitute a single proposal, the Rule Committee shall consolidate the proposals into one proposal and base its recommendation on the consolidated proposal. The consolidation must be announced when the recommendation is presented to the Board. If two or more proposals are contradictory, the Committee shall make a recommendation on each proposal.
- J) The Chairman of the Rules Committee shall send committee recommendations on the TLLL BOD internet website and send a notice to the BOD at least one week prior to the December BOD meeting.
- K) At the December Board of Directors meeting, the Rules Committee shall present its recommendations to the Board as "New Business." Each recommendation shall be voted on by the Board without motion or second. The President may call a separate Board meeting for consideration of the recommendations if time does not permit consideration of all recommendations. The President may defer the vote on any or all recommendations due to time restrictions, but not beyond the January Board of Directors meeting. The Rules Committee shall explain the reasons for each recommendation before each vote. There shall be a brief discussion period before the vote where Board Members shall be limited to one minute each for discussion.
- L) If the Rules Committee recommendation is to accept the proposal:
  - (1) The recommendation shall be accepted, and the rule changed with a vote of 2/3 of the Board Members present.
  - (2) The recommendation shall be rejected, and no further action taken with a vote of less than 2/3 of the Board Members present.
- M) If the Rules Committee recommendation is to reject the proposal:
  - (1) The recommendation shall be accepted, and no further action taken with a vote of more than 1/3 of the Board Members present.
  - (2) The recommendation shall be rejected, and the rule changed with a vote of 2/3 of the Board Members present.
  - (3) If the Rules Committee recommendation is to amend the proposal:
    - (a) The recommendation shall be accepted, and the rule changed according to the amended proposal with 2/3 vote of the Board Members present.

- (b) The recommendation shall be rejected and the proposal in its original form shall be considered with a vote of less than 2/3 of the Board Members present.
- (c) The vote on the original proposal shall be held as if the Rules Committee had recommended acceptance of the proposal (2/3 vote required to change the rule.)
- (4) If the Rules Committee consolidates two or more rules and the vote of the Board does not result in a rule change, any or all of the original proposals may be considered by the Board upon a motion and second from the floor and a majority vote by the Board Members present. In this event, the vote on the proposal shall be held as if the Rules Committee had recommended approval of the proposal (2/3 vote required to change the rule). After each vote, the Secretary shall record the results of the vote in the minutes. If the vote results in the change of a rule, the Secretary shall record the specific wording of the change in the minutes. The President shall review the minutes as soon as they are available and forward the revised rule to the Publications Committee for inclusion in the TLLL Local Rules publication.

## **APPENDIX F – TRI-LAKES LITTLE LEAGUE DISCIPLINARY COMMITTEE**

- 1) **Disciplinary Committee:** The President, or in the case whereby the President is subject to disciplinary action the Executive Committee, shall appoint BOD members or such others as they think are best suited by judgment and experience to serve on the committee. The President may appoint a standing committee at the beginning of the year. The Disciplinary Committee shall be chaired by a BOD member designated by the President (or Executive Committee should the President be the subject of disciplinary action).
- 2) **Referral to Disciplinary Committee:** Upon receiving information that a League official, manager, coach, volunteer, parent, player or other individual has engaged in conduct that may warrant disciplinary action, the President shall refer the matter to a Disciplinary Committee. Any Director who is party to, witness of, or otherwise involved in any matter subject to a Disciplinary Committee investigation, must recuse themselves from any involvement as a member of the committee. The President must notify the Executive Committee who shall provide counsel to the chair of the Disciplinary Committee. The referral must be in writing (may include email). The referral shall identify the reason that suggests disciplinary action is warranted. The referral may identify witnesses or documents that the committee must examine.

- 3) Notice to Subject of Investigation: The Disciplinary Committee Chair shall serve the following notice(s) to a person who is subject to disciplinary action:
  - A) A description of the incident(s) that is the basis for the referral;
  - B) The right to appear before the Disciplinary Committee or provide a written or verbal statement; and;
  - C) Outcome of the Disciplinary Committee and its recommendations.
  
- 4) Committee Proceedings:
  - A) Disciplinary Committee members must treat committee member comments and discussions concerning the referral and investigation of the referred matters as confidential.
  - B) The Disciplinary Committee shall examine any evidence required by the referral.
  - C) The Disciplinary Committee shall investigate all matters identified by the referral notice, and any other evidence it deems necessary to determine whether the referred matter occurred, including evidence suggesting it did not, and any evidence that might shed any light on the referred matter.
  - D) The Disciplinary Committee shall offer the subject(s) of the investigation an opportunity to provide evidence to the committee.
  - E) The Disciplinary Committee shall encourage all witnesses and those providing evidence to provide statements and evidence in writing. If the committee receives verbal evidence during the investigation, it shall provide this information in written format (e.g., note on conversation and when they occurred).
  - F) Committee Report: The Disciplinary Committee should seek to provide a consensus concerning whether the matter should be referred to the Executive Committee, and which disciplinary action it recommends, if any. Absent consensus, the committee shall take a vote.
  - G) The chair shall provide copies of all written materials collected to the President or Executive Committee, depending on the outcome of the investigation.
  - H) The Executive Committee or other office without a conflict of interest, should the President be the subject of the investigation or otherwise recused themselves from the matter), shall review and vote on recommendations from the Disciplinary Committee as applicable, or provide recommendation to the entire Board of Directors for vote as needed.
  - I) The Secretary shall be responsible for retaining copies of all such investigations for five years or until the subject of the investigation is no longer part of the league.
  - J) Referral to BOD: When the Executive Committee receives a majority recommendation of referral to the BOD by a committee of at least 5 members, or when the Executive Committee believes referral is proper, the President (or designee should the President be the subject of the investigation or has a conflict

of interest) shall refer the matter to the BOD. Only certain disciplinary actions shall be referred to the entire BOD for vote. The referral shall include:

- (1) Notice of the time and place of the BOD hearing at which the referral shall be acted upon;
- (2) A summary of the action that is the basis for the charge;
- (3) The grounds for believing disciplinary action is appropriate; and
- (4) The most severe disciplinary action being considered.

K) The Disciplinary Committee Chair shall ensure a copy of that notice is given to the investigation's subject. The person referred may choose to accept the recommendation of the committee and decline a BOD hearing.

5) BOD Hearing:

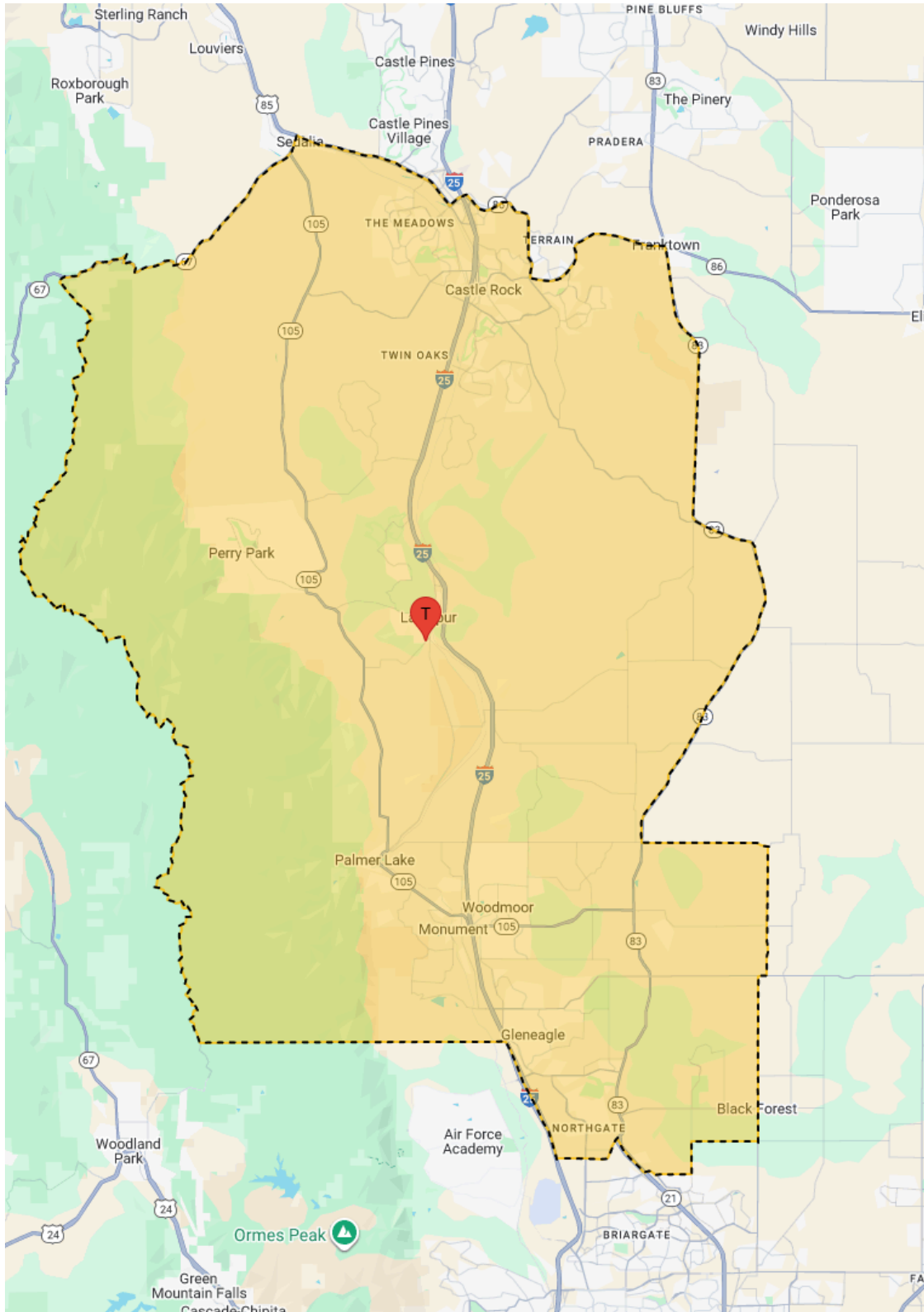
A) The President (or an alternate designed by the Board should the President be the subject of the hearing or otherwise recused due to a conflict of interest) shall preside over the disciplinary hearing.

B) The Disciplinary Committee Chair shall present the evidence of the investigation to the Board. The subject of the hearing has the right to:

- (1) Have the referral notice read;
- (2) Be present during the reading of the charge and the presentation of any evidence;
- (3) present evidence or make a statement at the hearing.

C) Each member may vote for a disciplinary action if he/she finds that more likely than not the offense charged has been committed and discipline is warranted. Discipline may be imposed if, a quorum being present, 2/3 of the members present agree that a disciplinary measure should be imposed. The vote shall be conducted in the following order. First, the Board shall vote on whether to impose the highest level of punishment under consideration contained in the referral notice. If a 2/3 majority agrees to impose that level of disciplinary action, that shall close the hearing. If a 2/3 majority is not achieved, the Board shall vote to consider the next lowest level of action. If a 2/3 majority agrees to impose that level of disciplinary action, that ends the hearing. If not, the Board shall consider the next lowest level of disciplinary action, until it reaches a level that the President can impose without BOD approval.

# APPENDIX G – TRI-LAKES LITTLE LEAGUE BOUNDARY MAP





Tri-Lakes Little League Player Assessment Scale	
1	Demonstrates beginner level of ability for this level of play
2	Below average ability for this level of play
3	Average/has abilities to play in this division
4	Above average level of ability with some errors
5	Demonstrates an exceptional level of ability
<b>Each player starts with a "3" and moves up/down based on their skill set relative to the Division assessing for (Minors/Majors/Intermediates/Juniors)</b>	



### Tri-Lakes Little League Playing Baseball Level Guidelines

Division	Play Type	Age / Readiness Criteria
<b>T-Ball</b>	Instructional	Players league age 4-6 and league age 7 who have no baseball experience and require some training in the basics will be assigned to the T-Ball level. 10 games will be scheduled.
<b>Rookies (A)</b>	Instructional	Coach/machine pitch. Players league age 7-8 and advanced 5-6 with at least 1 year experience and demonstrate the capability to play will normally be assigned to the A level. 12 games are scheduled. The A level is intended for players who have completed at least one year of T-ball and who can or, within the first few weeks of the season, will be able to: <ul style="list-style-type: none"> <li>• Catch most balls thrown to them overhead from 40'.</li> <li>• Throw reasonably accurately (i.e., not requiring the receiver to take more than 3 steps in either direction) most of the time with good mechanics to a target 40' away.</li> <li>• Hit the ball regularly in T-Ball with some authority, and at least occasionally, out of the infield.</li> <li>• Maneuver under a fly ball.</li> </ul>
<b>Minors (AA)</b>	Instructional	Coach/machine pitch first half of regular season, then player pitch. Players league age 8-9 registered for AA, or registered for Majors/AAA and are not selected, plus advanced 7-year-olds that demonstrate capability. 14 games are scheduled. The AA level is intended for players who can: <ul style="list-style-type: none"> <li>• Catch 75% of the balls thrown to them overhead from 50'.</li> <li>• Throw reasonably accurately (i.e., not requiring the receiver to take more than a step in either direction) with good mechanics to a target 50' feet away.</li> <li>• Hit the ball regularly at the A level with some authority, and at least occasionally, out of the infield.</li> <li>• Catch fly balls routinely with glove fingers facing up and throw with good form.</li> </ul>
<b>Minors (AAA)</b>	Instructional/Competitive	The AAA level is intended for players who can: <ul style="list-style-type: none"> <li>• Catch with ease, most balls thrown from 60 feet</li> <li>• Throw a ball with good mechanics relatively accurately to a receiver 60 feet away (i.e., not requiring the receiver to take more than a step in either direction)</li> <li>• Hit the ball regularly with some authority, and, at least occasionally, out of the infield at the AA level.</li> <li>• Routinely catch fly balls in a proper fielding position.</li> </ul>
<b>Majors</b>	Competitive	Player pitch. Players league age 10-12 are eligible to play at the Majors level. 9-year-olds that demonstrate the capability and attend Majors assessments can be drafted. The Majors level is intended for highest skilled players who meet all of the qualifications of AAA players, but also have had some success in AAA; or if they never played in AAA but demonstrate through assessments or their play at other levels or leagues that they could have. All players league age 12 are mandated to play at the Majors level by Little League International, unless parents request a waiver. 14 games are scheduled with a goal of at least 12 games completed.
<b>Intermediates (50/70)</b>	Competitive	Player pitch. Players league age 12-13 are eligible to play at the Intermediate level. This level is to transition players to a larger field with rules that are more aligned to high school rules. 14 games are scheduled with a goal of at least 12 games completed. The Intermediates level is intended for players who can: <ul style="list-style-type: none"> <li>• Catch with ease, most balls thrown from 70 feet.</li> <li>• Throw a ball with good mechanics relatively accurately to a receiver 70 feet away (i.e., not requiring the receiver to take more than a step in either direction)</li> <li>• Hit the ball regularly with authority to hit to the outfield.</li> <li>• Routinely catch fly balls in a proper fielding position.</li> </ul>
<b>Juniors</b>	Competitive	Player pitch. Players league age 13-15 are eligible to play at the Juniors level. 12-year-olds that attend Juniors Assessment and demonstrate the capability can be drafted to this level. This level is to transition players to a 90-foot field with rules that are more aligned to high school rules. 15-year-olds are limited to pitching no more than 1 inning (3 outs) per game. 14 games are scheduled with a goal of at least 12 games completed. The Juniors level is intended for players who can: <ul style="list-style-type: none"> <li>• Catch, with ease, most balls thrown from 90 feet</li> <li>• Throw a ball with good mechanics relatively accurately to a receiver 90 feet away (i.e., not requiring the receiver to take more than a step in either direction)</li> <li>• Hit the ball regularly with authority to hit to the outfield.</li> <li>• Routinely catch fly balls in a proper fielding position.</li> </ul>