



Seasonal Operating Guide

This document is intended to set forth general information, policies and procedures related to the operation of Mill Creek Little League (hereinafter, "MCLL") by and through its Board of Directors (the "Board"). This document is not intended to replace the Little League International rules or the Mill Creek 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 Mill Creek Little League Seasonal Operating 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 Mill Creek 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" includes all players and their parents/guardians and all approved volunteers in addition to the Board.

Vision Statement

It is the vision of the Mill Creek Little League to provide a quality baseball and softball experience for all participants. Through fair opportunities and competition, we will provide an ongoing foundation of support for all athletes to achieve their full potential, including representing the League at the highest level – The Little League World Series.

Mission Statement

In Mill Creek Little League, our primary goal is to provide a safe and positive environment for kids to learn the game of baseball and softball. This will be accomplished through a quality organization that:

- Acts with integrity, is responsible with finances, communicates effectively at all levels and ensures the safety of all participants;
- Provides exemplary leadership, proper guidance, and quality coaching that will teach the values as established by Little League International of character, courage and loyalty;
- Places an emphasis on the development of responsible young citizens that establishes the importance of teamwork, sportsmanship and fair play.

Also, while we recognize the competitive nature of baseball and softball and the desire to win, our emphasis will be on the development of all players and team play.

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Seasonal Operating Rules

The Board of Directors prior to the first scheduled game of the season adopts the Mill Creek Little League seasonal operating rules each year. These rules are the day-to-day operational guidelines, which support the Rules, Regulations and Policies of Little League. They are also considered additional information to our League Constitution, Vision and Mission Statement. 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 our league. The following pages explain the seasonal rules (or bylaws) and certain operating policies and procedures we will be using this season.

Definitions and References

Constitution

It is an obligation of responsible administration and a requirement of Little League Baseball 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 always 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 10-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.

The MCLL Constitution is available to the general membership and can be found at www.millcreeklittleleague.com.

District 1

All local Chartered Little League organizations are organized into discreet districts. District teams are those that MCLL will play against in inter-league play. Mill Creek Little League is assigned to District 1. All districts are also organized into regions.

Member

The word member, as used in this document as well as the MCLL Constitution, is defined in the MCLL Constitution.

Season

For the purposes 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 the spring schedule and the fall ball schedule following it. These rules apply to the 2020 season, which begins on October 1, 2019 and ends on September 30, 2020.

Board

The MCLL Board of Directors is comprised of volunteers who have varying responsibilities that facilitate league operations throughout each Little League season. Each director is selected and voted into his or her position at a Board meeting. Once approved, each Director position is an active voting member of the MCLL General Board of Directors, and each Director position holds one vote. The MCLL Board of Directors may also include certain Board members that hold non-voting positions, as allowed in the MCLL Constitution.

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

Executive Board

The role of the MCLL 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 MCLL is comprised of the following positions:

- President
- Vice President of Administration
- Vice President of Finances
- Vice President of Operations
- Vice President of Baseball
- Vice President of Softball
- League Player Agent

Board of Directors

As explained in the MCLL Constitution, MCLL includes many different and varying director positions within its Board, and options to exercise additions to and removal from Board positions, including

changes in voting member status. A complete list of the Board of Directors and their contact information is available to the general membership and can be found at www.millcreeklittleleague.com. Information about the approved Board of Directors for the current season, and a short list of their position responsibilities, can be found in the Constitution of Mill Creek Little League.

Board of Director 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.

Expectations/Discipline

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

The MCLL Board of Directors meets once a month, with few exceptions. 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 Board members are 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, 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 MCLL Board of Directors has 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, using the Board contact list, contact the Vice President to whom the individual Board member reports.
- If you are still dissatisfied, submit your concern in writing to the President.

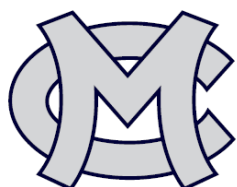
Concerns will be treated with sensitivity and confidentiality to the best of our ability.

Information

MCLL Logo

The MCLL logo, in any form, is the property of MCLL. There are currently three approved versions of the MCLL logo, which can be used for various purposes and in variant colors. However, all uses of the logo will be for official MCLL use (League communications, uniforms, related apparel, etc.) **only**. Any other use of the MCLL logo must receive prior Board approval. The MCLL approved logo may not be otherwise altered without Board consent. As approved, the following three versions of the MCLL logo, in variant colors as necessary and appropriate, are as included below.

MCLL Approved Logos



MCLL Website

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

Content

Content will be related to MCLL operations, 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 MCLL and LLI.

Team Pages

As allowed, the Director of Communication may administer a Team Pages section, allowing teams in each division to include team information which may include personal player information, practice and/or game schedules, notifications, pictures, etc. To the extent that any such pages are created for teams to administer, assigned administrators and/or their designees will abide by the same content requirements for the general website. In addition, administrators of team

pages will properly protect the privacy of personal player information as to not allow public access.

Web Site Information and Posting Expectations

Little League International requires all chartered leagues to use eTeamz, a web management community, to facilitate a common directory of local leagues that consumers can easily find and use. However, local leagues can choose to use another web management community, or create their own, provided that it can be found through the eTeamz page.

MCLL has chosen Team Connect, a separate web management community, as its host using the domain millcreeklittleleague.com. Through Team Connect, MCLL is able to provide valuable information about our league, provide updates to parents and share information about teams. The Team Connect site is also situated to allow MCLL players to register online. The MCLL Director of Communication, or Webmaster, manages and maintains our league website. Each team is also provided an opportunity to create a webpage. Individual teams are responsible to maintain their sites. The expectations for team website page managers are:

- Only players' first and last names can be used on the website in areas available to the general public. Pages requiring log in information that is provided only to the general membership or a specific group thereof (e.g. managers/coaches) may include player first and last names.
- Only positive comments and encouraging words are allowed. No derogatory or sarcastic comments about players on your team, opposing teams, or coaches (even in jest) are allowed. If comments are made about any competitions, they must be positive and encouraging.
- Unless MCLL receives a written request otherwise, parents and guardians registering their player for the season consent to the use of the player's likeness or image on the MCLL website.¹ All pictures and images posted must be in good taste.

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

Press Releases

The Director(s) of Communication, the VP of Administration and/or the President will approve press releases.

Photography

¹ 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. MCLL 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 MCLL, they consent to the use of their player's likeness, image and/or name on the MCLL website.

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.

MCLL 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 Parents/Guardians, other Volunteers, Coaches/Managers, Umpires, Fans and third party photographers may photograph any MCLL general member at any time during a MCLL event (practice, game, 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 websites 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 MCLL players as limited by Little League International, please refer to www.littleleague.org.

Social Networking and other Internet sites

All social networking sites such as Facebook and Twitter, and all other internet sites representing either the league or individual teams must be approved by the board and management access granted to the Director of Communication (Webmaster). The allowed and appropriate usage of these sites is subject to the requirements outlined under the MCLL Website section (above) and the Board may approve other documents as.

End of Season Evaluations

In an attempt to improve its operations, MCLL will sponsor and seek comment through end of season evaluations. Players, parents, coaches and managers are all encouraged to provide a written evaluation of 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 used as a way to improve our league.

Safety

ASAP Plan

Long the pacesetter in youth sports safety; Little League has taken the lead with the development of the ASAP Plan, A Safety Awareness Program. With the help of several sponsors, Little League has developed an ASAP network of more than 5600 safety officers working together for safety. ASAP is a grass roots program based on communication of ideas. Leagues across the country contribute their safety ideas to

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. This summer, the annual ASAP Awards will recognize the leagues with the best safety programs.

Mill Creek Little League will annually develop and submit its ASAP Plan and endeavor to create the safest environment possible for all its members.

First Aid/CPR

First Aid and CPR training will be made available to all general members, and general members are encouraged to take such training. All managers are *required* to attend or be trained in First Aid and CPR training. Additionally, one other parent affiliated with the team will be *required* to attend or be trained in First Aid and CPR. AED endorsement will be *required* for Minors and Majors Divisions and encouraged for all other levels. In the event a Manager cannot attend training prior to the start of practices, a named and board approved coach may attend in his/her place so long as that coach attends each and every practice and game until the Manager has completed the requisite training. Failure to meet this requirement will result in suspension until the situation is rectified.

MCLL offers many opportunities for Managers and others to complete this process and we cannot take shortcuts where the safety of the kids is involved. Employers as well as the local Fire Department often offer first Aid/CPR; such certifications are honored by MCLL, we need only to have proof of completion on file for our volunteers. While Team Managers are responsible for knowing and implementing this requirement, Divisional Directors, the VPs of Baseball and Softball, and the Director of Safety will partner to ensure that all volunteers required to attend such certification training do so timely.

AED

MCLL owns an Automated External Defibrillator, or AED, for the benefit of its players, members and fans that is located at Freedom Field at Mill Creek Sports Park. MCLL's AED is located in a locked housing upstairs in the concession stand; persons staffing the concession stand have access to the key. The AED, while equipped with instructions, is intended for use by trained individuals for the sole purpose of resuscitating an individual in severe distress.

Safety Parent

The expectation of MCLL is that each team will identify one individual as their Safety Parent. The Safety Parent is not necessarily someone who attends every practice and game but should be someone who is generally attending practices and games, has basic first aid skills, agrees to attend any scheduled MCLL Safety meetings or training, and will facilitate any safety supply needs or incident reports.

Safety Backpacks

MCLL believes safety is of the utmost importance and takes many steps, including the purchase and maintenance of safety backpacks for each and every team. Safety backpacks are the property of MCLL, will be issued to each team at the start of each season, and must be returned in substantially similar condition at the end of each season. The expectation of MCLL is that each team will ensure that the Safety Backpack is present at every practice and game, stocked with supplies in case of need.

General Safety Rules

MCLL 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 current season.

- Players must follow manager/coach instructions while in the dugout and on the field
- No climbing of fences
- With the exception of T-Ball, 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
 - At Freedom Field, the outfield area behind the fences is not a play area
 - At school fields, extra caution should be taken on the first and third base line areas where families often view games
- 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 MCLL practice or game must be reported using the MCLL incident report form located at www.millcreeklittleleague.com 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 Director of Safety, who may have further instructions.

Calling 911

While MCLL 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 any attendee appears in severe distress should immediately call 9-1-1.

When calling 9-1-1, from any MCLL fields, **advise the responding public safety answering point to transfer you to Sno-Pac Services.** When answered by Sno-Pac Services, advise the representative of **your location by name and address.** Field and facility addresses are located in the reference materials in the Safety binder, which is a part of every Safety Backpack, provided by MCLL, and can also be found at www.millcreeklittleleague.com.

Volunteers

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

MCLL has served over 900 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. Any general member who wishes to volunteer will be utilized; there is a place for everyone to help provide a memorable experience for the boys and girls of our community.

Background Verification

MCLL requires that any volunteer that have any contact with MCLL players submit to and pass background verification through the verification company identified by LLI or chosen by MCLL and satisfying the requirements of LLI. In addition, all volunteers who are, in any capacity interacting with players, must properly and at all times display his or her MCLL identification badge. Volunteers not displaying the appropriate identification badge should be asked to immediately cease contact with the players (except his or her child), may be asked to leave the field entirely, and risk suspension as a volunteer themselves and/or suspension of their team manager until such time that the volunteer demonstrates he or she has satisfactorily passed the requisite background verification and is displaying the appropriate identification badge.

In the interest of facilitating the best experience possible for all our players, MCLL recommends that every parent and guardian submit to the background verification process as described above. It is our belief that this practice is valuable in creating a safe environment for our players and volunteers, as well as promoting a sense of community and unity.

Privacy

MCLL will take every precaution to ensure the privacy of its member information and any details that are discovered through the background verification process. For this reason, all background verifications will be completed by the President of the league only, and any communications necessary in response to background verification will be strictly between the President and the applicant.²

Volunteer Application

MCLL uses its online registration process, which is hosted by Bonzi to initiate the volunteer application process. Prospective volunteers completing the volunteer application information online during registration must then print the volunteer application, complete it by writing his or her social security number on the form, signing it, attaching a photocopy of his or her Driver's License or other acceptable

² In the event that the President is unable to perform his or her duties, the person designated by the President to act in his or her stead will perform the background verifications.

documentation and submitting it to MCLL either by scanning it and sending it via email to the MCLL President at president@millcreeklittleleague.com or by sending it to MCLL at:

Attn: Volunteer Application
c/o MCLL
PO Box 12445
Mill Creek, Washington 98082

Alternatively, MCLL uses the Little League Baseball and Softball volunteer application, which is updated annually, for all volunteer applications thereafter and can be found at www.millcreeklittleleague.com.

All volunteers that interact with players in any capacity are required to have completed and submitted the volunteer application, driver's license and photo, have passed the required background verification,³ and to display at all times when interacting with players their MCLL ID Badge.

Responsibilities and Expectations of Volunteers and Reporting Structure

It is the expectation of MCLL that all persons volunteering will dutifully and with good intent assist and/or direct players and/or other volunteers in accomplishing MCLL related activities for which they volunteer, treat all players and other volunteers with respect, and act as a good representative of MCLL at all times.

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
- Announcer
- Umpire
- Field Preparation/Takedown

Safety Parents

See Safety Parent

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 MCLL and assist the manager and coaches with certain projects and communication with other parents. Team Parents report to the Director of Team Parents. The Director of Team Parents provides expectations and responsibilities.

³ Exception: Umpires are required to have completed the volunteer application process, passed the background verification and to have on their person their MCLL ID Badge. However, umpires should not display their badge (for safety reasons), but rather keep their badge in their pocket and produce it if and when asked.

Umpires

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.

MCLL is very fortunate to have a strong umpire group. The league Umpire in Chief who primarily deals with the umpires in the minor, majors, juniors and seniors divisions will lead the umpires. Our current staff of umpires provides instructional clinics and guidance for all volunteer umpires; MCLL provides the equipment and uniforms. The responsibility of umpires in the younger divisions falls on the Divisional Directors and typically will include the use of parent volunteers.

Concerns or 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 MCLL believes that its umpires are volunteers who have dedicated their time to make game play a great experience for all, are well trained and well-intentioned, and MCLL 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 MCLL volunteer umpire should submit their concern to the appropriate Divisional Director, the Umpire in Chief or the President directly, identifying the teams participating in the game, the date and time, the location and the nature of the concern.

MCLL 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

Each team will have a Manager whose responsibility is to manage all on field activities. The Manager will report to the Director of the Division, and Directors report to the VP of Baseball or Softball (as appropriate). Manager responsibilities and expectations are provided by the Directors of each division and/or the VP of Baseball or Softball (as appropriate).

Coaches and Assistants

Teams may have varying numbers in any combination of Coaches and Managers; all Coaches report to the team Manager and the team Manager reports to the Director of the Division. Rosters will identify

two Coaches who, along with the Manager, will be officially allowed in the dugout/on the field in a game situation. Additional MCLL approved coaches (who must be listed as additional coaches on the roster) may replace a rostered coach as necessary to ensure that the maximum of three coaches are authorized on the field at any time. Coach and Assistant responsibilities and expectations are provided by the Directors of each division and/or the VP of Baseball or Softball (as appropriate).

Manager and Coach Selection Process

MCLL 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. The process for manager selection is as follows:

- Potential manager completes a manager application and interview process
- This information is submitted to the Divisional Director and Vice President of Baseball or Softball, respectively
- Divisional Director & Vice President of Baseball or Softball (as appropriate) reviews information and conducts a brief interview with all potential managers
- Divisional Director makes recommendation to league President for approval
- League President selects and appoints Managers, Coaches and Umpires for approval by the Board

The process for coach selections is as follows:

- All coaches for a team must be identified on record and approved to be allowed to coach during games
- Team manager decides on and interviews potential coaches from their selected team
- Team manager makes recommendation to Divisional Director and Vice President of Baseball or Softball (as appropriate) for approval
- Divisional Director and/or Vice President of Baseball or Softball (as appropriate) confirms recommendations and submits to the league President for approval
- League President makes final recommendation to Board for approval

As mentioned, we will carefully review all candidates by the following criteria:

- Previous managing or coaching experience at the requested level
- Thoroughness and accuracy of completed application
- Other baseball/softball experience
- A character reference check

It is important to note that while prior experience coaching or managing teams, including MCLL 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.

Concerns and Complaints

Throughout the course of a season certain concerns or complaints might arise. It is best to use the following procedure to best resolve the conflict:

- Talk to your child's coach; if you're still not satisfied,
- Talk to the divisional Director; if you're still not satisfied,
- Submit your concern in writing and direct it to the respective Director of your division, the Vice President of Baseball or Softball (as appropriate), or to the President.

Concession Stand

It has been long recognized by MCLL that the concession stand at Mill Creek Sports Park, Freedom Field, has been a great source of revenue for the league. In an attempt to help keep league fees down as much as possible, the Board has recognized that it must maximize the potential of the concession stand to generate as much income as possible. Therefore, the concession stand at Freedom Field is one of our league's priorities.

The MCLL Board also prioritizes the use of Freedom Field to the Majors Baseball and Softball programs. Therefore, it has been agreed upon by the MCLL Board of Directors that the various teams that make up the Majors Baseball and Softball divisions will largely handle the responsibility of the concession stand at Freedom Field. MCLL will designate a Director of Concessions to manage the concession stand, who will (possibly with the assistance of others) coordinate a team schedule to appropriately staff, order and maintain inventory of food/supplies, and account for all expenses and receipts.

However, it will be up to the Major's Baseball and Softball Directors, Team Managers and Team Parents to fill the volunteer work times. A teamwork schedule will be provided to the Major's Director to make available to the Team Managers. The Team Managers and Team Parents will be responsible to fill the time slots. If assigned individuals are not available to make their assigned time, the Team Manager and Team Parent must make arrangements to fill the time slot.

The responsibility of running the concessions stand starts with the opening day of the baseball season and runs throughout the regular season of MCLL. Once the post season in-house tournaments start, the responsibility of the concession stand will shift to the Divisional Director, Team Managers and Team Parents of the division who is playing at Freedom Field, or otherwise, as determined by the concession stand scheduling staff. It is understood that the concession stand must be open for each and every game. Closing the concession stand due to a lack of participation is not an option. Divisions and teams that are assigned the duty of staffing the concession stand but fail to do so rendering it closed for any game risk consequences as may be determined by the Board. MCLL depends upon the revenue generated from the concession stand throughout the season, and in particular, during the post season.

Food Handlers Permits

The Snohomish County Health Department now makes available the option to obtain a food handler's permit by participating in a computer based training and successful completion of the required test. While not every person who volunteers at the Concession Stand is required to have a valid food handler's permit, at least one person must and on many occasions, two are required per shift. MCLL encourages all its members to complete the food handler's permit process. More information about MCLL's policy for working in the Concession Stand, scheduling, a link to the Snohomish County Health

Department's Food Handler Permit main page, and contact information for the Concession Stand staff, visit www.millcreeklittleleague.com.

Donations

Donations of all kind are accepted by MCLL. MCLL is a Washington State registered 501(c)(3) non-profit organization and all donations (except for registration fees used to operate the 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 MCLL, and you work for a company that offers such a program, please participate in the program. MCLL has an established process that allows us to confirm your volunteerism, if we know that you are participating. If you have any questions or require MCLL information to register for such a program, please contact the VP of Administration or the President.

Sponsorships

MCLL invites the local community of Mill Creek to support the kids by becoming a league sponsor. Without the generous support of volunteers, private individuals and business sponsorships, our Little League program mission to provide a quality baseball and softball experience for all participants through fair opportunities for boys and girls alike and to establish an ongoing foundation of support for all athletes to reach their full potential would not be possible.

How You Can Support MCLL as a Sponsor

There are many ways for you and others interested to help promote MCLL and support the baseball and softball community of Mill Creek. To learn more about the sponsorship opportunities available this year, please refer to the MCLL Sponsorship Guide, available at www.millcreeklittleleague.com.

Sponsorship of Individual Teams

Every year requests are made by various businesses to "sponsor a team" or to provide equipment for specific teams. Bat bags, specialized hats, team jackets and even uniforms have been offered as gifts to specific teams. The difficulty MCLL faces with these types of gifts is equity issues with other teams in the league. While some teams are fortunate to have a connection with a generous family member or a friendly business, not all teams are then treated equal. If a family or business wants to donate any type of team equipment with recognition on the equipment (such as 'donated by' or including a name or logo) they can do so under the conditions that they provide the same quality and type of equipment for

all teams in the division. Alternatively, families or businesses so inclined may wish to sponsor MCLL as described above.

Parent and Player League Responsibilities

Little League International Baseball and Softball have had a long-standing tradition of promoting sportsmanship and fair play. The expectation of Mill Creek Little League is that we will emphasize values that stress child development, consistency and fair opportunities for all participants. Therefore, in order to promote these values of Little League International there are certain player and parent expectations that will be followed throughout our league.

Responsibilities of all Players

MCLL players are expected to:

- Attempt to attend all practices and games and participate to the best of their ability
- Demonstrate positive sportsmanship at all times
- Be respectful of all teammates, opponents, coaches, managers, umpires and adults involved with MCLL
- Properly balance their commitment to their family, school and team
- Follow all rules as established by Little League International, MCLL and the individual team

Responsibilities of all Parents/Guardians of MCLL Players

MCLL parents/guardians are expected to:

- Make sure that players arrive at (and are picked up at) all practices and games at the appropriate time
- Communicate directly with coaching staff if 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 MCLL
- Follow all rules as established by Little League International, MCLL and individual team
- Communicate with coaching staff and league officials in a respectful manner
- Should a 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

In today's world our schedules fill up very quickly with various commitments. Family obligations, school responsibilities and outside activities are all recognized as viable ways to invest our valuable time. Please take the time to watch your kids closely and read the signs when they have hit their limit. All families must personalize what is important to them. Please do not let outside activities pressure you into pushing your child too far. Specialization, advanced instruction and additional teams competing at higher level sound attractive and beneficial. However, you must judge and decide whether at the end of the day it is worth it. Mill Creek Little League is committed to the philosophy of Little League International. We are about child development, fairness and creating positive lifetime memories.

Equipment

MCLL makes a considerable yearly investment in providing the best equipment available for our players. It is expected that all participants will treat the league equipment with proper care and respect. The Directors of Purchasing, BB Inventory and SB Inventory will coordinate the issuance, replacement (as necessary) and return of all equipment in a manner that they determine appropriate to manage the inventory responsibly.

Issuance

Managers will follow a league checkout policy at the beginning of the season. Generally, Divisional Directors will receive all equipment needed for their division; the equipment will then be distributed to Managers. 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 MCLL. Unreturned, damaged or lost equipment will be the financial responsibility of the team.

Uniforms

MCLL makes a considerable yearly investment in providing the best equipment available for our players. It is expected that all players will treat the league equipment with proper care and respect. MCLL players are expected to be appropriately dressed for each practice and game and to consider inclement weather when selecting attire. 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.

- Appropriate shoes – in general, all players should wear cleats. Cleats may not be appropriate for T-Ball and/or specific practices.
- Jewelry – if it may interfere with your play or another player's, jewelry must be removed.
- Shirts/Sweatshirts - garments that fit loosely or have hanging strings should not be worn. Additionally, any garments that include inappropriate images or words are prohibited.

Game Time

Baseball

Baseball game uniforms include a MCLL issued game shirt or jersey and (for all divisions except Majors) a MCLL issued hat. Uniforms also include player provided baseball pants, belt and cleats, and at the manager's discretion, players should also consider wearing an undershirt (cannot be white) and socks that are also player provided. Check with your Manager or Coaches to see if there are any particular color recommendations for undershirts and socks. All players must be in game uniform to play, and all players on a team must be in matching uniform for games.

For purposes of League branding, only Mill Creek Little League logo hats will be allowed. Changes to hat styles can be coordinated with the Director coordinating uniform purchase and preparation prior to ordering.

Softball

Softball game uniforms include a MCLL issued game shirt or jersey may include MCLL issued shorts or pants, and a MCLL issued hat or visor. Players should also consider wearing an undershirt, socks, and appropriate footwear. Check with your Manager or Coaches to see if there are any particular color recommendations for undershirts and socks. All players must be in game uniform to play, and all players on a team must be in matching uniform for games.

Fields

As a league we use between 15 and 20 different fields during the course of our regular season. The cost of the fields MCLL uses varies, but generally increases each year. In addition to fee increases that are economically driven, some fee increases result from rising maintenance costs of the owner, which can include repairs and clean up related to MCLL use. Ultimately, if the owner of any of the fields we use believes that MCLL members are not using the field property, they can limit or curtail MCLL's use of the field altogether.

Maintaining these fields and keeping them safe for our players is a large responsibility for our league which generally falls on our Facilities Director and the team Managers and 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.

MCLL Rules

Pack it in, pack it out

If you bring anything with you to the field, make sure you take it out! With limited exception, the fields that MCLL uses are not equipped to handle any garbage left by MCLL players or fans. (In most instances, even if there is a garbage can nearby the fields, it is not intended for MCLL use.) By taking a moment to pick up all garbage items around the field and disposing of them at home, you help keep costs low and protect our environment, as well as leave the field ready for the next teams!

Alcohol and tobacco are prohibited

MCLL 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 the any of the fields MCLL uses.

Field Rules

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

Scheduling

MCLL 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 group of the division within the guidelines outlined in the divisional philosophy document. By virtue of the size of the league membership, MCLL requires the use of many fields throughout the season to accommodate the practices and games desired. As a result, scheduling can be a challenge.

MCLL 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 player parents to be alert to any notifications of field changes that may be disseminated by the Manager or another Coach. MCLL 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

MCLL makes registering your player easy! Registration is now completed online and is available by visiting www.millcreeklittleleague.com. Online registration opens in early November, can be done at your convenience, and includes an early registration discount. MCLL will hold a minimum of one information night in January that allows all players that are registering with MCLL for the first time to submit a copy of the player's birth certificate (see requirement below), 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.

Note: if this is the first time your child has registered with Mill Creek Little League, you will need to provide a copy of the player's original birth certificate (California abstracts are not acceptable).

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 MCLL:

- League Age
Please refer to LL guidelines for age guidelines
- Eligibility Boundaries
 - You must live south of 132nd St SE and north of 180th St SE following the Everett School District boundaries to the East and to the West.
 - Penny Creek students who live north of 132nd St SE should contact South Everett Little League (425) 355-0112.
 - You can verify your home league at www.littleleaguewa.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 fields, equipment, uniforms, insurance, and charter fees. With all the required expenditures to operate an organization like MCLL, the Board must determine the manner in which it will generate income. MCLL strives to be a fiscally responsible organization and therefore annually reviews its finances and approves a budget at its annual General Membership meeting.

Based on a vote taken at its annual General Membership meeting, MCLL establishes the registration fees for the season. Registration fees are calculated by division and are generally representative of the expenses that the league incurs in the above items for the players in that division.

Payment Plan

MCLL now offers an early registration payment plan. If you register early, you can spread payment of your registration fee across three months. A nominal transaction fee applies to each payment.

Unpaid Registration Fees

In some cases, players may move up a division after registration and therefore owe additional registration fees. MCLL asks that parents and guardians make every effort to timely pay registration fees.

Refunding Registration Fees

Please see MCLL Registration Fee Refunds policy available at www.millcreeklittleleague.com.

Scholarships

MCLL accepts applications for scholarships in situations of financial hardship. All scholarship requests must be made to the President, in writing, and will be reviewed and approved or denied by the President. All scholarship information will remain confidential.

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

Divisional Details

Please visit www.millcreeklittleleague.com to view a summary of the different divisional philosophies of MCLL, including a brief overview of the season objectives for players in each division and information detailing the general age groupings, practice and game frequency, team selection and variance limitations. This document also contains some general information about All Star, Minors Baseball, and Minors Softball Invitational teams' selection. For more information regarding post-season team selection, review the Post-Season section.

Tryouts, Team Selections and the Draft Process

Drafted Divisions

A series of tryouts will be held for players in the following divisions, generally immediately following the final day of registration:

- Big League Baseball
- Seniors Baseball
- Seniors Softball
- Juniors Baseball
- Juniors Softball
- Majors Baseball
- Majors Softball
- Minors Baseball
- Minors Softball
- Farm Baseball

Exceptions:

- Tryouts need not be held if there are only enough players for one team in that division, and if the number of registrations for that Division does not exceed the maximum roster size allowed in the rulebook.

General guidelines for baseball tryouts are:

- Tryouts will be held rain or shine
- Players should arrive at least 15 minutes prior to tryout time to register and warm up
- All players trying out for Majors or Minors must attend at least two tryouts
- Majors and Minors players must attend at least two tryouts to be eligible for All Stars (does not apply to returning Majors players)
- Be prepared to stay longer than the planned session

General guidelines for softball tryouts are:

- Tryouts will be held rain or shine
- Players should arrive at least 15 minutes prior to tryout time to register and warm up
- All players trying out for Majors or Minors must attend tryouts
- Majors and Minors players must attend one tryout to be eligible for All Stars (does not apply to returning Majors players)
- Be prepared to stay longer than the planned session

Draft Process

Mill Creek Little League uses a draft system in Minors and higher Divisions to ensure a balanced distribution of player talent throughout the teams in a league. The league's Player Agent runs all drafts.

Majors, Juniors, Seniors, and Big League Drafts

MCLL will dissolve all Majors teams at the end of each season and will be reformed each spring. All new or returning players will go through player evaluations and those not drafted to Majors will be placed into the general player pool for Minors. Each appointed team manager will be allowed to protect their son(s) or daughter(s) from the general draft by choosing them in the round designated by their age as agreed upon by MCLL Board of Directors (age 12 - Round 3, age 11 - Round 4, age 10 - Round 5, and age 9 - Round 6). In the event a Manager has multiple son(s) or daughter(s) each child will be protected in the round designated by their age. The draft order will be coordinated by the Vice President of Baseball each season. The Player Agent shall announce 48 hours prior to the start of the draft any changes in player eligibility, and the number of players each team will select. The rotational or "serpentine" draft system will be utilized for the Majors drafts in both baseball and softball. Under no circumstances should a player be told where in the draft they were chosen.

If expansion is needed within a particular Division, one of the expansion draft choices may be selected from the LLI Operating Manual. A committee consisting of the President, VP of Baseball or Softball, League Player Agent, impacted Divisional Director and Divisional Player Agent makes selection.

The MCLL Board of Directors, at the beginning of the 2012 season, established a committee to examine how, in the event that either Majors baseball or softball registrations indicate that more than eight 12 year olds on the team, the division will expand. The committee recommended, and the Board of Directors approved, that MCLL would follow LLI Operating Manual option 3. In summary, this option allows the new team to get the first drafts up to the maximum number that are returning on an existing team. The newly created team would draft in last place the following year.

Minors Draft

In the Minors divisions, all teams are dissolved at the end of each season, and are reformed each spring. All new or returning players go through player evaluations each year and those not drafted to the Majors will be placed into the general player pool for selection to Minors divisions. Each appointed team Manager will be allowed to protect their son(s) or daughter(s) from the general draft by choosing them on or before the round specified in the LLI Operating Manual. (7 and 8 year olds will be treated the same as 9 year olds.)

The Player Agent shall also announce prior to the start of the draft the number of players each team will select. The rotational or "serpentine" draft system will be utilized for the Minors drafts in both baseball and softball.

Farm Draft

The Farm division uses the blind draft format outlined by LL International. Refer to LL guide for details.

Options

An option is an agreement between a Manager and the Player Agent covering a special condition. All options must be in writing and be submitted to the Player Agent prior to the draft. The Player Agent will monitor Player options closely.

Examples of options are siblings in the current draft, siblings of current Major League player, Son / Daughter of Managers and Son / Daughter of Coaches. For full rules and explanations of all options, please see the current year's Operating Manual.

Assigned Team Divisions

The following divisions will have their teams created by the divisional director. This information will be sent to the divisional player agent who will keep the official records for the league.

- Baseball
 - Rookies 2 (coach pitch)
 - Rookies 1 (coach pitch)
- Softball Rookies
- T-Ball
- Challenger

Every effort will be made to place players on the team of his or her choice, if one is made, first by buddy request, Manager or Coach request, and finally by school. It is understood that baseball and softball have very important social implications to team selections. Playing with friends and kids from your school or neighborhood may be a priority. However, once a team is full, exceptions cannot be made. As necessary, teams may be re-balanced and new teams created.

Variance (Playing Up or Down an Age Group) Philosophy

Each year there are a number of requests made for younger players to play up an 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 MCLL
- 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 I 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, MCLL takes variance requests 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 skills assessment performed by unaffiliated league officials, and/or other factors as determined by the President, VP of Baseball/Softball and/or the Player Agent. Variance requests will be reviewed 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 requests are at the sole discretion of the President.

Post Season

Mill Creek Little League and District 1 offer a variety of post-season tournaments.

In House End of Season Tournaments

Following the regular season, younger divisions (T-Ball, SB Rookies, SB Minors, BB Grapefruit, BB Cactus, BB Farm teams) will all play in an in house MCLL end of season tournament of varying formats. These tournaments are scheduled at the Mill Creek Freedom Field Sports Park. Younger divisions play one final game at Freedom Field, whereas the older divisions play round robin type tournaments that are focused on each team having an opportunity to play at least two games at Freedom Field.

Majors Baseball and Softball divisions will also play an in house tournament prior to participating in district tournaments.

Post Season Tournaments

Following all the MCLL in house tournaments, MCLL will host a Minors Invitational Tournament. MCLL usually enters up to two teams for this tournament, which include a selection of Minors players not selected to play All Stars. Please see the Invitational Selection section for further information on how these invitational teams are selected.

The Majors BB teams with the best regular season (as determined by record) will move onto the Baseball and Softball Tournaments of Champions (TOCs). The TOC is held at various District 1 sites starting Memorial Day weekend with teams from all 16 leagues in District 1 invited. The other Majors BB teams are invited to various District 1 tournaments with start dates around the first weekend of June. These tournaments are usually announced in late May and can last into mid or late June.

The Juniors and Seniors programs are also invited to post season tournaments held at various District 1 sites. In addition to these tournaments MCLL will also place All Star teams into the District All Star Tournaments. The divisions that are represented are explained in the All Star section.

All Star Selection Process

Please see the All Star Selection process available at www.millcreeklittleleague.com.

Special Events

From time to time, MCLL will endeavor to provide additional opportunities that the Board determines add to the player experience. Such events will be announced to the general membership by posting on www.millcreeklittleleague.com.

Appendix

Document Control Log

Date	Document Status	By
6/15/17	Revised to 2017	M.Tuomi
2/1/19	Revised for 2019	T. Ryan
11/1/19	Revised for 2020	R. Shaw