

# **Paradise Hills Little League *Bylaws***

**League ID: 431-0811**

**August 2025**

**Approved:**  
August 16, 2025

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## **Article #1 - General League Information**

Paradise Hills Little League (PHLL) is a 501(c)(3) non-profit organization. These bylaws are not intended to override any Little League (LL) Rule, Regulation or Policy or the PHLL constitution. They are intended to reinforce LL Rules, Regulations and Policies and allow PHLL to set forth their guidance for the current year. These rules are reviewed and discussed by the Board of Directors, and approved by the general Membership at a general membership meeting.

### **Section 1: Address Information**

- **Mailing Address: P.O. Box 66708 Albuquerque, New Mexico 87193**
- **Physical Address: 9801 La Paz Dr NW, Albuquerque, NM 87114**

### **Section 2: Use of Fields**

Club baseball or softball teams may request use of PHLL-maintained fields under the following conditions:

- **PHLL Utilizes Bernalillo County Rules and regulations for Field usage**
- This will be set by the Board in Attachment E.

### **Non-Registered Player Participation**

Non-registered players may only participate in league activities under the following circumstances:

- **Sandlot Days:** These are the only league-hosted activities where non-registered players are allowed to participate in informal games. All non-registered participants **must sign in for insurance coverage** per Little League International guidelines.
- **Authorized League Events:** This includes camps, skills clinics, or training sessions officially hosted or sanctioned by PHLL. Any non-registered participants must:
  - Be pre-approved by the Board
  - Sign all required waivers
  - Be covered under appropriate **Little League International insurance procedures** (as per District and LL International guidelines)

### **Field Access Priority**

Field scheduling priority is granted in the following order:

1. PHLL Games and League Practices
2. PHLL Clinics, Camps, and Authorized Events
3. PHLL Registered Team Practices (by division)
4. Approved Club Teams (meeting above criteria)
5. Individual PHLL Player Use (when field is otherwise unreserved)

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### Section 3: Registration

Updated and complete dates are attached in Attachment A

Registration can be completed in the following way:

- Online through the PHLL website when registration is opened to the start of games. Registrations after set dates (i.e. 12 January 2024 for spring or 31 July 2024 for fall), will incur a late fee. Late fee may be waived or modified by the Board of directors if deemed necessary.
- In-person registration, as required by District Administrator (DA). other dates and time may be added as needed
  - **2024 Spring Example Dates/Time:**
    - 4 January 2024 9am - 3pm
    - 11 January 2024 9am - 3pm
    - 18 January 2024 (late registration @ PHLL Fields)
    - 25 January 2024 (late registration @ PHLL Fields)
- All players registered to play at PHLL will be required to provide proof that they reside within the PHLL boundaries to play in the league and division that they have registered for. With the exception of players league age 7 and below in accordance with LL regulation II.
  - Certain exceptions are allowed for grandfathered families and school enrollment as per LL Regulation II.
  - Players that were verified for all-stars in 2024 will not be required to provide proof as they are already validated for the upcoming season.
- Registration Cost Assistance for 2024 may be available through the T-Mobile Little League® Call Up Grant Program. The league will make all possible attempts to workout arrangements for families in need that are not able to be approved through the T-Mobile Program. PHLL may not prevent a player from participating due to lack of ability to pay as per LL Regulation XIII (c).
- The lack of volunteers offering to manage a team, could reduce the number of teams and require refunds for players that we are unable to place on teams. Refunds will be issued after we have made all possible attempts to find a spot for the players.
- Board members may be supplied with a registration refund or coupon code that will offset a portion of their registration costs (not fundraiser costs) in trade-off for their services to the league through the donation of their time. Use of the code constitutes an agreement to provide volunteer hours back to the league as set by the board at the beginning of the board's term. Failure to meet the requirement could be subject to loss of standing and potential discipline or removal from the Board of Directors. Consideration for family needs, work requirements, and hardship must be taken into consideration by the Board.
  - Areas of needed participation. Including but not limited to:
    - Attend In-person mandatory registration dates.
    - Attend and contribute to monthly Scheduled board and committee meetings.
    - Contribute to Board Member on duty time.
    - Contribute to Concession Board Member on duty time.
    - Contribute to open Umpire spots.
    - Support Clinics and try outs.
  - Number and frequency to be determined by the Board as needed:

## **Section 4: Season Dates**

Dates are determined by the BOD at the start of the Fiscal year and are subject to change at the discretion of the board. Updated and complete dates are attached in Attachment A

## **Section 5: Divisions**

The following divisions will be offered by PHLL for registration. If there are not enough players registered to fill a team, we will work with the other District 8 (D8) leagues to find a place for them to play. In the event that arrangements can not be made, a refund will be issued in full.

### **Divisions (preferred number of players):**

- Tee Ball: (Preferred number of players: 8-9)
- A Baseball: (Preferred number of players: 9-11)
- AA Baseball: (Preferred number of players: 10-12)
- AAA Baseball: (Preferred number of players: 10-12)
- Major Baseball (Preferred number of players: 10-12)
- Intermediate Baseball: (Preferred number of players: 10-12)
- Junior Baseball: (Preferred number of players: 10-12)
- Senior Baseball: (Preferred number of players: 10-12)
- Rookie Softball: (Preferred number of players: 10-12)
- Minor Softball: (Preferred number of players: 10-12)
- Major Softball (Preferred number of players: 10-12)
- Junior Softball: (Preferred number of players: 10-12)
- Senior Softball: (Preferred number of players: 10-12)

Each division has a set age group as required by LL Regulations. skill assessments are used to determine in what division a player is placed in, in an effort to keep like skill levels playing together. skill assessments are coordinated by the Player Development officer and the tryout committee. The playing ability will be assessed as outlined in Attachment B.

For additional division information see Article 6 - Divisions.

## **Section 6: Financials and budget development**

- The Treasurer is responsible for managing the league's finances, maintaining records, tracking expenses, and preparing monthly financial reports for the Board. The annual budget shall be developed based on the prior year's financial performance and presented by the Treasurer for approval at the November Board Meeting, marking the start of the new Board's term. Add that the President and the Treasurer will come up with a proposed budget to the board for approval at the November meeting.
- Once the budget is approved the money will be allocated to those committees. See committees section for spending.
- All spending must be approved through the appropriate committee and processed by the Treasurer. The Treasurer will review the committee's authorised purchase of appropriate items or services of the said committee.
- All assets over \$1,000 in value will require prior Board approval.
- All financial policies and procedures, including cash handling, debit card use, reporting, tax filing, and fundraising oversight, are detailed in **Attachment C**.

## **Section 7: Fundraising/Marketing/Sponsorship**

### **Fundraiser**

All fundraising activities conducted on behalf of Paradise Hills Little League (PHLL) must be approved in advance by the Board of Directors. Fundraising efforts shall be organized and managed in a manner that aligns with the league's mission and complies with all local, state, and federal laws.

- Purpose: Funds raised are to support league operations, including equipment, uniforms, field maintenance, player scholarships, and other necessary expenses as approved by the Board.
- Authorization: No individual, team, or committee may initiate a fundraiser without prior written approval from the Board of Directors.
- Handling of Funds: All funds raised must be submitted to the league Treasurer within five (5) business days of collection. A detailed report of the fundraiser, including income and expenses, must be submitted to the Board.
- Team Fundraisers: Individual teams wishing to conduct fundraisers for travel, tournaments, or other special needs must submit a written request to the Board. All team-specific fundraising must clearly indicate its intended purpose and follow league financial procedures.
- Sponsorships: The league may solicit sponsorships from businesses or individuals. All sponsorship agreements must be reviewed and approved by the Board to ensure they meet league standards and maintain a positive community relationship.

Per LL Regulation XII only 1 league wide mandatory fundraiser may be used per year.

## **Section 8: Manager/Head Coaches/Coaches**

### **Manager/Head Coaches**

- PHLL will consider all Manager/Head Coaches that have indicated interest during the registration process or notified the Board of Directors using the Manager/Head Coach Sign-up form.
- Manager/Head Coaches will be selected by the President as recommended by the Manager/Head Coach selection committee and then approved by the Board of Directors annually. [Regulation 1(b)]
  - Like the Board of Directors, no one has tenure in the league.
  - Coaches Coordinator is discouraged from managing a division where his/her neutrality can be called into question.
  - Manager/Head Coaches must have completed the following LL requirements to be an approved volunteer:
    - Completed the Abuse Awareness Course and provided their certificate to the league. (new 2025 LL requirement)
    - Completed the JDP background check process.
- Manager/Head Coaches will be required to submit plans for umpires, scorekeepers, etc.
- Manager/Head Coaches are required to report any excessive absence of players to the League in a timely manner. This will allow the league to track any issues that occur with attendance to practices and games.
- Manager/Head Coaches are required to report any player issues to the League within 48 hours of an issue. This will allow the league to be proactive in understanding and addressing issues within the league.

### **Coaches**

- Coaches must have completed the following LL requirements to be an approved volunteer:
  - Completed the Abuse Awareness Course and provided their certificate to the league.
  - Completed the JDP background check process.

### **Manager/Head Coaches/Coaches**

- Manager/Head Coaches/Coaches can be removed and replaced for actions determined detrimental to the league by the disciplinary committee.
  - Such actions could prevent them from being able to participate with the league in

any capacity in the future.

### **Board members as coaches**

Any member of the Board of Directors who is actively coaching during a game may not identify themselves or act in the capacity of a Board Member during that time. Coaches who also serve on the Board must defer all league-related decisions, disputes, or official duties during their scheduled game to the designated Board Member on Duty. This ensures impartiality and preserves the integrity of the game and league operations.

## **Section 9: Playing Equipment**

- Each Manager/Head Coach will be provided proper playing equipment appropriate for their division of play.
  - Batting Helmets (Tball A Only)
  - Catchers Gear (Mask, Throat guard, Shin Protectors, Chest Protector, and Catchers Glove)  
(A and above)
  - Batting Tee (T-Ball and A Only)
  - Throw Down Bases (T Ball and A)
  - Line-up Cards (AA and above)
  - Scorebook (AA and above)
  - Practice and Game Balls
- Each year the Board will determine if funds are available for any form of credit (refund or future credit) to be issued to the Manager/Head Coach for their service and dedication to the league.
- The league reserves the right to offer the same credit offer to any volunteer that is noticed going above and beyond in the league. To include umpiring, coaching in multiple teams, etc.
- There will be a refundable equipment deposit required from Manager/Head Coaches, and held by the Treasurer (check or credit form).
  - This amount is set by the board and reflects the value of replacing the given equipment. (\$200 for the 2025 seasons).
  - If equipment is not turned-in for some reason, the Treasurer will deposit/charge out the fee and/or the Manager/Head Coach will not be eligible to manage/coach until it is returned or paid for.

## **Section 10: Uniforms**

- The following will be provided for each player that is registered for the season. The uniform pieces distributed factor into the cost associated with the Spring and Fall seasons.
- League provided uniforms are developed and chosen by the uniform committee, and approved by the board of directors.
  - Hat/Visor
  - Jersey
  - Pants (Spring Only)
  - Belt (Spring Only, BB AAA division and up, SB Minors and up)
  - Socks (Spring Only)

## **Section 11: Field Maintenance**

- The fields are the property of Bernalillo County Parks and Recreations Department and City of Albuquerque Parks and Recreations Department and the P&R team will mow, water, and generally maintain the fields and premises as part of the agreement.
- PHLL will be responsible for any specific Field safety and playability.
  - It is the responsibility of the Manager/Head Coaches for field maintenance, Home team will be responsible for setting up the field and the visiting team will be responsible to clean up and drag/water the field after the game.



- In the event one of the teams is not a PHLL team; the home team is responsible for all field maintenance.
- PHLL is responsible for assisting with maintaining certain aspects of the field:
  - Dugouts - Both teams are responsible for the cleaning of their dugout.
  - Stands - Parents are responsible for the cleaning of their seating area.
- Failure of teams to complete their assigned responsibilities on multiple occasions could result in disciplinary action by the Board of Directors.

## **Section 12: Permits & Insurance**

- PHLL will obtain the mandatory issuance as required by LL. The following entities will be included on the insurance:
  - Albuquerque Public Schools
  - City of Albuquerque
  - Bernalillo County

## **Section 13: Background Checks**

- Background checks, performed by JDP, will be required by ALL volunteers with continuous access to the players as required by LL. This includes but is not limited to Board Members, Manager/Head Coaches, Coaches, and Umpires.
- Failure to obtain or pass a background check in accordance to LL Regulations will prevent an individual from being a league volunteer.
- In accordance with 2024 LL requirements, all volunteers will be required to complete the Abuse Awareness Training.

## **Section 14: Concessions**

- Each fiscal year the Board may determine if it will run its own concessions or contract it out to a 3rd party.
- The PHLL concession stand shall be operated by the Concession Manager and a designated Concession Committee, all of whom must be approved by the Board. A supervisory Concession Board Member with a valid food handler's permit must be present any time the stand is open for business.
- Board Members serving in a concession role will be considered "Board Member On Duty-Concessions" for that shift and are responsible for the full operation of the stand, including opening, supervising volunteers, handling inventory and equipment, managing finances, cleaning, and locking up. Weekend operations may be split into morning and evening shifts, with specific duties assigned to each.
- All financial transactions must be handled by Concession Board Members only. Sales are processed through the Square register system, and daily closing procedures include cash reconciliation, secure deposit protocols, and end-of-day reporting.
- Food purchasing, maintenance schedules, staffing, and safety compliance are managed by the Concession Manager and Committee under guidelines approved by the Board.
- The Treasurer will perform monthly audits of inventory, purchases, and income, during the operational season.

**For complete operational procedures, refer to Attachment I.**

## **Section 15: Board Member on Duty**

The Board of Directors (BOD) shall be engaged with the members of the league (players, coaches, etc.). This includes participating at the fields during games as a Board Member on Duty (BMOD).

A BMOD **MUST** be available and present at the fields anytime a game is being played. Coaches, Managers/Head Coaches, and Umpires may not serve as the BMOD while performing their respective duties, except in limited circumstances. Board members who serve as Manager/Head Coaches, Coaches, etc. are expected to still take their turn as the BMOD.

Duties Include but not limited to:

- Enforcing the Parks Rules in accordance with City, PHLL, and Little League.
  - Smoking, Tobacco products, and Alcohol are not permitted on the premises.
  - Pets are permitted provided they are on a leash and not creating an issue. Any pets not on a leash (or in a carrier) and/or creating an issue will be required to leave.
- Resolving Issues with fans, team managers/personnel, and coaches during events.
- Prevent the riding of bicycles, skateboards, etc. in the concourse area.
- Ensuring walkways are clear and safe.
- Ensuring that games have umpires, scorekeepers, etc. prior to game starts.
  - Ensuring Umpires are provided with water and/or gatorade
  - If requirements are not in place, games will be postponed but will not impede the start of the next game.

Additional duties may be listed in the clubhouse.

## **Section 16: Parents**

- Parents are expected to display sportsmanship at all times while adhering to the LL Parent Code of Conduct whether they have signed it or not.
- Parents may email [info@paradisehillsll.com](mailto:info@paradisehillsll.com) to report any league issues and concerns.

## **Section 17: Bylaw Modifications**

The PHLL Board of Directors reserves the right to alter any of the Bylaws at any time during the season provided the motion to revise is passed during an initial board meeting and voted on at the following board meeting. The league will be notified of changes that will take place at least fourteen (14) days in advance of the board meeting in which they will be voted upon. A two thirds majority vote of all in attendance of the board meeting will pass revision of the bylaws. All changes will be submitted to the District Administrator after board approval.

Attachments may be modified at any time by the appropriate committee and approved by a majority vote of the Board of Directors.

## **Article #2 - Players**

### **Section 1: Determination of player skill level**

PHLL will use the following processes for placement of players in divisions:

- Skill assessments will be held to ensure that like-skilled players will play together in their respective divisions.
- Skill assessments will be run by the Player Development Agent/committee and submitted to the Player Agent for distribution of teams
- A minimum of 2 dates will be made available for skill assessments.

See **Attachment B** for further information on assessment process

See **Article #6** for Age requirements

## Section 2: Player Team placement

PHLL will use the following processes for placement of players on teams:

- Fall season and Spring season T-Ball and A division will use a blind draft
  - Players will be evenly distributed amongst teams by the Player Agent until all registered players have been placed on a team in accordance with LL Rules and Regulations..
  - Friend, coach and Team requests are allowed, but not a guarantee of team placement.
  - All teams are subject to President/Vice President review for balance of team strength as required by LL.
  
- Spring Season Baseball AA and above, Softball minors and above, will use the following draft procedures
  - To be reviewed by the President designated committee every December.
  - Players must attend a skills assessments when determined to be needed by the BOD
    - Those that do not attend the assessment will be placed in a blind draft pool and, after the draft, used to fill the remaining rosters until players are exhausted or team rosters are full.

Teams will be reviewed to ensure there are no teams with an unfair distribution of talent when compared to the other teams. If an unbalanced team is determined, the President will instruct the Player Agent or other delegate to redistribute players in accordance with Little League rules.

  - PHLL's draft plan must be Approved for use by Little League International every year
  - AAA players of age are subject to draft in the Majors Division. Refusal to be drafted to the majors division makes the player ineligible for pool play in the Major Division and could make them non-eligible for all-stars. (Regulation VIII)
  - Player Agent will have access to the list of eligible players in the division and the following method of draft:
    - The draft will include all players who are eligible for selection and have attended a skills assessment, players that did not attend a skill assessment will be considered a hat pick and dealt with as spelled out below.
    - The draft rotation will be randomly drawn for by all eligible managers for the division depending on the number of teams.
    - The draft will follow a snake method.
    - Legacy player selection:
      - Prior to drafting, Returning managers may select up to 5 division eligible players from their team from the previous Spring season as well as their child (5+1 players)
        - This is provided the player has not requested to be placed with a different manager.
      - These count as their first draft picks, (i.e. if 4 are selected, then his/her selection from the draft pool begins on the 5th round.)
      - In cases where the manager has multiple children in the division they are protected as long as they are selected immediately following a protected draft round
    - For first time managers or managers with no selected legacy players their child is protected based on their league age.
      - Upper divisions BB and SB
        - 4th round league are 14
        - 5th round League age 13

- Little League divisions
    - 3rd round league age 12
    - 4th round league age 11
    - 5th round league age 10 and younger
  - Eligible draft pool siblings must be noted before the draft begins and the sibling of a selected player must be selected in the next round.
  - When known special considerations
    - No prior draft agreements made between managers will be enforced.
    - All discussions and trades during the draft and draft selections, draft orders are considered confidential and should not be reported outside of the draft room.
    - The Player Agent will select an appropriate time frame for trades to be made (typically 24 to 48 hours) after which rosters are finalized and managers may contact their players.
    - All trades must go through the Player Agent, and may be one player for one player only.
- Sibling requests must be made to the league within 24-hours of skills assessment.
- Special consideration requests must be made to the league within 72-hours of assessments. You must be able to demonstrate a hardship for this to be considered.

### Section 3: Mandatory Play

- Manager/Head Coaches are required to ensure that all players drafted or assigned to their team meet the little league requirement for mandatory play in accordance with LL Regulation IV(i).
  - Mandatory play requires 6 Defensive Outs in the field and a position in the continuous batting order at minimum.
  - Failure by a Manager/Head Coach to meet the mandatory play requirement must meet that player's minimum play requirements at the start of the next game. Subsequent failures to meet minimum mandatory play could lead to a more severe penalty as defined by the Board of Directors in accordance with the LL Regulations.

### Section 4: Pitch Count (Baseball Only)

- LL Regulation VI has very defined rules in regards to the number of pitches that a pitcher may throw in a game along with the number of days of rest that must be met before the player may pitch again.
  - Days of rest shall still be fully enforced
- Manager/Head Coaches are responsible for reading and understanding the following pitching Regulations and Rules:
  - Maximum Number of Pitches By Age - Regulation VI(c)
  - Number of Days of Rest Required By Age and Pitches Thrown - Regulation VI(d)
- • Under no circumstances may a pitcher pitch three consecutive days - Regulation VI(d)
- • Once a pitcher has exceeded 40 pitches, they are no longer eligible to catch - Regulation VI(c)
  - Exception - Pitcher starts the current batter with less than 40 pitches, they may finish pitching to the current batter and still be eligible to catch.
- Manager/Head Coaches are required to track all pitches thrown on the LL Pitching Tracker during the game. This should be done by an official scorekeeper and/or pitch counter.
- Manager/Head Coaches are required to complete a LL Pitching Affidavit at the conclusion of each game.
- Manager/Head Coaches are required to provide their affidavit at the plate meeting prior to each game for the umpire to confirm and verify prior to the game starting.
  - Failure to provide a properly filled-out and signed affidavit could result in a rescheduling of a game as decided by the Board of Directors.

## Section 5: Discipline

- Players
  - Are expected to display sportsmanship at all times.
  - Manager/Head Coaches are not allowed to remove players from events without approval of the Player Agent or Board Member on Duty. Manager/Head Coaches may when the situation warrants the issue, place the player on the bench once they have met their mandatory playing time.
  - Repeat reports of unsportsmanship to the Board of Directors will result in the following actions:
    - First Offense - Written notice/Phone Call to the Parents (may be advanced to the Disciplinary Committee for serious offenses)
    - Second Offense - Meeting with the Player, Parents, and Board of Directors or Disciplinary Committee with possible suspension from the league in serious cases
    - Third Offense - Possible suspension from the league
- Volunteers/Spectators
  - Repeat reports of bad sportsmanship and/or behavior to the Board of Directors will result in the following actions:
    - First Offense - One or Two game suspension (depending on severity of the issue immediate suspension until a hearing is conducted).
    - Second Offense - Immediate suspension until a disciplinary hearing is conducted (volunteer status suspended).
    - Third Offense - Immediate suspension until a disciplinary hearing is conducted (volunteer status suspended). May be subject to suspension from the league.
- Board Members
  - Reports of Board Members acting unprofessionally, unsportsmanlike, or failing to meet their obligations will result in the following actions.
    - First Offense - Discussion with the President or Vice President.
    - Second Offense - Written notice of non-compliance.
    - Third Offense - Immediate suspension until a disciplinary hearing is conducted (volunteer status suspended). May be subject to suspension from the league.
- The Board of Directors reserves the right to alter the discipline based on the severity of the situation.
- Formal Complaints:
  - In the event of a Formal Complaint a hearing will be held with the Disciplinary Committee.
  - The Vice President will preside and the Coaches Coordinator will advocate for the Manager/Head Coach and the Player Agent will represent the player/parent. If the complaint is between opposing Manager/Head Coaches or opposing players then the Vice President will appoint an appropriate representative.. The parties to the formal complaint will be in attendance but may be removed at the discretion of the Vice President if their behavior becomes disruptive.
  - A final recommendation will be determined in a closed door session of the Disciplinary Committee and relayed to the President through the Vice President

## Section 6: Release of rostered players

- Manager/Head Coaches may request the release of players that fail to show for practice and/or games or other justifiable reasons as defined in LL Regulation III(e). A release of player(s) must be submitted in writing to the Player Agent and is subject to approval by the Board of Directors. A Manager/Head Coach may not for any reason, release a player without consulting the Board of Directors.

## **Article #3 - Game Operations**

### **Section 1: Schedules**

- PHLL will provide a game schedule for each season approximately one week before the start of each season.
  - Since many of our teams will inter-league with other teams from the district, we often have to wait until they release the schedule to determine the remaining field availability.
  - It is desired that each PHLL team play all other PHLL teams within the same division a minimum of two times per season. Preference is it should be earlier in the season if possible to accommodate All-Star voting.

### **Section 2: Game Days & Times**

- Games will be scheduled Monday to Saturday. No games will be scheduled by PHLL on Sundays unless to make up for a Monday holiday or for the purpose of a tournament.
- There are 3 ways a game may end due to time:
  - If the third out of an inning occurs after the 2 hour mark a new inning may not be started. Also if the 3rd out of the potentially game ending inning occurs at or before 1 hour and 59 minutes the next inning will be started.
  - The game has a maximum("drop dead") time limit of two and a half hours. The game ends and the score reverts to the last completed inning
  - Due to PHLL fields having no field lights. The game has a drop dead time of the posted sunset time
- AA through Major baseball games have a max of 6 innings. 5 run limit for all innings except for the 6th inning where there is no limit.
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#### **Weekday**

- Weekday scheduled games will not start before 530 pm.

#### **Weekend**

- Saturday scheduled games will not start before 800 am.
- Managers may re-schedule games on Sundays by consulting with the Coaches Coordinator.

### **Section 3: Pregame**

- All teams are expected to arrive 30-40 minutes prior to the game time.
- Manager/Head Coaches are expected to:
  - Complete a properly filled out line-up card (except Tee Ball).
    - This included First Name, Last Name, Uniform Number, and Starting Positions (AAAs and up).
      - Must be completed in ink.
    - Must be exchanged with the opposing Manager/Head Coach and umpire prior to game start.
  - Plan for an umpire (home is responsible for plate umpire and visitor for a field umpire).
    - Required for AA and above divisions of BB and SB
  - Provide a scorekeeper and pitch tracker (AAA and above baseball only) for each home game.
  - Survey the field for safe playing conditions.
  - Verify that all player equipment meets LL Rules and Regulations for use.
  - Have the Safety Kit and Emergency Contact paperwork available.

## Section 4: Postgame

- Manager/Head Coaches are expected to:
  - Complete their obligations under Article II Section 10: Field Maintenance.
  - Complete their LL Pitching Affidavit.
  - Secure the fields, connex boxes, and any other league resource that they used.

## Section 5: Ground Rules & League Options

PHLL has adopted the following rules and regulations that will be enforced on top of the standard LL Rules, Regulation, and Policies. If a Rule or Regulation set forth by the league violates a LL or District 8 Inter-league Rule, Regulation, or Policy, those rules shall be followed.

### All divisions:

- The league has **opted** that all divisions will utilize the Continuous Batting Order. - Rule 4.04
- There is a 5 run limit per inning for each team. All runs will be counted when there is a homerun over the fence. [This does not impact T-Ball or A divisions]
  - The league has **opted** to allow the 6th Inning to have unlimited runs provided it is agreed upon by both coaches and the umpire at the start of the 6th inning.
- A The Board has **opted** to use the 15 run rule after 3 innings, 10 run limit after 4 innings [This does not impact T-Ball or A divisions] - Rule 4.10(e)(see stated rule below)
  - 4.10e, NOTE: (pg. 114 BB and 110 SB) – (1) If the visiting team has a lead of fifteen (15), ten (10) or eight (8) runs or more respectively, the home team must bat in its half inning. (2) The local league may adopt the option of not using this rule. A game determined by the 15-run rule, 10-run rule, or 8-run rule shall be considered a regulation game.
- The league has **opted** to allow games to be played with 8 players.
  - Games shall not start with less than 8 players. - Rule 4.16a
  - Games shall not be continued with less than 8 players. Rule 4.17
- Players are not allowed to sit out more than two consecutive innings. [This does not impact T-Ball]
- Players shall be given the fair opportunity to play any and all positions on the field. If a Manager/Head Coach feels that a player should not be playing a position for safety reasons after they have received an attempt to play the position, then a report needs to be filed with the Player Agent.
  - If there is disagreement between the parent and Manager/Head Coach about playing ability, the Player Agent, Vice President, or President will attend an event to determine the path forward.
- Players shall be rotated throughout the entire field. No player may play the same position in more than two consecutive innings. Exception is a pitcher that has not completed his/her pitch or inning limit.
  - Spring: AAA divisions of BB and Minor SB shall rotate players throughout the entire field
  - Fall: Major and AAA/Minor divisions of BB and SB shall rotate players throughout the entire field
  - Manager/Head Coaches are still expected in other divisions to provide players the opportunities to play any and all positions as noted in fair opportunity to play rule..
  - Manager/Head Coaches are expected to have scorebooks noted with all players positions or other systems to track player positions.
- The league will mandate and provide umpires. [This does not impact T-Ball]
- Teams should report to the field for set up thirty (30) minutes before the official start of games.
- Each team will establish a batting line-up card for the game that includes all present ball players. Children will be rotated through positions based on coach discretion.
- The game's scheduled start time starts the time clock, not when the Manager/Head Coaches start play.
- Umpires and Manager/Head Coaches should maintain an active pace so that as many innings as possible are completed.

## **T-Ball**

- Teams will play a maximum of 45 minutes unless restricted by weather conditions or sunlight.
- Teams will use a continuous batting order. It is strongly recommended that this order be rotated so that every player has the opportunity to bat first and last.
- No pitching is allowed in the first half of the season.
- In the second half of the season a firm underhand toss may be given to a maximum of 3 pitches
  - If the batter does not hit the ball into fair territory on or before the 3rd pitch, the ball will be placed on the TEE and the batter will hit until he or she successfully hits the ball into fair territory.
- The Offensive team will continue to bat until their entire lineup has batted each inning. The last batter is considered a home run and the bases are cleared.
- NO SCORE WILL BE KEPT. This is an instructional league and is not intended to create a competitive atmosphere.
- No player will play the same defensive position in consecutive innings.
- No player will play in the same defensive position more than 2 innings in the same game.
- Base runners will advance only 1 base at a time on a hit ball except for the last batter for each half inning. The Manager/Head Coach/coach must declare the last batter before that batter enters the batter's box.
- Base runners will not advance on a thrown ball.
- Parent Coaches are encouraged to be on the field to assist with ball player instruction but at no time will they be allowed to assist with the catch or throw of the ball.
- The Defensive team will play all players. They will play the standard infield positions; 1st base, 2nd base, Short Stop, 3rd Base and Pitcher and all remaining players will play the following NON-Standard positions in the grass; Left Field, Left Center Field, Center Field, Right Center Field and Right Field.

## **A**

Attachment G

## **AA**

Attachment H

## **AAA**

Attachment I

## **Majors and above**

Attachment J

## **Softball**

Attachment K

## **Section 6: Delayed, Suspended, Postponed, and Rescheduled Games**

- If a game is postponed or suspended due to weather, field conditions, or otherwise, it will be rescheduled by the Home Manager/Head Coach and approved by the President or delegate, provided a BMOD is available.
- Forfeited games do not count towards the minimum number of games required for All-Star eligibility.
- If there is a concern about being able to play a scheduled game due to limited player availability, consult the Player Agent immediately to find available players from the Player Pool.
- Fall Season - Games cancelled due to weather are typically not rescheduled during the fall. If



the league can accommodate then it may be rescheduled, but plan for the game to be lost.

## **Article #4 - Awards**

### **Section 1: Team/League Awards**

- Awards will be decided and distributed by each team and not the league.
- The league may award prizes to players or teams for fundraising contests or league held tournaments at the discretion of the BOD.

## **Article #5 - Additional Board Positions & Committees**

### **Section 1: Board Positions**

Board member spouses may not hold concurrent officer roles that involve the handling of finances (e.g. President, Treasurer, Audit Committee member, ect.)

**President** - Apart from all other considerations, sound leadership, couched in knowledge, experience and common sense, is the greatest requirement and most exemplary qualification of the man or woman selected as President of a Little League. While efficient organizational and administrative abilities are desirable credentials, the search for good leadership must transcend all other attributes in the adult who gives direction to the Little League movement in the local community. Dedication to the goals and purpose of Little League is inherent in the volunteer aspect of those who serve, but not everyone who serves is gifted with the quality of leadership. Presidents must reflect these qualities if they are to be of benefit to children.

The President has many responsibilities in the administration of the league and is elected by, and accountable to, the local league board of directors. The duties of the President are outlined in the official rules and regulations, as well as the local league constitution. These guidelines empower the President to oversee all aspects of the league's operations.

As the chief administrator, the President **selects and appoints** managers/head coaches, coaches, umpires, and committee members. **No one may serve in these roles without the President's approval**, and all appointments are subject to final confirmation by the local league's board of directors.

The President is the **primary point of contact** for Little League International and represents the league at the district level. They should be the most informed officer in the league, thoroughly understanding the regulations under which Little League operates. By submitting the annual charter application, the President binds the league to comply with all regulations.

**Note:** Little League International reserves the right to require the removal of any officer who fails to fulfill the charter's obligations. Serious violations may result in the league losing its charter, as determined by the Charter Committee in Williamsport, Pennsylvania.

Beyond administrative responsibilities, the President should present a **positive public image** of the league and play an active role in building community support. The President also presides over league meetings and assumes full responsibility for league operations. They receive all official mail, supplies, and communication from Little League Headquarters.

A President **may manage, coach, or umpire**, but **cannot serve on the protest committee** or be a **tournament team manager/head coach or coach**.

**Note:** It is strongly encouraged that the spouse of the President not hold any executive board position, including Vice President, Treasurer, or Secretary, in order to avoid potential conflicts of interest and ensure board transparency.

**Vice President** -The Vice President acts in the absence of the President, collaborates with other officers and committees, and serves as an **ex-officio member of all committees**. They also carry out duties assigned by the President.

A Vice President **may manage, coach, or umpire**, provided they do **not serve on or chair the protest committee**.

**Paradise Hills Little League** may utilize **multiple divisional Vice Presidents** for the following divisions:

- T-Ball & A Division Baseball (combined), AA Baseball, AAA Baseball, Major Baseball, Upper Divisions Baseball, Softball

(Paradise Hills Little League may utilize multiple divisional Vice Presidents in the following divisions: Tball and A division Baseball (combined),AA Baseball, AAA Baseball, Major Baseball, Upper Divisions Baseball and Softball)

**Divisional Vice President** – The Division Vice President plans, directs, and controls the activities within his or her assigned division. Although a majority of the Division Vice President's effort occurs before the season begins, to be effective, a Vice President must keep organized, stay in communication with division Manager/Head Coaches, and dedicate time during the season to the administration of divisional play. The principal duties of the Division Vice President include:

- Soliciting, evaluating, and recommending Manager/Head Coach Candidates for your Division to the
- Coaches Selection Committee.
- Communicating League expectations, requirements, and schedules to your Manager/Head Coaches.
- Assisting the Player Agent in forming teams or conducting the tryouts/draft for your
- Division.
- Assisting the Equipment Manager/Head Coach in dispensing and collecting equipment.
- Assist in scheduling practice facilities and assisting in the development of the League
- game schedules. A copy of the practice and game schedule **MUST** be kept in the
- Master Schedule Book.
- Monitoring seasonal game play and resolving scheduling issues.
- Reviewing official score books to ensure games are played in conformance with
- regulations.
- Assisting the President and other League Officials in resolving protests.
- Conducting the end-of-season tournament for your Division.
- Administering your Division's Tournament Team voting (when applicable).

Ensuring Manager/Head Coaches perform required duties.

**Secretary** - The Secretary handles a range of administrative duties, including:

Maintaining a register of members and directors. Recording and distributing meeting minutes. Sending meeting notifications. Submitting volunteer background checks and maintaining the cleared volunteer list. Issuing membership cards. Keeping records of league activities and documentation.

**Treasurer** - The Treasurer is responsible for the financial operations of the league. Their duties include: Managing the disbursement of league funds as approved by the board of directors. Maintaining accurate and up-to-date books and financial records. Preparing and presenting budgets to the board. Providing regular reports on the financial status of the league. Ensuring proper handling and documentation of all league income and expenses. The signing of the checks: the co-signatures are not mandatory as per the bank set up, however if a second signature is needed, the President is the authorized secondary signer on the league's bank account.

**Player Agents** - The Player Agent oversees the player selection process and ensures fair and compliant team assignments. Key responsibilities include:

Conducting annual tryouts. Managing player selection and team assignment. Assisting the President in verifying birth records and player eligibility. Supervising and coordinating the transfer of players to or from Minor Leagues, in accordance with Little League Baseball regulations.

**Conflict of Interest Note:** A Player Agent must not manage, coach, or umpire in any division they oversee, **unless explicit written permission is granted by Little League International.**

**Paradise Hills Little League** utilizes **multiple player agents** assigned to the following divisions:

T-Ball, AA Baseball, AAA Baseball, Major Baseball, Junior/Senior Baseball, Softball

**Safety Officer** - The Safety Officer is responsible for overseeing all aspects of safety within the league and ensuring a safe environment for players, volunteers, and spectators. This role includes planning and coordinating the league's annual safety training for managers, head coaches, coaches, and volunteers, as well as completing and submitting the required annual ASAP (A Safety Awareness Program) Safety Plan to Little League International. The safety officer works to ensure that proper safety practices are followed during player training and games, that playing conditions meet safety standards, and that any injuries are properly reported and addressed. In addition, the safety officer solicits feedback and suggestions from league members to improve safety measures and reports these through the ASAP system. Their ongoing presence and proactive communication help build a culture of awareness and prevention throughout the league season.

**Information Officer** - The information officer manages the league's official home page on active.com, manages the online registration process and ensures that league rosters are maintained on the site, assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis, collects, posts and distributes important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League International, district, public, league members and media, serves as primary contact person for Little League and [info@paradisehillsl.com](mailto:info@paradisehillsl.com) regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International, and displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient Little League experience.

**Social Media Officer** – The media officer is responsible for posting new content, answering comments, sharing material from important influencers, fans, and customers, the officer will need to work closely with the information officer in order to provide up to the minute information and pertinent information to parents and players, answer questions and comments or provide an appropriate point of contact to get the answers needed, and share postings from other appropriate sources such as District 8 itself, Little League of America or other local Little leagues.

**Coaching Coordinator** - The coaches coordinator manages the league's coaching staffs, submits a coach training budget, purchases necessary training materials, organizes pre-season mini-clinics for training Manager/Head Coaches and coaches which covers: teaching how to field, bat, throw, and basic plays; running a practice, etc.; additional responsibilities include organizing and planning practice schedules, conduct instructional discussions, and disciplining Manager/Head Coaches who violate playing regulations and counseling Manager/Head Coaches on player disciplinary actions.

**Equipment Manager/Head Coach** - The equipment Manager/Head Coach manages the league's team's equipment and supplies, submits a yearly equipment budget, verifies that all league playing equipment and pitching machines are maintained and in good working order, purchases necessary new equipment, distributes and collects team equipment.

**Fundraising Coordinator** – Solicits and secures local sponsorships to support league operations, collects and reviews sponsorship and fundraising opportunities; organizes and implements approved league fundraising activities; coordinates participation in fundraising activities; and maintains records of all monies secured through sponsorship and fundraising activities.

**Team Parent Coordinator** - The team parent coordinator will manage league and team's information to and from team parents (rostered team moms and dads) and assists uniform coordinator with team's information. Solicit, make recommendations, plan, and organize local event activities for league participation.

**Uniform Coordinator** – Solicits uniform suppliers; makes supplier and uniform recommendations and submits quotes to the league for approval. Conducts all appropriate orders and coordinates uniform acquisitions and distribution.

**Umpire-in-Chief (UIC)** - The umpire in chief will oversee league officiating, chairs the protest committee, organizes and schedules umpire training sessions, prepares and distributes umpiring schedules, recruits and/or confirms umpires for the upcoming season, prepares all league umpires for the upcoming season, distributes rule books and any necessary equipment to umpires. Direct communication with District UIC, attend district umpire training clinics, and the distributes of little league playing rules, interleague playing rules, rules and regulation revisions, and equipment compliance information.

**Umpire-in-Chief (UIC Softball)** – The umpire in chief will work closely with the league's UIC to ensure compliance in playing regulations and interleague rules for softball divisions. Responsibilities include

recruiting, training Manager/Head Coaches, coaches, and volunteers, scheduling mini-clinics, attending district umpire clinics, development of umpire game schedules and distribution of interleague playing rules.

**Field Maintenance Coordinator** - The field maintenance coordinator manages maintenance activities and security for the league, performs weekly inspections and maintenance of fields, facilities, and field equipment (tractors, chalkers, hoses, porta potty, scoreboards etc.), manages distribution of keys, locks, codes and responsible for operation of alarm system. Plans and coordinates field clean up and winterize events; submits a yearly maintenance budget for field maintenance and repair supplies (chalk, diamond dry, etc.). Attends Bernalillo County Parks and Recreation maintenance department meetings and submits maintenance and repairs work orders in a timely manner.

**Site Development Coordinator** - The site development coordinator will be the liaison between Paradise Hills Little League and Bernalillo County Parks and Recreation, who manages the Paradise Hills Little League facility by completing and submitting capital outlay projects documents for BCPR. In conjunction with the President, helps to communicate to the board the status of any on-going or proposed improvement projects, and creates a prioritized site development plan to be used for any capital expenditures granted to Paradise Hills Little League including attending all BCPR capital outlay meetings.

**Concession Coordinator** – The concession coordinator will manage the operations of the concession stand, submit a yearly budget, purchase concession items and coordinate with the league Treasurer the proper handling of all concession funds. Plan and organize best methods to support concession operations with workers and volunteers.

## **Section 2: Committees**

### **All-Star Committee** (1 chair 10-15 members)

PHLL will use an All-star committee for conducting the All-Star process.

- Chair: Draft Player Agent
- Selected Board Members(Coaches Coordinator, Player Agent, and Uniforms agent, are expected to be a part of the committee.)
- The following are discouraged from being assigned to the committee:
  - Manager/Head Coaches looking to be a Manager/Head Coach or Coach during All-stars
  - Parents of any player participating in all stars
  - Exceptions may be made in provided the manager or parent is excluded from decisions involving their players division

The All-star committee roles and responsibilities include:

- Processing Commitment letters - (Distro, Collection, Verification)
- Uniform Selections (Select Type, Color. etc.)
- Select All-star Manager/Head Coaches
- Conduct All-star nomination and selection meeting
- Present final All-star team selections to the BoD

### **Finance Committee** (6 Members; 1 Chair)

- Chair: Treasurer
- Responsibilities:

- Review finances and bank accounts
- QuickBooks Management for all Accounts Receivable and Accounts Payable
- Plan, review and approve budgets for all chart of accounts
- Review purchase requests

**Protest/Discipline Committee (7 Members; 1 Chair)**

- Chair: Vice President
- Responsibilities:
  - Investigate Complaints/Protests/Issues that require a judgment
  - Discipline or other recommended actions that arise between Umpires, Players, Coaches, Parents, Board Members and others associated with the Little League

**Further description of committees and their members, duties and responsibilities are addressed in Attachment G**

## **Article #6 - Division Age Structure**

The following defines the general division age structure to be used by PHLL. Final placement within a division will be made by skill assessment tryouts described in (Attachment B ) :

**Baseball:**

- T-Ball:
  - Ages: 4-5 years old (6 years old allowed based on assessed skill level)
  - Number of games: 10-12 game season
  - Number of activities per week: 3
- A (Coach Pitch):
  - Ages: 6-7 years old (5 year olds with 2 seasons of tee ball and 8 years old allowed based on assessed skill level)
  - Number of games: 10-12 game season
  - Number of activities per week: 3
- AA BB and Rookie SB:
  - Ages: 8-9 (7 and 9 years old allowed based on assessed skill level)
  - Number of games: 10-12 game season + optional AA Tournament (Min 2 games)
  - Number of activities per week: 3
- AAA BB/ Minor SB
  - Ages: 9-10 (8 and 11 year olds may be allowed based on assessed skill level)
    - All players are required to be skill assessed for the division draft.
  - Number of games: 12-14 game season
  - Number of activities per week: 3-4 (plus 1 optional day)
- Major BB/SB
  - Ages: 10-12
    - All players are required to be skill assessed for the majors draft.
    - Parents may request players play down in AAA via email to the league and Player Agent for review.
  - Number of games: 12-16 game season
  - Number of activities per week: 4 (plus 1 optional day)
- Intermediate BB
  - Ages: 11-13
  - Number of games: 12-16 game season (District drives number of games)
  - Number of activities per week: 4 (plus 1 optional day)
- Junior BB/SB
  - Ages: 12-14
  - Number of games: 12-16 game season (District drives number of games)
  - Number of activities per week: 4 (plus 1 optional day)

- Senior BB/SB
  - Ages: 13-16
  - Number of games: 10-14 game season (District drives number of games)
  - Number of activities per week: 4 (plus 1 optional day)

Ages listed above are based on the LL League age dates as defined in Regulation IV. The Board of Directors reserve the right to play certain players up or down within the allowances provided by LL.

## **Article #7 - Tournament Play**

### **Section 1: All-Star Player Commitment Letters**

- The All-Star committee will send out by email, provide to Manager/Head Coaches, and make available for pickup at the concession stand the commitment letter for All-Stars. If a player does not have a properly completed commitment letter on-file with the league prior to the nomination and player selection committee, the player will not be eligible for the all-star team.

### **Section 2: All-Star Dates**

- See Attachment A for current All-star dates

### **Section 3: All-Star Teams By Division**

- By LL Rules and Regulations a Major BB Division team will be registered for LL Tournament play at the beginning of the season.
- If there are enough commitment letters for the other divisions of play to field a Tournament Team, the league will register one team in each of those divisions: 10/11/12 Little League, 9/10/11 (11s), 8/9/10 (10s) All-Metro Tournament.
- T-BALL, A, and AA divisions are not eligible for LL Tournament Play.

### **Section 4: Manager/Head Coach Selection Process**

- All-Star Manager/Head Coaches will be asked to sign a commitment letter to signify their interest in managing a team.
- Players will vote for coaches applying for an All Star position to aid in selection and to advise the committee in their selection. The assistant manager who is best qualified, votes has no weight.
- All-Star Manager/Head Coaches will be selected by the All-Star Committee. The Manager/Head Coaches will then be reviewed and approved by the Board of Directors.
- The following criteria will be used during the selection processes, but is not limited to:
  - A current Manager/Head Coach or coach in the respective division or above.
  - Knowledge of the LL rules.
  - Sportsmanship on the field with players, umpires, and opposing Manager/Head Coaches.
  - Prior experience as an All-Star Manager/Head Coach is not a guarantee of selection, but should be considered.
  - The committee may seek alternate methods of gaining information.

### **Section 5: Coach Selection Process**

- All-Star Coaches will be asked to sign a commitment letter to signify their interest in coaching on a team.
- All-Star Manager/Head Coaches will be allowed to select their coaches from those that have signed a commitment letter. All-Star coaches will be submitted to the All-Star committee for review and approval by the Board of Directors.
- In the event that we do not get season coaches to commit to All-Stars, we will open the pool to parents that have been actively engaged with helping coach through-out the season. These

selections will also be subject to All-Star Committee review and Board approval.

## Section 6: Player Selection Process

- The following rules will govern the All-Star Player selection process for the Little League and 10s All Star teams:
  - The All-star committee will create a ballot of all players who have signed a commitment letter for each division: each team is brought in to vote for their division
    - Each player must vote for the no more than 9 players
    - Each Manager/Head Coach and Coach must vote for no more than 9 players
  - The first 4 player candidate spots go to the top 4 players with the most player votes. In the event of a tie the total votes is a tie breaker. If this is still tied then
  - The second 4 player candidate spots go to the top 4 players with the most coaches votes. If a player candidate has already been selected he/she is skipped and the next highest voted candidate is selected.
  - The final 4 players are selected by the All Star Manager/Head Coach with oversight from the All-Star Committee.
  - The All-Star Committee will conduct a closed meeting for review of the player candidates. A voted player candidate may be replaced if the All-Star Committee, with agreement from the All-Star Manager, determines the skill of the player does not match that of other selected players. The player may only be removed from the team or division by a majority vote of the Quorum.
  - If there are enough eligible players to form an 11s team and an All-Metro team, the All-Star Committee shall meet with the selected All-Star Managers to select from the remaining pool of eligible players.
  - The All-Star Committee will present the All-Star team to the Board of Directors for eligibility and verification.
  - The All-Star Committee will work with the President on Manager teams and bring them to the Board for final approval.

## Section 7: Practices

- All-star teams are not subject to the regular season restrictions on events per week.
- A schedule of practices at PHLL will be provided to the Manager/Head Coaches to share the fields among all teams. Manager/Head Coaches will need to schedule other practices at League approved fields covered by the League Insurance when PHLL Fields are not available.

## Section 8: Uniforms

- All-Star uniforms will be selected by the All-Star committee and approved by the Board of Directors.

Bylaws initially approved by the General Membership on August 16, 2025

Bylaws revised by the Board of directors on : \_\_\_\_\_

President: Bobby Molina



## **Bylaw Attachments**

**Attachment A: Annual Schedule**

**Attachment B Skill Assessment Process**

**Attachment C [Financial Oversight and Responsibilities](#)**

**Attachment D [Concession Stand](#)**

**Attachment E Field Usage Agreements**

**Attachment F Committee Duties**

**Attachment G: A Division Rules**

**Attachment H: AA Division Rules**

**Attachment I AAA Division Rules**

**Attachment J Baseball Majors and Above Division Rules**

**Attachment K Softball Division Rules**