



# HIGH DESERT LITTLE LEAGUE OPERATION GUIDE LEAGUE YEAR 2023-2024

*This document is intended to set forth general information, policies and procedures related to the operation of High Desert Little League (hereinafter, "HDLL") by and through its Board of Directors (the "Board"). This document is not intended to replace the Little League International rules or the High Desert Little League Constitution (the "Constitution"); in the event of a conflict between this document and either the Little League International Operating Manual ("LLI Operating Manual") or the Constitution, those documents control.*

*The High Desert Little League Operation Guide incorporates rules, policies and procedures that are adopted by the Board of Directors prior to the first scheduled game of the season each year. These are the day-to-day operational guidelines which support the Rules, Regulations and Policies of Little League and the Constitution of High Desert Little League and may include, in addition to particular rules, guidelines, recommendations or additional information. These rules expire at the end of each season and are reviewed during the off season for changes, clarifications or additions.*

*For the purpose of this document, "general members" include all players and their parents/guardians and all approved volunteers, in addition to the Board.*

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## Operating Rules

The High Desert Little League operating rules are adopted by the Board of Directors prior to the first scheduled game of the season each year. These rules are the day-to-day operations guidelines which support the Rules, Regulations and Policies of Little League. They are also considered additional information to our League Constitution. These rules expire at the end of each season and are reviewed during the off season for changes, clarifications or additions. These rules will be made available at the beginning of each season for all families involved with HDLL. The following pages explain the rules and certain operating policies and procedures we will be using.

## Definition and References

### Constitution

It is an obligation of the responsible administration and a requirement of Little League International that every league spell out its operational format in a document usually referred to as the 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. No part of the Constitution can conflict with or supersede any Little League rule, regulation or policy.

Every local Little League is required to have a valid Constitution on file at the Regional Headquarters. Any subsequent amendments or additions must be approved by the Regional Headquarters and on file there before they become valid. The local Little League Board of Directors must make a copy of the Constitution available to any member of the local Little League for review and inspection, if requested. The Constitution of a local League remains in effect from year-to-year, without requiring annual adoption by the membership or local Little League Board of Directors. However, the local Little League Board of Directors should review the Constitution annually for any possible amendments it may wish to propose to the membership.

The Constitution is to be distinguished from the local Little League bylaws, local Little League local rules, and local Little League ground rules. These documents expire annually at the end of the fiscal year and must be renewed annually. They can include the local Board's procedures for selection of Tournament Teams (All Stars), specific ground rules for various divisions (such as whether or not the run rule will be used), etc., and/or additional information relative to the operations of the local Little League. Because each local Little League Board of Directors should have authority to change these types of procedures, they require only Board consent, without the general membership's approval.

### ***District 3***

All local Chartered Little League organizations are organized into discrete districts. District teams are those that HDLL will play against in inter-league play. High Desert Little League is assigned to District 3. All districts are also organized into regions.

### **Member**

The word “Member”, as used in this document as well as the HDLL Constitution, is defined in the HDLL Constitution, as any person sincerely interested in active participation to further the objective of this Local League may apply to become a “Member”.

As defined in the HDLL Constitution there are different classes of Members. The most common two are described below:

*Player Members.* Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.

*Regular Members.* Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon election and payment of dues as hereinafter provided. The secretary shall maintain the roll of membership to qualify voting members.

Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.

Note: Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board and any other person who is recognized by the Board as a volunteer in the Local League, including, but not limited, to the following volunteers: Team Parent, Field Maintenance, District Administrator, Assistant Administrators, etc.

### **Not in Good Standing**

A member is considered “not in good standing” if:

- 1) They quit either by formal written resignation or verbal communication to the President of the League. In the event the member elects to come back and continue the season the member will still be not in good standing.
- 2) Member under suspension or probation.
- 3) Team or member that owes gear or uniforms back to the League.
- 4) Members delinquent on payments or registration fees.

### **Season**

For the purpose of these rules, the word “season” shall mean the 12 months that include preparations for the spring baseball and softball practice, regular game and post-season tournament schedules, as well as the wrap up to spring schedule and the fall ball schedule following it. HDLL league year is defined as October 1 through September 30.

## **Board of Directors**

The HDLL Board of Directors is comprised of no less than seven (7) nor more than thirteen (13) members who have varying responsibilities that facilitate League operations throughout each Little League season. Each director is voted on to the Board of Directors at the Annual General Membership Meeting. Following that meeting, the Board of Directors under the guidance of the previous Board of Directors help facilitate the selection and oversee the voting of the new members into his or her position. The term of each Director position is one (1) year. Once approved each Director position is an active voting member of the HDLL General

Board of Directors and each Director position holds one vote. The HDLL Board of Directors may also include certain Board members that hold non-voting positions, as allowed in the HDLL Constitution.

Annual meeting. When the election portion of the annual meeting takes place, the first order of business is to determine if a quorum is present. Quorum constitutes 20% of registered members including absentee ballots. Every regular member will receive one ballot which will list names of eligible candidates. The persons in the number specified to be elected who have the highest number of votes by a majority vote (50 percent plus 1) shall become the new Board of Directors

The number of managers, which also includes assistant coaches, elected to the Board shall not exceed a minority of the total Board Members.

Certain rules related to the nomination and election of the HDLL Board of Directors are outlined in the HDLL Constitution. Please refer to the HDLL Constitution for more information.

## Executive Board

The role of the HDLL Executive Board is to, in cooperation with the President, manage all operations of the league, provide leadership to the general Board of Directors, and to deal with sensitive issues.

The Executive Board of Directors for HDLL is comprised of the following positions:

- President
- Vice President
- Treasurer
- Secretary
- Player Agent

Current Executive Board positions and duties are as follows:

### **President**

- Attend/Run all League Board meetings;
- Attend monthly District meetings;
- Attend all District training meetings;
- Maintain relationships with Anthem, Dick's Sporting Goods, Arizona Diamondbacks, etc.;
- Field phone calls/emails pertaining to League concerns;
- Renew yearly charter and insurance with Little League International and District 3;
- Attend Anthem Community Council meetings (if needed);
- Ordering and maintaining supply of league manuals and supplies;
- Ensure that all Little League guidelines are adhered to as per the Little League Operating Manual and Rule Books;
- Oversee all League committees.
- Work with Vice President(s) on coordination and scheduling of All-Star tournaments.
- Approves or Denies managers and coaches that the remaining Board nominates for approval.
- Facilitate all volunteer background checks each season;
- Work with Treasurer to procure approved equipment prior to each season;

*Experience Requirements: Extensive knowledge of Little League operating manual and rule books, preferably 1-2 years previous Little League Board experience, highly recommend at least 1 year of player agent experience.*



### ***Vice-President***

- Attend all League board meetings and run the meetings if President is unavailable;
- Attend monthly district meetings if President is unavailable;
- Attend required district training meetings;
- Aid President in maintaining community relations as listed above;
- Assist President with fielding phone calls/emails pertaining to league concerns;
- Aid President in ensuring that all little league guidelines are adhered to;
- Assist President on coordination and scheduling of All-Star tournaments.
- Manage, Organize and Supervise Baseball operations;
- Communicate with and represent needs of division teams and Managers;
- Coordinate with Player Agent and Softball Director on issues involving players, rosters, eligibility or player replacement during the season;
- Address any in-season issues as they arise (rosters, local rules, conduct of fans or HDLL players or representatives, umpiring, parent complaints, etc.)
- Assume all Presidential duties if the President is unable to fulfill his/her term.

*Experience Requirements: Knowledge of Little League operations and rules, preferably 1 year of previous Little League Board experience.*

### ***Treasurer***

- Attend all League Board meetings;
- Maintain bank accounts and financial documents for the League;
- Report Account summaries a minimum of monthly at a regular Board meeting;
- Work with the League accountant in getting accounts reconciled on a monthly basis;
- Reconcile all registrations with payments received;
- Make all deposits and pay all league expenses;
- Keep records of concession sales and purchases;
- Oversee all fundraising donations, including sponsorships and Spring season event(s) raffle;
- Work with President to procure approved equipment prior to each season;
- Prepare, with the assistance of the President, the annual budget for proposal at the Annual Meeting.

*Experience Requirements: Preferably 1 year of previous Little League Board experience, organizational and accounting type skills are preferred.*

### ***Secretary***

- Attend all League Board meetings;
- Prepare agendas for all Board meetings;
- Calendar and notice all Board meetings;
- Prepare minutes after each meeting, and post approved minutes to the website;
- Reserve all meeting rooms for all meetings;
- Organize and prepare for all in-person registration dates, including reserving rooms and signing up board members to help;
- Prepare ballots for annual election and issues/maintains absentee ballots for annual election.

*Experience Requirements: No specific Little League experience needed. Organizational & MS Office skills are preferred.*

### ***Player Agent(s)***

- Attend all League Board meetings;
- Attend all required District training;

- Set up online registration and upload all player/team information to the League website;
- Keep track of all registration numbers/teams;
- Form all teams and prepare rosters for Fall and Spring seasons;
- Maintain computer and paper files of rosters;
- Maintain a player pool for all divisions;
- Organize and maintain waiting lists for both seasons;
- Organize and runs the try-out evaluations in spring;
- Organize and lead the draft in the spring season;
- Field all phone calls/emails regarding team formation, player placement, etc.;
- Organize and lead the All-Star selection process; attend District All-Star meetings;
- Prepare and upload master rosters to Little League International each spring.
- Organize player clinics throughout each season.

*Experience Requirements: Extensive knowledge of Little League operating manual and rule books, preferably 1-2 years previous Little League Board experience, extensive knowledge of draft procedures and All-Star procedures and rules.*

## General Board

As explained in the HDLL Constitution, HDLL includes many different and varying director positions within its Board, and has the option to exercise additions to and/or removal of these Board positions, including changes in voting member status and/or combining roles as deemed necessary.

Current General Board positions and duties are as follows:

### **Softball Director**

- Attend all League board meetings;
- Manage, Organize and Supervise Softball operations;
- Communicate with and represent needs of Softball division teams and Managers;
- Set up online registration and ensure the League rosters are uploaded to Little League
- Keep track of all registration numbers/teams;
- Form all teams and prepare rosters for Fall and Spring seasons;
- Maintain computer and paper files of rosters;
- Maintain a player pool for all divisions;
- Organize and maintain waiting lists for both seasons;
- Organize and runs the try-out evaluations in spring;
- Organize and lead the draft in the spring season;
- Field all phone calls/emails regarding team formation, player placement, etc.;
- Organize and lead the All-Star selection process; attend District All-Star meetings;
- Aid President in ensuring that all little league guidelines are adhered to;
- Assist President on coordination and scheduling of All-Star tournaments.
- Assist President to address any softball in-season issues as they arise (issues involving players, rosters, eligibility or player replacement during the season, local rules, conduct of fans or HDLL players or representatives, umpiring, parent complaints, etc.)

*Experience Requirements: Knowledge of Little League operations and rules, preferably 1 year of previous Little League Board experience.*



### **Scheduling Coordinator**

- Attend all League Board meetings;
- Prepare practice and game schedules, for Softball and Baseball, for the Fall and Spring seasons;
- Work closely with Anthem in determining field availability/restrictions; deliver the League's schedule needs to Anthem on a weekly basis;
- Work closely with the Umpire Coordinator to ensure umpires are appropriately scheduled;
- Communicate with managers regarding schedule changes/rainouts;
- Communicate with managers regarding additional practice needs;
- Schedule all practices for our All-Star teams.

*Experience Requirements: Organizational skills are HIGHLY recommended, basic knowledge of the make-up procedure of our different divisions and the scheduling requirements of each.*

### **Information Director**

- Attend all League Board meetings;
- Prepare and send out all League emails to our members regarding all League information;
- Work with the Fundraising Coordinator to link current season sponsors to the League website;
- Develop and maintain HDLL website - updating our website with current League information;
- Work closely with Sports Connect (our website hosting company) to ensure optimal performance of our website;
- Assign online administrative rights to Board Members and other League volunteers;
- Encourage creation of team web sites for managers, coaches and parents.
- Manage notifications on social media (Facebook, Twitter, etc.) - posts with current League information.

*Experience Requirements: Previous IT experience is preferred; knowledge of website maintenance/functions.*

### **Manager Coordinator**

- Attend all League Board meetings;
- Communicate with all potential managers/coaches during our fall and spring seasons;
- Send out communication to League members to recruit new managers/coaches;
- Work closely with the player agent to ensure there are enough managers for all teams;
- Prepare list of potential managers/coaches, present list to the President for consideration each season;
- Attach appropriate managers and coaches to the teams each season on the League website;
- Organize and conduct several manager meetings each season: pre-season, mid-season and post-season.
- Organize coaching clinics for new or experienced managers and coaches.

*Experience Requirements: Strong organizational and communication skills are recommended.*

### **Safety Officer / Equipment Manager**

- Attend all League Board meetings;
- Prepare the annual safety plan per Little League requirements and submit to Little League International, the League President, and upload to little league website;
- Serve as the contact for all injuries that occur during the fall and spring seasons;
- Ensure that all injury reports are completed in a timely manner and are sent to Little League International;
- Work closely with Anthem to ensure that all fields are safe at all times;
- Ensure that the League distributes first aid kits to all teams each season;
- Coordinate First Aid and/or CPR Training for volunteers;
- Oversee and maintain the organization of equipment storage;
- Distribute equipment to managers each season;

- Collect equipment from each manager at the end of each season;
- Determine equipment needs each season;
- Prepare equipment proposals and present to the Board for approval;
- Manage all equipment changes during the season;
- Serve as contact person for team managers regarding equipment needs and concerns.

*Experience Requirements: No prior experience necessary.*

#### ***Uniform Coordinator***

- Attends all League Board meetings;
- Obtain uniform bids prior to the start of each season and present for Board approval;
- Order and receive all uniforms for players, including the regular season and All-Stars; verify the quantities, sizes and colors for each team.
- Work closely with chosen uniform vendor to ensure all uniforms are prepared according to our specifications and delivered on time;
- Work closely with the player agent and fundraising coordinator to ensure sponsor names are applied to the appropriate uniforms;
- Organize the distribution of uniforms to managers each season;
- Address all uniform concerns throughout the season and serve as the contact person for all uniform-related issues;
- Order the All-Star uniforms once those teams are formed;
- Obtain bids for end of season trophies/awards and present to the Board for approval;
- Work closely with the Vice President to determine award format and quantity;
- Obtain bids for Team Photos for both the Fall and Spring seasons and present to the Board for approval;
- Work closely with the Scheduler and/or Special Events Coordinator to schedule fall and spring team photos.

*Experience Requirements: No prior experience necessary.*

#### ***Sponsorships/Fundraising Coordinator/Special Events***

- Attend all League Board meetings;
- Contact and maintain relationships with sponsors;
- Order and distribute plaques to all sponsors at the end of each season;
- Order all sponsorship banners and distribute to each manager;
- Update the League sponsorship form each fall season;
- Maintain the list of current sponsors with contact information;
- Oversee the effort to contact potential sponsors before each season;
- Work with the treasurer to ensure sponsorship fees are received;
- Work with sponsors to obtain their logo/company information;
- Work with Information Director to ensure all sponsor information is put on the League website.
- Attend all League Board meetings;
- Organize all aspects of the Spring Season kick-off event(s);
- Work with the venue to reserve location for Spring season kick-off event(s);
- Work with Uniform Coordinator to offer team photo opportunities during Spring kick-off event(s).
- Assign Board members tasks to facilitate the Spring season kick-off ceremonies;
- Organize any other special events that the League may host.

*Experience Requirements: Excellent organizational skills are recommended. No prior board experience necessary.*

### ***Concessions Coordinator***

- Attend all League Board meetings;
- Manage concessions sales at League events;
- Maintain the organization and cleanliness of both concession stands;
- Ensure that both concession stands are stocked throughout each season;
- Place orders with the League concession vendor for needed inventory;
- Discard expired inventory;
- Prepare the schedule for when volunteers are needed and work with Information Director to post details to the website and social media; send to local school and volunteer organizations to facilitate participation.
- Work closely with the scheduling coordinator to ensure the volunteer schedule is up to date;
- Prepare and maintain the schedule of Board members to open and close each concession stand;
- Provide weekly report to BOD with openings in the concessions schedule (typically delivered on Sundays)
- Work closely with Treasurer to ensure there is appropriate change in the concessions stands;

*Experience Requirements: No prior experience necessary.*

### ***Umpire Coordinator – NOT CURRENTLY A VOTING MEMBER POSITION***

- Attend all League Board meetings;
- Prepare a budget, with assistance of the Treasurer, regarding required umpire equipment and services.
- Maintain a list of all active volunteer umpires. A copy of the list shall be provided to the Local League President and Secretary for distribution as deemed necessary.
- Recruit/register umpires
- Supervise, schedule and coordinate the efforts of the umpires (both adults and Junior umpires).
- Plan and execute training program and provide rulebooks.
- Observe umpires during games, provide feedback and evaluate division placement.
- Investigate all complaints.
- Maintain communication between the Board of Directors and the umpires.
- Communicate to Managers/Coaches proper etiquette to be used when communicating with umpires during games, particularly disputes.

A complete list of the Board of Directors and their contact information is available to the general membership and can be found at [www.highdesertlittleleague.com](http://www.highdesertlittleleague.com)

### **Board of Directors Meetings**

It is an obligation of responsible administration to regularly meet to discuss and address issues and to vote on matters as required. Therefore, it is incumbent upon those that seek duty as and ultimately serve on the Board of Directors to attend and participate dutifully in all meetings, as appropriate.

The Executive Board meets as needed.

### **Expectations / Discipline**

It is the expectation of the general membership of HDLL that all persons seeking and ultimately serving on the HDLL Board of Directors will, with good intentions and all due diligence, serve the best interest of HDLL members and represent the manner befitting the organization and its high standards.

The HDLL Board of Directors traditionally meets twice a month, with a few exceptions, for approximately two to three hours. Typically, the General Board meets on the first and third Tuesday of every month at 8:30 PM. Certain Directors may meet separately to discuss specific issues as well, and certain Directors may sit on Committees that may meet in person or navigate issues for the Board via email. Board members should attend all meetings and be prepared to discuss issues openly and provide input as appropriate. Because of the issues that the Board will address on behalf of its general membership, it is expected that the Board members will be educated about most all aspects of Little League to allow them to make informed statements and votes.

Directors and their assigns who willfully neglect their duties to the detriment of the general membership, any particular group of members, or any single member, or who miss three consecutive meetings without prior notice to the President risk recourse at the discretion of the Executive Board and/or President up to and including being relieved of Board duties and possible removal of membership benefits (e.g. ability to volunteer in any fashion).

### Complaints, Concerns and Suggestions

The HDLL Board of Directors have assumed their positions knowingly and will dutifully serve the general membership to the best of their ability. From time to time, issues may arise that a member, player or parent, feels needs to be addressed. The escalation procedure regarding issues related to a Board member in their volunteer capacity is to:

- If you feel comfortable, discuss the issue directly with the Board member.
- If you are dissatisfied with the result, submit your concern in writing to the President. Concern will be treated with sensitivity and confidentiality to the best of our ability.
- If you are still dissatisfied with the result, your concern will be shared with the District 3 Administrator for consideration and hopeful resolution.

## Information

### HDLL Logo

The HDLL logo, in any form, is the property of HDLL. All uses of the logo will be for official HDLL use (League communications, uniforms, etc.) **only**. Any other use of the HDLL logo must receive prior Board approval. The HDLL approved logo may not be otherwise altered without Board consent.

### HDLL Website

The Board will maintain a website for the purpose of communicating with its general membership information relative to HDLL. The Information Director will maintain primary responsibility and control over the website. Any control assigned is subject to withdrawal.

**Content:** Content will be related to HDLL operation, will be age appropriate for all general members, and will not contain any inappropriate language, pictures or other improper content.

**Personal Player Information:** Personal player information, including a combination of name, age, address, phone number and/or parents' names, constitutes personal player information and is not to be available to the public on the website.

**Host:** If used, a Host website will be chosen by the Board and all postings will be subject to the requirements of

the Host in addition to those of HDLL and LLI.

**Team Pages:** Team pages are provided by Dick's Team Sports HQ Sports Connect, the current league approved vendor.

## Website Information and Posting Expectations

HDLL has chosen Dick's Team Sports HQ, a separate web management community, as its host using the domain [www.highdesertlittleleague.com](http://www.highdesertlittleleague.com). Through Dick's Team Sports Connect, HDLL is able to provide valuable information about our league, provide updates to parents and share information about teams. The Dick's Team Sports Connect site is also situated to allow HDLL players to register online. The HDLL Information Director manages and maintains our league website. Expectations for team pages:

- Players' first and last names may be included as Dick's Team Sports Connect requires a login to access information.
- Only positive comments and encouraging words are allowed. No derogatory or sarcastic comments about players on your team, opposing team, or coaches (even in jest) are allowed. If comments are made about any competitions, they must be positive and encouraging.
- Unless HDLL receives a written request otherwise, parents and guardians registering their players for the season consent to use the player's likeness or image on the HDLL website. (*Little League Baseball and Softball prohibits the posting of images or likenesses of players on a Chartered local little league's website without receiving written permission from the player's parent or guardian. HDLL uses a negative response acknowledgement during its registration process, which requires that the parent or guardian agree that unless they submit their request otherwise in writing to HDLL, they consent to the use of their player's likeness, image and/or name on the HDLL website.*) All pictures and images posted must be in good taste.

Violations of these expectations will result in removal of any inappropriate content; a warning issued by the Information Director, VP or President, and ultimately may result in removal of the team website page manager and/or the team website page itself.

## Press Releases

The League Information Director, the VP and/or the President will approve press releases.

## Photography

All members agree that photographs may be taken during the course of league sponsored events, practices and games, are the property of the photographer, and are subject to distribution or reproduction.

**Team Photos:** The Board shall select a photography company to produce team and individual photos of all teams and players, and shall coordinate the photographing of all teams. Parents/Guardians and/or their players are not required to purchase team or individual player photographs, however, the identified company will photograph all teams.

**Candid Photos:** Players, Player Parent/Guardians, other Volunteers, Coaches/Managers, Umpires, Fans and third-party photographers may photograph any HDLL general member at any time during a HDLL event (practice, games, special event, or otherwise). Any such photography is the property of the photographer.

Little League International also prohibits the posting of Little League player images on website that are not managed by chartered Little Leagues without the direct consent of the parent or guardian and in some cases, without the consent of Little League International. For more information about posting images of HDLL players

as limited by Little League International, please refer to [www.littleleague.org](http://www.littleleague.org).

## Social Networking and other Internet sites

Social networking sites such as Facebook, Instagram, Twitter, etc. are allowed. Appropriate usage of these sites is subject to the requirements outlined under the HDLL Website section (above).

## End of Season Evaluations

In an attempt to improve its operations, HDLL will sponsor and seek comment through end of season survey. Players, parents, coaches and managers are all encouraged to participate in the survey to provide feedback as to how the league is operating. All responses will be confidential if requested. Names (if provided) will not be associated with any particular responses. All concerns and suggestions will be utilized to improve the league.

## Safety

### A Safety Awareness Program (ASAP) Plan

Long the pacesetter in youth sports safety, Little League has taken the lead with the development of the Little League **A Safety Awareness Program (ASAP)** Plan. With the help of several sponsors, Little League has developed an ASAP network of more than 5,600 safety officers working together for safety. ASAP is a part of the Little League's Child Protection program and provides local leagues with direction for best practices designed to make the Little League experience enjoyable and healthy for all participants. This grass roots program is comprised of the communication of ideas and procedures to enhance the experience relating to safety. Leagues across the country contribute their safety ideas in the ASAP News, a colorful monthly newsletter. Safety officers can then find out what their peers are doing to make things "safer for the kids." A safety officer in Georgia may see what a Nebraska league did to maintain safety during a heat wave. A safety officer in California whose concession stand is less than orderly may use the plan for concession stand safety submitted by a New Jersey league. Introduced in 1994, ASAP has already increased Little League's overall safety awareness and reduced insurance costs for participating leagues.

HDLL will annually develop and submit their ASAP Plan to Little League Headquarters as part of their annual chartering requirements. This ASAP Plan will promote a safe environment for its participants and volunteers.

### Safety Parent

During the first week of practice, each team should choose a Team Safety Parent. These volunteers will work closely with the Safety Officer to prevent injuries, identify safety concerns, increase communication between the Safety Officer and individual teams and improve the reporting of accidents/incidents. The role of the Team Safety Parent includes:

- Encouraging coaches, players, volunteers and parents to uphold the HDLL Safety Code and Little League Rules.
- Identifying any players with potential safety concerns and notifying the Safety Officer for further evaluation. (Example: Players with severe allergies or chronic illnesses.)
- Notifying the Safety Officer within 24 hours of an accident/incident.
- Assisting coaches in filling out an Incident Tracking Form for all accidents/incidents that cause harm or could potentially cause harm to a player, manager, coach, umpire, volunteer or spectator.
- Assisting parents who wish to file an insurance claim in filling out an Accident Claim Form for injuries that



require medical attention.

- Restocking the First Aid Kit as needed by making the Safety Officer aware of the necessary supplies to provide.
- Identifying and reporting potential safety concerns to the Safety Officer.
- Aiding communication between the Safety Officer and their respective team.
- Knowing where the key safety items/referenced are located. These include: Your team's first aid kit, Safety manual, the Quick reference first aid cards in the dugouts, Emergency numbers and field addresses.

## General Safety Rules

HDLL believes safety is of the utmost importance. Safety for all, including players, coaches, volunteers and attendees is everyone's responsibility. Here are some general reminders about safety as we begin the season.

- Players must follow manager/coach instruction while in the dugout and on the field.
- No climbing or hanging on fences or dugouts.
- Any person that is not an umpire, coach or player is not to be in the field of play during games.
- Children attending games should be kept out of the field of play.
- Playground equipment may be available at some fields for children attending games.
  - Please take caution in allowing children to play unattended.

## Reporting Incidents

All incidents that occur at any HDLL practice or game must be reported using the HDLL incident report form located on the HDLL website for insurance purposes. Incidents that are not immediately reported for one reason or another should be reported as soon as possible thereafter both by completing the form and notifying the Safety Officer, who may have further instructions.

If a player/participant sustains an injury outside of an HDLL event and such injury will preclude player from participating in a combination of more than 6 consecutive practices and/or games, player's parent or guardian agrees to immediately notify HDLL's Player Agent and/or President. Missing 6 or more consecutive practices or games may require the player to be released from the roster. HDLL's Executive Board will make this determination on a case-by-case basis.

## Calling 911

While HDLL will make every effort to keep players and attendees' safe at all times, incidents may happen from time to time. If necessary, the first person to witness an incident in which a player or attendee appears in severe distress should immediately call 9-1-1.

## Volunteers

As with any volunteer organization, the people who actively participate define the quality of the organization. HDLL has been very fortunate over the years to have many highly motivated people put in countless hours to provide a quality program for the girls and boys of our community. HDLL is solely dependent on its volunteers to operate the league and provide a positive experience for all players.

HDLL has served hundreds of young athletes annually for the past few years. With such an undertaking, there are many needs and there are countless opportunities to get involved, regardless of your area of expertise. HDLL

will make every attempt to utilize any general member who wishes to volunteer to help provide a memorable experience for the boys and girls of our community.

## Background Verification

Little League International has long been committed to the safety of its players, families, and volunteers, both on and off the field. To that end, all local Little League programs in the United States are required to conduct national criminal background checks, in addition to a search of the Department of Justice National Sex Offender Registry, for each volunteer with regular service to the league or repetitive access to children. Little League International has established criteria for each chartered league's performance of an investigation into the background of all individuals who volunteer in any capacity. Each volunteer will be required to complete a volunteer application online and submit to a background check.

As per Little League Regulation 1(c)9: "No local league shall permit any person to participate in any manner whose background check reveals a conviction, guilty plea, no contest pleas, or admission to any crime involving or against a minor or minors."

HDLL utilizes JD Palatine LLC (JDP) in accessing background check records for sex offender registry data and criminal records. A league official will also verify the volunteer's application with a government-issued photo ID to confirm the information on the volunteer application is correct, like name, DOB and address.

HDLL utilizes the JDP QuickApp, which allows league officials to email the Little League Volunteer Application, via a link, to potential league volunteers. The potential league volunteer is to complete their own volunteer application, including the social security number. The volunteer application takes approximately 15 minutes to complete. A completed volunteer application must be submitted to JDP within 14 days of receiving the link or a new link will be needed.

Beginning in 2024, **Abuse Awareness Training for Adults will now be a required part of the annual Little League Volunteer Application**, along with the annual background check. The training must be completed before any individual can assume any duties for the current season and is required to be completed by all volunteers on an annual basis. Each individual (aka volunteer) is responsible for providing their league with documentation to show that they've completed Abuse Awareness Training, annually.

HDLL prohibits retaliation for "good faith" reports of child abuse. If you learn of facts that give reason to suspect that a child has suffered an incident of child abuse, including sexual abuse you are legally required to report the incident to authorities within 24 hours. Regardless of how long ago the suspicious behavior occurred, you must still report it, even if it is in the past. If a minor discloses abuse to you, file a report with authorities immediately. This can include, but is not limited to, the minor confiding in you that they have been:

- Touched inappropriately.
- Positioned inappropriately.
- Asked to send or have received sexual photos.
- Asked to engage in inappropriate electronic communications.

It can also be common for children to share information of abuse with each other, usually asking the friend to keep the information a secret. If a minor tells you that a friend has reported being abused, report it to authorities.

HDLL also adopts the following policies regarding one-on-one contact between a coach and an athlete minors:

- Minor athletes will not be left unattended or unsupervised during events.
- Coaches are prohibited from being alone with minor athletes unless: there is an emergency, there is written permission from the minor athlete's parent/legal guardian, or the coach is the minor athlete's parent/legal guardian, sibling or personal care assistant.
- Coaches should not interact one-on-one with unrelated minor athletes in settings outside the training program (ex. one's home, restaurants, individual transportation)
- Minor athletes may not reside with unrelated coaches.

**All volunteers must be BACKGROUND CLEARED by JDP, provide proof of completion of Abuse Awareness Training and be APPROVED by HDLL's President and Board of Directors PRIOR to having any contact with the participants.**

The safety and well-being of all participants in the Little League program is paramount. As adults, we want to ensure that the young people playing in the Little League program are able to grow up happy, healthy and, above all, safe. Whether they are our children, or the children of others, each of us has a responsibility to protect them.

**On-Field Volunteers:** Include team managers, coaches, practice helpers and umpires whose duties will include direct player interaction.

**Off-Field Volunteers:** Include team parent, concession volunteers and fundraiser volunteers whose duties do not include direct interaction with players.

## Responsibilities and Expectations of Volunteers and Reporting Structure

It is the expectation of HDLL that all persons volunteering will dutifully and with good intent assist and/or direct players and/or other volunteers in accomplishing HDLL related activities for which they volunteer, treat all players and other volunteers with respect, and act as a good representative of HDLL at all times. All volunteers agree to follow this Operations Guide, as approved by the HDLL Board of Directors.

## Game specific Volunteers

Game specific volunteers that are needed are asked to perform specific tasks, listed below, and are the responsibility of the Team Manager of the team from which they originate. Game specific volunteers not associated with either team in the game are the responsibility of the Home Team Manager.

- Scorekeeper
- Scoreboard Operator
- Umpire, if not provided by HDLL or HDLL contracted Umpiring Company

## Team Parents

Each team should have a Team Parent, whose responsibility is to assist the Manager and Coaches with off the field activities that are related to HDLL and assist the manager and coaches with certain projects and communication with other parents. Team Parents report to the Team Manager.

## Umpires

While HDLL strives to hire contract umpires for all games that require them, there are times when they may be unavailable. Volunteering as an umpire is an exciting opportunity to interact with young players and coaches in a positive way and to help with the development of our kids, teams and league.

*HDLL could always use more volunteer umpires! HDLL has at least two sets of umpire gear available for use (which will include: helmet/mask, chest and shin protection, an indicator and brush). Our program will be significantly more successful with dedicated and trained volunteer umpires. HDLL will provide training for people interested in umpiring.*

## Umpire Concerns and Complaints

Throughout the season, concerns may arise regarding calls in a particular game, overall officiating, or other issues. In particular, it is important to recognize that HDLL believes that its umpires are volunteers and contractors who have dedicated their time to make game play a great experience for all, are trained and well-intentioned, and HDLL will ensure that they are provided with every opportunity to ensure their success.

Additionally, Team Managers are responsible for communication with the umpire during and after games. Any person wishing to express dissatisfaction with any HDLL volunteer umpire should submit their concerns to the Umpire Coordinator or President directly, identifying the team participating in the game, the date and time, the location and the nature of the concern.

HDLL prohibits attendees from “heckling” or harassing the umpire. Little League rules place the control of any Little League game squarely with the umpire. Inappropriate actions may result in a warning or more significant action, up to and including removal from the field.

## Managers and Coaches

### Responsibilities and Expectations

#### Managers (aka Head Coaches)

Each team will have a Manager whose responsibility is to manage all on-field activities. The Manager will report to the Manager Coordinator. Manager responsibilities and expectations are provided by the Manager Coordinators and the Vice President. Behavior deemed inappropriate by the Board may result in immediate termination of Managing responsibilities.

Appointed Managers are responsible for the care and maintenance of all League equipment/property. All equipment/property will be turned in as deemed by the Board of Directors, promptly and in acceptable condition. Failure to comply may result in sanctions for future participation and/or legal action.

#### Coaches and Assistants

Teams will have 2 Assistant Coaches and as many practice Coaches as the Manager may desire; all Coaches and Assistants report to the team Manager. Rosters will identify two Coaches who, along with the Manager, will be officially allowed in the dugout/on the field in game situations. Behavior deemed inappropriate by the Board may result in immediate termination of Coaching/Assisting responsibilities. During games, only the team manager and two assistant coaches are allowed on the field and/or in the dugout.

## Manager and Coach Selection Process

HDLL takes the selection of all team managers and coaches as a very important part of our league. Integrity, compassion, knowledge of baseball/softball, and the ability to lead and be a positive role model are just a few of the traits that are considered during the selection process.

All team Managers and Coaches shall be appointed each regular season by the President and shall be approved by the general Board of Directors. Managers shall be responsible for the selection of their teams in accordance with the Established Draft Policy for the Spring Season only.

It is important to note that while prior experience coaching or managing teams, including HDLL teams, can factor into a decision for selection, tenure will not guarantee a continuing Coach or Manager position. In accordance with the Little League International Operating Manual, the final decision to select and appoint all managers and coaches lies with the President of the League. Once the decision is made the President will present the names to the Board for approval.

## Manager / Coach Concerns and Complaints

Throughout the course of a season, concerns or complaints might arise. The following procedure will be used to resolve the conflict:

- Speak with your child's coach;
- Speak with the Manager Coordinator;
- Submit your concern in writing and direct it to the Manager Coordinator, the Vice President; and/or the President.
- Should the issue need further attention from outside the League, you will be asked to submit your concern to the District Administrator.

## Disciplinary Action

Any manager or coach who violates the Code of Conduct set forth above shall be subject to penalties and sanctions as set forth in accordance with the Disciplinary Procedures below. In addition to conforming to the requirements of the Code of Conduct above, the following actions are specifically prohibited:

("Offensive Actions"):

- Refusing to abide by an official's decision.
- Verbally abusing or assaulting any player, coach, official, parent, spectator or volunteer.
- Physically assaulting, abusing, or threatening any player, coach, official, parent, spectator or volunteer.
- Stalking, tailing, or attempting to intimidate any player, coach, official, parent, spectator or volunteer.
- Engaging in any other type of violent behavior, such as throwing equipment or other objects.
- Engaging in any lewd or sexual behavior, physically abusing a player, or engaging in any inappropriate physical contact with a player.

## Disciplinary Procedures

### 1. Reporting Improper Conduct

High Desert Little League requests that coaches, players, parents, spectators, volunteers and officials report to the Disciplinary Committee any issues they observe before, during, or after practices and games. To report Code of Conduct violations and Offensive Actions, please email [president@highdesertlittleleague.com](mailto:president@highdesertlittleleague.com) or [vp@highdesertlittleleague.com](mailto:vp@highdesertlittleleague.com) either of which will ensure that the report is distributed to the Disciplinary Committee immediately.

#### Reporting By Coaches

- A. It is the responsibility of every coach to address improper conduct observed by the coach or brought to the coach's attention in a timely and respectful manner.
- B. In the event any coach feels that the Disciplinary Committee should be involved in addressing any improper conduct, the coach is encouraged to contact the Disciplinary Committee in writing by emailing either the Board President or Vice President.
- C. Coaches must report any Offensive Actions to the Disciplinary Committee, including:
  - 1. Any report or allegation of inappropriate physical contact, violence, or threatened violence against any player, coach, official, parent, spectator or volunteer;
  - 2. Any observed or reported use of drugs or alcohol by any player, coach, official, parent, spectator or volunteer during any High Desert Little League event;
  - 3. Any situation where a player, coach, parent, spectator or volunteer is ejected from a game or removed from the premises.
- D. Coaches are encouraged to keep the Disciplinary Committee informed of any improper conduct and the steps taken by the coach to address the misconduct, even if the coach is not required to report the misconduct to the Disciplinary Committee.
- E. Coaches shall promptly respond to any request by the Disciplinary Committee for information relating to any incident or violation of the Code of Conduct.

#### Reporting by Parents and Spectators

- A. Parents and spectators are encouraged to report any improper conduct to the coach and/or the Disciplinary Committee.
- B. If a parent or spectator reports misconduct to the coach and feels that the misconduct is not appropriately addressed, the parent or spectator is encouraged to contact the Disciplinary Committee by completing the "Contact Us" form on the league website located under "Forms and Handouts".

## **2. Procedures for Addressing Improper Conduct**

- A. Managers, Coaches and Officials
  - i. Managers, Coaches and/or officials shall promptly address any misconduct that is observed or brought to the attention of the manager, coach or official during a High Desert Little League event.
  - ii. Officials have the absolute authority to issue verbal warnings and/or eject any player, manager or coach from any game if the player, manager or coach violates the Code of Conduct or engages in any Offensive Action.



- iii. Officials have the absolute authority to issue verbal warnings and/or eject any manager from any game or match if parents or spectators violate the Code of Conduct or engage in any Offensive Action. The Official may afford the manager the opportunity to warn the parents and spectators of impending action should the violations continue; however, the Official is not required to allow such opportunity, should the violations be severe.

### 3. High Desert Little League Disciplinary Committee

The High Desert Little League Disciplinary Committee will be comprised of HDLL Board members, which may include but is not limited to, the HDLL Executive Committee, and/or other HDLL Members, who will conduct a timely and reasonable investigation into any misconduct reported to said Committee. The scope of any investigation will be determined by the Disciplinary Committee in its sole discretion. After a reasonable investigation, the Disciplinary Committee will recommend to the HDLL Board of Directors the appropriate penalty for any violation of this Code of Conduct. Any person accused of misconduct will be afforded an opportunity to address the HDLL Board of Directors before the penalty is issued.

- A. The Disciplinary Committee will strive to treat all similar offenses in a similar manner, while considering the individual facts and circumstances of each violation.
- B. The Disciplinary Committee will not discriminate in any manner in determining whether to impose a penalty or in determining which penalty to impose.
- C. The Disciplinary Committee will keep reasonable and appropriate records of each reported violation and shall document each penalty and the reasons for imposing the penalty.

### 4. Penalties

The Disciplinary Committee shall recommend the appropriate penalty for any violation of the Code of Conduct and any Offensive Actions and shall be based on the nature and severity of the violation.

Penalties may include any one or more of the following:

- A. Verbal Warning
- B. Written Warning
- C. Suspensions
  - i. One game suspension
  - ii. Multiple game suspension
  - iii. Indefinite suspension
- D. Expulsion from High Desert Little League

### 5. Additional Considerations

There are no refunds because of any person being suspended from or removed from the league.

**All decisions of the HDLL Board of Directors are final and cannot be appealed.**

## Concession Stand

The Concessions stands at both the Little League and Softball Fields in Anthem offer food and drink for purchase to players, families, friends and visitors to the fields. All funds raised from sales at concessions are used to support

the League and often to support the All-Star Teams selected to play each summer.

Concessions are headed by a general board member designated as the Concessions Coordinator. The coordinator acts at the discretion of the Executive Board and reports directly to the League President and Treasurer in all activities.

HDLL Concessions is a volunteer driven effort and as such requires the support of not only the Board of Directors, but coaches and families as well. Once the games schedule has been set for the season, the Concessions Coordinator will prepare a schedule on the Sign-Up website and share the link. The Concessions Coordinator will also prepare a Sign-Up schedule and link for Board Members to open and close each shift of Concessions hours throughout the season. As any schedule changes are made and received from the Scheduling Coordinator, the Concessions Coordinator will update the schedules on the Sign-Up website and notify Board Members and potential volunteers of the changes. Volunteers are solicited via the HDLL website, the HDLL Facebook page, direct email to registrants and prospective volunteers, as well as from parent and coach meetings. Each Manager of teams who play games at Anthem Community Park Field(s) will be asked to encourage each family registered with the League to volunteer at Concessions a minimum of 2 hours per season, per player.

HDLL Concessions strives to offer a positive environment for volunteers, players, and their friends and families.

## Donations

Donations of all kinds are accepted by HDLL. HDLL is a 501(c)3 non-profit organization and all donations (except for registration fees used to operate league) are tax deductible. Receipts can be provided for financial gifts and other contributions, provided that the donor provides the claimed (fair market) value.

### Employer Match (In Kind) Donations or Grants

Some corporations offer programs that provide an additional benefit to non-profit organizations by contributing to the organization if an employee volunteers their time. Corporations that participate in such matching, in kind donations or grant programs often notify their employees of these opportunities through their benefits information centers. If you volunteer for HDLL, and you work for a company that offers such a program, please participate in the program. If you have any questions or require information to register for such a program, please contact the Sponsorship Coordinator or the President.

### Sponsorship

Sponsorship helps High Desert Little League continue to provide a quality baseball and softball experience for our youth. All sponsorship programs are for a period of one (1) season.

To view the current Sponsorship Opportunities that are available, please visit the Sponsorship page on our website.

Note: Sponsors displaying ads on our website or for banners should submit proofs to our Sponsorship Coordinator at [fundraising@highdesertlittleleague.com](mailto:fundraising@highdesertlittleleague.com) for approval.

## Parent and Player League Responsibility

Little League International Baseball and Softball have a long-standing tradition of promoting sportsmanship and fair play. The expectation of High Desert Little League is that we will emphasize values such as child development, consistency and fair opportunities for all participants. In order to promote these values of Little

League International, there are certain expectations that must be followed throughout the League.

### Responsibilities of all Players

HDLL players are expected to:

- Attend and participate in all practices and games;
- Demonstrate positive sportsmanship at all times;
- Be respectful of all teammates, opponents, coaches, managers, umpires and adults involved with HDLL;
- Follow all rules as established by Little League International, HDLL and the individual team.

### Responsibilities of all Parents/Guardians of HDLL Players

HDLL parents/guardians are expected to:

- Make sure that players arrive, and are picked up at all practices and games at the appropriate times;
- Communicate directly with coaching staff in your child cannot attend practice or game;
- Demonstrate positive sportsmanship at all times;
- Be respectful of all teammates, opponents, coaches, managers, umpires and adults involved with HDLL;
- Follow all rules as established by Little League International, HDLL and individual team;
- Communicate with coaching staff and league officials in a respectful manner;
- Should conflict arise, observe a 24 hour “cooling off” period before addressing issues with Managers/Coaches, unless otherwise instructed;
- Assist player in properly balancing their commitment to their family, school and team;
- Agree to and abide by the Parent Code of Conduct Form, signed during registration.

## Anti-Harassment / Bullying Policy

HDLL is committed to a safe and civil recreational environment for all players, volunteers, parents and visitors free from harassment, intimidation or bullying. Any physical, verbal or written act of abuse, violence, threat, harassment, intimidation, vulgarity, profanity, derision, or hazing will not be tolerated. Such behavior will result in disciplinary action and may be grounds for immediate suspension or expulsion. Any unwanted behavior should be reported to a Manager, Coach, Umpire, Player Agent or any other League Official without the fear of retaliation. Bystanders overhearing offensive conversations or witnessing such actions are entitled to protection under this harassment policy as well, and are obligated to report and/or testify to any such offenses to the appropriate League Official. Hearsay must be corroborated by valid, honest testimony.

Failure to comply with the above may result in expulsion from the HDLL field or Anthem Community Park.

## Equipment

HDLL makes a yearly investment in providing equipment for our players. It is expected that all participants will treat League equipment with proper care and respect. The **Safety/Equipment Manager** will coordinate the issuance, replacement (as needed) and return of all equipment in a manner that they deem appropriate to manage the inventory responsibly.

### Issuance

Managers will follow a league checkout policy at the beginning of the season. Generally, equipment will be distributed to managers at the Pre-Season Manager’s Meeting. If the manager is unable to attend equipment distribution, they may send another coach from their staff or make other arrangements with the Equipment Manager. Team Managers are also responsible to check and maintain the safety of the equipment.

## Return

At the conclusion of the season all equipment is to be returned to HDLL as soon as possible. Unreturned, damaged or lost equipment will be the financial responsibility of the Manager.

## Uniforms

HDLL players are expected to be appropriately dressed for each practice and game. While practice and game attire may vary by division, in general, some guidelines are below. As with all other information about your baseball or softball season, make sure you listen to and check with your Manager or Coaches as necessary for the best information. There shall be no alterations to any HDLL issued player or coach jerseys (i.e. no self screen printing, etc.).

- Appropriate shoes – in general, all players should wear cleats. Cleats may not be appropriate for T-Ball and/or specific practices.
- Jewelry –jewelry is not allowed to be worn during any game unless medically necessary.
- Shirts/Sweatshirts – garments that include inappropriate images or words are prohibited.

## Game Time

**Baseball** game uniforms include game shirt or jersey and hat issued by HDLL. Uniforms also include player provided baseball pants, belt, socks and cleats. All players must be in game uniform to play, and all players on a team must be in matching uniforms for games, unless a substitute player is being used for a particular game; then that substitute player should be dressed in their own team uniform.

**Softball** game uniforms include game shirt or jersey; and visor issued by HDLL. Uniforms also include player provided softball pants, belt, socks and cleats. All players must be in game uniform to play, and all players on a team must be in matching uniforms for games, unless a substitute player is being used for a particular game; then that substitute player should be dressed in their own team uniform.

## Fields

As a league we use up to 7 local fields during our regular season. The cost of the fields HDLL uses varies, but generally increases each year. In addition to fee increases that are economically driven, some fee increases result from rising maintenance costs from Anthem, which can include repairs and clean up related to HDLL use. Ultimately, if Anthem believes that HDLL members are not using the field properly, they can limit or curtail HDLL's use of the field altogether. Anthem requires that we remove the pitching mounds from the field each night. The last team utilizing the field for the day must remove the pitching mound from the field and place them along the fence line. Mounds used during games are generally the responsibility of the home team to set and put away the mounds.

Some of the fields that HDLL uses may be more meticulously maintained and may have specific field rules posted at any entry point. HDLL expects that players, managers and coaches, volunteers and all attendees abide by any posted field rules.

Monitoring these fields and keeping them safe for our players is a large responsibility for our league, which generally falls on our Safety Coordinator and the team Managers/Coaches but, should be shouldered by all members. It's easy to help keep our fields in good condition. By following some basic and common-sense rules,

everyone can help keep costs low, retain our ability to use the fields, and ensure a safe environment for our players and those that come after them.

### Alcohol and Tobacco Are Prohibited

HDLL has an obligation to protect the safety of its players and members. As such, alcohol and/or tobacco use of any kind is prohibited on or near any of the fields HDLL uses. These items are also prohibited by Anthem in all its Community Parks.

### No Pets Allowed

Since many of the fields HDLL uses prohibit pets, please make sure you abide by all posted rules and restrictions. *Exception: Service Animals specifically trained to aid a person with a disability are welcome.*

### Scheduling

HDLL schedules the start of the season by division with the intent of accommodating as many practices and games for each division that are appropriate for the age and ability of the group of the division within the guidelines outlined by Little League International. By virtue of the size of the league membership, HDLL requires the use of many fields throughout the season to accommodate the practices and games desired. As a result, scheduling is a challenge.

HDLL makes every attempt to schedule field use as far in advance as possible and fairly among all divisions as appropriate. However, there will be times when changes must be made. Therefore, it is important for all players and parents to be alert to any notifications of field changes that may be disseminated by the Manager or another Coach. HDLL will take steps to limit changes to the extent possible and appreciates player and parent understanding and flexibility with any changes that may occur.

### Registration

HDLL makes registering your player easy! Registration is now completed online and is available by visiting [www.highdesertlittleleague.com](http://www.highdesertlittleleague.com) Online registration typically opens in July for Fall Season and mid-November for Spring Season, can be done at your convenience, and includes an early registration discount. HDLL will hold a minimum of one in-person registration per spring season that allows players that are registering with HDLL to submit required documents, offers parents and guardians an opportunity to speak with Board members and learn about varying volunteer opportunities, including managing or coaching a team, and ensures that any player who may have unanswered questions about registering or playing ball can visit with the appropriate player agent.

To register online, a parent or guardian must include all requested information and follow all online instructions. Before you register, it is important to know that there are two qualifying requirements for HDLL:

- League Age – *Please refer to LL guidelines for age guidelines.*
- Eligibility Boundaries – *Please verify your home league at [www.littleleague.org](http://www.littleleague.org)*

### Registration Fees

Like many other youth non-profit organizations, it is expensive to maintain a safe and high-quality league. The registration fees that are collected primarily pay for the fields, equipment, uniforms, umpires, insurance, and charter fees. With all the required expenditures to operate an organization like HDLL, the Board must determine the manner in which it will generate income. HDLL strives to be a fiscally responsible organization and

therefore annually reviews its finances and approves a budget which is published on the website.

The Board reviews and establishes registration fees prior to registration opening for each season. Registration fees are calculated by division and are generally representative of the expense that the league incurs in the above items for the players in that division.

## Discounts

*Early Registration:* \$20 discount if player registers before the deadline for baseball and softball.

*Sibling Discount:* \$10 discount applied to multiple child households.

*Family Maximum:* For families with multiple players, there will be a maximum registration fee of \$550 per household.

## Refund Policy

Fall season: No refunds will be issued after participating in a sanctioned game or practice.

Spring Season: No refunds will be issued after Divisional Drafts (Minors, Majors, Jr/Sr) are completed.

Occasionally, extenuating circumstances may exist and justify a refund. If a member believes this to be the case, they may, in writing, request a refund. The Executive Board shall reserve the right to approve or deny said request.

Tee-Ball Division: No refund after participating in a sanctioned game or practice for both Fall and Spring Seasons.

## Scholarships

HDLL accepts applications for scholarships in situations of financial hardship. All scholarship requests must be made to the President in writing via the Scholarship Request Form candidates will be reviewed and approved or denied by the President. All scholarship information will remain confidential.

In return for providing the scholarship, HDLL may ask that you volunteer in some manner that is generally valued the same as the amount of scholarship needed.

## Baseball Division Details

*In the Spring season, all Minor divisions and above (i.e.. kid pitch division) players attend evaluations (aka "tryouts") and are selected to a team by the team manager using the DRAFT method. Therefore, no accommodation can be made regarding schedules/practice days/times/locations/coaches requests – this applies to all divisions listed below except for Tee-ball.*

*In the Fall season, teams are formed randomly by the Player Agent. Managers are allowed to select one assistant coach to be assigned to their team (must pass a background check, provide proof of Abuse Training and attain Board approval), but no other player or coach requests will be honored.*

**Tee-Ball Division ages 4-6:** There are no tryouts for this division only. Carpools, coaches and practice day requests, etc. will be considered but only in the Tee-Ball Division. Please contact the player agent for more information.

**Machine Pitch Division ages 5-8:** Machine Pitch baseball is an instructional league for both boys and girls,



League Ages 5 to 8. Five and six year olds may register for Machine Pitch but MUST have played in High Desert Little League Tee Ball for one SPRING season, and MUST contact the Player Agent to register.

**Minor AA Division ages 7-10:** Players are drafted to the team on which they will play for the season. A player can be drafted to any division that they are eligible for based on league age. *\*Players must participate in at least 1 of the 2 preseason tryouts to be eligible for Post Season (aka All-Star) play. \*\*Players that do not participate in 1 of the 2 preseason tryouts will only be eligible to play in the lowest division based on league age.*

**Minor AAA Division ages 9-11:** Players are drafted to the team on which they will play for the season. A player can be drafted to any division that they are eligible for based on league age. *\*Players must participate in at least 1 of the 2 preseason tryouts to be eligible for Post Season or All-Star play. \*\*Players that do not participate in 1 of the 2 preseason tryouts will only be eligible to play in the lowest division based on league age.*

**Major Division age 10-12:** All 12-year-olds MUST play in the Majors division per the Little League International rule. Players are drafted to the team on which they will play for the season. A player can be drafted to any division that they are eligible for based on league age. *\*Players must participate in at least 1 of the 2 preseason tryouts to be eligible for Post Season or All-Star play. \*\*Players that do not participate in 1 of the 2 preseason tryouts will only be eligible to play in the lowest division based on league age. \*\*\*A player that has played previously in the majors division during a spring season is not eligible to move back down to the minors level.*

**Junior Division ages 13-14:** Players are drafted to the team on which they will play for the season. A player can be drafted to any division that they are eligible for based on league age. *\*Players must participate in at least 1 of the 2 preseason tryouts to be eligible for Post Season or All-Star play. \*\*Players that do not participate in 1 of the 2 preseason tryouts will only be eligible to play in the lowest division based on league age.*

**Senior Division ages 13-16:** Players are drafted to the team on which they will play for the season. A player can be drafted to any division that they are eligible for based on league age.

**Fall Ball Program:** The Fall Ball Program is all about player development. Pitchers and Catchers have 2 inning limitations per game. The goal is to get the kids experience at as many different positions as possible. Practices will start a few weeks before the first game. Usually there is a combination of 1 to 3 activities, practices and/or games, per week. It is an ideal time to continue to develop skills and get the kids better prepared for the upcoming Spring Season. All team rosters are assigned randomly.

## Softball Division Details

*In the Spring season, players attend tryouts and are selected to a team by a manager using the DRAFT method and therefore no accommodations can be made regarding schedules/practice days/times/locations/coaches requests – this applies to all divisions below except for Tee-ball.*

*In the Fall season, teams are formed randomly by the Player Agent in conjunction with the Softball Director. Managers are allowed to select one assistant coach to be assigned to their team (must pass a background check, provide proof of Abuse Training and attain Board approval), but no other player or coach requests will be honored.*

**Tee-Ball Division ages 4-6 (if applicable)** - There are no tryouts for this division only. We can accommodate

some carpools and coaches requests, some practice days etc., only in the Tee-Ball Division. Please contact the player agent for more information.

**Coach Pitch Minors Softball ages 5-8:** Coach Pitch softball is an instructional league for girls, Five year olds may register for Coach Pitch but MUST have played in Little League TBall the previous SPRING, and MUST contact the Player Agent or Softball Director to register.

**Minors Softball (Ages 8-10)** Minors softball is player pitch with coach relief pitching. Kids pitch from 35', using 11" balls. When a player has pitched 4 balls, the batter gets the remaining count of strikes plus one pitch as pitched by her own coach. On the 3rd strike, the batter is out. If the batter watches her last pitch, she is out.

**Majors Softball (Ages 10-12)** Majors softball is kid pitch from 40', using 12" balls. Games are played at the Anthem Little League fields.

**Juniors and Seniors Softball (Ages 13-16).** Juniors softball is for girls who are League age 13 to 14. Seniors softball is for girls who are League age 13 to 16. Try-outs are held at the end of the local school seasons. If there are not enough players registered to have both divisions, we may combine to play a Seniors division only, comprised of girls who are League age 13 to 16.

Fall Ball Program: The Fall Ball Program is all about player development. Pitchers and Catchers have 2 inning limitations per game. The goal is to get the kids experience at as many different positions as possible. Practices will start a few weeks before the first game. Usually there is a combination of 1 to 3 activities, practices and/or games, per week. It is a really fun time to continue to develop skills and get the kids better prepared for the upcoming Spring Season. All team rosters are assigned randomly.

\*\*\*Please refer to the quick reference guide for specific rules for each season.\*\*\*

## Draft Process

### Minors Draft

- Draw from a hat for draft order
- Serpentine format
- Team Managers kid(s) will be off limits to other teams and will be drafted according to age by division:
  - AAA: 11-year olds in the 3rd round, 10 year olds in the 4<sup>th</sup> round and 9 year olds in the 5<sup>th</sup> round.
  - AA: 10 year olds in the 3<sup>rd</sup> round, 9 year olds in the 4<sup>th</sup> round, 8/7 year olds in the 5<sup>th</sup> round.
  - MP: 8 year olds in the 3<sup>rd</sup> round, 7 year olds in the 4<sup>th</sup> round and 6/5 year olds in the 5<sup>th</sup> round.

#### *Clarification:*

If there are 10 Teams in the draft process, Team #1 will begin the draft with a legitimate first round pick, then Team #2 and so on and Team #10 will obtain the 10<sup>th</sup> and 11<sup>th</sup> pick. This serpentine order will continue, Manager's kids will be drafted where applicable. Any player(s) who does not attend try-outs will be considered a hat pick in the draft(s). Managers will have a 30-minute trade window immediately following the draft.

### Majors Draft

- Draw from a hat for draft order
- Serpentine format
- Managers will be encouraged to not draft more than 8 players of the same age.

- Managers kid(s) will be off limits to other teams and will be drafted according to age:
  - 12-year olds in the 3<sup>rd</sup> round, 11-year olds in the 4<sup>th</sup> round and 10-year olds in the 5<sup>th</sup> round.
- The draft will follow the Alternate Method for Plan B. All eligible players for the majors division are up for selection. If a number of returning majors players has not been drafted by the time that same number of draft picks remain, those returning players must be the only players eligible from that point forward in the draft.

*Clarification:*

If there are 9 Teams in the draft process, Team #1 will begin the draft with a legitimate first round pick, then Team #2 and so on and Team #9 will obtain the 9<sup>th</sup> and 10<sup>th</sup> pick. This serpentine order will continue, Manager's kids will be drafted where applicable and will continue until majors only eligible players that have not been drafted by the same number of draft picks remain, those majors only must be the only players drafted from that point forward in the draft. Teams shall have the same number of players. Any player(s) who does not attend try-outs will be considered a hat pick in the draft(s). Managers will have a 30-minute trade window immediately following the draft.

### Juniors Draft

- Draw from a hat for draft order
- Serpentine format
- No Coach will be allowed to draft more than 8 players of the same age. (pending ages of registrants)
- Head Coach's kids will be off limits to other teams and will be drafted according to age:
  - 14-year olds in the 3<sup>rd</sup> round, 13-year olds in the 4<sup>th</sup> round.

*Clarification:*

If there are 6 Teams in the draft process, Team #1 will begin the draft with a legitimate first round pick, then Team #2 and so on and Team #6 will obtain the 6<sup>th</sup> and 7<sup>th</sup> pick. This serpentine order will continue, Manager's kids will be drafted where applicable.

Any player(s) who does not attend try-outs will be considered a hat pick in the draft(s). Managers will have a 30-minute trade window immediately following the draft.

### Variance (Playing Up or Down an Age Group) Policy

Each year there are a number of requests made for younger players to play up and age division. Frequently, these requests are made for the following reasons:

- My child is bored at their assigned level and I want him/her to be challenged.
- My child's athletic ability and skills are far more advanced for kids his/her age.
- My child is so much bigger than other kids his/her age.
- My child has transferred from another league and they are far more advanced than HDLL.
- I want my child to play with the same team and coach as last year.
- My child wants to be with friends from school and this will help with carpooling issues.
- I want my two children on the same team because it will be easier to transport them to one practice.

With all due respect and consideration to all of these very viable excuses or needs, it is the policy of Little League International not to move kids into other age group divisions unless highly exceptional circumstances exist. This is done for the following reasons, among other things:

- Little League International believes in age grouping not ability grouping for players.
- There can be safety issues involved with younger kids playing with older kids.
- Although a player might have advanced skills that does not mean their emotional skills are advanced.
- It can be frustrating for older kids to compete with younger kids.
- Moving kids into another age division might create an imbalance in age group teams.

For these reasons and others, HDLL take variance request very seriously. If a player parent wishes for their child to play in any division other than the age-appropriate division, the player parent must first register the player for the age-appropriate division, pay the registration fee for the age-appropriate division, and then submit a written variance request. Variance requests must be made in writing each year to the league President. All variance requests are subject to review, which may include the required written variance request, past manager or coach recommendations on placement, a skill assessment performed by unaffiliated league officials, and/or other factors as determined by the President, Vice President and/or the Player Agent. Variance request will be review and responded to prior to the first practice; players who are selected to play up a division will be notified, and parents/guardians will be asked to pay any remaining registration fee for the appropriate division. While all review and critique will be considered, final determinations for variance request are at the sole discretion of the President.

## Local Rules

Current local rules, also known as the HDLL Quick Reference Guide (“QRG”) can be found at [www.highdesertlittleleague.com](http://www.highdesertlittleleague.com) under League Info > Forms and Handouts.

## Player Pool

Pool players and game-time shortage of players do not apply to Tee Ball or Machine Pitch Divisions.

Pool players are to be used in the event a team manager knows they will be missing one or more players and is not expected to have enough players for a particular game. There must be an expected shortage of players (less than 9) before a Pool Player is invited to play. A team will be allowed to play with a roster of only 8 and will not be forced to forfeit provided that Little League International continues to allow this.

Before the start of the season, each manager must identify at least 3 players willing to participate in the pool player program. It is the manager’s job to market this program to players and parents. If a team does not identify, in writing, at least 3 players, that team will not be allowed to avail itself of the pool player program for the remainder of the season.

- Parents can request that players be added to the Player Pool list by contacting the Player Agent. Players will be added the pool for the divisional pool(s) in which players are currently rostered. Pool players may be called "up" from one division below if no players are available from current division.
- Once the Player Agent is contacted by a Manager that he/she needs one or more Pool Players, the Player Agent will reference the player pool list for that division. Managers may not request a specific player. The Player Agent will contact the first player on the list (also ensuring that player is not already scheduled for an overlapping game). If that player cannot play or no response by player, the next person on the list is called until a parent is reached and that player agrees to play. Player agent will track players who have participated in the player pool and players will be called up based on who is next in line to play and availability.

- If a Pool Player arrives at fields to play, they will play even if nine (9) or more of the team's regular players are there. Pool players must play at least 9 consecutive outs and bat at least once.
- Pool Players cannot play position of pitcher or catcher.
- Pool Players will bat at the end of a line up
- A player can be used as a pool player and then again that same day he/she can participate on their regular team.
- Pool Players will be used for regular season games ONLY.
- A team can use no more than 2 pool players for any single game.

#### **Game time options for shortage of players**

The following option(s) may be used in the event at least nine (9) players are not available at game time and there is not enough time to reasonably arrange for pool players to be there in time. In the fall season, a team may borrow one player from an opposing team (assuming a roster of no less than 9) if the opposing manager agrees. This player will only play the outfield position and will be pulled from the bottom of the opposing teams line up. This option is NOT available for use in the Spring Season.

#### **Ongoing use of pool or fill-in players**

Any manager that has an ongoing issue with players not attending games (or practices) must communicate with the Player Agent to coordinate long term roster solutions.

## Post Season

HDLL and District 3 offer a variety of post-season tournaments following spring season.

### In-House End of Season Tournaments

Following the regular spring season, younger divisions (Minors & Majors) will all play in an in-house HDLL end of season tournament of varying formats. These tournaments are scheduled at Anthem Community Park Little League Fields, unless otherwise determined. Baseball AA, AAA and Majors divisions and Softball Minors, Majors, Juniors and Seniors divisions will play a single elimination tournament. An end of season tournament for Fall will be determined by the HDLL Board of Directors at the start of each fall season.

### Post Season Tournaments

The Baseball Majors Team with the best regular season (as determined by record) will move onto the Tournament of Champions (TOCs). The TOC is typically held in the beginning of June with teams from the other leagues in District 3.

Tournament of Players (TOPS) is a team that is assembled with the strongest Little League aged 8 & 9-year olds to compete against other District 3 teams in a week-long tournament, assuming D3 offers this opportunity. These players are players that would not make one of the other traditional All-Star teams as discussed in the next section.

In addition to these tournaments HDLL will also place All Star teams into the District All Star Tournament. The divisions that are represented are explained in the All-Star section.

## All-Stars

All-Star Season is a completely separate season from the regular season. It is an opportunity for a significantly higher level of play within the regional Little League. Players will need to be committed to attend all practices and games and will be provided with more advanced instruction in order to compete against other All-Star teams.

It is the intent of High Desert Little League Board to field a team that will best represent our league in competition. High Desert Little League believes that it is important that the selection process is transparent and fair to all kids. For those that are not selected for the team the details regarding their candidacy shall be held in the strictest of confidence and remain private.

All selection decisions regarding All-Star teams need to be made with the District approved ideals in mind. Several characteristics make up our selection process for players and managers for the All-Star teams.

- Skill level and ability to compete
- Attitude, Hustle, Team Leadership, and
- Overall character, integrity, and Sportsmanship.

**Participation on an All-Star team is a Privilege and not a right for Managers, Coaches and Players.**

#### Schedule of All-Star Process:

The All-Star team selection will begin at the conclusion of the End of the Season tournament. The All-Star team CANNOT be announced at any earlier date than is prescribed by Little League Rules each year, typically May 15. All-Star practices begin immediately upon team selection and last 2-3 hours per practice and can be scheduled up to 4-5 days per week, until the start of the first game.

#### Player and Parent Commitment

The player and parent commitment to All-Stars must be a solid commitment. Tournament players must bear in mind that their first commitment is to the High Desert team before any other Non-Little League team (ie. Club/Travel ball) or to any other sports team, or sport camps during the All-Star Season.

#### All-Star Player Selection Process

The process for selecting All-Star Teams will include several steps.

1. The Player Agent in collaboration with the President will set the deadlines for Manager and Coach applications each year. Manager and Coach applications will be submitted either electronically or in hard copy to the HDLL President.
2. The All-Star Committee will nominate the managers/coaches to the Board for approval.
3. The Player Agent will set the date to open and close All Star registrations each year and set the tryout schedule, if applicable.
4. Tryouts, if applicable, will be held and any Players that hope to be selected to an All-Star team shall tryout.
5. The selected and approved All Star managers and HDLL All Star Committee (comprised of HDLL Board of Directors) will meet and evaluate the players on multiple criteria: including Players Performance, Attitude, Sportsmanship and Teamwork. The Teams are completed on the basis of these criteria and on the needs of the All-Star team (i.e. are their adequate catchers and pitchers, and other key positions represented). The objective



is to fairly and impartially select the most skilled and competitive teams possible for tournament play.

6. Once the managers and All Star Committee members have completed their deliberations, the final slate of players for each team is finalized.

7. Confidentiality and Oversight: The Process, Meetings, and Deliberations are facilitated by the League President and Player Agent. The Selection results (number of votes, selection order, etc.) and Manager Deliberations about the prospective players are strictly confidential.

8. Player Notification: High Desert Little League will notify the All-Star team managers and each of the team members as promptly as possible, with the teams being announced on or about May 15. This will occur through the League's website, by posting the rosters on the All-Star webpage, and via email notifications.

Anticipated All Star Tournament Dates and Locations will be provided as soon as they are available from the District Administrator. Tournament information will be posted on the HDLL website under the All Star link as well as Arizona District 3 website found here: <https://www.azd3.com/>

For more detailed information regarding All-Stars and the Selection process please visit <https://www.highdesertlittleleague.com/Default.aspx?tabid=863986> for more information.

## Special Events

From time to time, HDLL will endeavor to provide additional opportunities that the Board determines adds value to player experience. Such events will be announced to the general membership by posting on [www.highdesertlittleleague.com](http://www.highdesertlittleleague.com)