

Ankeny Little League Baseball

Policies and Procedures Manual

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Updates

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Contents

Mission Statement	3
Rules of Play	3
Player Eligibility	3
Ankeny Little League Budget and Finances	4
Term and Detail.....	4
All Star Team Fund	4
Bidding / Purchasing Procedures	4
Fundraising Raffle Procedures	5
Little League Board of Directors	6
Board Member Duties.....	6
Board Member Definition and Classification	6
Board Member Selection	7
Board Member Officer (Executive Committee) Nominations and Elections	7
Officers.....	7
Little League Standing Committees	8
Chairperson Roles and Duties	8
League Administrators and Other League Operations Positions & Duties	10
Non-Board (Paid) Positions	12
Umpires.....	13
Manager / Coach Approval Process.....	14
Managers Meetings	14
Coaches Training Session	14
Player Skills Assessment & Draft System	15
Exhibition Season	16
Pool Players.....	16
Officer of the Day Assignment / Scheduling	17
Ankeny Little League Safety Program	17
Game Rescheduling.....	17
All Star Selection	18
City and County Tournaments	18
Disciplinary Actions.....	19
Grievance / Complaint Process.....	19
Pitch Count Procedure Checklist.....	19
Calling Games Due to Time Limits.....	20

Web Site	20
Spring League	Error! Bookmark not defined.
Record Retention Policy	20
Addendums	20
Officer of the Day Duties.....	20
UMPIRES Training Clinic.....	21
Umpire Clinic Procedures.....	21
Mid-Season Umpire Meeting.....	22
Clinic dates/ meeting (dates not set).....	22
Umpire Pay (A, B, and C are being completely changed) (this will also be discussed as a board)	22
Fundraiser Money and Tickets Accounting (Collection and Reconciliation).....	Error! Bookmark not defined.

Ankeny Little League Policies and Procedures

Mission Statement

Ankeny Little League is committed to fostering the ideals of sportsmanship, hard-work and respect through our community-based youth baseball programs. We endeavor to support and develop these character traits within our participants, volunteers and guests within a safe, family-oriented environment. We strive to have fun while providing baseball skills development, healthy competition, respect and appreciation for the game of baseball.

Ankeny Little League is a youth baseball organization serving the community of Ankeny residing within Iowa Little League District 3, and chartered by Little League Baseball Incorporated (LLBI) in Williamsport, Pennsylvania. The following Policies and Procedures are supplemental to the Ankeny Little League Constitution.

Rules of Play

- A. Official Little League Baseball Inc. Rules shall be the ultimate authority for rules of play at Ankeny Little League for ages 9 and up. Each manager shall be offered and encouraged to review the Official Little League International Rules Book. Additional Ankeny Little League Ground Rules to cover Ankeny Little League fields and playing environment are prepared, updated and approved each year before the beginning of the season. The official Little League Rules book should also be a key resource / guide for younger ages. However, due to unique play (tee-ball, coach front toss, coach pitch, and coach recovery), the Ankeny LLB Ground Rules will be key in guiding play.
- B. League Administrators shall distribute both sets of rules to all team managers at Pre-Season Managers' meetings and these Ground Rules are posted to the Ankeny Little League website. Should any Ground Rule changes be made after Pre-Season Managers' meetings, League Administrators will advise all affected managers of these changes. Ground Rules and the Official Rules Book are available at the concession stand, the Quad Center and usually in possession by the Officer of the Day.
- C. Umpires will be given an official rule book and Ground Rules prior to the start of the season. Umpires should keep rules with them during all games. Managers also are responsible to ensure they have the most up-to-date Ground Rules in possession at all games.
- D. If a question between the two sets of Rules arises, Official Little League Baseball Incorporated Rules always take precedent.

Player Eligibility

- A. To be eligible to participate in the Ankeny Little League, all players must be at least 4 years old by 31 August of the current year (as allowed by LLBI).
 - a. The player's age and grade will be used to determine what league the player is eligible to participate in. A player younger than the age cut-off may choose to "play up" with his/her grade beginning in the Single A league. All Pre-Little League divisions are solely based on age. The age / grade combinations for each league are listed on the registration form found on the League website. Ankeny Little League does not allow players to "play up" based on skill. The league does not have a mechanism to evaluate skill level to confirm that said player will be able to compete at the appropriate level without putting themselves or others at risk of possible injury. Players must provide a copy of their birth certificate at registration if this is his/her first year participating in Ankeny Little League.
 - b. Players are not allowed to "play down" into a league below their age classification. Exceptions may be approved on a case by case basis by the local Executive Board, however the approval will be limited to

those with special needs or other significant circumstances. Players granted permission to “play down” will not be eligible to participate on an All Star team.

- B. Players who live outside the Ankeny School District but open enroll into Ankeny Schools have the option to play in Ankeny Little League or play in their league of residence.

Ankeny Little League Budget and Finances

- A. The budget for Ankeny Little League is set in the fall after the election of executive officers is held. The term for the year is a fiscal year of October 1- September 30.

Term and Detail

- A. The budget is usually developed by the treasurer based upon previous year’s actual data, reviewed by the executive board, and presented to the full board for approval or changed, if needed
- B. The level of detail should include all anticipated expenses for that year. Previous year expenses are used as references.
- C. Some years’ expenses vary due to extraordinary circumstances. Some examples include All Stars advancing to the District Regionals, or World Series. Other examples would be Capital/Field improvements, unexpected maintenance or operational circumstances, or other special conditions.

All Star Team Fund

At the time the budget is set each year, a pool of money shall be identified to cover the costs of Ankeny Little League teams that might advance to regional or national competition. This fund shall be used to help defray travel costs for the team. Ankeny Little League also will cover the cost of team pins (for pin exchange) at the Little League national and regional competitions. Guidelines for setting the All-Star travel budget are as follows:

- A. Ankeny LLB will provide for mileage cost for players, manager and coaches to/from the playing site, based on two players per vehicle and one manager/coach per vehicle (example 12 players and 3 manager/coaches will provide travel cost for up to 9 vehicles).
- B. Ankeny LLB will provide for a per diem rate for meals based on three meals per day for all players, manager and coaches.
- C. Ankeny LLB will provide for hotel/motel room cost based on two players per room and one manager or coach per room for one night prior to start of tournament and each night of the tournament. It should be anticipated that the motel/hotel will be a mid-priced facility.
- D. Ankeny LLB will provide for the cost of the State and Regional play-offs only. Little League International will provide for the cost for players, manager and coaches for any team playing in the National LLB World Series (tournament) competition.

Bidding / Purchasing Procedures

Ankeny Little League will routinely purchase goods and services to support their ongoing needs. These decisions should be governed by the following principles.

- A. Operational and Maintenance needs should be included in the board-approved annual budget.
- B. Prior authorization must be granted from the President and/or Treasurer for those operational and maintenance expenditures not in the annual budget to proceed with purchase of required goods/services. All Capital expenditures and other special expenditures, even if included in the budget, must ultimately be approved by the board.
- C. Board members may be given the authority to make certain expenditures as part of the assigned duties with previous board direction in accordance with the guidelines described below.

- D. Clear definition of the goods/services to be purchased must be identified and samples provided, when requested. Clear scope provides the necessary information for competitive pricing and ensures apples to apples comparisons of proposals.
- E. Multiple (2 or more, if over \$1,000 and 3 or more, if over \$5,000) firms to provide bids for goods/services above should be obtained.
- F. Solicit proposals in writing from selected firms. Written bids should be received on consistent products and services.
- G. Review proposal to evaluate price, quality, reliability and schedule. This evaluation and proposal selection should be governed by the concept of selecting the proposal that provides the greatest value to the Ankeny Little League.
- H. Ankeny Little League is committed to working with local Ankeny businesses that have supported and continue to support Ankeny Little League Baseball. With Executive Board approval, Ankeny Little League may purchase goods and/or services from these businesses at a modest (2-5%) cost premium should the board determine that the purchase is in Ankeny Little League's best interest. This action should later be ratified by the full board.
- I. Price and Quality should be primary in the selection decision. If price and quality are comparable, the award of service bid should be made using the following
 - 1. Past business relationship with Ankeny Little League
 - 2. Past/Present Little League Sponsor
 - 3. Ankeny-based business
 - 4. Reputation/expertise within market segment
- J. Any potential board members' conflicts of interest need to be acknowledged.
- K. Award the purchase to the selected firm. Notify and thank the others for their time and effort. The reasons for selection of the winning bid should be documented in board minutes following a vote on the decision.
- L. Repercussions for deviation from specified promised services or timelines should be clarified ahead of time.
- M. All term contracts must be awarded / approved annually by the Ankeny Little League Board of Directors. In some circumstances, existing contractual relationships, due to very satisfactory existing arrangements, may be considered for board approval without a formal re-bid / proposal process. These situations should be identified each year by the board of directors and periodic bidding should still take place.

Spring League

- A. Ankeny Little League will run the Ankeny Tournament Baseball Spring League, which is a USSSA-affiliated league.
- B. This is done as another fundraiser.

Fundraising Raffle Procedures

- A. State of Iowa Rules and Regulations. It is a violation of Iowa State law, in accordance with the Social and Charitable section, to sell and/or distribute raffle tickets prior the state's approval, granting the league a Social and Charitable, Gambling license. Begin the application for the gambling license in early February (February 1st - 15th) at least 30 days prior to the anticipated distribution dates (mid-April). The license must have the state's approval prior to ticket distribution and sales.
- B. Procedures and Guidelines
 - 1. Apply for Gambling License – Submit application for license no later than February 1st to allow at least 30 days processing time by the state.
 - 2. The gambling license application must be in submitted and approved by the state prior to securing our raffle drawing sponsors.
 - 3. Order requisitions for raffle tickets cannot be submitted to the printing company until the license has been approved.
- C. Gambling License Process

1. Begin the application process to secure the gambling/raffle license in early February, as it takes the state at least 30 days to process the application.
2. Payment is required during the licensing application process (approx. \$40-45). You will need to pay on-line with a credit card & submit the receipt for reimbursement (it's like \$40-\$45).
3. The following steps provide the process and steps to apply for the gambling license guide the application: [Redacted for security purposes]
4. Track and/or report earnings back to the State after the raffle is over. This will need to be done by the end of the year since the league does have to pay taxes on the amount earned. Typically, Treasurer does this.

Little League Board of Directors

Each board member brings different opinions and ideas. Each should be respected and heard. Although something a member believes in may or may not be adopted, making the effort to share opinions is important.

Board Member Duties

- A. The new board takes over September 1st for one (1) year.
- B. Duties include:
 1. Be present at meetings as much as possible
 2. Fulfill Officer of the Day (OD) duties
 3. Volunteer and participate in Little League Committees
 4. Recommend to the executive committee individuals who are potential future board members
 5. Offer tournament help
 - a. Concession stand
 - b. Official scorers
 - c. Tournament director
 - d. Announcers
- C. There is a clear distinction between the board member role and the manager/coach role. Board members who are also managers or coaches must remember they are not board members when they are on the field as coaches. Applying board influence in an inappropriate manner when coaching is considered an ethical violation.

Board Member Definition and Classification

- A. Ankeny Little League is governed and operated by a local volunteer board of directors (board). This board consists of Executive Members and appointed members.
- B. The Executive Members (officers) are elected through a ballot process open to members of the Ankeny community. A strong board is essential for a successful Little League. Executive Committee members must have served one year previously on the Ankeny Little League Board.
- C. The board will appoint other members, as needed, to fulfill the responsibilities required of it. For voting and quorum reasons, board members can serve as voting or Ex-Officio members.
- D. All appointed board members have the option to participate as Ex-Officio board members, but should notify the President of this request at the start of their board term. Serving as Ex-Officio excludes board members from Quorum considerations, but still enables them to serve in their operational capacities. Ex-Officio members are encouraged to attend board meetings as they wish and are able.

Board Member Selection

Every effort should be made to identify board members committed to making positive contributions on behalf of Little League players and families. Several methods and procedures are followed in the selection of board members.

- A. Recommendations and references are provided by incumbent board members and Ankeny Little League friends.
- B. The candidate may also apply for a board position by expressing interest and noting so on their child's player registration form.
- C. On occasion, the proposed candidate is identified because they have demonstrated an interest in Little League activities.
- D. An attempt is made to have a variety of board members that might be parents of various player age groups.
- E. Proposed Candidate(s) must be in good standing with Ankeny Little League. Reference checks are conducted on prospective board members.
- F. Upon being ratified as a director to the Ankeny Little League board, all directors will be provided a packet including a copy of the Ankeny Little League Constitution, Policy and Procedures Manual as well as other items helpful in serving in their role with Ankeny Little League.
- G. Executive Committee board members will have an option to weigh in/vote for newly appointed board members. The majority of the Executive board members must approve the appointee's nomination prior to the acceptance of the appointee.

Board Member Officer (Executive Committee) Nominations and Elections

- A. A strong and active officer team and support for those officers is critical to a successful board and Little League.
- B. Nominations must be submitted in writing or e-mail to League President and/or Secretary in order to be officially nominated. During the month of May, nominations are accepted for the following officer positions:
 - President
 - Vice President – Intermediate/Junior/ Senior League
 - Vice President – Little League (Single, Double and Triple A)
 - Vice President – Pre-Little League (Tee Ball, Coach Front Toss, Coach Pitch & Coach Recovery)
 - Vice President – District 3 / LL Representative
 - Player Agent
 - Pre-Little League Player Agent
 - Secretary
 - Treasurer
 - Safety Director
- C. Past President, or designee of current President, shall be the Election Officer. The Election Officer is responsible for conducting a fair and organized election. The Election Officer will verify that each nominee meets the minimum requirements as stated in the Ankeny Little League Constitution.
- D. Following nominations, officer elections are held at the Little League fields the first (or "a designated") Saturday in June and are open to the Community of Ankeny. Any nominee receiving the greatest number of votes shall be elected to the office.

Officers

For the Executive Committee (Officer) positions include

- President
- Past President
- Vice President – Intermediate/Junior / Senior Leagues
- Vice President - Little League (Single, Double and Triple A Leagues)
- Vice President – Pre-Little League (Tee Ball, Coach Front Toss, Coach Pitch and Coach Recovery)

- Vice President – District 3 / LL Representative
- Secretary
- Treasurer
- Safety Director
- Player Agent
- Pre-Little League Player Agent

See ALLB Constitution. Other roles and responsibilities are below.

Little League Standing Committees

Committees are critical to the work and success of the League. Committees and Chairs are appointed annually by the President / Executive committee. Committees are:

- Executive
- Facilities, Maintenance and Planning
- Ethics and Policy
- Concession Operations
- Business Sponsorship and Fundraising
- Volunteer Recognition
- Tournaments, Opening Day and Appreciation Day
- Scheduling
- Publicity and Communications
- Umpire

Chairperson Roles and Duties

Ethics and Policy Chairperson

- A. Convene Policy Committee annually to review the Ankeny Little League Policy and Procedures Manual as well as the Constitution.
- B. Monitor that Little League conducts League play, actions and board meetings in accordance with both Little League of America and Ankeny Little League Policy and Procedures.
- C. Bring suggested edits before the Board for review and approval.
- D. Convene Ethics Committee at least annually and also as needed.

Business Sponsorship Chairperson

- A. Solicit businesses for both financial and in-kind contributions they can provide for Ankeny Little League. A Business Sponsorship Committee should be formed with the approval of the board of directors
- B. A typical Business Solicitation Campaign consists of the following efforts:
 1. Create a target list of Ankeny businesses, and previous donors. Ankeny Little League is a member of the Ankeny Chamber of Commerce; mailing labels can be obtained from the Chamber.
 2. Prepare and mail solicitation letters and conduct follow-up personal calls and meetings.
 3. Keep a record of value of contributions/support received on annual basis.
 4. Create, update and maintain electronic files with copies of letters, target list and donors.
 5. Send “thank-you” to each donor.
- C. Have banners made for the businesses where applicable based on donation.
- D. Create a board with names of businesses, organizations and individuals that contributed and update the Wall of Thanks to be posted at the concession stand.
- E. Work with the City and other board members to hang banners in the spring and take down at the conclusion of the season and store for the winter.

Fundraising Chairperson

- A. Convene the committee (usually in conjunction with Business Sponsorship Chairperson) to plan the fundraiser for that year.
- B. Present the fundraiser plan to the full board for approval.
- C. Present fundraiser plan to coaches, managers and team parents at the team parent meeting.
- D. Set a due date for teams to turn in money and orders.
- E. Order all prizes for the fundraiser.
- F. Set a pick-up date and time for teams to get orders.
- G. Count all money with assistance from other board members.
- H. Collect all money, record and present the results to the board.
- I. Distribute any prizes to the winners and incentives to players.
- J. See addendum for detailed procedure for counting money/tickets turned in from team parents.

Volunteer Recognition Chairperson

- A. Determine appropriate ways to thank all volunteers to Ankeny Little League on an annual basis.
- B. Identify select volunteers for recognition each year.
- C. Work to integrate with Tournaments and Special Events Chairperson.

Publicity and Communications Chairperson

- A. Communicate League information to all Little League members.
- B. Help President and other officers answer questions from League membership via e-mail.
- C. Develop presentations to provide information to league members, when necessary.

Tournaments and Special Events Chairperson

- A. Work with the board to schedule dates of Opening and Closing Ceremonies.
- B. Create Committee for planning, executing the activities for a successful Opening and Closing Ceremonies.
- C. Work with District and Ankeny Little League Board (including League Administrators) on Little League-related tournaments.

Umpire Committee Chairperson

- A. Help establish budget for Umpires applied per game at each age level.
- B. Hire and work with Umpire Scheduler (paid position) See separate document in Addendum.
- C. Review/modify Umpire Letter that has latest info: pay, leagues
- D. Review/modify Umpire Registration Form.
- E. Coordinate umpire shirts and equipment.
- F. Umpire Letter written and distributed with registration to:
 - Northview Middle School
 - Southview Middle School
 - Ankeny High School
 - Ankeny Centennial High School
 - Provide necessary info for ALLB Website.
- G. Coordinate Umpire Clinic – See Addendum for details
- H. Umpires will be given an official rule book and Ground Rules prior to the start of the season. Umpires should keep rules with them during all games.
- I. Coordinate testing for umpire certification/testing???

League Game Schedulers

- A. Prepare practice and games schedules for leagues and fields assigned.
- B. Account for school and community conflicts.
- C. Work with the President, VP's and league administrators in making out schedules for the season.
- D. Help with rescheduling rain-out games.

League Administrators and Other League Operations Positions & Duties

Tee Ball, Ages 4-5

- A. Assign the players to the teams (consider age mix, if girls – two per team, meet special requests within reason).
- B. Communicate pertinent league information throughout season.
- C. Provide advice and beginning coach information during informational managers meeting and follow-up e-mail.
- D. Work with VP to handle complaints from managers, coaches, parents and ball players.
- E. Make sure coaches don't keep score.
- F. Inform managers they need to clean up dugouts and all around the fields.
- G. Have manager and parents get involved.
- H. Ensure managers see the practice and game schedules after release to the web site. Make sure that all managers are following the rules determined by the board.
- I. Get to know and evaluate the managers in your league. Feedback is documented for use in manager selection the next season.
- J. Collect feedback toward the end of the season to help improve league for future years.

Coach Front Toss, Age 6

- A. Work with VP to handle complaints from managers, coaches, parents and ball players.
- B. Assign the players to the teams.
- C. Make sure coaches don't keep score.
- D. Inform managers they need to clean up dugouts and all around the fields.
- E. Have manager and parents get involved.
- F. Ensure managers see the practice and game schedules after release to the web site. Make sure that all managers are following the rules determined by the board.
- G. Get to know and evaluate the managers in your league. Feedback is documented for use in manager selection the next season.

Coach Pitch, Age 7

- A. Work with VP to handle complaints from managers, coaches, parents and ball players.
- B. Assign the players to the teams.
- C. Ensure coaches don't keep score.
- D. Inform managers they need to clean up dugouts and all around the fields.
- E. Have manager and parents get involved.
- F. Ensure managers see the practice and game schedules after release to the web site. Make sure that all managers are following the rules determined by the board.
- G. Set up the end of the season city tournament.
- H. Get to know and evaluate the managers in your league. Feedback is documented for use in manager selection the next season.

Coach Recovery, Age 8

- A. Work with VP to handle complaints from managers, coaches, parents and ball players.
- B. Assign the players to the teams.

- C. Coordinate with scheduler to ensure rain outs are rescheduled
- D. Ensure coaches don't keep score.
- E. Determine point in year when transfers from coach pitch to kid pitch.
- F. Inform managers they need to clean up dugouts and all around the fields.
- G. Have manager and parents get involved.
- H. Ensure managers see the practice and game schedules after release to the web site. Make sure that all managers are following the rules determined by the board.
- I. Set up the end of the season city tournament.
- J. Get to know and evaluate the managers in your league. Feedback is documented for use in manager selection the next season.

Single A, Age 9; Double A, Age 10; Triple A, Age 11; Intermediate, Ages 12-13; Junior, Ages 13-14; Senior, Ages 15-16

- A. Work with VP to handle complaints from managers, coaches, parents and ball players.
- B. Coordinate with scheduler to ensure rain outs are rescheduled
- C. Inform managers they need to clean up dugouts and all around the fields.
- D. Have manager and parents get involved.
- E. Ensure managers see the practice and game schedules after release to the web site.
- F. Attend the draft of your age group.
- G. Get to know and evaluate the managers in your league. Feedback is documented for use in manager selection the next season.
- H. Assist with the coordination of post-season tournament.

Team Parent Advisor

- A. Introduce themselves at the team parent meeting.
- B. Provide phone number for assistance to managers and parents.
- C. Make sure each team has a team parent.
- D. Inform all team parents they are responsible for telling parents that they need to sign up for concession stand duty if they wish to have their volunteer fund refunded.
- E. Inform all team parents they are to assist at picture day to make sure all kids are on time and lined up.
- F. Inform all team parents they are to help the manager in any way to provide a fun time for kids.
- G. Inform all team parents they are to help managers with kids in dugout, if needed.
- H. Inform all team parents about treat tickets for the concession stand including cost of each ticket and where to purchase them.
- I. Inform all team parents about the fundraising program for the year and their role in this fundraising effort.
- J. Ensure that all fundraising packets are turned-in to the Coordinator for the project.

Players Equipment Director

- A. Inventory all baseball team equipment.
- B. Develop itemized list of needed equipment, vendor bids, and purchase needed supplies.
- C. Maintain equipment in proper condition and work with managers and other League officials to ensure everything is being done to protect the safety of players.
- D. Distribute equipment to all teams.

Uniforms Director

- A. Distribute uniforms to all teams, including all stars.
- B. See that uniforms are ordered for all the teams in Little League.
- C. Secure the best prices for uniforms and work with the store to get them in time.

Coaching Director

- A. Coordinate annual coaching clinics for Little League managers and coaches.
- B. Act as a consultant to the Little League board and managers and coaches on all items related to effective and positive coaching efforts.

Player Registration and Skills Assessment Director

- A. Update and prepare registration materials for mailing and distribution.
- B. Work with Website Director to ensure all registration information is added to the website.
- C. Work with Player Agent to ensure enough support staff available
- D. Schedule facility for tryout
- E. Schedule tryouts and coordinate volunteers for tryouts.

IT and Website Director

- A. Work with website consultant to maintain and upgrade, as necessary, the appearance and functionality of the Little League website.
- B. Add information to the website to communicate pertinent information to board members, managers, parents and other interested parties.
- C. Post any information requested to be on the web by the president of the league.

Publicity and Communications Director

- A. Establish relationships with local media contacts.
- B. Develop and distribute press releases to local media; maintain relationship with local media and invite to various LL events.
- C. Post various communications pieces around Little League complex.
- D. Prepare appropriate communications pieces to be sent by e-mail or distributed via team parents and/or managers during the baseball season.
- E. Obtain media waiver forms from Little League participants.

Picture Coordinator

- A. Set up and coordinate picture day.
- B. Schedule teams and be present at team parent meeting to answer questions concerning picture day and to distribute picture envelopes.
- C. Coordinator needs to be present on picture day to answer questions and help with teams.
- D. After picture day, coordinate make-up photos for any missed teams and individuals that missed the initial photo time.
- E. Coordinator will need to pick up pictures when they are done and distribute them to all the right teams

Non-Board (Paid) Positions

Concessions Manager

- A. Order all food, drinks and supplies needed for sale throughout the year.
- B. Help to ensure we use the best food broker each year. Recommend foodservice supplier annually to board of directors and do so in accordance with Bidding and Purchase Procedures. (e.g. foodservice distributor, soft drink vending and pizza supplier).
- C. Open and close concession stand daily

- D. Oversee Concessions Stand Shift Manager(s) and scheduled workers.
- E. Coordinate volunteers for concession duty.

Concession Stand Shift Managers

- A. Manage the daily concession operation, food supply and workers.
- B. See that proper food safety requirement and guidelines are followed.
- C. Be responsible for putting the money in the safe each night and balancing the receipts and the deposit.
- D. Direct both volunteers and paid shift workers.

Umpire Scheduler

- A. Scheduler will report to the Ankeny Little League President and Umpire Committee Chairperson or his appointed proxy from the board.
- B. Scheduler must have himself or delegate at the fields responsible for starting umpires, every game day.
- C. Provide up-to-date umpire list with contact info in Umpire notebook kept in the Quad Center.
- D. 1st year umps should start on bases to gain experience, and then progress to the plate.
- E. All umpires will be expected to work either the plate or bases, as needed.
- F. Have umpires email or call scheduler 2 - 3 weeks in advance for game requests.
- G. Scheduler publishes schedule at least 1 week in advance. Scheduler will have Ankeny Little League email address.
- H. Umpire that needs replacement shall call scheduler ASAP. Minimum of 48 hours' notice. Notify even if ump has found his own replacement.
- I. Umpires that are certified need to provide a photocopy of certificate for LL file before premium pay will be given.
- J. Scheduler can umpire games, but 1st responsibility is getting fields covered with umpires. Umpiring cannot interfere with 1st responsibility.
- K. Schedule youth umpires according to experience and league. Most experienced umpires will be used for Major League games.
- L. Youth umpires will be used first on the Minor and Major League games. Adult umpires only when no youth are available.
- M. Umpire pay scale will be set by the Ankeny Little League.
- N. Scheduler: Monthly \$500 pay, \$1500 maximum per season.
- O. Little League Officer of the Day will pay umpires.

Umpires

Umpire Requirements

- A. Age: All umpires must be 14 years of age by the day of the game umpired.
- B. Test/Certification – Umpires can take tests for varying levels of certification/pay.
- C. Umpires will be given an official rule book and Ground Rules prior to the start of the season. Umpires should keep rules with them during all games.

Umpire Pay for Postponed or Cancelled Games if not notified prior to arriving at fields.

- A. For under 30 minutes of game time, including forfeits, umpire will be paid \$10 for Single A to Intermediate and \$15 for Juniors and Seniors
- B. For more than 30 minutes of game time, umpires will receive full pay.

Umpire Assignments

All games for Single A to Seniors will be assigned 1 plate umpire and one base umpire.

Manager / Coach Approval Process

- A. Names of volunteers are collected from Registration forms.
- B. Lists are developed by the player agent of potential managers and coaches for each league to be considered.
- C. Priority is given to those who have managed or coached in prior years. Comments are solicited from board members on the individuals being considered as well as any written evaluations or incident forms from previous years.
- D. Lists are adjusted to match with the number of teams by the Executive Board. Experience and references are considered. Motions are made by the board for individual approvals for the particular manager or coach positions for each league.
- E. Lists are distributed to the board for review.
- F. League Administrators contact approved managers to confirm and inform of manager meetings.
- G. If an individual turns down the nomination to manage the board selects from the league list the next individual who has indicated they want to manage and motion is made to approve that individual or a selection is made from the coaches list for approval.
- H. League Administrators and other board members may recruit managers for Leagues as needed.
- I. Consideration is given to limit the number of teams a manager or coach will manage.

Managers Meetings

Managers' Meetings for Single A and older are held prior to the Draft. For 5-8 year old teams, the managers' meetings are held before April 10th. A second Managers Meeting is held at the Season's Mid-point. These Pre-Season and Mid-Season meetings are held by age group and are jointly led by the League President and/or Age-Level Vice President and the League Administrator. Others that may be encouraged to attend are Player Agent, Equipment Director or Treasurer.

Pre-Season Managers Meeting Items to Cover

- Any special league rules
- Required conduct when representing Ankeny Little League
- Expected development of baseball fundamentals
- Expectations of playing time
- Development of ability to provide positive reinforcement of players at all levels
- Other items and issues raised by League officials, managers, coaches or parents
- Review draft procedures and who may attend

Mid-Season Managers Meeting

This meeting is held to determine how things are progressing for the first half of the season. League Administrator and/or President/Vice President will address issues.

Coaches Training Session

- Ankeny Little League offers training for prospective coaches for each baseball season. Efforts are made to split the training by appropriate age groups. The effort is traditionally led by the Ankeny high school baseball coaches.
- Other training opportunities and info will be offered to managers before and during the season.

Player Skills Assessment & Draft System

- A. Each manager may select one assistant coach prior to the Player Skills Assessment. That assistant coach and his son/daughter will be assigned to the manager's team. The player draft occurs after the player skill assessment. Each manager is given 10 minutes in which to review his/her notes from the skills assessment. The assistant coach may participate at the player skill assessment. Only the manager will participate at the draft.
- B. Each manager draws their draft order (this can be done at the managers meeting). Drafting positions can be traded before the draft begins.
- C. The Managers are seated in their draft order starting from one. Team names will be picked in reverse order of the draft (can be done at the managers meeting). American and National league will alternate based on the first pick. Example: If the first pick is the Cubs the next pick must be an American League team, then National and so on.
- D. Before the draft begins, the managers discuss players who didn't attend the skill assessment. Each player will be drafted regardless of whether they attended skill assessment or not. Also, there will be discussion of new registered players, who didn't play last year.
- E. Each manager is given 1-minute to choose a player. If they don't choose a player in the 1-minute time limit, they lose a player choice that round.
- F. The player agent and league administrator must keep track of which managers drew players in the last round of the draft. This is done in case we have new sign-ups. In weeks that new players sign up, the remaining managers will be assigned the new sign-ups by the Player Agent by drawing those remaining teams from a hat on Saturday of that week. If all teams have been assigned a player by drawing from a hat, all teams will be placed in a hat for any additional late sign-ups. Little League reserves the right to limit and/or close late sign-ups for any reason at any time.
- G. The definition of a round for the draft will be as follows: One round consists of each team making one selection in the order established above. For example, in an 8 team league Round No. 1 would start with Team No. 1 making the first pick of the round, then Team No. 2 and so on until Team No. 8 makes a pick. Round 2 would start with Team No. 8 making the first pick of the round, then Team No. 7 and so on until Team No. 1 makes a pick.
- H. If a manager drafts a player with a sibling that wants to be on the same team, that sibling would be taken in the next round drafted with his age group.
- I. If two children from the same family play in the same league and wish to play on the same team. Those players will be selected in consecutive rounds.
- J. Before the draft begins, the manager's and assistant coach's children will be slotted in the round that fits their skill level. Manager's and assistant's coach's children that played on an all-star team the previous season will be slotted in no lower than the second round. All slotting will be done by an agreement of the managers with the league administrator and/or VP having the final decision, if the Managers cannot come to a consensus. If the manager's and assistant coach's children are in the Major or Junior Leagues (with multiple age groups included), the player(s) will be placed in a draft slotting with his/her age group.
- K. All leagues will draft according to the procedures listed below. Manager selections will end (in all leagues) when the draft has completed a round and the number of remaining undrafted players does not allow for two more full rounds of drafting. All remaining undrafted players will be put into a hat. One round of players will be drawn from the hat and assigned to the teams in drafting order. The remaining players will be drawn from the hat until all players have been drawn and will be assigned to the teams by drawing a team number from a second hat. Once a team number has been drawn, that team will no longer be assigned players at the draft.
- L. Additional Draft Procedures for each League:
 - 1. Single "A" (9). The draft will run in a normal serpentine order with the manager's and assistant coach's children taken in the pre-slotted round. Drafting will end on an even round and the balance of the players will be distributed as listed in the General Notes.

2. Double "A" (10). The draft will run in a normal serpentine order with the manager's and assistant coach's children taken in the pre-slotted round. Drafting will end on an even round and the balance of the players will be distributed as listed in the General Notes.
3. Triple "A" (11). The draft will run in a normal serpentine order with the manager's and assistant coach's children taken in the pre-slotted round. Drafting will end on an even round and the balance of the players will be distributed as listed in the General Notes.
4. Intermediates League. The draft will run in a normal serpentine order with the manager's and assistant coach's children taken in the pre-slotted round. Drafting will end on an even round and the balance of the players will be distributed as listed in the General Notes.
5. Junior League. The draft will run with three (3) rounds of 14 year olds drafting. If a manager or assistant coach has a 14 year old player, the manager will draft him in the pre-slotted round. Next there are three (3) rounds of 13 year old drafting. If a manager or assistant coach has a 13 year old player, the manager will draft them in the pre-slotted round. Next we will draft the 14 year olds in full rounds. 14 year old drafting will end on an even round. Then we will draft the remaining 13 & 14 year olds together in full rounds and will end drafting on an even round. The balance of the players will be distributed as listed in the General Notes.
6. Senior League. The draft will be an open draft with all 15 & 16 year olds mixed together without regard to age. Managers and assistant coach's kid/s will be drafted in the pre-slotted round. Drafting will end on an even round and the balance of the players will be distributed as listed in the General Notes.

Exhibition Season

The first game of the season will be considered an exhibition game. This game does not count toward League standings and if cancelled because of bad weather will not be made up. Managers are encouraged to rotate players as much as possible and pitchers are to be greatly limited in their number of pitches. League Administrators will provide specific direction as to the precise number of pitches/innings for these early games.

Pool Players

The intent of the pool player program is to eliminate forfeits and NOT to supplement a team's roster. Team Managers will be able to request pool players if they expect a shortage of their normal rostered players that would place the team at eight (8) or fewer expected players and NOT when a team has nine (9), the required number to play.

- A. The Ankeny Little League Player Agent will be responsible for executing the pool player program.
 1. All parents will be able to indicate whether their child would like to be listed as a pool player at the time of registration. When registration is closed the Player Agent will compile a pool player report for all divisions (Single A and above) for each Ankeny Little League charter (American and National) and then provide this list to each divisions administrator.
 2. This list will be maintained throughout the season as injuries and absences occur.
 3. Pool Player Program Guidelines:
 - a. Players will be identified at registration by parent/guardian.
 - b. Managers are NOT allowed to find their own Pool Player.
 - c. Any team that violates pool player usage will forfeit the game(s) in which a pool player participated.
 - d. Team managers must attempt to notify the Player Agent 48-72 hours out of needing a pool player, however, if any team finds out at, or just before, game time they do not have enough players to play, they will be given 15 minutes grace for the league to try and produce a pool player. If one is not found, the game will result in a forfeit and for the benefit of those that arrived; an unofficial game will be played amongst the remaining players.

4. Pool Player Rules

- a. Pool Players will wear their own team's regular uniform.
- b. Pool Players must play at least nine (9) defensive outs.
- c. Pool Players must be identified on the line-up card by a "PP".
- d. Pool Players are NOT allowed to pitch or catch under any circumstances.
- e. Pool Players MUST bat last in the line-up.
- f. If a rostered player arrives late or is at the game unexpectedly making the replacement player unneeded, any confirmed player(s) that show up for the game will still play for that team.

Officer of the Day Assignment / Scheduling

- A. It is recommended that at least two board members be present during any time when Little League games are scheduled. These board members are referred to as the Officer(s) of the Day.
- B. Each board member is expected to serve as the Officer of the Day five times during the season: one Saturday and 4 week days.
- C. The secretary shall conduct a sign up for this responsibility, usually through e-mail and on a first response, first choice basis. An online system may also be used.
- D. *Officer of the Day responsibilities are kept in the Quad Center and can be found in an addendum to this Policy and Procedures Manual.*

Ankeny Little League Safety Program

- A. The Ankeny Little League will provide a safe and healthful workplace and environment for all our employees and volunteers, as well as any others whom may work, visit or enter our facilities. We will make every effort to provide a safe environment that is free from recognized hazards.
- B. The league will comply with all applicable occupational safety, health and environmental regulations. It is the responsibility of every employee and volunteer to observe all safety rules, follow safe work practices and immediately report injuries and unsafe or hazardous conditions.
- C. Safety manual is posted on our website, kept in the Quad Center and is an addendum to this Policy and Procedures Manual.

Game Rescheduling

- A. If there is a mass cancellation due to weather, League President or delegate may coordinate.
- B. All rescheduling is done at the discretion of the League Administrator, League Vice President, League President or delegate.
- C. Single games should be coordinated by League Administrator.
- D. Managers talk to work out a possible date and time consulting master schedule.
- E. One of the managers contacts the League Administrator with the requested date and time.
 - a. League Administrator will:
 - i. Check with League Scheduler. Is the date and time open?
 - ii. Contact Umpire Scheduler (umpire@ankenyllb.com) and confirm umpires available.
 - iii. Confirm date and time with managers.
 - iv. Make sure there is a League Official on-site for the game. League Administrator will fill this function or provide proxy if there are not previously scheduled games with an OD. There must always be a League Official on site.
 - b. Game should be added to ALLB website calendar.

All Star Selection

- A. A Manager that wins his league title will be given the option to be the All Star Manager for that league. The second place team manager is given the first choice at assistant coach, if his kid makes All Stars. The 3rd coach will be picked by the manager. The Executive board will approve all managers and coaches.
- B. Unless the manager's child or either coach's child is nominated and selected for the all star team, that player is not automatically on the team.
- C. All Star selection will be conducted by a committee of the league managers presided over by the League Administrator. Other Ankeny Little League officials may attend if needed, but no others. They will meet in person, at a secure location.
- D. It is expected that all discussions are kept confidential.
- E. No written or emailed discussions.
- F. All players should be considered equally based solely on merit as a player with no consideration for age. (i.e. – All 11-year olds should be given equal consideration to 12-year olds for the Major League All Stars.)
- G. Each manager will nominate players from his team that he believes should be considered. Each manager will nominate at least one player. Managers should check with player's family to ask if nominated, would player be available to play for the pool and district play.
- H. Each team will have at least one player selected to the all-star team. If a player is selected and not able to play and no other player from that team has been selected or deemed all-star eligible, The VP of the league can allow the team to be left without representation. Consideration for skill, attitude, position, and fit to team.
- I. Players will be chosen through consensus of the assembled managers. The All Star Team Manager should be given an extra measure of discretion when making final selections of closely matched players.
- J. The League Administrator will leave the meeting with the final list of nominated and selected roster. If any subsequent changes may occur, the League Administrator and manager must have a common understanding of why and how it will be resolved.
- K. Additional Coach(es) are selected at the discretion of All-Star Manager.
- L. All Teams will have a minimum of 12 players, but we encourage as much participation as possible, up to 14 players (16 for seniors).
- M. Alternate players may be nominated, but will not be announced.
- N. The rosters will be announced by posting to the web site at the appropriate time. No communication between coaches and players prior to that announcement is allowed.

City and County Tournaments

- A. Team Selection. Winning teams from the National and American League in each age group will be the representative to the County Tournament – should the board decide that age group is one which Ankeny Little League will participate in County tournament Competition. The board should make this determination prior to the start of each season.
- B. All other teams will be seeded in the City tournament according to their placing from the regular-season play.
- C. The board will review County Tournament participation. The League is committed to allowing each team to have a quality post-season tourney experience.
- D. League Tie-breakers. Tie breakers will be applied in this order:
 - 1. Head-to-Head (will not be used if 3 or more teams are tied)
 - 2. Inner-Division Record
 - 3. Runs Allowed
 - 4. Coin Flip

Disciplinary Actions

Occasionally, Little League participants act in a manner that disciplinary action is required. Every attempt should be made to ensure all parties understand the protocol and inappropriate behaviors before the season begins and before any inappropriate action takes place. Once action has been identified, an incident report (above) should be completed. Named offenders and related parties should all be given an opportunity to make their case and share their perspective.

- A. Manager/Coach/Adult
 - 1. Verbal warning by President, Vice-President, and League Administrator
 - 2. Written warning-1 game suspension
 - 3. 2nd written Relieved of manager/coach duties
- B. Player
 - 1. Meeting between manager/coach, parent and President, VP, League Administrator
 - 2. Written warning- 1 game suspension
 - 3. 2nd written warning- 3 game suspension
 - 4. Further problems reviewed by board of directors
- C. Umpires
 - 1. In rare situations, some action may be required to discipline umpires.
 - 2. In such cases, any action should initially be taken by the Executive Committee, Umpire Coordinator and relevant League Administrators; and later reviewed by the full board of directors.
- D. Board Members
 - 1. Also in very rare situations disciplinary action might be required for board members and are taken seriously. In these situations, any disciplinary action should be determined and taken by the entire board of directors and a special board meeting may be called.
 - 2. The actual vote determining action may be taken with the appropriate board member(s) not present at the time.

Grievance / Complaint Process

- A. Any Grievance or Complaint may be filed in writing utilizing the official form (found at the Quad or on the ALLB website.)
- B. Grievances must be signed and presented to either the Officer of the Day or League President.
- C. Every attempt should be made to utilize the chain of command to address problems.

Pitch Count Procedure Checklist

This procedure list is to assist in the keeping of Little League International's new pitch count rule.

- A. Home and Visitor teams are to keep pitch count for each of their own pitchers and the other team's pitchers. This will assist in the half inning reconciliation that will need to take place. A pitch count sheet will be provided to assist in consistency. This sheet will be on NCR (carbon) type paper so a copy can be saved for your own reporting records and to the game umpire who will forward to the Officer of the Day. .
- B. The Home team pitching sheet will be the official count. This is similar to the home team having the official scorebook.
- C. Pitch count sheets are recommended to be kept by an assistant coach or an attentive parent. After each half inning both managers are to communicate the count they tallied for the previous half inning. It is that procedure that will secure a more consistent monitoring of the pitch count.
- D. Pitch count starts over when a new pitcher is brought in to pitch.
- E. Warm up pitches do not count toward the pitch count.
- F. Pitches hit foul and or put into play are to be counted toward the total pitch count.

- G. If during reconciliation a discrepancy cannot be agreed upon, then the home book has final say. If this is unsatisfactory to the visiting manager the officer of the day can be called and the proper avenues of protest are to be followed.
- H. Circle the first pitch of the last batter for every pitcher.
- I. **We need to an example on how to fill out the pitch count and what we want to see on the form from last batter to end of inning and so forth.**

Calling Games Due to Time Limits

- A. The time limit rules and tie rules are specified in our ground rules.

Web Site

- A. Little League policy states we must have an eteamz site. We will have that, but it will simply forward users to our existing AnkenyLittleLeague.com site.

Record Retention Policy

- A. Electronic File Copies
 - a. Destroy within 30 days:
 - i. Routine correspondence, notes and memoranda that require no acknowledgement or follow-up
 - b. Destroy after 30 days:
 - i. Correspondence requesting specific action that has no further value after action is taken
 - ii. Correspondence of general inquiry and replies that complete a cycle of correspondence and have no further value - within a reasonable time frame
- B. Electronic Files or Hard Copies
 - a. Destroy after one (1) year:
 - b. Items specific to one season only should be destroyed once the following season begins
- C. Hard Copies
 - a. Destroy three (3) years after the date on document.
 - i. All receipts and financial documents, including donor/sponsor documentation
 - ii. All regular board meeting minutes.
 - b. Long-term retention:
 - i. Contracts, agreements, and related correspondence or related documents.
 - ii. Annual Membership Meeting minutes and Election-related documentation should be kept permanently on file. Items related to long-term agreements and contracts should be considered permanent records. Other information related to player participation numbers, board lists, and capital improvement documentation should be kept on file for long-term reporting and historical purposes
 - iii. Other correspondence or memoranda that Little League might need to produce in court to disprove liability or enforce organization rights
 - iv. Request under the Freedom of Information Act, responses and documents provided in response to the request

Addendums

Officer of the Day Duties

See OD binder

UMPIRES Training Clinic

- A. Any 14 yr. old or older can umpire—please contact Umpire Scheduler.
- B. The meeting is _____ at _____ from 9am – 12pm.

Umpire Clinic Procedures

Discuss with Umpires

1. Introduce those responsible for Umpire Scheduling who will be helping at the park.
2. Umpire Letter
3. Umpire Registration Form
4. Incident Report
5. Safety Program
6. Umpire Certification Procedure

Discuss with Lead Umpire Scheduler

1. File Registrations
2. Umpire data on spreadsheet
3. Games on spreadsheet
4. Pay reporting
5. Have schedule in concession stand
6. Incident Reports
7. Don't use first names of youth umpires on website lists; use only first initial.
8. Big League details - adult, certified umps
9. Umpire Registration File with copies of certification.

Copies for Clinic

1. Registration Form – 100
2. Umpire Letters – 100
3. Incident Report – 100
4. Volunteer Form - 30

Paperwork and Forms

Send to website coordinator

1. Incident Reports – Umpire Page and General Info Page
2. Umpire Registration Form (revised) – Umpire Page
3. Umpire Letter (revised) – Umpire Page
4. Volunteer Form – General Info Page
5. Link to ISHAA website for umpire certification info – Umpire Page
6. Add Note:
1. Umpire Scheduler/Head Umpire: _____, umpire@ankenyllb.com, phone # – Umpire Page
7. Add Note:
2. Umpires – Email your game requests to the Umpire Scheduler 2-3 weeks in advance. Schedules will be published to the website and at the concession stand 1-2 weeks in advance of games. – Umpire Page
8. Umpire Scheduler will email Umpire Schedule 1–2 weeks in advance of dates. – Umpire Page

Send to Umpire Scheduler

1. Umpire Scheduler Job Description

2. Umpire Registration Form
3. Umpire Letter
4. Incident Report
5. Schedule
6. Big League Schedule
7. Umpire Schedule
8. Umpire List
9. Umpire Payment Sheet
10. Volunteer Form
 - a. Last Saturday of March, 9AM – 12 PM
 - b. Hand out rule books
 - c. Clinic location most recently @ SE Elementary
 - d. Schedule with Ankeny Community Schools – Community Ed
 - e. Pickup key by Friday before clinic
 - f. Coordinate with Umpire Trainer
 - g. Umpire Letters
 - h. Bring Registration Forms
 - i. Bring Incident Reports
 - j. Bring Pens/Pencils
 - k. Advertise 2 weeks in advance – See separate Press Release
 - l. Website (and Umpire Letter, Registration Form)
 - m. Newspapers
 - n. Ankeny High School, Centennial High School (and leave registration forms)
 - o. Northview Middle High School, Southview Middle School (and leave registration forms)
 - p. Junior & Senior League Tryouts

Mid-Season Umpire Meeting

This meeting is held to determine how things are progressing for the first half of the season. This meeting will also go over the new rules that go into effect at the half way point of the season.

Clinic dates/ meeting (dates not set)

- A. 1st and 2nd year umpire registration date: _____
 1. Clinic dates and times: _____
- B. 3rd year or more umpire registration date: _____
 1. Clinic dates and times _____

Umpire Pay

- A. A, AA, and AAA
 1. Complete game (3.5 innings or more) full pay - \$25
 2. Game less than 3.5 innings - \$15
- B. Intermediate
 1. Complete game (4.5 innings or more) full pay - \$30
 2. Game less than 4.5 innings - \$20
- C. Junior-Senior
 1. Complete game (4.5 innings or more) full pay \$40
 2. Games less than 4.5 innings \$30
- D. Cancellations
 1. Before umpire shows up NO pay

2. Umpire is there AND checked in but game is cancelled, pay will be \$10 less than full pay of the age group
- E. Saturdays/ Double headers
1. Pay break down will be same as above