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**KING WILLIAM LITTLE LEAGUE, INC.**  
**AYLETT, VIRGINIA 23009**  
**By-Laws and Local Ground Rules**

**League ID 346-15-05**



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## TABLE OF CONTENTS

<b>1.0</b>	<b>Article I – By-Laws and Local Rules .....</b>	<b>1</b>
1.1	SECTION 1 – Regular Membership .....	1
<b>2.0</b>	<b>ARTICLE II – MANAGER AND COACH SELECTION .....</b>	<b>1</b>
2.1	SECTION 1 – 4YO, Tee Ball, Coach Pitch, Minor, Major, Junior, Senior, and Big League Divisions (Baseball and Softball) .....	1
<b>3.0</b>	<b>ARTICLE III – PLAYER SELECTION .....</b>	<b>2</b>
<b>4.0</b>	<b>ARTICLE IV – PLAYER EVALUATION (Minor Divisions and above).....</b>	<b>1</b>
4.1	SECTION 1 – Responsibility .....	1
4.2	SECTION 2 – Intent of Evaluations .....	1
4.3	SECTION 3 – Evaluation Rosters .....	1
4.4	SECTION 4 – Evaluation Sites .....	2
4.5	SECTION 5 – Evaluation Criteria .....	2
<b>5.0</b>	<b>ARTICLE V – PLAYER DRAFT RULES (Minor Divisions and above).....</b>	<b>1</b>
5.1	SECTION 1 – Responsibilities .....	1
5.2	SECTION 2 – General .....	1

## APPENDICES

<b>APPENDIX A KWLL Local Rules .....</b>	<b>A-1</b>
<b>APPENDIX B Volunteer and Approval Policy .....</b>	<b>B-1</b>
<b>APPENDIX C All Star Selection Process.....</b>	<b>C-1</b>
<b>APPENDIX D Equipment Issue/Return Policy .....</b>	<b>D-1</b>
<b>APPENDIX E Refund and Returned Check Policy.....</b>	<b>E-1</b>

<b>APPENDIX F All Star Tournament Reimbursement Policy .....</b>	<b>F-1</b>
<b>APPENDIX G Reimbursement and Check Issue Policy .....</b>	<b>G-1</b>
<b>APPENDIX H Sponsorship Levels, Recognition and Appreciation Policy .....</b>	<b>H-1</b>
<b>APPENDIX I Late Registration Policy .....</b>	<b>I-1</b>
<b>APPENDIX J Photographer Selection Policy .....</b>	<b>J-1</b>
<b>APPENDIX K Purchasing Policy .....</b>	<b>K-1</b>
<b>APPENDIX L Volunteer Umpire Policy .....</b>	<b>L-1</b>
<b>APPENDIX M Concussion Policy .....</b>	<b>M-1</b>

## **1.1 ARTICLE I – BY-LAWS AND LOCAL RULES**

Little League International guidance states that local Little League Board of directors should adopt its own bylaws, local rules or ground rules (the terms are interchangeable). This document shall serve as the By-Laws of King William Little League, hereinafter referred to as “KWLL” or “the League”. This document and its appendices will expire annually at the end of the calendar year and must be renewed not later than one (1) month prior to Opening Day.

The KWLL Board of Directors (BOD) has the authority to change these by-laws, local rules, and policies. They require only board consent, without the general membership’s approval. No part of the by-laws, local rules or ground rules can conflict with or supersede any Little League rule, regulation or policy.

The by-laws are to be distinguished from the League’s Constitution. The Constitution spells out the duties and responsibilities of the officers of the board, definition of membership, election procedures, meeting requirements such as quorum, etc. The KWLL BOD must make a copy of the by-laws available to any member of the League for review and inspection if requested.

## **1.2 SECTION 1 – Regular Membership**

## **2.1 ARTICLE II – MANAGER AND COACH SELECTION**

## **2.2 SECTION 1 – Tee Ball, Coach Pitch, Minor, Major, Junior, Senior, (Baseball and Softball)**

## **A. Nominations**

The Coaches Coordinator will submit the volunteer request list and applications for managers and coaches to the President two weeks after the end of the registration period. The President will compile and distribute the list of candidates to the Coaches Committee prior to the committee meeting.

## **B. Coaches Committee**

The KWLL Board of Directors shall appoint a Coaches Committee consisting of the President as the Chair, Director of Baseball, Director of Softball, Coaching Coordinator, Umpire in Chief and the Player Agent. The Coaches Committee will review and discuss all manager and coach applicants for each division. The outcome of the discussions will be a list of recommended managers and coaches for each Division. The Coaches Committee shall agree on the recommended list of managers and coaches by majority vote. The Coaches Committee's approved list of managers and coaches shall be presented to the KWLL Board of Directors for final approval.

## **C. Criteria**

Selection of managers and coaches shall be based on volunteers in good standings will the league. Demonstrated ability to manage/coach through understanding of the game and the rules by which it is played. Individual must be a consistent, fair, and positive influence on the players, teaching not only skills, but also sportsmanship, and teamwork. Dedication demonstrated by attendance at games and practices will be a contributing factor.

1. All Managers are required to participate in the annual KWLL Manager and Coaches Meeting/Training, normally conducted after coaches' selection and prior to starting practices. Little League required trainings must be completed upon selection.
2. An evaluation of last year's returning team managers and coaches. Consider feedback of coaching performance through examination of prior year KWLL appraisals to include inputs from umpires, members, parents and player agent.
3. Prior to KWLL approval, the Coaches Committee will consider feedback provided by parents, umpires, other managers, player agent, and/or KWLL officials. Any negative input must be in writing and be presented to the President of the Board.
4. All KWLL volunteers are subject to criminal and sexual offender background checks. Applicants may be denied a manager, coach or other volunteer position per KWLL Background Check policy.

## **3.0 ARTICLE III – PLAYER SELECTION**

## **A. Age Groups for Each Division**

It is the responsibility of the Player Agent and the Directors to assemble the list of registered players for each Division.

For Tee Ball and Coach Pitch Divisions, the Player Agent and Director of Tee ball and Director of Coach Pitch are responsible for assigning players to individual teams.

1. Tee Ball baseball players shall be league age 4, 5 and first year 6-year-old.
2. Coach Pitch baseball players shall be league age 6, 7 and first year 8-year-old.

For Minor divisions and above, it is the responsibility of the Directors and Player Agent to ensure that a player draft is conducted for each of the division in accordance with the Rules of Little League Baseball, Inc. The Division Directors will attend his/her division's draft session to resolve any conflicts in the interpretation of the drafting procedures.

1. Minor Baseball players shall be league age 8, 9 and 10.
2. Minor Softball players shall be league age 8, 9 and 10.
3. Major Baseball players shall be league age 10,11 and 12.
4. Major Softball players shall be league age 10,11 and 12.
5. Junior Baseball players shall be league age 13 and 14.
6. Junior Softball players shall be league age 13 and 14.
7. Senior Softball player shall be league age 13, 14, 15 and 16.
8. Senior Baseball players shall be league age 13, 14, 15 and 16.

For the Fall Ball season, players will play in the division that they will be eligible for during the following regular season. For example, a player of league age 8 who played in the Coach Pitch Division in the Spring will be moved to the Minor Division for the Fall Ball Season.

## **B. Requests**

### **1. Requests for Teams/Manager**

Parents are not permitted to request specific teams or managers/coaches. However, parents may submit a written justification requesting that their child **not** be placed on

a specific team or play for a particular manager or coach. Such a request will be limited to one (1) manager/coach/team per season and must be submitted prior to the end of the regular registration period. The President will approve or deny such Requests.

## **2. Playing Up a Division**

- a. **Parent Request:** Normally, players will not be allowed to play up in the next age level Division. In fact, it is strongly discouraged. Requests to play up a division can only be made by the parent or guardian via a written justification submitted prior to the conclusion of the registration period. This move can only take place if the player satisfies the Little League age requirements of the upper level division. The Player Agent will provide a recommendation to the Board of Directors who will approve or deny such requests. A decision denying the request may be appealed to the KWLL President. The following guidelines will apply:

## **3. Manager's Child/Children:**

The child or children of a KWLL approved manager must be assigned to the team that is managed by the parent, provided the player meets KWLL requirements. The player counts towards the total number of players on the team. The manager's child or children will be assigned to the team prior to the beginning of the draft.

## **C. Replacement Players**

Once a players are assigned to the roster of a regular season team and regular season practices commence, no Manager, Coach, Division Director, Player Agent, or other KWLL official can remove or switch any player(s) except for the following reasons: Moving out of KWLL's jurisdiction; sickness or injury that precludes further team participation by the player for the remainder of the season; disciplinary actions; failure of the player to attend practice or games; and/or safety concerns. The Manager and Division Director shall show cause in the case of a replacement player. The reason for the removal and subsequent replacement of players shall be included in a written request by the team Manager filed with the Division Director and Player Agent, and approved by the KWLL President.

## **D. Official Rosters**

The Division Directors and the Player Agent are responsible for assembling the official team rosters. Rosters shall be finalized and official and shall not be changed after the conclusion of the draft.

## **5.1 SECTION 1 – Responsibilities**

The Player Agent and Division Director are responsible for conducting a draft for each

division. The Player Agent will secure the official draft list with each player's name and age.

## **5.2 SECTION 2 – General**

The Player Agent will determine the number of teams in each division by dividing the total number of qualified players by the number eleven. No team in minor division and above shall have less than 11 players, unless the total number of available registered players does not allow for 11 players per team, in which case no team shall have less than 10 players or more than 15. Tee Ball and Machine Pitch divisions may be permitted to have less than 11 players per team in order to maximize the playing and instructional opportunity.

### **A. Draft Picks**

The Division Director and/or Player Agent will keep track of each player drafted and the number of players on each team throughout the draft.

### **B. Trading**

Trading among team managers within the same Division will only be allowed immediately following the draft. Thirty minutes will be allotted to discuss possible trades. At the conclusion of the allotted thirty minutes, or at the consensus of the group that no trades will be made, whichever is first, the trading period will be closed. Absolutely no trades will be made after this time. If special circumstances require a trade, they must be communicated to the Player Agent who will initiate the appropriate action.

Finalized team rosters will be read back to each manager by the Player Agent following the end of the trading period. Agreement to each team roster signifies the end of the draft.

## **KWLL Local Rules**

### **1.1 GENERAL**

The following rules apply to all divisions and teams within King William Little League. **All interleague games (KWLL teams vs. other league teams) are played by official Little League rules.**

### **1.2 Field Preparation and Safety**

The Home team is responsible for preparing the field prior to the game. At a minimum, this will include the following:

1. The home team will occupy the first base dugout on the assigned field.
2. Ensure that all bases are properly secured to the playing field.

3. Ensure that the field is properly lined for the level of play.
4. Conduct a survey of the field to ensure that the field is in a safe condition for the level of play being conducted. Provide to the League Safety Officer a record on any safety related problems found during the survey.
5. At the conclusion of every practice or game (last game of the day included), the home team manager is required to rake/drag the field. Requirement waived during inclement weather.

### **ALL GENERAL RULES APPLY**

#### **Tee Ball Local Rules**

#### **Ages 4, 5 and 6**

**All players are required by Little League International to play at least one (1) year in Tee Ball.**

1. Tee Ball Co-ed (ages 4, 5 and 6-year-old Boys and Girls)
2. The Tee Ball division is designed to introduce new players into the sport of baseball. The main focus of this division is to teach players the important skills of baseball, Fielding, Throwing, and hitting in a non-competitive environment.
3. All teams will have a maximum seven (10) players per team.
4. Soft Tee-Ball will be used at all times (NO Baseballs for any reason)
5. Managers and coaches shall supervise their players at all times during Practice and games.
6. It is the home team's responsibility to mark the field before the game.
7. The home teams are to rake the field around the bases, home plate and the mound after every game or practice, so the field will be in shape for the next game. dugouts after each game.
8. Managers and coaches must encourage their team and team parents to exhibit sportsmanship.
9. Any rain out or incomplete game should be reported to the Director of Tee Ball. All rain outs and incomplete games will be played according to the make-up schedule and in the order they occurred. Coaches will be given ample time to prepare their teams.
10. All Players and Coaches must wear league supplied uniforms during all games.
11. Managers/Coaches not following these ground rules will receive a warning for the first offense and up to a three game suspension for the second violation. A third violation of the ground rules may result in a one-year suspension. Each violation will be reviewed by the rules committee and the length of the suspension will be determined by the Board of Directors.
12. The local rules are only to ensure that every child receives fair playing time and to make the game more exciting and appealing for the players and everyone else involved.

#### **General Game Rules**

1. Games are 1 hour or 4 innings, NO new inning will start after the time limit.
2. All players will be in the batting lineup and will bat once each inning. If a player arrives after the game has started, he/she will be added to the bottom of the batting order. Batting order will reverse the following inning.



3. Coaches/Managers will notify opposing team of last batter. Play ends when all kids have cleared the bases safely. (This can be by grand slam or an out on field)
4. Players may not play in the same position (*more than two innings in a game.*)
5. A 8' circle will be placed around the pitcher's mound, once the defensive team attempts to return the ball to the pitchers circle all runners must stop at the bases that they are advancing to. Also, the pitcher must remain in the circle until the ball is put in play.
6. There will be a 15' arch in front of home plate that the ball must pass to be considered a live ball. Any hit ball the doesn't break the plan on the arch will be replaced on the tee and the batter will attempt again.
7. There may be up to 10 players on the field at a time. There is no minimum number of players. No minimum of players needed to play. If needed, split present players evenly.
8. No player may sit out more than 2 innings per game, unless for medical reason.
9. Manager/Coaches must coach 1<sup>st</sup> & 3<sup>rd</sup> bases; parents may help if no coach is available, but only if they have previously turned in a volunteer form and it has been approved. This is for the protection of the coaches and players. Each team will only have 3 Coaches in the dugout during each game, the Manager and 2 coaches.
10. Teams on defense will be allowed to have 2 coaches on the field to assist the defensive players.
11. A ball that is hit to the outfield is in play until the ball is in the possession of an infielder in the infield, and then all play stops. If a runner is more than halfway between bases, he can advance to the next base at his own risk. A runner advancing to the next base when less than halfway, after the infielder has possession of the ball, shall return to the previous base. No runner will advance more than two bases.
12. Base stealing is not allowed and runners may not advance on a passed ball.
13. No head first sliding.
14. No throwing of bats
15. In the event that an overthrow goes out of the field of play, the result is a dead ball and the base runner(s) are not permitted to advance.
16. Adult base coaches will act as umpires. No arguments or challenge of judgment calls
17. No on-deck circle. Batters may not pick up bat until it is their turn at bat. No player shall have a bat in their hands without a helmet. (Safety First)

**ALL GENERAL RULES APPLY**  
**Coach Pitch Local Rules**  
**Ages 6, 7 and 8**

**Rookie League Baseball**

It is the policy of KWLL to play all players on a regular basis. Every player should play in each game. The following rules will be followed to maintain the Leagues policy.

1. Machine Pitch Co-ed (ages 6, 7 and 8 years old)
2. Managers and coaches shall supervise their players at all times while practicing and during regular season games.
3. Each team is responsible for cleaning out the dugouts and the areas around the dugouts after each game. (*Coaches please work together to get the fields ready for play, encourage the kids to help pick up the area around the fields*)

4. Any rain out or incomplete game should be reported to the Director of Rookie League. All rain outs and incomplete games will be played according to the make-up schedule and in the order they occurred. Coaches will be given ample time to prepare their teams.
5. It is the home team's responsibility to mark the field before the game
6. Managers and coaches must encourage their team and team parents to exhibit sportsmanship.
7. Teams are to rake the field around the bases, home plate and the mound after every game or practice, so the field will be in shape for the next game.
8. Each team must provide a scorekeeper. The Home Team is the official scorebook.
9. All Players and Coaches must wear league supplied uniforms during all games.
10. Managers/Coaches not following these ground rules will receive a warning for the first offense and up to a three game suspension for the second violation. A third violation of the ground rules may result in a one-year suspension. Each violation will be reviewed by the rules committee and the length of the suspension will be determined by the Board of Directors.
11. The local rules are only to ensure that every child receives fair playing time and to make the game more exciting and appealing for the players and everyone else involved.

### **General Game Rules**

1. Games are 1 hour 45 minutes or 6 innings, NO new inning will start after the time limit. In the event of inclement weather, an official game will be: four (4) innings or 1 ½ hours, whichever comes first.
2. All players will be in the batting lineup. If a player arrives after the game has started, he/she will be added to the bottom of the batting order. The opposing manager must be notified in the event of a late arrival.
3. Players may not play in the same position ***(more than two innings in a game.)*** The only exception to this rule is at the catcher's position. Coaches will use their best judgment and safety for selecting players for the catcher's position.
4. A maximum of five (5) runs per inning.
5. A 8' circle will be placed around the pitchers machine, once the ball is returned to the circle all runners must stop at the bases that they are advancing to. Also, the pitcher must remain in the circle until the base is put in play.
6. No player may sit out more than 2 innings per game, unless for medical reason. Any player not starting in one game will start in the next available game. *(The opposing manager must be notified of any exceptions prior to the start of the game.)*
7. Teams must have four (4) outfielders; *Teams will not be allowed to use the fourth player as a rover to move around the field as needed. Outfielders must play in the normal outfield positions.*
8. Manager/Coaches must coach 1<sup>st</sup> & 3<sup>rd</sup> bases; parents may help if no coach is available, but only if they have previously turned in a volunteer form. This is for the protection of the coaches and players. Each team will only have 3 Coaches in the dugout during each game, the Manager and 2 coaches.
9. Coaches must remain in the dugout when their team is on defense, no defensive coach may be on the playing field while team is on defense.
10. Base stealing is not allowed and runners may not advance on a passed ball by the catcher.
11. In the event that an overthrow goes out of the field of play, the result is a dead ball and the base runner(s) are not permitted to advance.

### **Pitching**

1. Each batter gets a maximum of five (5) pitches. *(The pitching coach will remind the player on the fifth (5<sup>th</sup>) and final pitch they must swing.)* A batter may be called out if the player makes a third strike prior to the fifth (5<sup>th</sup>) ball. If the last ball is fouled, the batter will

continue their at bat until they put the ball in play misses or does not swing. There will be **No walks allowed.**

2. If a batted ball strikes the pitching coach, prior to being touched by a defensive player the ball will be considered a dead ball. The batter will be awarded 1<sup>st</sup> base and all runners forced to advance, will advance one (1) base. **ALL OTHER GENERAL RULES APPLY**

### **3. Minor Baseball Local Rules Ages 8, 9 and 10**

- 1) The entire roster is used to make the batting lineup. (everyone bats, round robin style).
- 2) Unlimited defensive substitution is to allow more playing time. (pitching rules must be followed).
- 3) Any player that is not in the starting lineup must start the following game. If a player is absent or arrives after the lineup has been determined this rule does not apply. During inter-league games at other league's parks, this rule does not apply.
- 4) No player will sit out more than 2 innings on defense in a game unless it is due to illness or they request to.
- 5) Any player arriving late to the game will be added to the end of the lineup and will be immediately eligible to play.
- 6) Players who are "borrowed" from another team in order to fill the minimum player requirement (9 players) must bat at the bottom of the lineup and play defense in the outfield, unless it is necessary to pick up more than the allotted outfield positions. In this case they may play the infield positions except pitcher or catcher. No games will be forfeited because of any team not having enough players.
- 7) No Minor baseball player can play more than one game per day.
- 8) All games will be played in 6 innings or a 1 hour 45-minute time limit. No new inning will be started after the 1 hour 45-minute time has lapsed. If the 1 hour 45-minute time limit has lapsed, and an inning is still in progress, that inning will be completed regardless of how long it takes.
- 9) All games will be considered complete once it has been played for 4 or more complete innings. The only exception to this rule would be weather or darkness.
- 10) There is a 5 run maximum run rule per inning. Once 5 runs are scored no other runs will be recorded that inning and the batting team will then take the field. This rule will not apply to the final inning of the game. The home team will always be given an opportunity to win the game in their half of the last inning.
- 11) Player Pitch Count rules are in effect as outlined in LL Rulebook.
- 12) All Players and Coaches must wear league supplied uniforms during all games.
- 13) It is the home team's responsibility to mark the field before the game and rake the field after each game. Each team is responsible for cleaning out the dugouts after each game. Require your players to help pick up their trash in the dugout and the area around the field, so the fields will be clean and ready for the next games.
- 14) Managers not following these ground rules will receive a warning for the first offense and up to a game suspension for the second violation. A third violation of the ground rules may result in up to a one-year suspension. Each violation will be reviewed by the rules committee and the length of the suspension will be determined by the Board of Directors.

These local rules are only to ensure that every child receives fair playing time and to make the games more exciting and appealing for the players and everyone else involved.

**ALL OTHER RULES WILL BE FOUND IN YOUR COPY OF THE LITTLE LEAGUE  
OFFICIAL REGULATIONS & PLAYING RULES HANDBOOK.**

**ALL GENERAL RULES APPLY**  
**Minor Softball Local Rules**  
**Ages 8, 9 and 10**

1. The entire roster is used to make the batting lineup. (everyone bats, round robin style).
2. Unlimited defensive substitution is to allow more playing time. (pitching rules must be followed).
3. Any player that is not in the starting lineup must start the following game. If a player is absent or arrives after the lineup has been determined this rule does not apply. During inter-league games at other league's parks, this rule does not apply.
4. No player will sit out more than 2 innings on defense in a game unless it is due to illness or they request to.
5. Any player arriving late to the game will be added to the end of the lineup and will be immediately eligible to play.
6. Players who are "borrowed" from another team in order to fill the minimum player requirement (9 players) must bat at the bottom of the lineup and play defense in the outfield, unless it is necessary to pick up more than the allotted outfield positions. In this case they may play the infield positions except pitcher or catcher. No games will be forfeited because of any team not having enough players.
7. All games will be played in 6 innings or a 1 hour 45-minute time limit. No new inning will be started after the 1 hour 45-minute time has lapsed. If the 1 hour 45-minute time limit has lapsed, and an inning is still in progress, that inning will be completed regardless of how long it takes.
8. All games will be considered complete once it has been played for 4 or more complete innings. The only exception to this rule would be weather or darkness.
9. There is a 5 run maximum run rule per inning. Once 5 runs are scored no other runs will be recorded that inning and the batting team will then take the field. This rule will not apply to the final inning of the game. The home team will always be given an opportunity to win the game in their half of the last inning.
10. Pitchers innings rules are in effect as outlined in LL Rulebook.
11. All Players and Coaches must wear league supplied uniforms during all games.
12. It is the home team's responsibility to mark the field before the game and rake the field after each game. Each team is responsible for cleaning out the dugouts after each game. Require your players to help pick up their trash in the dugout and the area around the field, so the fields will be clean and ready for the next games.
13. Managers not following these ground rules will receive a warning for the first offense and up to a game suspension for the second violation. A third violation of the ground rules may result in up to a one-year suspension. Each violation will be reviewed by the rules committee and the length of the suspension will be determined by the Board of Directors.
14. These local rules are only to ensure that every child receives fair playing time and to make the games more exciting and appealing for the players and everyone else involved.

ALL OTHER RULES WILL BE FOUND IN YOUR COPY OF THE LITTLE LEAGUE OFFICIAL

## REGULATIONS & PLAYING RULES HANDBOOK.

These local rules enhance any similar rule in the Little League Official Regulations & Playing Rules Handbook.

### **ALL GENERAL RULES APPLY**

#### **Major Baseball Local Rules Ages 10- 12**

1. The entire roster is used to make the batting lineup. (everyone bats, round robin style).
2. Unlimited defensive substitution is to allow more playing time. (pitching rules must be followed).
3. Any player that is not in the starting lineup must start the following game. If a player is absent or arrives after the lineup has been determined this rule does not apply. During inter-league games at other league's parks, this rule does not apply.
4. No player will sit out more than 2 innings on defense in a game unless it is due to illness or they request to.
5. Any player arriving late to the game will be added to the end of the lineup and will be immediately eligible to play.
6. Players who are "borrowed" from another team in order to fill the minimum player requirement (9 players) must bat at the bottom of the lineup and play defense in the outfield, unless it is necessary to pick up more than the allotted outfield positions. In this case they may play the infield positions except pitcher or catcher. No games will be forfeited because of any team not having enough players.
7. All games will be played in 6 innings or a 1 hour 45-minute time limit. No new inning will be started after the 1 hour 45-minute time has lapsed. If the 1 hour 45-minute time limit has lapsed, and an inning is still in progress, that inning will be completed regardless of how long it takes.
8. All games will be considered complete once it has been played for 4 or more complete innings. The only exception to this rule would be weather or darkness.
9. Pitch count rules are in effect as outlined in LL Rulebook.
10. All Players and Coaches must wear league supplied uniforms during all games.
11. It is the home team's responsibility to mark the field before the game and rake the field after each game. Each team is responsible for cleaning out the dugouts after each game. Require your players to help pick up their trash in the dugout and the area around the field, so the fields will be clean and ready for the next games.
12. Managers not following these ground rules will receive a warning for the first offense and up to a game suspension for the second violation. A third violation of the ground rules may result in up to a one-year suspension. Each violation will be reviewed by the rules committee and the length of the suspension will be determined by the Board of Directors.

These local rules are only to ensure that every child receives fair playing time and to make the games more exciting and appealing for the players and everyone else involved.

ALL OTHER RULES WILL BE FOUND IN YOUR COPY OF THE LITTLE LEAGUE  
OFFICIAL REGULATIONS & PLAYING RULES HANDBOOK.

These local rules enhance any similar rule in the Little League Official Regulations & Playing  
Rules Handbook.

**ALL GENERAL RULES APPLY**  
**Major Softball Local Rules**  
**Ages 11- 12**

1. The entire roster is used to make the batting lineup. (everyone bats, round robin style).
2. Unlimited defensive substitution is to allow more playing time. (pitching rules must be followed).
3. Any player that is not in the starting lineup must start the following game. If a player is absent or arrives after the lineup has been determined this rule does not apply. During inter-league games at other league's parks, this rule does not apply.
4. No player will sit out more than 2 innings on defense in a game unless it is due to illness or they request to.
5. Any player arriving late to the game will be added to the end of the lineup and will be immediately eligible to play.
6. Players who are "borrowed" from another team in order to fill the minimum player requirement (9 players) must bat at the bottom of the lineup and play defense in the outfield, unless it is necessary to pick up more than the allotted outfield positions. In this case they may play the infield positions except pitcher or catcher. No games will be forfeited because of any team not having enough players.
7. All games will be played in 6 innings or a 1 hour 45-minute time limit. No new inning will be started after the 1 hour 45-minute time has lapsed. If the 1 hour 45-minute time limit has lapsed, and an inning is still in progress, that inning will be completed regardless of how long it takes.
9. All games will be considered complete once it has been played for 4 or more complete innings. The only exception to this rule would be weather or darkness.
10. Pitchers innings rules are in effect as outlined in LL Rulebook.
11. All Players and Coaches must wear league supplied uniforms during all games.
12. It is the home team's responsibility to mark the field before the game and rake the field after each game. Each team is responsible for cleaning out the dugouts after each game. Require your players to help pick up their trash in the dugout and the area around the field, so the fields will be clean and ready for the next games.
13. Managers not following these ground rules will receive a warning for the first offense and up to a game suspension for the second violation. A third violation of the ground rules may result in up to a one-year suspension. Each violation will be reviewed by the rules committee and the length of the suspension will be determined by the Board of Directors.

These local rules are only to ensure that every child receives fair playing time and to make the games more exciting and appealing for the players and everyone else involved.

ALL OTHER RULES WILL BE FOUND IN YOUR COPY OF THE LITTLE LEAGUE

OFFICIAL REGULATIONS & PLAYING RULES HANDBOOK.  
These local rules enhance any similar rule in the Little League Official Regulations & Playing Rules Handbook.

**ALL GENERAL RULES APPLY**  
**Junior Baseball Local Rules**  
**Ages 13 -14**

1. The entire roster is used to make the batting lineup. (everyone bats, round robin style).
2. Unlimited defensive substitution is to allow more playing time. (pitching rules must be followed).
3. Any player that is not in the starting lineup must start the following game. If a player is absent or arrives after the lineup has been determined this rule does not apply. During inter-league games at other league's parks, this rule does not apply.
4. No player will sit out more than 2 innings on defense in a game unless it is due to illness or they request to.
5. Any player arriving late to the game will be added to the end of the lineup and will be immediately eligible to play.
6. Players who are "borrowed" from another team in order to fill the minimum player requirement (9 players) must bat at the bottom of the lineup and play defense in the outfield, unless it is necessary to pick up more than the allotted outfield positions. In this case they may play the infield positions except pitcher or catcher. No games will be forfeited because of any team not having enough players.
7. All games will be played in 7 innings. The only exception to this rule would be weather or darkness.
8. All games will be considered complete once it has been played for 5 or more complete innings.
9. Pitch count rules are in effect as outlined in LL Rulebook.
10. All Players and Coaches must wear league supplied uniforms during all games.
11. It is the home team's responsibility to mark the field before the game and rake the field after each game. Each team is responsible for cleaning out the dugouts after each game. Require your players to help pick up their trash in the dugout and the area around the field, so the fields will be clean and ready for the next games.
12. Managers not following these ground rules will receive a warning for the first offense and up to a game suspension for the second violation. A third violation of the ground rules may result in up to a one-year suspension. Each violation will be reviewed by the rules committee and the length of the suspension will be determined by the Board of Directors.

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**ALL GENERAL RULES APPLY**  
**Senior Softball Local Rules**  
**Ages 13, 14, 15 and 16**

1. The entire roster is used to make the batting lineup. (everyone bats, round robin style).
2. Unlimited defensive substitution is to allow more playing time. (pitching rules must be followed).
3. Any player that is not in the starting lineup must start the following game. If a player is absent or arrives after the lineup has been determined this rule does not apply. During inter-league games at other league's parks, this rule does not apply.
4. No player will sit out more than 2 innings on defense in a game unless it is due to illness or they request to.
5. Any player arriving late to the game will be added to the end of the lineup and will be immediately eligible to play.
6. Players who are "borrowed" from another team in order to fill the minimum player requirement (9 players) must bat at the bottom of the lineup and play defense in the outfield, unless it is necessary to pick up more than the allotted outfield positions. In this case they may play the infield positions except pitcher or catcher. No games will be forfeited because of any team not having enough players.
7. All games will be played in 7 innings. The only exception to this rule would be weather or darkness.
8. All games will be considered complete once it has been played for 5 or more complete innings.
9. Pitchers innings rules are in effect as outlined in LL Rulebook.
10. All Players and Coaches must wear league supplied uniforms during all games.
11. It is the home team's responsibility to mark the field before the game and rake the field after each game. Each team is responsible for cleaning out the dugouts after each game. Require your players to help pick up their trash in the dugout and the area around the field, so the fields will be clean and ready for the next games.
12. Managers not following these ground rules will receive a warning for the first offense and up to a game suspension for the second violation. A third violation of the ground rules may result in up to a one-year suspension. Each violation will be reviewed by the rules committee and the length of the suspension will be determined by the Board of Directors.

These local rules are only to ensure that every child receives fair playing time and to make the games more exciting and appealing for the players and everyone else involved.

ALL OTHER RULES WILL BE FOUND IN YOUR COPY OF THE LITTLE LEAGUE  
OFFICIAL REGULATIONS & PLAYING RULES HANDBOOK.

These local rules enhance any similar rule in the Little League Official Regulations & Playing

Rules Handbook.



**ALL GENERAL RULES APPLY**  
**Senior Baseball Local Rules**  
**Ages 15 -16**

1. The entire roster is used to make the batting lineup. (everyone bats, round robin style).
  2. Unlimited defensive substitution is to allow more playing time. (pitching rules must be followed).
3. Any player that is not in the starting lineup must start the following game. If a player is absent or arrives after the lineup has been determined this rule does not apply. During inter-league games at other league's parks, this rule does not apply.
4. No player will sit out more than 2 innings on defense in a game unless it is due to illness or they request to.
5. Any player arriving late to the game will be added to the end of the lineup and will be immediately eligible to play.
6. Players who are "borrowed" from another team in order to fill the minimum player requirement (9 players) must bat at the bottom of the lineup and play defense in the outfield, unless it is necessary to pick up more than the allotted outfield positions. In this case they may play the infield positions except pitcher or catcher. No games will be forfeited because of any team not having enough players.
7. All games will be played in 7 innings. The only exception to this rule would be weather or darkness.
8. All games will be considered complete once it has been played for 5 or more complete innings.
9. Pitch count rules are in effect as outlined in LL Rulebook.
10. All Players and Coaches must wear league supplied uniforms during all games.
11. It is the home team's responsibility to mark the field before the game and rake the field after each game. Each team is responsible for cleaning out the dugouts after each game. Require your players to help pick up their trash in the dugout and the area around the field, so the fields will be clean and ready for the next games.
12. Managers not following these ground rules will receive a warning for the first offense and up to a game suspension for the second violation. A third violation of the ground rules may result in up to a one-year suspension. Each violation will be reviewed by the rules committee and the length of the suspension will be determined by the Board of Directors.

These local rules are only to ensure that every child receives fair playing time and to make the games more exciting and appealing for the players and everyone else involved.

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OFFICIAL REGULATIONS & PLAYING RULES HANDBOOK.

These local rules enhance any similar rule in the Little League Official Regulations & Playing

Rules Handbook.

**a. Darkness/Weather/Curfews**

- i. Regulation X of the Little League Rulebook is amended as follows for games scheduled on weekday nights (Monday – Thursday).  
Little League (Majors) Division, Minor Divisions (including

Machine Pitch), Tee Ball, Junior, Senior games may be played after sundown under artificial lights. This responsibility shall rest with the Local League. In any event, no inning shall start after 10:00 pm prevailing time (8 pm for Tee Ball and Machine Pitch). It will be held that an inning starts the moment that the third out is made, completing the preceding inning.

- ii. If curfew has been reached and the minimum number of innings have been played to constitute a regulation game and;
- iii. The home team is batting and behind, the score reverts to the previous inning.
- iv. If the home team is batting and is ahead: the game is over.
- v. If the game is tied or the minimum number of innings have not been reached, the game will be suspended from the point where it was called and will be continued from that point the next time the two teams play or at a mutually agreed upon time. Home team Manager is to contact the league scheduler who will advise of date and time for make-up game and coordinate with the UIC.
- vi. Games called due to curfew will be treated just as any game called due to weather/darkness in the Official Little League Rule Book.
- vii. In any division with a minimum player playing time, any player not playing their required number of innings due to a game called because of the time limit or the 10-run rule shall start the next game and satisfy minimum play time requirements before being replaced.

viii. **Lightning Procedure.** NOAA teamed with Little League on lightning safety awareness. The following message is from the NOAA Safety and Preparedness Factsheet - **Get to a safe place.** If you hear thunder, even a distant rumble, or see lightning, immediately move to a safe place. Fully enclosed buildings with wiring and plumbing provide the best protection. Sheds, picnic shelters, tents, or covered porches do NOT protect you from lightning. If a sturdy building is not nearby, get into a hard-topped metal vehicle and close all the windows. Stay inside until 30 minutes after the last rumble of thunder or lightning strike. This procedure will be followed until the umpire in charge calls the game due to weather. This rule applies to all practices as well.

ix.

x. APPENDIX B

## **KWLL Volunteer and Approval Policy**

### **1.1 VOLUNTEER POLICY**

Once volunteers are obtained, it is the Presidents duty to make sure the approved version

of the Volunteer Form is completed, including Social Security Number (SSN), with a copy of a photo I.D. and a background check is obtained in accordance with established policy through the web site approved by Little League requirements. The President will then make a list of Approved Volunteers and present to the Board to submit to King William Little League (KWLL) for acknowledgement of Approved Volunteers. This list shall have just the name of the approved volunteers. All information pertaining to the volunteer will be kept private and stored in a safe area. This information will be kept for two years and turned over to the new President once he/she has fulfilled his/her obligations.

## **1.2 VOLUNTEER SCREENING**

The volunteer background-screening program will include all volunteers, especially those who will have contact or access to youth in KWLL programs. This is a requirement of Little League International. (Note: "Since 2003, the local league has been and is required to have all board members, managers, coaches, and other volunteers or hired workers who provide regular service to the league or/and who have repetitive access to or contact with players or teams fill out the new volunteer application. Additionally, the league has been and is required to conduct a background check on each of these individuals."). This background screening will occur annually and the fact that someone may have a clear background check one year does not ensure that they will have a clear background check the next year.

## **1.3 Privacy Policy**

In keeping with federal laws governing child safety, KWLL will collect non-public personal information from all volunteers. KWLL does not disclose any non-public personal information about our members or former members to anyone, except as requested by them or as required by law. Also, this information is only disclosed within KWLL on a "need to know" basis.

All volunteer applications and screening results are to be safeguarded by the President. Once this paperwork is no longer required by KWLL, it shall be disposed of in an appropriate manner (i.e. shredding, burning, etc.).

## **1.4 Recommended Criteria for Exclusion**

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, nolle pros, or dismissal.

- 1.4.a. **SEX OFFENSES:** All Sex Offenses – Regardless of the amount of time since the offense. Examples include: child molestation,

rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

- 1.4.b. **FELONY:** All Felony Violence – Regardless of the amount of time since the offense. Examples include: murder, manslaughter, , aggravated assault, kidnapping, robbery, aggravated Burglary, etc.

This includes all felony offenses other than violence or sex within the past 10 years. Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

- 1.4.c. **MISDEMEANORS:** All misdemeanor violence offenses within the past 7 years. Examples include: simple assault, battery, domestic violence, hit & run, etc.

This includes all misdemeanor drug & alcohol offenses within the past 4 years or multiple offenses within the past 7 years. Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

This also includes any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft, etc.

- 1.4.d. **PENDING CASES:** It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

## 1.5 Youth Volunteers

Youth volunteers between the ages of 14-17 may volunteer with KWLL. Volunteers age 14 or older are eligible to serve as youth umpires, and may assist coaching staffs with team practices and/or games. In order to serve as a youth volunteer, the individual must have playing experience to be of benefit to the team, have met all training requirements, and have an approved manager/coach on the field at all times. At age 16, a youth volunteer may serve as one of the two “official” team coaches, but may not serve as a team manager or an All Star Coach. Youth volunteers must submit a volunteer application as described above, but do not need to submit their SSN or photo ID. Youth volunteers may not assist on the field until they are deemed an “approved” volunteer.

## ALL STAR SELECTION PROCESS

### 1.00 OVERVIEW

This document defines the King William Little League (KWLL) All Star Selection Policy and implementation guidelines. The All Star Selection Policy is a player/manager/coach vote reviewed by the appropriate All Star Selection Committee and approved by the KWLL Board of Directors.

King William Little League's All Star selection process will adhere to the following procedure that has been implemented for the 2016 season, approved by the KWLL board of directors. The focus in choosing the All-Star tournament teams is to choose and field the most talented teams possible in each age group that are represented in the District 15 tournaments. ***If necessary, the KWLL board of directors' All-Star committee will hold a meeting with the team managers of each division prior to any team selections to determine which age groups will be the focus of talent and offer KWLL the best opportunity to advance to the State level in the given year.***

#### 2.1 Ballot Preparation

The KWLL Player Agent shall ensure that a ballot is prepared for each team, manager/coach, and umpire. All Star selection ballots shall contain the names of all of the registered players for that team as reflected by the rosters submitted to Williamsport.

**ALL DIVISIONS:** All KWLL tournament team's selections will consist of 12 players. Only 1 representative from each team (Managers or Coach) of the regular season team, The KWLL Player Agent, and the Director of that division (or their representative) and the KWLL President will be present in the actual meeting to choose the All-Star teams. Only the players in the player pool are eligible to be chosen to the tournament teams. The player pool consists of the players voted on by their teammates and if necessary, 1 additional player can be added to the player pool by each team representative from the regular season division roster. Meaning, these additional players do not necessarily have to have played for the team of the representative that places them in the pool.

The team representatives will then choose 12 players they feel to be the best players to represent that division for KWLL in the All-Star tournament. The unanimous choices will then be placed on the All-Star team list. Players getting no votes in the first round will be no longer eligible to be chosen to the team. Players getting any votes will still be in the pool and will be voted on again in the 2<sup>nd</sup> round. In this round, players getting the majority of the votes are placed on the All-Star team list and this process continues until the 12 players are chosen

It is recommended that each team be comprised of at least 12, but not more than 14 qualified players. In addition to the selected players, 2 alternates will also be selected. Alternates will not be part of the team unless one of the selected players drops off of the

team. Alternates will not be notified of their selection unless they are called upon to join the team.

10-12 BASEBALL and SOFTBALL: Providing no prior exception has been made by the KWLL board of directors, (**see above**) the All-Star selection process for these divisions will follow the same format as all other divisions but will take place after the selection of the 8-10 and the 10-12 teams have been established. This player pool will consist of the remaining 9,10, and 11-year-old players eligible to play in the 9-11 tournaments. Team representatives will again be permitted to add 1 player each to the player pool before team selection begins.

ALL STAR MANAGERS and COACHES: All interested parties will be required to submit a request to manage or coach a tournament team form at the All Star selection meeting. There will be 1 manager and 2 coaches listed per team. If there are 2 or more asking for a manager or coach position, there will be a vote by the players selected to that team to determine who will manage or coach the team before any practices are held.

#### WHAT TO BRING TO THE ALL STAR SELECTION MEETING?

- 1) Your team scorebook showing all games played.
- 2) A list of all eligible players from your team showing all games played.
- 3) Your bag of equipment issued for regular season play. (unless already turned in)

If you come to the meeting without these items, you will not participate in the selection process. NO EXCEPTIONS

All discussions that take place in the selection process meeting are strictly confidential and you do violate the KWLL coaches' code of ethics if discussed elsewhere outside of the meeting room.

The mission and duty of the KWLL officials, the managers and team representatives is to choose the BEST teams possible to represent KWLL in the All Star tournaments. If at any time during the selection process the KWLL officials conducting the meeting feel a manager is intentionally abusing this privilege, (a violation of the coaches' code of ethics) they will no longer participate in the selection process and will be asked to leave.

**PROPOSALS: Any proposals, suggestions or requested exceptions to these procedures must be brought up to your Division Director ASAP and well before the All Star selections. They will be heard by the KWLL board of directors' All-Star committee on a special case basis before any players are chosen to an All-Star team or contacted in any way.**

## 2.2 Player Eligibility

Players are considered eligible for All Star selection if they played in at least 60% of

their team's games. Games played as a player from the player pool count toward player eligibility.

### **2.3 Player Availability**

Between the time of the voting and the meeting of the All Star Selection Committee, the manager shall query all players on their eligibility, availability, and desire to participate on the All Star Team. The minimum required availability is all games and at least 2/3 of all practices that may be held during the entire All Star Tournament season. The tournament season begins upon selection of the All Star teams (mid-June) and ends upon completion of the Little League World Series (late August). The manager shall prepare a list of eligible, available players and bring it to the All Star Selection Committee meeting.

### **KWLL EQUIPMENT ISSUE/RETURN POLICY**

#### **1.00 EQUIPMENT ISSUE**

I. All equipment will be issued to the manager at the start of the season. The equipment remains the sole property of KWLL. All issued equipment has been inspected and inventoried, prior to the start of the regular season. The managers are responsible for the maintenance and condition of all KWLL equipment in their possession.

All issued KWLL equipment is the responsibility of the team manager for the duration of the season.

The manager must inspect all personal equipment to ensure it complies with current Little League rules and regulations.

If a manager discovers damaged equipment in his possession, he/she is responsible for reporting the damage and requesting a replacement from the KWLL Equipment Manager.

If a Manager steps down from his/her position with KWLL, all equipment will immediately be returned to the KWLL Equipment Manager or turned over to his/her replacement.

#### **2.00 EQUIPMENT RETURN**

II. At the conclusion of the Regular season the Managers must clean and return all equipment to the Equipment manager within 7 business days of the last regular season game. All broken or damaged equipment must be noted and returned at the same time. Any manager who fails to return all issued equipment on time will be expected to reimburse the League for the value of the missing equipment.

All Star equipment will be issued to the selected All Star Managers and turned in within seven (7) business days after the last tournament game.

Failure to return equipment in a timely manner may influence the opportunity for selection to be a manager or coach in subsequent seasons.

## **APPENDIX E**

### **KWLL REFUND AND RETURNED CHECK POLICY**

#### **1.00 REFUND POLICY**

I. In the event a Player is requested to be dropped from the rolls, the family may be entitled to a refund of the player's registration fee and possibly any additional fee(s) they may have provided, e.g. "Opt-Out". The request must be made in writing to the League President or Player Agent. If the request is made prior to teams being formed, the refund request will be honored. If the request is made after teams have been formed, the request may be honored at the discretion of the KWLL Board of Directors. In general, requests for refunds after teams have been formed will not be honored except under extenuating circumstances, such as a season-ending injury.

II. If the ball player was registered on line, only the fees received by the league will be refunded.

III. The decision of the Board may be appealed to the League President.

#### **2.00 RETURNED CHECK POLICY**

IV. In the event a check is returned for any reason, the treasurer will call the individual and request reimbursement for the applicable amount. If the individual cannot be reached by telephone, the treasurer will send a standard letter (sample in continuity binder to be turned over to new treasurer as applicable) notifying the individual and requesting reimbursement.

V. KWLL will charge a fee for the first returned check that will be commensurate with the fee charged by the financial institution. Subsequent occurrences may incur an additional penalty.

VI. A notice will be displayed at all KWLL functions that we MAY charge a fee of \$25.00 for returned checks.

VII. If any individual has a second occurrence of a returned check, a \$25.00 fee will be imposed and he/she will lose check writing privileges to KWLL.

## **APPENDIX F**

### **KWLL ALL STAR TOURNAMENT**

#### **TRANSPORTATION AND REIMBURSEMENT POLICY**

#### **1.00 VIRGINIA DISTRICT 15 TOURNAMENTS (INCLUDES FUTURE STARS TOURNAMENT)**

##### **A. Reimbursement for District 15 Tournament expenses**



1. There shall be no reimbursement for any District 15 Tournament expenses.

## **B. All Stars Uniforms**

1. Managers, coaches and parents of the players are expected the uniform cost. That portion will be determined by the Board of Directors based on the cost of the selected uniforms.

## **2.00 VIRGINIA STATE TOURNAMENTS**

- A. KWLL reserves the right to match up to \$1500 per team if fundraising abilities are hindered due to timing.
- B. KWLL may pay a onetime amount of \$50 per family as a fuel stipend to members of the tournament team if fundraising limits are hindered.
- C. KWLL may pay a daily meal stipend of \$30/day per player, coach, and manager if fundraising limits are hindered.
- D. Fundraising limits will be set by KWLL Board based on the following criteria:
  - Statewide hotel average per google search.
  - \$50 per family fuel stipend
  - \$30 per day meal stipend per player, coach, and manager
  - Based on number of players per team, for duration of tournament (6 day) +25%
- E. Distribution will be as follows for Fundraising pre tournament:
  - \$50 per family fuel stipend
  - \$30 per day meal stipend per player, coach, manager
  - 4 nights stay at statewide average per google search.
- F. If team advances past pool play, additional fundraising will be distributed upon completion of tournament based on above guidelines.
- G. KWLL reserves the right to hold back 25% of fundraising for future expenses such as field maintenance, unforeseen tournament expenses, registrations, capital improvements, and any other expenses directly related to KWLL.

## **3.00 Regional and World Series**

- A. Room and Board is now covered by Little League International, no per diem.
- B. KWLL will pay for round trip travel for manager, roster coach(es) and players as well as round trip transportation to and from the Airport.

## **4.00 Fundraising**

- A. Each All-Star team will be required to participate in a fundraising activity to be determined by the KWLL BOD.
- B. All fundraising shall be for the benefit of KWLL. All fundraising events and donations shall be in the name of KWLL.
- C. The KWLL Fundraising Coordinator shall oversee all fundraising events and donation solicitations.
- D. All proceeds from fundraising events and donations shall be turned in to KWLL within three days of the fundraising event or donation. All funds must be tracked by fundraising hosts and tallied daily. A report should be given at the conclusion of every fundraising event to KWLL.
- E. All proceeds from fundraising events shall be fully documented including date,

- event, amount raised and who contributed their time and effort to support the event.
- F. All donations will be fully documented including date, donation amount, sponsor agreement, if applicable, and who solicited the donation.

## **APPENDIX G**

### **KWLL REIMBURSEMENT AND CHECK REQUEST POLICY**

#### **1.0 REIMBURSEMENT AND CHECK REQUEST**

- A. All reimbursements and check requests must be approved by the President or Vice President of King William Little League before they are issued.
- B. Proper documentation includes receipts for retail purchases and signed invoices for delivered items and work orders.
- C. The signature on the invoice for delivered items indicates that the receiving representative of KWLL has inspected the delivered items and confirmed they are acceptable and match the item description and quantity indicated on the invoice.
- D. The signature on the invoice for work orders indicates that the representative for KWLL has inspected the work and confirmed that it is complete and acceptable.

## **APPENDIX H**

### **KWLL SPONSORSHIP POLICY**

#### **1.1 PARTNERSHIP LEVELS, RECOGNITION, AND APPRECIATION**

- A. \$300 donation – Umpire Sponsor
- B. \$350 donation – Team Sponsor
- C. \$350 donation – Sign Sponsor
- D. \$450 donation – Home Run Sponsor
- E. \$800 donation – Grand Slam Sponsor

### **KWLL LATE REGISTRATION POLICY**

#### **1.0 REGULAR (PRIMARY) REGISTRATION PERIOD**

Registration fees for the season are set by the Board of Directors prior to the regular (primary) registration period. The primary registration period lasts for the duration of the initially advertised registration events (including online registration dates).

#### **2.0 LATE REGISTRATION PERIOD**

Based on the number of requests to sign-up players after the primary registration period, late registration events may be conducted. Late registration fees are set by the Board of Directors prior to the regular (primary) registration period. All players registered at the late registration events will be guaranteed placement on a team.

### **3.0 WAIT LIST PERIOD**

Following the last Late Registration event, the number of teams and number of players per team will be determined. At that time, the Player Agent will determine the maximum number of roster positions remaining for each division. Any requests for player registrations following the last late registration event will not be guaranteed placement on a team; registrations will only be accepted for the remaining roster slots. All registrations during this period will be taken on a first come, first served basis and will be subject to the late registration fee. Additional player registrations may be accepted on a wait list basis in the event that previously registered players drop out or become unable to play due to injury.

### **KWLL PURCHASING POLICY**

1. All major purchases, including equipment and uniforms that are to be purchased by the KWLL BOD shall comply with the following policy rules.
2. A Board Member or Committee Chairperson will provide a recommendation for purchases and the final recommendation will be presented to the KWLL Board of Directors for approval.
3. A single item purchase must be greater than the minimum amount of \$250 in order to be required to receive three (3) bid proposals.
4. A multiple item purchase must be greater than the minimum amount of \$500 in order to be required to receive three (3) bid proposals.
5. The Board Member shall solicit at least three (3) bid proposals, maximum of five (5), from local and non-local vendors. These bids will be submitted to the KWLL President for consideration at the next scheduled Board Meeting.
6. More than one bid proposal may be approved; each individual item listed on the bid proposal may be purchased separately from the different vendors, if desired. Therefore, all three (3) bid proposals may be approved with certain items to be purchased from a particular vendor.
7. Once the Board of Directors approves the bid and selected vendor(s), the Treasurer of KWLL shall issue a check to the approved vendor(s) for payment of the funds associated with the bid proposal unless the KWLL debit card may be used for payment. Reimbursement requests shall be submitted to the Treasurer and all checks will be signed by the President.

8. Once the items are received from the vendor, the shipping documents will be verified against the bid proposal to ensure all items ordered have been received and the costs validated against the initial bid and approved purchase.
9. All documents will be provided to the KWLL Treasurer for record keeping.
10. The KWLL has a debit card that can be used for the sole purpose of making KWLL BOD approved purchases. This debit card may only be used by the President & Concession Coordinator. All receipts for payment through the use of this debit card shall be provided to the KWLL Treasurer within 30 days of purchase with written explanation for the purchase.
11. A copy of all equipment related documents and receipts that are to be submitted to the KWLL Treasurer will also be maintained by the KWLL Equipment Manager for inventory purposes.

## **APPENDIX L**

### **KWLL VOLUNTEER UMPIRE POLICY**

1. All KWLL Umpires shall be approved Volunteers.
2. At the discretion of the UIC and League President a youth umpire may umpire games. A youth umpire must be age 14 or older and may not umpire a game within his/her age group; youth umpires must be older than the division playing.
  - a. Youth umpires must have an adult umpire on the field with them.
3. Volunteer umpires will be instructed on basic field mechanics and rules of the game. First year umpires will be issued an umpire shirt, umpire cap, umpire indicator, and rule book(s) from KWLL.
  - a. Umpires should wear gray slacks and black shoes; no cleats are to be worn by umpires.
  - b. Male plate umpires must wear a protective cup.
  - c. New umpires will be paired with experienced umpires in the beginning of the season to be indoctrinated in the task of umpiring Little League games.
  - d. Prior to calling a game from behind the plate, volunteer umpires must go through training for plate mechanics, if plate mechanics were not covered during the field mechanics training.
  - e. KWLL will provide, on a loan basis, a basic set of plate gear consisting of mask, chest protector, shin guards, ball bag(s), and plate brush to new plate

umpires when gear is available.

- f. Plate umpires are highly encouraged to invest in and wear plate shoes.
4. Umpires will volunteer for games by signing up to umpire scheduled games on a posted calendar/schedule. If for any reason an umpire cannot make a game he/she volunteered to call, they must contact the UIC so another umpire can be found to cover the game.
  5. Umpire Incentives. To assist in recruiting and retaining an adequate number of umpires within KWLL, the following incentives are authorized:
    - a. The Umpire in Chief will maintain a record of games called by each umpire. During the regular season, a weekly drawing for a \$50.00 gift card will be held among the umpires who called a game during that week.
      - 1) Volunteer Umpires will receive one (1) entry for each game they called during the week, Sunday through Saturday.
      - 2) The drawing will be conducted at the scheduled KWLL Board of Directors meeting.
      - 3) The UIC will be responsible for ensuring gift cards are procured and delivered to the awarded umpires.
    - b. Similarly, all volunteer umpires will be entered into a drawing for the season. Each umpire will receive one opportunity in the drawing for each game called during the regular season. The award for the end of season drawing will be two (2) \$250.00 gift cards.
    - c. Incentives for the Fall Season will be similar to the process described in paragraphs (a) and (b) above. However, the weekly drawing will be for a \$25.00 gift card and the end of (fall) season drawing will be for a \$200.00 gift card.

