



Little League Baseball & Softball League Officials Seminar 2011-2012





Please put cell phones
on “Meeting Mode”





Getting Started





Complete the Application for Charter/Insurance Enrollment Form

- Send early, even if exact team numbers not yet determined
- Fees may be deferred for a limited time with the exception of Liability Insurance
- Fill out completely

SEE REVERSE SIDE FOR RESTRICTIONS

LITTLE LEAGUE BASEBALL, INCORPORATED
CHARTER APPLICATION AND INSURANCE ENROLLMENT

NEW REQUIREMENT FOR 2000 SEASON

Little League Baseball will not accept any requests for charter affiliation or insurance coverage until the following condition is agreed to by the League President and called by the League Vice President. Insurance is hereby established with no exceptions. All requests must be processed and approved by the League President and Vice President. Failure to comply may result in the loss of membership privileges and possible further suspension by the Official Committee.

Regulations 100 and 101 of the Little League "Volunteer Application" for all managers, coaches, board members and any other persons (volunteers or hired workers, who require regular service to the League) shall have separate status as it relates with, papers or forms. This form shall only be included in order to comply with state, provincial or national laws. Paragraph 100 B and 101 B are a background check that is required on every individual that is required to complete a volunteer application. An insurable position only if: from this, an agent on behalf of the organization that we will comply with the use of the Little League "Volunteer Application" and conduct all of the required background checks.

President's signature: _____ VP name: _____ VP signature: _____

BASEBALL TEAMS CHARTERING							GIRLS SOFTBALL TEAMS CHARTERING						
TEAM NAME	AGE	TEAMS	PLAYERS	COACHES	MANAGERS	INSURANCE	TEAM NAME	AGE	TEAMS	PLAYERS	COACHES	MANAGERS	INSURANCE

BOYS SOFTBALL TEAMS CHARTERING

TEAM NAME	AGE	TEAMS	PLAYERS	COACHES	MANAGERS	INSURANCE

TOTAL BASEBALL CHARTER FEE: \$ 20.00

TOTAL GIRLS SOFTBALL CHARTER FEE: \$

TOTAL BOYS SOFTBALL CHARTER FEE: \$

TOTAL SOFTBALL CHARTER FEE: \$

TOTAL BASEBALL CHARTER FEE: \$ 20.00

TOTAL GIRLS SOFTBALL CHARTER FEE: \$

TOTAL BOYS SOFTBALL CHARTER FEE: \$

TOTAL SOFTBALL CHARTER FEE: \$

You will be charged for insurance in: A B C D E F G H I

IF YOU ARE CHARGED FOR INSURANCE, YOU MUST PRESS OUT THE INSURANCE CHECK MARKED.

IF OUTSTANDING BALANCE, PLEASE PRESS OUT THE INSURANCE CHECK MARKED.

ITEMS B, D, AND H INSURANCES ARE MANDATORY UNLESS PROOF OF LOCAL COVERAGE IS SUBMITTED.

TOTAL FEES DUE: \$

TEAM CONTACT AND INFORMATION ON REVERSE

Manager Name: _____ Address: _____ Phone: _____

League Name: _____ Address: _____ Phone: _____

League Location: _____

PLAYERS: _____

MANAGERS: _____

COACHES: _____

INSURANCE: _____

Signature: _____ Date: _____



Charter/Insurance Enrollment Form

- Enter current season teams, if different from previous year in the current season teams column
- Calculate Charter Fee by multiplying number of teams by rate and place in charter fee column
- The same steps are followed when chartering both baseball and softball

SEE REVERSE SIDE FOR INSURANCE INFORMATION

LITTLE LEAGUE BASEBALL®
CHARTER APPLICATION AND I

DIVISION	PREVIOUS SEASON TEAMS	CURRENT SEASON TEAMS (IF DIFFERENT)	PER TEAM RATE	CHARTER FEE (TEAMS X RATE)	*ACCIDENT INSURANCE	
					INSURANCE RATE	INSURANCE FEE (TEAMS X RATE)
LITTLE LEAGUE MAJOR (AGES 9 THRU 12)	6	7	16.00	112.00	25.00	175.00
JUNIOR LEAGUE (AGE 13 THRU 14)	3		16.00	48.00	48.00	144.00
SENIOR LEAGUE (AGES 14 THRU 16)	3		16.00	48.00	48.00	144.00
BIG LEAGUE (AGES 16 THRU 18)	2		16.00	32.00	48.00	96.00
TEE-BALL (AGES 5 THRU 8)	10	14	16.00	224.00	25.00	350.00
LITTLE LEAGUE MINOR (AGES 7 THRU 12)	12	14	16.00	224.00	25.00	350.00
CHALLENGER (AGES 5 THRU 18)	6		16.00	96.00	25.00	150.00
TOTAL BASEBALL CHARTER FEE → A				784.00	TOTAL BASEBALL INSURANCE FEE → B 1409.00	

- Calculate Accident Insurance fee by multiplying number of teams by insurance rate and place in the insurance fee column



Charter/Insurance

Crime / General Liability Fees

ENTER AMOUNT FROM LINE A	784.00	BASEBALL CHARTER FEE	<p>You will be charged for insurance in F, and G unless you cross out the insurance not wanted.</p>	F	205.00	CRIME INS. FEE
ENTER AMOUNT FROM LINE B	1409.00	BASEBALL ACCIDENT INSURANCE FEE		G	2346.90	GENERAL LIABILITY FEE
ENTER AMOUNT FROM LINE C	612.00	SOFTBALL CHARTER FEE				
ENTER AMOUNT FROM LINE D	1080.00	SOFTBALL ACCIDENT INSURANCE FEE				
ENTER AMOUNT FROM LINE E	20.20	ADDITIONAL INSURED FEE		H		OUTSTANDING BALANCE

2 teams or less - \$101.00
 3-7 teams – 202.00
 8-14 teams- \$404.00
 Above 14 teams - \$30.30 per team

ITEMS B, D, AND G INSURANCES ARE MANDATORY UNLESS PROOF OF LOCAL COVERAGE IS SUBMITTED

- The Crime Insurance fee is pre-printed in section F
- The General Liability Fee is based on the number of teams last year
- **Note there will be a charge for section F (Crime) and G (Liability) unless they are crossed out**
- **D & O added at no cost to Leagues or Districts**
- Note Items B, D (Accident) and G (Liability) Insurances are mandatory unless proof of local coverage is submitted



Charter/Insurance

League Contact Information

Please correct any information as needed:		FOR	ORDER # _____
League Name: _____	Home #: _____	INTERNAL	DATE _____
President Name: _____	Business #: _____	USE	CK # _____
Address: _____	Fax #: _____	ONLY	CK AMT _____
	E-mail Address: _____	Date Boundary Map Last Updated _____	
	League Location: _____		
QUOTE #: _____	LEAGUE IDENTIFICATION NUMBER _____	Hometown Little League	
HOME PHONE: (570) 555-5321		John Doe, President	
BUS. PHONE: (570) 555-5555		123 First St.	
E-MAIL ADDRESS: jdoe@kyle.com	PLEASE USE ON ALL CORRESPONDENCE	Hometown, PA 55555	
FAX NUMBER: (570) 555-5566			
LEAGUE LOCATION: Hometown, PA			

- League and President contact information is pre-printed in the contact information section
- Any changes can be made in the specified area
- Identify last date map was updated. (A current map w/president & DA signatures and date must be submitted to the Regional Office)



Charter/Insurance Agreement Section

VOLUNTEER SCREENING AGREEMENT

Little League Baseball will not accept any request for charter affiliation/re-affiliation or any request for insurance coverage until the following verification is signed by both the league President and either the league Vice-President, Treasurer or Secretary. All unsigned forms will be returned, without being processed. All local Little League programs will also be required to sign a statement on the tournament enrollment application that verifies that the process stated below has been implemented in compliance with the Regulations. Failure to comply may result in the loss of tournament privileges and possible charter suspension by the Charter Committee.

Regulations 1 (b) and 1 (c) 8 mandate the use of the "Little League Volunteer Application" for all managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. This form shall only be modified in order to comply with local, state, provincial or national laws. Pursuant to Regulations 1 (c) 8 and 9, background checks must be conducted on every individual that is required to complete a volunteer application. As duly elected President and V.P./Treas./Sec., we agree on behalf of the organization that we will comply with the use of the "Little League Volunteer Application" and conduct all of the required background checks.

LEAGUE CHARTER AGREEMENT

As duly elected president of the organization listed herein, I hereby make application for a charter and for the right to conduct a baseball and softball program under the name "Little League" for the year indicated on this form. This application is accompanied by a registration fee which I understand will be refunded if charter is not granted. If accepted, I pledge myself and my organization to strict compliance with all the Rules and Regulations of Little League Baseball Incorporated. I also agree that myself and my organization will not discriminate against any person on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference. I hereby agree that Little League is the sole and exclusive owner of all funds and property acquired by the organization at any time in the name of Little League and that all of these funds and property shall be devoted solely and exclusively to Little League's purposes. In the event that any controversy or dissension may arise in connection with the charter hereby applied for, I agree on behalf of the league mentioned to accept the decision of the Charter Committee as final and binding. Whatever controversies thereafter remain shall be decided by voting with both parties present in full agreement. Our league recognizes the right of International Headquarters to raise funds for its annual activities and hereby consents to it receiving regular payments from the manufacturers of articles of equipment used by our organization.

We acknowledge that we have read and will comply with the Volunteer Screening and League Charter Agreements
Application will not be processed if both signatures are not present.

President's signature John Doe /Date 11/15/07 V.P./Treas./Sec.'s signature Jack Barry /Date 11/15/07

- Carefully read the Volunteer Screening Agreement and the League Chartering Agreement
- The Charter Application requires the signature of the President and the Vice President, Treasurer or Secretary's signature
- The application will not be processed if both signatures are not present.
- Be sure to read the disclosure statements on the back of the application



Insurance Coverage

Accident Coverage



- Rate is based on the number of teams, state, and type of play. (Range from \$23-\$60 per team)
- Covers entire YEAR – Jan. 1 through Dec. 31 – **OR** when you pay for insurance through Dec. 31 - including practices and special events (fund-raising, team picnics, etc.)
- Policy term is effective Jan. 1 to Dec. 31 as long as the premiums are paid in full, and the application/charter are received and accepted at Little League International HQ prior to Jan. 1
- Coverage terminates prior to Dec. 31 for certain individuals, for example Players and Coaches at the conclusion of their last regular season game. Coverage can be available for TAD (Training & Development) and through tournaments approved by Little League International in Williamsport
- Coverage is secondary, unless the player has no primary insurance -- then it becomes primary
- Maximum benefit is \$100,000 per claim



Insurance Coverage

Liability Coverage



- **Includes both General Liability and Director & Officers coverage**
- **Rate is based on the number of teams in a chartered league for general liability**
- **Benefit is \$1 million combined single-limit can be increased**



Crime Insurance

- Protects leagues against monetary loss caused by the following: dishonesty, disappearance of money, securities or other property
- Destruction of money or securities
- Maximum limit of \$35,000 per loss
- Deductible: \$250 for property, \$1,000 for money or securities
- Cost to Leagues: \$205
- All losses must be submitted within 60 days of notice or knowledge of loss
- Does not provide coverage for vandalism



ASAP Program

13 Requirements for Safety

1. Have an active Safety Officer
2. Publish, distribute safety manual
3. Post, distribute emergency numbers
4. Check volunteers on National SOR
5. Provide fundamentals training
6. Provide first-aid training
7. Require field inspections before use



ASAP Program

13 Requirements for Safety (cont.)

8. Complete annual Facility Survey
9. Use concession stand procedures
10. Regularly inspect and replace equipment as needed
11. Have prompt accident reporting
12. Require first-aid kits at events
13. Enforce all Little League Rules



ASAP Program

- All league safety plan materials must be postmarked no later than **April 13, 2012** to be eligible for any of the awards.
- Leagues working toward the District Incentive must have all requirements **received at and approved by Little League International no later than March 13.**

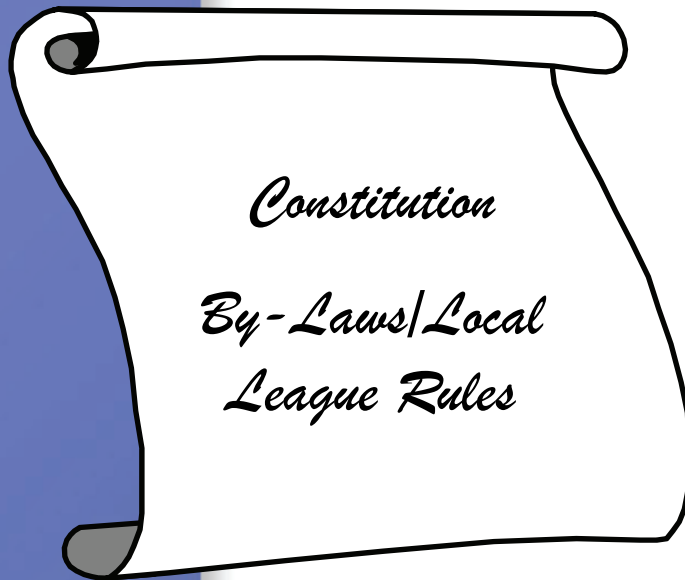


Winter





Local League Constitution vs. By-Laws



- Two separate documents
- **Constitution:** Reviewed & approved annually by the **Membership** at a duly organized meeting as provided in Article XIII of the Model Constitution
- Forwarded to Regional Headquarters to be reviewed
- Follow proper procedure for amending
- Board of Directors may not deviate from document



Local League Constitution vs. By-Laws

- **By-Laws/Local League Rules:** created each season by the **Board of Directors**
- Must be in compliance with Little League Rules & Regulations
- Sent to DA for review and waivers requested, when necessary
- Make all general documents available to any Member of the league
- Strongly recommended to post at registration(s)





Incorporation & Finances

- Has the Board submitted proper Incorporation papers with the state? (if applicable)
- Has the Board submitted the proper 990 federal tax form for fiscal year? (e-Postcard 990-N if under \$25,000 in gross receipts, Form 990-EZ with Schedule A if over \$25,000, or Form 990 with Schedule A if over \$1,000,000)
- Has the Board submitted proper State tax form for sales tax on revenue for fiscal year? (if applicable)
- Has the Board submitted proper registration to Florida Dept. of Agriculture & Consumer Services for solicitation of contributions? (Florida only)
- Remember that the Articles of Incorporation on file with the state, as well as the local league's Constitution, are BOTH legally binding. They must not conflict and should be periodically checked for inconsistencies.



Incorporation & Finances

For further information regarding
Incorporation and/or finances, contact:

Becky Bassett at
570-326-1921 ext. 228
or email
bbassett@littleleague.org



Officers Meet with DA, Staff

- Discuss plans for the coming year
- New Board members
- Learn DA's authority & role with local league
- Boundaries reviewed/map signed and dated then
- Coordinate start-finish times for regular season & interleague play
- Review district structure and DA election process



Fundraising Ideas / Methods

- Sponsorships
- Fence signs
- Decal Day
- Program ad sales
- Fundraising plans using Little League sponsors/licensees
- Other fund-raisers using adults
 - Bake sales, Picnics, Parties, Dances
- Others?...
- Not all fundraisers will be covered by insurance, check with Little League International HQ for approval



Registration Promotion

- Download the Registration Promotional Kit from the www.LittleLeague.org
 - Registration Poster (Color or B/W available)
 - Media Releases
 - Ad Slicks





Registration Promotion

- Call/email previous years players and remind them about registration
 - Ask them to spread the word
 - Have a membership drive contest with rewards given to the highest player members referring new players



Player Registrations

- Have Multiple Dates available
- Paperwork Needed:
 - Enrollment & Volunteer Applications
 - Medical Releases & Injury Policy for League
 - **Boundary Maps**
 - **At least 3 proofs of residency within boundaries date or in force between February 1, 2011 and February 1, 2012**
 - Financial Statement
 - Tryout / Draft Explanation
 - Tournament Team selection method
 - Board Approved Local League rules and guidelines



League Management



- GET:
 - **Registrations** online, 24 / 7
 - **Volunteer** sign-ups during registration process
 - More **donations** right from the start of the season
- MANAGE:
 - Collection of **required documents**
 - **Payment processing** securely and automatically
 - **Reporting** from centralized database
- BUILD:
 - Stronger relationships with your players, volunteers and parents via **email tools & websites**





Utilizing Websites



- Use a Website as a marketing, management & communications tool:
 - Publish season calendars, tournament brackets, handouts, rosters
 - Post news, schedule changes, scores, stats, photos, videos, sponsors & more
 - Get communications from Little League corporate
- Basic web site is free to set up, easy to manage; all provided by Little League partner, eteamz
- **2011/2012 season offer: FREE eteamz PLUS site for new online registration accounts**





2012 eteamz Enhancement

- Launching in 2012, eteamz sites will feature a special “news” section direct from Little League International

The screenshot displays the eteamz website interface. On the left is a navigation menu with the following items: eteamz Nation, Home, My Site News, Calendar, Schedules, Standings, Teams, Divisions, Locations, Board, Albums, Handouts, and Links. The main content area is titled "League: Welcome" and features a news item highlighted with a red oval. The news item includes the Little League logo, the text "Updates brought to you by Little League Online Baseball and Softball (www.littleleague.org)!", a link to "Testing Results on 2 1/4 Inch Composite Bats Results in Waivers of Moratorium", and a sub-headline "SOUTH WILLIAMSPORT, Pa. (Jan. 20, 2011) – The first test result has been received at Little League International regarding ... more »". Below the news item is a "Like" button and the text "Be the first of your friends to like this." A photograph of a baseball team celebrating is shown, with a caption: "A proper hit-and-run requires more than just striking the ball with the bat. Here's a handy guide to help runners and hitters execute this highly effective play." The top right of the page has links for "LLB Datacenter" and "Admin".



Information on Active/eteamz

- For more information or a demo:
Active Network
888-543-7223
activesports@activenetwork.com
www.activesports.com
www.eteamz.com





Use of Websites

- Eteamz.com (an affiliate of Active.com) is the Official Online League Management Provider of Little League Baseball, Incorporated. Therefore, it is a requirement that if a league or district has a web site it must be created on Eteamz.com.
- However, leagues or districts may create web sites outside of the Eteamz.com platform provided they also have a web site on Eteamz. Every League, District and or Team is permitted to have a “Free” web site on Eteamz.com. This will automatically create the site with the Little League template, which can then link to the independent site through the Eteamz.com site.
- Use of the Little League trademarks, logos and links to www.littleleague.org are permitted on web sites, but Little League reserves the right to review any web site that uses its trademarks and logos. If content is deemed inappropriate, the league will be required to remove the offending content.



Little League has Something for **EVERYONE!!!**

Teenage
Baseball

Softball

Challenger



Teenage Baseball

- It's for players ages 13-18.
- Junior League Division is for players 13-14 years old.
- Senior League Division is for players 14-16 years old.
- Big League Division is for players 16-18 years old.
- There is an International Tournament for all three divisions.
- Championship games are televised on ESPN.
- All world series games are streamed over the internet on Youth Sports Live.
- Teenage division provides baseball after majors.
- Free, valuable Coach/Manager training.
- Enjoy the same excitement of the Little League World Series in these three divisions.
- Benefit from our partnership with the Baseball Factory, the leader in player development and college placement.
- The teenage divisions of Little League have more players than any other teenage baseball program.
- Rules are tailored to each division.

Contact:
Jamie Joy
Manager of Operations
jjoy@LittleLeague.org
570-326-1921 ext. 257



Softball

- Competition at all age divisions 5-18
- Flexible structure for teenage divisions
- National Pro Fastpitch (NPF) partnership – Little League teamed up with the United State's only professional softball league. The partnership provides Little Leaguers the opportunity to watch softball at the highest level during Little League Softball Days, instructional and educational material for our coaches and managers and discounts to NPF player camps and coaches clinics.
- Softball World Series Tournaments – Girls from around the world come not only to compete against one another, but create life-long friendships and lasting memories. ESPN televises every Softball Division Championship and the semi-final games of the Little League Softball World Series.
- Little League Softball Days with colleges and universities across the country including the University of Washington, the University of Michigan, the University of Tennessee and UCLA
- Michele Smith Little League Softball Coaches Clinics
- Coaches Resource Center – Free instruction, skills and drills for Little League Coaches and Managers
- Cost effective and affordable
- Global participation

Contact:
Sara Thompson
Softball Manager
sthompson@LittleLeague.org
570-326-1921 ext. 217



Little League has Something for EVERYONE!!!

Teenage
Baseball

Softball

Challenger

LittleLeagueCoach.org

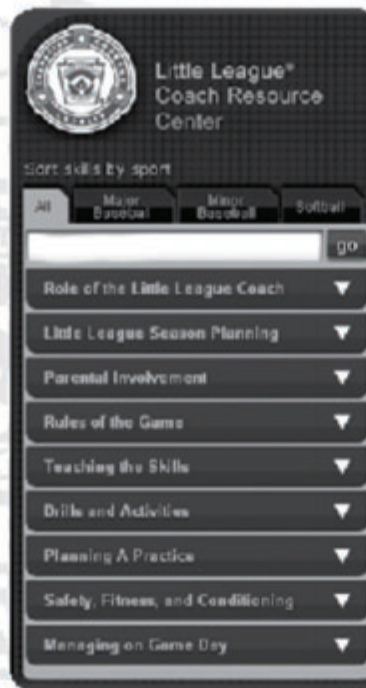
Great Coaching Starts here FREE!

Great coaching is no accident. It starts with a love for the game. It grows from a strong desire to give children the tools they need to succeed on the field.

That's why Little League International created LittleLeagueCoach.org – to start you on the path to great coaching. Expert advice from renowned players and coaches; video demonstrations; skills development drills and exercises: At LittleLeagueCoach.org, you can get all the tools you need to start your season right or build on what you already have in place.

And it's FREE!

Little League International considers providing these tools so important to our youth and so important to the success of your team that it has decided to offer them without any charge.



Create a FREE account at the Little League Coach Resource Center (www.LittleLeagueCoach.org). Contact your league president or district administrator for more information on creating your account, including the authorization code that is unique to your league. Then log on and start making your season special today!



Challenger Division

- Boys or girls facing physical and mental challenges have the opportunity to enjoy the full benefits of Little League in an environment structured to their abilities.
- 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 t-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 5-18, or up to age 22 if still enrolled in a school program, may participate in the Challenger Division.

Contact:
Sam Ranck
Director of the Challenger Division
challenger@LittleLeague.org
570-326-1921 ext. 254



Regulation II (a)

- Regulation II(a) - Each league shall determine actual boundaries of the area from WITHIN which it shall select players. Only those participants whose residence is within the boundaries of the league shall be eligible to participate. Residence, for the purposes of this regulation, is defined in “Residence Eligibility Requirements” in the Rule Book. These boundaries MUST be described in detail AND shown on a map when making application for charter. The local Little League boundaries shall be the boundaries of the Junior/Senior/Big League.



Residence Eligibility Requirements

- Residence shall be established and supported by documents, **dated or in force between February 1, 2011 (previous year) and February 1, 2012 (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) constitute only ONE document.



Residence Eligibility Requirements

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.



Residence Requirements

Under NO circumstance 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.



Out of Boundary Player?

- **What does your Board need to do now??**

- 1. Does he/she qualify for a:**
 - Regulation II(d) waiver (form provided)
 - Regulation IV(h) waiver (form provided)
- 2. If they DO NOT qualify for either waiver, provide them with contact information for their proper league and they must register there**
- 3. Does the Board wish to request a Charter Committee waiver?**
 - Must forward written request with supporting documentation and comment from league where player resides



Regulation II (d)

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



The Form – Section One



LITTLE LEAGUE® BASEBALL AND SOFTBALL

Report of Players Claimed under
Regulation II(d)

Date 02/01/12

League Name XYZ Little League

League ID # 28-12-00

League President John Adams

League Address 151 Hill Road Williamsport, PA 17701
Street City, State Zip

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



Regulation II (d) Defined

Regulation II (d)

The Board of Directors of the Local League, with the approval of the player involved, reserves the right to continue as a player, any individual (1) whose residence changes from within the boundary to outside the league's boundary or (2) who lives outside the league's boundaries because of a revision of such boundaries even if the child then resides in the territory of another league. Current Major League, Minor League or Tee Ball players or any sibling whose brother or sister met the criteria under II (d) at one time may be retained. Any player meeting (1) or (2) above may be retained for the remainder of his/her career, including Little League, Senior and Big League competition. **NOTE:** A player who qualifies under this regulation and elects not to participate for a playing season is not eligible to be retained for the subsequent season.



Player Information

League President / DA Signatures

Player's Name Jim Doe

1. Former address within boundaries: 123 Elmira St. Wmspt, PA 17701
Street Address City, State Zip

2. Current address outside boundaries: 151 Round Road Wmspt, PA 17701
Street Address City, State Zip

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

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

Verification: League President John Adams
Signature

District Administrator Scott Leinbach
Signature

Previous editions of this document are obsolete.

my documents/league supplies/2004 Regulation II(d) - Revised



Regulation IV (h) Waiver

- If previously lived within the league boundaries for two years while serving as a dedicated coach, manager or board member for two years, his/her son(s)/daughter(s) may tryout and be selected by teams in that league provided:
 - Such service to the league has continued
 - Subject to written agreement with league whose boundaries they currently reside
 - League President presents to DA with supporting residency requirement documents. DA reviews and signs signifying the documentation meets regulations
 - League maintains form and documentation



Regulation IV (h) Waiver

LITTLE LEAGUE® BASEBALL and SOFTBALL

Regulation IV(h) Waiver Claim Form

Date 2/1/12

League Name Hometown Little League League ID # 238-12-01

League President John Johnson

League Address 123 Hill Road Williamsport PA 17701

Street City, State Zip

Division
(Check one)

- Baseball
 Softball

Level
(Check One)

- Tee Ball
 Minor League
 Major League
 Junior League
 Senior League
 Big League

Regulation IV (h)

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



Regulation IV (h) Waiver

Player's Name: Jim Adams

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

1. Former address within boundaries: 1134 Princeton Ave Williamsport, PA 17701
Street Address City, State Zip

List years of service: 1/1/00 through 2/1/02
(Must fill in two spaces)

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

List years of service: 2/1/02 to the Present
(Years of service must be continuous)



Regulation IV (h) Waiver

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

ABC Little League

League Name

238-12-02

League Number

Bill James

President's Signature

Verification: League President

John Johnson

Signature

District Administrator

Scott Leinbach

Signature



Form Processing

Processing Procedure:

- League president completes form and verifies the player meets the conditions of Regulation II (d) or a IV(h)
- League president must compile residency requirement documentation from previous residence
- DA verifies documentation meets the Regulation
- League maintains form and documentation for duration of players career & provides copy to parent
- If player is selected to the tournament team, the form and residency documentation must be carried with tournament packet



Regulation I (c) 8 & 9

- Requires league to use Little League Volunteer Application for Managers, Coaches, Board Members and all others with *regular service and/or have repetitive access to children.*
- Requires annual background check on DOJ-SOR (www.nsopr.gov) and recommends a national criminal search on LLB website at littleleague.lexisnexis.com for those that completed volunteer application.
- Failure to comply may result in suspension or revocation of tournament privileges and/or the league's charter by action of the Charter Committee



Appointments

LittleLeagueCoach.org MANAGERS/COACHES/UMPIRES

- Committees screen those willing to serve

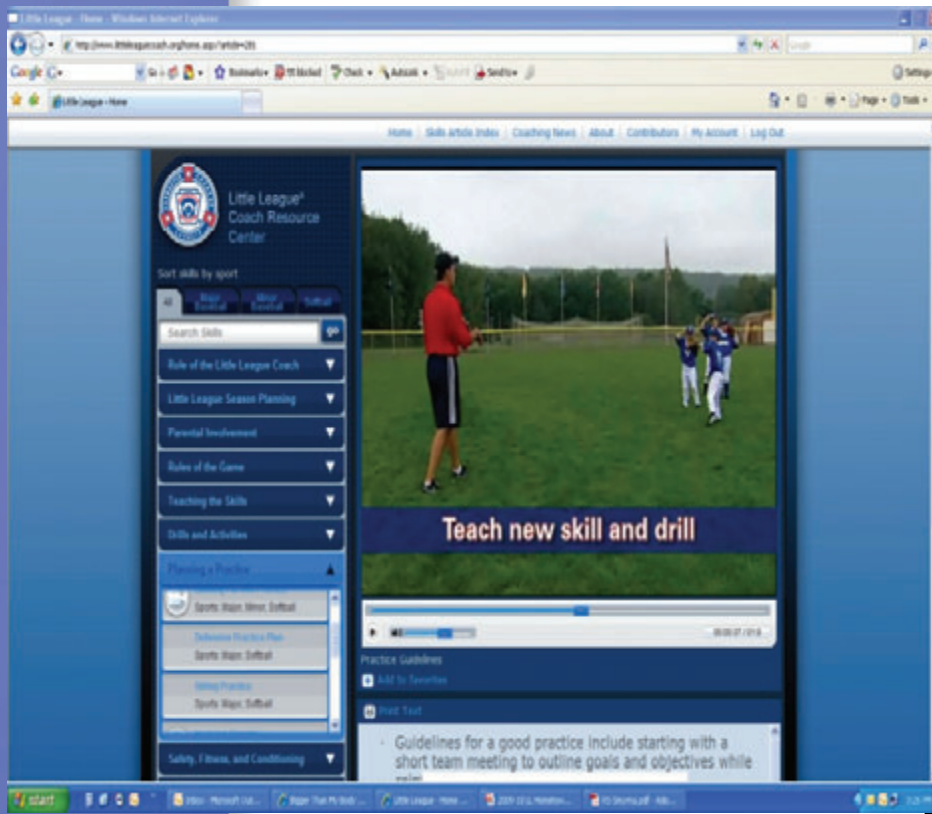
President appoints at his/her discretion with Board approval

Coaches new TO THAT TEAM shall not be named until after the draft

No manager, coach or umpire has tenure

DO NOT give a reason to a manager, coach or umpire for not re-appointing or re-approving that person

Plan to send managers, coaches and umpires to Clinics and Seminars





League Structure / Scheduling



- **Decide league's age structure**
- **Determine number of players returning**
- **Always look toward expanding the Major Divisions**
- **Decide on method for expansion**
- **Ensure small divisions have somebody to play**
- **12-year-old Regulation**



Regulation IV – Softball

Local Board of Directors determines alignment for divisions, annually

Division	TURNS League age before Jan 1	<u>DOES NOT TURN</u> League age before Jan 1
Tee Ball 4-7	4	8
Minor 7-11	7	12
Little League 9-12	9	13
Junior (12*)13-14	(12*)13	15
Senior 13-16	13	17
Big League 14-18	14	19



Regulation IV – Baseball

Local Board of Directors determines alignment for divisions, annually

Division	TURNS League age before May 1	<u>DOES NOT TURN</u> League age before May 1
Tee Ball 4-7	4	8
Minor 7-11	7	12
Little League 9-12	9	13
Junior (12*)13-14	(12*)13	15
Senior 13-16	13	17
Big League 15-18	15	19



Spring





Double Checking Eligibility

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



Dear Parent:

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

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

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

- **Do this BEFORE tryouts**
- **Ensure no ineligible player is drafted or placed on a team.**
- **Contact all players returning to Major Division teams who have not signed up.**
- **Get statement from the parent(s) if they are not planning to return to your program.**



Player Tryouts

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



The Draft

- **Leagues must utilize draft methods outlined in the Operating Manual:**

Plan A – existing teams from previous season remain intact with selection of new players being completed in a round-table format: the last-place team of the preceding season gets the first choice in every round of the draft, the next to last place team gets the second selection etc...

Plan B – Total Redraft - redraft of previous season teams, held in two separate parts. 1st Preliminary Draft- Returning players to division are selected 2nd Draft- Players eligible through tryouts are selected to fill remaining rosters (See Alternate method next slide)

Plan C – Blind Draft – Preliminary & Second drafts apply. Players separated by age – names placed in non-transparent container – individually selected at random and placed on team



The Draft

Alternate Method for Plan B

- **Instead of having two separate drafts (one for returning players, and one for new players), a league may elect to conduct a regular draft wherein, if a number of returning Major League players has not been drafted by the time that same number of draft picks remain, those returning players must be the only players eligible from that point forward in the draft. (Example: With nine picks left in the draft, there are nine players who were Major League players in the previous season still not drafted for the current year. Those nine players become the only nine eligible players, and must be drafted.)**



The Draft

- The selection of players for the various teams within a league shall be in compliance with the Little League Draft Selection System as detailed in the Operating Manual.
- **NOTE:** All candidates who are league age twelve (12) must be drafted to a Little League Major Division team or to a Junior League team.
- Exceptions can only be made with written approval from the District Administrator, and only if approved at the local league level by the Board of Directors and the parent of the candidate.



The Draft

- Leagues may submit an alternative method to the Charter Committee for consideration, *prior to draft being held*
- Team Expansion and Reduction plans are outlined in the Operating Manual -- contact your DA for further assistance



Player Draft / Options

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



Brother / Sister Option

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



Brother / Sister Option of Player Currently on a Team

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



Sons / Daughters of Managers

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



Sons / Daughters of Coaches

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



Draft Rounds

- If option is submitted for son / daughter of a manager or coach, candidate must be drafted in or before the following round:

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



Trading

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



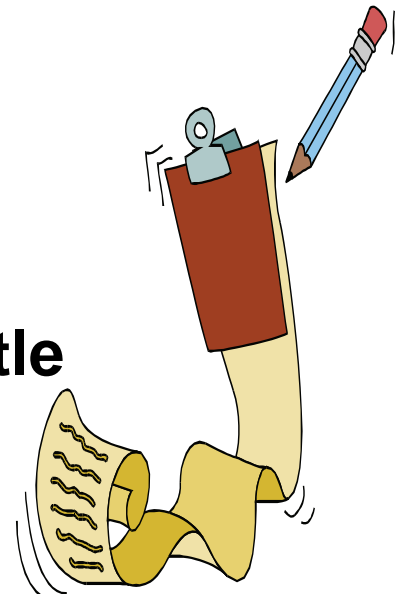
Duration of Title

- Each player acquired shall, for the duration of their major league career, be property of the team making the acquisition, unless traded or released.



Rosters

- **ALL rosters must be submitted to Little League International in Williamsport by **June 6th, 2012****
- **Recommended method of use: Little League Data Center**
- **Player who is injured must be on a roster at Headquarters to be covered by Little League insurance**
- **Rosters may be computer-generated and hard copy forwarded**





Scheduling Games

- Discretion of the local Board of Directors
- Sunday games are OK
- Season must be half completed by the day Tournament Teams are allowed to be announced (June 15th)
- Little League recommends splitting the season in half
- Allow for “rain-dates”

2012

January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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



Scheduling Games

How to Handle Interleague Play

- **Must have an approved Interleague Play form signed by all League Presidents participating and DA, prior to any games played**
- **Recommend that an *Interleague Committee* be created with one representative from each League participating along with a District Staff representative**
- **Recommend that *Interleague Ground Rules* be created prior to any games played**



Interleague Play Form



APPLICATION FOR INTERLEAGUE PLAY

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



PA

12

State

District



All leagues involved in interleague play

NOTE: Use a separate form for each level of play



Level	
<input type="checkbox"/> Minor League Baseball	<input type="checkbox"/> Minor League Softball
<input type="checkbox"/> 9/10 Baseball	<input type="checkbox"/> 9/10 Softball
<input type="checkbox"/> 11 Baseball	<input type="checkbox"/> 11 Softball
<input checked="" type="checkbox"/> Little League Baseball	<input type="checkbox"/> Little League Softball
<input type="checkbox"/> Junior League Baseball	<input type="checkbox"/> Junior League Softball
<input type="checkbox"/> Senior League Baseball	<input type="checkbox"/> Senior League Softball
<input type="checkbox"/> Big League Baseball	<input type="checkbox"/> Big League Softball
<input type="checkbox"/> Challenger	

Total players for each one in appropriate division indicated

- Enter State, District and Level of Play
- Remember: Use one form for each division



Interleague Play Form



All leagues involved in interleague play:

Total players for each age in appropriate division indicated

League Name/ League ID No.	Population	# of Teams	President's Signature	7/8	9/10	11	12	13	14	15	16	17	18
1. Brandon LL-238-12-01	10,000	3	Jack Johns		3	15	16						
Maynard LL-238-12-202	8,000	2	Tim Black		8	8	8						
3.													

- Enter League Names, ID Numbers for each
- Enter Populations and Numbers of Teams
- Presidents' Signatures needed
- Enter number of players in appropriate age sections



Interleague Play Form

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

Identify Leagues above involved in combination for tournament:
 Each league must charter.

1.
2.
3.

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

Scott Leinbach

District Administrator

PA #12

State/District

11/15/11

Date

Forward completed application to Regional Director for approval if tournament combination is requested.

Don Soucy

Regional Director

12/5/11

Date

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.

(See reverse for approved combinations)

- **Check Combo request for Tournament Play (No)**
- **Identify leagues combining (*No need as combo is not requested*)**
- **Each League must charter (*In appropriate division*)**
- **DA Signature / District / Date**
- **Regional Director Signature / Date (*For Tournament play only*)**



Combined Teams For Regular Season



APPLICATION FOR COMBINED TEAMS REGULAR SEASON PLAY

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

NOTE: Use a separate form for each level of play



PA

12

State

District



Level

- | | |
|-------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Minor League Baseball | <input type="checkbox"/> Minor League Softball |
| <input type="checkbox"/> 9/10 Baseball | <input type="checkbox"/> 9/10 Softball |
| <input type="checkbox"/> 11 Baseball | <input type="checkbox"/> 11 Softball |
| <input type="checkbox"/> Little League Baseball | <input type="checkbox"/> Little League Softball |
| <input type="checkbox"/> Junior League Baseball | <input checked="" type="checkbox"/> Junior League Softball |
| <input type="checkbox"/> Senior League Baseball | <input type="checkbox"/> Senior League Softball |
| <input type="checkbox"/> Big League Baseball | <input type="checkbox"/> Big League Softball |
| | <input type="checkbox"/> Challenger |



- Enter State, District and Level of Play
- Remember: Use one form for each division



Combined Teams For Regular Season

All leagues involved in combined play:

Total players for each age in appropriate division indicated

League Name/ League ID No.	Population	# of Players	President's Signature	7/8	9/10	11	12	13	14	15	16	17	18
1. Brandon LL-238-12-01	10,000	22	<i>Jack Johns</i>					11	11				
2. Maynard LL-238-12-02	8,000	6	<i>Tim Black</i>					6					
3.													

- Enter League names, ID numbers for each
- Enter populations and numbers of players
- Presidents' signatures needed
- Enter number of players in appropriate age sections



Combined Teams For Regular Season

Each league must charter.

Forward to District Administrator prior to the start of the regular season.

This combination is requested for tournament play: Yes No

Identify Leagues above if involved in combination for tournament:

Maximum 3 leagues only

I have reviewed the application for combined teams and recommend approval based on the information provided.

Scott Leinbach

District Administrator

PA #12

State/District

11/15/11

Date

Forward completed application to Regional Director for approval if tournament combination is requested. Without such approval, tournament combination is not permitted.

Don Soucy

Regional Director

12/5/11

Date

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.

- Each League must charter (in appropriate divisions)
- Forward to District Administrator prior to start of Regular Season
- Check combo request for Tournament Play
- Identify leagues combining
- District Administrator Signature / Date
- Regional Director Signature / Date (if tournament combination is requested)



Charter Committee Waivers

Reasons for requesting a Charter Committee Waiver

- Out of Boundary (Regular Season/Tournament)
- 15-year-olds playing down in Juniors
- Uneven number of players on a team within a division
- Less than 60% participation for Tournament
- Merge/Split leagues
- Special Games with non-Little League teams
- Combine for Tournament Teams
- Modify Playing Rule/Regulation
- Alternate Draft method



Charter Committee Waivers

- Process
 - Local League Board votes whether or not to request waiver
 - If Board votes to request a waiver, the President writes a letter, detailing the request. Supporting documents are attached and forwards to the District Administrator
 - DA provides his/her recommendation and forwards to the Regional Office
 - Regional Office present case to the Charter Committee
 - Charter Committee will inform Regional Office
 - Regional Office to inform the DA



Regulation IV (j)

- Establishes a deadline for waiver requests regarding player eligibility.
 - Regulation IV(j) - 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 June 6th of the current year. Requests submitted after that date will not be considered.



The Regular Season





Opening Day!



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



Regulation IV

Multiple Participation

- Little League (Majors), Minor League, Tee Ball, Junior, Senior and Big League participants may participate in other programs during the regular season provided such participation does not disrupt the Little League (Majors), Minor League, Tee Ball, Junior, Senior and Big League season.
- **NOTE 2: Consistent with a manager's ability to conduct the affairs of his/her team, a manager may remove a player from the team, subject to Board of Directors approval (or district approval, if the Big League (or Senior Softball) is administered as a district operation), for the current season if the player repeatedly misses practice or games.**



Protest Committee



- **BOD** is totally responsible for solving protests during regular season
- President may call DA, **then** Regional Headquarters for interpretation of a rule or regulation (not a ruling)



President / Vice President Player Agent(s)

President

May manage, coach or umpire in any division in the league provided he/she does not serve on the Protest Committee. The president of record or anyone who assumes the position or duties of president, on or after January 1 of the current year, is not eligible to serve as Tournament Team manager or coach.

Vice Presidents and Player Agents

The Vice President may manage, coach or umpire in any division provided they do not serve on the protest committee

The Player Agent can not manage, coach or umpire in any division in the league in which he/she has any responsibilities. This may not be circumvented by giving the person a different title.



Releasing a Player During the Season

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

SAMPLE LETTER TO RELEASED PLAYER/PARENTS

Dear Jones Family:

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

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

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

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



Disciplining a Member

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



Post-Season Playoffs



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



Summer





Special Games

- Used to provide additional playing opportunities
- Regular season or Tournament Rules to be used
- Excellent fundraising opportunity
- Forms must be completed and approved **before** games begin



Selection of Tournament Teams

Method of selection determined by the local BOD

Recommended Method

Criteria for Selection

- Eligibility
- Availability
- Ability

Groups Voting

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

Note: Teams can not be announced before June 15th



Team / League Eligibility

- To be eligible for Tournament, the following must be accomplished no later than **June 6th, 2012**
 - Charter in division you have Tournament Teams
 - All required waivers submitted and approved prior to **June 6th, 2012**
 - All Regular Season team rosters submitted to LLI per Regulation IV (g).
 - Fees incurred by the league must be paid in full by **June 6th, 2012**
- Failure to meet any of the above requirements could result in a team or teams being declared ineligible by the Tournament Committee.



Tournament Eligibility

Verification Process - Affidavit

- Requires the following additional information for players, managers, and coaches:
 - **League boundary map** must accompany affidavit with locations of each player noted – appropriate signatures required
 - **Waivers for players** outside the boundary must accompany affidavit (II(d), IV(h) or Charter Committee)
 - **Photocopies of birth documents** must accompany affidavit
 - **Copies of documents needed to establish residence** of all participants must accompany the team. **Actual documents need to be seen when verification process takes place.**
 - **Participation in other programs** during the International Tournament is permitted, subject to the provisions of Regulation IV (a) Note 2



Required Signatures

Affidavit

- League President AND Player Agent are required to sign the affidavit attesting to accuracy of the information
- Manager must sign affidavit signifying he/she understands the playing rules, rules regarding pitching eligibility, as well as his/her right to refer protests to the Tournament Committee



Multiple Participation During International Tournament

- Participation in other programs during the International Tournament is permitted, subject to the provisions of Regulation IV(a) Note 2.



Tournament Eligibility Verification

- Eligibility information, including residence for the District winner, will be verified at the district level.
- Eligibility information verified at each tournament level in addition to original screening by the District Administrator
- Eligibility information required to accompany each team at all levels in case of discrepancy

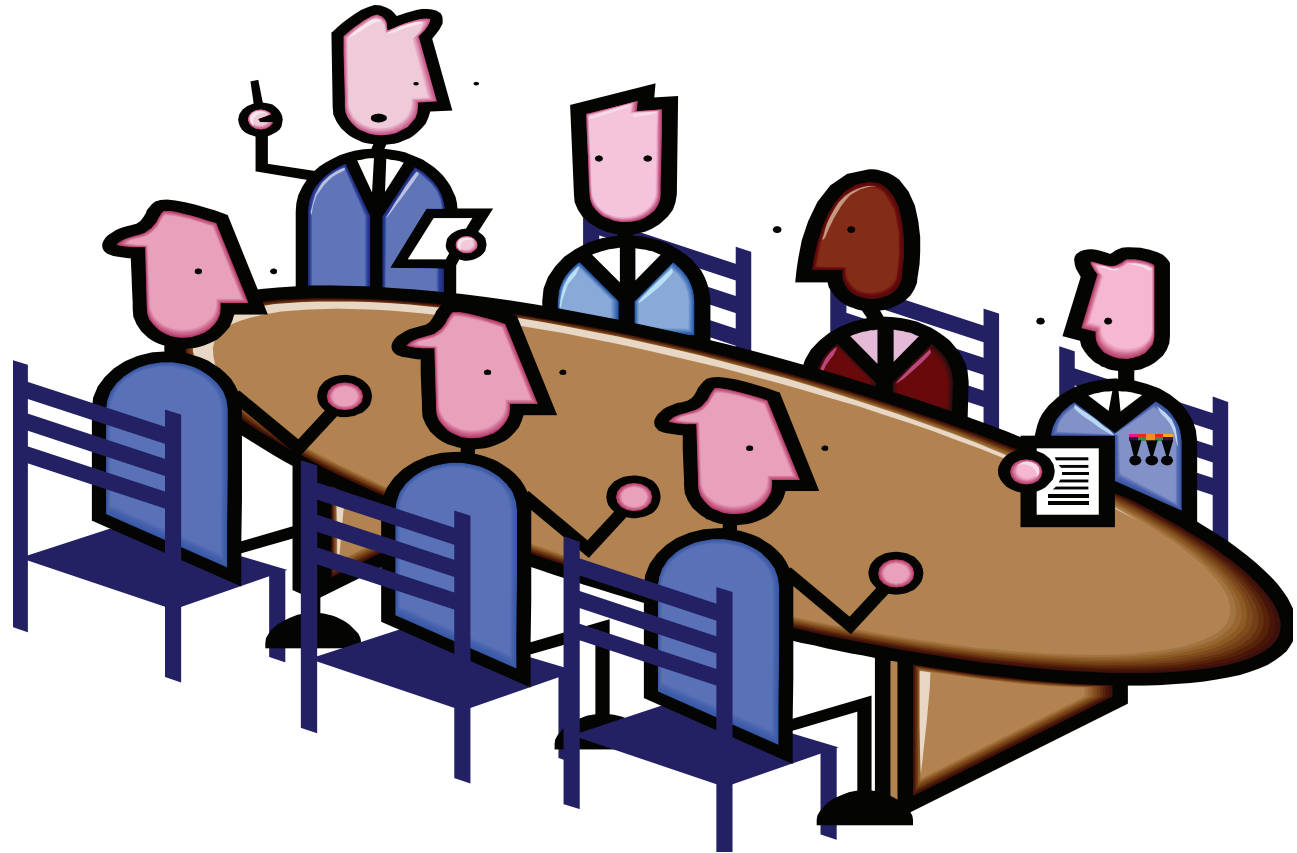


Tournament Mileage

- League is reimbursed (\$1 per mile) for travel beyond District level (credit toward next year's fees)
- Maximum of one round trip per tournament
- Deadline is September 15th



Fall



In accordance with Constitution

Annual Meetings – Board Elections – Election of Officers



Second Season / Fall Ball

Training and Development

- Same rules and regulations apply, as in Spring season
- Can be conducted on an informal basis
- Great opportunity to introduce new divisions
- Great way to recruit both parents and additional adult volunteers for next year
- Interleague play may roll over from Spring season
- Can use current or following year's age chart
- No additional fees (Includes the \$16.00 / team charter fee)
- Insurance needs to be adjusted if more teams are added in a division than were chartered and insured in the spring season
- Managers and Coaches for TAD must be appointed and approved
- Make sure to do background checks on all new volunteers
- Send in names of new players to Little League International Headquarters