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VACANT, Uniforms Manager

VACANT, Equipment Manager

**CAROLINE COUNTY LITTLE LEAGUE, INC.
BOWLING GREEN, VIRGINIA 22427**

By-Laws and Local Rules

League ID 346-15-01



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Section 1: Applicability and Board Members

1-1. Little League International guidance states that the local Little League Board of Directors should adopt its own bylaws, local rules or ground rules (the terms are interchangeable). This document shall serve as the By-Laws of Caroline County Little League, hereinafter referred to as “CCLL” or “the League”. This document and its appendices will be a living document until renewed.

1-2. The by-laws are to be distinguished from the League’s Constitution. The Constitution spells out the duties and responsibilities of the officers of the board, definition of membership, election procedures, meeting requirements such as quorum, etc. The CCLL BOD must make a copy of the by-laws available to any member of the League for review and inspection if requested.

1-3. The CCLL Board of Directors (BOD) has the authority to change these by-laws, local rules, and policies. They require only board consent, without the general membership’s approval. No part of the by-laws, local rules or ground rules can conflict with or supersede any Little League rule, regulation or policy.

1-4. All Officers, Board Members, and Managers, must be Regular Members in good standing. Board Members, unless granted a waiver by the CCLL President, are expected to fulfill not only the duties of the post assigned but also must serve a minimum of eight (8) Board Member On Duty (BMOD shifts a year; four (4) during the Spring Season and four (4) during the Fall) as outlined under Section 8 and Appendix 8. Members failing to serve their required BMOD duties without a waiver from the League President (the President can only receive a waiver for themselves by vote of the Board) shall be considered no longer in good standing and subject to removal from the Board. Additional penalties will include being prohibited from holding volunteer positions within CCLL for two years from the date of removal.

Section 2: Local Rules (General)

2-1. These and the rules located in Appendix A apply to CCLL teams (Players, Managers, Coaches, and other team volunteers). No manager, coach, umpire, or parent may make any agreement that overrides any Little League Regulation or Rule or these by-laws. Rules in Appendix A are listed specific to Divisions of play.

- a. When CCLL teams are playing in Inter-League play all teams will abide by the approved District 15 Inter-League rules.
- b. When CCLL teams are playing Intra-League at CCLL the games will be played by the appropriate Little League rule set for that division. When playing at an Intra-League location CCLL teams will abide by the host league policy unless it violates established

Little League rules and regulations. In case of a conflict the CCLL Manager shall contact their appropriate Coaching Coordinator first, followed by the CCLL Athletic Director, the CCLL Vice President, and finally the CCLL President to get resolution.

2-2. Time Limits. The following time limits will be used. In accordance with Rule 2.00, an inning starts the moment that the third out is made, completing the preceding inning. No new inning will start once the time limits below are reached. A game which has reached its time limit will be considered official unless delays have been caused due to weather or lightning (See Section 10 and the CCLL Safety Plan), or equipment failure.

- a. Blast Ball and Tee- Ball: One (1) hour
- b. Majors, Minors, and Coach Pitch: Two (2) Hours
- c. Juniors and Senior: Two and one half hours (2 ½)

2-3. Curfew. During regular season play, no new inning will begin after 8:00 pm for Coach Pitch and Tee Ball, 8:30 pm for Majors and Minors, and 9:30 pm for Junior and Seniors on Monday, Tuesday, Wednesday, and Thursday nights. On weekends, Friday and Saturday nights, no new inning will begin after 8:30pm for Coach Pitch and Tee Ball, 9:00 pm for Majors and Minors, and 10:00 pm for Junior and Seniors

- a. Games delayed by weather, lightning, or equipment failure will not extend 15 minutes past the curfew listed above: 8:15 pm for Coach Pitch and Tee Ball, 8:45pm for Majors and Minors and 9:45pm for Juniors and Seniors on weekdays (M to Th) and 8:45 pm for Coach Pitch and Tee Ball, 9:15 pm for Majors and Minors and 10:15 pm for Juniors and Seniors.
- b. Once the time listed in 2-3a. has been reached the game will be halted. The CCLL Competition Committee (Appendix N) will decide if the game will be counted as a complete game or suspended to be competed at a later date.

2-4. The home team shall occupy the first base dugout. The visiting team shall occupy the third base dugout. In accordance with Rule 3.17, only eligible players in uniform, a manager, and not more than two coaches (three for T-Ball and Coach Pitch / Machine Pitch) shall occupy the dugout.

2-5. Regulation XIV (d) – Field Decorum – is revised to read: “A manager or coach shall not leave the bench or dugout except to confer with a player or an umpire and only after receiving permission from the plate umpire.” (Exception: In Tee Ball and Coach/Machine Pitch divisions, managers and coaches may be on the field for instructional purposes, but shall not assist runners or touch a live ball. At least one rostered adult manager or coach must accompany players in the dugout at all times.)

2-6. Point of Emphasis for 2025

- a. Rule 1.10 Approved Ruling (A.R.) 2 - Bat Alterations or Modifications: Clarifies that products, such as, but not limited to, choke-knobs, choke-up assists, or thumb protectors are considered alterations to the bat and are not permitted
- b. Rule 1.11 (j) - Jewelry: Removes Rule 1.11(j) [1.11(d) in Challenger] to remove the requirement that jewelry, other than medical alert, should be removed, permitting jewelry to be worn. **Change: Deleted: Players must not wear jewelry such as, but not limited to, rings, watches, earrings, bracelets, necklaces, nor any hard cosmetic/decorative items.** Any jewelry worn by a player that poses harm to injury will be subject to removal. This rule applies regardless of the composition of such jewelry, hard cosmetic item, or hard decorative item. Hard items to control the hair, such as beads, are permitted. **Exception: Jewelry that alerts medical personnel to a specific condition is permissible.**
- c. Rule 3.01 - Pregame Equipment Check: Beginning in the 2025 Umpires are not required to inspect equipment prior to the start of the game. The manager of each team is responsible for ensuring that all equipment is legal and proper for play according to Little League rules. **PENALTY: If illegal equipment is used during the game, the manager of the team will be ejected from the game and the player who used the illegal equipment will also be ejected from the game. Both the manager and the player who used the illegal equipment will be suspended for their team's next physically played game and may not be in attendance at the game site. This includes pregame and postgame activities.**

2-7. Optional Rules. CCLL has adopted the following optional rules at all levels:

- a. Optional Rule 6.02(c) requiring batters to keep one foot in the batter's box during their at-bat.
- b. Optional Rule 9.01(d), which determines that the stealing and relaying of pitch selection and location is to be considered unsportsmanlike behavior.
- c. Tournament Rule 3(d) in accordance with Rule 7.14, which limits the use of the Special Pinch Runner to twice per game. Use of a Special Pinch Runner is not permitted in divisions utilizing a Continuous Batting Order.
- d. Rule 4.10(e) in its entirety to include the 15-run after three (3) innings (Intermediate, Junior, Senior four (4) innings), the 10-run after four (4) innings (Intermediate, Junior, Senior 4 five (5) innings), and the 8-run after five (5) innings (Intermediate, Junior, Senior six (6) innings) mercy rule.
- e. The option to allow games to be started and played with 8 players in accordance with Rule 1.01, 4.04, 4.16 and 4.17, and has decided to allow the 9th position in the batting order to be skipped over without penalty in accordance with Rule 4.04 and 6.05.
- f. The courtesy runner option in accordance with Rule 3.04 and the corresponding COURTESY RUNNER definition in Rule 2.00 – Definition of Terms.

Section 3: Players

3-1. This section outlines the age eligibility for players and identifies “protected players”. Procedures concerning registration, draft, and player pool are found in Appendix C. It is the responsibility of the Player Agent and the respective Vice President to assemble the list of registered players for each Division.

3-2. Tee Ball and Blast Ball. For Tee Ball (TB), and Blast Ball Divisions, the Player Agent and Athletic Director are responsible for assigning players to individual teams and the Vice President is responsible for approving the rosters. All reasonable effort shall be made to make team assignments based on an even distribution of player ages for each team within each division.

- a. Blast Ball Division players shall be league age 3.
- b. Tee Ball players shall be league age 4 or 5.

3-3. Coach Pitch to Senior Baseball and Softball. It is the responsibility of the League Vice President and Player Agent to ensure that a player draft is conducted for each of the divisions named in accordance with the Rules of Little League Baseball, Inc. For Regular season play:

- a. Coach Pitch players shall be league age 6, 7, or 8.
- b. Minor Division players shall be league age 8, 9 or 10.
- c. Major Division players shall be league age 11 or 12.
- d. Junior Players shall be league age 13 or 14.
- e. Senior Division players shall be league age 15 or 16.

3-4. Protected Players. Protected players are those players who, by procedures and rules of the CCLL, are automatically assigned to a particular team.

- a. Manager's Child/Children: The child(ren) of a CCLL approved manager must be assigned to the team that is managed by the parent, provided the player meets CCLL prerequisites. The child(ren) will count as a selection during the draft process, see Appendix C.
- b. Siblings of Players: Sibling(s) are automatically assigned to the same team provided the sibling players meet CCLL prerequisites. Identification of siblings will be made prior to the commencement of the draft.

3-5. Returning Players. Team assignments from the prior year will not carry over to the current year.

Section 4: Managers and Coaches

4-1. All Managers and Coaches must have a background check and meet the requirements outlined under the Volunteer Policy, Appendix B.

- a. Managers will be selected by the CCLL Coaching Committee.
- b. Coaches will be selected by Managers after the draft. Note: If a Manager wants a specific individual as a coach then that Manager must select or trade for that individual's child during the draft.

4-2. Managers and Coaches must be in good standing as well as meet the other requirements outlined in Appendix B and Appendix D.

4-3. CCLL will use the selection process outlined in Appendix D. A Manager or Coach not selected will be notified by the CCLL Vice President and will have a chance to appeal before the final list is sent for approval.

4-4. The CCLL President will have the final approval for all Managers and Coaches.

Section 5: Umpires

5-1. Little League is a volunteer organization, as such all CCLL Umpires shall be volunteer umpires. The Umpire Policy is detailed in Appendix E.

5-2. Umpires will be recruited by the CCLL UIC and approved by the CCLL President.

5-3. Managers and Coaches are encouraged to volunteer to umpire at least one game, not in your Division of play. Managers and Coaches should also assist in recruiting umpires.

Section 6: All-Stars

6-1. At the end of the Spring Regular season, Little League International conducts a series of tournaments, culminating in World Series for Majors and above and Tournament of Champions for Minors and Coach Pitch. CCLL will field, as appropriate, teams for all age divisions to participate in the Little League tournaments. This requires a time commitment from players, parents, and the Managers and Coaches, which could extend into August.

6-2. All-Star Consideration (Managers and Coaches).

- a. Anyone who wishes to be considered as an all-star manager must submit their name, in writing (email is acceptable), to the Vice President and Athletic Director by 9:00 p.m., May 1st.

- b. All candidates for all-star manager must ensure they are available for all practices and tournaments starting on or about June 1st and potentially running through August if their respective team advances.
- c. The tournaments may require travel outside of the area that can include game play during the day or on weekdays at the various levels.
- d. The CCLL Board of Directors will consider only those who are approved volunteers, who have no written disciplinary actions, and who are in good standing with the league.
- e. See Appendix F for detailed selection information.

6-3. All-Star Consideration (Players).

- a. To be eligible for All-Stars, a player must
 - i. Meet the minimum playing requirement as outlined by Little League.
 - ii. Participate in the All-Star try-out. There may be one make-up session for any player who cannot attend the scheduled try-out due to emergency or prior commitment (i.e. funeral, wedding, etc). If no make-up session is scheduled, the Player Agent(s) may "excuse" the absence if the appropriate justification for missing the try-out is received prior to the try-out date.
- b. The primary method of All-Stars player selection will be to conduct evaluations for each division of play. Try-outs will be open to every player that meets the age requirement for their division (i.e. 7 year olds are not eligible for 9-10 All-Stars). The purpose of try-outs is to assist the selected All-Star Manager with forming his/her all-star team roster. See Appendix F for details.

Section 7: Fields and Grounds

7-1. Team Responsibilities.

- a. The home team will be responsible for the field set up to include obtaining the scoreboard console, lining the field, and ensuring the mounds are properly placed. The Home Manager is responsible for returning the scoreboard console at the conclusion of the game.
- b. The visiting team will be responsible for closing the field as outlined by the Director of Fields and Grounds, see Appendix G. Both Managers will be responsible ensuring all trash, in the dugouts and the trash cans from their side, is taken to the dumpster and new garbage bags are installed.

7-2. In the case of inclement weather or pending inclement weather the visiting manager will check with the BMOD to determine if the field should be dragged. The BMOD will contact the Director of Fields and Grounds prior to the end of the games for directions.

Section 8: Concessions

8-1. Concessions are one of the ways CCLL can keep costs down and ensure an affordable, safe, and fun experience for the children of Caroline County. As with all other aspects of CCLL and Little League, the Concessions can only run with the help of Board Members and CCLL families.

8-2. CCLL requires families to signup to support concessions in various roles- runner, cashier, and cooks. These positions need to be filled to not only help CCLL raise funds but to also provide an enjoyable experience to CCLL members (families, players, coaches, and umpires), some of who spend a majority of time at the field during the season. Appendix H outlines concessions duties and responsibilities.

8-3. In the event there are not sufficient volunteers for concessions, the Board Members on duty will ask the coaches to provide volunteers. If volunteers are not provided, umpires will be instructed to halt games until such time as the concessions are sufficiently staffed.

Section 9: Sponsorship & Fundraising

9-1. CCLL will actively seek to offset cost through fundraising and sponsorships. These activities not only help to defray costs for CCLL players but also lead to community involvement in CCLL operations.

9-2. Sponsorship and fundraising will be a year round process and use the procedures outlined in Appendix I.

Section 10: Safety

10-1. Caroline County Little League takes safety very seriously. We want to have fun playing ball, but not at the risk of anyone's health.

10-2. When the heat index is expected to be over 100, everyone involved with CCLL should take a few minutes to familiarize themselves with this policy regarding practice/play in extreme heat. See Appendix N

10-3. Everyone is responsible for monitoring for lightning. If anyone, coach, player, parent, umpire or Board Member hears thunder or sees lightning it should be brought to teh umpires attention immediately.

- a. Extreme heat conditions also tend to bring in thunderstorms, especially in the late afternoon and evening. CCLL follows the Little League guidelines regarding lightning.

b. If lightning is seen **or thunder is heard**, umpires will immediately suspend play for 30 minutes. Any additional lightning or thunder will reset the clock to 30 minutes. Players are to return to their cars and remain there until play can be resumed or the game is called.



Appendix A: Local Rules by Division

A-1. Majors and Above (Baseball and Softball). All rules as specified in Section 2 apply with the exception, if Junior and Senior Divisions are combined, the teams will play using Senior Rules. Exceptions:

- a. Seniors will use Continuous Batting Order.
- b. The following will not be used during Senior Play:
 - i. Senior Baseball - Designated Hitter (DH)
 - ii. Senior Softball - Designated Player (DP)/ Flex Player.

A-2. Minors (Baseball and Softball).

- a. A team will bat until three (3) outs are reached –or – until the team has scored five (5) runs (except in the sixth inning of play where the five (5) run limitation will not apply if agreed upon by both Managers at the Plate Conference).
- b. Only nine (9) players are allowed on the field defensively. (See Rule 1.01 of the Little League Rule Book).
- c. Players may not advance on an uncaught 3rd strike.

A-3. Coach Pitch (Baseball and Softball).

- a. Will utilize the 15' arc chalk line to be setup by the home team manager prior to the game. A ball hit by the batter that does not pass the 15' arc, not affording the defensive team the reasonable ability to make a play on the ball, will be deemed a dead ball and count as a foul ball.
- b. Bunting is not allowed.
- c. A team will bat until three (3) outs are reached –or – until the team has scored five (5) runs, to include extra innings. CCLL does not allow the option for an unlimited run rule in any extra inning and will adhere to the five (5) run rule in all innings.
- d. The defensive team may field up to ten (10) players on defense.
- e. No walks and no batters hit-by-pitch.
- f. No stealing or leading off base.
- g. Three (3) strikes, or failure to put the ball in play after five (5) pitches, shall constitute a strikeout. A strikeout is defined as three (3) swinging strikes. A ball is considered in play if it travels at least 10 feet from home plate in fair territory. If the fifth (5th) pitch or third (3rd) strike is batted foul, the batter shall be awarded another pitch. If the batter does not swing or swings and misses, the at bat is over and an out is recorded.
- h. The adult pitching may not field any batted balls. If the adult intentionally interferes with a batted ball, the batter is out and the ball is dead. If the adult does anything to intentionally confuse the defensive team, the batter is out and the ball is dead. No runners may advance. The defensive pitcher may stand anywhere within five (5) feet of the

pitching mound. The catcher will wear normal protective equipment and will take the normal defensive position behind the batter.

- i. A ball which hits the adult pitcher will be dead, each runner and the batter may advance one base from the base last legally occupied.
- j. The batter must not throw the bat. If the bat is thrown in such a manner as to be considered unsafe by the managers/coaches, the batter shall be properly instructed. If the managers/coaches feel it is unsafe, they shall issue a warning to the batter and may take additional action within the rules if the behavior persists.
- k. If a ball is overthrown, the baserunners will be allowed to attempt one base at risk. No more than one base will be allowed on an overthrow, regardless of the number of overthrows in the course of one play.
- l. Only the manager and two (2) coaches are allowed on the field.
- m. Once an infielder has control of the ball in the infield, no runners may advance. A runner in between bases at this time must immediately advance to the next base or return to the previous base.

A-4. Tee-Ball.

- a. There is no mercy rule in Tee Ball.
- b. Defensive players should be placed in normal infield and outfield positions. A maximum of ten (10) players may be placed on the field at one time. No player may play any given defensive position for more than one inning per game. It is up to the manager's discretion when safety is the issue of concern for the positioning of players.
- c. There will be no Strikeouts in Tee Ball.
- d. The ball must travel 10 feet from the tee in order to be considered a fair ball.
- e. During each half-inning, the batting team will bat until they have gone through the batting order once. The bases will be cleared of runners once three outs have been made in the half-inning.
- f. No defensive player shall be out of the game in consecutive innings.
- g. Only the manager, two (2) coaches, or CCLL approved volunteers are allowed on the field.

A-5. Blast Ball.

- a. CCLL will utilize BlastBall™ rules. BlastBall™ is played with a maximum of 6 players per team.
- b. Field Set-up: In an open area, position your BlastTee/home plate so that hitting allows you a safe area of play. Like a regular ball diamond, from the Tee pace off 25 feet to the right and position your BlastBase. This establishes your fair/foul line to the right. To the left of the Tee and perpendicular to your BlastBase line, pace off an equal distance and position your Cone. This establishes your fair/foul line to the left. Now pace off 15 feet directly in front of the Tee and lay out your Line Marker running between the (hypothetical) first and

third base lines. This becomes the fair/foul line for play. If a ball is hit inside of that line it is foul and should be re-teeed for another try. If it goes beyond the line, either in the air or on a roll it is considered in play.

- c. The defensive players take a typical infield or outfield position (i.e. 1st, 2nd, shortstop, 3rd, etc). Players should be positioned in different defensive positions each inning. It is up to the manager's discretion when safety is the issue of concern for the positioning of players.
- d. A BlastBall is placed on the BlastTee and the batter hits the ball and runs around all the bases. Kids in the field attempt to field the batted ball and once fielded the player with the ball places the Blastball on their head and yells "Blast Ball!" The player then throws the Blastball to the coach at home plate.
- e. You end the (half) inning by batting once around the line-up. When fielded, the defensive player can throw the BlastBall back to another player, an adult or a net positioned near home plate (safely away from the Tee).
- f. Gloves/mitts are not required, but may be used, because of the softness and size of the ball. While batting helmets are not needed because the BlastBall is not being pitched or thrown to make the out, batting helmets may be worn but are not required.
- g. Teams may be even or uneven, i.e. 3 vs. 4, 4 vs. 5, etc.
- h. Keep the game moving, with little or no standing around; "5 up" "5 down". As soon as last batter has completed batting, hustle in and out. It is extra motivation for offensive players when changing innings, to have to touch the base on their way to their defensive positions in the field.
- i. No score is kept.

Appendix B: Volunteer Policy

B-1. The Information Officer (or a designated representative) shall encourage members to volunteer their time and assistance for fundraising, concessions, umpiring, managing/coaching, team mom, and any other capacity as deemed necessary by the Board. Once volunteers are obtained, it is the Information Officer's duty to make sure the approved version of the Volunteer Form is completed, including Social Security Number (SSN), with a copy of a photo I.D. and a background check is obtained in accordance with established policy through the web site approved by Little League requirements. After said checks are done it is the responsibility of the Information Officer to "blackout" or delete the SSN and convey all results of the background checks to the President of the Board and go over those in question to confirm approval of denial (certain cases). The Information Officer will then make a list of Approved Volunteers and present to the Board to submit to Caroline County Little League (CCLL) for acknowledgement of Approved Volunteers. This list shall have just the name of the approved volunteers. All information pertaining to the volunteer will be kept private and stored in a safe area. This information will be kept for two years and turned over to the new Information Officer once he/she has fulfilled his/her obligations as Director of Information and Support.

B-2. The volunteer background-screening program will include all volunteers, especially those who will have contact or access to youth in CCLL programs. This is a requirement of Little League International. (Note: "Since 2003, the local league has been and is required to have all board members, managers, coaches, and other volunteers or hired workers who provide regular service to the league or/and who have repetitive access to or contact with players or teams fill out the new volunteer application. Additionally, the league has been and is required to conduct a background check on each of these individuals."). This background screening will occur annually and the fact that someone may have a clear background check one year does not ensure that they will have a clear background check the next year.

B-3. Privacy Policy.

- a. In keeping with federal laws governing child safety, CCLL will collect non-public personal information from all volunteers. CCLL does not disclose any non-public personal information about our members or former members to anyone, except as requested by them or as required by law. Also, this information is only disclosed within CCLL on a "need to know" basis.
- b. CCLL maintains physical, electronic, and procedural safeguards that comply with federal regulations to guard your non-public personal information. If you have any questions regarding our Privacy Policy, please contact any current CCLL board member.
- c. All volunteer applications and screening results are to be safeguarded by the Director of Information and Support. Once the Director of Information and Support no longer

requires these papers, they will be handed over to the President of CCLL for proper archiving until no longer needed by CCLL. Once this paperwork is no longer required by CCLL, it shall be disposed of in an appropriate manner (i.e. shredding, burning, etc.).

B-4. Recommended Criteria for Exclusion

- a. A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:
- b. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, nolle pros, or dismissal.
 - i. **SEX OFFENSES:** All Sex Offenses – Regardless of the amount of time since the offense. Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
 - ii. **FELONY:** All Felony Violence – Regardless of the amount of time since the offense. Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc. This includes all felony offenses other than violence or sex within the past 10 years. Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.
 - iii. **MISDEMEANORS:** All misdemeanor violence offenses within the past 7 years. Examples include: simple assault, battery, domestic violence, hit & run, etc. This includes all misdemeanor drug & alcohol offenses within the past 4 years or multiple offenses within the past 7 years. Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc. This also includes any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft, etc.
 - iv. **PENDING CASES:** It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

B-5. Youth Volunteers. Youth volunteers between the ages of 13-17 may volunteer with CCLL. Volunteers age 13 or older are eligible to serve as youth umpires, may assist coaching staffs with team practices and/or games (for Intermediate Divisions and below), may assist with concessions, and may assist with fields and grounds. In order to serve as a youth volunteer, the individual must

have met all training requirements. At age 16, a youth volunteer may serve as one of the two “official” team coaches, but may not serve as a team manager or an All-Star Coach. Youth volunteers may not assist until they are deemed an “approved” volunteer.



Appendix C: Player Policy (Registration, Evaluation, Draft, and Player Pool)

C-1. This appendix covers registration policy, player evaluation, draft procedures and player pool for CCLL.

C-2. Registration. Registration fees for the season are set by the Board of Directors prior to the regular (primary) registration period. The primary registration period lasts for the duration of the initially advertised registration period.

- a. **LATE REGISTRATION PERIOD** Based on the number of requests to sign-up players after the primary registration period, late registration period will commence. Late registration fees are set by the Board of Directors prior to the regular (primary) registration period. All players registered during the late registration period will be guaranteed placement on a team.
- b. **WAIT LIST PERIOD** Following the last Late Registration event, the number of teams and number of players per team will be determined. At that time, the Vice President and Player Agent will determine the maximum number of roster positions remaining for each division. Any requests for player registrations following the last late registration event will not be guaranteed placement on a team; registrations will only be accepted for the remaining roster slots. All registrations during this period will be taken on a first come, first served basis and will be subject to the late registration fee. Additional player registrations may be accepted on a wait list basis in the event that previously registered players drop out or become unable to play due to injury.

C-3. Requests to waiver to a higher division. Normally, players will not be allowed to play up in the next age level division. In fact, it is strongly discouraged. Players in the Coach Pitch or above divisions may request to “play up” a division. Players opting to “play up” must notify the Athletic Director (AD), via email, immediately following registration. In addition to notifying the AD, that player **MUST** attend a designated assessment. The assessment must be completed prior to the draft date for that division and the results of that evaluation must be approved by the President of the League in order for that player to be eligible to “play up”. See Player Evaluation below for more information.

C-4. Fall Ball Divisions. For the Fall Ball season, players may play in the division that they may be eligible for during the following regular season. For example, a player of league age 8 who played in the Coach Pitch Division in the spring may be moved to the Minor Division for the Fall Ball Season. Per Little League International, the fall season is a training season. Player placement during the fall season will have no bearing on player placement for spring seasons.

C-5. Team/Manager Requests. Parents are not permitted to request specific teams or managers/coaches, however, parents may submit a written justification requesting that their child

not be placed on a specific team or play for a particular manager or coach. Such a request will be limited to one (1) manager/coach/team per season and must be submitted prior to the end of the regular registration period. The Vice President and the Player Agent will approve or deny such requests. A decision denying the request may be appealed to the CCLL President.

C-6. Removal of Players.

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

C-7. Player Evaluation (Coach Pitch and Above).

- a. The Player Agent, Athletic Director and Coaching Coordinators are responsible for evaluations. They are expected to personally conduct, or find available people to conduct, the evaluation session(s). Delegation of this duty must receive the approval of the CCLL President. The President and Vice President of CCLL will appoint a team of evaluators. There should be a minimum of three (3) and no more than twelve (12) evaluators selected for each evaluation session.
- b. The intent of assessments is to provide a means for evaluating the players' relative baseball/softball skills to help Managers, Vice President, and the Player Agent to balance the teams in both teams assignment and draft process. In order to do so, every player, at a minimum, should be evaluated with respect to his/her ability to throw, catch, hit, run, and field under reasonably equal conditions. Minor Division, and above, evaluations should incorporate a means to evaluate pitchers and catchers. The Player Agent, Athletic Director, and Coaching Coordinators are responsible for establishing an efficient, and effective, activity that evaluates a players ability to pitch and/or catch that will assist Managers with team selection during the draft.
 - i. Returning and Protected Players. Players who are returning players or are classified as protected players are still required to participate in evaluations.
 - ii. Middle or High School Players Any player on a middle or high school team who does not participate in their respective division evaluations will be drafted onto a team using the process outlined for players missing evaluations.
- c. Evaluation Rosters. The Player Agent and AD will create an assessment roster from the registration forms of all players in all of the relevant divisions prior to the assessment

date. A copy of the assessment roster will be given to each of the appointed evaluators at the time of the actual assessment session.

- d. Evaluation Sites. All attempts will be made to have the same evaluation site for the Minor, Major, and Intermediate Divisions. Players from all respective divisions will be evaluated on a set date(s), time(s), and at a site determined by CCLL.
- e. Evaluation Criteria.
 - i. Scoring Plan. Players will be individually evaluated on a scale of 1 to 5 with respect to their ability to throw, hit, catch, field, and run. The total score shall not exceed 25 points for any one player. CCLL board will develop evaluation criteria, at a minimum each player should be evaluated on batting, fielding fly balls, fielding ground balls, throwing and running.
 - 1. Score of “5” – the player demonstrated exceptional technique and executed 90 to 100 percent success in a particular skill set.
 - 2. Score of “4” – the player demonstrated above average technique and executed 60 to 90 percent success in a particular skill set.
 - 3. Score of “3” – the player demonstrated average technique with small mistakes and executed 30 to 60 percent success in a particular skill set.
 - 4. Score of “2” – the player demonstrated below average technique and executed 20 to 30 percent success in a particular skill set.
 - 5. Score of “1” – the player demonstrated poor technique, executed 0 to 20 percent success in a particular skill set, and showed signs for safety concerns.
 - ii. Pitchers and catchers for kid pitch divisions will be evaluated. This evaluation will be scheduled as part of the assessments.
- f. For players requesting a waiver to the next division, the AD and Player Agent will determine if a player should be allowed to move up, based on observations during assessment. Should the AD and Player Agent disagree the VP will make the deciding vote.

C-8. Player Draft (Coach Pitch and Above).

- a. Responsibilities. The Vice President and Player Agent are responsible for conducting a draft for each division.
 - i. The Player Agent will secure the official draft list with each player’s average (of the combined ratings from assessments) composite score prior to the draft date, and provide such list to the Managers at the start of the draft.
 - ii. The Player Agent will determine the number of teams in each division per Little League International rules.
 - iii. At the conclusion of the draft, the Managers will submit their team rosters to the Player Agent to be officially recorded. The draft room will consist of ONLY the Vice President, Player Agent, and Managers. Other members of the CCLL Board

of Directors may fill in should the Vice President or Player Agent be unavailable, however, the designation of that fill-in member(s) will be determined by the President.

- iv. The Vice President or Player Agent will keep track of each player drafted and the number of players on each team throughout the draft.
- b. All drafts where there are three (3) or more teams will be conducted in the format of a “snake” draft. A coin flip will determine which Manager receives the first pick of the draft. Managers will alternate selections until there are no remaining players.
- c. Note: If two divisions must be combined, due to insufficient number of players registered to support a single division, players from the highest division must be drafted first. (Example: CCLL is combining Junior and Senior Division baseball to make teams in the Senior Division, the registered players in the Senior Division MUST be drafted first, followed by the players in the Junior Division.)
- d. Non-Evaluation Picks. All players who do not attend an evaluation date will enter the draft as a blind draw. All blind draw players will be selected, in turn, out of a hat after all other players have been drafted.
- e. Draft Order
 - i. CCLL shall use a snake style draft for all divisions for player selection. Initial draft order shall be determined by a coin flip. Protected players must be added to the bottom of their respective Manager’s list. Should a Manager of a team have more protected players to draft, the other Managers shall draft their players, in turn, until all teams have an equal number of players drafted. Once equal, selections will be made via the initial snake style draft order.
 - ii. Pitchers and Catchers: The Player Agent will maintain and provide a list of players identified at evaluations with the ability to either pitch and/or catch prior to the draft. The Player Agent will track these players throughout the draft, with the intent of ensuring that each team selects a similar number of pitchers and catchers.
- f. Trading. Trading among team managers within the same division will only be allowed immediately following the draft. Thirty minutes will be allotted to discuss possible trades. At the conclusion of the allotted thirty minutes, or at the consensus of the group that no trades will be made, whichever is first, the trading period will be closed. Absolutely no trades will be made after this time. If special circumstances require a trade, they must be communicated to the Player Agent who will initiate the appropriate action.
- g. Finalized team rosters will be read back to each manager by the Player Agent following the end of the trading period. Agreement to each team roster signifies the end of the draft.

C-9. Team Rosters. The Vice President and the Player Agent are responsible for assembling the official team rosters. Rosters shall be finalized, official, and shall not be changed after the conclusion of the draft (or after issuance to the team manager if no draft is conducted).

C10. Player Pool. The Player Pool will be managed by the CCLL Player Agent. In the event the Player Agent cannot be reached the CCLL Athletic Director will coordinate Player Pool assignment. Managers must coordinate for Player Pool players through the Player Agent at least 24 hours before their game. Managers **CANNOT** coordinate the use of players from the opposing team or coordinate Player Pool players without using the procedures shown below:

- a. Managers will contact the Player Agent as soon as they are made aware a player or players will not be available for a game.
- b. The Player agent will use the procedure below to find a suitable Player Pool Player or Players.

Player Pool

<i>Lions</i>	<i>Tigers</i>	<i>Bears</i>
Player 1	Player 1	Player 1
Player 2	Player 2	Player 2
Player 3	Player 3	Player 3
Player 4	Player 4	Player 4
Player 5	Player 5	Player 5
Player 6	Player 6	Player 6
Player 7	Player 7	Player 7
Player 8	Player 8	Player 8
Player 9	Player 9	Player 9
Player 10	Player 10	Player 10

Ex: Lions and Tigers have a game; Lions are short players. I will then give the coach a name to contact starting at the top of the list from the Bears team, we will move down player by player until one is found. Let's say Player #4 is the one that is available. Next time we pull from the Bears it will start at Player #5

C-11. The following apply to playing time, positions, and eligibility for any player being utilized as a Player Pool player:

- a. Restrictions on Player Pool players: No Player Pool Player is allowed to pitch at any time, Baseball or Softball.
- b. Any Player Pool player assigned to a team must start and play three (3) consecutive innings on defense. Once this and all other requirements as outlined in the Little League regulations have been met the pool player will be removed from defense for a rostered team player if one is available. For Juniors and below where CBO is used the pool player will remain in the batting lineup.
- c. **A game in which a player is playing as a Player Pool player does not count toward All-star eligibility for that player.**

Appendix D: Coach Selection

D-1. Coaches Selection Committee.

- a. The CCLL Board of Directors shall appoint a Coach Selection Committee consisting of three individuals from the Vice President, Athletic Director, Coaching Coordinators of the respective divisions. Should one of the three listed not be available the President will appoint from the Board.
- b. The Coach Selection Committee will review and discuss all manager and coach applicants for each division. The outcome of the discussions will be a list of recommended managers and coaches for each Division.
- c. The Coach Selection Committee shall agree on the recommended list of managers and coaches by majority vote or make new selections, which must also pass by a majority vote if any of the original candidates are denied.
- d. The Coach Selection Committee's recommended list of managers and coaches shall be presented to the President then the CCLL Board of Directors for approval. Once approved the list will be submitted to the CCLL President for official appointment.

D-2. Criteria. Selection of managers and coaches shall be based on the below criteria to include a good standing rating within their respective division.

- a. Good Standing shall be defined as follows: Demonstrated ability to manage/coach through understanding of the game and the rules by which it is played. Individual must be a consistent, fair, and positive influence on the players, teaching not only skills, but also sportsmanship, and teamwork. Dedication demonstrated by attendance at games and practices will be a contributing factor.
- b. Years of Experience: A minimum of two years of recent experience is preferred for Minors divisions and above.
- c. Training and Qualification: Recent (within 2 years) formal training and/or certification, such as Positive Coaching Alliance (PCA) Double Goal Coach, Big Al Baseball Training and Development, USA Baseball Coaches Certification, or National Federation of State High School (NFHS) Association is highly desired. This training is required to be eligible for selection as an All-Star team manager or coach.
- d. All Managers are required to participate in the annual CCLL Manager and Coaches Meeting/Training, normally conducted after coaches' selection and prior to starting practices. Attendance at this meeting is required to be eligible for selection as an All-Star team Manager or Coach.
- e. Level of Experience: Qualifications acquired through participation as a player or coach at upper levels such as High School, American Legion, Amateur Athletic Union (AAU), College, or Semi-Professional/ Professional.

- f. Coaching Approval: An evaluation of last year's returning team managers and coaches. Consider feedback of coaching performance for the prior year by the Athletic Director and BB/SB Coaching Coordinators to include inputs from umpires, members, parent surveys and Player Agent.
- g. All-Star Experience: All-Star manager or coaching experience.



Appendix E: Umpire Selection

E-1. All CCLL Umpires shall be approved Volunteers. At the discretion of the UIC and League President a youth umpire may umpire games.

- a. A youth umpire must be age 13 or older and may not umpire a game within his/her age group; youth umpires must be older than the division playing.
- b. Youth umpires must have an adult umpire on the field with them or an adult assigned as Game Coordinator [per rule 9.03 (d)].

E-2. Volunteer umpires will be instructed on basic field mechanics and rules of the game. First year umpires will be issued an umpire shirt, umpire cap and umpire indicator from CCLL.

- a. Umpires should wear gray slacks and black shoes, no cleats are to be worn by umpires.
- b. Male plate umpires must wear a protective cup [per rule 9.01 (a) note 1].
- c. New umpires will be paired with experienced umpires in the beginning of the season to be indoctrinated in the task of umpiring Little League games.
- d. Prior to calling a game from behind the plate, volunteer umpires must go through training for plate mechanics, if plate mechanics were not covered during the field mechanics training.
- e. CCLL will provide, on a loan basis, a basic set of plate gear consisting of mask, chest protector, shin guards, ball bag(s), and plate brush to new plate umpires when gear is available.
- f. Plate umpires are highly encouraged to invest in and wear plate shoes.

E-3. Game Assignment. Umpires will volunteer for games by notifying the UIC of their availability for the week. If for any reason an umpire cannot make a game he/she volunteered to call, they must contact the UIC so another umpire can be found to cover the game.

E-4. Umpire Incentives.

- a. To qualify for incentives, new umpires must attend training in basic umpire mechanics and rules provided by CCLL and are highly encouraged to attend Little League Training (District, Regional, etc).
- b. To assist in recruiting and maintaining an adequate number of umpires within CCLL, the UIC will track the number of games worked by each umpire and the following incentives will be utilized:
 - i. 1 game = free combo meal
 - ii. 10 games = 1 player registration fee waived

E-5. Training Reimbursements CCLL will reimburse the registration fee and hotel (when required to attend training) for active league umpires attending certain Little League sponsored weekend clinics. In order to qualify, you must umpire in 5 games the following season and provide a copy

of the clinic completion certificate. Reimbursement is provided once per umpire per year. These clinics include but may not be limited to the following:

- a. Spring or Fall Williamsport clinic – \$85.00
- b. Southeast Region Umpire Road Show – \$35.00 - \$45.00
- c. Southeast Region 2-Umpire Mechanics Clinic – \$30.00 - \$50.00



Appendix F: All-Star Selection (Players, Managers, and Coaches)

F-1. All-Stars. Individuals selected for the CCLL All-Stars will not only represent CCLL in the Little League International tournament but could potentially represent the United States in World Series play. Therefore CCLL will use a rigorous process to ensure we have the best qualified players, Managers, and Coaches for each All-Star team.

F-2. Managers and Coaches.

- a. The CCLL Board of Directors will consider only those who are approved volunteers, who have no written disciplinary actions, and who are in good standing with the league. Managers must fall into the following categories. Candidates from levels will be considered only if there are no eligible candidates in the prior levels.
 - i. Current Year Regular Season Managers from the specific division/sub-division.
 - ii. Current Year Regular Season Assistant Coaches from the specific division/sub-division
 - iii. Current Year Regular Season Managers from within the league, as a whole, who do not have a child on a competing all-star team.
 - iv. Current Year Regular Season Assistant Coaches from within the league, as a whole, who do not have a child on a competing all-star team.
- b. The all-star managers for the various teams will be chosen by a majority vote of the Coach Selection Committee. The CCLL Selection Committee may consist of the President, Player Agent, and one other member designated by the President. This vote will take place on or around May 15.
 - i. Coaches will include a resume as part of their selection notification email. This does not have to be a formal document, but can be part of the email outlining the nominees accomplishments.
 - ii. The Coach Selection Committee will meet to discuss and review all All-Star Manager nominations. The discussion and review will be focused on the evaluation of the nominee's performance throughout the regular season, and can include the history of their performance as a Manager or Coach for CCLL, evaluation of parent feedback forms, as well as any other pertinent information the Coach Selection Committee deems necessary as it pertains to CCLL.
 - iii. The goal of the Coach Selection Committee is to select the Manager they feel will best represent CCLL. Selection of managers and coaches may require interviews by the Coaches Selection Committee. These interviews will be scheduled with potential managers and coaches by the Coaches Selection Committee to gain additional information pertaining to the selection criteria above.
 - iv. If a nominated All-Stars Manager is also a member of the Coach Selection Committee, they shall be pardoned from the Coach Selection Committee during the Manager selection and approval process to maintain integrity of the League.

- v. The CCLL Board will review and vote on the selections.
- vi. The CCLL President will have final approval.
- c. All-Star coaches will be selected by the approved Manager and must be approved by the Coach Selection Committee.
 - i. The CCLL Board will review and vote on the selections.
 - ii. The CCLL President will have final approval.

F-3. Player Selection. The All-Star try-outs process will mimic the player assessment process. The Coaches Committee will run the All-Star try-outs and appoint a minimum of three (3) evaluators. The Coaches Committee may act as evaluators, if needed.

- a. Between the time of the try-out and the meeting of the All Star Selection Committee (Coaches Committee), the manager shall query all players on their eligibility, availability, and desire to participate on the All-Star team. The minimum required availability is all games and at least 2/3 of all practices that may be held during the entire All-Star Tournament season. The tournament season begins upon selection of the All-Star teams and ends upon completion of the Little League World Series (late August). Any player not able to meet the minimum required playing time may submit a waiver to the CCLL President and subsequent vote by the BoD. Such waiver will be ratified by the President.
- b. Selection. The Player Agent shall prepare a list of all players, and their evaluation scores to the Manager. The list shall include the player's name, team name, league age, evaluation score, and relevant statistics.
 - i. The selected All-Star Manager will select their All-Star team rosters. CCLL highly recommends the selected All-Star Manager seek input from his/her selected coaches when determining the team roster.
 - ii. It is recommended that each team be comprised of at least 12, but not more than 14 qualified players. The Manager may petition the CCLL BOD to have fewer than 12 players, which must be approved by the District 15 Administrator. The justification shall be in writing with the details of why the Manager is making this recommendation. However, the committee should always default to the maximum number of qualified players in an attempt to extend the all-star experience to as many players as possible.
 - iii. Once the Manager has comprised his/her All-Star team roster, he/she will submit the roster to the Player Agent no later than 2 days after the conclusion of try-outs. The Player Agent will then submit the final All-Star rosters to the Board for approval.
 - iv. The Player Agent is responsible for presenting this information to the Board. The Board of Directors shall vote to either approve the roster produced by the All-Star Manager or return the roster to the All-Star Manager for further consideration. No player names shall be released until after the roster vote has been conducted and the roster has been approved.

F-3. All-Star Transportation and Reimbursement.

- a. VIRGINIA DISTRICT 15 TOURNAMENTS (INCLUDES FUTURE STARS TOURNAMENT)
 - i. There shall be no reimbursement for any District 15 Tournament expenses.
 - ii. All-Stars and Future Stars Uniforms: Parents of the players are expected to pay for uniform costs. Note: If the Treasurer deems the League's financial status is sufficient enough to support, and the BoD's approve, a portion of the uniform costs may be covered by CCLL.
- b. Virginia State Tournaments
 - i. Funding for teams in the state tournament will rely solely on fundraising.
 - ii. Note: At the discretion/approval of the President, Treasurer, and the BoD's, and with a transparent knowledge of the Leagues current financial status, CCLL may contribute to the state tournament costs.
- c. Regional and World Series
 - i. Room and Board is now covered by Little League International, no per diem.
 - ii. CCLL will pay for round trip travel for manager, roster coach(es) and players as well as round trip transportation to and from the Airport.
- d. All-Star Fundraising. All-Star Teams will follow the processes and procedures outlined in Appendix I when fundraising.



Appendix G: Fields and Grounds (Utilization, Duties and Responsibilities)

G-1. After Each Practice, before leaving the fields, ensure the following tasks have been completed:

- a. All trash is thrown away from the field, dugout, and outside the fence. If the trash cans are more than 3/4 full, please help by pulling the bag and throwing it into the dumpster located adjacent from Field 1. Fresh trash bags can be found in the field houses and/or the Gators.
- b. All bases and base plates are to be removed from the field and field plugs must be reinstalled. Bases and base plates can be stored in the dugouts.
- c. Rake and Drag the infield. The rakes are located in the field houses. The drags are kept in the machine shed with the gators. Please return the rakes and drags to these locations when you have finished dragging the fields. To avoid forming a lip, never drag within 12" of the outfield grass. This area should be raked by hand and always pulled towards the infield.
- d. Lights should be turned on/off to the fields by utilizing the switches. Never turn the lights on or off using the breakers.
- e. Last coach leaving is responsible for locking the gate.

G-2. Before the Game (Home Team):

- a. Line the field per the dimensions in the Little League rule book (field schematics are hanging in the field houses) field liners, chalk and lining tools are located in the field houses. Please return the equipment to these locations when you have finished lining the fields.
- b. If fields are damp, or have a puddle or two, utilize the Quick Dry located in the field houses. If the field is wet enough that it will require more than 1 bucket of Quick Dry, notify the Athletic Director to coordinate and reschedule your game.

Note: Putting too much Quick Dry down will hurt the fields' playability in the future by drying it out as the season progresses.

G-3. After the Game:

- a. **(Visiting Team): *Unless a true “Visiting Team”***
 - Pick up trash from the field, dugout and outside fence area.
 - Put away the bases and replace the base plugs
 - Rake and drag the infield.
 - Turn the lights off to the field.
 - Last coach leaving is responsible for locking the gate.
- b. **(Home Team):**
 - Pick up trash from the field, dugout and outside fence area.
 - If the trash cans are more than 3/4 full, please help by pulling the bag and throwing it into the dumpster located adjacent from Field 1. Fresh trash bags can be found in the field houses and/or the Gators.

Appendix H: Concessions

H-1. Board Members Responsibility. In lieu of paying Board Member Dues per the Constitution, it is each Board Members responsibility and obligation to volunteer for Inside/Outside Board Member Duty. There is to be a minimum of two Board Members on the property at all times for safety purposes. Both Board Members will work concessions with one Board Member designated as overall responsible for setting up, monitoring, and closing out Concessions operations. in order for the Concession's to be open and operational.

- a. Upon each seasons completion of the game schedule, the Concessions Manager will reach out to Board Members and ask what days are they not available (ex. team practice and game days as coaches). Upon review of those submitted dates by Board Members, the Concessions Manager will create a schedule for the length of the season to guarantee coverage.
- b. Once the schedule is made, if a Board Member is not available to fulfill their assigned date, is said Board Members responsibility to obtain coverage (ex. Trading shifts with another Board Member). Coverage shall be obtained no later than 72 hours prior to the shift and the Concessions Manager or Assistant Concessions Manager notified of the change as soon as possible.
- c. Each season (Spring/Fall) will require a minimum of 4 shifts per Board Member depending on the games schedule. Not meeting the mandatory 4 Board Member On Duty (BMOD) shifts per season can impact the status of being in good standing as a Board Member. This will impact the first right of maintaining your current role/position as a Board Member in the next annual meeting of the members.

H-2. Incentives for Inside Board Member on Duty (Concessions). Each shift that a Board Member is assigned or picks up voluntarily, will place their name into a pot to be drawn from at the November Board Meeting for a Visa Gift Card in the amount of \$300. The Concessions & Finance Manager have the ability to change the prize each year.

H-3. Parent Volunteers. A parent/family member volunteer of each player of the CCLL is asked to fulfill one shift per season, per player.

- a. A sign up sheet is posted via Sign-Up Genius and provided via email and CCLL Facebook page for parent and family volunteer's to view all open positions/shifts and sign up Parent Volunteers at their availability. However, to ensure there is coverage at all times, it is the responsibility of the Team Parent to ensure that all players' parents are signed up as a backup volunteer during their child's scheduled game. Once game schedules are released for each season, the Team Parent will have 1 week to submit the volunteer backup schedule from their teams to the Concession Manager or Assistant Manager. This list will be available in the Concessions for all Board Members to have available so that they may

call upon the assigned parent from the back up list during their scheduled game if/when there is not enough coverage to fully operate.

- b. As an incentive to these parent/family member volunteer's, upon signing up and fulfilling 5 concession shifts or more in a single season, can have the registration fee of a single player waived for the following season. Shifts are available upon a first come, first serve basis for signups on Sign-Up Genius.

NOTE: In order for a Board Member to be eligible for a waived registration fee for a single player, they must fulfill their obligated Board Member Duty shifts of 3-4 per season as well as an additional 5 shifts as a parent volunteer.



Appendix I: Sponsorship & Fundraising

I-1. CCLL will actively seek to offset cost through fundraising and sponsorships. These activities not only help to defray costs for CCLL players but also lead to community involvement in CCLL operations.

I-2. Fundraising.

- a. All fundraising shall be for the benefit of CCLL. All fundraising events and donations shall be in the name of CCLL.
- b. The CCLL Fundraising Manager and Treasurer shall oversee all fundraising events and donation solicitations.
- c. All proceeds from fundraising events and donations shall be turned in to CCLL within five days of the fundraising event or donation.
- d. All proceeds from fundraising events shall be fully documented including date, event, amount raised and who contributed their time and effort to support the event.
- e. All donations will be fully documented including date, donation amount, sponsor agreement, if applicable, and who solicited the donation.

I-3. Sponsorship. CCLL will actively seek sponsors for all programs. The sponsorship levels are outlined below.

- a. First Base: \$350 donation
 - i. Banner with business name displayed in the outfield
- b. Second Base: \$500 donation
 - i. Banner with your company logo proudly displayed at our ballpark.
 - ii. Team Sponsorship of 1 team to include your company name on their uniforms and a photo plaque to display at your business.
- c. Third Base: \$1000 donation
 - i. Banner with your company logo proudly displayed at our ballpark.
 - ii. Team Sponsorship of 2 teams to include your company name on their uniforms and a photo plaque to display at your business.
- d. Homerun: \$2000 donation
 - i. Banner with your company logo proudly displayed at our ballpark.
 - ii. Team Sponsorship of 2 teams (for BOTH Fall and Spring Seasons) to include your company name on their uniforms and a photo plaque to display at your business.
- e. Other levels of sponsorship/donations will be recognized based on recommendations and approval of the CCLL Board.

Appendix J: Treasurer Operations (Refunds, Returned Check, Reimbursement, and Purchasing)

J-1. REIMBURSEMENT AND CHECK REQUEST

- a. All reimbursements and check requests must be approved by the President, Vice President or Treasurer of Caroline County Little League before they are issued.
- b. All reimbursements and check requests must be properly documented on the “Reimbursement and Check Request Form” see last section of this Appendix, and emailed to CCLLFinance1@gmail.com. Request must be made 7 to 10 days from Date of Purchase Expense.
- c. Proper documentation includes receipts for retail purchases and signed invoices for delivered items and work orders. Proper documentation must be either emailed to CCLLFinance1@gmail.com, dropped in safe in closet or placed in box on wall beside closet. Notification of dropping off documents must be sent to the Treasurer either by email or text message.
- d. The “Reimbursement and Check Request Form” may be submitted for processing by any member of the Board of Directors and emailed to CCLLFinance1@gmail.com.
- e. Approval of the “Reimbursement and Check Request Form” shall be accomplished within two weeks or no longer than 30 days of submission. Every reasonable effort shall be made for timely approval.
- f. For reimbursements to occur within current fiscal year, the “Reimbursement and Check Request Form” should be submitted no later than the first week of September.
- g. Caroline County Little League Board Members may request for Fuel Reimbursement when conducting Little League business. The mileage will be reimbursed based off Google Maps from their home to the location where Little League Business is being conducted at the government reimbursement rate. Reimbursement request must be received within 7 to 10 days from the date of Little League Business. EX: Mileage for – Grocery runs for Concessions, District Level Meetings etc.

J-2. Purchasing Policy.

- a. All major purchases, including equipment and uniforms that are to be purchased by the CCLL BOD shall comply with the following policy rules.
- b. A Board Member or Committee Chairperson will provide a recommendation for purchases and the final recommendation will be presented to the CCLL Board of Directors for approval.
- c. A single item purchase must be greater than the minimum amount of \$250 in order to be required to request three (3) pricing proposals.

- d. A multiple item purchase must be greater than the minimum amount of \$500 in order to be required to request three (3) pricing proposals. If three (3) prices are not obtainable, the CCLL Board of Directors may approve the purchase with fewer bids.
- e. The Board Member or authorized Officer shall solicit at least three (3) pricing proposals, maximum of five (5), from local and non-local vendors. These prices will be submitted to the CCLL President for consideration at the next scheduled Board Meeting.
- f. The submitted pricing proposals, in written format, shall be presented at the scheduled Board of Directors meeting for final review and approval.
- g. More than one pricing proposal may be approved; each individual item listed on the pricing proposal may be purchased separately from the different vendors, if desired. Therefore, all three (3) pricing proposals may be approved with certain items to be purchased from a particular vendor.
- h. Once the Board of Directors approves the price(s) and selected vendor(s), the Treasurer of CCLL shall issue a check to the approved vendor(s) for payment of the funds associated with the pricing proposal unless the CCLL debit card may be used for payment. The completed Reimbursement and Check Request Form shall be signed by the President or Vice President of CCLL and submitted to the Treasurer.
- i. Once the items are received from the vendor, the shipping documents will be verified against the bid proposal to ensure all items ordered have been received and the costs validated against the initial pricing and approved purchase.
- j. All documents will be provided to the CCLL Treasurer with the completed Reimbursement and Check Request Form for record keeping.
- k. Only the President, Vice President, or Treasurer of CCLL shall have authority to make changes to submitted pricing proposals.
- l. The CCLL has a debit card that can be used for the sole purpose of making CCLL BoD approved purchases. This debit card may only be used by the President, Vice President, and Treasurer of CCLL. All receipts for payment through the use of this debit card shall be provided to the CCLL Treasurer within 30 days of purchase with written explanation for the purchase. This debit card may be held by the President, Vice President or Treasurer of CCLL.
- m. A copy of all equipment related documents and receipts that are to be submitted to the CCLL Treasurer will also be maintained by the CCLL Equipment Manager for inventory purposes.

Appendix K: Equipment Issue and Return

K-1. EQUIPMENT ISSUE

- a. All equipment will be issued to the Manager at the start of the season. The equipment remains the sole property of CCLL. All issued equipment has been inspected and inventoried, prior to the start of the regular season. The Managers are responsible for the maintenance and condition of all CCLL equipment in their possession.
- b. All issued CCLL equipment is the responsibility of the team Manager for the duration of the season.
- c. The Manager must inspect all personal equipment to ensure it complies with current Little League rules and regulations.
- d. If a Manager discovers damaged equipment in his possession, he/she is responsible for reporting the damage and requesting a replacement from the CCLL Equipment Manager.
- e. If a Manager steps down from his/her position with CCLL, all equipment will immediately be returned to the CCLL Equipment Manager or turned over to his/her replacement.

K-2. Equipment Return

- a. At the conclusion of the Regular season the Managers must clean and return all equipment to the Equipment Manager within 7 business days of the last regular season game. All broken or damaged equipment must be noted and returned at the same time. Any Manager who fails to return all issued equipment on time will be expected to reimburse the League for the value of the missing equipment.
- b. All-Star equipment will be issued to the selected All-Star Managers and turned in within seven (7) business days after the last tournament game.
- c. Failure to return equipment in a timely manner may influence the opportunity for selection to be a Manager or Coach in subsequent seasons.

Appendix L: Photographer Selection

L-1. A Board member or designated Committee Chairperson will be assigned to chair the Photographer Selection Committee.

L-2. A list of interested photographers will be compiled by the Committee Chair by word of mouth, research of other leagues, unsolicited contacts by photographers and other board member communications. This list will be presented to the CCLL Board of Directors for discussion.

L-3. All interested photographers who have contacted the Chairperson will be contacted via email requesting bids and will be provided a bid deadline.

L-4. All interested photographers are welcome to present their bid in person. The interested photographer must contact the committee chairperson to schedule a presentation time. Presentations shall be limited to 15 minutes. All emailed bids will be presented by the Committee Chair and presented to the board.

L-5. The Committee Chair will communicate the league schedule and the process to follow prior to receiving bids.

- a. One day for all pictures at one location, or
- b. Photographer contacts each Manager/Team Mom to schedule a convenient date/time/location to meet the team prior to a scheduled game or practice.

L-6. All bids and presentations will be prescreened by the Committee Chairperson and then presented to the Board of Directors for review and discussion. The Chairperson will provide recommendation to the Board and the Board will vote to determine the League Photographer for the [regular] season. The Board and the selected photographer will enter into an agreement that will outline the prescribed process and expectations.

- a. The selected photographer shall complete and submit a Volunteer Application and must be an approved volunteer prior to contacting any teams.
- b. Contact information for each team manager along with the game/practice schedule will be provided to the selected photographer.
- c. The selected photographer will provide an agreed upon schedule to the Committee Chair.
- d. All pictures/orders will be delivered to the team manager/mom/dad not later than the predetermined and agreed upon date.

Appendix M: Concussion Policy

M-1. Effective 1 July 2014, the General Assembly of Virginia amended Article 22.1-271.5 of the Code of Virginia, Guidelines and Policies and Procedures on Concussions in Student Athletes. Specifically, the code was amended to require all noninterscholastic youth sports programs utilizing public school property to establish policies and procedures regarding the identification and handling of suspected concussions in studentathletes consistent with the local school division's policies and procedures. To wit:

- a. Each non-interscholastic youth sports program utilizing public school property shall either (i) establish policies and procedures regarding the identification and handling of suspected concussions in student-athletes, consistent with either the local school division's policies and procedures developed in compliance with this section or the Board's Guidelines for Policies on Concussions in Student-Athletes, or (ii) follow the local school division's policies and procedures as set forth in subsection
- b. In addition, local school divisions may provide the guidelines to organizations sponsoring athletic activity for student-athletes on school property. Local school divisions shall not be required to enforce compliance with such policies.
- c. As used in this section, "non-interscholastic youth sports program" means a program organized for recreational athletic competition or recreational athletic instruction for youth.

M-2. Since CCLL meets the definition of "non-interscholastic youth sports program" and frequently uses public school property in all divisions of play, the following policy applies to all CCLL players, parents/guardians and approved volunteers.

- a. Concussion signs and symptoms:

By an Adult (Parent/Guardian, Coach, Umpire	By Athlete
Appears dazed or stunned	Headache
Is confused about assignment or position	Nausea
Forget sports plays	Dizziness
Appears dazed or stunned Is confused about assignment or position Forget sports plays	Appears dazed or stunned Headache Is confused about assignment or position Nausea Forget sports plays
Is unsure of the game score or opponent	Double or blurred vision
Moves clumsily	Sensitivity to light

Answers questions slowly	Sensitivity to noise
Loses Consciousness	Feeling sluggish, hazy, foggy or groggy
Behavior change	Concentration or memory problems
Can't recall events prior to or after injury	Confusion
	Does not feel right

- b. A ball player suspected by that player's manager, coach, parent/guardian, or umpire of sustaining a concussion or brain injury in a practice or game shall be removed from the activity at that time. A player who has been removed from play, evaluated, and suspected to have a concussion or brain injury shall not return to play that same day nor until (i) evaluated by an appropriate licensed health care provider as determined by the Board of Education and (ii) in receipt of written clearance to return to play from such licensed health care provider.

M-3. All approved volunteers, parents/guardians of registered CCLL players shall adhere to this policy and complete Concussion Awareness Training annually. Additionally, all CCLL baseball and softball players league age 13 and older shall also complete the required Concussion Awareness Training annually. The Concussion Awareness Training may be satisfied in one of several ways, at the discretion of the League President and Safety Officer.

- a. Complete the Heads Up Concussion in Youth Sports Online Training Course offered by the Center for Disease Control (CDC) and forward the completion certificate to the CCLL Safety Officer. The training is available at the CDC website, free of charge:
<http://www.cdc.gov/concussion/HeadsUp/youth.html>
- b. Review the National Federation of High School's online video, "Concussion in Sports, What You Need to Know" to learn about the signs, symptoms and treatment of concussions. The video takes approximately 15 minutes and is FREE. Once completed, forward the completion certificate to the CCLL Safety Officer. To access the video, go to <http://www.nfhslearn.com>.
- c. Review, print out, and sign the Parent/Athlete Concussion Information Sheet and submit to the League Safety Officer at registration or the team manager once the season has begun. The information sheet is available from the CDC website, http://www.cdc.gov/concussion/headsup/pdf/Parent_Athlete_Inform_Sheet-a.pdf and the CCLL website, <https://www.carolinecountylittleleague.com/>, under the Important Forms, Safety and Awareness section. Copies of the information sheet will be made available during registration and will be included in the Team Manager's Folder provided by the league. The team manager shall retain the signed forms for all players and parents/guardians and shall report completion and compliance to the League Safety

Officer. The League Safety Officer shall maintain records of training completion for all CCLL approved volunteers, parents/guardians and players.

M-4. The League Safety Officer is responsible for updating this policy and ensuring the policy is included in the annual CCLL Safety Plan, ASAP (A Safety Awareness Program).



Appendix N: Safety Policy (Heat and Lightning)

N-1. CCLL will follow the [heat and humidity](#) recommendations listed below and the decision to close the park and suspend play will be made at/by 1630 (4:30pm) by either the President, Vice President, or the Safety Officer.

		Relative Humidity (%)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature		110	136											
Air Temperature		108	130	137										
Air Temperature		106	124	130	137									
Air Temperature		104	119	124	131	137								
Air Temperature		102	114	119	124	130	137							
Air Temperature		100	109	114	118	124	129	136						
Air Temperature		98	105	109	113	117	123	128	134					
Air Temperature		96	101	104	108	112	116	121	126	132				
Air Temperature		94	97	100	102	106	110	114	119	124	129	136		
Air Temperature		92	94	96	99	101	105	108	112	116	121	125	131	
Air Temperature		90	91	93	95	97	100	103	106	109	113	117	122	127
Air Temperature		88	88	89	91	93	95	98	100	103	106	110	113	117
Air Temperature		86	85	87	88	89	91	93	95	97	100	102	105	108
Air Temperature		84	83	84	85	86	88	89	90	92	94	96	98	100
Air Temperature		82	81	82	83	84	84	85	86	88	89	90	91	93
Air Temperature		80	80	80	81	81	82	82	83	84	84	85	86	87

**Heat Index
(Apparent Temperature)**

With Prolonged Exposure and/or Physical Activity

Extreme Danger
Heat Stroke or Sunstroke highly likely

Danger
Sunstroke, muscle cramps, and/or heat exhaustion likely

Extreme Caution
Sunstroke, muscle cramps, and/or heat exhaustion possible

Caution
Fatigue Possible

- When the heat index is in the Extreme Danger (red) category, the park will be closed, games and practices will be suspended.
- When the heat index is in the Danger (orange) category, we will take a 5-minute break at the end of every 2 innings of play during games, and every 20 minutes during practices.
- We will use the temperature and relative humidity readings from the weather station at CCLL using that information on the heat index chart above a decision will be made.
- Any coaches found to be holding practices of CCLL teams during the extreme temperature will NOT be tolerated. An investigation will be done by the President, Vice President, and the Safety officer to determine if the coach will be relieved of his duties.**

N-2. Players, coaches, managers, umpires, and volunteers are encouraged (and should be reminded) to stay hydrated. We ask that everyone be vigilant. Fans should make sure family, friends, and neighbors in the stands are hydrating. Coaches should watch the players and other coaches. If anyone feels ill or sees someone showing signs of heat illness (no sweating, hot flushed skin), please alert the board member on duty immediately.

N-3. Everyone is responsible for monitoring for lightning. If anyone hears thunder or sees lightning it should be brought to the umpires attention immediately. The sooner activities are stopped and people get to a safe place, the greater the level of safety. In general, a significant lightning threat extends outward from the base of a thunderstorm cloud about 6 to 10 miles. Therefore, people should move to a safe place when a thunderstorm is 6 to 10 miles away.

Appendix O: CCLL Committees (Competition, Protest, Disciplinary)

O-1. Competition Committee. This committee will be chartered to review suspended and canceled games and make recommendations on rescheduling.

- a. The committee will meet to review all suspended games and determine if the game will be made up or be recorded as an official game. The committee will use the guidance found in Little League Regulations- Regulation VI and Rule 4.00.
- b. The committee will also recommend the rescheduling of canceled games or, in the Spring, recommendation for a waiver from Little League International.
- c. Membership will include: Vice President, Athletic Director, Coaching Coordinator from BB (for baseball game) or SB (for softball games), Player Agent, Umpire in Chief. The meeting will be called and chaired by the Athletic Director with the Vice President as the tie breaker.
- d. Recommendations for seeking a waiver for canceled games must be voted on by the Board. All other decisions can be approved by the President.

O-2. Protest Committee. This committee will be chartered to review all protests submitted by Managers during games. Managers must use the procedures followed in Little Rule 4.00.

- a. The committee will meet to review all protested games and determine if the protest will be upheld. The committee will use the Little League rules when making their decision.
- b. Membership will include: President, Vice President, Athletic Director, Coaching Coordinator from BB (for baseball game) or SB (for softball games), and the Umpire in Chief. The meeting will be called and chaired by the Vice President with the President as the tie breaker.
- c. The committee's decision will be provided in writing to both Managers within 24 hours of the conclusion of the meeting. The committee can choose to:
 - i. Deny the protest.
 - ii. Uphold the protest leading to a forfeit by the team committing the violation.
 - iii. Uphold the protest and recommend the game be replayed from the point of protest.
 - iv. Assign penalties to the offending team as deemed necessary.

O-3. Disciplinary Committee. This committee will be chartered to review all disciplinary actions which occur at CCLL. This includes inappropriate conduct by players, Managers, Coaches on or off the field, parent guardian conduct, and Board member conduct.

- a. Types of actions to be reviewed:
 - i. Player and Manager/ Coach ejections.
 - ii. Player and Manager/Coach misconduct.
 - iii. Parent/ Guardian or guest misconduct.
 - iv. Board member misconduct.

- b. The Committee will review umpire ejection reports, observations of misconduct reported by a Board member, observations of misconduct reported by Parents/ Guardians or guests, and observations of misconduct reported by Managers/ Coaches. Misconduct is any action which violates Little League Rules and Regulations, violates Federal, State, and Local laws, or reflects poorly on Little League and CCLL. This is includes but is not limited to:
 - i. Fighting
 - ii. Use of foul or abusive language
 - iii. Theft
 - iv. Bullying
 - v. Threats toward a League Official, Player, other spectator, or park guest
- c. Membership will include: Vice President, Secretary, Athletic Director, Coaching Coordinator from BB (for baseball game) or SB (for softball games) (If a player, Manager, or Coach is involved), Player Agent (If a Player is involved), the Umpire in Chief (If an ejection or umpire report was submitted). The President can designate a Board member from the CCLL Board if needed to ensure an odd number of members or replace a member who must recuse themselves. The meeting will be called and chaired by the Vice President.
- d. All recommendations which exceed the minimum punishment required by Little League Rules will be forwarded to the Board for approval.

