



# **ADMINISTRATIVE POLICIES**

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# **INTRODUCTION**

The purpose of the West Springfield Little League Administrative Policies is to provide its members a guide to the operations and procedures of the West Springfield Little League (“WSLL” or “the League”) throughout the year. Operating a Little League, the size and scope of West Springfield’s, is a year-round endeavor, involving countless volunteers and hundreds of separate tasks. The policies contained within this manual are approved by the WSLL Board of Directors (“Board” or “BOD”) and represent direction on how the League and its Officers, Members, and volunteers should conduct their responsibilities throughout the year.

League Officers, Board Members, Coaches, and Parents should rely on the information contained in this document throughout the year. For Administrators, the policies are a reference and “how-to” regarding all of the League’s operational tasks. For Managers and Coaches, the policies outline important items such as manager selection, team formation, scheduling, and All-Stars. For parents, the policy manual provides a more in-depth understanding of how the League operates and why and reflects WSLL’s commitment to its members in all it does.

For ease of use, the Administrative Policies document is organized with the seasons of the baseball calendar year. After setting forth a series of generally applicable policies, the manual moves sequentially – from pre-season to in-season through the post-season then onto All-Stars and Fall baseball – outlining policies in the time of year for which their application is most relevant.

## **I. GENERAL**

### **A. Board of Directors**

The WSLL Board of Directors is responsible for the management of the property and affairs of the League and consists of at least nine members.

The Board may establish committees to assist in the operation of the League. The President shall appoint committee chairpersons.

#### **1. Executive Committee**

The Board authorizes the Executive Committee to decide the following matters. In all such instances, the President will 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.

- Approve contracts and purchases under \$1,000.

- Approve Memorandums of Understanding with other organizations, which do not commit the Board to spend more than \$500.
- Approve waiver requests for players residing outside of League boundaries.
- Approve age waiver of WSL rules pertaining to divisions of play.

## **2. Annual Report**

Each year, after conferring with the Executive Committee, the President will issue an Annual Report, setting forth the League priorities and points of emphasis for the year, which will include the annual calendar. The report should be distributed to members electronically by the end of October.

## **3. Board Meetings**

The Board will approve its annual operating calendar by November 1 of each year. The calendar will note the major events of the League (Board meetings, registration dates, training dates, All-Stars, etc.). The date may be changed by the President, upon due notice. The President may also call special sessions of the Board on an emergency basis with at least 24 hours notice to the Board. Typically, the Board will not meet in July and August. The Executive Committee will meet when called upon to do so by the President.

The Secretary will issue a call for agenda items and consent agenda items for each meeting at the time the constitutionally required meeting notice is issued. The Secretary will keep minutes that include a brief summary of the agenda, the result of any votes, and any other remarkable occurrences. The Secretary will issue the agenda and consent agenda and any other pertinent documents, to the Board before each meeting.

The Secretary will also maintain a Directory of Board members with phone numbers and email addresses and distribute to the board membership.

## **4. Board of Director (“BOD”) Code of Conduct**

Board members will:

- Treat each other and League members with courtesy and respect.
- Perform their assigned duties diligently, or ensure a replacement is obtained for doing so.
- Observe rules regarding confidentiality of the information they receive and never use confidential information to advance their own interests.
- Not conduct themselves in a manner that discredits Board membership or is detrimental to the League.

## **5. Board of Director and Dedicated Volunteers (“DV”) Requirements and Responsibilities**

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., opening and closing ceremonies, Byronfest, etc.), participate in discussions important to League, and serve as a “Gray Hat” during the spring and fall seasons.

DVs are encouraged to take an active role in the direction, management, and operation of the League. DVs may attend regularly scheduled BOD meetings, however, they cannot vote. DVs may participate in committee[s] as requested and will participate in regularly scheduled League events (e.g., ceremonies, tryouts), and will participate in discussions important to the League. DVs are encouraged to volunteer for “Gray Hat” duty and they will be included in requests for volunteers.

## **6. Conflicts of Interest**

Should the execution of any assigned responsibility by a BOD member result in either a perceived or actual conflict of interest, whether financial or otherwise, the member shall recuse him/herself by notifying the Executive Committee of the conflict. An example of this would be a Board Member with a son on a Baseball Academy travel team having input into who receives the League’s training contract where said Academy is bidding; or an in-season disciplinary matter within a division whereby those Board Members have a stake in the season (i.e., manage or coach a team in a division where an infraction has occurred).

## **B. Contracts**

### **1. Authority**

The authority to sign contracts resides only in the President. The President may delegate this authority, in writing and with approval of the Board of Directors, to other Officers of the Board, to effect efficient operations of the League. In particular, this authority might be delegated to the VP of Fields during season preparation time to ensure fields and facilities are ready for the season and in between Board meetings. In any event, all purchases that exceed the approved budget for an activity must be referred to the Executive Committee, which will review the contract/purchase for compliance with this policy and approve or deny it. The President, or their designee, may only execute a contract once the Executive Committee has provided its approval.

## **2. Source Selection**

The responsible committee chief will obtain at least two bids from responsible suppliers/providers. WSLL contracts will be awarded on a best-value basis. That means that, in the opinion of the responsible committee chief, the contract provides the best mix of cost, reliability of performance, and quality. Where quality and reliability are not an issue, contracts will be awarded on a lowest-cost basis. However, when costs are roughly comparable, the League will endeavor to award contracts to sponsors, contractors, and suppliers who have provided WSLL favorable terms and service over several years. At a minimum, the League will notify such suppliers and contractors of opportunities to provide offers/proposals for WSLL work.

## **3. Award**

All contracts must:

- Be funded by the Board in advance. Secure approval by the Treasurer that funds are available for the work within the contract.
- Be signed by the WSLL President or the appropriate officer to whom the President has delegated authority, in writing.
- Be clear as to both side's responsibilities, including any inspection requirements/criteria.
- Provide dates by which performance is required.
- Clearly define payment terms, including any early payment discounts.
- Have a termination mechanism, if the contract provides for continuing performance.

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.

## **C. Disciplinary Actions**

### **1. Conduct Expectations and Disciplinary Process**

*WSLL strongly encourages players, managers, coaches, umpires, parents, and spectators to create a safe and positive environment for everyone to enjoy the sport of baseball.*

WSLL strongly encourages:

- Applauding effort on the field, regardless of score.
- Remembering that the league exists for the players to learn and have fun. Even though the game is competitive in nature, winning is secondary.
- Parents being supportive of managers and coaches. Parents should be a positive role model and foster respect for the managers and coaches amongst

the players. Concerns about a player's role on a team should be expressed to the manager in private, never in public.

- Remembering umpires are often “in training” and learning and developing their craft, just as the players are. Managers, coaches, players, parents, and spectators are expected to accord umpires with the respect their position deserves and understand that the umpire has complete authority over the game.
- Modeling respectful and appropriate behavior. Booing, taunting, refusing to shake hands/tip caps, ridiculing another player, chirping at umpires and other disrespectful behavior is not acceptable.
- Teaching players that they have a responsibility to learn and to try their best. Effort leads to achievement and respect.
- Providing all children, regardless of race, nationality, creed, sex, or talent, an opportunity to play ball and to learn.

By registering to play with WSLL, Board members, volunteers, managers, coaches, players, parents, and siblings agree to abide by the WSLL conduct policy and the Little League Code of Conduct (<https://www.littleleague.org/downloads/parent-code-conduct/>).

## **2. Conduct Subject to Disciplinary Actions**

Baseball is a game of interpretations and, as a result, disputes will occur from time to time. All disputes that are taken up with the umpire will be conducted in a civilized manner. Only managers may initiate a discussion with an umpire. Once the umpire has made his/her decision, the manager(s) will make no further protest. Managers have the right to file official protests of a game following the procedure within this manual and the WSLL Gray Book.

WSLL has a zero-tolerance policy for physical abuse or verbal abuse, including obscene gestures by anyone at a league activity. In addition, all discussions will be held in conversational tones. Under no circumstances shall a manager, coach, player, parent, or spectator yell at an umpire, manager, coach, player, or other spectator. Managers, coaches, players, and umpires may shout to another coach, or player during a play as part of that play or to position players on the field.

The following is a list of conduct and/or actions that could warrant disciplinary action. This list is not all-inclusive and WSLL may determine other offenses warrant disciplinary action. Illegal behavior and actions will be reported to local law enforcement authorities.

- Ejection from a game.
- Physical confrontation of any kind to anyone.
- Use of abusive language to a player, parent, spectator, umpire, WSLL volunteer (e.g., Gray Hat, Game Coordinator), manager, or coach.
- Aggressively challenging an umpire's decision, either by raising one's voice, gesturing, charging at, or otherwise clearly demonstrating dissent.
- Consuming alcoholic beverages or being inebriated at League functions, including games and practices.
- Violations of Little League-mandated safety rules.
- Any use of vulgar, profane, and/or discriminatory language at games, practices, or other WSLL-sanctioned events.
- Violations of Little League Code of Conduct and/or WSLL policies.

### **3. Potential Disciplinary Actions**

The following are potential disciplinary actions that may be imposed upon managers, coaches, volunteers, players, members, DVs, and Directors and who may impose them. In certain cases, the President may suspend an individual immediately until an action is determined by the Disciplinary Committee and/or Executive Committee.

- Suspension for a game, period of time, or rest of the season (WSLL BOD Executive Committee by majority).
- Permanent suspension from volunteering as a coach, manager, or other volunteer (e.g., Board Member) (WSLL BOD Executive Committee by majority).
- Permanent suspension from attending WSLL games and events (BOD by 2/3 majority of members present).
- Letter of Reprimand from the President (President, as the result of the Disciplinary Committee's investigation).
- Verbal counseling by the President or designee.

### **4. 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 will refer the matter to a disciplinary committee. Any Director who is a 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 and/or the League's general counsel, who will provide counsel to the chair of the Disciplinary Committee.



The referral may be verbal or in writing (e.g., email). If the referral is verbal, the person who received the referral should put the information in writing to capture the details of the incident. The referral will identify the reason that suggests disciplinary action is warranted. The referral may identify witnesses or documents that the committee must examine.

## **5. Disciplinary Committee**

The President, or in the case whereby the President is subject to disciplinary action – the Executive Committee, will appoint BOD members or such others as he thinks 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 will be chaired by a BOD member designated by the President (or Executive Committee should the President be the subject of disciplinary action).

## **6. 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 description of the incident(s) that is the basis for the referral;
- The right to appear before the Disciplinary Committee or provide a written or verbal statement; and,
- Outcome of the Disciplinary Committee and its recommendations.

## **7. Committee Proceedings**

- Disciplinary Committee members must treat committee member comments and discussions concerning the referral and investigation of the referred matters as confidential.
- The Disciplinary Committee will examine any evidence required by the referral.
- The Disciplinary Committee will 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.
- The Disciplinary Committee will offer the subject(s) of the investigation an opportunity to provide evidence to the committee.
- The Disciplinary Committee will encourage all witnesses and those providing evidence to provide statements and evidence in writing. If the committee receives verbal evidence during the investigation, the committee will provide

this information in written format (e.g., provide notes on conversations and when they occurred).

## **8. 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.
- The chair will provide copies of all written materials collected to the President or Executive Committee, depending on the outcome of the investigation.
- The Executive Committee, represented by the President (Executive Vice President, or another 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 a recommendation to entire Board of Directors for vote as needed.
- The Secretary will 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.

## **9. 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 will be referred to the entire BOD for a vote. The referral will include:

- notice of the time and place of the BOD hearing at which the referral will be acted upon;
- a summary of the action that is the basis for the charge;
- the grounds for believing disciplinary action is appropriate; and
- the most severe disciplinary action being considered.

The Disciplinary Committee Chair will ensure a copy of that notice is provided to the subject of the investigation. The person referred may choose to accept the recommendation of the committee and decline a BOD hearing.

## **10. BOD Hearing**

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) will preside over the disciplinary hearing.

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

- have the referral notice read;
- be present during the reading of the charge and the presentation of any evidence;
- present evidence or make a statement at the hearing.

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 will be conducted in the following order. First, the Board will 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 will close the hearing. If a 2/3 majority is not achieved, the Board will 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 will consider the next lowest level of disciplinary action, until it reaches a level that the President can impose without BOD approval.

## **D. Scholarship Fund**

WSLL will maintain funds to assist in covering registration fees for families that meet the established scholarship criteria. Families will need to apply for a scholarship following the steps that are advertised during the season. In addition to covering registration fees, if funds are available, WSLI may assist in purchasing or providing other necessary baseball gear (e.g., baseball pants, glove, etc.)

## **E. Equipment Accountability**

All field equipment valued above \$250 will be accounted for by the Field and Facilities Vice President ("VP"), by a line-item hand receipt. The Field and Facilities VP will conduct an inventory at the beginning of each year and may sub-receipt items to Board members on his or her staff. At the end of the year, the Field and Facilities VP will inventory all sub-

hand receipts and re-sign for them. Upon change in positions, the outgoing Field and Facilities VP will inventory all field equipment with the new Field and Facilities VP. This is only an inventory procedure and does not place any financial liability on the outgoing, incoming, or current Fields and Facilities VP or anyone who has been asked to assist with this process.

All other equipment valued over \$250, including computers and office equipment will be inventoried by the Operations VP or other person designated by the President, by a line-item hand receipt. The Operations VP will inventory every year at the beginning of the year and may submit receipt items to other Board members with a need for that equipment. At the end of the year, the Operations VP will inventory all sub hand receipts and resign for them. Upon change in positions, the outgoing Operations VP will inventory with the new Operations VP.

## **F. Field Care**

The Field and Facilities VP will be responsible for reviewing and publishing field care standards, which will be reprinted in the Gray Book.

## **G. Financial Controls**

### **1. Cash Handling**

The number of persons authorized to receive cash or checks is restricted to the President, Treasurer, Player Agent, VP of Fields, Sponsor Chairperson, Concession Manager, and persons designated by the President during specific events. The names of all such persons will be reported to the Treasurer before they handle cash and will be instructed by the Treasurer concerning the conditions for their doing so.

- Cash collected on behalf of the League must always remain in plain view of another Board member at all times.
- No later than the end of the day during which they were collected, 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 money shall be delivered to the Treasurer.
- For Concession’s operations, the manager will double-count the cash with another Board member or, if unavailable, a League member, then deposit the cash directly in the WSLI bank. The concessions manager will email the Treasurer with the amount deposited and the date it was deposited.

## **2. Purchases**

Purchases necessary for League administration and normal activities will be paid for by WSLI or be reimbursed by WSLI to the purchaser. The Treasurer will 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 should be noted in the consent agenda of the next Board meeting.

## **3. Annual Tax Filing**

The League's Certified Public Accountant will alert the Treasurer of any concerns noted during the review and preparation of documentation for the League's annual tax filing.

## **4. Use of Funds.**

*WSLI participants, administrators, and volunteers shall follow guidelines for participation in non-Little League programs specifically surrounding the use of Little League funds, IGG group insurance for Little League and their interactions with Little League programs. [See Little League Regulation I(g).]*

## **H. Franchise Boundaries**

The boundaries of the franchised territory of the WSLI are as follows:

- Begin where the Southern Railroad tracks cross Accotink Creek.
- Proceed south along Accotink Creek to Fairfax County Parkway.
- Then southwest to Hooes Road (Rte 636).
- Then south to Silverbrook Road (Rte 600).
- Then northwest to Ox Road (Rte 123).
- Then northwest to Burke Lake Road (Rte 645)
- Then northeast to the Southern Railroad tracks, including Simpson Lane, Gooding Pond Court, and Lucas Pond Court.
- Then east along the Southern Railroad tracks to the intersection of Accotink Creek (the starting point).

## **I. Gray Books**

The League will distribute printed WSLI Regulation and Rule Books, otherwise known as "Gray Books," and publish the annual version on its website. It is expected that each manager, coach of record, umpire, and Board member will read and become familiar with the contents of the Gray Book.

## **J. Maintenance of WSLL Documents**

### **1. General**

Officers of the Board and others responsible, maintain files that are necessary to carry out their duties within the League's online resources (e.g., registration system and cloud service) so that they are passed on to their successors. Files will be dated to facilitate their retrieval and observance of the retention policy.

### **2. Specific Files**

The President will ensure that the League maintains files relating to its status and charter, finances, League correspondence, manager selection, manager evaluation, and manager/coach/officer disciplinary actions. The Player Agent will maintain all files relating to player eligibility, evaluation, and discipline. The Treasurer will maintain all finance, audit, and tax records.

### **3. Retention of Documents**

Documents related to the conduct of WSLL affairs should be retained in the League's online resources and should be archived for reference.

## **K. Privacy, Data, Website and Technology Policy**

WSLL operates under the conditions set forth by Little League International. Please see the Little League Operating Policies, available online, for details related to Privacy, Data and Website and Technology.

## **L. Umpires**

### **1. Umpire Association**

The Umpire-In-Chief ("UIC") will form and head an association to be named the West Springfield Umpire Association ("WSUA"). The WSUA will be a committee of the Board and will be open to all persons interested in umpiring for WSLL. The WSUA will be formed to encourage umpiring, improve professionalism, and develop camaraderie. The WSUA will be responsible for advising and assisting with all aspects of UIC responsibilities including: reviewing and commenting on new rules, umpire training and evaluation for its members; identifying formal training opportunities and other opportunities for professional development; helping members to be selected for tournament play; selecting a uniform selection and purchasing for umpires; any reimbursement and awards policy, and advising the League President through the UIC of any other matters of interest to umpires.

## **2. Training**

Before each season, the UIC will provide training for new and experienced umpires and make those sessions and any other the UIC deems suitable and feasible available to all who are interested, including coaches, managers, and parent umpires. The overall training plan and schedule will be briefed to the Executive Committee no later than its January meeting.

## **3. Assignments**

Umpires will be assigned along the lines set forth below:

- The UIC or delegee (individually, the Assignor) will be responsible for all umpire assignments. The Assignor may rely on a self-assign system to do so, subject to Assignor oversight, as described further below. The Assignor will endeavor to assign two umpires to every Intermediate and Majors game, and at least one umpire to every AAA and AA game. At the 1A and T-Ball levels, parent volunteers will serve as umpires.
- To effectuate this policy, for regular season games, the Assignor will attempt to assign one qualified pitch-calling umpire to Intermediate, Majors, AAA, and AA games. Having done so, the Assignor will then attempt to fill base positions, prioritizing the higher levels, while recognizing that not every umpire is qualified or interested in every game level. In making assignments, the Assignor may consider umpire's wishes and development needs.

For regular season games, umpires will use an online sign-up system to assign themselves the games they would like to work. The UIC or designee will periodically review self-assignments to identify any uncovered games or improve game-umpire matches, and may remove a self-assigned umpire from any game to ensure better coverage or umpire suitability or for any other reason deemed by the UIC to be in the best interest of the league or the umpire program.

For playoff games, the UIC will endeavor to schedule two trained umpires for all Intermediate, Majors, AAA, and AA games – and, upon doing so, attempt to schedule three umpires for Intermediate, Majors, AAA, and AA playoff games in that order of priority, assuming qualified umpires are available.

## **4. Reimbursement**

The League assigns only volunteer umpires. WSLI will not pay for umpire services except in the case of youth umpires as Independent Contractors. Upon the recommendation of the Chief Umpire, the Executive Committee may approve and post on the WSLI website a fee and bonus schedule for these Independent Contractors.

Independent contractors will be identified and engaged only with the approval of the UIC and according to the terms of an Executive Committee-approved contract, which must be signed by the Independent Contractor and, if under-aged, parent or legal guardian, before any games may be umpired. See Appendix E (WSLL Youth Umpire Independent Contractor Agreement). Independent contractors will be paid only after timely submitting an Executive Committee-approved invoice form, which, when submitted, will be reviewed by the UIC or delegee for accuracy and, thereafter, submitted to the Treasurer for payment. See Appendix F (Invoice Reporting Form).

## **M. Uniforms – Board Members and DVs**

The League will pay for distinctive blue shirts and gray hats identifying Board members.

# **II. PRE-SEASON**

## **A. Budgets**

Each year, committee heads requiring financial resources will prepare a budget for submission to the Treasurer and President and approval by the Board. Due dates for budget submission will be provided by the Treasurer.

Budgets will contain line items for every large purchase. A large purchase is a contract, supply, or service requisition exceeding \$1,000. Budgets will not contain contingency line items. Any contingency will be associated with specified line items.

The Board need not vote on every line item but will approve the committee budget as a whole. Any member may require the committee head to explain the basis for the committee budget. Once approved, committee heads may spend the money within the fiscal year approved, for the needs of their committee. Committee heads may reprogram funds across line items up to \$1,000 with the approval of the Executive Committee, and beyond that amount only with permission of the Board.

## **B. Levels of Play**

Please see [Appendix C](#) for full guidelines for WSLI playing levels.

## **C. Manager Selection**

### **1. Manager Selection Committee**

After conferring with the VP of Baseball Operations, the President will appoint a slate of at least seven Board members who will comprise the Manager Selection Committee (“Committee”). The Committee’s membership will include the VPBBO, VP Fields,



Player Agent, Chief Umpire, Majors League Director, and two Parent Representatives. The role of the manager/coach selection committee is to recommend to the League President a slate of managers for each level and to preliminarily approve coaching candidates. The ultimate appointment of coaches depends upon their selections by team managers. Ordinarily, the VP of Baseball Operations will serve as the head of that committee. If the VPBBO is a candidate for a Majors manager position, the Executive Committee shall appoint a chair of the selection committee who will take on this role. The Committee slate must be approved by the Board. At the minor league level, the League Directors (“LDS”) operate at the direction of the Manager Selection Committee and may interview manager candidates at those levels.

## **2. Qualifications**

Managers will be appointed based upon their relative ability to satisfy the criteria contained in the WSLI Standards for Managers and Coaches (“WSLI Standards”, see Appendix A). The WSLI Standards will be maintained on the WSLI website and will be available to the public. Candidates must complete a Manager Application Form pass a Little League-approved background investigation, and submit to interviews as described below. All Managers and Coaches of Record shall agree to and sign the West Springfield Little League Manager and Coach Responsibilities.

## **3. Minor League Managers**

The applications of minor league manager candidates will be examined by the affected LD and any other person appointed by the President.

The examination will consist of obtaining any prior manager evaluations and conducting an interview of the candidate, if necessary. 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 WSLI manager as outlined in the WSLI Standards.

The interview may be conducted by phone. When there are more candidates than positions, candidates may be interviewed by more than one committee person and may be interviewed by phone. During such interviews, the candidate will be asked more open-ended questions and asked to provide examples of their coaching experience.

At the Manager Committee selection meeting, LDs will present their candidates’ qualifications and entertain any questions about the candidates. When there is no competition for positions, the LD will recommend to the committee those candidates who, in his or her judgment, are “qualified” as measured by the WSLI Standards. If

there are more candidates than positions, LDS will recommend those candidates deemed to be “best qualified” as measured by the WSLI Standards.

If a LD determines that the League is short of qualified candidates at a particular level, he or she will search for qualified manager candidates, starting with those who have volunteered to coach.

#### **4. Major League Managers**

Applications for Majors’ manager positions will be considered by the Committee as a whole. The Committee may interview other returning managers if: (a) a Committee member requests it; (b) the candidate requests it; (c) something adverse has come to the Committee’s attention; (d) the candidate has just completed his or her first year in the Majors; or (e) the candidate had evaluations in the lowest 25 percent of managers in Majors the prior year.

At least three Committee members will 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 WSLI manager as outlined in the WSLI Standards.

Interviewers will pose open-ended questions and ask the candidates to provide positive examples of his or her coaching. The committee chair will provide all candidates with a list of sample questions as well as an overview of the selection scoring criteria for transparency purposes. Manager candidates will 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 will summarize the interview and any materials provided. This may be done at interim stages.

At its final meeting, the Committee will discuss the candidates with an eye towards selecting those candidates who, among those who have applied, are “best qualified” as measured by the WSLI Standards.

The Committee 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 some long-term benefit for

their being retained as managers, assuming other equally qualified candidates have applied.

The Committee should endeavor to reach unanimity but will make its selections by majority vote. The Committee may vote in any order or as many times as it chooses. For example, if it senses that there is unanimity regarding certain candidates, the Committee may vote on those names as a slate. If unanimity is achieved as to any candidates, the Committee may set their names aside and then review the remaining candidates until the required number of managers have been selected.

The VPBBO will contact the candidates selected. If the candidate declines, the VPBBO will contact the candidate with the next highest number of votes. The VPBBO will notify those that accepted, and the president will notify those not selected.

## **5. Coach Selection**

Coach applicants received through registration will be reviewed by the Committee. If an application appears to be regular on its face and the candidate appears qualified and if the Committee is not aware of any disqualifying information and if the candidate passes the background investigation, the candidate will be recommended for appointment as a coach.

The list of such coaches will be presented to the League President for approval, subject to their selection by a manager. Ultimately, managers select coaches, subject to approval by the President and the Board. However, the preliminary list will be made available to managers on the website so that they know who does not need further approval.

The Board may eliminate a particular candidate from preliminary approval if a majority has a concern about that applicant. If a particular manager wishes to select that person as a coach, he or she should submit the nomination through the LD to the Board for final approval or disapproval.

## **6. Presidential and Board Approval**

The Committee will present its slate to the President for approval or disapproval. Ordinarily, the President will approve the slate unless he believes a substantial error has been made or there is a substantial dispute among the members. The President then will submit the slate to the Board for approval or rejection. If the Board rejects the slate, the President will attempt to determine the reason for disagreement and

then substitute names, at his discretion, until the Board approves the slate by simple majority vote.

This activity must be completed at least one week prior to the first scheduled practice.

## **7. Managers Team Assignment**

### Majors Managers Team Assignments

- Returning approved managers shall be assigned to their teams from the preceding season unless he/she chooses to compete for another open Majors manager's position or a manager position at a lower level.
- Assignment of approved managers who did not manage a Majors team in the preceding season shall be determined by random draw witnessed by a majority 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.

### AAA Managers Team Assignments

- All AAA manager team assignments will be dissolved at the end of the season.
- Team names will be randomly drawn from a hat and shall take place in the presence of the AAA managers (or designated representatives) involved.
- Team names will be placed in a hat. The managers' names will be read in alphabetical order. Immediately after a manager's name is read, the LD or league official will draw a team name from the hat. The team name drawn will 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.

### AA Managers Team Assignments

- All AA manager team assignments will be dissolved at the end of the season.
- Team names will be randomly drawn from a hat and shall take place in the presence of the AAA managers (or designated representatives) involved.
- Team names will be placed in a hat. The managers' names will be read in alphabetical order. Immediately after a manager's name is read, the LD or league official will draw a team name from the hat. The team name drawn will 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.

### 1A, T-Ball, and 5T Managers Team Assignments

- All teams will be dissolved at the end of the season.
- Team Assignment: All team names will be placed in a hat. The managers' names for each level will be read in alphabetical order. Immediately after a manager's name is read, the LD or league official will draw a team name from the hat. The team name drawn will be that manager's team for the coming season.

*No person can serve as manager to multiple teams during the same season.*

## **D. Marketing**

WSLL shall make an effort that all eligible children are aware of the opportunity to play in the League. To do so, the WSLI will identify locations and events where signs may be displayed or presentations given; coordinate with school and PTA officials to ensure maximum distribution of such materials in the schools; and develop promotional materials (including, at a minimum, signs and flyers).

## **E. Registration**

WSLL will conduct registration on-line. In-person registration sessions may be offered at the discretion and approval of the Board. Dates for registration will be approved in the annual calendar. The Player Agent may permit registration thereafter, as long as spaces are available. League age 6-year-olds may play at the 1A level, provided they participated at the TBall level for one (1) year.

- The Board of Directors will distribute suitable notices through area schools, at prominent events, street intersections, and public and private places, where authorized. The Registration Committee will publicize that inability to pay is not an obstacle to registration.
- During registration, all families will be charged a volunteer fee in addition to a registration fee. See Section IV.C for description. However, families with children participating only at the TBall and/or 5T level will not be charged a volunteer fee.
- The Board will offer opportunities to sign up for fee-returning volunteer positions, manager and coaching positions, umpire positions, other volunteer positions to assist the Board. A raffle-type fundraiser may be held in conjunction with registration.
- The Executive Committee may permit nonprofit baseball/softball activities to occupy space at the registration site that is deemed to be available by the Registration Chair, on a first-come-first-served basis. Such permission will be contingent upon the guest activity agreeing to share any rental costs paid by WSLI. No outside fundraising is permitted.

- Refund Policy. The Registration Committee will publicize the refund policy: Upon written request submitted to the President, Treasurer and/or Registrar received before January 31 (on or before March 1 for A and below), the League will refund 100% of amounts paid. Upon written request submitted to the President, Treasurer and/or Registrar before the last day of tryouts, the League will refund 50% of the registration fee and 100% of any volunteer fee paid. For Fall Ball, the President, Treasurer and/or Registrar must receive a written request for a refund by July 15 for a refund of 100%, and by August 1, for a refund of 50%. After these dates, no refunds will be provided, except for exceptional cause (e.g., military transfer or disabling injury), as determined by the WSLI President.
- Any and all costs associated with a returned check fee (not sufficient funds/closed accounts) will be charged to the account in default. Failure to pay these fees will result in player ineligibility in future seasons until the debt has been paid.

## **F. Rules and Policy Modification Procedures**

The President of the League will appoint a Rules and Policy Committee to review and submit recommendations to the Board of Directors for approval. The Committee will be approved by the Board of Directors. Recommended members include: the Chief Umpire, Executive Vice President, VP of Baseball Operations, 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:

- Accept the recommendation as written.
- Reject the recommendation as written.
- Amend a modified version of the recommendation.

The details of the rules and policy modification process is described below:

- A modification is a revision to or clarification of an existing rule or policy or a new rule or policy not included in the most recent WSLI Local Rules or these Administrative Policies.
- Any person affiliated with WSLI may submit a modification proposal to the League for consideration by the Rules and Policy Committee. An email requesting proposals will be sent to members of the League. All proposals submitted in proper form must be considered.
- In order for a proposal to be considered for adoption for the current season, it must meet the following criteria:
  - It must be submitted in writing in a form consistent with the published rules or policies. If it is an amendment to an existing rule or policy, the existing rule or policy must be cited, and revised wording must be provided. If it is a new rule or policy, the section of the rules or policies

in which it is to be included must be cited and specific wording must be provided. 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 policies.

- It must be received by the President before the designated time, typically in October.
- A proposal that is submitted by the Rules and Policy 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.

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 will refer the proposal to the Rules and Policy Committee for special consideration.

If a general statement, rather than a specific proposal is submitted, the President may refer the proposal to the Rules and Policy Committee to develop specific wording if the proposal, in the President's opinion, has merit.

In rare circumstances, the President may accept a modification proposal to the Board for consideration without consideration by the Rules and Policy Committee. The President will consider only the immediacy of the issue in submitting these proposals to the Board. Normally, all proposals will be referred to the Rules and Policy Committee.

At least one week prior to the November Board of Directors meeting, the Chairman of the Rules and Policy Committee shall send all submitted proposals on the WSLB BOD Internet Website and send a notice to the Board for review.

At the November Board of Directors meeting, discussion of the modification proposals will be held. Discussion will be limited to the modification proposals. New modification proposals can only be submitted under provisions set forth above. If the Rules and Policy Committee Chairman or the President anticipates that discussion will be lengthy, the President will schedule a separate Board of Directors meeting for consideration of 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 will be referred to the Rules and Policy Committee for consideration. If a modification proposal is not amended, the proposal, in its original form, will be referred to the Rules and Policy Committee for consideration.

Proposals may be withdrawn from consideration upon request by the originator.

All proposals referred to the Rules and Policy Committee will be in the minutes of the meeting, in the form in which they are referred.

The Rules and Policy Committee will meet and prepare a recommendation on all submitted modification proposals. This meeting will be held immediately after the November Board of Directors meeting in order to allow sufficient time for consideration and possible revision of all modification proposals. The Rules and Policy Committee will recommend to accept, reject, or amend each proposed modification.

The Chairman of the Rules and Policy Committee will notify all persons who submitted modification proposals of the date and location of the Rules and Policy Committee meeting in sufficient time that all persons so desiring can attend the meeting to discuss their proposal with the Rules and Policy 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 and Policy Committee recommends to amend or to reject the proposal, they will notify the author and discuss rationale. If the author agrees with the Rules and Policy Committee's recommendation, they may withdraw their proposal as written. The Rules and Policy Committee also has the option to retain the original proposal.

If two or more proposals are so similar as to constitute a single proposal, the Rules and Policy Committee will 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 will make a recommendation on each proposal.

The Chairman of the Rules and Policy Committee shall send committee recommendations on the WSLB BOD internet website and send a notice to the BOD at least one week prior to the December BOD meeting.

At the December Board of Directors meeting, the Rules and Policy Committee will present its recommendations to the Board as "New Business." Each recommendation will 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 and Policy Committee will explain the reasons for each recommendation before each vote. There will be a brief discussion period before the vote where Board members will be limited to one minute each for discussion.

If the Rules and Policy Committee recommendation is to accept the proposal:

- The recommendation will be accepted and the rule or policy changed with a vote of 2/3 of the Board members present.
- The recommendation will be rejected and no further action taken with a vote of less than 2/3 of the Board members present.

If the Rules and Policy Committee recommendation is to reject the proposal:

- The recommendation will be accepted and no further action taken with a vote of **more than 1/3** of the Board members present.
- The recommendation will be rejected and the rule or policy changed with a vote of 2/3 of the Board members present.

If the Rules and Policy Committee recommendation is to amend the proposal:

- The recommendation will be accepted and the rule or policy changed according to the amended proposal with 2/3 vote of the Board members present.
- The recommendation will be rejected and the proposal in its original form will be considered with a vote of less than 2/3 of the Board members present.
- The vote on the original proposal will be held as if the Rules and Policy Committee had recommended acceptance of the proposal (2/3 vote required to change the rule or policy.)

If the Rules and Policy Committee consolidates two or more proposals 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 will be held as if the Rules and Policy Committee had recommended approval of the proposal (2/3 vote required to change the rule or policy).

After each vote, the Secretary will record the results of the vote in the minutes. If the vote results in the change of a rule or policy, the Secretary will record the specific wording of the change in the minutes. The President will review the minutes as soon as they are available and forward the revised rule or policy to the Publications Committee for inclusion in the WSLI Local Rules publication.

These procedures will be posted on the WSLI website. A copy of these procedures will be available at registration.

## **G. Safety Training and Equipment**

Managers and coaches must complete a WSLI-approved safety class at least once every three years. The class's purpose is designed to provide safety training to enable managers and coaches to recognize and react appropriately to common injuries and conditions encountered by youth baseball coaches. The Safety Officer will be responsible for developing and administering this training, furnishing evidence of training to those who successfully completed the class and maintaining a roster of those who did on the safety officer section of the BOD section of the website.

Managers and coaches must complete the Little League required safety and education training programs. This includes, at a minimum, the concussion training. The Safety Officer will make this training available to all managers and coaches via the required course link. Other Little League training requirements will be sent by the Safety Officer.

Managers must have quick access to a phone, and carry any safety items, such as first aid kits, specified by the Safety Officer, and ensure they and all their coaches are trained in the kit's use.

## **H. Scheduling – Practice Fields**

Once permits are received, the County Liaison will designate practice fields A, B, and C quality, and assign them to League Directors for practice. Byron Park fields are usually unavailable for pre-season practice. On an A field, a game could be played. On a B field, most game activities could occur, but infield fielding may not be possible at the higher levels. A C field is useful primarily only for throwing, running, and batting practice, without infielders. Sunday slots will not be allotted before 1 p.m.

For each week of pre-season practice, fields will be assigned as follows:

- *Majors teams* – three two-hour slots on A fields (normally one during the week, one on Saturday, and one on Sunday)
- *AAA teams* – two two-hour slots on A or B fields.
- *AA teams* – two two-hour slots on A, B, or C fields, and the League will provide batting cage time as available.
- *1A teams* – two two-hour slots on A, B, or C fields, and, in April, a second slot on an A field, in lieu of a game.
- *T-ball* – two 1.5-hour slots on B or C fields.

- *5T* only plays and practices on Saturdays during the season. They are given a 90-minute slot with the first 45 minutes planned for practice and the second 45 minutes planned for a game.

During the regular season, fields will be assigned as follows:

- *Majors teams* – one two-hour slot at an A field each week.
- *AAA teams* – one two-hour slot at an A or B field each week.
- *AA teams* – one two-hour slot at a B or C field each week, and an A field every other week.
- *1A level teams* – one two-hour slot at a B or C field each week, and an A field every second week – and endeavor to assign a slot in an area where the batting machine may be used every other week.
- *T-Ball teams* – one two-hour slot at a B or C field each week.

### **Practice Use of Byron and Fenway**

No team may practice at Byron or Fenway fields without being assigned to use the field by the league scheduler or President. Teams may use the batting cages as assigned. This applies to All-Star and fall teams as well. At the discretion of the Executive Committee, any team that practices at these fields without permission will have their manager suspended for the next scheduled game.

The batting cages and bullpens are available for non-scheduled teams as long as they are not closed due to inclement weather, are not being used by a team that reserved them through the scheduler and use does not interfere with a team that has the facilities assigned to them as part of their practice or pre-game warmup.

No team at any time should take batting practice on any field in a manner that damages the field. This includes having hitters hit from grassed areas and/or pitchers throwing from grassed areas. This applies to All-Star and fall teams as well. Any team found to be using the fields in this manner will lose use of the primary fields.

## **I. Scheduling – Regular Season Games**

For scheduling regular season games, the League will observe the following criteria:

- At most levels, each team will normally play two scheduled games per calendar week, one game between Monday and Friday and one game on Saturday, unless there is an uneven number of teams in a level.
- Each team shall play as many games at Byron as possible, but never fewer than one.

- Teams will not be scheduled to play Friday, Saturday, and Monday in succession.
- A team that plays on Friday will not be scheduled to play the 8:30 a.m. or 9:00 a.m. game on Saturday (the scheduler will endeavor to avoid the 10:30 a.m. or 11:00 a.m. game too, if possible).
- Only Challenger games and make-ups will be scheduled on Sunday.
- Make-up games will be played in the first available Sunday game slot. Sunday games will not be scheduled before 1:00 p.m. Occasionally make up games may be played during the week.
- Prior to the start of the season, the Executive Committee will determine which interleague games count, if any, at the Majors, AAA, and AA levels.
- Majors teams may play two (2) double headers in a calendar week. Minors may play one (1) double header in a calendar week.

The League Scheduler or his or her designee is solely responsible for scheduling games. Managers may not make changes to their game schedule without coordination with the League Scheduler. Managers should also be aware that a request to reschedule a game is not guaranteed. The following are scheduling guidelines for each level in a typical season:

#### **Majors**

- Minimum 12-game schedule
- First three/four slots on Saturday

#### **AAA**

- Minimum 12-game schedule – two games per week for nine weeks

#### **AA**

- Minimum 12-game schedule over nine weeks (first four Saturdays, and two games per week thereafter)

#### **1A**

- Minimum 12-game schedule over nine weeks. 1A plays primarily at Monaco and Phillips.
- Every A team should have at least one game at Wrigley or Yankee and as many others at Byron as possible.

#### **T-Ball**

- 12-game schedule over nine weeks playing primarily at elementary school fields.
- Every T-Ball team should have as many games as possible at Byron.

## 5T

- Eight sessions over eight weeks. Two teams are scheduled at two adjacent fields (primarily Keene Mill) for a 90-minute Saturday session. After approximately 30–45-minute practice, they combine for a 45–60-minute game.

Any changes to the schedule policy necessary to make the season schedule better can be done with the approval of the Executive Committee.

## J. Additional Scheduling Considerations

For scheduling regular season games, the League will take the following criteria into consideration:

- Try to schedule as many teams as possible to play on Saturday (not possible with an uneven number of teams at a level).
- Equalize the number of Friday, Monday, early morning, and 8:00 p.m. games (to the extent possible).
- Try to make sure that a team is not home or visitor for a significant number of games in a row.
- Eliminate any significant imbalances in the schedule such as one team having an inordinate number of games on a specific day or at a specific time. Attempt to ensure a majority of a single division does not all play at the same time on any given day.
- Try to equalize the number of times teams play at different fields (e.g., AAA teams play at Fenway (Burke School) & Byron (any field)).

## K. Re-Scheduling Games

Rescheduling Games.

1. Only the League Scheduler or his or her designee may make changes to the game schedule.
2. Games will not be postponed except for inclement weather or unsafe field conditions.
3. Games shall be rescheduled for the first available make-up date, in the order they were originally scheduled.
4. Games shall not be scheduled to start before 1 pm on Sunday.

5. The League Scheduler is responsible for ensuring that the Chief Umpires and League Directors or managers are notified of the time, date, and location of a make-up or continued game.

6. No game will be rescheduled beyond the last regularly scheduled game during the season, except for T-Ball and 5T.

7. Rescheduling Guidelines:

a. General. Make-up games will be scheduled in the order they are cancelled, unless that results in 4 games in 4 days or the team is already scheduled to play on the make-up day. No team will have more than 3 games in a week defined as Monday through Sunday. No other exceptions will be made. Therefore, if a team is rained out on a Tuesday and there is an open Friday, the team will be rescheduled for that Friday, unless one of the exceptions above results. If an exception results, the game will then go to the next available slot for which no exception applies.

b. Games will be rescheduled on the same fields as they were originally scheduled, unless that field is full the next available Sunday and there is another open field that Sunday or before the following Sunday. The League Scheduler has the discretion to move games to alternate fields to best facilitate game rescheduling (i.e. move a T-Ball game from Majors field to accommodate make-ups for a Majors game).

c. Notice of make-ups is important. However, because so many of the games are made up on Sunday, and it is important to make games up as soon as possible to prevent too many games in

a week, and because often even Sundays are lost to weather, teams should assume that if they are rained out on a Saturday, their game will be made up the next day. If no Sunday slot is available, the teams will be assigned to play in the next open slot, subject to the exceptions above.

d. Make-Up Time Slots. Make-ups will be scheduled during the week when slots are available at Byron or Fenway.

At Byron Avenue fields, if Challenger is playing at 1:00 on Sundays, make up games will start at 3:30 and 5:30 on Yankee, Wrigley and Ebbets. Games may also be scheduled at 7:30 on Yankee and Wrigley. On other fields, Sunday make-up games will start at 1:00, 3:00, and 5:00.

If challenger is not playing at Byron make up games will start at 1:00, 3:00 and 5:00 on all fields. Games may be scheduled at 7:00 on Yankee and Wrigley.

e. If necessary and to avoid having to override other makeup considerations, AA and AAA games may be scheduled for 5:45 pm on open Friday nights at Yankee and Wrigley, if they are the first games to be scheduled on an open Friday. An 8:00 pm slot would then be open for Majors on these fields. If Majors is the first game to be scheduled, the start time will be at 6:15 pm and no other game will follow. We may also have to adjust games when a single game is scheduled on a field to accommodate a second game.

f. At the A-Ball, T-Ball, and 5T levels no games will be rescheduled on Mother's Day or Memorial Day weekend. Other levels will have make-up games rescheduled on these dates, if needed.

## **K. Scheduling – Postseason**

Every division, except T-Ball and 5T, shall hold a competitive tournament at the end of the regular season. These tournaments may be single elimination, double elimination, or pool play. The format of the tournaments shall be determined by the Executive Committee. AA, AAA, and Majors teams will be seeded by order of finish, using any required tiebreakers to determine final standings. 1A level will be determined by random draw but will try to play in round one of the tournament to the extent possible.

## **L. Concessions**

The Board will appoint a member to oversee the concession stand, which will develop a management scheme, stocking and procurement scheme, a list of sale items and prices, and vendor lists by March 1. The concession stand will rely primarily upon adult workers and will allow children ages 16 and up to work for compensation. Children 16 years old and under may not volunteer or be in the concession stand except for the sons and daughters of the concession stand managers. The concession stand manager may make an exception to this policy at their discretion. No WSLI volunteer may operate the grill unless they are 18 or older. The Concession manager will maintain a list of approved teen grillers from those that are paid to work the stand to supplement WSLI family volunteers.

## **M. Sponsors**

The Sponsors Committee will present to the Board their plan for sponsorships annually. The Board will approve the plan and fees associated with sponsorships. The Board may also authorize the selling of limited ads in the yearbook or other "fund raising activities."

The Sponsors Committee will be responsible for communicating to committee heads commitments made for the posting of sponsors in yearbook and on the WSLI website.

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 first money-in-hand basis.

## **N. Team Formation and Player Assignment**

No Majors team shall have less than 10 players or more than 15. There is no minimum or maximum for Minors and T-Ball.

### **1. Tryouts**

- a. Tryouts are required for any player wishing to play in the Intermediate (if participant numbers dictate), Majors, AAA, or AA levels or seeking an age waiver. For AAA, and AA levels, tryouts may *not* be required given the number of players and available tryout dates as determined by the Executive Committee. All new players to WSLI seeking to play Intermediate, Majors, AAA, or AA, and any players requesting an age waiver for AAA, AA, or A must attend a tryout unless excused by the Player Agent.
- b. The Tryouts Coordinator is responsible for assigning individual player tryout times and will ensure that information about tryouts is disseminated to tryout participants well in advance of tryouts through WSLI webpage postings and/or email notifications. As stated in the WSLI rule book, all players who wish to be considered for the Majors playing level must attend the mandatory tryout session.
- c. Tryouts will consist of players being given the opportunity to catch an equal number of thrown balls, field an equal number of grounders, and hit an equal number of pitches from a machine, pitching at approximately 45 mph from 46 feet. The counts for each task are at the discretion of the Player Agent depending on the number of kids trying out and time available.
- d. If space is limited, only a team manager or his or her designee may attend. If there is limited seating in the front row of the viewing area, only managers may sit in that area. If the space is empty, it may be occupied by a team coach, but if another team's manager arrives later, the coach must give way to the manager or designee.



e. Tryouts for the Majors playing level are restricted to the selected team manager and one adult with a current player associated with the respective team (a returning Coach of Record, projected Coach of Record, or parent of a returning player for that team) as designated by the team. The team manager must submit to the Player Agent the designated tryouts assistant(s) 48 hours prior to start of Tryouts. Parents of Majors tryout participants, non-coaches and/or current WSLI players are restricted from the tryout area – no exceptions.

f. For tryouts at levels below Majors, tryouts must be attended by the selected manager ONLY – no substitutes will be allowed. The rationale is that since teams are drafted in full each year at levels below Majors, there are no returning players or coaches and thus all players (except manager's children) are tryout participants. Parents of tryout participants, non-managers and/or current WSLI players are restricted from the tryout area – no exceptions.

g. Players will be rated by managers on a secure form on the WSLI website prepared by the Player Agent. Within 24 hours of the conclusion of the tryouts session, the team manager should record individual player ratings through the secure password protected tryouts website. The Player Agent will compile a composite of overall tryout scores and rankings to be furnished to managers through the secure password protected tryouts 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.

h. Before the tryout, the Player Agent will furnish managers with the tryout candidates' previous season manager evaluations. Within 24 hours after tryouts, each Intermediate, Major league, AAA and AA manager attending the tryouts must complete the online player evaluation. Further details concerning tryouts will be communicated to drafting managers prior to the tryout session.

i. Private tryouts are prohibited. Any manager or coach found violating this rule shall be reported to the league President, who may, according to the circumstances, form a disciplinary committee to investigate.

## **2. General Draft Procedure**

a. For the purpose of equalizing the allocation of players between all teams, WSLI uses a player selection system known as the Common Pool Draft Method for the Majors, AAA and AA levels of play. This system allows managers at each level to

pick from the common player pool for their level, in a prescribed rotation until all team rosters have been filled.

b. Before the draft, the Player Agent will 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 tryouts. Managers will also be furnished previous season manager evaluations. All information contained in these ratings and any other information discussed during the selection process will be kept absolutely confidential. Any violation of this confidentiality may result in removal as a manager or coach from WSSL.

c. 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 will be announced to all managers present immediately upon approval.

d. Each team participating in the Intermediate, Majors and AA draft shall be represented by the manager and not more than one other assistant, subject to by-name approval of the league Player Agent. At the AAA level assistants are not permitted. See Section III E below regarding option players.

### **3. Player Eligibility**

#### *a. Majors*

i. All players between the league ages of 10-12 properly registered to the Majors level, who attended tryouts or were properly excused from tryouts by the Player Agent may be drafted.

ii. The aggregate number of league age 10 players on a Majors team shall be limited to 3 per team unless circumstances dictate otherwise and this requirement is waived by the Board of Directors in any given year. If necessary, the Executive Committee will recommend to the Board of Directors the number of league age 10, and league age 12 players required on each Majors team.

iii. Each year, the Executive Committee will specify the number of league age 12-year-old players required on each Majors team.

a. If an equal distribution is not possible:

1) A manager may elect to take an additional 12-year-old player. They must elect this option prior to the draft.

2) The specific number of league age 12 players each team is required to select will be established by random draw, witnessed by the managers involved, prior to the start of the Majors draft.

3) A team may not select more or less than their required selections as specified above.

b. The Player Agent shall ensure that during the draft sufficient league age 12 players remain in the pool to permit each team to attain its required number.

*iv. Return of Players On Majors Team To the Draft*

i. General. The Executive Committee may permit the release of players from their Majors teams only upon a written request from the manager or the player to the Player Agent. Release will be permitted only in exceptional cases, i.e., those where there is a demonstrably poor relationship between the player and the manager, coaching staff, or other players that can be cured only by release. General complaints about a manager's style of leadership, playing position, or team management do not constitute sufficient grounds for release.

ii. Procedure. The request must be submitted to the Player Agent at least two weeks prior to the Majors draft. The Executive Committee may require the initiator of the request to appear before the Committee or a subcommittee. If the request is approved, the player shall become a member of the draft pool.

iii. A released player **MUST** be drafted by a Major league team.

*b. AAA*

i. All players between the ages of 9-12 (LA 12 with age waiver) registered to the AAA level, or who registered to play at the Majors level and were not selected in the Majors draft, may be drafted onto a AAA team.

ii. Any player registered who played at the AAA level the spring prior, and is included in the final AAA draft pool, must be selected in the AAA draft.

c. AA

- i. All players between the league ages of 8-10 (LA7 with age waiver) registered to the AA level, or who registered to play at the Majors or AAA level and were not selected in the Majors and/or AAA drafts, will be drafted into a AA team.

#### **4. Option Players**

*a. Majors Option Players*

A Majors team may select children of the team manager or m coach of record from the previous year returning to the team, provided the manager or coach has served as a coach or manager in WSLI for at least the past two years. The Majors manager invoking this option must notify the Player Agent at least 48 hours prior to the draft. For manager/coach option players who are league age 9 or 10, the option must be exercised before the end of the fifth round of the draft; for players league age 11, before the end of the fourth round; and for players league age 12, before the end of the third round.

Note: If a new manager already has a player on the team and also has a sibling in the draft, Rule 4a trumps Local Rule 4c, See Little League Blue Book for further discussion on Option Players.

*b. AAA and AA Manager Option Players*

Children of the AAA and AA team manager may be drafted to the team as manager option players. The Player Agent will determine the draft round by which the option must be exercised for each individual player. Rules pertaining to Majors options (paragraph 1, above) shall not apply, and the Player Agent shall slot options in any round of the draft he/she deems appropriate based on the option player's past evaluations, tryout performance, and the Player Agent's personal observations of the option player, if any.

In addition to the option utilized by the manager in the preceding paragraph, the AA manager may also elect to utilize an option for one (1) player of a designated coach associated with that manager's AA team. The designated coach's option(s) must be submitted in writing to the Player Agent 2 weeks prior to tryouts and before the manager's team assignment. The Player Agent will determine the draft round by which the option must be exercised for each individual player using the same criteria used above for manager option players.

Designated Coach option players are not permitted at AAA.

*c. Sibling Options of Returning Majors Players.*

The manager must notify the Player Agent at least 48 hours prior to the draft and exercise the option to select the brother or sister of a returning Majors player (team option) within the first three available draft selections. If the manager does not select the option player, then any Major Manager may select the player, unless the parents specifically request that the siblings not play on opposing teams. If the parent decides to not allow the siblings to play on opposing teams and the manager does not exercise the option by the third round, the player is not available to be drafted by any team including the team that passed on the option. All sibling option players not selected in the Majors will be candidates for selection at the AAA draft. The Player Agent shall obtain the parent's decision and make it known to the managers prior to the draft.

*d. Majors, AAA and AA Sibling Option Players*

i. Siblings that must play on the same team. The manager who selects a player in a draft has the exclusive right to take a sibling of that player who also is eligible for that draft, if the manager will select that player with his or her next available draft selection. If the manager does not select the option player with the next selection, then any manager may select the player, unless the parents specifically request that the siblings not play on opposing teams (see below), in which case the manager must take the player, or no one may take the player at that level.

ii. Siblings who may play on different teams. If parents request that their children can play on different teams then all siblings shall be available to any team-in this case, one sibling can be drafted to one team and the other sibling to a different team and they may be in different teams Further, it is possible that one sibling could be drafted, and one could not, making them eligible for the next draft level.

iii. Siblings whose parents request they play on different teams. If parents request that their children play on different teams then all siblings shall be available to any team. Exception: None of the siblings can be selected by the same manager. In this case, one sibling can be drafted to one team and the other sibling to a different team. Further, it is possible that one sibling could be drafted and one could not, making them eligible for the next draft level.

## **5. Majors Level Preliminary Draft Procedures (in event of team dissolution)**

- a. The Executive Committee shall establish the number and roster size of teams at the majors and AAA levels within 10 calendar days of the final league registration date.
- b. Teams will be selected for dissolution based on the following criteria in descending order of application:
  - i. The team with the fewest returning “*player years*” shall be dissolved first. *Player years* are defined as years of service in Majors on that team plus the upcoming season. (Example: a 12-year-old that has previously played on his/her current team for two years would count as three years, while a returning 12-year-old that has played on his/her team for one year would count as two years.)
  - ii. Within the above criterion, the team with no returning manager shall be dissolved first.
  - iii. Within the above criteria, the team with the fewest returning league age 12 players shall be dissolved first.
  - iv. Within the above criteria, order of dissolution shall be determined by random draw witnessed by the BOD.
- c. In the event of dissolution, all Majors players previously assigned to a dissolved team must be drafted.

## **6. Major League Player Selection**

### *a. Order of Selection*

The draft order will alternate selections between teams based on the previous year's standings in reverse order of finish. The order of the standings is described in Section V, below. Bonus selections will be made as required, maintaining the alternating selections between the teams. If there are not an equal number of teams, no special considerations shall be made. Alternating selections shall remain as described above. Selection will continue until all vacancies have been filled.

*b. Special Draft Procedures in the Event of League Expansion*

In a year of expansion, the expansion team(s) will have the first selection(s) in the first 5 rounds, as stated below. A team without returning players will be treated as an expansion team. If there is more than one expansion team a coin flip, witnessed by the BOD, will determine the sequence.

*c. Bonus Selections*

Each Majors manager who has to draft eight or more players in order to fill out the team roster will be allowed bonus selections as described below. If the team needs:

i. Eight (8) draft selections to make, the manager gets a bonus pick before the 5<sup>th</sup> round. (i.e., after the conclusion of Round 4, but prior to the start of Round 5).

ii. Nine (9) draft selections to make, the manager gets bonus picks before the 4<sup>th</sup> and 5<sup>th</sup> rounds (i.e., after the conclusion of Rounds 3 and 4, but prior to the start of Rounds 4 and 5).

iii. Ten (10) draft selections to make, the manager gets bonus picks before the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> rounds (i.e., after the conclusion of Rounds 2, 3, and 4, but prior to the start of Rounds 3,4, and 5).

iv. Eleven (11) draft selections to make, the manager gets bonus picks before the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> rounds (i.e., after the conclusion of Rounds 1,2,3, and 4, but prior to the start of Rounds 2, 3, 4, and 5).

v. Twelve (12) draft selections to make, the manager gets bonus picks before the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Rounds.

Note: When managers exercise their bonus selections prior to the first round, they can select only players of league age 11 or 12.

*d. Special Procedure When a New Majors Manager Already Has a Child on a Majors Team with a Manager in Place*

i. The child will be moved to the new team as a returning player, prior to the start of the draft, if the manager exercises this option by informing the Player Agent in writing.

ii. In order to compensate the child's prior team, the child's previous team will be given the new team's draft pick as outlined.

a. If the player moving is league age 12, the old team gets the new team's draft pick in the first round.

b. If the player moving is league age 11 or younger, the old team gets the new team's draft pick in the second round.

c. If the traded pick is in the first round, a league age 11- or 12-year-old player must be taken.

iii. The child's previous team will make that pick in the place of the new team so that the old team meets all team make-up rules (number of league age 12 and league age 10 players, etc.) and needs of the old team.

iv. The new team will have draft picks added at the end of the draft along with any bonus picks that would arise from the draft picks being in later rounds. Therefore:

a. If the new team has only five returning players, so that the 12<sup>th</sup> roster spot would not be filled until the 8th round because of the traded pick for the manager's child, the new team will be given a bonus pick before the 5th round.

b. If the new team has only four returning players, they will receive bonus picks before the 4th and 5th rounds.

c. This process will continue with this relationship to that described in Section III.G.3.

## **7. AAA Player Selection**

a. The order of selection for the first round of the draft shall be determined by random draw, led by the Player Agent or League Director(s), and witnessed by the Managers of the teams involved.

b. The serpentine method of selection shall be used (i.e., each succeeding round shall be in reverse order of the preceding round).



c. All league age 12 players not selected in the Majors draft must be selected in the AAA draft.

d. All league age 11 players and all players that played at the AAA level in the previous spring season and are in the AAA draft pool must be selected in the AAA draft, unless a waiver is requested by the parents and approved by the Player Agent. The Player Agent shall ensure that, at all points during the AAA draft, sufficient draft picks remain to permit selection of these players.

e. The number of players below league age 9 who may be drafted onto a AAA team will be specified by the Executive Committee.

f. If necessary, the Executive Committee shall have the authority to specify the number of league age 11 players required on each AAA team.

## **8. AA Player Selection**

AA teams will be formed by a draft in the same manner as the AAA draft, as described in Section H, paragraphs 1-4, above. All league age 10 players not selected in the AAA draft must be selected in the AA draft. All league age 9 players with previous AA experience must be selected in the AA draft, unless parents request otherwise.

If an equal distribution of roster spots is not available:

a. The specific number of players on each team will be established by random draw, witnessed by the managers involved, prior to the start of the major league draft.

b. A team may not select more or less than their required selections as specified above.

At the conclusion of the draft, managers may trade players. Trades for players are limited to one request per team but a team may be involved in multiple trades based on trade requests initiated from other teams. This rule is a supplement to General Draft Procedures in Section IIIId3.

League Age 7 players may be eligible to be drafted at the AA level by submitting a waiver request, attending tryouts, and receiving Executive Committee approval. Decision factors include but are not limited to knowledge of playing ability, tryout scores, slots available, and player's actual age during the season and the prior season's player evaluations if available.

## **9. Guidelines for A, T-Ball, and 5T Levels**

Teams are to be formed by League Directors or the Registrar, using a process in which player requests are considered first, then player schools/neighborhoods, and then other factors as described in Appendix E (West Springfield Little League Request Based Team-Building Guide for Spring 5T, T-ball and 1A Levels and Fall Ball).

*Team Assignment:* During a meeting between LDs and managers, the managers' names for each level will be read in alphabetical order. Immediately after a manager's name is read, the appropriate LD or BOD designee will draw a team name from the hat. The team name drawn will be that manager's team for the coming season. Team names may be traded before the close of the meeting. It is to the discretion of the LD if he/she wants to poll Managers to find out their team name preferences and assign team names that have only one Manager interested in it to that Manager.

See Appendix E for West Springfield Little League Request Based Team- Building Guide for 5T, T-ball and 1A Levels and Fall Ball.

## **O. League Training of Gray Hats, Coaches and Players**

Training shall be provided to Gray Hats, managers, coaches and players. The Training Chair shall develop opportunities for training for each identified group. These offerings may include webinars, manuals, clinics, and in-person or virtual sessions.

Manager Orientation should include discussion of League Rules and policies appropriate for the playing level. League Directors are responsible for ensuring their managers are aware of specific age-level rules.

## **P. Uniforms – Regular Season**

All players will be provided shirts and hats. Majors players are responsible for purchasing solid gray pants. Players at other levels are responsible for purchasing white pants. The Uniform Director will submit a uniform plan to the Executive Committee by its February meeting. Except for Majors where players can select their uniform numbers, uniform numbers will be consecutive starting at #1 and ending with a number that represents one above the highest number of players on each team.

## **Q. Volunteer Background Investigations**

The Safety Officer will be responsible for collecting Little League Volunteer forms for all managers, coaches, Board members, umpires, and others having access to little leaguers.

The Safety Officer will 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 made and the results of those checks. The Safety Officer will publish a list of those who have passed the background investigation on the WSLI website in a place that can be accessed by managers and BOD members.

The Vice President of Baseball Operations, Umpire-In-Chief, and Secretary are responsible for furnishing the Safety Officer with a list of names of managers, coaches, umpires, and Board members requiring volunteer checks. The Vice President of Baseball Operations and Umpire-In-Chief are responsible for submitting and accounting for the submission of all necessary applications.

Managers and committee chairs are responsible for ensuring that other persons with whom they work are required by Little League rules to submit volunteer applications do so and pass their background checks.

## **III. IN-SEASON**

### **A. Definition of Coach**

WSLI recognizes three types of volunteers who direct baseball activities on a team (“Baseball Volunteers”) – the Manager, two Coaches of Record (aka Assistant Coaches), and an unlimited number, but usually one to three regular Practice Coaches. Managers and Coaches of Record are considered coaches for all purposes. Practice Coaches are not considered a coach for any purpose but are still subject to the Little League Volunteer Background Investigation rule, where applicable.

There are significant requirements of a Baseball Volunteer qualifying as a coach.

- Little League requires that *anyone* having repetitive contact with children be identified by the manager, submit a Little League Volunteer Form to the WSLI Safety Officer, and successfully pass the Little League -required background investigation.
- Little League requires that *all* coaches be appointed by the President and approved by the Board.
- Little League requires that the names of the Manager and two Assistant Coaches be reported to Little League.

WSLL requires that the Manager and both Assistant Coaches be present in the dugout if they are present for the game (if one were absent, only someone who has passed the Little League background investigation is allowed in the dugout).

With these considerations in mind, WSLI defines *Practice Coach* as one who, on a regular basis, forms a relationship with one or more players of no relation, who regularly looks to him or her for baseball advice, guidance, and direction. Such a coach might direct a practice, teach a baseball skill (such as throwing, catching, pitching, hitting, or running), or provide instruction on a personal, subteam (infielders, pitchers, catchers, outfield, etc.) or team basis.

By contrast, a *Practice Helper* typically performs a rote function to facilitate a drill or game that is being overseen and directed by a coach or manager. Such functions include backing up overthrown balls, pitching batting practice, watching for safety violations, placing the ball on a tee or throwing soft toss. Calling out occasional generalities or words of encouragement like “stand closer to the plate,” “good swing,” or “use two hands” do not transform a Practice Helper into a Practice Coach. Such a helper also might perform coach-like functions on an irregular basis. Because the requirement for a Little League Volunteer Form is tied to the contact with children – and not coaching status – Managers are responsible for ensuring that only those having passed the background investigation are permitted to have “regular access to children.”

## **B. Gray Hat Duty**

Each Board Member is expected to complete at least three shifts as a Gray Hat. The Gray Hat Coordinator will publish an electronic sign-up sheet noting available Gray Hat shifts.

The Gray Hat may also be asked to supervise a volunteer in the performance of duties specified by the Fields and Facilities Vice President. The Vice President Fields and Facilities will publish a Standard Operating Procedure for Gray Hat duties, which team members will carry with them to the field while performing Gray Hat duties. The SOP will be stored on the Board section of the WSLI website, in a section prominently labeled “Gray Hat Duty SOP.”

## **C. Manager Evaluations**

Two weeks before the end of each season (spring, fall and All-Stars), the Survey Administrator will upload the manager evaluation survey to the Internet. All families will be surveyed. The survey will ask parents to evaluate the manager concerning WSLI desired manager characteristics, including baseball knowledge, ability to teach baseball

and relate to children, practice organization, appropriate behavior and appearance, etc. Furthermore, the survey will contain questions of League-wide importance.

To prepare managers for their evaluations, the Vice President of Baseball Operations will ensure that Managers are informed at the beginning of the season of the details of this program. At least two weeks before the activation of the survey, LDs will 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 Communications will send a message to all parents notifying them of the upcoming survey.

After the conclusion of the season, LDs will supply their 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's raw data, averaged above, provides only a limited basis for comparing managers' performance between teams and should not be used for direct numerical comparisons. Each manager was evaluated by a different group of people (his or her own team), and we do not know how their standards or backgrounds compare. Also, a winning or losing record could influence a parent's score, even though the League does not consider a manager's value to be defined solely by won/loss records. The number of returns also could influence the final outcome. However, the surveys do have value. First, the respondents are our members. So, they should be asked what they think and be open to feedback. Second, very low or high scores throughout the League on a particular question will have meaning to the League. Third, some conclusions about a manager's present strengths and weaknesses can be drawn. For example, if your parents' average response to two different questions (or to the same question regarding the other team coaches) was significantly different, that question is worth focusing upon.
- *Uses:* Average scores and comments will 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 will 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.

- The Vice President of Baseball Operations will ensure that the survey results are delivered to the League President. The survey instrument will be disposed of according to the League's Privacy Policy.

Managers will not receive their manager survey report until after they have completed their player evaluations.

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

### **A. Borrowing and Call-Up of Players.**

Prior to the start of the season, each manager at AAA, AA, and A levels shall provide his/her League Director and the Player Agent with the names and phone numbers of players capable of competing at the next higher level. The League Director and/or Player Agent will assemble these into a "call-up roster" and provide the results to the League Director for the next highest level of play.

A manager at the Majors, AAA, or AA level needing a player shall notify his / her League Director (LD), Player Agent and all managers from the call up list via email. Borrowing of players at these levels is not permitted. The LD, with the help of the Player Agent, will respond to all in the email and provide a list of eligible players for call up. A manager needing a player shall contact only the players identified by the LD on the list of eligible players. The LD will attempt to let as many players play at the next level to avoid managers selecting the same player. All players called-up at Majors, AAA and AA must come from the "call-up roster". Note: Players League Age 7 or 8 may not be called-up to from AA to the AAA level and players League Age 9 may not be called-up from AAA to the Majors level.

Borrowing players at the 1A, T-Ball and 5T levels: At the A, T-Ball and 5T levels, players are borrowed and may be selected from any other team within their respective level and is managed solely at the discretion of the League Director.

Managers should call-up players to have 9, preferably 10, but no more than 11 players available at the start of each game.

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. Called-up players shall be subject to the normal substitution, player rotation, and minimum playing time rules of the level for which they are called-up.
- d. For non-majors games – called-up players shall be listed in the batting order after regular players.
- e. For Majors games with fewer than 9 players – called-up players shall be listed in the batting order after regular players.
- f. For Majors games with 9 or more regular players – called-up players may not bat until all rostered players present for the game have batted.

If, having called-up player(s), a manager learns that additional regular players will 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 will be considered a member of the team roster for that game, subject to the called-up player(s) restrictions set forth above.

Managers will identify called-up players at the plate conference. The umpire will 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.

Any manager calling-up a player(s) shall notify his/her League Director by e-mail with the names of the player(s) being called-up.

Managers and/or coaches will not have the right to choose players to call-up. Managers that call-up players without following the Player Agent overviewed 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.

## **E. Release of Players During the Regular Season.**

No manager shall delete a player's name from a team roster without Player Agent approval. 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: (a) relocation or extended travel; (b) extended injury or illness; (c) termination of league participation; (d) unexcused absences from practices and/or games; (e) any other reason that would inhibit player participation for a significant portion of the season or necessary to maintain adherence to Little League ideals.

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. The Player Agent will 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. Playing ability will have no bearing upon release of a player. The President and/or Player Agent will notify the player's parent or guardian in writing of any approved player release.

## **F. Replacement of Players During the Regular Season**

An open roster position is created only by approved release of a previously assigned player or by advancement of an assigned player to a higher level of play. No player may be assigned to fill an open roster position without Player Agent approval. For Majors teams, players to fill an open roster position will be drawn from the Majors player waiting list maintained by the Player Agent or from Majors-eligible AAA players that were not selected in the Majors draft. If a parent informed the Player Agent that they preferred their child not be drafted to the higher level, that child is not eligible to fill an open roster position. This rule does not affect the player's ability to participate in a player pool whose members fill in for missing players on a single game basis. For AAA teams, players to fill an open roster position will be drawn from the AAA player waiting list maintained by the Player Agent or from AAA-eligible AA players who were not selected in the AAA draft. For AA teams, players to fill an open roster position will be drawn from the AA player waiting list maintained by the Player Agent or from AA-eligible A players who were not selected in the AA draft. At A, T-Ball, and 5T levels, players to fill an open roster position will be drawn from the waiting list for that level maintained by the Player Agent. If there are no available players on the waiting list, roster positions will typically be left vacant as long as 10 or more players remain assigned to the team. Any necessary replacement will be drawn from another team at the same level of play. When an open roster position has been identified, the Player Agent and the manager will review the available players and, within 5 days of identification of the opening, will select one or more potential replacements. In selecting replacement players, managers must observe the following rules:

- a. The manager must observe any player age limits applicable at the time of the draft, e.g., the number of 12 year olds.
- b. Replacement players must be the same league age or older as the player they are replacing, unless no such players are eligible or interested in being called up.



c. In the event no players are available at that age, a player with the next younger year shall be chosen until the vacancy can be filled.

d. When a selection has been made, the Player Agent will contact the player selected to determine his/her willingness to advance. No player will be assigned to fill an open roster position without approval of the player's parent or guardian.

Player advancement is prohibited during the last three weeks of regular season play.

## **G. Suspension of Players**

With the approval of the Player Agent and notification to 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 will confer with the Vice President, Baseball Operations and the Player Agent.

## **H. Website**

The website will include a public section and one, protected by a password, for BOD members only. The BOD site will have sections for each major committee and will include activity schedules, budget information, forms, notes, and a discussion board, and be accessible to all BOD members. The public section will provide a main section, tracking events of interest to the membership. It also will include links to coach and umpire material, information about the Board, including how to contact the Board, our local rules and governing documents, the League's history and other information of interest to members. Social Media platforms will also be maintained for Facebook, Twitter, etc.

## **I. Mid-Season Manager Meeting**

The VPBBO will conduct a mid-season manager meeting to check-in with managers across the divisions, discuss All-Stars, and other matters, including end of season player evaluations.

## **J. School Property**

When visiting Fairfax County Public School fields, WSLV volunteers should not go onto school property until the school day has been completed. As an example, if there is a need to assess

field conditions during a school day to determine if a field should be used for a practice in the evening, the WSLI volunteer(s) should not do so while school is in session. If there is a pressing need to visit the field, WSLI volunteer(s) will check in with the respective school's front office and register as a visitor.

## **K. 1A Pitching Machine Check-Out**

Managers at 1A may check out from the 1A League Director a pitching machine and generator to be used only for practice before the regular-season begins. The manager shall ensure all equipment is immediately returned after the team's practice.

# **IV. POST-SEASON**

## **A. Trophies**

- At the 5T and T-ball levels, all players will receive inexpensive trophies.
- At the A level, players will receive inexpensive trophies, for tournament winners and tournament runners-up.
- At the AA level, players will receive trophies for regular season winner and runners-up. Tournament winners and tournament runners up will receive trophies.
- At the AAA and Majors level, regular season winners, runners-up, and third place teams, and tournament winner and tournament runners up will receive trophies. If two or more teams are tied for first place, no second-place trophies will be awarded. If two or more teams are tied for second place, all teams will receive trophies.

Awards will also be provided for the manager, two coaches of record, and team sponsor. The Trophy Director will submit a trophy plan to the Executive Committee no later than April 1st.

## **B. Volunteer of the Year**

Each year, WSLI will recognize a member or members as Volunteer of the Year. The criteria for award are: (1) a high degree of accomplishment or holding of significant positions over a sustained period of time; (2) exceptionally meritorious performance of duties within the current year; and (3) accomplishment of a highly significant project or volunteer achievement.

By resolution of the Board of March 30, 2004, the award will be named the **JOHN MONACO / GEORGE PEDERSEN VOLUNTEER OF THE YEAR AWARD**.

To effectuate this policy, no later than May 1st of each year, the President will announce that nominations for Volunteer of the Year are to be submitted to the Volunteer of the Year Committee chair. The President will discuss nominees with the Executive Committee, who will, by June 1st, 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 will be announced on the closing day of the Spring Season, "Championship Saturday," and will be provided an award approved by the Executive Committee.

## **C. Volunteer Fees**

WSLL requires hundreds of hours of volunteer effort, above that required to run each team and above that can be performed by the Board of Directors. Accordingly, before registration, the Board will approve a volunteer fee to be paid by each family (except families with players only registered at the TBall and 5T levels), in order to motivate families to perform that work or to provide additional funds with which the Board can contract out such work. Once approved, the fee will remain in effect, unless repealed by the Board of Directors. Work performed for a team, such as managing, coaching, acting as a team parent, banner maker, and umpire at the A level and below, will not qualify for the return of the volunteer fee. However, if a manager or COR assists a Board Member with Gray Hat Duty twice their fee will be earned. The fee will be paid during registration. Once the approved volunteer work has been performed, the appointed Board member will notify the League Treasurer and/or Registrar who will refund the volunteer fee.

In order to identify work that may be performed for the Volunteer Fee, the League's Volunteer Coordinator, who will be supervised by the Vice President of Operations, will poll Board committees by November 1 of each year to determine what assistance they need from League families to accomplish their work. The Volunteer Coordinator will recommend to the Executive Committee, for its approval, the types and amount of work that will qualify for return of the Volunteer Fee. The Volunteer Coordinator will record these positions in the League's job description manual and post the manual on the website in a prominent location.

The registration guide will inform families: (1) of their obligation to volunteer to recover their Volunteer Fee; (2) of the available volunteer opportunities; (3) of their responsibility to verify their volunteer position; (4) that, once they perform any work, they should ensure that Board member supervising their work has reported it to the Treasurer; and, (5) that team-level work, including managing and coaching does not qualify for return of the Volunteer Fee.

By July 10, any BOD member who has used volunteers during the season must report their list to the Volunteer Coordinator. The most likely positions with this responsibility are Special Operations (tryouts and registration), Fields and Facilities, Concessions and Umpires

Potential methods for earning a Volunteer Fee refund are listed, but not limited to, those set forth below.

- Working a four-hour shift on any of the dates during any of the preseason field preparation dates.
- Working two shifts in the concession stand, two registration dates (as available), two tryout dates (as available), or any combination of two shifts of other activities, to include but not limited to:
  - Attending training and umpiring five games at AA or above.
  - Serving as a League Photographer
  - Supporting WSLI equipment distribution at the beginning and collection at the end of each season.
  - Manager/COR performing field duty

## **D. Yearbook**

The Yearbook Director will enlist the help of parent volunteers to submit pictures for inclusion in the Yearbook and to assist him or her in selecting pictures. The Yearbook will contain all team pictures, a picture of the umpires, and a picture of the Board of Directors. The Yearbook Director will also include action photos of every level of play, attempt not to include more than one individual picture of the same child and, generally, attempt to capture the complete range of League activities and participants, without regard to the ability of the players.

The Yearbook will be provided to any family electing to purchase one. Yearbooks will be completed as soon as possible after the completion of the All-Star Season and will not include Fall Ball activities. The Yearbook Director and the VP Communications and Technology will be responsible for selecting contractors for all graphics design, printing, and mailing activities.

# **V. ALL-STARS**

## **A. General**

- For All-Star play, Little League requires that one manager and two coaches (“Affidavit Coaches”) be named on the All-Star Tournament Affidavit, and that those three have been “regular season coaches.”
- District 9 permits only the three Affidavit Coaches to be on the game field once it is made available to the team.
- Little League requires and WSLI rules provide for Presidential appointment and BOD approval of all All-Star managers and coaches.
- In addition to the two Affidavit Coaches, the WSLI Gray Book permits up to four additional All-Star Practice Coaches, subject to BOD approval.
- WSLI policy provides official team gear only to the Manager and two Affidavit Coaches.

## **B. Confidentiality**

Board discussions concerning the selection of All-Stars are confidential. Disclosure of those conversations to those with no WSLI need to know of those conversations, including spouses and WSLI players, is a ground for disciplinary action, including removal from the Board.

## **C. All-Star Roster Team Size**

All-Star team rosters will be between 12-14 players per team. The Executive Committee may authorize an increase in the roster size, when petitioned by the All-Star Manager, for good cause shown.

## **D. Eligibility**

Players must have met the minimum playing requirements by participating in 8 games during the regular season (i.e., special games, regular season, post-season) and participated in at least 50 percent of League scheduled practices.

## **E. Selection of All-Star Managers and Coaches**

### **1. All-Star Managers**

The VP of Baseball Operations will poll current WSLI Majors 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, or 10/11/12 All Star team. The VP of Baseball Operations will also poll the AAA Managers and Coaches of Record

interested in serving as Manager of the 8/9/10 or 9/10/11 All Star team. Following the polling process, the VP of Baseball Operations will nominate candidates for All-Star manager to the Executive Committee. A nomination means the VPBBO, in consultation with the President, believes the nominee possess the basic qualification of a competent All-Star manager. The Executive Committee will vote on the nominations of All-Star Managers to be added to the ballot. The ballot will be finalized, and no new candidates accepted 48 hours before the scheduled vote. The 8/9/10, 9/10/11, or 10/11/12 All-Star Managers will be selected by a vote of the Majors Managers and coaches. In the case of an All-Star Manager position with only one nominee approved by the Executive Committee, the nominee will automatically become the All-Star Manager without the need for a Majors Managers and coaches vote.

The League President and Player Agent may be eligible for selection with approval of the District Administrator.

The VP of Baseball Operations will conduct the All-Star Manager elections. Voting will be by written secret ballot. No proxies will be permitted. To be elected, a candidate must receive a majority of the votes cast. If a candidate does not have a majority, the candidates with the most votes will meet in a runoff election. Votes will be counted in the presence of the President or his designee.

The VP of Baseball Operations will contact the winning candidate. If he/she declines, the VP of Baseball Operations will contact the candidate with the next highest number of votes. The VP of Baseball Operations will notify the President of those who accepted, and the President will notify those not elected.

## **2. Coaches of Record**

Each all-star manager may select two Coaches of Record and a number of additional coaches to be determined by the BOD. The Coaches of Record for the 10/11/12 year-old All-Star teams must come from the Majors level and the Coaches of Record for the 8/9/10 and 9/10/11 year-old All-Star teams must come from the Majors and/or AAA level. The slate of coaches will be presented to the Executive Committee for approval. Coaches will be approved if the Executive Committee agrees that they possess the basic qualifications to make competent All-Star coaches.

The All-Star Manager must inform the Player Agent of who he/she intends to designate as All Star Coaches of Record before the final deadline for parents to register their players for All Star consideration. The Player Agent, with help from the VP of Baseball Operations, will assure that before this deadline, the parents of

possible All-Star candidates are informed of who are the All-Star Managers and their Coaches of Record (if known at that time). The children of the All-Star Managers and CORs must go through the same selection process as any other candidate player.

### **3. Other Coaches**

An All-Star manager may select other coaches to assist with team practices and administration but must ensure that they have cleared the Little League-required background investigation. Any such coaches must be approved by the Executive Committee. These coaches must understand that they may not necessarily qualify for travel or uniforms that may not have been anticipated or approved by the Executive Committee.

### **4. Naming of All-Star Coaches and CORs**

The League will announce the All-Star Managers and CORs one week prior to the closing of the All-Star commitment process.

## **F. Selection of All-Star Players**

### **1. 10/11/12 Year-Old All-Stars**

#### *a. Eligibility*

Pursuant to parent agreement (**submitted commitment form**), all 10-, 11- and 12-year-olds in the Majors shall be eligible for selection to the WSLL 10/11/12 teams. Parents of 11-year-old players may use the Player Commitment Form to indicate that their player shall not be considered for the 10/11/12 year old team. The Player Agent shall ensure that the Player Commitment Form enables parents to indicate the All-Star level that may not be of interest to that player. The Player Agent, before the mid-point of the regular season, shall compile a list of eligible players. From this list, the Player Agent will develop the "All-Star Ballot." The ballot will only include the name of eligible 12-year-old players that expressed an interest in playing on the 10/11/12 all-star team on the Player Commitment Form, listed alphabetically by team.

#### *b. Selection*

The roster size for the 10/11/12 All-Star team will be between twelve and fourteen players. The first nine (9) players will be selected by the Major league players, Majors Managers, and Majors Coaches of Record. In the event of a tie for the final position, all players tied shall be on the team. The next 3-5 players will be selected by the the All-Star Manager.

*c. Player/Coach of Record Voting*

The Player Agent will conduct the voting. Each Majors player, Majors manager, and Majors COR may vote for up to nine (9) players from the All-Star Ballot. Voting will be by written secret ballot. No proxies will be permitted. Prior to voting, voters will be instructed that their responsibility is to vote for the most deserving players. Voters shall not vote for players on their own team. Votes will be counted in the presence of the President or his designee. The players receiving the most votes will be named to the 11/12 All-Star team.

*d. All-Star Manager Selections*

The Player Agent or the All-Star Coordinator shall direct all Majors Managers to rank the players who registered for the 10/11/12 team. The Player Agent or the All-Star Coordinator shall then average all such rankings, and the top 22 ranked players (including players selected by vote) shall constitute the All-Star Pool. The Player Agent or the All-Star Coordinator will promptly inform the All-Star Manager of the players selected by vote. The All-Star Manager shall then select 3-5 players from the All-Star Pool. The Manager will notify the Player Agent or the All-Star Coordinator of his selections.

## **2. 8/9/10 and 9/10/11 year-old All-Stars**

*a. Eligibility*

Pursuant to parent agreement (**submitted commitment form**), all 8/9/10 year-olds in AA or above shall be eligible for selection to the WSLL 8/9/10 year-old team. Likewise, pursuant to parent agreement, all 10-year-olds in AA and above and all 11-year-olds in AAA or above not selected for the 10/11/12 All-Star Team shall be eligible for selection to the WSLL 9/10/11 year-old team. Parents of 10-year-old players may use the Player Commitment Form to indicate that their player shall not be considered for the 9/10/11 year old team. The Player Agent shall ensure that the Player Commitment Form enables parents to indicate the All-Star level that may not be of interest to that player. Prior to the mid-point of the regular season, the Player Agent shall provide to the scouting committee a list of eligible players compiled from the nominations of Majors Managers, AAA Managers and AA League Directors, and shall exclude 10-year-olds from the 9/10/11 list that do not wish to be considered for the 9/10/11 teams.

*b. Selection*

The roster size for the 8/9/10 and 9/10/11 All-Star teams will be between twelve and fourteen players. The first nine players will be selected by a Selection Committee. The final portion will be selected by the All-Star Manager.



*c. Scout Team Selections*

Early in the season, the Player Agent will solicit from the Board members interested in serving on a Scouting/Player Selection Committee (“Committee”). All-Star Managers (presumptive, candidates, or confirmed) cannot be members of the Committee. No later than the mid-point of the regular season, the Player Agent will nominate for the Board’s approval, the members of that Committee. The Player Agent or Assistant Player Agent will serve as the non-voting Committee Chair. The Committee chair must not have a child candidate for selection on teams being considered by that committee. If the Player Agent or Assistant Player Agent each have children candidates for selection, the President will designate a Committee Chair. The Committee, based upon its observations, statistics, and discussions with knowledgeable observers may add additional players to the list of eligible players. Before the selection meeting, the Committee chair will ask all Majors and AAA Managers for their ranking and input of all eligible players.

*d. Committee Selection Voting*

The Player Agent will conduct a meeting of the Committee to select the number of players specified by the BOD.

The All-Star Manager may provide input to the Committee by submitting written comments before the Committee selection meeting or by attending the start of the Committee selection meeting. If the All-Start Manager opts to attend the start of the meeting, he/she shall exit the meeting before the selection deliberations begin.

First, the Player Agent and the Committee Chair will identify all nominations, which must be kept in confidence by the Committee. Second, the Player Agent and the Committee Chair will lead a discussion of the Committee aimed at narrowing the field to a reasonable number. Finally, the Player Agent and the Committee chair will conduct a two-phase selection process. In the first phase, the Committee will select an “All- Star Pool” no more than 22 players. In the second phase, the Committee will select from the All-Star Pool the number of players designated by the Board for selection by the Committee. The Committee will choose the given number for the team; then will rank the next five players. This is done in the event the All-Star Manager at a higher level selects one of the players from the original list. The goal is to select the “All-Star Pool” and All-Star Team members by consensus, but if consensus is not achieved, the Player Agent will conduct a secret ballot. The Player Agent will count the votes in the presence of the President or his designee, but not reveal the tally. The players receiving the most votes, up to

the number of players specified by the Board for Committee selection, will be named to the All-Star Team.

*e. All-Star Manager Selections*

The Player Agent will promptly inform the All-Star Manager of the Committee's player selections. The Manager may then select that number of players specified by the Board. The Manager's selections must be made from the All-Star Pool. The Manager will notify the Player Agent of his selection(s).

## **G. Approval by the Executive Committee**

The Player Agent will present all selections to the Executive Committee, affirm that the process was followed, affirm that all players are eligible, and affirm that all players have submitted player commitment forms. The Executive Committee may question the Manager about his choices, but will approve his choice and all choices, as long as this process has been followed.

## **H. Vacancies**

The All-Star Manager may fill vacancies by selecting players in the All-Star Pool or from the next five top vote getters in the players/coaches vote (for 12's only) or the Selection Committee (for 9/10/11's). If none of those players are interested, the Manager may select any eligible player, subject to the approval of the President, who will approve the selection as long as this process has been followed.

## **I. Team Announcements**

The All-Star Managers shall announce the All-Star teams at a time consistent with the Little League Official Regulations and Playing Rules. In any announcement concerning All-Star selection, players shall be listed in alphabetical order, not in the order of the number of votes received.

## **J. All Star Uniforms**

The President will appoint a volunteer to work with the Uniform Chairman to work with vendors to design, fit, and order of All-Star practice and game uniforms (jersey, game hat, socks, and belt) for players, managers, and coaches.

## **K. Parent Contribution**

The parents/guardians of a player selected to any of the WSLI All-Star teams will contribute an amount to be determined by the Executive Committee.

## **L. Cost Allocation**

The Board will approve a budget for All-Star uniforms (jersey, game hat, socks, and belt), including practice uniform (with two t-shirt tops and practice hat) not to exceed an amount determined by the Executive Committee. This expense will not include game or practice pants, which will be the responsibility of the parent due to sizing issues. The All-Star uniform budget will be included in the Treasurer's report within the All-Star expense line item. The details of the uniform budget and expenses will be available on the Treasurer's reports as a comment box.

Included in this budget will be two practice t-shirts, practice caps, game caps, and game shirts for the All-Star managers and coach(es) of record. The style of uniform will be left to the Uniform Coordinator, to be presented for approval by the Executive Committee, no later than its May meeting.

The remaining amount of the parental contribution will go to cover other costs such as baseballs, practice caps, and practice t-shirts for all approved Practice Coaches, additional equipment, etc. If Practice Coaches wish to purchase game hats and game shirts, they may do so at their own expense.

Social Fees: Within the first week of All-Star practice the All-Star Team representative shall submit a proposal to the League President for fees greater than \$125.00 charged to parents for "social" fees.

## **M. Travel Reimbursements**

### **1. General**

WSLL will help defray the cost of families who accompany their child or children during Little League's International Tournament at or above the State Tournament (the State Tournament qualification applies to tournaments more than 50 miles away from Byron Avenue Park per a navigational app-calculated distance from 6500 Byron Avenue). WSLL acknowledges that, when a WSLL team advances to state play or above, families already have incurred substantial expenses and invested a significant amount of time supporting the team financially and otherwise. WSLL also acknowledges that it is natural for a parent to wish to accompany children of League age, that for the safety and emotional well-being of the child, it is desirable to have a parent nearby, and that coaches often rely upon the financial and other assistance of parents who accompany the team while at the State or above location. The League also acknowledges that Little League Headquarters pays for the transportation, meals, and lodging for a manager and two coaches at and above the regional level of play. Balancing these factors, and considering the League's limited financial resources, WSLL believes it should help defray the expenses associated with accompanying a child to State,

Regional, or International All-Star play. Accordingly, each All-Star player on a WSLL team who travels to the State, Regional, or International Tournament play is entitled to one Tournament Expense Reimbursement payment ("TER"). Siblings will be entitled to one TER between or among them, if they are accompanied by a common parent.

The League also believes it is desirable and necessary for the team to be accompanied by up to **three** additional coaches, each of which will be entitled to one TER, as described below. Only those coaches approved by the BOD at the beginning of District All-Star Tournament play will be eligible. Should more than **three** additional coaches be approved, the manager will designate those coaches eligible for the TER. The other coach(es) will not be eligible for the TER.

A TER shall comprise the following elements:

- *Lodging*: One-third of the lodging portion for one room per family at the amount established by the federal government per diem rate for the tournament's geographic area. Any BoD-approved manager or coach with no children on the team are also eligible. The lodging reimbursement begins the day of opening ceremonies, and concludes the day the team is eliminated. Exceptions: If the tournament location is more than 250 miles from Byron Avenue or if a team plays in a 'winner advances' game at a time later than hotel check-out, families may claim one extra night of lodging reimbursement; this one additional night of lodging may be claimed the night before tournament play begins or the night of the team's final game in the tournament. Hotel receipts reflecting parent / coach payment of lodging expenses are required.
- *Per Diem*: Each player, manager, coach of record, and additional coach designated by the manager to receive TERs shall be entitled to \$15 per day if there is not a Little League sponsored cafeteria at the facility (the team manager is responsible for verifying to the Treasurer whether or not a sponsored cafeteria is available). This per diem begins the day of opening ceremonies, and concludes the day the team is eliminated. If an additional night of lodging is authorized in accordance with the Exceptions outlined in the lodging paragraph, the per diem payment is also authorized on that corresponding day. Receipts are not required.
- *Transportation Expenses*: Parents transporting a player(s) to the tournament site shall be entitled to one-half the amount of cents per mile allowed by the IRS for charitable purposes, for each mile to and from the Byron Complex, and the location of the State Tournament, Warner Robins, Georgia, for regional play, and Williamsport, Pennsylvania, for international play. The mileage will be calculated using Byron Avenue as the point of origin. Parents transporting multiple players

are only entitled to one reimbursement for mileage. Payment will not be made for mileage incurred on a daily basis “during” the tournament. A manager, or any coach eligible to receive a TER without a player on the team, shall be entitled to mileage reimbursement. Receipts are not required.

## **2. Manager Emergency Fund**

WSLL will provide the manager approval to expense a specified amount (to be determined by the Executive Committee) on a reimbursable basis for emergency situations, team equipment needs, player refreshments, reasonable entertainment expenses for players, and a gift for the host family. Funds are limited to these purposes, and cannot be used for non-players (for example, entertainment or refreshments for a player’s siblings or parents). Receipts are required for all expenditures. Prior to traveling, the manager will sign a statement of understanding acknowledging the use of funds and the need to submit receipts.

## **3. Exclusions from the Reimbursement Policy**

WSLL will not be responsible for reimbursement for gifts (i.e., sweatshirts, equipment bags, etc.) to the players and coaches. WSLI will not be responsible for reimbursement for the purchase of trading pins for State, Regional, or International Tournaments. The President and/or Executive Committee may choose to allow reimbursement of pins depending on funds available at time of tournament. All other team-related activities will be funded through the collection of an “activity fee” by the All-Star team coordinator.

## **4. Obtaining Reimbursement**

Travel claims must be submitted to the Treasurer via email within two weeks of return from the travel, or by the date specified by the Treasurer. Receipts must be included in the email to the Treasurer.

# **VI. FALL BASEBALL**

In conjunction with neighboring Little Leagues, WSLI will conduct a Fall Baseball program under rules specified by Little League for the Training and Development (TAD) season. WSLI may organize and support multiple levels of play from T-ball to Intermediate. WSLI may also provide field support to selected travel teams as per the travel team policy detailed in section VI.D below.

WSLI’s philosophy is that the Fall season is a continuation of the Spring season where players can continue to develop the skills they learned in the Spring. Fall will be non-competitive and developmental. No standings will be kept. Therefore, WSLI adheres to the below policy for Fall player placement.

## **A. League Formation**

After registration, the Player Agent will confer with the Commissioner to recommend a number of teams to be formed at each level to the President. For assignment purposes, the League age of individual players is their Spring League age plus one year, although the Spring waiver policy will not apply for any level based on this Fall assignment League age policy. The Player Agent will then assign players to each level based on their previous Spring level and where they are projected to be in the following Spring. Fall playing level is not a guarantee of the playing level for the following Spring.

## **B. Team Formation**

Teams are to be formed by League Directors, or Registrar, using a process in which player requests are considered first, then player schools/neighborhoods, and then other factors as described in *Appendix D, West Springfield Little League Request Based Team- Building Guide for Spring 5T, TBall and 1A levels and Fall Ball.*

## **C. Manager Selection**

If there are more qualified applicants than teams available, the Commissioner will determine whether candidates are interested in working together. If not, candidate names will be submitted to a committee consisting of the Player Agent, the Commissioner, and at least one other member appointed by the President. This committee will solicit formal applications, and recommend a slate to the President, who will ordinarily approve the slate unless the President determines that a substantial error was made.

## **D. Travel Baseball**

### **1. General**

Little League Regulation I(g) limits the local league's ability to administer or support travel baseball teams/programs. Accordingly, WSLI adopts the following regulations to govern its relationship with travel teams operating within our district boundaries.

### **2. Spring**

WSLI will not provide any field space or administrative support for travel teams during the annual spring season.

### **3. Fall**

WSLL may establish a relationship with travel baseball teams (“travel teams”) during the annual fall season according to this policy. For the most part, this relationship will simply allow WSLI to share permitted field space and field equipment and materials with travel teams. Though Little League regulations permit players and coaches to participate in both travel and Little League programs at the same time, any travel team must be selected, managed, and operated independently from WSLI.

### **4. Team Qualifications**

To qualify for consideration for shared use of WSLI field resources, travel teams must satisfy the following conditions:

- a. The travel team must comprise at least 75% of players who have played for WSLI in the current spring or fall season.
- b. The travel team must be insured (not covered by Little League insurance)
- c. The travel team may NOT use the WSLI name, logo, or insignia.
- d. The travel team must submit to WSLI an official request to utilize WSLI permitted fields, services and supplies (see Appendix B) between April 1<sup>st</sup> and June 1<sup>st</sup> each year.
- e. No travel team associated with an organization or coach with an outstanding debt with WSLI from previous seasons will be considered.

### **5. Team Benefits**

WSLI may provide the following to travel teams:

- a. use of permitted fields and batting cages.
- b. use of field-care materials and equipment (to include, among other things, chalk, chalk liners, rakes, brooms, field conditioner and quick dry, grooming equipment).
- c. use of field equipment (including, but not limited to scoreboards, announcer's booths, audio equipment, and pitching machines).
- d. management of field scheduling for travel teams using the league's online platform.

### **6. Restrictions**

WSLI may NOT do any of the following:

- a. Provide uniforms to travel teams.
- b. Provide playing equipment to travel teams (including, but not limited to, baseballs, bats, gloves, helmets, catcher's gear, scorebooks, etc.).
- c. Manage registration or collect registration fees for the travel teams.
- d. Supervise the operation of the travel teams.

- e. Schedule games for the travel teams.
- f. Schedule, provide or reimburse umpires for the travel teams.
- g. Reimburse travel teams for travel expenses.

## **7. Fall Ball Committee**

WSLL will form a Fall Ball Committee no later than the February Board Meeting of each year. Suggested members include: Registrar, Player Agent, Scheduler, Treasurer, at least one Fields team member, Fall Ball Commissioner, and other BOD members involved in the season. No more than one BOD member that plans to manage a travel team that will request a relationship with WSLL in the fall shall be part of this committee. In addition, any committee member associated with a team that plans to request a relationship with WSLL in the fall will recuse himself/herself from any voting on determining how many travel teams can be supported and which are selected. The committee membership shall not exceed seven members.

The committee will be guided by Little League International rules, the WSLL Administrative Policy, and the principle that no travel team related decision shall be made that interferes with the WSLL fall season.

## **8. WSLL Travel Team Support Capacity**

The Fall Ball Committee will decide the number of travel teams to support and such decision will be expressed as number of travel teams that require a 46/60 field and number of travel teams that require a 50/70 field. The criteria to be used for selecting the number of travel teams that WSLL may support include:

- Anticipated WSLL fall ball team totals based on historical registrations.
- Availability of fields. This analysis shall consider factors such as previous seasons experience with sharing fields with travel teams, previous seasons distribution of practice fields to fall ball teams, field size (46/60 vs 50/70) needs, the current and expected quality of fields usually used by WSLL, planned field improvement projects that may limit field use, and controlling the negative trickle-down effect experienced by WSLL lower playing level fall teams when the best fields are shared with travel teams.
- Other factors such as WSLL administrative burden of managing the relationship with travel teams, and/or perceived or actual costs of managing the relationship with travel teams.

## **9. Number of Travel Teams**

When the demand of travel teams requesting a relationship with WSLL exceeds the number of teams the committee has decided is the maximum number the



league can sustain, the following criteria for selecting which travel teams to support will be considered in the following order:

- a. Percentage of WSLL spring players on the travel team. The policy already states there is a minimum of 75% WSLL players to be considered for support. In case of having more requests than capacity to support, the team with the highest percentage of WSLL players shall be selected.
- b. Previous experience with Travel Team managers and/or coaches.
- c. With all other factors being equal, the team that put in their request first shall be selected.

## **10. Fees**

The travel team must pay a per player fall season fee to WSLL. The committee will determine the cost-sharing fee to be charged to the travel teams approved. WSLL will use the current fiscal year costs to determine the per player fee to be charged to travel teams. The fee shall include costs related to field permits, field materials and equipment, field equipment repair, field maintenance for the fall season, and any fields related costs WSLL deems reasonable. For the fee calculation WSLL will use the actual registration numbers from the previous fall season plus an estimated number of travel players for the upcoming season, if the actual number is not known. The fee will be determined in time to be approved by the Executive Committee no later than March 31<sup>st</sup> of each year.

Travel teams approved for WSLL field support must pay, in advance, before they will be added to the fall field use schedule.

## **11. Selection and Scheduling**

The committee will submit to the Executive Committee the number and names of the travel teams to be supported before the Fall season schedule is finalized. The committee chair will explain the process taken and the justification for the recommendation. The Executive Committee will discuss and vote on the committee recommendation.

Once the decision on the number and type of travel teams to support has been made, there will be no further reconsideration on additional travel teams to support for the season under consideration.

The WSLL scheduler will work with travel teams to allocate field slots for weekend games (typically Sundays) and one weekday practice per team per week. Once fall ball teams are formed and practice schedules set, no travel team will be assigned more practice slots than WSLL fall ball teams sharing the same fields.

## **12. In-Season Guidelines**

Travel teams approved for WSLL field support are required to follow WSLL guidelines on use of fields. If WSLL closes fields due to inclement weather or field conditions, travel teams may not use the fields. Travel teams must comply with WSLL field maintenance guidelines and, if requested by WSLL, restore the fields to 46/60 when games are finished.

Travel teams must comply with the WSLL code of conduct, and any health and safety related restrictions to be provided to the associated teams by WSLL.

# **APPENDIX A**

## **STANDARDS FOR WSLM MANAGERS AND COACHES**

### **A. PERSONAL ATTRIBUTES**

The manager's personality is an important factor in the success of Little League Baseball.

#### **1. Leadership**

- Exercises their leadership role adequately but leaves the ball game in the hands of the players.
- Accepts responsibility and is well organized.
- Has a good understanding of the emotional and psychological characteristics of pre-adolescents.
- Has a good rapport with each player and tries to understand the personal needs and problems of players and adjusts accordingly.
- Disciplines fairly, impartially, suited to the age level of the players, done by using good judgement and humor.
- Actively participates in League functions including fundraising.

#### **2. Disposition**

- Is pleasant, courteous, even tempered, sympathetic, enthusiastic, and has a sense of humor.

#### **3. Poise**

- Behaves in an adult manner, maintains self-control, and is aware that they are an example to those with whom they work.

#### **4. Character**

- Is sincere, truthful, and demonstrates an appreciation of the philosophy of Little League Baseball by cooperating with others in making the program a mutual benefit to all youngsters.

#### **5. Appearance**

- Always practices good health habits, dresses suitably, and is properly groomed.

### **B. 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 Little League 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."
- Is cautious and uses sound judgment in a protest situation; avoids protests where possible.

### **C. MANAGERIAL DUTIES**

The manager should have knowledge of the game of baseball, its fundamentals, and its strategy.

#### **1. Coaching Procedures**

- Organizes practice sessions, teach fundamental skills and game strategy at the players level using various drills.

- Schedules practice sessions that are well spaced, so they do not become a chore for players and managers alike.
- Takes adequate precautions to prevent accident or injury, including maintenance of protective gear.
- Ensures that players are kept from reaching extreme limits of physical and emotional fatigue.
- Has knowledge of safety and first-aid.
- Continually encourages players at every opportunity.
- Instills the desire to win, to improve, and to understand team concepts, yet at the same time to have fun.
- Knows the playing Rules of and Regulations of Little League, is able to interpret them correctly, plays by the rules and adheres to their intent, and instills in their players to respect the rules of the game.
- Observes all WSLI Local Rules, with particular attention to player participation.
- Complete end-of-season player evaluations in accordance with a procedure and timeline developed by the Player Agent.
- Attend managers orientation and safety meetings

## **2. Development of Desirable Habits in Players**

- Encourages promptness, clean living and good health habits, and responsibility and leadership.
- Encourages sportsmanship and fair play at all times by teaching good behavior; congratulating opponents after each game; accepting defeat gracefully; and accepting victory humbly.
- Instills in their players a respect for the authority of adult leaders in the League.

# APPENDIX B

## Travel Baseball Support Request

Team Name: \_\_\_\_\_

Organizing Entity: \_\_\_\_\_

Team Manager: \_\_\_\_\_

Team Coaches: \_\_\_\_\_

Team Level: 9U \_\_\_ 10U \_\_\_ 11U \_\_\_ 12U \_\_\_      Season of interest: \_\_\_\_\_

Field Size Needed: 46/60 \_\_\_ 50/70 \_\_\_      Reason for Fields: Practice \_\_\_ Games \_\_\_ Both \_\_\_

Desired Practice Days and Times: \_\_\_\_\_

Desired Game Days and Times: \_\_\_\_\_

### Team Roster:

1-	6-	11-
2-	7-	12-
3-	8-	13-
4-	9-	14-
5-	10-	15-

Please indicate with an asterisk next to the name any player that did not participate in the previous WSLL Spring season. Put TBD for roster spots that will be determined after tryouts; once tryouts have concluded, please email updated roster.

By signing the below, I am attesting that a minimum of 8 players and not less than 75% of my roster are WSLL players (or will be after tryouts). If I am found to be violating these parameters, I understand that I will lose my field slots. I understand that if this request is approved, the WSLL scheduler will work with me to allocate field slots for weekend games (typically Sunday) and one weekday practice per week. I am aware that field slots are not guaranteed, and that WSLL reserves the right to change field arrangements at any time. I am aware that there is a fee per player that must be paid to WSLL prior to use of the fields.

\_\_\_\_\_  
**Manager Signature**

\_\_\_\_\_  
**Date**

# APPENDIX C

## **West Springfield Little League Playing Level Guidelines**

*Inserted and approved, December 4, 2012*

It is the policy of West Springfield Little League (WSLL) to assign players to levels of play where they can have most fun, learn the most, and experience the greatest amount of development. Placement is not an exact science and is based upon WSLL policies, evaluations at lower levels, Player Agent judgment, parent requests, and, where applicable, tryouts and a draft. In general, the league's goal is to allow children of similar abilities to play together to ensure a fair and interesting level of competition. The league also recognizes that, at certain age groups, children expect to play with children of similar ages and, therefore, at some levels, will afford priority to older children. With these goals in mind, and after several years of observing problems that have arisen by having too wide a range of ability in a single level and of advancing players automatically regardless of suitability or of their actual age or maturity, the league has adopted the following guidance in determining levels of play.

This guidance includes sufficient flexibility to accommodate special circumstances and situations where the proper level is not clear. Because there are fewer minor league levels than age groups and because most players spend only 1-2 years at the Majors level, most players will play at one of the minor league levels at least twice. The art is identifying the level where a player's development calls for it. We have observed that players who have difficulty catching and throwing will not have a fun experience at the upper levels. Our goal is to ensure those skills are learned early but emphasize that those skills cannot be learned without playing catch at home.

**A child's age for determining playing level is the age of the player on August 31<sup>st</sup> of the year of the season of play.**

### **5-T:**

**Players league age 5** will be assigned to the 5-T level. Teams meet weekly on Saturdays for 90 minutes. The weekly meetings will consist of two parts, a practice session and a game.

### **T-Ball:**

**Players league age 5, 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.

### **A:**

**Players league age 7 and 8** will normally be assigned to the A level (machine pitch). 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:

- Catch most balls thrown to them overhand from 40'.
- Throw reasonably accurately (i.e., not requiring the receiver to take more than a step in either direction) most of the time with good mechanics to a target 40' away.
- Hit the ball regularly in T-Ball with some authority, and at least occasionally, out of the infield.
- Catch fly balls with glove fingers facing up.

### **AA:**

**Players league age 9 and 10 not selected for Majors or AAA** will be eligible for the AA draft. The AA level is intended for players who can:

- Catch 75% of the balls thrown to them overhand from 50'.
- 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.
- Hit the ball regularly at the A level with some authority, and at least occasionally out of the infield.
- Catch fly balls routinely with glove fingers facing up and throw with good form.

Any 8-year-old player of advanced ability, upon request of the parents, and by permission of the Player Agent, who clearly meets these criteria, may be eligible to be drafted in AA.

### **AAA:**

**Players league age 9 and 10** not selected for Majors may be drafted into AAA. Those not drafted will be eligible for the AA draft. **Players league age 11** not selected for Majors will be assigned to the AAA level and must be drafted in AAA unless determined otherwise (i.e., for safety reasons) by the Player Agent. The AAA level is intended for players who can:

- Catch, with ease, almost every ball thrown from 60 feet
- 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)



- Hit the ball regularly with some authority, and, at least occasionally, out of the infield at the AA level.
- Routinely catch fly balls in a proper fielding position.

**Majors:**

**Players league age 10-12** are eligible to play at the Majors level. The Majors level is intended for the highest skilled players who meet all of the qualifications of AAA players (as described below), but also have had some success in AAA; or, if they never played in AAA, demonstrate through tryouts or their play at other levels or leagues that they could have. Majors teams are limited to up to three players 10 and will be required to have a certain number of age 12 players. All **players league age 12** are mandated to play at the Majors level by National Little League, unless parents request a waiver.

**Age Waiver Requests:**

Exceptions to the above guidelines must be approved by the Executive Committee upon the advice of the Player Agent. Waiver criteria (e.g., paperwork, tryouts, skills, Player Agent role) are contained in the WSLG Gray Book and WSLG Administrative Policies with the expectation that only the most skilled players will be granted a waiver should space be available at the higher level. The table on the following page lists the player age and level for which a waiver request is required.

Parents must fill out a waiver form at registration and submit it to the Player Agent at that time. The waivers will be evaluated at the first Executive Committee meeting after all regularly scheduled registrations are complete. No waiver request will be accepted after such meeting.

<b>Waiver Request</b>	<b>BOD Waiver Required?</b>	<b>Written Parent Request?</b>
League Age 12 eligibility for AAA	Y	Y
League Age 11 eligibility for AA	N	N
League Age 8 eligibility for AAA	Y	Y
League Age 7 eligibility for AA	Y	Y

League Age 6 eligibility for A	Y	Y
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All players seeking an age waiver to play up at the A level, AA level, or level AAA must meet the following requirements and attend a tryout:

- Have played at least one season at the previous level (includes a restriction on 5T players moving to A ball unless the player played T-Ball in the Fall).
- Meet the minimum requirements for the playing level requested above.
- Be approved by the Player Agent or his/her designee based on the outcome of the tryout to be eligible to move to the higher level.

Waivers to place players at the next level will only be granted to the extent a spot is available based on the following:

- Non-waiver players will be placed in available slots first.
- Waiver players will be divided into groups by tryout grade.
- The Player Agent will rank all waiver tryout participants within grade groups.
- The Player Agent will place waiver players into remaining slots starting with the highest grade level and highest ranked player within that grade level.
- If all available slots are not filled, the Player Agent will begin filling remaining vacancies with the next highest level grade by rank order within that grade until all open slots are filled at that level.

If more waiver-eligible players are available than slots, those players will be moved to the lower (age appropriate) playing level.

Tryouts for waiver players are mandatory unless the player is physically unable to attend. In such cases, the Player Agent will determine eligibility and slotting of the player.

There is no appeal from the Player Agent's decision.

For Fall Ball, players may not advance to the next level unless they are at least waiver-age eligible for that level based on their current league age (e.g., a league age 6 is ineligible for AA ball in the Fall, regardless of whether they played A ball in Spring). The minimum playing age for a rising Majors player in the Fall is current league age 9.

The Player Agent will notify any parent whose waiver is not approved by the Executive Committee.



# **APPENDIX D**

## **West Springfield Little League Request-Based Team Building Guide for Spring 5T, T-ball and 1A Levels and Fall Ball**

West Springfield Little League forms spring teams at our lowest levels (5T, T-ball, and 1A) by neighborhood, school, and individual request. In fall, all teams, including Majors teams, are formed this way. The following are guidelines for building these team rosters so that as many requests can be fulfilled, and that players can be on teams with friends and others in their neighborhood or school. Prioritizing requests for non-drafted teams is essential in making players and families more comfortable with teams and adds an extra dimension to the fun.

The Registrar will provide the Team Builder (an LD or other BOD member) with the list of all players in a given level in an Excel file or similar. The list will have relevant information needed to build teams (player name, league age, sex, school, school grade, address, previous team and playing level, friends request, manager request, Sunday availability, etc.). The Registrar will also provide specific direction on roster sizes based on the final number of players registered for that division (e.g., 4 teams with 12 players and 2 teams with 11 players)

The following process can be done on an Excel spreadsheet or any other software that you may find appropriate. The software should allow you to move the players' full record with all their information (as Excel allows you to do by moving around and/or copying/deleting rows). However, you should leave the original list from the Registrar untouched; your work should be in a separate document or spreadsheet page.

### **Completing Location and School Information**

Before you start putting teams together, you will need to complete all players' school or location information. Many players in our league are homeschooled or go to private school, so school information may be absent in the WSLL Registrar's list. Players in 5T and T-ball can be in preschool. To complete this information, use the player's addresses from the Registrar's list and put them into the [Fairfax County Public Schools Boundary Locator](http://boundary.fcps.edu/boundary/)(<http://boundary.fcps.edu/boundary/>) to link these players to the school that Fairfax County Public Schools would assign to their address. All players should have a school listed in the "school" column. You may list these updates as "Sangster (pre),"

“Orange Hunt (hs),” “St. Bernadette’s/West Springfield,” or another notation format you desire.

## **Building Teams**

As you construct teams, color-coding player information by team (start with the Manager’s player) can be a good way to start organizing the players. Begin building teams by using the following criteria in order of importance:

1. Managers – All teams start with the Manager and the Manager’s player (son(s) or daughter(s) of the Manager). These are the first player(s) on the team pre-rosters.
2. COR’s Team Request – Players of parents that specified that they have already agreed to serve as an assistant coach to a specific Manager.
3. Requests for Managers and/or with Manager’s player – All players that requested a particular Manager or requested to play with a Manager’s player.
4. Manager’s Player’s Friends Request – All players requested by Manager’s player to play with him/her.

At this point all your teams will usually have at least one player (the Manager’s child), and some may already have 5-8 players.

5. Other Friend Requests - Separate from your team pre-rosters (started with steps 1-4) start clustering players by other friend requests. These are friend requests that do not involve the Manager or the Manager’s player. Some of these clusters may link to an existing player(s) on a team pre-roster, in which case move those to the relevant team pre-roster. You will likely have other friend clusters that are not linked to a team yet.
6. Siblings – Add to your pool of friend clusters any pairs of siblings that may not yet be in a friend cluster.
7. Special Requests – flag special requests (not to play for a particular coach, a female player that wants to play with at least one other female player, etc.)
8. Schools –
  - a. Start clustering by school (Do not assign these school clusters to team pre-rosters yet). You are going to have some “re-clustering” by linking the friend and sibling clusters you previously made, with the school(s) they attend.
  - b. Multiple schools in a friend cluster will occur. Avoid breaking up friend clusters in order to do perfect school clusters. Specific friend requests take precedence. At this point every player should be on a team pre-roster or a cluster waiting to be added to a pre-roster, the exception being players that are the sole representative of their school and have no placement requests.
  - c. Start looking at the school of the Manager’s player that is already in a team pre-roster.

d. Do the easy school cluster to team pre-roster links. For example, if there is a cluster of five Cherry Run players and one pre-roster team with five players in which the manager's player is from Cherry Run, that would form a 10-player roster of mostly (or entirely) Cherry Run players, with space for up to two more players.

e. Place medium size school clusters (4 to 6 players) onto Team pre-rosters, preferably teams that don't have a large school cluster that may link to it.

f. Look at splitting the large school clusters. Any cluster bigger than 12 or more that has not been added to a team pre-roster will have to be split. Some clusters will have to be split in more than two sub-clusters in order to add them to team pre-rosters. When splitting school rosters avoid splitting friend clusters. It may take a few different splitting options depending on the team pre-roster spots available.

g. Place the school sub-clusters (medium or small size) on team pre-rosters that may link to Manager's player school.

h. Use the small clusters (2-3 players) and any "non-clustered" player to fill out the rest of the team pre-rosters.

9. Additional Criteria – If possible, while completing the pre-rosters with the last small clusters or non-clustered players, try to balance player distribution taking into consideration these secondary criteria.

a. Experience – Especially for levels 1A and above, previous playing experience information will be available. Try to avoid teams with very few or no players with previous experience at that playing level.

b. Age – Try to avoid disproportionately young or disproportionately old team rosters.

c. Sunday Availability - Try to avoid teams with a high number of players not available to play on Sundays.

d. Female Players – Try to avoid multiple teams with only one female player. Four teams with two female players are better than eight teams with one female player.

e. School Location proximity - You can put together clusters related to neighboring schools, such as putting Kings Park players with Cardinal Forest players to add to the connections of these small clusters/single players with the rest of their team.

## Team Building Example (12 player roster)

- James Craig is managing the 1A Rangers. Jack is Coach Craig's son (Criteria 1).
- Ben Rivers has requested to be COR to James Craig's team.
- Milly is Coach Rivers' daughter (Criteria 2).
- Jack requested Xavier on his team (Criteria 3).
- Peter and Samantha requested to play with Jack (Criteria 4).
- Halim asked to play for Coach Craig (Criteria 4).

At this point there are six players on the Rangers.

- Stewart asked to play with Samantha (Criteria 5) and becomes the seventh player to join the Rangers pre-roster.
- Jack goes to Middleton ES. There is a cluster of six players (Criteria 8.a) from Middleton ES that has not been assigned to a team pre-roster. Of that cluster of six players, three are in a friend cluster and three had no team placement request. Because the Rangers are currently at seven players in the pre-roster, all six players in the Middleton ES cluster cannot join the Rangers. It is not advisable to add five from the cluster to the Rangers and send one Middleton ES player to another team. It is best is to place three of the six (either the friends cluster or the three without placement requests) on the Rangers and have the rest form a Middleton ES sub-cluster of three to add to another team.

## Going Over Your Work

Once all pre-roster teams are set, evaluate each team by revising the player's requests to make sure there is no unfulfilled request that could have been fulfilled. There will be situations where some requests may only be partially fulfilled, or not possible to fulfill at all.

This is also a good time to review the average age and grade for each team to determine if they are relatively balanced. If there are substantive imbalances, pursue adjustments but only if it can be done without significant disruption to requests or school alignments.

***\*\*\*Special rule for Fall season Majors level – If a spring season Majors Manager decides to manage a Majors Fall ball team, upon request he/she shall have priority for having his/her existing spring Majors team players assigned to his/her fall Majors team. This special rule only applies after criteria 1, 2 and 3 (listed above) have been applied, and cannot be in conflict with criteria 1, 2 and 3.***

# APPENDIX E

## **West Springfield Little League Youth Umpire Independent Contractor Agreement**

**This Independent Contractor Agreement is made effective as of the date signed below, by and between West Springfield Little League (WSLL) and the Youth Umpire named below, in exchange for the opportunity to umpire games for WSLL.**

1. In connection with my umpiring games and assisting in any training I undertake or training I might agree to assist with, I agree that I am an independent contractor and not an employee or agent of WSLL. That means, I have the right to set my own schedule, i.e., accept or reject games at my sole discretion, and am free to umpire for other leagues and assignors, realizing that once I have accepted a game, I should provide reasonable notice if I cannot attend so WSLL can find a substitute and give others the opportunity to umpire that game.
2. My independent status means that I am not entitled to any benefits normally associated with employer/employee relationship. Accordingly, with the exception of standard umpire safety equipment I borrow and return to WSLL, either directly or indirectly, I will pay any expenses involved in umpiring and be responsible for any Social Security, federal, state, or any other payroll taxes. If my WSLL-paid fees require it, WSLL will provide me with any standard Forms required by the IRS (i.e., IRS Form 1099).
3. I understand that for any game I decide to accept, I will act responsibly and umpire the game to the best of my ability according to the Little League Rules, WSLL Local Rules, and procedures adopted by Little League.
4. I understand that WSLL is not required to assign me any particular number or types of games and when given the opportunity to self-assign.
5. I understand I will be entitled to a full game fee if a game I am assigned to starts, and a half-game fee if I arrive at the park for a game and it is cancelled before the game begins, and I did not know it had been cancelled before arriving at the park, as long as I made a



reasonable effort to find out whether the game had been cancelled. The fee schedule is outlined on the WSLI website.

6. I understand in order to be paid, I must ensure that any post-game report indicates that the game has been played. In Arbiter, that means when the red R appears next to my game, I will open that link and submit the required report. If I don't have the red R, I will discuss that with my partner if one is assigned to remind the partner to do so. At the end of a season, I will submit a completed invoice prescribed by WSLI that lists the games I umpired. The invoice will be submitted to the contact designated by the Umpire in Chief by the dates outlined on the WSLI web site, using the fee schedule on the web site.

7. I understand that umpiring may be dangerous, and assume the risk associated with such activity, and I will not apply for any assignment I do not feel safe performing. I also will be responsible for providing my own liability insurance and accident/medical insurance.

8. In consideration for the opportunity to be assigned umpiring assignments from WSLI, I hereby release, to the maximum extent permitted by law, WSLI and its officers, training staff and administrators, managers, coaches, players, and umpires from any and all claims, expenses, costs, and damages arising out of my umpiring, including any injury or harm I may incur while umpiring,

9. I and my parent or legal guardian agree to this, affix our signatures below, and hereby submit this agreement and a completed W-9 form to WSLI's Treasurer at [schneids3@hotmail.com](mailto:schneids3@hotmail.com) or WSLI, PO Box 2563, Springfield, VA 22152.

10. This agreement will become effective on the signed date below and will continue in full force and effect until terminated by either party. In the event the Youth Umpire wishes to terminate this agreement and has an assignment pending, the Youth Umpire shall provide 3 days' written notice to WSLI. WSLI may terminate this agreement at any time, by providing written notice, effective immediately.

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<b>(Youth Umpire - Printed Name)</b>	<b>Signature</b>	<b>Date</b>
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<b>(Parent or Guardian - Printed Name)</b>	<b>Signature</b>	<b>Date</b>
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**Home Address, Phone Number, and Date of Birth of Youth Umpire:**

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# **APPENDIX G**

## **Sample Fall Ball Rules Tailored Annually**

### **REGULATIONS OF SPRINGFIELD FALL BASEBALL LEAGUE (SFBL)**

#### **I. Purpose**

Springfield-South County Fall Baseball League (“League”) is a Little League Incorporated, District 9 interleague playing arrangement of Central Springfield Little League (CSLL), West Springfield Little League (WSLL), and South County Little League (SCLL) (“Participating Leagues”). Its purpose is to provide a fall baseball season that emphasizes training and development for children registered with one of the Leagues in an environment of friendly competition.

#### **II. League Structure**

##### **A. Board of Directors**

1. The league will be overseen by a board of directors, which will consist of the Presidents of each league or their designees.

##### **B. Divisions/Teams**

1. At the beginning of each season, SFBL will determine which divisions of play will be offered. Potential divisions are T-Ball, 1A (machine pitch), AA (kid pitch), AAA (intermediate kid pitch), Majors (most skilled kid-pitch); and Intermediate (11-13);
2. Depending upon registration, volunteers, and facilities, each Participating League will determine whether and how many teams to enter at each division; and
3. Teams are registered, selected, and managed by their Participating League.

##### **C. Commissioners**

1. Each league will appoint a Fall Ball Commissioner, who will be responsible for the day to day running of SFBL;

2. Commissioners may agree among themselves to allocate primary responsibility for management of the divisions of play; and

3. A Commissioner is responsible for:

a. the day-to-day operation of his or her division (including any necessary league-associated training and information distribution, reporting of scores, managing makeups, disciplinary problems, and questions regarding division-specific issues);

b. monitoring division-level issues and resolving issues that can be resolved between participants;

c. recommending rules or rule changes, and keeping the board advised of league developments and matters of league-wide importance;

d. coordinating with his or her counterparts in the other Participating Leagues;

e. participating Leagues may appoint League Directors for individual playing levels who will assist their commissioners by carrying out the functions of the Commissioner within the director's level; and

f. reporting games for their teams that need to be rescheduled to the League Game Re-scheduler.

#### **D. Managers/Coaches and other Volunteers**

1. Managers and Coaches and other needed volunteers will be assigned by their Participating League;

2. The Participating League is responsible for ensuring that the managers, coaches and other volunteers have met the volunteer requirements of Little League Baseball; and

3. Each league will furnish the scheduler with manager contact information (phone, email) in a format provided by the league scheduler.

#### **E. Umpires**

1. Each Participating League will appoint a league Umpire in Charge (UIC);

2. The Participating League UICs will:
  - a. assist their league's teams in the scheduling of umpires;
  - b. receive reports of protests, monitor umpiring issues, recommend rules or rule changes, and keep their Presidents advised of league developments and matters of league-wide importance;
  - c. confer regularly to discuss league level issues to ensure consistency of approach and to ensure that umpiring responsibilities are being met.
3. The Participating League UICs may agree amongst themselves to appoint a SFBL umpire coordinator and UICs for each level.

### **III. Game Scheduling**

#### **A. Inclement Weather Procedure**

1. For games for which weather appears to threaten the beginning of a game, inclement weather messages will be posted as follows by 4 pm on week days and as needed on weekends:
  - a. For games scheduled at CSLL Fields, check CSLL.org and their Facebook page.
  - b. For games scheduled at Byron Avenue Fields and Burke Center Field (Fenway), please check the WSLI website at [www.wslibaseball.net](http://www.wslibaseball.net).
  - c. For games scheduled at Lower Potomac Park please check the SCLI website at <https://www.scllva.org/> and Facebook page at <https://www.facebook.com/scllva>
  - d. When the field closure lines have not been updated or are inconclusive for any reason, the manager from the team from the host LEAGUE, after consulting with the visiting team manager, will decide whether to call the game. If a host league team is not involved in the game, the home team manager, after consulting with the visiting team manager, will decide whether to call the game.
2. For any field closure, the home team manager will call the visiting team manager to ensure that both teams are acting on the same information.
3. For any cancelled game, both managers will notify their League Commissioner and the SFBL Scheduler within 24 hours.

## **IV. Game Re-Scheduling**

### **A. Ended due to Time Limit**

1. Games that are ended due to a time limit are considered regulation games, and will not be continued or replayed.

### **B. Cancelled before they began**

1. Games that were cancelled before they began, or were called before they became a regulation game will be rescheduled, subject to the availability of fields, as determined by the SFBL Scheduler.

### **C. Completed at least one complete inning**

1. If a game is called before it has become a regulation game, it shall be resumed exactly where it left off.

### **D. The Scheduler**

1. The Scheduler is responsible for rescheduling any games requiring rescheduling. The Scheduler may appoint an assistant to be responsible for rescheduling games.

### **E. Rescheduled or Continued Games**

1. Rescheduled or continued games will primarily be rescheduled on Sundays and Mondays. Thus, a game rained out on Saturday may be rescheduled for the very next day (Sunday). It is imperative that the SFBL Scheduler be apprised immediately of cancellations, so that teams have time to inform their parents of the makeup date. The Scheduler will endeavor to avoid scheduling games before noon on Sundays, but may be required to do so, depending upon the amount of daylight or availability of lighted fields.

## **V. Game Administration**

### **A. Managers**

1. Nothing is more frustrating than when teams do not arrive on time for games. Causes can include being mistaken about game time, not being familiar with field location and traffic conditions, and not having enough players. Experience shows that the possibility of this happening is increased when games are scheduled between Participating Leagues.

2. Accordingly, at least 24 hours before game time, when teams from different leagues are playing, the host or home team manager is expected to confirm with the

visiting team manager the time and place of the scheduled game and resolve any questions about applicable rules.

3. The league expects this practice will increase league camaraderie and promote the orderly conduct of the games.

## **B. Umpires**

1. The host league is responsible for providing both the plate and field umpires for games played on their fields.

2. UICs are available to help meet these obligations, but not all leagues maintain a roster of volunteers for levels below AA and there are relatively few volunteers to umpire AA games. Thus, it will not be unusual for managers at those levels to have to appoint umpires.

3. At A and T Ball, teams provide their own umpires who may stand behind the mound.

4. If an umpire is not available for a game at any level, a person(s) from the stands should be ready to umpire.

5. Umpires will umpire from behind home plate with suitable protection. If the manager must obtain a volunteer from among team parents or fans, the volunteer will have the option of umpiring from behind the pitcher.

## **C. Game Preliminaries and Postliminaries**

1. Each team will provide one baseball to the home plate umpire at the beginning of the game. The home team will furnish an additional ball to the starting pitcher.

2. The home team shall occupy the 1st base dugout and the visiting team shall occupy the 3<sup>rd</sup> base dugout, unless the host league has designated the dugouts otherwise.

3. The Little League Pledge is not required before a game.

4. The host league will be responsible for preparing the field and ensuring bases are present, when one of the teams is from the home league. If a team from the home organization is not involved in the game, or if both teams are from the host league,

the home team will assume these responsibilities. (Note: For 1A games, the visiting team is responsible for setting up and taking down the pitching machine.)

5. The host *league* will drag or provide whatever post-game field care is required by the local jurisdiction, to include securing bases and dragging the field, when one of the teams is from the home league. If a team from the host league is not involved in the game, or if both teams are from the host league, the home *team* will assume these responsibilities. The visiting team is responsible for cleaning out its dugout and for emptying any trash cans located on its side of the field.

#### **D. Player Participation - ALL LEVELS**

1. Each team must field at least 8 players to start a game (T-ball minimum is 5 players.)

a. If a team has fewer than 8 players, it may borrow players, as described in D.3, below.

b. If fewer than 8 are available, the teams may agree to hold a clinic or play a controlled scrimmage, and the umpires are not obligated to continue.

2. A player will not sit two consecutive innings on the bench, and no players shall sit a second inning on the bench until all players have sat one inning - with the exception of the starting pitcher and any substitute pitcher who enters in the first inning, who are exempt from this rule, until the defensive inning following the one in which he or she was removed as a pitcher.

3. A team may borrow one or more players in order to field 9 defensive players but can play with 8 players (see D1 above). The borrowed player(s) must be from the same league and division (i.e., no call ups from lower playing levels) and bat at the bottom of the order.

4. A team may not increase the number of players on their team to exceed 10 players when borrowing players.

5. Game Lineups

a. The batting order shall consist of all players present at the beginning of the game (i.e., the beginning of the plate conference).

b. Late arrivals shall be added to the bottom of the order.

c. Missed batting opportunities shall not be made up.



d. The initial batting order for each game shall not be changed at any time during the game, even when players are substituted defensively or are shifted from position to position.

### **E. Pitching Limits**

1. At Majors and below, pitchers will pitch a maximum of nine outs per game or pitch limits defined by Little League baseball (see section V.I.1.i below), whichever comes first.

### **F. Time and Inning Limits**

1. Any game that reaches its time limit is a regulation game.

2. For Majors and below, no inning will start after 1 hour and 45 minutes from the scheduled game time, unless the start of the game was delayed by a previous game, or by weather, in which case the end of the previous game or end of the weather condition, as declared by the umpire, plus 15 minutes will be considered the start time.

3. If the time limit has not been reached, for Majors and below, a regulation game is 3 innings, 2.5, with the home team ahead.

### **G. Protests**

1. If either team protests an umpire's ruling on a matter involving the interpretation of a rule (no protests are allowed concerning umpire judgment), the protest will be referred to the plate umpire, who will discuss the matter with any other game umpire, and rule on the protest.

2. The ruling of the home plate umpire is final and the game will recommence immediately thereafter. However, for training and league development purposes, the home plate umpire will report any protests resolved against a protestor (both teams may protest) to the plate umpire's Participating League's UIC, who will advise his counterparts in the other leagues and his league's President, who will advise his counterparts in the other leagues.

### **H. Records/Standings**

1. SFBL will not maintain won-loss records or official standings.

## I. Playing Rules

1. THROWING THE BAT: When a batter throws a bat during a swing, said batter shall be officially warned by the plate umpire not to throw his/her bat again. The plate umpire will inform the player's manager and the official scorekeeper of such warning. After a subsequent bat-throwing incident by the same player, the offending player shall be removed from the batting order but may play in the field and may serve as a special pinch runner. The player will not be assessed with an Out, unless the result of his/her swing or thrown bat is an Out (strike-out, fly out, interference, etc.). If the removed player is still up to bat, the next batter in the batting order will come to the plate and assume the removed player's count. Removal allows the player to play in the next scheduled game without the penalties associated with ejection.

2. Unless specified in these rules, SFBL will adhere to the Playing Rules of Little League Baseball (Green Book). For managers' convenience, the following general rules of recurring interest are noted:

- a. No on-deck batter will be allowed at Majors and below except for the first batter of the inning.
- b. Batting donuts are not permitted.
- c. Batboys/batgirls are not permitted.
- d. A runner is out on a headfirst slide at Majors and below, except when returning to a base. *The ball is live.*
- e. For Majors and below, pitchers once removed from the mound may not return as pitchers.
- f. For Majors and below, there are no balks. Rule 8.05 penalizes balk-like moves as an illegal pitch (the award of a ball), subject to exceptions. See level-specific playing rules for application of the illegal pitch rule.
- g. For the Majors and above, a pitcher must be removed on the second visit of an inning or third of a game to him or her. See Rule 8.06 for limitations on visiting during the same batter.
- h. Any player who has played the position of catcher in 4 or more innings in a game, is not eligible to pitch on that calendar day. Any pitcher who throws 41 or

more pitches in a game may not play the position of catcher for the remainder of the day.

<b>League Age:</b>	<b>Number of Pitches per day:</b>
<b>13 - 16</b>	95
<b>11 - 12</b>	85
<b>9 - 10</b>	75
<b>7 - 8</b>	50

i. The numbers of pitches thrown affects when a player must leave the game, how much rest must be had before the next pitching appearance, and whether days of rest must be observed. The manager must remove the pitcher when said pitcher reaches the limit for his/her age group, as defined in Section V.E. above and as noted below, but the pitcher may remain in the game at another position.

<b>Number of Pitches</b>	<b>Days of Rest**</b>
<b>1 - 20</b>	0
<b>21 - 35</b>	1
<b>36 - 50</b>	2
<b>51 - 65</b>	3
<b>66 and above</b>	4

*\*\* Hours of the day are not considered. Thus, if a pitcher pitches on Wednesday and requires two days rest, s/he may not pitch again until Saturday.*

## **J. Special SFBL Speed-Up Rules**

1. Managers or coaches **must not** warm up a pitcher at home plate or anywhere else. **Any** player warming up a pitcher at home plate shall wear a mask, regardless of whether they assume a crouched position.
2. If the catcher is on base and there are two outs, or if the catcher's team has scored one short of the maximum number of runs for that inning (e.g., three runs, if the maximum is four), the player who made the last out may be substituted as a runner for the catcher.

## **K. Fake Bunt/Swing Rule**

1. At all levels of play, a batter is out for illegal action when he/she holds the bat over the plate as if to bunt and then swings. If the batter does not bunt, a strike or ball (or hit batter) will be declared regardless of whether the batter pulls the bat back.

## **L. Special Majors Level Playing Rules**

1. Teams are limited to 4 runs per inning including the inning *declared* the final inning by the umpire. If a homerun is hit and the total runs batted in exceed the limit of 4 runs, only 4 runs will be counted.
2. If a team cannot catch up in the final inning, the game *MAY* continue for training purposes if both managers agree to continue play *and the time limit has not been reached*. However, the maximum run rule still applies and the umpires are not expected to remain.
3. The umpire will warn each pitcher once before applying the Illegal Pitch Rule, and then apply the rule even if the subsequent illegal pitch involves a different violation.
4. The dropped 3<sup>rd</sup> strike and Infield Fly Rule will both apply.

## **M. Special AAA Level Playing Rules**

1. Teams are limited to 4 runs per inning, including the inning *declared* the final inning by the umpire. If a homerun is hit and the total runs batted in exceed the limit of 4 runs, only 4 runs will be counted.

2. If a team cannot catch up in the final inning, the game MAY continue for training purposes if both managers agree to continue play *and the time limit has not been reached*. However, the maximum run rule still applies and the umpires are not expected to remain.
3. When pitchers violate the Illegal Pitch Rule, the umpire will explain the violation, but assess no penalty.
4. The dropped 3<sup>rd</sup> strike rule will not apply.
5. The Infield Fly Rule will apply.

## **N. Special AA Level Playing Rules**

1. Teams are limited to 3 runs per inning including the inning *declared* the final inning by the umpire.
2. If a team cannot catch up in the final inning, the game MAY continue for training purposes if both managers agree to continue play *and the time limit has not been reached*. However, the maximum rule still applies and the umpires are not expected to remain.
3. The Dropped 3<sup>rd</sup> Strike and Infield Fly Rule will not apply.
4. Base Stealing
  - a. Runners may only advance one base on a passed ball or wild pitch per batter
  - b. Delayed stealing (stealing a base on the throw back to the pitcher) is not permitted.
  - c. When a batter is awarded first base (for a walk, hit by pitch, or other award), the batter/runner may not advance beyond first base (e.g., may not steal second base before the next pitch is thrown).
  - d. A runner on 3B (R3) at the time of the pitch may not advance to home, EXCEPT on a batted ball or when forced home due to a walk, hit-by-pitcher, or other award (e.g., catcher's interference). Note that this rule only applies to a runner on third base at the time of the pitch and not to runners on 1B (R1) or 2B (R2) at the time of the pitch.

*i. **Exception.*** If R3 attempts to advance (steal home) in violation of this rule, R3 is liable to be put out. Thus, if R3 is put out, R3 is out; otherwise R3 must return to 3B. No other runners may advance on the play on R3.

e. A baserunner may steal only one base per at-bat. If the runner attempts to take an extra base in violation of that rule, the runner is liable to be put out. Thus, if the runner is put out, the out stands. Otherwise, the runner will be returned to the rightful base.

f. A base runner may advance one base on a defensive miss play (e.g., error, wild throw, etc.) per batted ball.

g. A baserunner may attempt to steal on any pitch (i.e., caught pitch, wild pitch, passed ball, or dropped pitch) if the baserunner has not stolen a base during the current at-bat (rule c above) and the potential stolen base is not home plate (rule b above).

5. **Illegal Pitches.** When pitchers violate the Illegal Pitch Rule, the umpire will signal a dead ball and explain the violation, but assess no further penalty.

6. **No Walk Rule.** If both managers agree beforehand (generally because they anticipate weak pitching):

a. Throughout the season, if a batter receives 4 balls, instead of taking a base on balls, the manager or coach will place a Tee at the plate and place a ball on the Tee for the batter.

b. When ball four is pitched, the ball will remain live until all play resulting from that pitch has concluded, at which point the umpire shall declare "time." During the ensuing hitting from the Tee, the ball will remain dead, until the batter hits the ball fair.

c. The batter will be entitled to as many swings as needed from the Tee as needed to put the ball in-play. During the Tee portion of the at bat, the pitcher may stand on the pitcher's plate or up to approximately three feet behind it. 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.

d. Once the batter puts the ball in play, the manager or coach will remove the Tee. In doing so, the manager or coach must avoid any interference with the catcher attempting to make a play on the ball.

e. After an at bat using the Tee is completed, the umpire/coach will place the Tee next to the fence. If during an ensuing play the ball hits the Tee it will remain a "live ball."

7. To encourage managers to focus on player development, two coaches are allowed on the field with the defensive team and one additional bench coach is permitted in the dugout.

## **O. Special 1A Level Playing Rules**

1. Teams are limited to 3 runs per inning including the inning *declared* the final inning by the umpire.

2. If a team cannot catch up in the final inning, the game MAY continue for training purposes if both managers agree to continue play and the time limit has not been reached. However, the maximum rule still applies.

3. To encourage managers to focus on player development, two coaches are allowed on the field with the defensive team and one additional bench coach is permitted in the dugout Up to 10 players shall play on defense, including 4 outfielders (if available).

4. An outfielder may not enter the infield to make a play. For example: with a runner on first, if the ball is hit to the CF, the CF may not step onto the infield dirt to glove the ball or tag the runner in the infield. The CF may throw directly to 1<sup>st</sup> or 2<sup>nd</sup> for a forced out. This is to discourage outfielders from encroaching on infielders' plays.

5. A player may not play more than two innings at pitcher and first base combined in one game.

6. The Infield Fly rule will not apply.

7. Pitching and Batting. The host **LEAGUE**, not home team, may elect whether to use coach pitch or a machine, if one is available. However, the decision to use one or the other will apply to both teams for the duration of the game (no changing back and forth), unless the machine become inoperable. If a team from the home league is not

involved in the game, the home team will select, subject to equipment availability. The league recommends the pitching machine be set at about 36 miles per hour.

a. In each at bat against a machine, a batter will be up to bat for three strikes (called or missed swings). Balls will not be counted and walks will not be awarded. Also, no batter may be awarded first base by being hit by a pitched ball from the machine.

b. When a machine is used, the ball will be placed in the machine by an adult coach of the offensive team.

c. If a batted ball hits the pitching machine or ball feeder, the ball is dead and all runners, including the batter-runner, advance one base from where they were at the time of the pitch.

d. The player at the pitcher's position must stand off the mound and behind a line running through the pitching machine (or coach pitcher) and perpendicular to the flight of the pitched ball. The pitcher is not required to wear a helmet, but may elect to do so.

e. A batter may not bunt.

8. Base Stealing. A runner may steal third only.

a. Because of the pitching machine's location, a runner may not advance to second base unless the batter hits the ball. On an unsuccessful attempted put out of a runner stealing third, the ball shall be dead and the runner shall not be entitled to advance.

b. No stealing home. A runner on 3B at the time of the pitch, may advance only on a batted ball or when forced by an award (e.g., bases-loaded hit batter).

## **P. Special T-Ball Rules**

1. A regulation game will be 3 innings, and no inning will start after 1 hour and 20 minutes.

2. An inning is complete when all players present have batted.

3. Up to 10 players shall play on defense, including 4 outfielders, if available.



4. To encourage managers to focus on player development, two coaches are allowed on the field with the defensive team and one additional bench coach is permitted in the dugout. An outfielder may not enter the infield to make a play. For example: with a runner on first, if the ball is hit to the CF, the CF may not step onto the infield dirt to glove the ball or tag the runner in the infield. The CF may throw directly to 1st or 2nd for a forced out. This is to discourage outfielders from encroaching on infielders' plays.

5. A player may not play more than two innings at pitcher and first base combined in one game.

## **VI. Disciplining Players, Coaches and Fans**

A. Umpires should consider a warning for any offense not involving physical violence, foul language, or insults directed at the umpire or other game participants or fans.

B. Umpires may restrict coaches, managers and players to their benches in lieu of an ejection.

C. Within 24 hours of ejecting anyone from the game, the plate umpire will report the ejection, including its circumstances and witnesses, to the President and UIC of the ejected person's Participating League, who will advise his counterparts in the other leagues.

D. Upon receiving such a report, by a majority vote of its member, the BOD may impose other penalties to include reprimands, game suspensions or season suspensions.

E. Before imposing any penalty, the BOD must inform the accused person of the charge involved and afford him or her the opportunity to rebut that charge or offer evidence in mitigation.

F. Little League rule 4.07c, which requires a next-game suspension for an ejection applies.

## **VII. Contact List**

<b>League</b>	<b>Name</b>	<b>Email Address</b>
<b>Central Springfield</b>	Marc Dolphin	marcdolphin@yahoo.com

<b>West Springfield</b>	Mike Warbel	mwarbel@gmail.com
<b>South County</b>	John Corley	president@scllva.org

## VIII. Field Directions

A. **WSLL Fields** - Directions/maps to WSLL fields are on the WSLL Web site (<http://www.wsllbaseball.net/Site/About-Us/Field-Locations>)

WSLL Fields - Byron Avenue Park is located at 6500 Byron Avenue, Springfield, VA 22150. The fields at this park are named Wrigley, Yankee, Ebbets, Monaco and Phillips. Fenway is located at the Burke School, 9645 Burke Lake Road (corner of Lee Chapel Road and Burke Lake Road).

B. **CSLL Fields** - Games played at Central Springfield are at Trailside Park (specific fields are referred to as CSLL 1, CSLL 2, etc.), north of Springfield Mall. From the mall, go North on FRONTIER DR. [Springfield Mall will be on your left]. Continue through the series of traffic lights, crossing Franconia Road. Turn LEFT onto BOWIE DR. Turn RIGHT onto TRAILSIDE DR. See csll.org for map.

C. **SCLL Fields** – Lower Potomac Fields are located at 9519 Richmond Hwy, Lorton, VA 22079.

# APPENDIX H

## **BOD POSITION DESCRIPTIONS**

### EXECUTIVE COMMITTEE

#### President

Responsible for overall WSLL operations. Recruits officer and volunteers. Ensures board and volunteer positions are properly staffed. Establishes priorities and general policies. Principal liaison to membership, county agencies, Little League, Inc., District 9 and other groups affecting or interested in WSLL operations. Appoints managers and coaches with approval of BOD. Chairs executive committee and board meetings. Fulfills other responsibilities set forth in Little League regulations and Operating Manual.

#### Executive Vice President

Assists the president in performing his duties, including taking primary oversight responsibility for assigned areas of operations, as assigned by the president. Coordinating Executive officer for fall baseball. Acts in president's stead when s/he is absent or unable to fulfill his or her duties.

Also serves as:

#### **Fall Ball Commissioner**

Solicits and recommends managers and league directors, subject to approval of **President**; collects player and manager evaluations; disseminates and collects information to/from teams; coordinates with Fall League scheduler and WSLL Fall Umpire; supervises league directors, **who form teams**; manages WSLL's day to day interests and responsibilities and coordinates with counterparts in participating leagues in such matters; advises Fall Ball committee and responsible WSLL executive officer concerning operational issues and recommendations. Baseball Operations may fulfill this role personally.

#### **Fall Ball Committee**

Acts as League Directors and assists the Fall Ball commissioner in fulfilling his/her tasks. See Administrative Policy for Fall Ball rules and travel team policies. This committee has responsibility described therein.

## **Secretary**

Takes meeting minutes; manages correspondence with LL HQ/D9; maintains official files, including charter, articles of incorporation, personnel files, constitution, bylaws and league-level correspondence; ensures compliance with league retention policy; administers elections and General Membership Meetings; plans and maintains annual event schedule; serves as single point of contact for school reservations; 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**; distributes necessary documents; oversees annual league history update. Fulfills other responsibilities set forth in Little League regulations and Operating Manual. Issues event schedule and space reservation, recruitment of members, conduct of election, and old file review.

Also serves as:

### **Membership Committee Chief.**

Fulfills constitutional responsibilities of membership committee – ensures board members and others are notified of board nomination deadlines, advertises and solicits board applications; **manages election at Annual General Meeting**; notifies board members of officer elections and assembles slate of interested nominees; assists President in compiling slate of Presidentially-appointed officers.

### **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.

## **Treasurer**

Maintains billing files; develops budget and issues monthly statements; maintains tax exempt status letter with State of Virginia and provides to vendors; arranges for annual audit and cooperates with auditor; oversees league banking operations; prepares tax-related forms; sends required financial statements to Little League; issues volunteer refunds in concert with board members responsible for supervising volunteers. Collects and distributes league mail from P.O. Box. Fulfills other responsibilities set forth in Little League regulations and Operating Manual.

Also serves as:

### **Contract Advisor**

Develops standard policies and, in conjunction with affected committee managers, manages major WSLI procurements (i.e., those that must be approved by the Board

or Executive Committee). Develops standard clauses for contracts, where suitable, acts as a central point of contact for vendors interested in doing business with WSL, 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.

### **Audit Committee Chairman**

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

### **Player Agent**

Maintains player information; works with Communications Director to develop/maintain on-line registration media (SSU Play), advises players concerning appropriate level of play; overseas draft; responsible for registration of players and forwarding of player, team, and official coaches names to LLHQ; disperses names of minor-league players (A, T-Ball, and 5T) to league directors forming teams; supervises preparation of tryout composite; conducts Majors, AAA, and AA league drafts and furnishes managers with suitable draft materials; overseas in-season player releases, call-ups and player discipline; manages all-star player selection process; ensures collection of player evaluations. Works with Communications Director to post electronic scoring media for tryouts and end-of-season player evaluations. Fulfills other responsibilities set forth in Little League regulations and Operating Manual.

### **Player Agent - Assistant**

Assists the Player Agent as needed to fulfil his/her duties.

Also responsible for:

### **All Star Selection Committee (8-10 and 9-11 teams)**

Part of the 8-10 and 9-10 All-star team selections is done by a selection committee. The Player Agent will solicit interest and determine the membership of the committees. There are separate committees for each league. 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. Details of selection are in the Gray Book.

### **Player Evaluations**

Works with the Player Agent and Baseball Operations Director to develop and maintain tryout and end of season evaluations. Ensures Communications Director develops “back-end” systems for use.

### **Safety Officer**

Submits annual safety plan to District 9; remains abreast of Little League developments and keep managers informed of safety developments; obtains and forwards accident reports. Analyzes/proposes/procures appropriate insurance (may recruit insurance or consult with insurance expert). Keeps members informed about insurance program. Ensures collection of volunteer forms through league vice presidents; conducts or contract for background investigations. Before the first game of the season, reports to President that all required forms have been submitted (or identifies those missing) and their results. Presents Safety Awareness Program to all managers before season begins; Fulfills other responsibilities set forth in Little League regulations and Operating Manual.

### **Schedule Director**

Advises Board of WSSL scheduling policy and modifications and applies that policy to devising game schedules for all teams. Creates regular season game schedules, reschedules games as necessary, develops post season championship tournament brackets and schedules, works with web site manager to ensure game schedules and results are posted on web site.

### **VP Baseball Operations \*\***

Supervises baseball operations, using the Vice President and League Director chain of command. Acts as 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 League Directors. Chairs manager selection committee. Leads manager selection board meeting, by presenting slates for approval. Provides baseball operations official to act as voting member of rules committee. Works with Scheduler to develop scheduling policy, with approval of executive committee, including playoff format, and interleague games, and manages league scheduler. 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.). Manages manager evaluation program, ensuring managers and parents are advised of its details, that evaluations are fair, complete, and confidential, and that managers are promptly provided standardized written feedback concerning their evaluations. Provides baseball operations official to sit on training committee. Solicits nominations for All-Star team managers and conducts voting for manager.

Provides oversight for:

**League Directors** (one assigned to each league). Before season: interviews, recommends managers to manager selection committee; at 5T, T-Ball, A, AA and AAA, forms teams at 5T, T-Ball and A levels according to league policy; and conducts manager training concerning administrative and how to succeed as a manager topics germane to that 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 evaluation system, relations with the league director. During 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. Coordinates with training director to provide playing-level suitable training to managers. In season, ensures that managers post scores to the Web site and post standings during the season. Advises board on issues and rule changes suggestions applicable to their level.

### **Training Director**

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; develops and coordinates use of coaches committee to serve as advisors to managers; coordinates with league directors 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 WSL-owned training equipment.

### **Training assistant (2)**

Assists the Training director as needed.

### **Baseball Operations - Assistant**

Assists the Baseball Operations Director as needed.

## **VP Fields and Facilities \*\***

Responsible for Byron above-ground structures, including upgrading maintenance, security (including all aspects of security system operation), and access to all man-made facilities at Byron, including Snack Bar, equipment shed, scoreboards, score towers, dugouts, trailers, boxes, and locks; as well as sprinkler system. Recruits and supervises field and facilities managers. Prepares and manages related plans and budget, including those regarding field/facilities improvements, and maintenance. Sets a work schedule for pre-season field preparation, identifies contracting and equipment needs for field tools and material, and best value contracts to executive committee and board. Manages contracts. Acts as primary liaison to county, and contractors. Identifies fields, acquires field permits, remains abreast of opportunities for improving or acquiring improved fields through the County. Responsible for annual inventory and up-keep of tractors, groomers, pitching machines, and generators. Reviews procedures for team field maintenance responsibilities in Gray Book, and training for team managers regarding their field responsibilities. Coordinates with Communications Director and Volunteer Coordinator postings on web site for volunteers to do field work to earn volunteer fee.

**Byron Complex Manager** – responsible for monitoring the condition of the field and making recommendations for improvements. Works with League Directors to designate special work days for managers to assist in field maintenance during the season when needed. Handles additional duties as assigned.

**Fenway Field at Burke School Field Manager**. Responsible for overall maintenance and development of Fenway Field at Burke Center. Defines field material and labor requirements; coordinates procuring and managing material and labor requirements with Vice President, Fields & Facilities. Responsible for above-ground structures, including upgrading maintenance, security (including all aspects of security system operation), and access to all man-made facilities at Fenway, including Snack Bar, equipment shed, scoreboards, score towers, dugouts, trailers, boxes, and locks; as well as sprinkler system. Establishes and maintains positive relationship with school and Burke Athletic Club; primarily responsible for developing, monitoring, and following MOU with BAC.

**Off-Site Game Fields Manager** Responsible for establishing relationships with school officials, defining and executing WSL field maintenance programs, including defining and managing stocking field material and labor requirements.

**\*\* Only VP serve on Executive Committee**



## **OTHER BOARD POSITIONS/COMMITTEES**

### **All-Star Coordinator**

Develops and manages an all-star timeline and acts as resource to ensure all preselection functions and post-selection coordination with District 9 is completed and that the teams are properly outfitted, equipped, and receive team pictures. These duties include publicizing the all-star process, briefing the board on all-star status and upcoming events, ensuring that scouting-team appointments, coach nominations and selections, and all-star balloting are scheduled and performed by the responsible parties, and that all-star commitment forms are collected. Attends District 9 all-star meetings and acts as a liaison between WSLL all-star teams to ensure WSLL receives and provides all necessary all-star information in a coordinated, orderly fashion. Advises teams concerning uniform, equipment, and picture activities. Once 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.

#### **All-Star Coordinator Assistant**

Assists the All-Star Coordinator as needed.

### **All-Star Tournament Host (when hosting)**

Works with the District 9 Administrator regarding the format of the tournament; advertises and recruits scorekeepers, announcers, pitch counters, field crews, gray hats and others as needed to ensure a successful tournament.

### **ByronFest & Special Events Chairman**

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. This position can be split into two positions, one for Byronfest and one for other Special Events.

**Skills Competition Chairman** - Organizes all events including date and time with game scheduler, determines events, negotiates with vendors as needed, determines staffing needed and recruits as needed, advertises event.

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

Explore feasibility of major capital improvements for the league including but not limited to batting nets and portable mounds, to larger projects like dugouts and backstops and fixing/maintaining the sprinkler system. Additionally, this Committee

will start work toward the long-term goal of constructing a new, multi-purpose building at the Park and other Capital Improvements.

### **Closing Ceremonies Chairman**

In conjunction with Trophy Director, installs and tests public address system, designs one or more program 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.

### **Communications & Technology Director**

Recruits and supervises board members to provide major communication services. Oversees development of schedules, policies, plans, and contractual arrangements pertaining to the league's communication needs to ensure efficient and effective communication. Works with Volunteer Coordinator and Chief Umpire to create and post electronic sign-up media in a timely manner. Works with Player Agent to develop and post electronic scoring media for tryouts and end-of-season player evaluations. Works with SI Play company/developers to ensure web site meets needs of WSLL. Communicates important information to players and families such as field closures, key events, etc. Develop end-of-season parent surveys.

#### **Web Site Manager**

Responsible for layout and of web site and solicits/drafts/edits and arranges for posting of information helpful to league operations and member needs. Remains in constant contact with Communications Director and committee chairpersons regarding updates to the site.

#### **Sports Connect Administrator**

Serves as main person for maintenance of registration activities on WSLL web site. Discusses software enhancements with registration system parent company. Understands the ins-and-outs of how the system operates.

### **Concessions Manager**

Oversees operation of all concession stand activities. Responsible for procurements, develops menus, manages cash, schedules parents and teens to work in snack bar. Coordinates with Communications Director and Volunteer Coordinator postings on web site for volunteers to work in concession stand to earn volunteer fee.

#### **Concessions Manager Assistant**

Works with concessions Director to manage concession activities at Byron.

### **Concessions Manager Fenway**

Works with concessions Director to manage concession activities at Fenway.

### **County Liaison/Fields Acquisition**

Identifies fields, acquires field permits, remains abreast of opportunities for improving or acquiring improved fields through the County. Works closely with scheduler regarding field availability. Distributes field permits for Spring and Fall.

### **End of Season Surveys**

Works with the Communications Director to develop a meaningful end of season on-line questionnaire for parents to be used to evaluate the performance of our managers as well as league wide activities (umpires, concessions, equipment, schedule, etc.). Ensures Director of Communications develops “back-end” systems for use.

### **Equipment Chairman**

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.

### **Equipment Assistant**

Assists Equipment Chairman as needed.

### **Fun Tournament Coordinator**

Player Agent for the Fun Tournament; liaison to District 9, attends D9 fun tournament meetings; coordinates with other participating leagues, as necessary; schedules necessary fields; recruits managers, and acts as their “league director” (no manager or player evaluations are required); forms teams; recruits other needed volunteers; coordinates score reporting with District 9; advises Executive President concerning fun tournament issues. Coordinates with uniform committee, designs and procures uniforms. Coordinates with Fall/Fun tournament UIC to obtain necessary umpires.

## **Gray Hat Coordinator**

Schedules and lead other board members during two one-week periods, and volunteers to be the Board presence at the WSLI fields. Coordinates with Communications Director and Volunteer Coordinator postings on web site for BOD to sign-up for gray hat duty.

## **Historian**

Maintain League historical data, to include records, regular season and tournament champions, all-star winners, etc.; - Manage yearbook design and publication; maintain BOD historical data, to include membership logs, officers, and volunteer award winners; Maintain League constitution, administrative policies, board member handbook, and local rules. Chair rules committee on annual basis. Updates volunteer job descriptions and updates Job Position document on the web. Compiles a brief summary of significant events and adds to the league history account on the web site. Reviews history occasionally to update.

## **Officer Election Committee**

Annually solicits BOD membership for candidates for the Executive Committee.

## **Opening Day Chairman**

In coordination with President and Scheduler, develops 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.

## **Player Evaluations**

Works with the Player Agent to develop meaningful end of season as well as tryout evaluation systems. Ensures Director of Communications develops "back-end" systems for managers use in evaluating players.

## **Registrar**

In coordination with Player Agent, Web Site Director and Communications Director and SSU Play Administrator: publicizes registration in the media, web site, schools, and other public places; designs, procures, and places signs; develops a registration procedure; procures space to conduct registration, **if a school, coordinates with Secretary to reserve space**; obtains tables, chairs, signage, and supplies necessary to conduct registration; coordinates space allocation for committees involved; recruits and schedules registration staffing; stores materials and retrieves and disposes of signs. Maintains lists of sign age postings, school contacts, and materials used.

**Registrar Assistant**

Assists Registrar as needed.

**Rules Committee Chairman**

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; arranges for publication of annual rule/regulation book, and for distribution to managers, coaches, and league officials; responsible for printing.

**Rules Committee Members (Four or more)**

Serves on the committee to review proposed local rule changes and develop recommendations for BOD approval.

**Scholarships Committee (Two positions)**

Develops standards for applicants applying for a scholarship regrading league registration and other fees. Makes recommendations to the President.

**Social Media Coordinator**

Updates League Facebook, Twitter, Instagram, and other social media accounts, keeping parents informed of latest developments.

**Sponsor Chairman**

Develops sponsorship program, recruits sponsors and ensures they are provided suitable recognition, such as team plaques, sends thank you letters and serves as central point of contact for all sponsor concerns. Ensures sponsor information is posted on web site and in yearbook.

**Sponsor Chairman Assistants (Two positions)**

Assists Sponsor Chairman as needed.

**Team Parent Coordinator**

Schedules meetings, develops projects as needed, ensures goals are met, Conducts 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.

## **Trophies and Awards Chairman**

Develops trophy specifications for each level at which trophies will be awarded, obtains trophies at best value to league, creates and administers trophy distribution system, including assisting with any league-level trophy award ceremonies.

## **Tryout Chairman**

In coordination with Player Agent, identifies and procures space to conduct tryouts, **if a school, coordinates with Secretary to reserve space**; works with Player Agent in the assignment of tryout times; and recruits and schedules necessary staff to conduct event. Maintains lists of materials used.

### **Tryouts Assistants (Two positions)**

Assists Tryouts Chairman as needed.

## **Umpire In Chief**

Defines and manages umpire training program; establishes umpire evaluation/feedback system; establishes program for manager/coach rule training; establishes umpire uniforms; coordinates with district umpiring staff; helps resolve protests and ejection issues, as set forth in league regulations; advises president and Baseball Operations concerning umpire/manager issues; serves/chairs rules committee. Coordinates with Communications Director postings for umpires to sign-up for games. Fulfills other responsibilities set forth in Little League regulations and Operating Manual. Develops lists of training materials.

Acts as WSLI liaison to Fall League. Coordinates with Fun Tournament director to provide umpires. Recruits umpires, schedules games, advises WSLI chief executive officer for Fall Ball concerning umpire-related issues; coordinates day to day umpiring matters with umpire representatives from other participating leagues.

Develops uniform specifications for each level, obtains uniforms at best value to league, creates and administers uniform distribution and replacement system. Develops lists of standard ordering amounts and vendors. Coordinates with All Star Coordinator to advise and help procure uniforms for these teams; Coordinates with Director, Fall Ball Baseball Operations to provide uniforms and equipment for Fall Ball.

### **Umpire Training Chief**

Designs umpire training, schedules classes, staffs classes.

## **Volunteer Coordinator**

Obtains job (non-umpire) requirements from committee heads; promotes available job opportunities and tracking completion of volunteer hours ; works with Communications Director for on-line sign-up capability for various volunteer positions; tracks all volunteer assignments by preparing report indicating which person(s) were assigned which jobs; 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. Note: Committees chiefs to whom volunteers are assigned are responsible for reporting satisfactory completion to volunteer coordinator, who will append the volunteer report to note that and furnish list to treasurer.

## **Yearbook Chairman**

Produces annual yearbook. Develops and publishes policies concerning content. Devises layout with graphics artist. Recruits / Manages volunteer photographers for each playing level and All-Star teams. Coordinates with printers to ensure timely delivery. Coordinates with sponsor manager to ensure sponsors obtain agreed-upon mentions.

### **Yearbook Assistant**

Assists Yearbook Chairman as needed.

Also responsible for:

**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 league directors and Secretary (for event scheduling purposes) of those dates, and develops and administers photo distribution system.