



# **Operating Procedures**

**Updated: April 15, 2024**

## General Rules

The Little League Baseball Rule Book - Official Regulations, Playing Rules, and Operating Policies (LL Rulebook), which is issued and copyrighted by Little League Baseball, Inc., shall govern the supervised program activities of Danvers American Little League (DALL).

The DALL Board of Directors can adopt local rules as permitted by the LL Rulebook. These Local Rules shall apply for the scheduled Spring and Fall seasons of DALL play, as defined herein. In the event of any conflict, the LL Rulebook shall govern.

Any person associated with DALL in any capacity may recommend changes to these local rules. Proposed changes shall be made in writing and addressed to the DALL Board of Directors. The DALL Board of Directors will review any proposed changes to determine whether and when the changes shall be implemented. The DALL Board of Directors generally will attempt to finalize any changes prior to the start of the ensuing Spring season.

### **Volunteer Background Checks**

All DALL volunteers are required to submit a completed Little League Volunteer Application to the DALL Safety Officer, along with a CORI authorization form. Any volunteer who is required to have a background check, will not be allowed to participate in any activity until such time he/she has been notified by the DALL Safety Officer that their background check has been completed. A background check is only valid for one calendar year.

Managers and Coaches will not be able to run a practice or coach a game until their volunteer forms are signed and returned to DALL and background checks have been completed. Only individuals who have a completed and approved background check will be allowed to be on the field and permitted to interact with the players. Non-compliance will result in immediate removal from the field until approval is obtained. The Division Coordinators and Managers are required to police this policy, and failure to comply may result in disciplinary action as deemed appropriate by the Board of Directors.

### **Player Registration**

All players shall be registered with DALL. It is the intent of DALL that players participate at the level which is appropriate for their age, skill, and ability in accordance with the LL Rule Book.

Each parent/guardian shall provide an original birth record or suitable proof of age documentation (for a list of acceptable age documentation, refer to the LL Rule Book) upon request to verify the league age of any child upon request of a league official. Additionally, residency documentation must be made available upon request. The details of these requirements can be found in the LL Rule Book. A player's "league age" is determined by Little League International.

## Managers and Coaches

### **General**

All individuals wishing to be considered for a Manager (Head Coach) position are required to fill out an application for the upcoming season prior to registration closing for that division.

Each division shall have a Coaches Committee to review applications and make recommendations to the Board for approval. No member of the Coaches Committee for a given division shall be a candidate for a Manager position in that division.

The Coaches Committee will evaluate candidates on the following criteria:

- Clear or demonstrable baseball acumen and teaching skills
- Consistent service to the league in a volunteer coaching capacity with a primary focus on the age level in question
- Schedule availability to meet the demands of the position to ensure that the players get the best opportunity to improve their skills and have a good experience, with an expectation of 1-2 practices per week pre-season and 1-2 practices during the season depending on age group
- Demonstrated communication skills that allow for easily understood practice and game instructions for participants and guardians
  
- Willingness to coach the summer season in any capacity
- League volunteer role outside of the coaching role

The DALL Board shall appoint all Managers for all divisions annually. All team Managers are subject to approval by a majority vote by the Board of Directors. There is no tenure for any DALL position.

An individual may not be a Manager of more than one team within the same level. An individual that manages a team in the Majors, AAA, or AA, may not manage at more than one level of play (helping another division's head coach is acceptable). Farm and tee ball are exempt from this requirement.

### **Conduct & Discipline**

Any action by a Manager or Coach, that is reported in writing to a League Official before, during, or after a game, but did not result in an ejection such as, but not limited to: physical contact, foul language, or any action(s) deemed unacceptable conduct or conduct unbecoming of a Little League Manager or Coach, will be presented to the league Board of Directors. The Board may conduct a hearing. The subject of the complaint will be allowed to present his/her case to the Board of Directors as he/she so chooses.

In the event of a suspension of both a Manager and one Coach, the appropriate League Coordinator will appoint replacements for the term of suspension.

All discussions with an umpire must be made through the team's Manager. Managers are responsible for the actions of their Coaches, Players, Parents and Supporters during all league sanctioned events. Actions of Managers and Coaches will have a bearing on re-appointments for the following season.

The Board of Directors, at its discretion, may implement an in-season evaluation process for Managers and Coaches to ensure all volunteers are abiding to the spirit of these operating rules and regulations. Anyone found in violation of these rules may be subject to termination and barred from future participation in the league.

**Mandatory Coaches Meeting**

All team Managers and Coaches shall complete safety training as scheduled by DALL during the Mandatory Coaches meeting required by Little League and held prior to the start of the season. Certification of attending this training by the Safety Officer is a requirement before a Manager or Coach is allowed on the playing field in a coaching role during scheduled games/practices.

## Player Assignment

### **General**

At the beginning of the season, all players shall either be assigned to a league team by draft or by age depending on level of play.

Assignment begins with the Major Division and proceeds to AAA division and so on by league age. The Managers in Majors, AAA, and AA divisions shall conduct a draft in the presence of the Player Agent in conjunction with the Division Coordinator. The Player Agent may be replaced with another Board member with advance notice or if the Player Agent is also managing in the division.

After the completion of the Major Division draft, remaining players of league age 10 or 11 shall be drafted into the AAA division. The remaining divisions will then be populated by age.

Farm and Tee Ball will have evenly divided teams, but there will not be a draft.

All draft positions, trades, and coaches' discussion in the draft room are confidential and shall not be revealed by anyone in attendance at the draft.

### **Player Evaluations**

Returning Majors Division players who were on a Majors roster the prior season are not required to attend the player evaluations. Players who are League Age 12 in the upcoming season but who were not on a Majors team the previous season are automatically in the Majors Division draft per Little League rules, and thus are not required to attend a Player Evaluation but are encouraged to do so.

Every registered participant league age 8 or older in the upcoming season must attend (1) one scheduled Player Evaluation held by DALL, except as otherwise provided below. League Age 9-year-old players in the upcoming season will automatically be eligible for the AAA Division, but still must attend at least one Player Evaluation. League Age 10- and 11-year-old players in the upcoming season not already on a Majors team roster from the prior season will automatically be eligible for the AAA and Majors drafts upon attending a Player Evaluation. League Age 10- and 11-year-old players not drafted on to a Majors Division team will automatically be placed onto a AAA Division team. If a League Age 10- or 11-year-old player does not attend a Player Evaluation, the Board reserves the right to place said player on to a Majors or AAA team, based upon player evaluation data and/or input from past managers and other factors deemed appropriate by the Board. A League Age 9-year-old player who does not attend at least one Player Evaluation will nevertheless be placed into the AAA draft.

Players of league age 8 in the upcoming season who have played one year in the AA Division may request to participate in the player evaluation to be considered for the AAA Division draft only. Player Agent will determine whether the player is eligible to attend the player evaluation. If a League Age 8 player who receives League approval to attend the evaluation is not drafted in the AAA division, that player will automatically be drafted into the AA division.

Players of league age 7 in the upcoming season who have played one year in the Farm Division may request to participate in the player evaluation to be considered for the AA Division draft only. Player Agent will determine whether the player is eligible to attend the player evaluation. If a League Age 7 player who receives League approval to attend the evaluation is not drafted in the AA division, that player will automatically be drafted into the Farm division.

DALL will hold a minimum of two (2) Player Evaluations for the league. An attendance list will be compiled.

## **Majors, AAA, AA Division Draft**

DALL will use the Little League Draft system, Method for New League - Plan A, as recommended in the LL Rule Book, with the following exceptions:

- Only One (1) representative (Manager or approved Coach) from each Majors team may attend the player draft.
- No Coaches are pre-selected by the Managers for Majors. In AAA and AA, Managers may select one assistant coach. If managers at the draft cannot agree on assistants (or divide them equally), then no coaches will be preselected by any team.
- A maximum number of players drafted by each team in each age group will be set by the Player Agent based on numbers in each age group. The goal should be to fairly distribute age groups across all teams.
- Draft order will be determined by drawing a number out of a hat.
- Manager's/Coaches' children will be pre-slotted into an agreed upon draft position. Player Agent will ensure fairness. When that draft position is reached, the Manager will not have a selection.

## **Number of Players per Team**

Major Division – Preferred 11 or 12 players per team.

AAA Division – Preferred 11 or 12 players per team.

AA Division – Preferred 10-12 players per team.

Farm Division – Preferred 8-10 players per team.

Tee Ball Division – Preferred 7-9 players per team.

## **Team Rosters**

The Player Agent shall maintain each completed team roster in the league's database. Any roster changes shall be approved by the Player Agent. The Player Agent may utilize the assistance of the Information Officer or other Board members to complete these duties.

## **Pool Players**

Pool Players may be utilized in the Majors, AAA, and AA divisions in accordance with Little League Rules. If a Manager knows he/she will have LESS THAN 9 PLAYERS for a scheduled game, he/she MAY contact the player agent and request a pool player(s) to bring their roster for that game to a maximum of 10 players.

The Player agent is responsible for maintaining a list of the Player Pool for the divisions. The Pool Player shall be selected by the Player Agent, and the Managers or Coaches cannot choose the pool player assigned to their team for any given game.

The following are also applicable to Pool Players in the Majors, AAA, and AA Divisions:

- A player may not miss their team's game to play as a pool player.
- A player may miss their team's practice to play in a game as a pool player. The decision whether to do so lies with the pool player and his/her parent or guardian. Managers have no say.
- Player will use his regular team's shirt and hat as a pool player.

- A player may not play in more than 2 games in one day (including his/her team's game and as a pool player).
- The Player Pool will only be used during the Regular Season. Pool Players are not allowed during a playoff game.
- Pool players should not pitch or catch in the game and must meet minimum required innings.

## Season Playing Rules

### **General (All Divisions):**

1. Only 1 Manager and 3 Assistants shall be allowed during the game. Any combination of adults and / or players may base coach. Players must wear a helmet while coaching the bases. Farm and Tee Ball coaches are encouraged to be on the field providing instruction to the players.
2. Coaches are responsible for the behavior of players, parents, supporters, and fans. Inappropriate behavior by coaches, players, parents, or fans is unacceptable and may result in team disqualification or other sanctions, without warning.
3. Following the game, both teams are responsible for cleaning up all trash in their dugouts and storing any league equipment, such as the staked in mound.
4. Managers are reminded that after the 3rd out is made in an inning, each team should quickly prepare for the start of the next half inning. Please help move the game along.
5. The home team will be decided by the schedule/location.
6. A team may start and play a game with 8 players. Farm and Tee Ball may play with fewer than 8 players.
7. In all cases Little League Playing Rules will be followed except for what is outlined below.

### **Majors/AAA/AA Rules:**

#### General:

1. Home team will provide game balls (4 per game).
2. Games halted for inclement weather shall be resumed from that exact point unless they are considered "official" by Little League Rules and therefore completed.
3. Intentional throwing of bats or helmets shall be grounds for removal from the game.
4. The umpire will issue 1 warning per-team for an unintentional throwing of the bat (after an at-bat). After 1 warning has been issued, the next violation will result in an "out" for the batter, but the results of the play will stand for other base runners.

#### Batting:

1. Batting order is continuous.
2. Once a batter has "squared up" in a bunting stance, he/she may not pull back and take a full swing. If this occurs, the ball is "dead" and the batter will be called out, regardless of contact. No runners may advance.

#### Fielding

1. Free Substitution is allowed.
2. Minimum play is 4 innings.

### **AAA/AA Specific Rules:**

#### General:

1. Managers are expected to play all players. There are no positional requirements. However, the goal for AAA and AA is instructional and skill development. Accordingly, Managers are strongly encouraged to rotate player positions.



2. Time Limit – No new (full) inning may be started after 1:30 of play from the first pitch. If the game is not tied, the winner will be determined by the score at the end of the last inning played.
3. During rain delays, the clock will be stopped.
4. Ties/Extra Innings: There will be one extra inning played in the event of a regulation tie (if time limits have not been reached).
5. If a game is tied when the time limit is reached, the game will end in a tie (regular season). During playoffs the game should continue until there is a winner.

#### Pitching:

1. Distance:
  1. AAA: 46 feet (regardless of age)
  2. AA: 40' (If a 9-year-old is pitching in AA, they are required to pitch from 46')
2. A pitcher will be removed for safety reasons after hitting 3 batters in a game.
3. There are no intentional walks.
4. *For AA Only:* A team cannot walk more than 3 batters in any inning. Hit batters count towards the walk total. Effect: After a team walks 3 batters in an inning and after a ball is thrown to any batter with a 3-ball count, the count for that batter will be reset to 0-0. The Manager or Coach from the team at bat will then pitch to the batter. The Manager or Coach can throw the pitch at any speed and is not required to throw from the rubber, but he may not interfere with a ball put in play. The batter is out if the Manager or Coach interferes. While the ball is in play, the Manager or Coach must remain stationary on the mound. The batter can still strike out swinging (no called strikes), but he cannot walk. He can reach base only by putting the ball in play. The intent of this rule is to avoid lengthy at bats and delays resulting from excessive walks and to avoid driving up pitch counts.

#### Batting:

1. Bunting is allowed in AAA. It is not allowed in AA.

#### Base-running:

1. A team total of 3 successful "steals" will be allowed each inning. Ex. if a runner is on 1st and 2nd base and both steal, that is considered 2 steals. Only 1 "steal" of home per inning may occur. If, after 3 successful team steals, any runner successfully "steals," "Time" will be called, and the runner will be returned without penalty. If caught stealing he/she is "out".
2. No Delayed Steals.
  1. Example 1: The catcher throws the ball back to the pitcher and the runner breaks for the next base. The runner will be returned without penalty. If caught stealing he/she is "out".
  2. Example 2: The catcher attempts to throw out Runner X attempting to steal second and Runner Y breaks for home. The runner will be returned without penalty. If caught stealing he/she is "out".
3. Runners can advance on a passed ball by the catcher, but that counts as a steal.
4. Players may not advance on overthrows by the catcher. We want to encourage catchers to throw on all steals.
  1. Example 1: Runner X steals second and catcher overthrows second base. No runners may advance.

2. Example 2: Runner Y is on first base and takes a lead after a pitch. The catcher throws down to first and overthrows as the runner dives back to that base. No runners may advance.
3. In both examples if the runner advances and is put out they will be out. If they are safe time will be called and they will be returned to the previous base
5. A maximum of 5 runs per inning is allowed except in the sixth inning, when a team behind by more than 5 runs will be allowed to score more than 5 runs to tie. If a team has runners in scoring position and a hit produces the 5-run limit, play will continue until the runner is either out or stops at a base, however, ONLY 5 runs will count towards the score.
6. *For AA Only:* If a fielder overthrows a base, the runner may advance at their own risk, but only ONE base. Other runners on base may also advance ONE base. If a second overthrow occurs the play is over, and runners may not advance.
7. Play ceases when the ball reaches the mound and is under control of the pitcher. A runner will be returned to or allowed to advance to the nearest base. The intent is to allow the runner to gain a reasonable base on the play while preventing the runner from “baiting” the defense into making a wild throw.
8. There is NO infield fly rule at AAA or AA.
9. The Dropped Third Strike rule is NOT in effect at AAA or AA.

#### Fielding

1. *For AA Only:* 10 defensive fielders (4 outfielders) may be used in this age group.

#### **Farm**

##### General:

1. No score is kept at this age. The focus is on instruction.
2. Managers are expected to play all players. There are no positional requirements. However, the goal is instructional and skill development. Accordingly, Managers are strongly encouraged to rotate player positions.
3. The home team will be decided by the schedule/location.
4. Time Limit – No new (full) inning may be started after 1:15 of play from the first pitch.
5. During rain delays, the clock will be stopped.
6. Following the game, both teams are responsible for cleaning up all trash in their dugouts and storing any league equipment, such as the staked in mound.

##### Pitching:

1. Coach/Machine pitch

##### Batting:

1. Batting is continuous.
2. Bunting is not allowed.
3. Intentional throwing of the bats or helmets shall be grounds for removal from the game.
4. Tee should be used liberally. Coaches should decide on the number of pitches thrown to a batter prior to the game before using the Tee. For example, each child will be given 6 swings before using the tee. This helps move the game along and keeps kids from becoming frustrated and losing interest in the game.

5. Each team will bat through the lineup then switch sides. When playing with outs teams will bat until they get three outs or bat through the lineup

#### Base-running:

1. Outs: There are no outs at this level at the start of the season. After Memorial Day coaches can decide to introduce outs.
2. Runners will only advance 1 base on a hit.

#### Fielding

1. 10 defensive fielders (4 outfielders) may be used in this age group. It is encouraged to use to a catch dressed in proper equipment.
2. Free Substitution is allowed.

### **Tee Ball**

#### General:

1. No score is kept at this age. The focus is on instruction.
2. Format will be clinic style practice followed by 2-3 innings of play.
3. The away team will use the field from 15 minutes prior to game time until game time.
4. Time Limit – Limit to no more than 1:15.

#### Pitching:

1. Tee will be used for the entire season.

#### Batting:

1. Batting is continuous.
2. Bunting is not allowed.
3. Intentional throwing of the bats or helmets shall be grounds for removal from the game.
4. Tee should be used always.
5. Each team will bat through the lineup then switch sides.

#### Base-running:

1. Runners will only advance 1 base on a hit.

#### Fielding

1. 10 defensive fielders (4 outfielders) may be used in this age group. In general, we try and keep teams less than 10 players so substitutions will not be needed.

### **Playoffs**

All Majors, AAA, and AA division teams will participate in a playoff at the conclusion of the regular season. Playoffs will begin at the conclusion of the season with available play dates. Playoff structure will be determined by the number of teams in each division.

## **Postseason Activities**

The league may participate in the Little League District Tournaments and any other tournaments approved by the Board of Directors. Playing requirements for post season activities are provided by the host of the tournament and supersede all DALL requirements. DALL will only submit one District Team per age division.

### **District Tournament Teams - Managers Selection Process**

- DALL Board will solicit input from Managers and Coaches who are interested in coaching a post season team. Being a regular season manager is not a prerequisite for being a tournament team manager. (For example, the 10U Manager may be one of the assistant coaches of a Majors team).
- Once all the names are submitted, the same process for determining regular season coaches will be followed.

### **District Tournament Team Player Selection Process**

The focus for the DALL Williamsport/All-Star Selection Process is to ensure that DALL provides a fair, transparent, inclusive selection process that allows the program to continue to develop its players, with a secondary focus on putting together the most competitive team to represent DALL at certain age groups.

DALL Williamsport player eligibility will subscribe to the policy set forth by International Little League as published in the ILL current year Rule Book for Tournament play with the following clarification:

A DALL 9-year-old player may play on the Williamsport 10-year-old team only if the player has exhibited such superior skill and possess a “Williamsport starting player” level of play, that the selection over a 10-year-old is recommended without reservation, serves the best interest of the team and satisfies the DALL overall player development objective. For a DALL 9-year-old to be placed on the 10-year-old Williamsport Team, that player must receive a 2/3 combined majority vote from among the voting Managers ballots.

A DALL 11 yr old player may play on the Williamsport Majors or 12-year-old team only if the player has exhibited such superior skill and possess a “Williamsport starting player” level of play, such that the selection over a 12 yr old for the 12 year old Williamsport team is recommended without reservation, serves the best interest of both the Williamsport 11 and 12 teams and satisfies the DALL overall player development objective. For a DALL 11 yr old player to be placed on the Williamsport 12-year-old team, that player must receive a 2/3 combined majority vote from among the Managers ballots. DALL does not support 10-year-olds playing on the Williamsport 12-year-old team.

Given the current landscape of multiple towns not participating in the District 15 Williamsport 11-year-old tournament, DALL does not support 10-year-olds playing on the DALL Williamsport 11-year-old tournament team.

The DALL Williamsport Selection process will be directed by the League Player Agent and/or Major League Director. If either one of these individuals has a player that is to be considered for Williamsport/All-Star team, the Board, at their choosing, may elect to have another Board member who does not have a player in the selection pool to direct the selection process.

1. Player Nominations – Each manager shall nominate his team’s players that he believes should be considered for selection to the Williamsport All Star Team. If a manager is coaching in a

division with multiple age groups participating in it, that manager should attend the selection process for all post-season teams with ages in his division, UNLESS that manager notifies DALL in writing that there are no players on the roster that should be considered, AND all managers involved in that division agree. Managers should provide a description of each nominated player's strengths and weaknesses and state reasons why the player is worthy of Williamsport consideration. The manager will answer questions regarding a player's abilities if posed by those attending the meeting. A list of all nominated players shall be compiled and made available to the voting managers.

2. Round 1 Voting – Each manager shall select in writing, 11 players from the list of nominated players that he/she believes to be the most deserving to be selected to the Williamsport team. Based on the results of this written ballot process, only unanimous picks appearing on each and every manager's selections will be placed on the Williamsport roster. League Player Agent/Major League Director will tally the ballots and announce the results.
3. Discussion of Remaining Players – The League Player Agent/Major League Director shall facilitate an open discussion of the remaining nominated players. The goal should be an open exchange of information on player strengths, weaknesses, etc.
4. Round 2 Voting – This round of voting shall be essentially identical to Round 1 voting. In Round 2, the number of players voted by each Manager shall be equal to the remaining number of roster positions from the original number of roster spots.
  - i. For example, if the target is eleven players on the roster, and five were placed on the roster in Round 1, then each Manager will list their top six choices from the remaining pool of nominated players. Similar to Round 1, players receiving unanimous selection from all the Manager ballots will be placed onto the Williamsport roster.
5. Discussion of Remaining Players – Same as Round 2, very focused discussion on the players that seem to be most “in the mix” for the remaining roster spots.
6. To the extent the 11-person roster is not filled after the first 2 rounds of voting, the League Player Agent/Major League Director shall call for another round of voting after the focused discussion. In this voting process, each Manager will be allowed to vote only for players from the pool of remaining nominated players. The votes shall be tallied, and the player(s) receiving the highest number of majority votes shall be placed in the remaining roster spots. Majority is defined as a receipt of more than fifty percent of total eligible ballots voted in the round. e.g., 6 ballots cast - the majority would be 4 votes. If vote results in players tied with number of votes (e.g., the six Manager ballot voting results are 2-2-1-1) and the tied number exceeds available roster spots, then there shall be a round of discussion and open assessment of the higher vote tally players only (the players receiving the 2 votes). After further discussion, League Player Agent/Director will initiate a re-vote. Managers shall vote for one of the top vote tally players. If the vote remains tied and there is not a majority of votes realized in this round, then the process shown below in step 7 will be utilized.
7. If there is only one roster spot left and two players tie for votes received in a “One Vote” voting round, (sec 8 above) then, in the order listed below, will occur:
  - a. If one of the players is a 12-year-old and one is an 11-year-old, the roster spot shall be given to the 12-year-old.
  - b. The 12-year-old player receiving the highest number of votes from the Players Vote, assuming that player is ranked on the Players Vote, shall then be chosen for the Williamsport roster.
  - c. If there is still a tie, then 12 players versus 11 will be placed on the roster by the coaches.

8. The Manager will determine the final roster size (12 or 13 player) and choose the remaining players to fill out the remaining spots after the managers select the first 11 (for avoidance of doubt a manager must take 12 players). Manager will be fully apprised of the voting tallies and discussion at the Managers meeting before making her or his selection. The Manager selections need to be in consultation with the Major League Director and DALL President.

DALL Jimmy Fund 9-year-old tournament roster selection process will follow the above outlined process. For an 8-year-old to be playing on the 9-year-old roster, that player would need to be receive a 2/3 combined majority vote from among the Managers ballots in the selection process and possess a "Starting player" level of play.

DALL 8-year-old tournament roster selection is less formal. The Managers that have 8-year-old players in their division will put together a roster along with the Manager of the 8-year-old team based on skill, an interest in playing not just in the tournament, but in baseball overall, and availability due to summer vacations. As in prior age groups, for a 7-year-old to play on the 8-year-old team, that player would need to be receive a 2/3 combined majority vote from among the Managers ballots in the selection process and possess a "Starting player" level of play. Additionally, any 7 year old considered for the 8-year-old tournament roster will have played in AA during the regular season.

Operating Rules Sign Off

These Operating Rules were approved by the DALL on 4 April, 2024.