

Appendix A

League Policies & Operating Procedures

(Incorporated by reference into the Biddeford Little League Softball Bylaws)

This appendix establishes league-wide policies and procedures governing player selection, division eligibility, game outcomes, discipline authority, and tournament play. Coach behavior, practice frequency, scheduling responsibilities, game-day field duties, equipment responsibility, and communication standards are governed by the **Coach Expectations** document and are incorporated by reference.

Section 1 – Player Drafting & Roster Management

Drafting Order

- The drafting procedure for each division, including the order of selection, shall be reviewed and determined each season by the BLLS Board.
 - The method selected must comply with one of the approved draft methods in the Little League Rulebook.
 - The Player Agent shall communicate the draft order and procedure prior to the start of the draft.
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Drafting Players

- Drafts shall be conducted in accordance with the Little League Rulebook or a BLLS Board approved alternative method.

Sibling Option

- When siblings try out together, the manager selecting the first sibling must select the remaining sibling **in the immediately following round**.
 - Failure to do so voids the option and makes the remaining sibling available to all teams.
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Trades

- Trades are permitted only as outlined in the Little League Rulebook, except for timing.
- All trades must be completed before adjournment of the annual draft meeting.
- No trades shall be permitted after adjournment.

Roster Management

- Managers must immediately notify the Player Agent when a player is lost during the season.
- Failure to notify may result in disciplinary action by the BLLS Board.
- Replacement players must be approved by the Player Agent and President.

Players Requesting a Team Change

- Team changes require a legitimate and justifiable reason.
- Final authority rests with the Executive Board.
- If release is denied, the player must remain with the team or sit out one season to re-enter the draft.

Section 2 – Divisions & Player Eligibility

Divisions & Player Eligibility

- Biddeford Little League Softball shall offer divisions organized by age and skill level, in accordance with Little League International rules and league policy.
- A player may not be rostered on more than one local Little League team during the same season.

Majors Division

- The Majors Division shall be comprised of league-age 11 and 12 year-old players.
- League-age 10 year-old players may be eligible for placement in the Majors Division only if deemed among the strongest players following evaluations, if needed.
- Final determination of league-age 10 year-old eligibility for the Majors Division shall be made by the Player Agent and division coaches.
- If the Player Agent has a child evaluating for the Majors Division, the President and Vice President, or a designated neutral party, shall conduct that evaluation to avoid a conflict of interest.

Minors Division

- The Minors Division shall be comprised of league-age 9 and 10 year-old players.

- League-age 8 year-old players may be eligible for placement in the Minors Division only if deemed among the strongest players following evaluations, if needed.
- League-age 11 or 12 year-old players may be placed in the Minors Division only upon:
 - Recommendation of the Player Agent, and
 - Approval of the Executive Board.
- If the Player Agent has a child evaluating for the Minors Division, the President and Vice President, or a designated neutral party, shall conduct that evaluation to avoid a conflict of interest.

Coach Pitch Division

- The Coach Pitch Division shall be comprised of league-age 5, 6, 7, and 8 year-old players.
- League-age 5 and 6 year-old players must have completed one season of Little League Tee Ball to be eligible for placement in this division. Adequate proof, as defined by the Player Agent, may be required.
- League-age 9 and 10 year-old players may be placed in the Coach Pitch Division only:
 - Upon request, and
 - With approval of the Player Agent and Executive Board,
 - Based solely on the best interest of the child.

Team Formation & Roster Balancing

- Team rosters in the Coach Pitch Division shall include no more than ten (10) players, with a preferred target of eight (8) to ten (10) players per team.
- Teams shall be assembled by the Player Agent and Coach Pitch Managers, using evaluations when possible.
- Teams shall be balanced as evenly as possible by age, skill level, and pitching ability, with particular attention given to equitable pitching distribution.

Section 3 – Regular Season Coach Selection

1. Prior to evaluations, at the March BLLS Board Meeting, the President shall nominate head coaches for each division.

2. Head coach nominations must be approved by a majority vote of the BLLS Board prior to the start of evaluations.
3. If more head coach candidates exist than teams:
 - A closed ballot vote shall be used to finalize head coach selections prior to evaluations.
4. If there are insufficient head coach candidates:
 - The BLLS Board may authorize the President to appoint additional head coaches as needed.

Conflict of Interest – Coach Eligibility

5. A head coach may not serve as head coach in a division during a season in which their child is:
 - League-age 8 and attempting to evaluate into the Minors Division, or
 - League-age 10 and attempting to evaluate into the Majors Division, if the child is successfully evaluated into that higher division.
6. This restriction exists to prevent any certainty or perceived advantage related to divisional placement prior to evaluations.

Section 4 – Game Outcomes & League Authority

Forfeits

- Managers do not have authority to forfeit games.
- Forfeits may occur only by direction of the BLLS Board.
- All reasonable efforts must be made to play scheduled games.

Rainouts

- Rainouts shall be rescheduled on the earliest available date as determined by the League Scheduler to avoid a backlog of makeup games. Forfeits may occur only by direction of the BLLS Board.
- For both weekday and weekend games, opposing managers or coaches shall communicate at least one (1) hour prior to the scheduled game time to determine game status.
- If a game is postponed, the managers, in consultation with the League Scheduler, shall agree upon a tentative makeup date and time.

- Once a postponement decision is made, the managers shall notify the Canteen Manager and Umpire-in-Chief.
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Section 5 – Safety & Equipment Standards

- Helmet cages and fielding masks are mandatory for all players.
 - Jewelry is prohibited during games and practices.
 - Equipment standards follow Little League rules.
 - Equipment care and return responsibilities are governed by the **Coach Expectations** document.
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Section 6 – Discipline & Zero Tolerance

Discipline & League Authority

- The BLLS Board retains the authority to discipline any officer, board member, manager, coach, player, parent, spectator, or volunteer for conduct deemed detrimental to the league.
 - Disciplinary action shall occur upon written submission to the BLLS Board and may include probation, suspension, removal from a team, loss of voting privileges, or expulsion from the league.
 - The BLLS Board shall determine appropriate disciplinary action based on the severity, frequency, and impact of the conduct.
 - Managers are expected to attend all properly scheduled league meetings and to encourage assistant coaches to do the same.
 - If a manager is unable to attend a scheduled meeting, the manager must:
 - Arrange for another rostered coach to represent the team, and
 - Repeated failure to meet meeting attendance expectations may result in disciplinary action by the BLLS Board, including restrictions on proxy voting privileges.
 - The Executive Board retains final authority over all disciplinary decisions and voting eligibility determinations.
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Zero Tolerance Policy

- Managers are responsible for the conduct of their players, coaches, parents, and spectators and must ensure all parties are aware of the league's **Zero Tolerance Policy**.
 - Any spectator engaging in derogatory language, criticism, or behavior toward an umpire or league official shall be immediately directed to leave the game site. Authorities may be contacted if necessary.
 - Any player, manager, or coach who verbally objects to an umpire's judgment (not rule interpretation) shall be subject to automatic ejection.
 - If a manager believes an umpire's judgment conflicts with Little League rules:
 - Time must be called, and
 - A discussion shall occur behind home plate with the Umpire in question and opposing manager.
 - If the manager is not present, only one designated coach may participate.
 - Any verbal comments made before calling time out, while approaching the discussion, or by non-designated participants shall result in automatic ejection.
 - All discussions with umpires must be conducted respectfully and in a manner not audible to players, coaches, or spectators.
 - Continued discussion following a ruling by the Umpire in question shall result in automatic ejection.
 - Comments not directed at an umpire but made loudly enough to be audible to umpires, players, coaches, or spectators shall be grounds for automatic ejection.
 - Any individual ejected from a game shall be suspended from their team's next physical game, including regular season, playoff, or tournament games.
 - Any person ejected must immediately leave the field and surrounding area. Failure to do so may result in a minimum additional three-game suspension or further action by the BLLS Board.
 - Any manager or coach ejected:
 - Twice in a single season, or
 - Three times during their BLLS coaching careershall be suspended from the league for one calendar year.
 - Appeals of ejections or disciplinary actions shall be made to the Executive Board, whose decision shall be final.
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Section 7 – Tournament & All-Star Play

Biddeford Little League Softball shall annually enter teams into the District 4 Tournament, with the specific divisions entered determined each year by the BLLS based on player and coach availability.

Tournament Team Eligibility

- All players selected for tournament teams must meet Little League International eligibility requirements.
- Players must be rostered in good standing with Biddeford Little League Softball during the regular season.
- A player may not be rostered on more than one local Little League team.

Majors Division Tournament Team (11–12 Year Olds)

- All league-age 11 and 12 year-old players who participated in the Majors Division during the regular season shall be eligible for selection.
- League-age 10 year-old players are eligible for selection only if they played in the Majors Division during the regular season.
- Any league-age 10 year-old who played in the Majors Division and is not selected to the Majors tournament team shall be automatically placed on the Phase 2 ballot for the Minors tournament team selection process.

Minors Division Tournament Team (9–10 Year Olds)

- All league-age 9 and 10 year-old players who participated in the Minors Division during the regular season shall be eligible for selection.
- League-age 8 year-old players are eligible for selection only if they played in the Minors Division during the regular season.

General Tournament Policy

- Tournament participation is approved annually by the BLLS Board.
 - The league shall assist with uniforms and entry fees.
 - Players selected to the tournament teams may be assessed a participation fee.
 - Additional funding is approved case by case.
 - Tournament rosters shall include 10–14 players.
 - Equipment and uniforms must be procured through the Equipment Manager.
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Team Selection Process

- Tournament teams shall be selected using a multi-phase selection process involving players, managers, coaches, and the BLLS Board.
- The process outlined below shall be used for all teams entered into District tournament play.

Phase 1 – Player Voting

- Players in the applicable division shall vote for:
 - Nine (9) players, and
 - One (1) Head Coach
- The top five (5) vote-receiving players shall be automatically selected to the tournament team.
- In the event of a tie, all tied players shall be selected, and the number of remaining roster spots shall be reduced in Phase 2.
- The Head Coach receiving the most player votes shall receive one (1) additional vote during the Head Coach selection meeting.
- Phase 1 voting must be completed and tallied prior to the managers and coaches selection meeting.

Phase 2 – Managers & Coaches Voting

- Managers and up to 2 assistant Coaches per team of the respective division shall participate in Phase 2 voting.
- Each team shall have one (1) vote total; no individual may cast more than one vote.
- The Player Agent shall prepare and distribute ballots of eligible players.
- Managers may briefly speak on behalf of players they wish to nominate.
- Players already selected in Phase 1 and players not recommended by their team manager shall be removed from the ballot.
- Manager and Coaches shall vote for up to five (5) players, not to exceed 10.
- Votes shall be tallied by the Player Agent and another Executive Board member with no conflict of interest.
- Up to five (5) additional players shall be selected to bring the roster to ten (10) players total.
- Additional voting rounds shall be conducted to resolve ties.

Tournament Head Coach Selection

- Candidates for Tournament Head Coach shall be given the opportunity to speak to the BLLS Board.
- A closed ballot vote shall be conducted.
- Votes shall be tallied by two BLLS Board Members with no conflict of interest.
- The Head Coach receiving the highest number of votes shall be selected.
- The Head Coach receiving the most player votes in Phase 1 shall be included in the final tally.

Phase 3 – Coaching Staff Selections

- The Tournament Head Coach and coaching staff may select up to three (3) additional players, depending on desired roster size and Little League minimums.
- Tournament team rosters shall consist of no fewer than ten (10) and no more than fourteen (14) players.
- Alternates are not authorized and shall not be selected.

Announcement Timing

- Tournament team selections shall not be announced until all regular season and interleague games for the division have been completed.

Final Authority Statement

Appendix A is incorporated into and carries the same authority as the Biddeford Little League Softball Bylaws.

Where conflicts arise, the bylaws govern first, followed by Appendix A, then referenced documents.