



Little League® Baseball and Softball

**DISTRICT ADMINISTRATOR HANDBOOK
AND OPERATING MANUAL 2015**

LITTLE LEAGUE BASEBALL®

Incorporated

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FOREWARD

Without question, the foundation strength of Little League is the nearly 1 million adult volunteers. Today, with nearly 2.4 million participants on 165,628 teams in 83 countries on six continents, the leadership responsibilities and administrative duties of the District Administrator have expanded and require more time and effort than ever before. However, it is this vital volunteer position which steadfastly remains the key to the success of the world's largest and most respected organized youth sports program.

The Little League District Administrator Handbook and Operating Manual is a valuable resource for the effective operation of your District. This manual provides easy access to policy statements; detailed interpretations of regulations; tournament procedures; meeting guidelines; and much more helpful information for the appropriate and efficient management of your District.

As the important liaison between International, Field Centers and local Little Leagues, the District Administrator is relied on heavily to help maintain Little League Baseball and Softball programs as viable and meaningful activities in more than 7,062 communities worldwide. A detailed review of the Little League District Administrator Leadership Handbook and Operating Manual by new and experienced District Administrators and Assistant District Administrators will be of immeasurable benefit in the preparation for each new season.

LITTLE LEAGUE® REGIONS

Little League Regional Offices are fully staffed year-round to provide assistance and direction to Little League volunteers. All general questions, written suggestions for improving this Rulebook, tournament inquiries, rule interpretation requests and supply orders should be directed to the appropriate office in your region as indicated.



WESTERN REGIONAL OFFICE

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LITTLE LEAGUE® **DISTRICT ADMINISTRATOR ORGANIZATION PLAN**

The full effectiveness of a District Administrator in service to the league, and as an authorized representative of Little League Headquarters, is lost unless there is a plan. The forward progress of the Little League movement depends upon the intelligence, uniformity and thoroughness of the plan that is agreed upon by the delegates to the Congress.

Since its inception in 1955, by authorization of the International Board of Directors, the District Administrator system has proved democratically sound and beneficial to the program. It has not only raised the levels of progress and communication, but has identified and brought up capable men and women who have lent enrichment and stability to the program. Their beneficial service and leadership, often at considerable personal sacrifice, can never be underestimated.

Profiles of accomplishment are raised year to year. As the program grows, demands upon the District Administrator increase. This became sharply apparent with the introduction of Intermediate (50/70), Junior, Senior and Big League Baseball and Little League, Junior League, Senior League and Big League Softball. Since the burden increases, an organized plan is essential. Without it, Little League is confronted with the prospect of losing many valued field leaders.

What faces a newly elected District Administrator? The first and most important step is to formulate and build an organization. Most districts now have such a plan.

OUTLINE OF NECESSITY

The purpose of a District Organizational Plan is to establish a long-range effort to consolidate gains that have been made in the area of field representation since the First Congress in 1956. Its objective is to provide help for the elected District Administrator and to establish a strong position in the community and in the areas in which the leagues of the district are located. In effect, it would bring Little League and the District Administrator into an improved position of importance and stature. It would also relieve the multitude of details that cannot effectively be coped with alone.

The organizational plan presented for adoption by the 1965 Congress included a financing plan at district level wherein each district becomes independent to handle its own financial needs, including tournament play, and relieves the local Little Leagues of biennial subsidy demands for the conduct of the International Congress.

PLAN NEEDED

The plan makes use of the many resources available to Little League in local communities, and especially in the larger communities of the district. It provides the District Administrator with assistance and also benefits the leagues through the enlistment of competent and well-respected advisors and helpers. There are many persons available of stature, ability and inclination who can, in turn, bring into play the best resources of education, inspirational leadership, culture, training and administrative acumen of the community. Every district, in fact every community, has outstanding citizens such as doctors, attorneys, jurists, educators, industrial and business executives, as well as bankers, newspaper editors, civic leaders and others who are willing to be helpful in the interest of children if approached and asked properly. The experience and interest of local Little League presidents and the resourcefulness of auxiliary person-

nel likewise can be invaluable in establishing a functional committee plan to aid the district and the Administrator.

PROPER RECORDS

In many instances, it is called to our attention that the operation of leagues become hit or miss through lack of continuity in keeping records, or failure or inability of annually elected officers to keep perspective on things that have gone on before they came into office. A detail of administration such as this could never be handled for more than 38,000 charters from a central agency. Yet, under an organized system within the district, it might be easy to improve the league procedure, establishment of records and other requirements when the district itself is set up in an intelligent and orderly way.

GROWTH INCREASES NEEDS

It is likewise the goal of Headquarters to suggest means whereby leagues in the district may become established so they can find help when needed and supply themselves with the means to expand and make permanent the benefits found within the program. This would take the form of an extended financing plan patterned on the district plan.

HOW TO ORGANIZE FOR EFFECTIVE DISTRICT ADMINISTRATION

The first duty of a District Administrator is to function faithfully and effectively in a service capacity to leagues. In order to do this, a business-like procedure must be set up as in any projection and planning. The manner in which the district organization is established will add considerably to the ease of operation in district affairs for those who will take over in the future. At this stage of Little League requirements, it is fairly

impossible for the ordinary district leader to cope with all the problems. A volunteer worker must devote time to handle the affairs of a livelihood and family. However, following certain proven procedures, the task of operating a district might be simple if the approach is made along lines of organization and not in the handling of details personally. This means that the District Administrator must take time and begin efforts in finding help and in the education and training of the organization.

The history of Little League has shown that every community has within it a number of people who are competent and service-minded who will volunteer if they are asked to help in a community project where children and the welfare of families are involved. Such persons are usually community leaders who have had experience in other community activities and who would recognize the validity of a model district plan for Little League. The caliber of these persons is most important since each must accept responsibilities and provide leadership in the role of committee chairmen. If the selection is made properly, the training will be possible without too much rudimentary effort.

DISTRICT INCORPORATION

Starting in 1997, Districts have been eligible to incorporate and/or qualify for inclusion under Little League Baseball, Incorporated's group tax exemption status. Incorporating requires a defined corporate structure and adherence to specific by-laws. Federal tax exempt status requires submission of a Letter of Intent and agreement to abide by the guidelines established by Internal Revenue Service regarding eligibility for inclusion under the group exemption determination. Detailed information is available at International Headquarters.

RECOMMENDED COMMITTEE CHAIRMEN

From the experience of District Organizational Plans already under way, the following committees should be set up with a chairman in each case who would, in turn, help find other volunteers to staff the committee:

Treasurer - Membership - Training - Safety - Activities - Community Participation - Public Relations - Leadership - Secretary - Softball - Volunteer Screening

AUTHORITY OF THE DISTRICT ADMINISTRATOR

Authority as defined herein and discussed in other publications of Little League, is extended to the District Administrator upon election to that office by representatives of the local Little Leagues assigned to a specific district within a state.

All decisions made by a District Administrator are limited to the proper and current interpretation of published Rules, Regulations and Policies which govern the total Little League Baseball and Softball programs. Within this definition, the District Administrator has the responsibility to uphold the philosophy and maintain the quality of each program offered by all leagues within the District. To accomplish this objective he/she must consult and counsel with each league's administrative officials on a regular and frequent basis.

If any league is not responsive to this direction and guidance, performed in a courteous and timely manner, the District Administrator may initiate procedures to enforce and uphold current Rules, Regulations and Policies. To accomplish this he/she must submit appropriate reports, with any recommendations, to the Regional Director, who will, if indicated, submit with his/her findings to the Charter Committee at Little League International for appropriate action.

Violations of any nature by a local Little League which are identified by the District Administrator and confirmed by the Regional Director, may result in censure, suspension of charter privileges (such as Tournament participation and/or post season play), or loss of charter, as determined appropriate by the Charter Committee at Little League International.

District Administrators are required to file with the Regional Director, a report annually, to include recommendations regarding:

- (1) Any league currently on suspension
- (2) Any league with a pending action that might affect the issuance of a charter for the ensuing season of play

This report must include the current findings, conditions and any other related facts about the league's operation, and

may include a recommendation to issue or withhold a charter for the ensuing season, or until corrective action is taken by the league. The final decision regarding granting of a charter is vested in and remains solely a responsibility of the Charter Committee at Little League International.

District Administrators have the authority to prepare a District Budget, including an expense summary and a statement outlining projected financial requirements for a fiscal year, for review and approval by the league presidents within the District. This budget should include all items of planned expenditures, including attendance at all authorized meetings, including Workshops and Seminars.

Charter Waiver Process — Any league may request permission to waive all or part of a rule or regulation. When a league applies for its annual charter with Little League, it pledges to abide by all the rules and regulations of Little League. However, under special circumstances, it may become necessary to apply for a temporary waiver of a rule or regulation.

It is very important to remember that a league must not take any action contrary to Little League rules and regulations until receiving expressed, written permission through the Charter Committee waiver system. A league wishing to apply for a waiver of a rule or regulation must do so via the following method:

1. The local Little League Board of Directors votes whether or not to request the waiver.
2. If the local Little League Board of Directors votes to request the waiver, the President writes a letter, detailing the request. Supporting documents should be attached, and forwarded to the District Administrator.
3. The District Administrator includes his/her written opinion, and forwards all documents to the Regional Director.
4. The Regional Director will present the situation to the Charter Committee for action.
5. The Charter Committee will inform the Regional Direc-

tor of its decision, and the Regional Director will inform the District Administrator.

NOTE: Any request for a waiver that does not follow the above steps may be delayed.

ROLE OF DISTRICT ADMINISTRATOR

QUALIFICATIONS

- (1) Should have served in a local Little League, preferably as a league president or an assistant district administrator. Experience should include exposure to all facets of the local Little League operation.
- (2) He/she should be a resident of the district area.
- (3) He/she must have sufficient time to devote towards the position.

STATUS IN SERVICE

- (1) Must be aware at all times that he/she is representative of local Little Leagues to Little League International.
- (2) Must be knowledgeable of and support principles of the program.
- (3) Must understand policies, Rules and Regulations, and have good judgment.

COMMUNICATION AND CONTACT

Primarily serves as effective Liaison between Little League International and local Little Leagues. This requires:

- (1) Frequent personal contact with the officers and other personnel of each league.
- (2) Monthly district meetings are desirable, minimum is three or four meetings annually. Timing is important:
 - (a) Prior to local Little League organizational sessions in September.
 - (b) Before the Congress and prior to each season of play.
 - (c) Prior to Tournament.
 - (d) At the end of playing season.

Meeting agendas should be well-planned and allow time for discussion. Regular reports are sent to Little League International and copies of minutes are sent to each league.

EXPECTATIONS

As the important liaison between Little League International, and local Little Leagues, the District Administrator is relied on heavily to help maintain Little League Baseball and Softball programs as a viable and meaningful activity in more than 7,500 communities worldwide.

Meetings-

- The DA is expected to have a minimum of 4 meetings annually with his/her leagues in the district.

Staff-

- The DA is expected to have an identifiable staff available to assist in servicing the leagues of the district.

Education-

- The DA is expected to distribute and review educational materials to aid in the development of local league programs.

Initiative-

- The DA is expected to assist in adding additional divisions or teams to their constituent leagues.

Communications-

- The DA is expected to serve as the liaison between his/her constituent leagues and Little League Baseball and Softball.

Knowledge-

- The DA is expected to have thorough knowledge of the Little League program through related education, skills and experience.

Accessibility-

- The DA is expected to be available to serve constituent leagues, even in the off-season.

Financial Responsibility-

- The DA is expected to report financial matters to his/her constituent leagues as well as provide a financial statement for review to his/her constituent leagues and to Little League International for filing.

Orderliness-

- The DA is expected to be prepared, organized and punctual for all meetings, briefings and district events.

Stability-

- The DA is expected to handle unavoidable pressures and perform effectively.

Leadership-

- The DA is expected to provide leadership and inspiration to constituent leagues.

Cooperation-

- The DA is expected to be willing to help others and assist in problem solving as needed.

TENURE OF OFFICE

- (1) Elected for a term of three years (one-third each year, by schedule).
- (2) If resignation or other termination, successor is appointed by Little League for balance of unexpired term
- (3) Elections by July 15, terms start on October 1. All District records and funds go to successor.

ELIGIBILITY FOR RE-ELECTION

As a method to ensure that all chartered leagues are receiving the necessary amount of assistance and guidance needed locally, there will be a criteria that each District Administrator must meet to be eligible for re-election.

Required Training

- Must have documented participation in a District Administrator training session at a Regional Center, Little League Road Show or to be developed online DA training program.

ASAP Program Participation

(Does not apply to international)

- Must have participation of 87% of the leagues in ASAP program.
- Must have a district safety officer on file at Little League International.

State Requirement (if applicable)

- Must be a member in good standing with the state association (if applicable).

(There are certain states where a state association exists.)

Conflict of Interest

- Must not be affiliated with another youth baseball or softball organization.
(It is critical that an individual not appear to have divided loyalty while serving in the capacity of District Administrator.)

Financial Reporting and Standing

- Must file a district financial report with Little League International and distribute to all local leagues within the district.
(As required in the DA handbook, District Administrators are required to submit a financial statement outline the financial activities of the previous year to leagues and Little League International.)
- Must be in financial good standing with Little League International.
(District Administrators may not carry excessive balances due to Little League for purchases.)

Updated Map Requirements

- Must have signed and updated maps for all leagues within district.
(Regulation II is the cornerstone of the Little League program. It is vital to have updated maps for all leagues on file at the regional center.)

ELECTION PROCEDURES

- (1) Report of Election Forms and notice of Election Cards sent to DAs in June; election held at time of Tournament meeting, before July 15.
- (2) Notice sent to each league at least seven (7) days in advance of meeting date.

ASSISTANT DISTRICT ADMINISTRATORS

QUALIFICATIONS

Should have served in a local Little League, preferably as a league president. Experience should include exposure to all facets of the local Little League operation. He/she should be a resident of the district area. He/she must have sufficient time to devote to multiple district activities, including attendance at district meetings and Leadership Training Seminars.

DUTIES

If the District has more than one Assistant, one position must be designated to serve in the absence of the District Administrator as acting DA. All Assistants are encouraged to attend a seminar in their first year as Assistant DA.

Although duties can vary within Districts, all Assistants should be charged with a specific area (geographically) to assist

(3) Current chartered leagues are eligible to nominate candidates and vote.

VALIDITY OF ELECTION

- (1) Majority of leagues must vote.
- (2) Majority of leagues voting is necessary to elect a candidate.
- (3) Current DA should appoint an election chairman.
- (4) Any authorized league representative may nominate a candidate.
- (5) Voting may be by ballot or show of hand as determined by majority present.
- (6) Report of Election must be signed by election chairman and each league representative present (one representative for each league).
- (7) Two copies of report are made. One to elected DA and one to Little League.
- (8) Elections are to be completed and mailed by July 15.

ELECTION BY MAIL

Where travel makes meeting impractical, or majority of leagues are not present at meeting, Little League will conduct election by mail.

APPOINTMENT BY HEADQUARTERS

Where neither of above procedures result in a legal election, Little League International reserves the right to appoint a District Administrator. This is also the case when the unexpired term for a District Administrator must be filled. Headquarters, at its discretion, may conduct an election to fill the unexpired term, or may appoint a successor to fill the balance of the term.

ASSISTANT ADMINISTRATORS

May be appointed by District Administrators.

DISTRICT FUNDS

All income should be deposited and all payments by check signed by the District Treasurer and countersigned by one or more district officers — usually the District Administrator.

local chartered leagues in:

- (1) Carrying out their mission of service to a geographical area.
- (2) Adding extension programs (Junior, Senior and Big League Baseball/Softball and Challenger Division) in their assigned areas.
- (3) Developing and implementing training programs for umpires, managers and league officials.
- (4) Promoting Little Leagues in all un-chartered areas of the District. This is a primary function of every Assistant.

TENURE

Assistant District Administrators are appointed by the DA to serve at the pleasure of the District Administrator.

SUGGESTED DISTRICT COMMITTEES

Advisory board — league presidents

Indoctrinate league presidents of purpose and functions of district should meet with league presidents immediately after election, and again monthly, or at least quarterly.

INITIAL APPOINTMENTS

Assistant District Administrators, Information Officer, Secretary, Safety Officer, Treasurer, Umpire Consultant

- (1) TREASURER — for fiscal records.
- (2) MEMBERSHIP COMMITTEE — concerned with adult membership and enrollment in leagues of the district. PURPOSE — to bring out parents to meetings, call them for help, TRAIN them.
- (3) TRAINING — to hold series of meetings at which Rules and Regulations are read word by word and discussed.
- (4) SAFETY — bring operating personnel, particularly league safety officer, into an awareness of safety practices, through ASAP (A Safety Awareness Program). District Administrators with participation in ASAP below the national average are ineligible for election to the Little League Board of Directors.
- (5) ACTIVITIES — covers Season Openings, Foundation Day Activities, special community activities, Tournaments, conclusion of seasons, banquets — a coordinated program.
- (6) COMMUNITY PARTICIPATION — covers legal questions (lawyer on committee), financial problems (preferably a banker), civic celebrations (mayor, councilmen, etc.) and other public affairs, rallies, parades.
- (7) PUBLIC RELATIONS — Public Relations is the management function which evaluates public attitudes, identifies the policies and procedures of an individual organization or an individual with the public interest and executes a program of action to earn public understanding and acceptance.
- (8) LEADERSHIP — to identify, train and use the best potential leaders in each league in the district for all purposes, on league and District Staff.
- (9) DISTRICT UMPIRE CONSULTANT — to raise level of volunteer umpires in all leagues, through exposure to training (the Regional Clinics and Schools) and locally initiated courses.
- (10) SECRETARY — records the minutes of meetings; is responsible for sending out notice of meetings and maintaining a record of district activities.
- (11) SOFTBALL — to raise awareness of the benefits of the softball program throughout all leagues in the district.
- (12) VOLUNTEER SCREENING — to assist leagues in learning the best, most economical and most complete way to utilize local laws, ordinances and resources in screening local Little League volunteers. PURPOSE — to ensure that those volunteering in local Little Leagues have the best interests of the children at heart.
- (13) INFORMATION OFFICER — an individual with an enthusiasm for using the Internet to aid in District administration and to create a more enjoyable and efficient Little League experience.

ADVISORY BOARD

The first step in organization is to indoctrinate all of the presidents of the leagues within the district to the purposes and functions of the district organization. The league presidents represent the advisory board under the chairmanship of the District Administrator. Meetings should be held with all presidents in the district as often as possible. If it is not possible to meet once a month, a meeting should be held quarterly, but certainly before the start of each season and before the beginning of the playoffs.

SECRETARY

The next essential is to locate and appoint a district secretary, preferably from the ranks of the auxiliary, who would have the responsibility for recording and corresponding within the leagues and also with Little League International. If an auxiliary does not exist in the District Administrator's hometown, it should be first business to formulate one which must serve as a prototype organization and engage a competent person who would head it up as a volunteer and also act as district secretary.

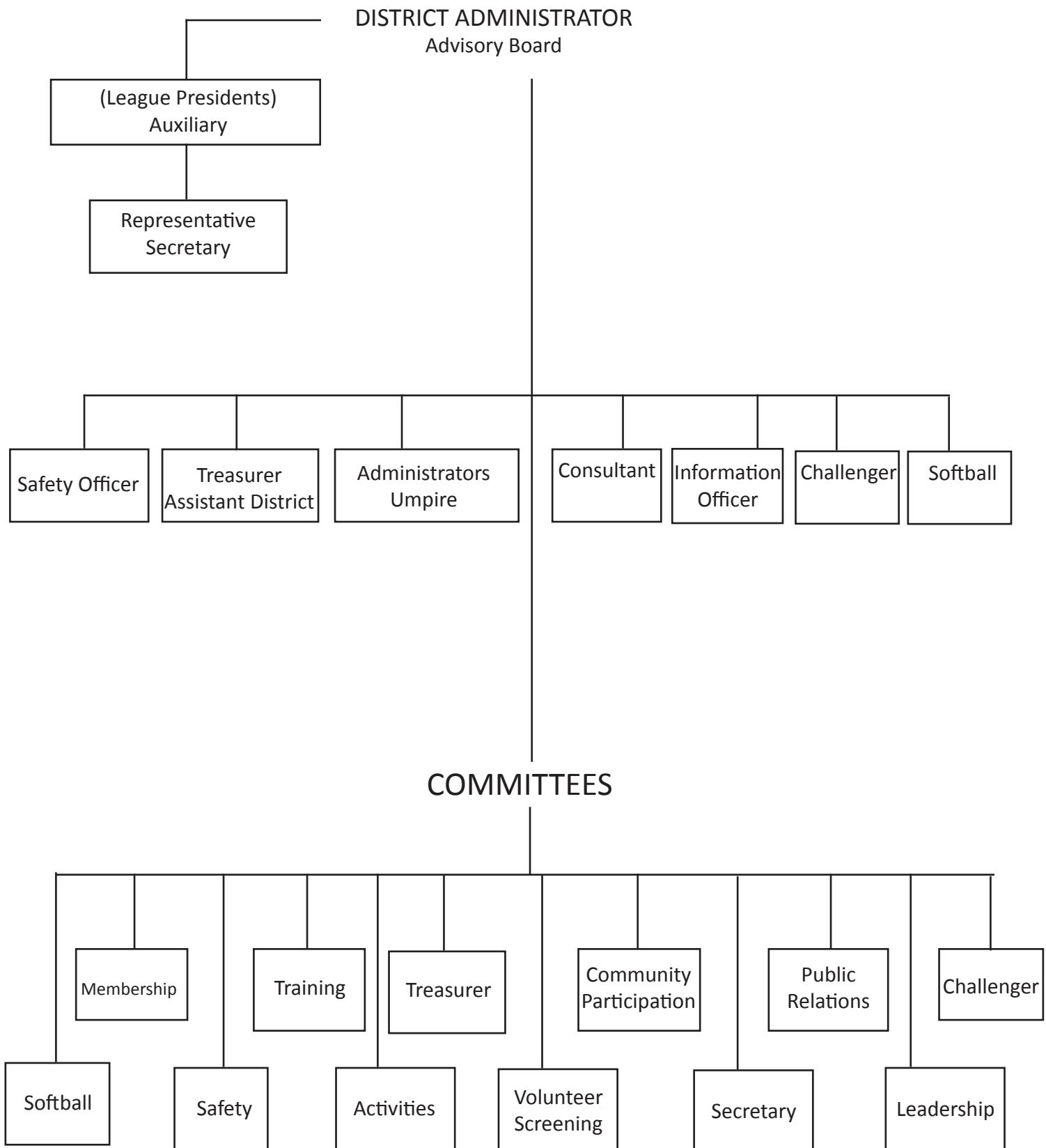
DISTRICT TREASURER

The person appointed to this position should, if possible, be an accountant willing to serve as a volunteer in handling the funds of the district and submitting reports to the presidents of each league periodically, as well as to Little League International. Under the district plan for proper organization, the treasurer would accumulate all funds and disburse the surplus as authorized by the District Administrator and advisory board of presidents. It is a strong belief that the district cannot operate properly unless it has substantial income and a constant treasury to take care of expansion needs, assist individual leagues, and pay the expenses of the district operation. It should also prepare for and handle all funds for district playoffs, reimbursing as necessary not only local Little League expense, but also the tournament funding to the International Tournament Director. The district treasurer should advise leagues on the proper setup and conduct of their own treasuries, and stress the necessity for dual signatures on checks and establishment of accountable records of income and disbursements. In the district treasury disbursements, the treasurer should be co-signer of all checks together with the District Administrator.

MEMBERSHIP

This important committee should be chaired by one of the more active parents in the district who is concerned with adult membership and enrollment in the leagues. Apparently, the strength of population is greater at ages 12 and under than it is elsewhere. One of Little League's problems is to maintain some

SUGGESTED DISTRICT ORGANIZATIONAL CHART



semblance of balance and percentage relationships between diminishing ranks of volunteer adults in the program and the increasing number of children coming along who might be able to enjoy participation. The adult membership committee could function in dozens of ways under easily established methods to bring out parents, call them for help, train them and thus lessen the parent problem. In doing this, we likewise insure that the Little League games during the summer will have a higher level of spectator interest.

TRAINING

A training committee should be organized within each district under the direction of a volunteer who has taken the training course during one of the adult education seminars in Williamsport or a Regional Center conducted by Little League. The meetings held at Little League International and Regional Centers have been studied in considerable depth. District Administrators and Assistants should plan to attend a workshop at Little League International or a Regional Center. We realize that unless concerted training is carried on at the local Little League level, there is little chance that intelligent enforcement of rules will ever be possible. The basics of training are simple if they are conducted under a chairman who can answer questions with analysis and understanding of the Rules and Regulations of Little League. Training courses at Little League International and Regional Centers have included not only District Administrators and members of Advisory Committee, but also presidents of leagues and umpires. The courses are seasonal and scheduled annually at intervals, but enrollment application is open all year long. Where most available persons have attended the seminars, the training with a district should at least apply itself in a series of meetings in which the Rules and Regulations of the program are read word by word and discussed in terms of responsible and mutual understanding.

DISTRICT SAFETY OFFICER

A chairman of safety (safety officer) should be established not only at the district level but also within the organization of each league. The function of this committee is to bring into the Little League consciousness of the district a safe, helpful and healthy discipline. Without such a program, the responsible District Administrator who holds concern for the welfare of youngsters enrolled in the district cannot be relieved. Safety is a continuous function with which no one can quarrel. It is a prime responsibility of good league leadership, and the district which identifies with it, is the one which functions best in terms of public interest.

Use of ASAP (A Safety Awareness Program) is the best way to make the game safer at the local Little League and district level.

ACTIVITIES

A program committee should be formed to take on the assignment of scheduling activities. This would relieve the District Administrator of attempting to coordinate the variety of activities which take place in a district holding as many as 20 to 25 leagues, each of them with different ideas of effective programming. The need is for competency in the Chairmanship of this committee. If it is properly set up, arrangements for season openings, Foundation Day activities, special community

events in connection with Little League tournament plans, conclusion of season with banquets, etc., could be established under uniform auspices and in agreement with all concerned. Unless this is done, there can be no coordinated program in a district and the divergent results of a season must become a tremendous complication to the Administrator in charge of the district.

COMMUNITY PARTICIPATION

Community participation is important. If a representative citizen is sought out to take on the assignment of Director of Community Relations, and there is a competent committee organized, the job of District Administrator in getting things done in the communities will become much easier. This would apply to legal questions, assuming there would be a legal representative on the committee; financial problems, assuming there is a banker; arrangements for civic celebrations and other public affairs, rallies, parades and a variety of activities in keeping with the robust demands that a league season will always bring forth. A competent Director of Community Relations can quell difficulties arising in a community before they get started.

PUBLIC RELATIONS

According to Public Relations News "Public Relations is the management function which evaluates public attitudes, identifies the policies and procedures of an individual or an organization with the public interest and executes a program of action to earn public understanding and acceptance." Public Relations covers a multitude of important necessities. To many it relates only to publicity, which means issuing newsworthy pictures and releases not only to the local media, such as newspapers, television radio, websites and social media but also to the members of the entire organization, particularly the local president.

Little League activities constitute a natural news maker for good or for bad. Receiving publicity is not a problem, but receiving publicity that is favorable is all important to the continued support that is required to operate well within a community. Public Relations properly conducted amounts to stature in a well-organized Little League community and through it, in turn, countless children may be helped to achieve recognition and become conscious of self-discipline, depending on the standards that are set under the creation and guidance of this sensitive chairmanship.

The events which take place in the Little League year are sufficient to gain impressive notice and space if they are submitted intelligently. The tournament is the most colorful and dramatic event of the year, particularly if local teams can go on to distinguish themselves in higher brackets of tournament play. If a team reaches the level of state, Regional or even World Series play, it should be covered extensively in the local media. Reports of the game should be channeled through local stations and results announced with the same importance as big league scores. The Little League International Congress earns generous coverage as Baseball's largest forum. The annual Little League Baseball Week, designated by the President of the United States, will receive as much emphasis as the enthusiasm of the Public Relations chairman cares to put into it. Try-out time, opening day, league standings and a host of other naturals make the job of Public Relations Director an

interesting and engrossing pursuit.

Broadcasting (Television and Radio) of Games -- Regulation XV (Appearance of Little Leaguers in the Media), was changed to make it easier for local regular season games, special games and tournament games to be broadcast on radio and to be televised. Several versions of the contracts required for various levels of play are now available.

When Little League games are broadcast or televised, it can help to educate and inform the public about the benefits of our program. That is why it is particularly important for each district to carefully review these contracts, and to be very selective regarding the leagues and sites at which games will be broadcast or televised. In each contract, the District Administrator must grant his/her approval for the contract to be finalized.

As with all Little League activities, safety must be the overriding factor, players must use the proper equipment for the division, and uniforms must include the proper official shoulder patch. A printable set of guidelines for the appearance of Little Leaguers on television and all forms of media is available here in PDF form: LittleLeague.org/media/proper04.pdf. District Administrators should use this guide as part of the criteria for selecting leagues and sites for broadcasts or telecasts.

All contracts are available online in PDF form at LittleLeague.org/media/contracts.htm, or from the Regional Centers, except the World Series contracts, which are only available from Little League International Media Relations in Williamsport. The contracts are available in printed form only and cannot be altered.

A blank copy of any of these contracts initially must ONLY be provided to the District Administrator, Tournament Director (or local Little League President, in the case of regular season games). It is never to be sent to the television station or radio station unless first sent to one of the parties above. See individual instructions included with each type of contract.

Below is a list of the contracts available on the Little League web site:

- REGULAR SEASON RADIO CONTRACT
- INTERNATIONAL TOURNAMENT RADIO CONTRACT/WEBCASTING
- TELEVISION/WEBCASTING CONTRACT FOR REGULAR SEASON GAMES
- TELEVISION/WEBCASTING CONTRACT FOR INTERNATIONAL TOURNAMENT GAMES - DISTRICT AND SECTIONAL TOURNAMENTS
- TELEVISION/WEBCASTING CONTRACT FOR INTERNATIONAL TOURNAMENT GAMES - STATE AND DIVISIONAL TOURNAMENTS

Additionally, a television contract to be used only for completely non-commercial telecasts of tournament games is available from the Regional Centers.

The Little League Media Guide, available for downloading at LittleLeague.org/media/mediaguide/mediaguide.pdf includes information that will be helpful to media covering Little League events.

Interviews with Players — Any time a member of the media wishes to conduct an interview with a Little Leaguer, the player's parent(s) and/or manager or coach should be present throughout the interview.

Photographers/Videographers — Only working news photographers and videographers with proper news organization credentials are permitted on the field of play (as noted in Rule 3.15) in any level of Little League Baseball and Softball. Such personnel should never be permitted in dugouts, nor anywhere on fair territory.

Interviews with League/District Personnel — An open channel to the media is encouraged by Little League. Volunteers should feel free to establish a good working relationship with the media. However, when District or local Little League personnel are queried by the media regarding Little League policies, please refer the reporter to the Media Relations Department at Little League International (570-326-1921). Highly sensitive matters (those likely to attract wide media attention) should be brought to the attention of the Media Relations Director at Little League International, preferably before the story is discovered by the media.

Internet Sites — Little League maintains the right to grant or prohibit use of its trademarks on the Internet and elsewhere. Local leagues and districts are encouraged to use the free service provided by active.com in setting up a web site for the education of players, parents, fans and volunteers. If a local league or district wishes to have a main website not hosted by ACTIVE.com, it must first set up a free ACTIVE.com web site that links to the main site.

LEADERSHIP

Another committee suggested as a final adjunct to a good district organization would be a committee of leadership. The highest level of accomplishment that may be achieved in Little League amounts to bringing out whatever latent leadership possibilities there may be in the youngsters of the community and in proper inspiration of the adults who lead these children. This is one area where a true and worthy exposure to the public of our goals will create esteem and public acceptance. Good leadership identification is a vital necessity for proper league organization. It marks the ambitions and results of a district which has hope for advancement from year to year in concrete effectiveness. Chairmanship of leadership should be easy to establish. It would be in the area of top-drawer personnel in any field. It could easily be found in qualified school people. This committee should be one of stature and within its associations, the District Administrator might certainly improve his/her own status.

DISTRICT UMPIRE CONSULTANT

Another important step in starting the organization would be

to find an outstanding umpire somewhere within the district, who would serve as the right-hand of the District Administrator. This appointment is a very important one since the umpire consultant would be required to function as a source of information, to answer questions of technical nature on the Rules and Regulations of Little League and act in an advisory capacity. If possible, a person should attend the Umpire School at Williamsport or a Regional Center.

Each District Administrator should select an umpire consultant with some depth of experience; one thoroughly acquainted with the rules of Baseball/Softball and particularly of Little League and be able to answer questions on knotty problems that may be raised, and coordinate training programs within the district.

Each league, in turn, should find the most competent umpire on its roster to be appointed as umpire-in-chief. Thus the chain of organization would reach from Umpire Consultant in Williamsport down through the Regional Centers to the level of district umpire and continue to the umpire-in-chief at league level in direct line. Training programs are set up in Williamsport and Regional Centers with umpire training courses carried on continuously throughout the Baseball and Softball seasons. These courses include classroom sessions each morning, with critiques following and field work in the afternoon when the games are played in the Summer Camp. Volunteer umpires are invited to attend this Umpire School.

Under the curriculum established at Headquarters, all umpires are expected to take tests and hold short courses of training at least twice a year, once before the season starts and, importantly, before the beginning of the annual tournament. Material and tests are available by writing Little League International. The district umpire consultant is expected to meet with the umpires of the leagues on at least two or three occasions a year. The umpire-in-chief of each league then follows the training and testing through with the umpire staff within the league.

If properly organized, the district umpire consultant plan, as part of a good district organization, will locate and insure a source of capable volunteer umpires and will eliminate the imprudent and careless practices of using local Little League funds for payment to members of professional umpire associations. A card of identification is issued to each umpire consultant.

SOFTBALL

It should be the goal of every district to have all of its members leagues chartered in each program of Little League Baseball and Softball. Each District Administrator should select a softball chair who would assist the local leagues operating a softball program, help manage any district-wide softball programs and oversee the Softball Committee. The Softball Committee should help educate new and existing leagues about chartering options, promote the benefits of Little League Softball, arrange district interleague schedules and help to organize educational training sessions for coaches, managers, players and umpires. It is the duty of the Softball ADA and the District Softball Committee to ensure that the softball program is spread throughout all leagues in the district. **NOTE:** Little League has both Girls Softball and Boys Softball divisions. Tournament play in Girls Softball divisions leads to a World Series. Tournament play in

the Boys Softball divisions may also lead to a World Series if there are enough teams. However, as this is a new program, there has been, as yet, insufficient interest to hold these events.

CHALLENGER

It should be the goal of every district to offer the Challenger Division to all children. The Challenger Division provides an opportunity for boys and girls that face physical and developmental challenges the opportunity to enjoy benefits of participation in the Little League program in an environment structured to their abilities. The Challenger Division may be chartered by the district, by individual member leagues of the district, or by both. It is the duty of the District Challenger Committee to make sure that the Challenger Division is available throughout the district, and to assist the district, and local leagues in promoting the Division. The District Administrator should appoint an ADA for Challenger to chair the Challenger Committee. This individual will lead efforts to promote the Challenger Division throughout the district, arrange district interleague schedules, and educate leagues on option for chartering the Challenger Division.

VOLUNTEER SCREENING

The Operating Manual has an extensive section on the Little League Child Protection Program, which must be implemented in every league. This District committee should investigate ways in which the leagues can efficiently and economically screen and qualify volunteers. It should make all the information available to the local Little Leagues, and ensure that each league is using the information to the fullest extent.

DISTRICT INFORMATION OFFICER

The District Information Officer is an individual with an enthusiasm for using the Internet to aid in District administration and to create a more enjoyable and efficient Little League experience. The District Information Officer shall: Manage the district's official web site on active.com, participate in Information Officer clinics, at volunteer meetings or as offered online, so as to be trained in utilizing District and League tools offered by active.com, encourage Leagues to identify League Information Officers, and work closely with LIOs to provide them with direction and training as appropriate. Regular district IO meetings are encouraged to ensure that District hosted tournaments, scores, news and brackets are posted regularly on the district site to ensure that district news and meeting schedules are updated on a regular basis to collect, post and distribute important information on League and district activities including direct dissemination of information regarding official Little League materials and activities to Little League International, district staff, leagues, the public and media to serve as the primary contact person for Little League and active.com regarding optimizing use of the Internet for district administration and for distributing information to leagues and to Little League Baseball and Softball.

SCHEDULE OF DISTRICT ADMINISTRATOR ELECTIONS

As provided for in the By-Laws of Little League Baseball,

Incorporated, one-third of the established districts shall elect District Administrators each year for a three-year term. District elections must be concluded and reported to Little League International by July 15 of the appropriate year.

The following timetable on the right has been established for district elections:

7/15/2014 for 2015/16/17	7/15/2015 for 2014/17/18	7/15/2016 for 2015/18/19
Districts	Districts	Districts
2	1	3
5	4	6
8	7	9
11	10	12
14	13	15
17	16	18
20	19	21
23	22	24
26	25	27
29	28	30
32	31	33
35	34	36
38	37	39
41	40	42
44	43	45
47	46	48
50	49	51
53	52	54
56	55	57
59	58	60
62	61	63
65	64	66
68	67	69
71	70	72
	73	

HOW TO CONDUCT A MEETING

ORDER OF BUSINESS

1. Call the meeting to order
2. Roll Call (sometimes omitted)
3. Minutes of the previous meeting
4. Reports of the officers:
 - a. president
 - b. vice-president (usually no report)
 - c. treasurer
 - d. secretary (correspondence and bills)
5. Standing committee reports
6. Special committee reports
7. Unfinished business
8. Postponed business
9. New Business (the program)
10. Adjourn

WHAT IS INCLUDED IN THE MINUTES?

1. Kind of meeting, regular or special
2. Name of organization
3. Date and place of meeting

4. Presence of regular president and secretary or names of substitutes
5. Approval of previous minutes
6. All reports and action taken
7. All MAIN motions carried or lost (OMIT THOSE WITHDRAWN)
8. All other motions carried and which contain information needed at a future meeting
9. Adjournment
10. Signature

NOTE: The name of the maker of the motion should be stated but the name of the seconder need not be included unless the organization desires to do so. The minutes are a record of what is DONE and not of what is SAID. Generally the personal opinions of members should be avoided. Statements or discussions should not be included in the minutes.

When the motion is very important, include the count of the votes.

Normally the minutes are signed by the secretary. When they are to be published, they should also be signed by the president. **MINUTES ARE A MUST.**

TABLE OF MOTIONS

	IN ORDER WHEN ANOTHER SPEAKER HAS THE FLOOR	REQUIRES A SECOND	DEBAT- ABLE	AMEND- ABLE	VOTE REQUIRED
PRIVILEGED					
1. Fix time for Next Meeting	No	Yes	No	Yes	Majority
2. Adjourn	No	Yes	No	No	Majority
3. Take a Recess	No	Yes	No	Yes	Majority
4. Point of Privilege	Yes	No	No	No	None
5. Call for the Orders of the Day	Yes	No	No	No	None
SUBSIDIARY					
6. Lay on the Table	No	Yes	No	No	Majority
7. Previous Question (close debate)	No	Yes	No	No	2/3
8. Limit-Extend Debate	No	Yes	No	Yes	2/3
9. Postpone to a Definite Time (Special order)	No	Yes	Yes	Yes	Majority
10. Refer to a Committee	No	Yes	Yes	Yes	Majority
11. Amendment to the Main Motion	No	Yes	Yes	Yes	Majority
12. Postpone Indefinitely	No	Yes	Yes	No	Majority
INCIDENTAL					
A. Point of Order	Yes	No	No	No	None
B. Appeal to the Chair	Yes	Yes	Yes	No	Majority
C. Parliamentary Inquiry	Yes	No	No	No	None
D. Point of Information	Yes	No	No	No	None
E. Division of Assembly	Yes	No	No	No	None
F. Close Nominations	No	Yes	No	Yes	2/3
G. Re-open Nominations	No	Yes	No	Yes	Majority
H. Method of Voting	No	Yes	No	Yes	Majority
I. Request to Withdraw a Motion	No	No	No	No	Majority
J. Suspension of Rules	No	Yes	No	No	2/3
K. Objection to Consideration of a Question	Yes	No	No	No	2/3
RENEWAL					
L. Reconsider	Yes	Yes	Yes	No	Majority
M. Take from Table	No	Yes	No	No	Majority
N. Repeal	No	Yes	Yes	Yes	2/3
O. Discharge a Committee	No	Yes	Yes	Yes	2/3
MAIN MOTION					

APPROVED DISTRICT FUND PLAN

With the establishment of the District Organization Plan, including authorization of a district bank account, it becomes the responsibility of the District Administrator to keep accurate financial records and make suitable reports.

At the beginning of the fiscal year (October 1 to September 30) a district meeting should be held, at which time the District Administrator will present the financial statement for the previous fiscal year. Copies will be given to each league and a copy sent to Little League International.

At the same time, the District Administrator will present a budget for the new fiscal year.

Starting with the balance on hand, if any, needs should be estimated for the year. Based on previous years' experience, income from tournament should be anticipated. Ask each league to contribute its pro-rata share of the deficit, if any. This amount will be the difference between the budgeted expenditures and anticipated income.

Such items as District Administrators' telephone, FAX, postage and stationery, and out-of-pocket travel within the district. Travel by District Administrators and Assistants to Regional Headquarters workshops should be approved, as should any capital expenditures such as equipment.

SAMPLE DISTRICT BUDGET FOR YEAR

Anticipated Expenditures:

Telephone, FAX, postage and stationery	\$ 30.00
Travel within district	30.00
Crime Insurance (contact Little League International for rates)	
Video Training	60.00
Tournament Pins/Pennant	90.00
Tournament Income	600.00
Total Anticipated Expenditures	222.00
Surplus	378.00

In the event of a deficit each league will be required to contribute its pro rata share if the budget is to be balanced.

Limitations must be imposed on items of income and expenditures. They must conform to the policies of Little League and must not become a burden on the leagues. There is no sound reason for the District treasury to contain a large sum of money from year to year. In keeping with this, the following has been authorized.

All moneys received will be deposited in a bank account under the name of the district. **EXAMPLE:** "Delaware Little League District 1."

All expenditures will be by check and two signatures will be required on each check (that of the District Treasurer and the District Administrator).

All expenditures will be supported by invoice or voucher.

RECEIPTS: Income to the district fund may be from:

1. District, including area tournaments;
2. Assessment upon leagues of the district by majority consent of the leagues;
- and 3. Miscellaneous activities as approved by a majority of leagues of the district.

EXPENDITURES are restricted to:

1. Telephone, FAX, postage and stationery.
2. Out-of-pocket travel within the district.
3. Equipment for training etc.

4. Charter Fees (if the District operates a Big League program)
5. Insurance
- a. Accident (if the District operates a Big League program)
6. Tournament:
 - a. Pins and championship pennant
 - b. Telephone and FAX, if not included in Item 1
7. Distribution of net tournament income
8. As approved by a majority of leagues of the district
9. Travel of District Administrators and Assistants to Regional Headquarters workshops.

RECORD KEEPING

To assist the District Administrator in setting up and maintaining a record of the district's receipts and expenditures, a sample narrative of receipts and expenditures follows, together with an illustration of how these may be recorded in a simple three-column journal. From this chronological entering of transactions for the year, the annual financial statement may be prepared by adding like receipts and expenditures and summarizing them on the statement.

SAMPLE NARRATIVE OF RECEIPTS AND EXPENDITURES

Oct.	1	Balance in bank, \$100.00
	15	Received \$10.00 assessment each as voted at Annual Meeting from Metropolitan, Temple, Hometown and Seaside Little Leagues, \$40.00
	15	Deposited \$40.00 to the District Account
	20	Received \$10.00 assessment each from Southwest, Apple, National, Dockside, Yearling and Playtime Little Leagues, \$60.00
	20	Deposited \$60.00
	21	Paid by check No. 1 to B.C. Williams, District Administrator, for telephone tolls, \$5.00
Nov.	1	Paid by check No. 2 to Little League International, Incorporated, for videos, \$60.00
	10	Received \$10.00 each from Landlocked, Abalone, Newman, Creek, Evergreen and Viaduct Little Leagues, \$60.00
	10	Deposited \$60.00
	15	Paid by check No. 3 to B.C. Williams, District Administrator, for travel to date, \$10.00
	21	Paid by money order to Little League Baseball, Inc. Charter Fees and Insurance Fees for Big League Baseball and Softball programs, \$240
		December through May 31, there were no receipts and payments by check were limited to telephone, postage and stationery.
June	15	Paid by check No. 10 to Little League International, for district tournament pins, \$50.00
	15	Paid by check No. 11 to Little League International, Incorporated, for pennant, \$50.00
July	24	Received from William Hunt, collections from Area 1 games, \$75.00

24	Received from Robert Robins, collections from Area 2 games, \$75.00
25	Deposited \$150.00
26	Received \$75.00 each from Mary White and Henry Jones, collections from Area 3 and 4 games, \$150.00
27	Deposited \$150.00
27	Received collections from District Game No. 1, \$50.00
28	Received collections from District Game No. 2, \$50.00
29	Deposited \$100.00
29	Received collections from District Game No. 3, \$100.00
31	Received fee from Radio Station WRAK for rights to broadcast final district game, \$50.00
31	Received from program chairman for advertising and sale of programs, \$100.00
Aug.	1 Deposited \$250.00
	1 Paid by check No. 13 to B.C. Williams, District Administrator, for telephone calls in connection with tournaments, \$10.00

Sept. 30 Closed books for fiscal year

NOTE: Districts conducting 9-10 Year Old Division, Junior League, Senior League, Big League Baseball and Softball Tournaments will include all moneys handled in their district account and financial reports.

FINANCIAL REPORTS

At the close of the fiscal year (normally September 30), the District Administrator will prepare a financial statement and furnish a copy to each league of the district, and a copy to Little League International.

At the same time, the accounts for the district will be audited by an impersonal auditor or a committee of three or more league officials, each from a different league within the district.

INSURANCE

TRAVEL ACCIDENT FOR DISTRICT

ADMINISTRATORS AND THEIR STAFF

General Description

1. The Travel Accident Insurance Policy is an excess policy underwritten by CHARTIS with its principal place of business in Wilmington, DE. CHARTIS does not solicit business in New York.
2. The excess provision in the policy means that:
 - a. Where no other insurance coverage is provided, the Little League policy will pay all eligible accident medical expenses incurred up to a maximum of \$ 20,000.00.
 - b. Where other insurance coverage is in effect, the Little League policy will pay those eligible accident medical expenses not covered by other insurance up to a maximum of \$20,000.00.

Personnel Insured by the Policy

1. All Little League Baseball, Incorporated, District Administrators, Assistant District Administrators, and all elected or appointed members of the District Administrator's staff are provided insurance while they are traveling on behalf of Little League International.
2. Coverage for your trip begins once you leave your residence or place of regular employment whichever occurs last and shall continue until such time as you return to your residence or place of employment, whichever occurs first., for a trip up to 60 days.
 - a. This coverage includes travel to, from, and while attending: games, tournaments, seminars, meetings and other functions related to the Little League Program.
3. District Administrators must annually submit profile sheets listing those staff members to be included on

the group policy.

Benefits Provided and Period of Treatment

1. Up to a maximum benefit of \$25,000.00 is provided for accidental dismemberment, loss of two or more members, speech, and hearing in both ears. A maximum benefit of \$6,250.00 is provided for accidental loss of the thumb and index finger on the same hand, if the loss occurs within 365 days of injury. "Member" shall mean hand, foot or eye. "Loss" shall mean with reference to hand or foot, actual severance through or above the wrist or ankle joint. Loss of sight of an eye shall mean the entire and irrecoverable loss of sight thereof. Loss of hearing in an ear shall mean total and irrecoverable loss of the entire ability to hear in that ear. Loss of speech shall mean total and irrecoverable loss of the entire ability to speak. Loss of thumb and index finger shall mean complete severance through or above the metacarpophalangeal joint of both digits. Accidental death and dismemberment benefits are less any amount payable under the policy for total and permanent disability as the result of the same accident.
2. Maximum accident medical benefit is \$20,000.00 and the maximum period of treatment for which benefits are payable is 52 weeks from the date of injury.
3. Maximum benefit of \$25,000.00 less any amount payable under the policy for accidental death or dismemberment as the result of the same accident is provided for disability if you are:
 - a. Totally and permanently disabled and prevented from engaging in each and every occupation or employment for compensation or profit of which you are reasonably qualified by reason of education, training or experience, AND

- b. Totally and permanently disabled within 365 days after the date of injury and continue your disability thereafter for a period of at least 12 consecutive months.
- 4. A Reduction Schedule is applicable to the accidental death and dismemberment benefits and total and permanent disability benefits. The amount payable for a loss may be reduced for covered persons aged 70 or older on the date of the accident causing the loss.

RATES

Travel accident for District Administrators and their staff is provided by Little League Baseball, Incorporated, at no cost to the District Administrators and their staff as listed on the annual profile sheet.

This is a brief description of the benefits provided under Policy Number GTP 0008066959. The policy will contain reductions, limitations, exclusions and termination provisions. In the event of a conflict between this document and the Policy, the Policy will govern in all cases.

GENERAL LIABILITY INSURANCE FOR DISTRICT ADMINISTRATORS

Protection for damage suits brought by individuals or organizations as a result of bodily injury or property damage is automatically provided for Little League District Administrators, Assistant District Administrators, and all elected or appointed members of the District Administrator's staff as named by the District Administrator on the annual profile form, while acting within their official Little League capacity.

The following is a breakdown of the coverage that is provided at no cost to the District Administrators and their staff.

* A master policy for all United States districts provides a benefit of \$1 million per occurrence and \$2 million aggregate p

ASSOCIATION DIRECTORS AND OFFICERS LIABILITY AND CRIME INSURANCE FOR DISTRICT ADMINISTRATORS

The District Administrator can now purchase both D&O insurance and Crime insurance for their districts. You should contact Little League International for the cost of these insurance policies.

Directors and Officers — Protection for damage suits brought by individuals or organizations as a result of a "wrongful act" is automatically provided for Little League District Administrators, and their volunteers and salaried staff members while acting within their official Little League capacity.

Association Directors and Officers Liability Insurance provides a maximum of \$10 million coverage for all losses, and \$1 million maximum for each loss per policy year, shared by all districts; paid by Little League Baseball, Incorporated.

Association Directors and Officers Liability Insurance is underwritten by the Lexington Insurance Company. Individual policies are available for districts who do not want a shared policy with all the districts.

Crime Insurance — This Insurance has been available for District Administrators since 1999. This Insurance is only available by buying an individual District policy. This Plan protects districts against a monetary loss caused by dishonesty, disappearance of money, securities, or other property, and destruction of money and securities.

Districts that charter Baseball, Challenger, or Softball programs must purchase all of the necessary policies just like any other league. The insurance provided to districts at no cost by Little League does not provide the necessary coverage for chartered baseball or softball operations.

INTERNATIONAL CONGRESS Little League Baseball and Softball

HISTORY

First Congress, Chicago, March 22-24, 1956

PURPOSE

To give field personnel a voice in the affairs of Little League. The need was recognized because of the expertise that could come only from individuals in leadership roles who have direct contact with children in the day-by-day execution of the program in a local environment. Succeeding Congresses have been held in Chicago, IL; Los Angeles, CA; Houston, TX; New York City, NY; Washington, D.C.; Portland, OR; Tampa, FL; Detroit, MI; Charlotte, NC; Anaheim, CA; Williamsport, PA; Boston, MA; Reno, NV; and the 21st International Congress was held in San Antonio, TX, in 1998. The Congress in 2001 was held in Ottawa, Ontario, Canada. The Congress in 2004 was held in Virginia Beach, Va., and the last Congress in 2007 in Houston, TX., Lexington, KY. per district.

PROCEDURE FOR AGENDA

All Leagues and District Administrators are invited to send recommendations to the Rules Committee. This committee tabulates subjects and prepares Agenda of subjects with greatest interest by field personnel. The Congress delegates (DAs or their approved alternates) vote on subjects after deliberation in round-table workshop format, with a moderator. The final vote at a General Assembly, results in referral to the International Board of Directors for implementation into Rules, Regulations or Policy Statements, depending upon nature and status or purpose of item.

OTHER FUNCTIONS OF CONGRESS

- (1) Each Region holds a meeting at the Congress, usually to discuss Tournament and/or other appropriate subjects.
- (2) Expenses of Delegates are handled through an escrow (special) fund, created by part of charter fee for teams

chartered in the Little League program. Part of this added income will go into this Congress account to reduce the deficit in that fund. It should be noted that this Special Account is used only for Delegates' expenses (not staff).

(3) Educational opportunities are made available to Delegates, and others, at the Congress. These are optional subjects. There are many exhibits of equipment and

supply items. Entertainment and fellowship experiences are important also.

(4) The Congress usually convenes every four years by current schedule. This schedule assures that each District Administrator will have the opportunity to attend one or more Congress sessions.

BOUNDARIES FOR CHARTERED LITTLE LEAGUES

Each league is guaranteed protection of boundaries approved for its Little League program, as of the date the charter is issued. No other Little League can enroll candidates or players from WITHIN that boundary. This is a unique benefit of Little League and is not implemented in this way by any other amateur Baseball or Softball program.

To change any league boundary, after the initial approval, requires the following action:

(1) Preparation of a map showing the actual north, south, east and west boundaries (clearly marked by a road, street, river, creek or specific beginning and ending point).

(2) If another league(s) is involved (i.e., a portion of the league's boundary is "taken away"), the signature of that league president(s) must be placed on the map as a sign of approval by that league's board of directors.

(3) Above proposed change requires the approval of the District Administrator, with his/her signature and date on the map.

(4) After above actions, the map is sent to Regional office by the District Administrator. The Regional office will present the proposed changes to the Charter Committee for approval. If approved, the map will be placed in the league's file maintained by the Regional office.

All of these actions must be taken because of the real possibility of a question about the legality of the enrollment of any youngster. No league can LEGALLY enroll for its Tee Ball, Minor, Major program or any other level of play, any youngster who resides OUTSIDE the APPROVED boundaries for the league, unless it is expressly approved in writing for that season by the Charter Committee in Williamsport. No other person (including the District Administrator) has the authority to waive any rule or regulation. Eligibility for Regular Season play is the same as for Tournament Play.

If a local Little League has in its area another amateur Baseball or Softball program, not affiliated with Little League Baseball, Incorporated, it has the right to include that area within its charter. It can offer the benefits of Little League to those youngsters. In fact, a local Little League is committed to offer Little League to all residents within its chartered area. No local Little League can offer the Little League Program, for any age group, to youngsters (ages 4 through 18 years) in either Baseball or Softball, if he/she resides within another league's boundaries. If a league does not offer Junior, Senior or Big League Baseball or Softball, the youngsters within its boundaries cannot play in another league. The same statement applies to all programs, Softball and/or Training and Development programs, and the Challenger program. The league serving the area of residence for the individual player must apply for charter and pay insurance costs for at least one team. The procedure to allow these

players (or teams) to participate in play with another league's teams are those procedures outlined for processing of an Application for Interleague Play, entries being made for each league, with the form being sent through the District Administrator to Regional office.

Requests for waivers should be processed by the local Little League, first through the local District Administrator for comment, then to the Regional office for Charter Committee approval. Whether a District Administrator agrees with the request or not, he/she should forward it to the Regional Center with his/her comments attached. Although a parent may initiate the request for a waiver locally, the request MUST be acted upon by the local Little League board before it advances.

Announcements and information released to potential player candidates and their parents/guardians should clearly define the boundary/residence. Offer all programs to all youngsters within your local Little League's boundaries. Disregard boundaries "claimed" by non-Little League groups. It is not unusual for children to be informed that they are playing in Little League, when in fact, their program has no relationship to this program. Each of us has a responsibility to ensure that parents are informed of the difference in any other program and Little League. There are limitations on boundaries. The number of youngsters applying may result in a need for changes, or the expansion of the number of Major Division teams. These are subjects that should be reviewed annually, and coordinated with other leagues and the District Administrator.

"RESIDENCE" BY DEFINITION

Each local Little League determines the actual geographic boundaries of the area from within which it shall select players. These boundaries must be described in detail and shown on a map and dated when making application for a Little League charter. Players will be eligible to play with that league only if they reside within the boundaries provided to and approved by Little League Baseball, Incorporated.

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

A. His/her parents are living together and are residing within such league boundaries, OR;

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

"Residence," "reside" and "residing" refers to a place of

bona fide continuous habitation. A place of residence once established shall not be considered changed unless the parents, parent or guardian makes a bona fide change of residence.

Residence shall be established and supported by documents, dated on or before February 1 of the current year, from THREE OR MORE of the following categories to determine residency of such parent(s) or guardian:

1. Driver's License
2. Voter's Registration
3. School records
4. Welfare/child care records
5. Federal records
6. State records
7. Local (municipal) records
8. Support payment records
9. Homeowner or tenant records
10. Utility bills (i.e., gas, electric, water/sewer, phone, mobile phone, heating, waste disposal)
11. Financial (loan, credit, investments, etc.) records
12. Insurance documents
13. Medical records
14. Military records
15. Internet, cable or satellite records
16. Vehicle records
17. Employment records

NOTE: Example – Three utility bills (three items from No. 10 above) constitute only ONE document.

Any documents submitted as proof of residence must show customary usage or consumption to demonstrate bona fide continuous habitation as determined by Little League Baseball, Incorporated in its discretion.

It is recommended that the league require some proof of residence within the league's boundaries at the time the player registers. Players and their parents/guardians are advised that a false statement of residence may lead to ineligibility to play Little League Baseball or Softball. Under NO circumstances does

ANY person have the authority to grant a waiver that allows a child to play in a local Little League program IN ANY DIVISION, when that child does not qualify under these residency requirements.

If the claim for residency is challenged, three of the above materials must be submitted to Little League Baseball, Incorporated, with an affidavit of residency from the parent(s) or guardian. Little League Baseball, Incorporated shall decide the issue, in its sole discretion, and that decision will final and binding. Residency documents must illustrate that the residence (as defined above) was inside the league's boundaries throughout the regular season (as of June 15 of the year in question).

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

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

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

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

PROOF-OF-AGE REQUIREMENTS

ACCEPTABLE FORMS OF PROOF OF BIRTH DATE

1. Original proof of age document, if issued by federal, state or provincial registrars of vital statistics in the country in which the Little Leaguer is participating.

2. If country of participation differs from the country of proof of age document, original proof-of-age document issued by federal, state or provincial registrars of vital statistics, or local offices thereof, are acceptable proof of age, provided the document was filed, recorded, registered or issued within one (1) year of the birth of the child.

3. An original document issued by federal, state or provincial registrars of vital statistics, or local offices thereof, listing the date of birth, with reference to the location and issue date of the original birth certificate, is acceptable. (The original birth certificate referenced must have been filed, recorded, registered or issued within one (1) year of the birth of the child.) Also issued by these agencies are photocopies of the certificate of live birth with the certification also photocopied, including the signature, and include the seal impressed thereon. Such documents are acceptable without "live" signatures, provided the original filed, recorded, registered or issued date of the birth certificate was within one (1) year of the date of birth.

4. For children born abroad of a parent or parents who are U.S. citizens, any official government document issued by a U. S. federal agency or service, is acceptable. For military dependents, Department of Defense identification cards and military hospital certificates are acceptable. These must be originals, not copies, and must refer to a filing, recording, registration, or issue date that is within one (1) year of the birth of the child.

5. A "Statement in Lieu of Acceptable Proof of Birth" issued by a District Administrator is acceptable.

NOT ACCEPTABLE AS SOLE PROOF OF BIRTH:

Baptismal Certificate; Certificate of Blessing; Certificate of Dedication; Certificate of Circumcision, etc.; Hospital Certificate; photocopied records.

Note: Little League International has authorized the Regional Directors for Latin America, Europe (including Middle East and Africa), and Asia/Pacific, to adopt a policy that excludes No. 1 above. Local Little Leagues and districts in those regions will be informed of the regional policy.

HOW TO OBTAIN ACCEPTABLE DOCUMENTS

PROVING DATE OF BIRTH

Certified copy-of-birth records may be obtained from the

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

www.cdc.gov/nchs/howto/w2w/w2welcom.htm

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

firstgov.gov

Persons in the U.S. who need a copy of a non-U.S. birth record should contact the Embassy or the nearest Consulate of the country in which the birth occurred. Addresses and telephone numbers for these offices are listed in the U.S. Department of State Publication 7846, "Foreign Consular Offices in the United States," which is available in many local libraries. Copies of this publication may also be purchased from the U.S. Government Printing Office, Washington, DC 20402. Such proof-of-birth records must meet the criteria for acceptable proof listed above.

ANNOUNCEMENT OF REGISTRATION

For Each Season of Play

In all Little League Publications the need to inform every potential candidate of the opportunity to register and subsequently "try-out" for positions on teams in the local Little League is emphasized. These announcements should be made in every available news media in the local Little League area, radio, television, weekly and daily newspapers, church bulletins, recreation center bulletin boards and through the public and private school systems. It is important that all potential candidates be informed of the league's registration of candidates for the current season of play.

These announcements should include all age groups served by the local Little League, beginning with the minimum league age of four (4) years, and continuing through eighteen (18) years if the Junior League, Senior League and Big League Programs are offered or planned. If the Softball program is offered, this announcement should specify the age groups offered.

There should be no mention made of any participation fee. If it has been determined by league officials that a participation fee will be necessary, this fact can be discussed with the parents/guardian at the time of the actual registration. At that time they should be informed also of the fact that it is not a prerequisite to participation, if the fee cannot be paid. Elsewhere we have presented an outline of the responsibility of adults to finance the league program.

There should be a detailed description of the actual boundaries served by the local Little League. This subject should be resolved before the announcement is released. If there is any question of the actual east, west, north and south limits of the

league's boundaries, this should be discussed with your District Administrator and clarified by his/her records or with those in the Regional Headquarters. If any candidate does register, and it is found that he/she does not reside within the league's authorized territory, that application should be referred to the correct league, and the parents/guardian informed.

It is important to remember that all candidates are covered by the Player Accident Insurance Policy, if applied for in advance, during the try-out periods. After the team selections have been completed, and assignment to teams recorded, only those players listed on rosters filed with Little League International are covered by this policy. Of course only players legally assigned to any team (by residence, birth documents, etc.) are protected in any age group, Tee Ball, Minor League, Major League, Intermediate (50/70), Junior, Senior or Big League, in either Softball or Baseball.

The above procedures, if followed, will ensure that every candidate in your league area is given the opportunity to register and tryout for the local Little League program. It will influence significantly the total enrollment in each league. It will also improve public relations for the total Little League Program.

Each local Little League is provided with a Registration Form by Little League International. This form should be copied and used when players register.

THE DIVISIONS OF LITTLE LEAGUE

TEE BALL BASEBALL AND SOFTBALL

Operated as a division of the Little League organization, Little League Tee Ball for baseball and softball is a program developed primarily for young players and those just learning the fundamentals. Rather than using the pitched ball, Tee Ball utilizes an adjustable batting stand or "tee" from which the ball is hit.

Tee Ball is for children of league age 4, 5, 6, and/or 7, to be decided by local league option. Players league age 4-6 are eligible for Tee Ball only. Live pitching by players, adults or machines is prohibited in any game involving players league

age 4-6. However, if a player who is league age 6 has played a full season of Tee Ball, he/she may play in the Minor League Coach Pitch Division or Machine Pitch Division. Rules for Tee Ball are published in the Tee Ball/Minor League/Little League Baseball Rules and Regulations and the Tee Ball/Minor League/Little League Softball Rules and Regulations.

MINOR LEAGUE BASEBALL AND SOFTBALL

Thousands of children coming into Little League each year are eager to learn, develop skills and look forward to the opportunity to be selected on "major" league teams in baseball

and softball. Thus, the Minor League program is an important addition to the league operation in providing the basic training in fundamentals.

This concept of the Minor League as a training program for younger children has been subject to abuses that not only threaten the structure and permanency of the parent league, but more importantly, deny many children the privilege of gaining Major League status. There is an obligation on the part of responsible league officers to construct a Minor League program that provides training for younger players, and place less emphasis on the competitive aspects of the game.

The structure of each local league should provide a balance between the Major and Minor operations. If the eligible, qualified children annually aspiring to Major League status far outnumber the total that can be accommodated, there is an obvious imbalance and need for further expansion of the program.

It is in this area that leadership of the league's board of directors and administrative officers is best demonstrated in calculating the interest and welfare of those to be served. Effectively administered and operated, the Minor League is a most important function. Under good leadership and in proper regard for its role in the overall program, Minor League activity helps perpetuate the local league by providing a flow of trained, younger players to replace those who graduate each year to the Junior League.

The Minor League program is for players league age 7-11. A local league may opt to use adult or machine pitching in all or part of the Minor League program. If a pitching machine is used, it must be in good working order and must be operated only by adult managers and coaches. If a league opts to include some or all players league age 6 (who have completed one year of Tee Ball) in the Minor League, it must ONLY be in the Minor League Coach Pitch or Machine Pitch Division.

LITTLE LEAGUE BASEBALL AND SOFTBALL

Often known as the "Major" division, the Little League Baseball and Softball Division is traditionally for 9-12 year olds. However, a league may structure this division to include only 10, 11 and 12 year olds, or 11 and 12 year olds.

It is this division that produces a tournament team for 11-12 year olds, with a World Series tournament at the end of the playoff season in baseball and softball.

There are also a 9-10 Year Old and 10-11 Year-Old Division Tournaments in baseball and softball that concludes at the state level. Eligible players on the 9-10 Year-Old and 10-11 Year-Old Division tournament teams may be from the Major or Minor League.

LITTLE LEAGUE INTERMEDIATE (50/70) BASEBALL DIVISION

To bridge the transition from Little League to Junior/Senior League Baseball, a program for 11-13 year-old players has been developed. The Little League Intermediate (50/70) Baseball Division is an extension of Little League to provide a continuing activity within the framework of the local league. It is designed to accommodate players whose advanced skills permit rules that are closer to conventional baseball (such as leading off bases, pickoff attempts, etc.), but on a field that is not quite as large.

The Little League Intermediate Division is an integral part of the established local Little League, subject to the administra-

tive control of the Board of Directors and local league officers. An Intermediate League Baseball Vice President oversees the operations of the division. A league may also wish to have a separate Player Agent for the Intermediate League.

The Intermediate League draws its players from within the same boundaries as the "parent" league. When there are not enough players within the league boundaries to play a schedule within the league, two or more adjacent leagues of the same district with a combined population of not more than 40,000 may combine to form a single Intermediate League (with recommendation of the District Administrator and the approval of the Charter Committee). Each unit must maintain an Intermediate League Baseball Charter.

A Tournament structure for the Intermediate Baseball Division has been developed, with play ending in a World Series each year.

Rules and Regulations: Playing Rules for Intermediate League Baseball are substantially the same as conventional rules of baseball, with the exception that games are seven innings, some equipment limitations, etc.

The local league, as with all divisions of play, may restrict the Intermediate Baseball League to players of any age, provided the player is league-age 11, 12, or 13, and is otherwise eligible. For instance, a local league could place all eligible 13-year-olds in the Intermediate League, and all 11- and 12-year-olds in the Little League Major Baseball Division. Or, it could permit some advanced 11- and 12-year-olds to "play up" in the Intermediate League.

To be eligible for selection to a local league's Intermediate League Tournament Team ("All Stars"), a player must be the correct age, and must have participated in at least 60 percent of the local league's regular season Intermediate League games, with an exception if the player misses games because of school baseball. (See Tournament Rules and Guidelines.)

A local league is permitted to allow players who are age 11 and/or 12 to participate in both the Little League Major Baseball Division, and in the Intermediate Baseball Division – for regular season AND for Tournament Play. However, to be eligible to be placed on the Major Baseball Division Tournament Team, such a player must have played at least 60 percent of the regular season games in the Major Baseball Division.

Along those same lines, a local league could allow an eligible 13-year-old to play in both the Little League Intermediate Baseball Division and the Junior League Baseball Division. The same principles for Tournament Play would apply.

Field Requirements: Intermediate Baseball field dimensions are, as the name implies, between those of the traditional Little League diamond and a standard baseball diamond. For the Little League Intermediate Baseball Division, there is a pitching distance of 50 feet. The distance between bases is 70 feet. The recommended range of distance, during regular season, from home plate to the outfield fence is 200 to 275 feet.

Little League has an online tutorial on converting a traditional Little League field (with base paths of 60 feet) to an Intermediate League Baseball – so that the field can be used for both divisions, if needed. That tutorial is located here:

<http://littleleague.org/Int5070>.

Further information, including regulations, is available from all Little League offices.

JUNIOR LEAGUE BASEBALL AND SOFTBALL

To bridge the transition from Little League to Senior League Baseball and Softball, a program for 13-14 year-old players has been developed. **NOTE:** 12 year olds are eligible for Junior League (see regulation IV(a)).

Junior League is an extension of Little League to provide a

continuing activity within the framework of the local league. It is designed to accommodate thousands of children coming out of the Little League ranks.

The Junior League is an integral part of the established local Little League, subject to the administrative control of the Board of Directors and local league officers. A Junior League Baseball Vice President and Junior League Softball Vice President oversee the operations of their respective divisions. A league may also wish to have a separate Player Agent for each of these divisions.

The Junior League draws its players from within the same boundaries as the "parent" league. When there are not enough players within the league boundaries to play a schedule within the league, two or more adjacent leagues of the same district with a combined population of not more than 40,000 may combine to form a Junior League (with recommendation of the District Administrator and the approval of the Charter Committee). Each unit must maintain a Junior League Charter.

Rules and Regulations: Playing Rules for Junior League Softball are substantially the same as the rules for the Little League Softball Division, except that games are seven innings and pitchers are permitted to pitch more innings per game/week.

Playing Rules for Junior League Baseball are substantially the same as conventional rules of baseball, with the exception that games are seven innings. Pitchers are permitted to throw more pitches per game/week than in the Little League (Majors) Division.

Field Requirements: Junior League Softball uses the same dimensions as Little League Softball. Junior League Baseball field dimensions are the same as a regulation size baseball diamond (60-foot pitching distance and 90-foot basepaths), but leagues have the option of reducing this field to a 54-foot pitching distance and 80-foot basepaths.

A Tournament structure for Junior League Baseball and Softball has been developed, with each division's play ending in a World Series each year.

If a local league finds it necessary, because of a lack of players, to include 15 year olds in the Junior League program, it may request to do so from the Charter Committee (see "Waivers of Rules and Regulations" in the "Little League Policies And Principles" section of this book).

Further information, including regulations, is available from all Little League offices.

SENIOR LEAGUE BASEBALL AND SOFTBALL

Senior League is an extension of Little League to include 14, 15 and 16-year olds in the baseball program and 13, 14, 15 and 16-year olds in the softball program to provide continuing activity within the framework of the local league.

Since 14 year olds are eligible for either the Junior League or the Senior League, and 16 year olds are eligible for either the Senior League or the Big League, the local league Board of Directors must decide the division in which these players will participate. The local league Board of Directors may decide to place all or some of the players of these age groups in one or two divisions.

A Senior League Baseball Vice President and Senior League Softball Vice President oversee the operations of their respective divisions. A league may also wish to have a separate Player Agent for each of these divisions.

The Senior League draws its players from within the same boundaries as the "parent" league. Senior Softball may be operated as a district-wide program, which is explained in further detail below, under Big League Baseball and Softball.

When there are not enough players within the league boundaries to play a schedule within the league, two or more adjacent leagues of the same district with a combined population of not more than 40,000 may combine to form a Senior League (with recommendation of the District Administrator and the approval of the Charter Committee). Each unit must maintain a Senior League Charter.

Rules and Regulations: Playing Rules for Senior League Softball are substantially the same as the rules for the Little League Softball Division, except that games are seven innings and pitchers are permitted to pitch more innings per game/week.

Playing Rules for Senior League Baseball are substantially the same as conventional rules of baseball, with the exception that games are seven innings. Also, pitchers are permitted to throw more pitches per game/week than in the Little League Division.

Field Requirements: Senior League Softball uses the same dimensions as Little League Softball except for a pitching distance of 43'. Senior League Baseball field dimensions are the same as a regulation size baseball diamond (60-foot pitching distance and 90-foot basepaths).

It is important to remember that those who play in the Senior League have more knowledge and have developed more independence of thought and action than regular Little League or Junior League players. Thus it is desirable that managers have sufficient knowledge of the game to maintain the respect of the players and to be in a position to lead them into constructive patterns.

A Tournament structure for Senior League Baseball and Softball has been developed, with each division's play ending in a World Series each year.

Further information, including regulations, is available from all Little League offices.

BIG LEAGUE BASEBALL AND SOFTBALL

Big League is a further extension of Little League to provide a continuing activity for 16, 17 and 18-year olds in the baseball program and 14, 15, 16, 17 and 18-year olds in the softball program within the framework of the local league.

To be eligible for Big League, each local league should have a Senior League base from which it may draw players.

Each league which elects to set up and operate a Big League team(s) is required to apply for and obtain a Big League Charter. Franchising of leagues in this division is normally on the same basis as Senior League. However, the regulations allow for operation of the Big League program by the District Administrator and his/her staff.

Big League may be composed of teams from several leagues within a district. (More than one team may be entered by each league.) A league fielding four or more teams has self-determination.

It is also provided that teams from more than one league within adjoining districts may form a league where one district cannot field four teams. This league is governed by a Board composed of a representative of each participating league with the District Administrator as Chairman.

Considerable latitude has been built into the structure of Big League to encourage innovations that may be possible and practical. For example, Big League playing rules permit use of pinch hitters, pinch runners, etc., without penalty of losing original players from the line-up. By such permissive measures, the particular talents of some players can be utilized to the fullest and more encouragement is provided for young athletes whose inclinations and skills may lead them into play at college or even professional levels.

A full tournament structure, including a World Series for Big League Baseball and Softball, has been included as part of the program.

Further information, including regulations, is available from all Little League offices.

CHALLENGER DIVISION

The Little League Challenger Division is a program for development and/or physically challenged youth to enjoy the full benefits of Little League participation in an athletic environment structured to their abilities. However, whenever possible and with reasonable accommodations, these children should participate in unrestricted league play provided their participation is possible and fair within the standard rules and regulations of Little League Baseball or Softball.

More than the skills learned through the experience, the value of the Little League Challenger Division is found in the proven therapeutic and socialization benefits of participating in sports, the strengthening of the participants' self-esteem, the opportunities to mainstream into other divisions of play, and the disciplines of teamwork, sportsmanship and fair play which are hallmarks of the Little League program.

The philosophy of the Little League Challenger Division is to provide the framework so that every Little League program may offer a structured, athletic activity for all youth in the community. Playing equipment, uniforms, official shoulder patches, umpires and any special event activities provided for existing divisions are to be available for the Little League Challenger participants as well.

Chartered by the United States Congress as an educational program, it is incumbent upon every league administration to provide the same organization structure as is offered the other Little League divisions, and to assimilate the Little League Challenger participants into the structure of the Little League program.

ELIGIBILITY OF PLAYERS & PROOF OF BIRTH DOCUMENTS

RESPONSIBILITY OF LEAGUE PRESIDENTS

League presidents certify on each team roster that all players are eligible in accordance with the requirements of:

(a) Place of residence — they qualify under Little League's definition of "residence" as stated in the rulebooks, Operating Manual and this publication.

NOTE: If odd and even birthdates or first letter of surname determine which league a player candidate is assigned to, there are no exceptions without Charter Committee approval. The same procedures apply as stated when the division of players is by geographical boundaries for each league.

A key to a successful Little League Challenger Division is the careful selection of managers and coaches. Qualified adult leadership must reflect positive and constructive direction tempered with patience and understanding.

A wide range of abilities of Little League Challenger participants will necessitate variations in not only the rules but in the philosophy of conventional baseball. Some flexibility to applicable rules and regulations is permitted in the Challenger Division to meet individual program needs.

REGISTRATION AND TRYOUTS

PLAYER AGENT

Every Little League is required to elect an officer who is known as the Player Agent. The title implies specific responsibility because the Player Agent is the agent for the players. He or she registers players, sets up the try-outs for player candidates, conducts the Player Distribution Plan (draft), acts as an intermediary when trades are undertaken, observes managers and coaches in their handling of children and maintains a list of players who are eligible to be elevated to the Major League throughout the season. The role of the Player Agent is second only to the Presidency of the local league.

A thorough knowledge of the duties of the office is essential. To assist the Player Agent in carrying out this assignment, Little League has prepared a brochure detailing the responsibilities of the Player Agent. If your league does not have a copy of this material, it may be ordered by writing to your Little League Region.

CALL FOR PLAYER CANDIDATES

Annually, the local league's Player Agent will announce the dates and the place where registration will be conducted for the coming season. The local league will provide ample opportunity for parents and children to register.

Such notice may be conveyed through the schools, religious organizations, newspapers, radio, television and other public agencies.

School personnel may be given application forms (available from Little League Regional) for applicants to take home so they may be completed by parents or guardians in advance of the registration.

(b) Acceptable proof of age (see Proof of Age Document) is on record for each player.

NOTE: Little League team rosters MUST be filed annually.
(See Regulation IV(g))

(c) The league president and player agent must also verify eligibility for tournament team players.

RESPONSIBILITY OF DISTRICT

ADMINISTRATOR

On tournament Eligibility Affidavits prepared by league presidents and player agent, his/her signature certifies eligibility. The District Administrator performs a secondary review of birth documents. His/her signature certifies that each player listed

RESPONSIBILITY OF DISTRICT ADMINISTRATOR

On tournament Eligibility Affidavits prepared by league presidents and player agent, his/her signature certifies eligibility. The District Administrator performs a secondary review of birth documents. His/her signature certifies that each player listed has an acceptable birth document and he/she has reviewed this document, personally.

It is extremely important for each of the above officials to understand that if either official certifies eligibility of a candidate (at the local Little League level in any age group, i.e., Tee Ball, Minors, Majors, Senior, Big League, in Baseball or Softball) and

it develops later than a candidate (or player) is either UNDER-AGE or OVERAGE, or resides outside the league boundaries (or has a wrong birthdate) THAT OFFICIAL may be found LEGALLY LIABLE as a result of any adverse event (injury, etc.) resulting from that action.

PERSONAL LIABILITY

League presidents and player agent/District Administrators are the ONLY INDIVIDUALS authorized to sign:

- (1) Team rosters (league president only). Prepared by league president/player agent and mailed to Williamsport.
- (2) Eligibility Affidavits (both officials)

If either authorizes another individual to review birth documents, places of residence, odd or even birthdates, etc., this fact does not change his/her responsibility, and/or liability.

PLAYER SELECTION AND TRY-OUTS & Assignment of Players by Policy

One of the basic requirements of Little League is that all candidates residing in the area served by each local Little League will have an opportunity to "try-out" for a Major League team, if the individual: (1) is a legal resident of the area (his/her parents/guardian resides within the defined area of the local Little League); (2) is of the correct league age for the intended division and is currently not assigned to a Major League team in the league.

In the Operating Manual and Player Agent Brochure, the responsibility of the player agent is defined regarding the conduct of tryout sessions. There are measurements outlined include: running; throwing for distance and throwing for accuracy; batting skill and power; bunting skill; and fielding skill. This listing is important, but the most significant information given in this publication is the detailed outline of methods that should be applied in making these evaluations of individual candidates. The basic fairness of the test methods, and the precision with which evaluations can be made — if these procedures are followed - are important to the individual candidate and the league.

The fact is, if a league follows these methods, and if the tryouts are conducted as outlined, with all participants being tested with their peers (the same age youngsters) over the period required for all tests to be performed, the season of play should be conducted with essentially balanced teams.

NOTE: A local Little League has the option to exclude 9 and/or 10 year olds from major league try-outs, placing such participants in the Minor Division.

DRAFT

In the Operating Manual under "Player Selection Systems" the draft (Plan A, B and C) is discussed. The purpose of these plans is to provide:

- (a) A balance in player talent between teams in a local Little League
- (b) Protection of players assigned to individual teams at the Major League team level

The local board can adopt these plans as the method for assigning players to teams. Any other method the league might want to consider must be submitted, in writing, for approval by the Charter Committee.

POLICY STATEMENT

TRADING

The intent of the section of the Operating Manual on trading is for the player agent to monitor trades proposed by managers. Policy requires that trades be approved by the board as outlined in either Regulation III (d) (during the first 14 days of the current season play) or Regulation III (e) (between seasons). The purpose of this board review is to avoid trades that, in effect, might not protect a player's right to remain with his/her teammates from the previous year and to reduce the opportunity for managers to manipulate the system, and perhaps cause imbalance of talent between otherwise competitive teams. This policy also reduces

the opportunity for some parents to select a manager of their choice for their child's team.

For trades to be considered, the players must meet the eligibility

criteria of Regulations II, III and IV, the transaction must be requested by both managers, and the board must determine that there is a "justifiable reason" to approve the request.

OPERATION & MANAGEMENT OF THE MINOR LEAGUE

Beginning in 1939 the policy of Little League International has been based on the philosophy of giving each youngster in all local Little League areas an equal opportunity to participate on a team within the local Little League. The determination of the level of the program to which each player will be assigned must be based solely on the ability demonstrated by the individual at the try-outs. Following the tryout sessions and the initial assignment of player/candidates to Major League teams, all remaining candidates of league age nine (9) years or older are assigned to Minor League teams. In more than sixty (60) years of experience, and through intensive testing of various procedures and concepts, Little League has found that the assignment of players in the Minor League should be done as a cooperative effort by all managers in the Minor League level, along with the player agent. The goal is to establish teams with players of essentially equal ability. The ultimate objective must be understood. It ensures that these teams are competitive and balanced, enabling children to gain the greatest benefit in their efforts to qualify for eventual placement on a Major League team: the goal of all candidates who apply to play in the local Little League. In the event that this process is not completely successful, the player agent is authorized to change the team assignment of any player in the Minor League during the season of play to accomplish and maintain this balance.

It is Little League Policy that the Minor League level of the local Little League organization is a training program. Its only goal is to train and qualify each player for placement on a Major League team. This assignment should occur when the player qualifies for that level of play. For this reason each player in the Minor League, regardless of what team he/she is assigned to in that level, and regardless of whether or not he/she attended tryouts. ANY MINOR LEAGUE player, of the correct age, is available to all Major League teams in the total league if there is a vacancy.

Any other method would limit the opportunity for placement of the best qualified player, at any given time, to a position on only one team, when and if that team has a vacancy. Under any so-called "affiliated" system the net result could be that a less qualified candidate, or candidates, could be assigned while the best qualified candidates could spend their career in the Minor League. This violates every concept of Little League, and cannot be accepted as an authorized activity.

In the average league, over a period of any one season of play, it is recommended that there be not more than twice the number of players in the Minor League as are assigned to the Major League level. In fact some of the most successful leagues have less than that ratio, and set goals for expansion of the Major League level to more teams whenever they find more players ages 9 through 11 years in the Minor League than are assigned to the Major League teams.

To summarize our policy, we know that the goal of every candidate who enters Little League should be to be assigned to the regular or Major League level. This cannot be accomplished on an equitable basis unless the above recommendations are incorporated in the plans of local Little Leagues and carried out on a timely basis. This fundamental principle has proven effective in the operation of leagues serving some 3 million children annually, and for more than sixty (60) years. The rare exception, when a different method was used, was in violation of the league's annual commitment, made by the president acting for the membership of the league, upon application for charter. The fact that our staff was not adequate or failed to make a carefureview of all documents submitted by every league does not justify but simply explains how this could have occurred in an isolated or on an individual league basis. Whenever any action is proposed or made known to our staff as a procedure within a league or district, and that action is in violation of any published policy of Little League, prompt action is taken to protect the integrity of the program. This ensures fair and impartial treatment of all players in every level of all leagues.

MINOR LEAGUE POLICY

A basic policy of Little League requires that all teams in the Minor League Program, including Tee Ball, be dissolved at the end of each season. All players must be returned to the league's player pool. No manager or team can automatically retain a player for a subsequent season. No player or team in the Minor League (including Tee Ball) can, under any circumstances, be deemed to be the property of, or under the jurisdiction, supervision or control of a particular team in the Major League of the local Little League. There can be no so-called "affiliated" system in any chartered Little League.

The Regulations state that the Minor League is an integral part of the total Little League Program. Its purpose is to provide training and instruction for those candidates who, by reason of age and other (defined, measured) factors, do not qualify

(initially) for selection to the Major League level. Once any player is placed onto a Minor League team, however, he/she becomes automatically eligible to be "called up" to a Major Division team when a vacancy occurs, provided the player is of the correct age for the division. This is the case even when a player misses tryouts and is placed onto a Minor League team.

It is extremely important for local Little League officials to understand that the only authorized organizational alignment of a local Little League, as described in all publications, including Rules and Regulations, is:

TEE BALL BASEBALLfor participants ages 4-7 years

MINOR LEAGUE BASEBALLfor participants ages 7-11 years

(NOTES: A local Little League has the option to exclude 9 and/

or 10 year olds from Major League try-outs, placing such participants in the minor league; A local Little League has the option of allowing one or more league age 6-year olds to play in the Minor League Coach Pitch Division, if the player completed a year of Tee Ball as a 5-year old.)

MAJOR LEAGUE BASEBALL ...for participants ages 9-12 years
(See above)

INTERMEDIATE BASEBALL...for participants ages 11-13 years

JUNIOR LEAGUE BASEBALL .for participants ages 12-14 years

SENIOR LEAGUE BASEBALL..for participants ages 13-16 years

BIG LEAGUE BASEBALLfor participants ages 15-18 years

GIRLS/BOYS TEE BALL

SOFTBALLfor participants 4-7 years old

GIRLS/BOYS MINOR LEAGUE

SOFTBALLfor participants 7-11 years old

GIRLS/BOYS LITTLE LEAGUE

SOFTBALLfor participants 9-12 years olds

JUNIOR LEAGUE SOFTBALL.for participants 12-14 years old

GIRLS/BOYS SENIOR LEAGUE**SOFTBALL** for participants 13-16 years old

GIRLS/BOYS BIG LEAGUE

SOFTBALLfor participants 14-18 years old

There is no approved method of "re-naming" players in the Minor League, such as "AAA," "AA," "A," "BB," etc. This is a training program. Players are assigned initially to teams by agreement of managers and the player agent (see Regulation V in the Tee Ball/Minor League/Little League Rules and Regulations).

For instance, a league could have a "Minor League Coach Pitch Division," a "Minor League Machine Pitch Division," or a "Minor League Player Pitch Division." Another league may have a "Minor 7-8 Year Olds Division," a "Minor 9-10 Year Olds Division," and a "Minor 11-12 Year Olds Division." Players are assigned to these divisions according to their abilities.

SELECTING MANAGERS/COACHES & ORIENTING PARENTS

Goals in the Minor League Program

Minor League Programs were started in the 1950s when research studies disclosed that youngsters of league age 8 years could not compete safely on Major League teams with players of league age 11 and 12 years. Studies also revealed that some 9 and 10 year old players, who by careful screening during tryouts, need additional training to improve their skill level, reaction time and attitude to compete safely on a Major League team.

To establish and maintain the proper attitude in parents of Minor League players, we suggest the local board of directors take the following action before each season:

- (1) Schedule a meeting of all parents who have children ages 9 years and older who are being assigned initially to Minor League teams; explain the policy of the league, i.e., to qualify these players, through training, to fill vacancies on Major League teams during the season. The player, when selected to fill a vacancy in the regular program WILL "move up" to that position. Seven and eight year old players are not subject to selection by a Major Little League team. This policy should be understood by all of these parents. REMEMBER: All player/candidates, ages 9 years and older, not enrolled on a Major League team, are assigned to the Minor League. Minor League rules, as published, apply.

Players can be reassigned during the season to assure balance between teams in the Minor League (see Regulation III (d)). The goal is to QUALIFY players for assignment to Major League teams. Parents, players, managers and coaches MUST be informed and understand this basic goal and encouraged to direct their efforts and plans accordingly.

The league is committed to provide an opportunity for EVERY qualified candidate who resides within their assigned area to play on a team at the level of the candidate's skill, ability and determination as evaluated and recorded by appropriate prescribed tests and measurements during the league's tryout sessions. Sufficient Major League teams must be organized to accomplish this purpose and goal. If a second division or league is required, it must be chartered. It is totally unfair, and not in agreement with Little League Policy and the goals of this program, to require a player to remain at the Minor League level for his/her Little League career because of:

- (1) a Lack of Major League teams, and/or
- (2) a locally conceived and designed elite Major Division system.

Our goal has always been and remains specific: To serve children on an equal basis, governed only by qualifications, and to give each player an honest opportunity to have fun, with his/her peers. If the local program becomes too competitive to accomplish this purpose, it should be:

- (1) reviewed, and, if necessary,
- (2) reorganized to agree with the fundamental concepts and policies as defined in appropriate publications and discussed herein.

- (2) When candidates are screened for manager positions in the Minor League, inform them of this policy. Each manager must agree to encourage every player to advance to a Major League team, when selected. If any manager candidate does not agree, DO NOT appoint him/her as a manager in the Minor League.

Any manager, after appointment, who fails to encourage a player to advance, after selection, may be removed as a manager (or coach).

These two actions must be taken BEFORE each season, if your program is to be effective and offer ALL players the best benefits available to him/her. Any over-emphasis by a manager in the Minor League on "winning" games instead of "training" players will destroy the goals of this essential part of your total Little League Program.

SPECIAL NOTE: All candidates who are 9 years or older must participate in tryouts (unless the local Little League opts to exclude 9 and/or 10 year olds from Major Division try-outs). If he/she does not participate in tryouts, before the candidate can play in either the Minor or Major League the local board must approve participation of the candidate under Regulation IV (f). Failure to take this action will result in an ineligible player in the Minor League. When the candidate is approved he/she is then

eligible for Minor League or Major League. If he/she is assigned to the Minor League and subsequently selected to fill a vacancy on a Major League team, he/she is eligible without further board action except the procedures outlined in Regulation III (d).

During the season, if a parent refuses to allow his/her son/daughter to "move up" to a Major League team, after selection by

a Major League team with a vacancy (procedures of Regulation III (d)), inform him/her that the player forfeits any future opportunities for elevation to a Major League team for the current season. The local Little League may also impose further restrictions on such players. **EXAMPLE:** The local Little League may require the player to be transferred to another team in the Minor League.

SCREENING AND QUALIFYING UMPIRES

The selection of qualified candidates for all umpire assignments in Little League Baseball and Softball Programs, beginning with the Minor League and continuing into Senior League, is a responsibility of the league president. The first requirement should be that the individual is available as a volunteer. When the candidate is nominated by the president and approved by the local board, the training process begins. In Little League all of the guidelines, instructions, and clinics are available to teach and qualify a volunteer for this important position.

The initial instruction period(s) should cover all Rules for the program under consideration; Little League, Junior League or Senior League Baseball or Softball. The correct interpretation of all playing rules is essential.

The second phase of training is the UMPIRE MANUAL. This manual discusses the proper uniform to be worn and the conduct expected of each umpire. Positioning is shown by charts for all play situations. The major differences between Little League and professional rules are discussed and a series of questions are included in this manual. "THE RIGHT CALL" is a manual essential to help the new candidate understand the answer to many questions developing in game situations. Included are the signals commonly used by umpires and instructions explaining how to work as a team on the field.

If the league can send selected candidates to a clinic at a Regional Headquarters, it will help with interpretation of Rules and give them an opportunity to share knowledge with other Little League umpires. The program will help qualify them to teach other candidates in their local Little League.

The District Administrator, with the help of participating league presidents, should select volunteer umpires for the Big League Baseball and Senior/Big League Softball programs from the volunteers who have been trained at the local Little League and District levels. The training of candidates in all leagues within

the District will be more effective if it is coordinated with the District Administrator and District Umpire Consultant.

From the most qualified and experienced volunteer umpires at the local Little League level, the District Administrator should select the umpires for all Tournament Games in the District. Their assignment to games must comply with the policy outlined in Tournament Rules. The most qualified volunteer umpires in each District should be selected to umpire in all State, Section and Division levels of the Tournament Program.

District Administrators from each state are invited to nominate the most qualified volunteer umpires from their states as candidates to umpire in Regional Series and World Series tournaments in all programs.

Screening and evaluation by a committee Regional Sites produces candidates for consideration to umpire in the World Series in all Little League Programs. A defined system for determining the umpires at the Regional and World Series levels is now in place.

It is important to remember the whole process starts at the local Little League level. Qualified and dedicated volunteer umpires are essential for a successful local Little League program. If these procedures are followed, Tournaments will be conducted according to policy and the best qualified volunteer umpires in the District will be assigned to the games. Little League is also pleased to offer The Umpire Resource Center, a free, online tool packed with educational content and video clips on plate and base mechanics and news articles that will provide an opportunity to build, recruit, train and retain a program of volunteers. The resource center will also enable umpires to remain updated on the rules and regulations, exchange ideas and offer suggestions that will continually improve their game. Learn more and register at LittleLeagueUmpire.org.

AGREEMENT OF WAIVER

Certain Policies Regarding League Operation for Personnel Assigned to Military Bases

1. The sons and daughters of military personnel, including those sons and daughters of military personnel who are serving overseas without their families and who are killed, captured or missing, who apply as candidates for enrollment in a league or team operated on/or sponsored by a military base will be considered a resident of the base regardless of where the parents reside. Government employees and civilians assigned or attached to that military installation would also be covered under this provision. (This is, in effect, a waiver of REGULATION II, LEAGUE BOUNDARIES, insofar as the regulation relates to prescribed league boundaries).

2. Because military personnel are subject to transfer between bases it is frequently impossible for youngsters to become candidates during a defined period of a local Little League or a league operated on a military base. The requirement outlined in REGULATION IV, THE PLAYERS, is waived to make it possible for these youngsters to become members of regular season and Tournament Teams if other requirements are met.

3. For the purpose of providing equal opportunity to the player in a league operated on/or by a military base, that part of the tournament rules which requires that he/she be a member of a regular team for at least one half of the regular season is waived. The facts relative to reasons for non-participation during more than one half of the regular season will be documented in

the league file and available for review by the league president and Tournament Director who have responsibility for the initial certification of the team roster.

4. It will not be considered a violation of Little League policy if parents or other individuals on a military base are asked to voluntarily donate funds determined by the league's board to be equitable and necessary to make the league operation on a sound fiscal basis providing that any such donations are not a prerequisite to registration of candidates or selection of players to teams within the league.

5. Teams in a league operated on/or by a military base will not be required to purchase Little League insurance for regular

season play, provided the league submits verification that all participants are insured under military insurance for medical treatment. It will be required, however, that any Tournament Team selected by the league and entered in the International Tournament Program purchase team insurance at the prescribed rate to protect these youngsters during this post-season activity. Evidence may be required that appropriate public liability insurance is in effect for any field used by the league for regular season or post-season Little League games.

6. DD Form 1173 SD Cards issued to dependents and military hospital birth certificates are acceptable proof of age documents.

CONTACTING NEW GROUPS TO JOIN LITTLE LEAGUE

I. Contact "officials-in-charge" of existing Baseball or Softball programs:

- A. Present advantages, savings, benefits of Little League:
 - (1) ADVANTAGES-Worldwide, recognized and accepted by everyone as THE number one program.
 - (2) SAVINGS-Charter fees, insurance rates lower than any other program. Tournament entry fee is one-time only and is not levied at each level.
 - (3) BENEFITS-Democratic process for field representation and changes to rules, regulations and policies; Training programs (Clinics and Seminars), manuals, handbooks; 125 free background checks; free Manager/Coach/Umpire Resource Center; fund raising programs; research; equipment; tournament programs, including funding of travel; Regional Centers for supplies, services, uniform and prompt rule interpretations.

IF NOT SUCCESSFUL:

- II. Contact local civic and/or fraternal club(s) officials and invite them to help in the development and support of a local Little League. Present above facts.

IF STILL NOT SUCCESSFUL:

- III. Contact parents in the community and present all of above and full data of good benefits to them and their children through affiliation with Little League.

Proceed with the organization of a Little League.

NOTE: SAME STEPS AS ABOVE APPLY TO ADDING EXTENSION PROGRAMS TO AN EXISTING LITTLE LEAGUE: I.E., JUNIOR LEAGUE, SENIOR LEAGUE AND BIG LEAGUE BASEBALL, LITTLE LEAGUE, JUNIOR, SENIOR AND BIG LEAGUE SOFTBALL AND CHALLENGER.

***For more information and resources about development, please visit www.littleleague.org/newleague**

DEVELOPING NEW LEAGUES

When approaching a potentially new Little League program, the District Administrator should be prepared to make a strong presentation highlighting the many benefits of a Little League charter. Several publications detail the advantages to be gained through membership in Little League and are available through Little League Headquarters as needed.

Little League International can also provide you with a presentation entitled "Where The Dream Begins." The presentation can be tailored to a specific area or league, personalizing the presentation. A full-color booklet, also available, explains all the benefits of Little League. The presentation is easy to follow and does not require any special public speaking abilities on the part of the presenter. Together, they provide an excellent way for the District Administrator to make a professional-looking presentation to a group of people interested in Little League.

*Please contact the League Development Department for assistance.

PRESENTATION TO PROSPECTIVE NEW CHARTERS

When asked to go to a non-Little League city or group to make a presentation of the Little League Program, the following agenda covers most of what you will require. You will need to also contact the League Development Department at Little League International and request a Charter Packet.

This packet contains:

Charter Application/Insurance Enrollment Form, insurance pamphlets and assorted brochures.

Before going to meeting you should have the following material:

1. Charter Application/Insurance Enrollment Form
2. League Development publication
3. District policy booklet
4. Map of all leagues in district
5. Presentation (available upon request)

NOTE: If you haven't developed a booklet containing District policies, please do so. This contains all the data of how you run your District, include clinics available, budget and District fund information, tournaments, ADA and consultant duties, Administrator duties, election procedures, and any other data necessary.

GENERAL COMMENTS

As you are making the presentation, address and answer all questions, even if you will be discussing the same topic later. You want to establish a good relationship with these new people and respond to their concerns. It will more than likely be a major change for them and not everybody can handle change well.

Remember not to criticize any program they may be involved with or considering. We want to sell Little League on a positive note, and not by stressing the negative aspects of another

program. You may alienate some people currently involved with that program and they may be able to swing some votes against you. Be nice. In all honesty you can mention that any program helping the children of the community is an asset to that community.

You should try to find out something about their current program to prepare yourself for possible questions. Try to determine enrollment figures and type of insurance coverage currently in place. Usually we can charter a group by showing them insurance figures and save them enough to cover charter fees.

AGENDA

- A. Explain the structure of the Little League Program.
International Headquarters — Williamsport, PA

Regional Structure

United States	International
Central	Canada
East	Latin America
Southeast	Asia-Pacific
Southwest	Europe and Africa
West	

States — Explain states that make up your Region.

District — Give a breakdown of leagues and programs currently within your district.

Local Little League — board of directors

- B. Requirements for chartering.

1. A map indicating requested boundaries must be developed. Mention the possibility if there are any conflicts with an existing league's boundary, we will have to meet with them as boundaries are protected once they are established.
 2. Mention that in addition to the population there are also limits on the number of teams (10) within the major program. This situation would require a split into an American/National Division within the league boundaries, but that some leagues may request waivers under some circumstances. Tell them we monitor their program regarding the number of teams in the Minor programs versus the Major leagues. (Minor players age 11 should not outnumber Major players of those ages in an attempt to retain one league status, or to create an elitist program). The purpose of Little League is to permit qualified children the opportunity to play in the Major Division.
 3. Explain how interleague play allows leagues to play with other leagues. (Both Baseball and Softball).
 4. Explain combined all-star teams, only if you feel it may be appropriate. Otherwise don't bring it up — could result in some false assumptions on their part.
 5. Explain insurance programs using material in Charter Packet, effective dates, costs, etc. Stress these benefits as they are a big plus for us.
- Accident Insurance (proper coverage is mandatory)
Reg. I(c)7
 - Director and Officer Liability Insurance
 - Liability Insurance (proper coverage is mandatory)
Reg. I(c)7
 - Crime Insurance

Special Game with Chartered Little Leagues and Non-Chartered teams.

With the approval of the Charter Committee of Little League Headquarters, and on the recommendation of the Regional Director and the District Administrator, chartered league may engage in Special games during and after the regular season but prior to the opening school term or September 1st, whichever comes sooner.

Special Games may be requested between chartered leagues and non chartered leagues. Requests for Special Games with non chartered leagues must:

- 1) be submitted and approved by the Charter Committee through the District Administrator and Regional Director BEFORE the event is played.
 - 2) The insurance certificate of the non-Little League team(s) must be submitted with this Special Games application by the host Little League program.
 - 3) be played at the Little League facility
 - 4) be played in accordance to Little League Rules and Regulations.
- Special Games forms for games with chartered leagues and non chartered leagues are available online at LittleLeague.org under Forms and Publications.

Mention Challenger Division and all other divisions.

Using the Charter Application/Insurance Enrollment Form, have them estimate the number of teams. You will be able to tell them the costs of chartering. Explain that charter fees result in gratis rule books, use of Little League name, operational materials including the Operating Manual and access to Little League International Staff. The best thing they get is you (DA), tell them all the good things you do. This is an appropriate time to review your District Policies with them. Briefly discuss the tournament program, and levels of play as well as any other special game tournaments you may run within your district.

C. They will be most confused about our age breakdowns, you should strongly emphasize the flexibility we provide based upon the skill evaluation of players rather than a strict age breakdown.

1. Total program covers ages 4 through 18 - Baseball/Softball.
2. Tee-Ball: Usually 4-6 (7-year-olds can play also).
3. Minor League: Usually 7 through 11, with older players being those not sufficiently skilled for playing in Major League (need more training). Adult pitch and pitching machine allowed in "Minor League Machine Pitch" or "Minor League Coach Pitch" divisions. If the local Little League board desires it, some or all 6-year olds who have completed a season of Tee Ball as 5-year olds may play in the Minor League Coach Pitch Division.
4. Major League: Can be 9 through 12. In many areas 9's and 10's are placed in the Minor League. However, if needed, they can be used.
5. Intermediate League (50/70): Ages 11-13
6. Junior League: Ages 13-14.
7. Senior League : Ages 14-16.
8. Big League: Ages 16-18.
9. Softball: Tee Ball, 4-7 years old; Minors, 6 or 7 to 12 years old; Majors, 9-12 years old; Junior, 12-14 years old; Senior 13-16 years old; Big league, 14-18 years old.
10. Challenger: This division of Little League is for mentally and physically disabled players ages 4-18, or the completion of high school.

- D. Give the presentation "Where The Dream Begins". Again, this takes no special speaking skills.

NOTE: This presentation can be made to large or small

groups in about 30 minutes. If time is limited, this presentation can stand alone in place of the other information above.

GUIDELINE FOR CHARTERING

1. Prepare map, must be specific and accurate. If these are new boundaries with no modifications required by another league, the District Administrator's signature and date, and that of the local Little League president, is sufficient. If the change involves an existing league, it also requires the written approval of all league presidents involved (signatures required on map). This approval must be submitted with charter application.
 2. Prepare constitution using model provided. Must be submitted with Charter Application/Insurance Enrollment Form.
 3. Fill out Charter Application/Insurance Enrollment Form:
 - A. League name must include the words Little League.
Example: Western Little League.
 - B. City, county and state.
 - C. Indicate purchase or decline of Little League Accident Insurance.

NOTE: Proof of coverage is required if you decline Little League Accident Insurance.
 - D. Same applies for general liability. **NOTE:** If you plan to use an existing policy, send with Charter Application/Insurance Enrollment Form for approval, as it may not meet Little League minimum coverage requirements. Proof of coverage is required if you decline Little League Accident Insurance.
 - E. Enter number of teams expected, if different from previous year.
- NOTE:** You may estimate and send correction after reg

- istration is complete. Do not delay sending in charter to wait for actual figures as most insurance becomes effective only upon receipt of charter.
- F. President and another officer must agree to mandate background checks as provided for in Reg. I (b) and (c). **NOTE:** Signatures of both officers are necessary before Little League International can process the form.
 - G. League president signature and address.
NOTE: Below signature line, understand what you are committing your league to.
 - H. League number: Leave blank as Little League will assign one to you after charter is processed. When received, use this number in all communications with Little League.
 - I. Street address: Needed if you have utilized a Post Office Box earlier, this would be used for parcel post delivery of yearly supplies, etc.
 - J. Enter any problems you expect to have. Being new you can only guess. However, we like to receive this type of communication, as it may indicate where we have not properly prepared you, or a weakness we may be able to correct.
 - K. List officers, etc. This list also may be adjusted by letter at a later date.
 - L. Using the charges for teams and insurance, send check made out to Little League Baseball, Inc. for total amount, map, constitution and charter to Little League

DIVIDING A LEAGUE OR DIVISION

There are two reasons which make it necessary to consider dividing a league or a division of that league into two units (usually "American" and "National"):

- (1) Population exceeds the maximum listed in Regulation II (g).
- (2) Number of players registered or wishing to participate cannot be served with maximum number of teams permitted by Regulation I (d).

This realignment can be accomplished using one of five methods:

- (1) Reduce boundaries to include a population in agreement with the Regulation. Surrendered boundaries must be covered by another Little League charter.
- (2) Divide the league's service area geographically to provide for two charter areas. These two leagues (units) can be governed by one board of directors if recommended by the District Administrator and approved by the Charter Committee.
- (3) Divide all candidates by odd and even birthdates. For example, candidates with odd birthdates are assigned to the American League and even birthdates to the National League. This method usually results in a balance in number and quality of candidates. One board can govern as

stated in (2) above, if approved.

- (4) Use the first letter of the last name (surname or family name) to separate candidates between the two divisions (leagues). Under this method, players whose surnames begin with the letters A-L would be assigned to one league and M-Z to the other. This method also usually produces a balance in number of candidates.
- (5) Apply for two charters, and draft from both leagues using the "Common Pool Draft Method." Teams from both leagues select players from a common pool, alternating choices between the two. This method must be approved in writing from the Charter Committee before implementation.

Under either method, players already assigned to regular teams (not Minors) can be retained by their teams, if the league decides to do so, by application of Regulation II (d) and/or IV (h). The proper waiver form must be filed annually, with appropriate documentation as outlined in the Regulations.

Candidates from the same family are usually placed in the same league by using the birth date or first letter of surname of the oldest child to govern their assignment to a league.

Interleague play can be requested. However, each league must field its own Tournament Team.

PROTECTING LEAGUE ASSETS

Little League International is the largest and most respected organized youth sports program in the world today. And while Little League International has always been cooperative with and respectful of other nationally or internationally organized youth Baseball and Softball programs, we are aware that some of these programs actively and aggressively solicit our current member organizations to affiliate with their program.

It has been, and continues to be, the policy of Little League International to demonstrate the many benefits and advantages of affiliation with Little League as compared to other programs and considers it unnecessary and unethical to discredit or denigrate other programs. Little League International will always respect the decision of responsible members of any community

as to their choice of youth sports program affiliation. We are confident that, when objectively compared to any other youth Baseball and/or Softball program, the benefits of Little League International affiliation prove to be numerous as well as obvious.

Should a league in your district discontinue affiliation with Little League International and attempt to transfer or assume any or all of the local Little League program's assets, as District Administrator, you should advise any league director, officer, member or other parties interested in maintaining affiliation with Little League International to seek local legal counsel immediately. You should also advise your Regional Director of the situation without delay.

ACTIONS REQUIRED TO AVOID LOSS OF LEAGUE & ASSETS

Actions which should be initiated by the District Administrator when a board of directors proposes to not renew a charter in Little League International for a local Little League:

- (1) Meet with the board without delay. Establish the reasons and whether any action can be taken to convince them that the correct procedure is to renew the charter. Remember, if they were elected legally, by and from the membership of the league, when they (the board) decide to not file for charter renewal, this group no longer represents the league (as a Little League entity) and has no legal status, as a board.
- (2) Contact former league officials, managers, coaches and parents of the children. Get their support and call a meeting to elect a legal board for the league.
- (3) If any problem develops in obtaining custody of the league's property and assets (bank account, uniforms, equipment and other items including real Property, etc.):
 - (a) Attempt to locate a parent who is an attorney for legal advice and assistance. Action must be expedited or funds will be withdrawn by the illegal group. An attorney can take action to have bank accounts and other items held pending the proper election of the local Little League board.

- (b) Have parents and league members employ an attorney and proceed as above. YOU will need to share with the attorney the information contained in the statement "Funds Raised in the Name of Little League" which covers both funds and items of property.

If you have problems getting names and addresses of parents and other volunteers in the league area you can get a listing of players registered from the office in Williamsport, if team rosters were filed. Remember sponsors and other donors are usually interested in retaining Little League in the community also.

It is important that either you or a local Little League official who will actively resist the loss of the Little League charter, schedule the meeting with parents and other volunteers. If "they" (the renegades) call the meeting they will usually deny you or anyone interested in Little League, the right to speak.

All of these actions must be taken promptly. When you receive any information suggesting the board will not renew a charter, any delay in any of the above areas can result in not only the loss of a league but also all assets acquired in the name of Little League International.

IMPORTANT! Many leagues have been lost because of misunderstandings and poor communication. The District Administrator MUST be aware of movements within leagues to abandon all or part of their charter with Little League. During the off-season, monthly contact with every league president is vital.

SAFETY IS A RESPONSIBILITY

In order to understand the reasons for a Safety Program, we should look at why Little League has been so successful.

LITTLE LEAGUE POLICY

One of the reasons for Little League's wide acceptance and phenomenal growth is that it fills an important need in a free society. As our program expands, it takes, more and more, a major part in the development of young people. It instills confidence and an understanding of fair play and the rights of others.

Many of the younger children who develop slower than others are given an opportunity not only to develop their playing skill but to learn what competition and sportsmanship are all about. All who take part in the program are encouraged to develop a high moral code along with their improvement in physical skills and coordination. These high aims of Little League are more

for the benefit of the great majority of children rather than the few who would otherwise come to the top in any competitive athletic endeavor.

SAFETY RESPONSIBILITY (ASAP)

The very fact that it is a basic principle of Little League to provide an opportunity for most of the youngsters who sign up for a team to receive these benefits, multiplies the exposure to accidental injury. Having accepted this large group of children, we must also accept the moral responsibility for their safety. This obligation rests with every adult member of the league organization as well as with inactive parents who have entrusted their children to us.

The full use of ASAP (A Safety Awareness Program) is the best way for local Little Leagues and districts to make the game safer.

safer. Besides the obvious benefits in direct savings of the leagues, statistics show that those areas taking full advantage of ASAP have far lower injury rates. As a result, it is vital that each District Administrator strives for 100 percent participation within his/her district. Anything less is a disservice to the children of Little League.

OTHER REASONS

In addition to our basic moral responsibility, other significant reasons for an organized effort to prevent accidents are to:

1. Stimulate public confidence in this high caliber youth program.
2. Hold insurance costs to a minimum.
3. Reassure parents as to the safety of their children.
4. Develop safety awareness for their protection in later in life.

The organization of a continuing accident-prevention program is built on the two key positions of a District Safety Officer and a league safety officer. Their services are needed because a safety program in a large volunteer organization such as Little League requires direction and coordination. This can be accomplished best by the efforts of conscientious individuals having accident-prevention as their main responsibility.

ASAP INCENTIVES

DISTRICT ADMINISTRATOR INCENTIVES

SUBMISSION AND APPROVAL BY APRIL 1:

Districts with league participation in the ASAP Safety Awareness Program reaching the following participation levels will receive money credited on their district accounts provided the participating leagues submit a safety plan that meets all 13 of the ASAP requirements along with the fully completed ASAP registration form and is approved PRIOR to March 13. This award is available even if the district achieved a participation level of 90 percent to 100 percent in the past.

87% to 100% league participation receive \$350 credit

70% to 86% league participation in ASAP receive \$150 credit

90% TO 100% CONTINUOUS PARTICIPATION:

The District Administrator and the District Safety Officer will each receive an individualized ASAP baseball cap. This award is given each year that the district continues a participation level of 90 percent to 100 percent for two or more consecutive years without a reduction in the participation level.

75% TO 89% PARTICIPATION:

The District Administrator and the District Safety Officer of a district reaching 75 percent to 89 percent participation for the first time will each receive a complete ASAP Disney characters pin set. This award is given to a district one time only in recognition of reaching this level of achievement.

50% TO 74% PARTICIPATION:

The District Administrator and the District Safety Officer of a district reaching 50 percent to 74 percent participation for the first time will each receive an individualized ASAP baseball cap. This award is given to a district one time only in recognition of reaching this level of achievement.

LEAGUE INCENTIVES

Leagues submitting a Safety Plan meeting all 13 of the ASAP requirements along with the fully completed ASAP registration form and is postmarked by April 13, will receive an award based in part on the number of teams covered by the Chartis Accident Insurance Policy and will be automatically entered in the ASAP Awards which are listed below.

The President of the league submitting an approved Safety Plan along with the current year Facility Survey completed will receive the Disney character collector's pin for the current year.

ASAP AWARDS

GRAND PRIZE:

One league will be chosen as the National Winner to receive a Musco Little League Lighting System (lighting equipment for a 200' radius field) or safety equipment worth an equivalent amount and will be recognized on the field at the Little League World Series.

REGIONAL WINNERS:

A first and second place winner will be chosen from each U.S. Little League Region.

First Place receives \$500 toward safety equipment or insurance premium and a trip for two league representatives (President/ Safety Officer) to the Little League World Series. Second Place receives \$500 toward safety equipment or insurance premium.

PARENTS & INSURANCE

It is suggested this information be reproduced on the local Little League's letterhead over the signature of your president or safety officer and distributed to the parents of all participants at registration time.

INSURANCE PROGRAMS FOR LITTLE LEAGUE

ACCIDENT INSURANCE

FACTORS INFLUENCING THE LOW INCIDENCE OF INJURY IN LITTLE LEAGUE

1. Development of laboratory technique for measuring low-mass, high velocity impacts used in testing protective equipment.

2. Development of Baseball helmet.
3. Development of multi-cleated Baseball shoe.
4. Development of mask for catchers and umpires.
5. Development of unbreakable flip-sunglasses.
6. Development of more protective chest protector.

- Adjustment of pitching distance in relation to speed of pitch and reaction time of batters.
8. Requirement that batters, base runners and player coaches wear fully protective helmets, as defined in Little League Regulations.
 9. Requirement that male catchers wear protective cups.
 10. Requirement that catchers wear face mask, throat protector and catcher's helmet, during practice, pitcher warm-up and games.
 11. Prohibition of shoes with metal cleats. Majors and below.
 12. Limitation of Little League games to six innings; Junior/Senior/Big League games to seven innings.
 13. Requirement that pitchers have rest and pitch count restrictions. (baseball) /inning restrictions (sb)
 14. Requirement that dugouts be screened.
 15. Requirement that all male players must wear athletic supporters.
 16. Institution of safety program including publication of first-aid guide, safety manual on accident prevention and the inclusion of a safety officer on the staff of each league.
 17. On-deck position not permitted in games majors and

ENDORSED INSURANCE POLICIES

Little League International endorses two distinctly different and equally important liability insurance policies to its chartered programs: General Liability, which along with Accident insurance is required of all leagues; and Association Directors and Officers Liability insurance. These policies offer valuable protection to all your dedicated league volunteers. Please understand that this Directors and Officers Liability Insurance policy is distinctly separate and in no way duplicates or replaces the Little League General Liability policy. These two separate policies have been packaged into one combined price for Little Leagues. Policies or proof of insurance can not be issued until payment is received in full. Below is a brief description of the Directors and Officers Liability Policy as well as a brief look at the crime insurance policy, which protects leagues against various monetary losses. Please review them and the policy brochures, and act promptly using the return envelope provided to each league. No league can afford to operate without proper insurance coverage.

DIRECTORS AND OFFICERS

LIABILITY INSURANCE

Protects district personnel/league personnel, including members of the board, against lawsuits involving wrongful decisions or acts such as discrimination, slander, errors, and omissions, libel or related wrongful acts as detailed in the policy brochure.

- Premium - listed in the liability quote on the Charter and Insurance Enrollment form
- Coverage \$1,000,000 per loss / per policy
- No Deductible
- Policy period January 1 through December 31

CRIME INSURANCE

Protects districts/leagues against a monetary loss caused by dishonesty, disappearance of money, securities, or other property, and destruction of money and securities.

- Premium - listed on the Charter and Insurance Enrollment form
- Coverage \$35,000 per loss
- Deductible \$250 for each property loss plus \$1,000 for money and securities
- Policy period January 1 through December 31

For more information, contact:
 Little League International
 PO Box 3485
 Williamsport, PA 17701
 (570) 326-1921

SPECIFIC ACTIONS BY DISTRICT ADMINISTRATORS

Charters - Renewals - New Inquiries

RENEWALS

- (1) Periodically you receive information from Headquarters, about the progress in renewal of charters for the leagues in your district. However, there are a few things you'll need to find out on your own, such as the status of the league, any problems they anticipate, a current list of officers, addresses and telephone numbers, whether the league has made any proposals to change boundaries, or any other aspect of their operation. You should also determine if they plan to carry Little League insurance. If they plan to carry locally purchased insurance, you should inform them of the benefits (savings in funds, added coverage offered,

etc.) of the Little League policies. If they do obtain local insurance you should follow up to ensure that a copy of the policy is sent to your Regional Office for review.

- (2) You will receive a computer printout of all leagues in your district on a regular basis. This is a status report. It shows leagues chartered as of that date, leagues not chartered, our current information of the league presidents, insurance coverage, etc. For all leagues identified as not chartered by this report you are expected to call or visit the president and help him or her to complete the renewal of the league's Charter Application/Insurance Enrollment Form. If there are problems and you need help, let us know. This action is extremely important. If correct and

prompt follow-through action is taken by the DA, we will reduce the loss of leagues, and provide an added service for the total program and your district.

- (3) It is important to maintain regular contact with all leagues on a regular basis. This includes the fall months, when some in the league may be considering abandoning all or part of their charter with Little League. This is often the time when other organizations attempt to convince a small group to take over a local Little League.

SPECIAL NOTE: THE INFORMATION FURNISHED TO DAs AS DESCRIBED ABOVE IS CONFIDENTIAL AND CANNOT BE RELEASED TO ANYONE FOR ANY PURPOSE.

INQUIRIES

Another item received regularly by DAs is a communication sent from Little League International in response to an inquiry by a person (or group) interested in applying for a charter. The DA is expected to contact the person to whom this communication is addressed, by telephone and a personal visit. This is one of the most important functions assigned to a DA. Prompt and effective follow-up action can be the difference in a new league or additional program and/or the loss of a prospect.

MAILING LISTS

NAMES & ADDRESSES OF LEAGUE PRESIDENTS, DISTRICT ADMINISTRATORS AND OTHER LEAGUE PERSONNEL (INCLUDING PLAYERS)

One of the commitments made by each individual who accepts an assignment in this program as District Administrator is to support all Rules, Regulations and Policies. In his/her contacts with the public, league officials and representatives of business firms and organizations, the District Administrator must give statements that express the correct definition of these policies.

Each year all Little League officials are contacted frequently by individuals involved in every type of fund-raising activity. In addition to using "pressure tactics" to influence the league official, attempts are made to obtain from him/her names and addresses of every District Administrator and league official (preferably, the president) known to the person contacted. Our policy has been, and remains, very definite: **No one is authorized to release lists (names, addresses and/or phone numbers) of presidents of local Little Leagues, players in a local Little League, or of District Administrators.** Any company interested in promoting a specific item or fund raising project should be informed of the correct procedure. Inform him or her to present his or her proposal in writing to Little League International (attention, Marketing Department) in Williamsport and ask for information on the method to follow in having a project (or item) announced in the Little League Equipment and Supplies Catalog.

If these individuals (representatives of fund-raising companies) are invited to attend your District or a state meeting they may attempt to obtain a list of league presidents and/or District Administrators. This simply circumvents and violates the policy outlined herein. Our advice, to protect you and the program of Little League International, is to not allow this to happen in your District. No one in an official capacity, and who speaks for Little League, is authorized to violate this basic and continuing policy. We solicit your personal support and request that you share this information with all of your District Staff and league officials.

If you have any questions on a specific request from a company

representative, contact your Regional Headquarters BEFORE you take action that might be harmful to you and/or the program of Little League.

TRADEMARK - RESTRICTIONS ON USE

Because of long, continued and extensive use, the words, "Little League," "Little League Baseball", and the Official Emblem are synonymous in the public mind with the programs of Baseball and Softball supervised and conducted by Little League Baseball, Incorporated.

In recognition of this fact, the United States Patent Office has granted trademark registrations to Little League Baseball, Incorporated. These registrations are evidence and publicly acknowledge the Corporation's ownership of the marks "Little League," "Little Leaguer," "Little League Baseball," "Senior League," "Big League," "LL," "LLB," "Dugout," "Challenger Division" and the Official Emblem and its exclusive rights to use same.

The Federal Statute which granted a Congressional Charter to Little League Baseball, Incorporated, specifically recognizes and protects these identifying marks. A chartered league has the right to use these terms in connection with authorized activities as described in the Official Regulations and Playing Rules, while the league holds a current charter, as a part of the local Little League name. The league also has the right to use the Official Emblem on stationery, uniforms, in news releases, and at the ballpark.

These trademarks cannot be used in conjunction with any other activity or program.

Under no circumstances can any local Little League, District Administrator or other field personnel permit the marks (as described above) to be used ON or in conjunction with ANY PRODUCT OR SERVICE. THIS INCLUDES PINS, PINETTES, IRON-ONS, ADVERTISEMENTS, ETC.

If, at anytime, these terms are used, in print, the titles should always be capitalized and refer only to activities of the international program and its chartered leagues. If YOU see any misuse of any of the terms (trademarks), please send full information, with a copy of the article or item, and the name and address of the person responsible, to Regional Headquarters.

CURFEWS - REGULAR SEASON AND

TOURNAMENT PLAY

Little League International enjoys the respect and admiration of parents, educators and others who are concerned about the welfare of children. This hard-earned, but well-deserved respect is because we have established safeguards, and have rules, regulations and policies to protect players. These requirements are a result of medical research, conducted in a controlled environment, intensively and in well-defined but inclusive areas of major concern. The results have gained the respect of authorities and the general public.

Regulation X limits the time when play can be conducted in all programs — the so-called "curfew." No inning of play can start when the local time is later than shown in this Regulation. To protect the players in each level of our program it is essential that the District Administrator inform his/her staff, and all league presidents annually that there is no exception to this policy either:

**(1) DURING REGULAR SEASON PLAY, OR
(2) TOURNAMENT PLAY**

When a District Administrator accepts this position he/she pledges to understand and support all policies of Little League. This same pledge is made annually by the president of each local Little League when he/she signs the Charter Application/Insurance Enrollment Form. With this commitment and understanding, there should be no problem with this Regulation.

Among the reasons Little League is the World's Largest Organized Youth Sports Program is the low injury rate this program enjoys. This fact is a direct result of the leadership at the local Little League and District level following published Rules and Regulations, assuring a safe, yet competitive environment for Little Leaguers in all age groups.

OUTLINE FOR CHALLENGER DIVISION

HOW TO START A PROGRAM

- a. Age structure 4-18 or completion of high school (skill level, not ages, is the determining factor in placement)
- b. Special education programs are the best places to find children for this division.
- c. How to get information to parents:
 - 1) League to prepare a flyer for children to give to parents (distribute through schools)
 - 2) News Release
 - 3) Other Community Service Organizations for those with disabilities
- d. Buddy System (On-field helpers. Use local Little League players — covered by Little League accident insurance if purchased)
- e. Charter Fee - \$16.00
- f. Insurance (Same as major divisions; use standardized medical release form; For accidents only, not existing conditions)
- g. Challenger starter kit is available from Little League International.

STRUCTURE OF PROGRAM

- a. Utilize local Little League board of directors.
- b. Elect vice-president for Challenger Program.
- c. Establish a Challenger Committee led by the Vice President of the Challenger Division to oversee growth and development of the local Challenger Division.

REGULATION CHANGES

- a. Upon written request, Little League International, will not require a minimum number of children in a league in order for that league to play in an adjoining established Challenger Program. A league will not have to charter one, two or a few players to be able to participate in an adjoining league's Challenger Program. If less than a team, request must go through DA and Regional Director to Charter Committee.
- b. We will permit the establishment of a Challenger Program in areas that do not presently have existing Little Leagues (as is allowed in Softball). This is the case, even with a chartered league in existence, if necessary, to offer the program to disabled children.

COMMON RULE ADAPTATIONS

The structure of the Challenger Division allows for adaptations to be made to traditional baseball rules in order to accommodate the needs of the players. Some of the most common adaptations include:

- Teams can include as many as 15 to 20 players
- Players are assigned to teams based on a combination of size, age, and skill level
- Challenger leagues may be offered as Tee ball, Coach Pitch, Player Pitch, or any combination of the three
- All Challenger teams use a continuous batting order. All players may play defensively as well
- Little League recommends that no score be kept during Challenger Games
- Challenger Division teams should be provided with the same style uniforms and patches as the other Little League Baseball and Softball teams
- Players may use buddies to assist during game play
- Anyone ages 4-18, or up to age 22 is still enrolled in a school program, may participate in the Challenger Division



2015 Little League Age Chart

For Baseball Divisions Only

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

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Age
2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	4
2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	5
2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	6
2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	7
2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	8
2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	9
				2005	2005	2005	2005	2005	2005	2005	2005	9
2005	2005	2005	2005	2004	2004	2004	2004	2004	2004	2004	2004	10
2004	2004	2004	2004	2003	2003	2003	2003	2003	2003	2003	2003	11
2003	2003	2003	2003	2002	2002	2002	2002	2002	2002	2002	2002	12
2002	2002	2002	2002	2001	2001	2001	2001	2001	2001	2001	2001	13
2001	2001	2001	2001	2000	2000	2000	2000	2000	2000	2000	2000	14
2000	2000	2000	2000	1999	1999	1999	1999	1999	1999	1999	1999	15
1999	1999	1999	1999	1998	1998	1998	1998	1998	1998	1998	1998	16
1998	1998	1998	1998	1997	1997	1997	1997	1997	1997	1997	1997	17
1997	1997	1997	1997	1996	1996	1996	1996	1996	1996	1996	1996	18

The shaded area reflects the transition plan approved by the Little League International Board of Directors as outlined in Regulation IV(a).

Note: This age chart is for BASEBALL DIVISIONS ONLY, and only for 2015.



2015 Little League Age Chart

For Softball Divisions Only

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

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Age
2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	4
2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	5
2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	6
2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	7
2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	8
2005	2005	2005	2005	2005	2005	2005	2005	2005	2005	2005	2005	9
2004	2004	2004	2004	2004	2004	2004	2004	2004	2004	2004	2004	10
2003	2003	2003	2003	2003	2003	2003	2003	2003	2003	2003	2003	11
2002	2002	2002	2002	2002	2002	2002	2002	2002	2002	2002	2002	12
2001	2001	2001	2001	2001	2001	2001	2001	2001	2001	2001	2001	13
2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	14
1999	1999	1999	1999	1999	1999	1999	1999	1999	1999	1999	1999	15
1998	1998	1998	1998	1998	1998	1998	1998	1998	1998	1998	1998	16
1997	1997	1997	1997	1997	1997	1997	1997	1997	1997	1997	1997	17
1996	1996	1996	1996	1996	1996	1996	1996	1996	1996	1996	1996	18

Note: This age chart is for SOFTBALL DIVISIONS ONLY, and only for 2015.

SECOND SEASON (TRAINING AND DEVELOPMENT PROGRAM)

BENEFITS STRENGTHEN TOTAL PROGRAM

For participants who prefer Baseball and Softball over soccer, football and other fall/winter athletic programs.

Programs will be conducted on an informal basis with training and instruction in a relaxed atmosphere.

Excellent opportunity to introduce Little League Programs, such as Challenger Division or the Coach-Pitch and Machine-Pitch (for Minor League Divisions — not Tee Ball).

Local Little Leagues are granted the option and flexibility to determine assignments of players to a division, based on league age.

Enables youngsters to make a smoother transition from

Little League to Junior League.

Public awareness is exceptional. A great way to recruit both parents and additional volunteer help for next season.

Fields are much more available during the Fall and Winter months. In addition, it is a great time to upgrade the playing conditions of fields.

There is no additional cost to operate this program unless your league institutes a Division that was not chartered or insured for the regular season or has more teams in a division than they had in the regular season. In that case those new Divisional teams or additional teams will need to be chartered and insured.

TAX EXEMPTION FOR A LOCAL LITTLE LEAGUE

The Little League Federal Group Tax Exemption is available to all chartered leagues. The procedures to follow for a league to be included in this group exemption are:

- (a) The local Little League is affiliated with Little League and subject to its general supervision.
- (b) The league adopts the same accounting period as Little League, i.e., October 1 to September 30, and will submit to Little League International annual financial information which includes an income and expense statement. (Guidelines in the Little League Operating Manual).
- (c) Provide Little League International with a local Little League Employer's Identification Number. This number is assigned by the Internal Revenue Service. If a league does not have a number, contact the local Internal Revenue Service Office and obtain Form SS-4, Application for Employer's Identification Number. After the number is assigned to the league, return the completed SS-Form to Internal Revenue Service and send the Letter of Intent including the Employer's Identification Number to:

Little League International
PO Box 3485
Williamsport, PA 17701

- d) The president of the local Little League must authorize Little League International to include the league under the group exemption by signing a Letter of Intent (see below) and forwarding it to Little League International.

When these actions have been accomplished, the local Little League will automatically be included in the group exemption on a continuing basis by following the guidelines annually. A letter confirming Little League Federal Group Tax Exemption, compliance with Classification 501 (c) (3) of the Internal Revenue Service along with a Letter of Determination from the Internal Revenue Service will then be sent to the local Little League. The action will provide that contributions (donations) received by the league are deductible by the donor. It may assist the league to obtain a bulk mailing permit through the Post Office. It may also assist in qualifying the league for state sales tax exemption.

A league may apply for exemption from state sales tax. Procedures and benefits vary by state, but generally:

- (1) Contact nearest office of the Revenue Department for the state and request an Application for Sales Tax Exemption.
- (2) Complete the form in all details, giving data on incorporation and/or exemption from Federal Taxes, etc. This form is then mailed to your State Revenue Office for action by the appropriate state official.

Starting in 1997, Districts have been eligible to become included under the group exemption number and are afforded the same privileges as chartered leagues upon completion and submission of the letter.

LETTER OF INTENT

League Employer Identification Number _____ (Assigned by Internal Revenue Service)
(Please type or print)

President _____

League Name _____

Address _____

City _____ State _____ Zip _____

The above league desires to be included under the group exemption application to be filed by Little League Baseball, Incorporated, on behalf of chartered local Little Leagues.

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

Signed _____
President

Date

League I.D. Number

INCORPORATION FOR A LOCAL LITTLE LEAGUE

The local Little League may wish to consider benefit from incorporation. To incorporate the local Little League under the laws of your state, the following guidelines are used:

(A) Upon request by the league president or official league representative, Headquarters will forward forms necessary for completion prior to obtaining league incorporation in your state.

(B) Adopt the Model Constitution available from this Headquarters.

(C) Submit the proposed Constitution for review (to Regional Office). This information should be accompanied by current league financial statement, Articles of Incorporation, five cop-

ies of Consent Letter for use of term "Little League" in your corporate title.

(D) After approval, we will return to the league four copies of the Consent Letter, signed by the Secretary of Little League, with Little League seal affixed, authorizing use of the term "Little League" in your Corporate name. The documents should then be filed with the appropriate official in your state for incorporation.

TOURNAMENT PROGRAM RESPONSIBILITIES

INITIAL PLANNING FOR DISTRICT

ADMINISTRATORS

(1) Review available sites. Consider such items as:

- (a) Minimum standards for size, layout, lighting, dugouts, seating, parking, concession, public rest rooms, public address system, safety.
- (b) Location as it relates to travel of participants.
- (c) Availability of volunteers for all committees.

(2) Officials — Facts to be considered:

- (a) Umpires who work in leagues as volunteers — consider their training, experience, availability for briefing as well as games. Sufficient staff to be recruited to assure their rotation to sites to comply with rules regarding home teams. District Administrators shall not umpire.

(b) Scorekeeper(s).

(c) Committees (see Tournament Guidelines).

NOTE: The FIRST tournament meeting should be held no later than May or early June. This is the meeting to prepare schedules and to review league responsibility. Other actions include: selection of sites and officials, drawing for pairings, naming of Assistants at each site, an explanation of methods to be used in selection of Tournament Team members (availability, eligibility, etc.) schedules for committee actions, all income (except concession) to go into Tournament Fund. If not already done, orders should be placed for pins and flags. Presidents should be reminded of need to complete Eligibility Affidavits and have them cross-referenced with players' birth certificates by the District Administrator. Affidavits are no longer mailed to Williamsport, but copies are maintained by the manager, league and District

Administrator. Check to assure team insurance is either with Little League or has been approved by Little League. Liability Insurance must be in effect for each field assigned tournament games. League presidents should be reminded of their responsibilities as outlined below and as stated in Tournament Rules.

IMPORTANT: Make sure all leagues have compliance with mandatory background checks.

NOTE: The SECOND tournament meeting should be held at least one day before the first tournament game. All managers, coaches, umpires and other tournament officials should be required to attend.

This meeting is for briefing of all tournament officials. A suggested outline follows. All tournament rules should be reviewed, current playing rules discussed, a copy of Ground Rules for each field should be distributed to umpires and managers and other officials (Assistant Tournament Directors). Tournament and league officials, including managers and umpires, should be reminded of their responsibilities as stated in Rules and outlined herein. All Eligibility Affidavits must be turned in (copies are maintained by the team manager, the league president and the District Administrator). The next level of each Tournament should be discussed for each program. The District Administrator is the only person furnished this information in each District. If there is any question about any rule it should be clarified with the Regional Director before the first game of the Tournament.

TOURNAMENT PROTEST

The procedures for handling any protest of a Tournament Rule or Regulation in the International Tournament are in the appropriate Rule Book. Remember that it is the right of each manager to suspend play in the International Tournament until a protest is heard at the Regional level and, if requested, International Headquarters level. (This does not apply during regular season play, or in Special Games.)

If a protest is called into the Regional Headquarters, the following information, in this order, should be ready before calling:

- Name and title of the person calling
- District
- State
- Phone number at tournament site
- Level of play (district, section, state, etc.)
- Division (9-10 Baseball, Senior League Softball, etc.)
- Tournament format (double elimination, single elimination, pool play, etc.)
- Date of next game for winning and losing team
- Protesting league
- Protesting official
- Visiting team
- Home team
- Umpire-in-Chief
- Situation immediately before the umpire's call or decision resulted in the protest (inning, outs, score, runners on base, count on batter)
- Nature of the protest

A form used at the Regions and at Little League International in receiving protest calls is included in this manual.

TOURNAMENT NO-SHOW

If a team fails to arrive for a scheduled International Tournament game, the District Administrator or Tournament Director should receive documentation as to the cause. If the team never received information on scheduling, or received the wrong information, the game should be re-scheduled. If some members of the team became ill or injured, and the team cannot field at least nine players that day because of the illness or injury, the game should be re-scheduled.

However, if the team fails to arrive at the game because of indifference, because some players are participating in other baseball/softball programs, because some players are out of town, etc., the District Administrator or Tournament Director may request that the game be forfeited. The reason for a team failing to arrive at a game should be determined before the Regional office is contacted. Any forfeit for any reason whatsoever may ONLY be granted by the Tournament Committee in Williamsport. Umpires, the District Administrator, Tournament Director and Regional Director are NOT authorized to grant forfeits.

BROADCASTING (TELEVISION AND RADIO) OF INTERNATIONAL TOURNAMENT GAMES

(Please refer to the information in the "Public Relations" section on Page 11.)

RESPONSIBILITIES OF PERSONNEL

- (1) League president:
 - (a) Determines, with local board approval, the method for selection of Tournament Team. (May adopt the method outlined in Rulebook). Any other method used should be based only on playing ability, eligibility and availability of a candidate.
 - (b) Same as (a) above for manager and coach(es) for Tournament Team.
 - (c) Prepare Eligibility Affidavit, certifying legal eligibility of each of the players listed. This includes age, residence and all other criteria. Include boundary map and three documents providing residence.
 - (d) Retains one copy of affidavit after certification by District Administrator. Gives one copy to team manager and third copy to District Administrator.
 - (e) Ensures that team is at game site and that parents and others in league know the tournament schedule.
 - (f) Is responsible for conduct of team, parents and other spectators at all levels where the team plays.
 - (g) Collects all birth documents. Forwards data to District Administrator for approval. Any unusual cases when birth certificates are not available to Regional Office. Allows ample time.
 - (h) Announces members of and practice for Tournament Team (must be in agreement with dates and conditions in Tournament Rules).
2. District Administrator:
 - (a) Is responsible for conduct of above two (2) tournament meetings and the selection and appointment of Assistant Tournament Director for each site.

- (b) Insures that fields selected meet safety and other standards for level of Tournament involved.
 - (c) Prepares schedule and mailing to reach Regional Office before July 1 or the start of the tournament, whichever is earliest. Must have written approval before first game is played.
 - (d) Assigns qualified volunteer umpires to each game.
 - (e) Has an adequate supply of approved Baseballs or Softballs at each game site.
 - (f) Briefs umpires and other game officials to assure any complaints or protests are presented to him/her, and through him/her, if indicated, to Regional Director, and assures proper inspection of all equipment to meet the Little League standards and specifications (by qualified umpires).
 - (g) Collects and deposits all income at game sites (except concession income) and pays all authorized expenses (see Tournament Rules for list).
 - (h) Ensures all plans and activities at game sites are under his/her supervision.
 - (i) Certifies all Eligibility Affidavits for age only.
 - (j) Completes second copy of schedule following district (and any other level assigned) under his/her supervision, immediately following tournament and forwards it to Regional Director, including mileage report of winning team and financial report of tournament.
- NOTE:** Forms provided by Regional Headquarters should be used; original schedule is sent to Regional Director for approval; second copy, when completed with scores and name of winning league, is sent to Regional Director IMMEDIATELY following play; third copy is kept for Tournament records. ALL "BYES" must be scheduled in first round of play.
- (k) Approves all broadcasts and collects fees, submitting requests for any telecasts to Little League International, in writing, at least two weeks in advance of game under consideration.
 - (l) Financially supports Regional Headquarters. (As a part of the pre-tournament planning and in preparation of the budget by the District Administrator for the entire year, consideration should be given to the financial support of the Regional Tournament at the Regional Headquarters site. This is of major importance in each District and state).
 - (m) Informs leagues of higher tournament levels. (At the first meeting of the calendar year, leagues should be informed of the need to select a site for all levels of the Tournament in each program above the District. Selection of these sites is important to the total tournament. It requires the support of leagues and Districts).
 - (n) Verifies all documentation for residency and background checks.

TOURNAMENT PLAY

COMMITTEES & ASSISTANTS

1. Qualified Assistant at game site should be an ADA who has attended the District Administrator Workshop.
2. Specific committees:
 - (a) FINANCE - to solicit donations, supervise hat collections, sale of advertising space, etc.
 - (b) HOUSING - to coordinate housing according to policy for level of Tournament under consideration.
 - (c) PUBLICITY - to keep all news media informed of activities, schedules, etc., on a timely basis.
 - (d) TRANSPORTATION - arrange appropriate local travel for all visiting teams.
 - (e) PROGRAM - works with finance committee to develop material for a program book.
 - (f) PARKING & POLICE - to control traffic and parking before and after games.
 - (g) MEDICAL - handles matters relating to first aid, ambulance service, etc.
 - (h) CEREMONIES - flag raising, welcome, introductions.
 - (i) UMPIRES - under DA, schedules sufficient volunteers to have each game staffed properly.
 - (j) SCOREKEEPERS - to keep official record of each game, record data on Eligibility Affidavit and obtain Tourn

ment Director's signature.

SPECIAL NOTE: Although a Tournament program book (or scorecard) can be developed to increase income, it must be published with net income to the Tournament at the level involved. No one can execute contracts or other commitments in the name of, or as an agent for, Little League.

BRIEFING OF MANAGERS, UMPIRES & OFFICIALS

1. Welcome - Introduction of Tournament Director and other officials
2. Field Certification - Meeting or exceeding Little League Requirements
 - (a) Dugouts
 - (b) Fences
 - (c) General Field Conditions
3. Statement Regarding Review of Credentials and all Eligibility Affidavits.
4. Review of Tournament Rules — "Points to Remember," general discussion of Rules and a review of Ground Rules for field. (Should be in writing with copy given to each manager and all umpires.)

5. Code of Conduct:

A. PLAYERS:

- (1) Shall conduct themselves in an exemplary manner at all times.
- (2) Shall not throw equipment. This includes helmets, bats, etc.
- (3) Shall remain seated in dugout. Base coaches must be in their respective boxes; these two, plus the defensive team, batter and runners, are the only players permitted on field. On-deck batter is in screened area (Junior/Senior/Big League — position is not permitted in games majors and below). Members of the media, by specific authorization, will check in with umpire-in-chief and receive instructions from him/her. (See Rule 3.15).
- (4) Shall not leave the field or dugout without the permission of an umpire after the game starts.
- (5) Shall not make any exhibition or demonstration about a judgment call by an umpire, including strike, ball, out, safe, fair or foul.
- (6) Must hustle between innings — both offensive and defensive players.

NOTE: Decorative buttons, rings, pins, wrist watches, chains, earrings and other body-piercing jewelry, etc., must be off when in uniform. (See Rule 1.11 (j)). This is a safety factor. Wristbands, including sweatbands, cannot be worn on pitcher's arms. (See Rule 1.15 (c)).

B. MANAGER & OTHERS:

The actions of managers, coaches, umpires and league officials must be exemplary at all times. No profanity or unsportsmanlike conduct by any manager, coach or player will be tolerated. They shall:

- (1) Remain in the dugout after the game starts except when coaching the bases.
- (2) REQUEST time and receive time BEFORE leaving the dugout or coacher's box.
- (3) Only the manager or coach (not both) may come out of the dugout or leave the base-coaching area when time is called (see Tournament Rule 6).
- (4) Have in their possession at all times the tournament affidavit and a map (signed and dated by the district administrator) showing the loca

tions of the residences of the parent(s) or legal guardian(s) of all players on the team, or copies of waivers issued by Little League International.

C. UMPIRES:

- (1) Shall request a batting line-up form with all players listed to include substitutes five minutes before the game starts (see Rule 4.01).
- (2) Shall not mingle with spectators, managers or players, before, during or immediately after the game.
- (3) Shall leave the field as a group immediately after the game.
- (4) Shall follow procedures outlined in Tournament Rules.

6. Review of special game situations — Umpire-in-Chief

- A. Infield Fly Rule (see Rules 2.00, 6.05(e) and 7.08 (f) NOTE 1.
- B. Putting a ball into play properly before making an appeal, if ball is dead. (**EXAMPLE:** A home run and the player misses tagging a base (Rule 5.11)).
- C. Base running violations (use of flag — specifically leading off in a bunt situation). The manager shall be warned before the tournament starts to prevent a possible violation. He/she shall be removed if the violation occurs and in the judgment of the umpire was intentional. See Rules 9.01(c), 9.04 (a), (1) through (8), 9.04 (b), (1) through (3), 4.15. Also see batting the ball illegally, dead ball, runners may not advance (see Rule 6.05).
- D. Review of any other rule when assistance is needed to clarify.

7. Open Forum and Concluding Remarks:
A. Toss of coin for home and visitor status for first round of play.

- B. Condition of field prior to beginning of play, etc., rain delays and schedules.

LITTLE LEAGUE BASEBALL AND SOFTBALL

FORMS

Little League® Baseball and Softball - Team Roster

League Identification Number _____ Address _____
 League President _____ City _____
 League Name _____ State _____ Zip _____

Send to Little League International, Williamsport, PA upon completion on or before June 6, 2012

NOTE: Little League International prefers that all rosters be submitted electronically to the Little League Data Center. Uploading is easy and instructions for uploading rosters can be found upon log in to the Data Center. If the league prefers to email its spreadsheets in the approved spreadsheet format, please contact rosters@LittleLeague.org.

PLEASE CHECK LEVEL OF PLAY

- | | | |
|---|---|--|
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Tee Ball | <input type="checkbox"/> Junior League |
| <input type="checkbox"/> Girls Softball | <input type="checkbox"/> Minor League | <input type="checkbox"/> Senior League |
| <input type="checkbox"/> Boys Softball | <input type="checkbox"/> Little League | <input type="checkbox"/> Big League |
| | <input type="checkbox"/> Intermediate (50/70) | <input type="checkbox"/> Challenger |

THIS FORM MAY BE DUPLICATED

NAME OF PLAYER (FIRST) (LAST)	STREET ADDRESS	CITY, STATE OR PROVINCE ZIP / POSTAL CODE	Please Check: M <input type="checkbox"/> F <input type="checkbox"/>	BIRTH DATE mm/dd/yy	PARENT NAME (FIRST) (LAST)	PARENT EMAIL	PARENT PHONE #
1			M <input type="checkbox"/> F <input type="checkbox"/>				
2			M <input type="checkbox"/> F <input type="checkbox"/>				
3			M <input type="checkbox"/> F <input type="checkbox"/>				
4			M <input type="checkbox"/> F <input type="checkbox"/>				
5			M <input type="checkbox"/> F <input type="checkbox"/>				
6			M <input type="checkbox"/> F <input type="checkbox"/>				
7			M <input type="checkbox"/> F <input type="checkbox"/>				
8			M <input type="checkbox"/> F <input type="checkbox"/>				
9			M <input type="checkbox"/> F <input type="checkbox"/>				
10			M <input type="checkbox"/> F <input type="checkbox"/>				
11			M <input type="checkbox"/> F <input type="checkbox"/>				
12			M <input type="checkbox"/> F <input type="checkbox"/>				
13			M <input type="checkbox"/> F <input type="checkbox"/>				
14			M <input type="checkbox"/> F <input type="checkbox"/>				
15			M <input type="checkbox"/> F <input type="checkbox"/>				
Additional spaces are provided for Minor League rosters only							
16			M <input type="checkbox"/> F <input type="checkbox"/>				
17			M <input type="checkbox"/> F <input type="checkbox"/>				
18			M <input type="checkbox"/> F <input type="checkbox"/>				
19			M <input type="checkbox"/> F <input type="checkbox"/>				
20			M <input type="checkbox"/> F <input type="checkbox"/>				
MANAGER AND COACHES	STREET ADDRESS	CITY, STATE OR PROVINCE	ZIP / POSTAL CODE	EMAIL			



TEAM NAME _____

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

For information on how roster information is used, please visit: www.LittleLeague.org/RosterPolicies

Signed _____

Date _____

rev. 4/10/12



APPLICATION FOR INTERLEAGUE PLAY

Regular Season Play and Tournament Combination Request

DIRECTIONS:

A separate form must be completed for each regular season division (level of play).

ALL blocks MUST be completed/filled-in or this application will NOT be processed.

The application must be approved by the district administrator PRIOR to any interleague play.

Tournament team combination must be approved by the regional director PRIOR to leagues forming a combined tournament team.

These combination requests must be submitted and approved prior to deadline date established in the current season tournament rules.

(Check One)	<input type="checkbox"/> Baseball <input type="checkbox"/> Softball	Regular Season Division (Check one)				Tournament Play			
		<input type="checkbox"/> Tee Ball	<input type="checkbox"/> Juniors	<input type="checkbox"/> 9-10s	<input type="checkbox"/> Juniors				
		<input type="checkbox"/> Minors	<input type="checkbox"/> Seniors	<input type="checkbox"/> 10-11s	<input type="checkbox"/> Seniors				
		<input type="checkbox"/> Majors	<input type="checkbox"/> Big League	<input type="checkbox"/> 11-12s	<input type="checkbox"/> Big League				
		<input type="checkbox"/> Intermediate	<input type="checkbox"/> Challenger	<input type="checkbox"/> Intermediate					
		<input type="checkbox"/> Senior Challenger							
		Each league below must charter in the division checked above				Indicate the division(s) in which the leagues are requesting to combine for tournament play			

Leagues involved in Interleague Play		Number of Regular Season players for each age in the applicable Division checked above													President's Signature
League Name / League ID No.	Population: Required for Tournament	# of Teams	4-6	7/8	9	10	11	12	13	14	15	16	17	18	
1															
2															
3															
4															
5															
6															
7															
8															

Identify the league numbers above that are requesting to combine for tournament play (maximum of three (3) leagues):

1 2 3 4 5 6 7 8

See page 2 for acceptable combinations (before completing)

Forward the completed form to your district administrator.

Without regional approval tournament combination is NOT permitted.

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

District Administrator

State / District

Date

Forward completed application to regional director for approval IF tournament combination is requested.

Request for tournament combination is: Approved Denied

Regional Director

Date

NOTES:

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



APPLICATION FOR COMBINED TEAMS

Regular Season and Tournament Play

DIRECTIONS:

A Separate Form must be completed for each Regular Season Division (Level of Play)

ALL blocks MUST be completed/filled-in or this Application will NOT be processed.

The Application must be Approved by the District Administrator PRIOR to your Player Selection/Draft

Tournament Team Combination must be Approved by the **Regional Director** PRIOR to Leagues forming a Combined Tournament Team

These combination requests must be submitted and approved prior to the deadline established in the current season tournament rules

(Check One) <input type="checkbox"/> Baseball <input type="checkbox"/> Softball	Regular Season Division (Check One) <input type="checkbox"/> Tee Ball <input type="checkbox"/> Juniors <input type="checkbox"/> Minors <input type="checkbox"/> Seniors <input type="checkbox"/> Majors <input type="checkbox"/> Big League <input type="checkbox"/> Intermediate <input type="checkbox"/> Challenger <input type="checkbox"/> Senior Challenger	Tournament Play <input type="checkbox"/> 9-10s <input type="checkbox"/> Juniors <input type="checkbox"/> 10-11s <input type="checkbox"/> Seniors <input type="checkbox"/> 11-12s <input type="checkbox"/> Big League <input type="checkbox"/> Intermediate
Each League below must Charter in the Division checked above		Indicate the division(s) in which the leagues are requesting to Combine for Tournament Play

Leagues involved in Combined League Play			Number of Regular Season players for each age in the applicable Division checked above												
League Name / League ID No.	Population Required for Tournament	# of Teams	5/6	7/8	9	10	11	12	13	14	15	16	17	18	President's Signature
1															
2															
3															

Identify the League Numbers above that are Requesting to Combine for Tournament play (maximum of Three (3) Leagues):

1 2 3

Forward the completed form to your District Administrator.

I have reviewed this Application for Combined Regular Season and Tournament Play
and I recommend approval based on the information provided.

District Administrator

State / District

Date

*Forward completed application to Regional Director for approval IF Tournament Combination is requested.
Without Regional approval Tournament Combination is NOT permitted.*

Request for Tournament Combination is: Approved Rejected

Regional Director

Date

NOTES:

PROOF-OF-AGE REQUIREMENTS

ACCEPTABLE FORMS OF PROOF OF BIRTH DATE

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

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

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

HOW TO OBTAIN ACCEPTABLE DOCUMENTS

PROVING DATE OF BIRTH

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

www.cdc.gov/nchs/howto/w2w/w2welcom.htm

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

www.firstgov.gov/

Persons in the U.S. who need a copy of a non-U.S. birth record should contact the Embassy or the nearest Consulate of the country in which the birth occurred. Addresses and telephone numbers for these offices are listed in the U.S. Department of State Publication 7846, "Foreign Consular Offices in the United States," which is available in many local libraries. Copies of this publication may also be purchased from the U.S. Government Printing Office, Washington, DC 20402. Such proof-of-birth records must meet the criteria for acceptable proof listed above.

HOW TO OBTAIN A

"STATEMENT IN LIEU OF ACCEPTABLE PROOF OF BIRTH"

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

Group 1 – Any one (1) of the following, provided the date of birth is listed: a naturalization document issued by the United States Department of Justice; photocopy of birth certificate; original birth certificate or government record of birth if not containing a filing, recording, registration, or issue date within one (1) year of the date of birth; passport; **PLUS...**

Group 2 – Any two (2) of the following, provided the date of birth is listed: Baptismal Certificate; Certificate of Blessing; Certificate of Dedication; Certificate of Circumcision; or any other religious-related certificate; Hospital Certificate; School Record (must be dated, and date of issue must be at least two years prior to current season); Social Security document; Welfare Department document; adoption record. Any item in this group must be an original document, not a copy; **PLUS...**

Group 3 – Any two (2) of the following: A written, signed and notarized statement from...

- ... the doctor who delivered the child;
- ... a hospital administrator where the child was delivered;
- ... the principal or headmaster of the school the child attends;
- ... a Social Worker with personal knowledge of the child's date of birth;
- ... a Priest, Rabbi, Minister, Mullah, or other titled religious figure with personal knowledge of the child's date of birth;
- ... the child's pediatrician or family doctor.

NOTE: In each statement in Group 3, the writer must describe his/her responsibilities or his/ her relationship to the child, and must attest to his/her personal knowledge that the child was born on the date claimed; **PLUS...**

Group 4 – A written, signed and notarized statement from one or both parents, or the legal guardian (as appointed by a court of jurisdiction), attesting to the date of birth claimed.

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

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

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

APPLICATION FOR SPECIAL GAMES

Host League _____ **ID Number** _____
 (Use separate sheet if more than one league. Note: All host leagues must have approved liability insurance.)

Address _____

Submitted by: _____ **Date:** _____

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

LEVEL	DIVISION
Tee Ball	<input type="checkbox"/>
Minor League	<input type="checkbox"/>
Little League	<input type="checkbox"/>
Intermediate (50/70)	<input type="checkbox"/>
Junior League	<input type="checkbox"/>
Senior League	<input type="checkbox"/>
Big League	<input type="checkbox"/>
	<input type="checkbox"/> Baseball
	<input type="checkbox"/> Girls Softball
	<input type="checkbox"/> Boys Softball

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

LEAGUE NAME(S)	LEAGUE ID NUMBER(S)

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

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

District Administrator's Signature/Date	State-District: _____	Approved <input type="checkbox"/>
		Denied <input type="checkbox"/>
Regional Director's Signature/Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
<div style="border: 1px solid black; padding: 2px;">Copy to be mailed to District Administrator after being signed by Regional Director</div>		

- Special Games involving Tee Ball must be between Regular Season teams only using Regular Season Rules.
- Special Games involving players league age 8 or below must use Regular Season Rules.
- Special Games involving players league age 9 and/or 10 may use Regular Season Rules or the 9-10 Year Old Tournament Rules, but not the Little League Baseball International Tournament Rules.
- There can be no mixing of Tournament Rules nor mixing of Tournament Rules and Regular Season Rules in Special Games.
- Special Games may only be played during or following the Regular Season.
- Special Games must not be played until written permission is received from Regional Headquarters.
- A copy of this form, with approval or disapproval of Regional Director, will be mailed to the District Administrator.

All requests for Special Games must use this form.

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

APPLICATION FOR SPECIAL GAMES WITH NON-LITTLE LEAGUE TEAMS

Host League _____ **ID Number** _____

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

Address _____

Submitted by: _____ **Date:** _____

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

LEVEL <ul style="list-style-type: none"> Tee Ball <input type="checkbox"/> Minor League <input type="checkbox"/> Little League <input type="checkbox"/> Intermediate (50/70) <input type="checkbox"/> 	DIVISION <ul style="list-style-type: none"> Junior League <input type="checkbox"/> Senior League <input type="checkbox"/> Big League <input type="checkbox"/>
Baseball <input type="checkbox"/> Girls Softball <input type="checkbox"/> Boys Softball <input type="checkbox"/>	

List all Little Leagues involved in Special Games (use separate sheet if necessary):

LEAGUE NAME(S)	LEAGUE ID NUMBER(S)

**List all NON-Little League teams involved in special games hosted by a Little League program
(Use separate sheet if necessary)**

LEAGUE NAME(S)	PROGRAM AFFILIATION (Rec. Assoc., Pony, Babe Ruth, etc.)

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

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

_____ District Administrator's Signature/Date	_____ State-District: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
_____ Regional Director's Signature/Date	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	<div style="margin-left: 10px; border: 1px solid black; padding: 2px;"> Copy to be mailed to District Administrator after being signed by Regional Director </div>

The insurance certificate of the non-Little League team(s) must be submitted with this Special Games application by the host Little League program. (See reverse for details)

- Special Games involving Tee Ball must be between Regular Season teams only using Regular Season Rules.
- Special Games involving players league age 8 or below must use Regular Season Rules.
- Special Games involving players league age 9 and/or 10 may use Regular Season Rules or the 9-10 Year Old Tournament Rules, but not the Little League Baseball International Tournament Rules.
- There can be no mixing of Tournament Rules nor mixing of Tournament Rules and Regular Season Rules in Special Games.
- Special Games may only be played during or following the Regular Season.
- Special Games must not be played until written permission is received from Regional Headquarters.
- A copy of this form, with approval or disapproval of Regional Director, will be mailed to the District Administrator.

All requests for Special Games must use this form.

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



LITTLE LEAGUE® BASEBALL AND SOFTBALL

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

Date: _____

League Name: _____ League ID#: _____

League President: _____

(Please Print)

Division Baseball (Check One) Softball

Level Tee Ball (Check One) Minor League

Major League Intermediate (50/70)

Junior League Senior League
 Big League

Player's Name: _____

(Please Print)

1. Former Address Within Boundaries: _____
Street City State Zip

2. School Location Within Boundary: _____
Street City State Zip

This claim under II(d) is being filed because

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

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

Verification: League President: _____
Signature Name

District Administrator: _____
Signature Name

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

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

TOURNAMENT PROTEST FORM

Region _____ Date _____

CALL INFORMATION

District Administrator Tournament Director

Name _____ District _____ State _____ Phone: _____

Protesting Official _____ (manager, league president, etc.)

TOURNAMENT INFORMATION

Level of Play: District Section State Section (Sub-division) Division Region

Division: Baseball Softball

Age Group: 9-10 10-11 Little League Intermediate (50/70) Junior League Senior League Big League

Tournament Format: Single Elimination Double Elimination Pool Play

Date(s) of Next Game(s) for Winner and/or Loser: W _____ L _____

GAME INFORMATION

Protesting Team: _____ Home League No. _____

Opponent: _____ Home League No. _____

Umpire-in-Chief: _____

Situation immediately before the umpire's call or decision resulting in protest:

Inning: Top of _____ Bottom of _____ Outs: _____ Score: Vis _____ Home _____

Runners on: First Second Third Count on batter: _____ and _____

PROTEST:

Committee Decision: (To be relayed through Regional Director to District Administrator or Tournament Director at the level of protest).

Recorded by: _____



Little League® Volunteer Application -2015

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

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

Name _____ Date _____

Address _____

City _____

State _____ Zip _____

Social Security # (mandatory with First Advantage or upon request) _____

Cell Phone _____

Business Phone _____

Home Phone: _____

E-mail Address: _____

Date of Birth: _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

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

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

Do you have children in the program? Yes No If yes, list full name and what level? _____

Special Certification (CPR, Medical, etc.): _____

Do you have a valid driver's license? Yes No

Driver's License#: _____ State _____

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor?: Yes No If yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes No If yes, describe each in full: _____

Have you ever been refused participation in any other youth programs? Yes No If yes, explain: _____

In which of the following would you like to participate? (Check one or more.)
 League Official Coach Umpire Field Maintenance
 Manager Scorekeeper Concession Stand Other

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

Name/Phone _____

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

Applicant Signature _____ Date _____
 If Minor/Parent Signature _____ Date _____

Applicant Name(please print or type) _____

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

LOCAL LEAGUE USE ONLY:

Background Check completed by league officer _____ on _____

System(s) used for background check (minimum of one must be checked):

Sex Offender Registry Criminal History Records *First Advantage

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

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

INDEX

Age Chart.....	37
Assets, League	31
Assistant District Administrators	8
Boundaries, League	18
Challenger Division.....	36
Child Protection Program.....	43
Committees, District.....	9
Conducting a Meeting	14
Conflict of Interest Policy.....	43
Congress	19
Contacting New Groups to Join Little League.....	28
DA, Authority of	6
DA, Role of.....	7
District Fund Plan	16
District Organizational Chart	10
Dividing a League	31
Divisions of Little League.....	21
Draft Procedures	25
Election Schedule, DA.....	14
Eligibility of Players/Proof of Birth Documents	24
Incorporation, Local League	39
Insurance	17, 33
Military Bases	28
Minor League, Operation of	25
Player Selection/Tryouts.....	24
Registration, Announcement of	21
Residence	19
Safety.....	32
Tax Exemption	38
Tournament Play	41
Trademark Restrictions.....	35
Trading Players	25
Training and Development Program.....	38
Umpires	27

NOTE: These items listed below are located in the section following page 44, and should be copied for use by local leagues and/or districts: Team Roster (Regular Season); Application for Interleague Play; Application for Combined Teams Regular Season Play; Application for Special Games; Regulation II (d) Waiver Form; Regulation IV (h) Waiver Form; Volunteer Application; Approved Double-Elimination Tournament Brackets.