

ST. AUGUSTINE LITTLE LEAGUE

MANUAL OF PROCEDURES

PREFACE

The St. Augustine Little League, located in St. Augustine, Florida, is chartered under the general laws of the State of Florida as a private, non-profit, educational organization, and is incorporated under the name St. Augustine Little League, Inc. The league is also chartered by Little League Baseball, Inc., and subscribes to its *Official Regulations and Playing Rules*.

Established in 1978, as the St Augustine Youth Baseball Program, the league received its initial charter from Little League Baseball, Inc., in 1980, and was renamed the St. Augustine Little League. In 1992, the St. Augustine Little League divided into two separately chartered leagues: the St. Augustine American Little League and the St. Augustine National Little League. In 2000, the two leagues were merged back into one, the St. Augustine Little League.

The league is governed by a single Board of Directors. The Board of Directors is responsible for establishing the policies of the league. The duties and powers of the governing body are set forth in general terms in the *Constitution*. In addition, the League has developed a *Manual of Procedures*, which delineates the procedures for electing officers and directors; the composition of the Board of Directors; procedures for conducting meetings; the establishment of committees; the policies and procedures pertaining to the League's financial operation; rules and regulations; League and team structure; tryouts and player draft; playing season; tournament team selection; and awards.

The original *Constitution* of the St. Augustine Little League was adopted in 1980, and was amended in 1981, 1982, 1984, 1987, 1991, 1997, 1999, 2008, 2014, 2016, and 2020. In October of 1990, a special committee was appointed to establish a *Manual of Procedures*. On November 13, 1991, the newly established Manual of Procedures was adopted by the Board of Directors. The *Manual of Procedures* is updated annually if needed to reflect current practices.

The purpose of the *Constitution* and the *Manual of Procedures* is to give interested persons and members of the Board of Directors, in particular, an understanding of the manner in which the Board functions and of its relation to the membership.

ARTICLE I- ELECTION OF DIRECTORS AND OFFICERS

Section 1. Election of Directors. The election of Directors shall be held during any regular Board meeting during the year, other than the Annual Meeting.

- (a) When the election portion of the Board of Directors takes place, the first order of business is to determine whether a quorum is present, as prescribed by the *Constitution*.
- (b) After it is determined that a quorum is present, the next order of business is to confirm the number of members to be elected to the Board of Directors who have previously completed a Board of Director application.
- (c) After the number of Directors to be elected has been confirmed, the presiding officer shall call for any other nominations from the floor of the Board members.
- (d) Nominations will be received from the floor of the Board members, provided that the nominee is a Regular Member in good standing and has previously consented to have his/her name placed in nomination. Any number of nominations may be made from the floor by Board Members.
- (e) After the members present have completed their efforts to nominate members from the floor, the nomination procedure will be closed by affirmation of the Board of Directors.
- (f) Every Board Member shall be given one vocal ballot.

- (g) The presiding officer shall then call for all votes in favor and all votes against the nominee.

Section 2. Election of Officers (President only). The election of President shall be held at the time of the Annual Meeting.

- (a) When the election portion of the Annual Meeting takes place, the first order of business is to determine whether a quorum is present as prescribed by the *Constitution*.
- (b) After it is determined that a quorum is present, the presiding officer shall call for nominations for the office of President from the floor.
- (c) Nominations will be received from the floor of the Regular Members, provided that the nominee is a Regular Member in good standing and has consented to have his/her name placed in nomination. Any number of nominations may be made from the floor by Regular Members.
- (d) After the members have completed their efforts to nominate members from the floor, the nomination procedure will be closed by affirmation of the membership.
- (e) The presiding officer shall then call for all votes in favor and all votes against each candidate by a count of hands if there are more than one candidate or by a vocal count if only one candidate.

Section 3. Election of Officers (other than President). At the first Board of Director meeting after the Annual Meeting, the newly formed Board shall meet to elect its officers.

- (a) The Board of Directors shall present a slate of officers to include one or more Vice Presidents, a Secretary, a Treasurer, a Player Agent, a Safety Officer, and a Chief Umpire.
- (b) Nominations will be received from the floor (of the Board members), provided that the nominee has previously consented to have his/her name placed in nomination. Any number of nominations may be made from the floor.
- (c) The nominations for each office shall be voted for at the meeting by members of the newly elected Board.
- (d) To be elected to an office, a candidate must receive a majority of the votes cast by the

Board Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the meeting.

Section 4. Date to Take Office. Officers and Directors shall take office on the first day of October following their election and shall serve for the period of election until their successors have been elected and have taken office.

However, a newly elected vice president overseeing any league (both baseball and softball) shall take office and assume his or her responsibilities starting on the first day of scheduled signups for the fall season. This would provide easier transition for the incoming officer in regards to play in the fall season.

For the purposes of this section, the term "scheduled signups" refers only to signup days occurring subsequent to the end of the previous spring season. "Early signups" do not qualify as "scheduled signups."

In the case of all Vice Presidents, all efforts should be made to identify an individual to tutor as the successor to the respective Vice President position once vacated by the current officer. This would provide ease of transition and continuity of policies and procedures at each level of play.

Section 5. Term of Office. Officers and Directors shall be elected for one year and shall be eligible for reelection.

ARTICLE II- BOARD OF DIRECTORS

Section 1. Recommended Board Members. The following positions are recommended for membership on the Board of Directors:

- (a) President
- (b) Vice President for T Ball
- (c) Vice President for Junior-Minor Baseball Division
- (d) Vice Presidents for Minor Baseball, and Major Baseball, and Intermediate (50/70) Baseball League Divisions
- (e) Vice President for Senior League and Junior League Baseball Divisions
- (f) Vice Presidents for Minor Softball and Major Softball League Divisions
- (g) Vice President for Senior and Junior League Softball Divisions
- (h) Vice President for Challenger League

- (i) Secretary
- (j) Treasurer
- (k) Player Agent
- (l) Chief Umpire
- (m) Chairman of the Finance Committee (may be Treasurer)
- (n) Chairman of the Playing Equipment Committee
- (o) Safety Officer
- (p) Information Officer
- (q) Coaching Coordinator
- (r) Field Scheduling Coordinator

The Board of Directors shall determine the structure of the Board each year and shall inform the membership before the election of new Board members. Only persons who express a willingness to perform the duties and responsibilities of Board members should be elected to serve on the Board of Directors.

Section 2. Past Presidents as Ex Officio Members. Past Presidents of the League, who are not reelected to the Board of Directors, may attend meetings of the Board, as *ex officio* members. In this capacity, Past Presidents may enter into all discussions, but they are not entitled to vote and may not be included in the determination of a quorum for the meeting.

Section 3. Cause for Removal of Board Members. A board member may be removed when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball (see *Constitution* Article VI, Section 2). Also, a Board member may be removed for failing to attend Board meetings. Any Board member who misses more than three Board meetings in a given year is subject to being removed from the Board. In such instances, the President will direct the members of the Board to submit one or more names of persons to be considered for the vacancy.

Section 4. Manager/Coach Ratio of Board Members. At no time shall the number of Board members who are also managers or coaches be more than 75% (seventy-five percent) of the total number of Board members. If there are no other non-manager or non-coach volunteers willing to serve as a Director in order to meet the ratio limitations specified herein, this ratio limitation may be waived for the period of one year subject to majority approval by the Board of Directors.

ARTICLE III- BOARD OF DIRECTORS' MEETINGS

Section 1. Procedure at Board Meetings. The President or, in his/her absence, the Vice-President or the President's designee shall preside at all meetings of the Board of Directors.

At every regular meeting of the Board, the order of business shall be substantially as follows:

- (a) Roll Call
- (b) Approval of Minutes of Previous Meeting
- (c) Treasurer's Report
- (d) Committee Reports and Recommendations
- (e) League Reports
- (f) Unfinished Business
- (g) New Business
- (h) Date of Next Board Meeting
- (i) Adjournment

Section 2. Voting. Except where otherwise provided by these bylaws or by resolution of the Board, the affirmative vote of a majority of the members present shall be sufficient to decide any question before the meeting. Any member may demand a recording of the votes on any question, and actions taken by the members shall be recorded in the Minutes. The business of the Board shall be transacted by voice vote. In the election of officers, where more than one person has been nominated for an office, the vote may be by ballot or by hand count (to be decided by the majority of members present).

Section 3. Proxies. Except as otherwise provided in the *Constitution* and/or *Manual of Procedures*, any Board member may appoint another Board member as a proxy to act on his or her behalf at a properly called meeting of the Board of Directors.

Section 3.1. Required Elements of Proxies. In order to be valid, proxies must contain the following information:

- (a) Statement granting proxy rights to a specifically named Board member.
- (b) Date of the meeting of which the proxy will apply.
- (c) Signature, handwritten or electronic, of Board member granting the proxy. If the signature is electronic, the proxy must be sent from a known email address of the Board member.

Example:

I, James Cagney, hereby appoint Humphrey Bogart to act as my proxy at the meeting of the Board of Directors to be held on August 8, 2011.

[_____ Signature _____]

The previous example need not be used in order to constitute a valid proxy; a proxy must simply contain all of the aforementioned required elements in order to be ruled valid. A proxy which omits any of the required elements shall be null and void.

Section 3.2 Proxy Powers. A Board member who is appointed the proxy of an absent Board member shall submit the proxy to the Secretary or President before the meeting of the Board of Directors commences. All proxies shall be announced during roll call (see Article III, Section 1). The proxy holder shall be treated as if he or she bears all powers that the absent Board member would have had if he or she were present at the meeting. These include, but are not limited to, the powers to give reports, make motions, enter discussion, and vote on matters before the Board. Proxies shall also constitute “presence” where so stated in the *Constitution* and *Manual of Procedures* (including for purposes of establishing a quorum as defined in the *Constitution* Article VI, Section 7(c)). However, proxies *shall count as an absence* in determining eligibility for removal from the Board (see Article II, Section 3). All powers granted by proxy in this section shall be in addition to the current powers held by said Board member.

Section 3.2. Proxy Limitations. The following limitations shall apply to this section:

- (a) The term “Board member” excludes the President for the purposes of this section.
- (b) Proxies may not be used at the Annual Meeting of the Members as described in the *Constitution* Article V, Section 6.
- (c) Proxy transactions may only occur between current members of the Board of Directors.
- (d) Each Board member may represent a maximum of one (1) other Board member by proxy at any given meeting of the Board of Directors.
- (e) Each Board member may grant proxy rights a maximum of two (2) times during the fiscal year.

- (f) Proxies are non-transferable and may only be held by the Board member so appointed in the proxy.

ARTICLE IV- COMMITTEES OF THE BOARD

Section 1. Executive Committee. In accordance with Article VII, Section 1 of the Constitution, the Board of Directors may appoint an Executive Committee, which shall consist of five (5) Directors, one of whom shall be the President of the Local League.

Section 2. Standing Committees. The President, subject to the approval of the Board, may appoint persons to serve on standing committees (See Article IX in the *Constitution* for a list of the committees).

- (a) Each committee shall transact such business as is delegated to it in Article IX of the *Constitution*, and such additional business as may be referred to it by the President or the Board.
- (b) Except where special authority is given by the Board, committees shall not take action until a report has been made to the Board and approved by the Board.

Section 3. Ad Hoc Committees. From time to time the President, subject to the approval of the Board, may appoint one or more committees whose functions are: to consider a particular problem or situation; to facilitate coordination of special assignments or events; and to formulate and submit recommendations to the Board. When an *ad hoc* committee accomplishes its purpose, it disbands.

ARTICLE V- FINANCIAL OPERATION

Section 1. Adoption of Operating Budget. The Board of Directors shall adopt a balanced operating budget each year and shall limit expenditures to the amounts allocated for items specified in the budget.

Section 2. Authorization to Expend League Funds. Unbudgeted expenditures equal to or less than \$300.00 will require only the approval of the President; unbudgeted expenditures in excess of \$300.00 must be approved by the Board of Directors or by the Executive Committee acting on behalf of the full Board. Expenditures for line items previously approved in the adopted operating budget shall not require Board approval.

Section 3. Authorization to Sign Checks. All checks shall be countersigned by two persons so authorized by the Board of Directors. One of the persons shall be the Treasurer.

Section 4. Team Sponsorship Fees. Team sponsorship fees shall be determined each year by a Resolution of the Board of Directors. The Resolution shall be recorded in the Minutes.

Section 5. Billboard and Signage Advertising Rates. Advertising rates for billboards and signs shall be determined each year by a Resolution of the Board of Directors. The Resolution shall be recorded in the Minutes.

Section 6. Membership Dues/Registration Fees. In accordance with Article IV, Section 1 of the *Constitution*, dues and registration fees for both spring season and fall season for Regular Members shall be determined each year by a Resolution of the Board of Directors. The Resolution shall be recorded in the Minutes.

ARTICLE VI- UNIFORMS AND EQUIPMENT

Section 1. All playing equipment is the property of the Local League. In cases where equipment is donated to individual teams, they automatically become the property of the League, unless otherwise voted by the Board of Directors.

Section 2. The League provides shirts and hats to all players and hats to up to 3 (three) coaches. Shirts may also be provided to coaches at the discretion of the Board of Directors provided the shirts are not identical to player shirts or may be considered part of a team uniform. These become the property of such players and coaches. Players are responsible for the purchase of pants, shoes/cleats, gloves, and any other equipment not provided by the League.

Section 3. The team manager will be responsible for the collection of all playing equipment at the end of each season and for its immediate delivery to the Chairman of the Playing Equipment Committee or his/her designee. All team awards/trophies provided by the League will be withheld until playing equipment is received by the League. Waivers for award/trophy withholding may be made at the discretion of each League Vice President, who will be personally responsible for collecting such equipment.

Section 4. No League property shall be loaned, sold, given away, or otherwise disposed of without approval of the Board of Directors.

ARTICLE VII- MANAGERS, COACHES AND UMPIRES

Section 1. Managers, Coaches, and Other Volunteers. Managers and coaches must be active members of the Local League and must be recommended by each League Vice President and appointed by the President and subsequently approved by the Board of Directors. All managers and coaches must complete required course materials as required from time to time, complete a volunteer application and have an approved background check each season as well as requiring any other team volunteers to complete a volunteer application and have an approved background check.

Managers and coaches will be required to participate in an orientation meeting and a rules clinic and attend player development seminars. Certification and background checks must be attained before a manager or a coach takes part in practice sessions or in games.

Section 2. Umpires. All umpires must complete a volunteer application and have an approved background check each fall and spring season as well as completion of any other course materials as required from time to time. All umpires will be under the direction of the Chief Umpire.

Section 3. Application Procedures. Any adult desiring to become a manager, coach, or umpire should notify the League President, the appropriate Vice President, or the Chief Umpire.

- (a) Candidates for manager of a Major League (Baseball or Softball), Intermediate (50/70) League (Baseball), Junior League (Baseball)

or Softball), or a Senior League (Baseball or Softball) team *should* have been a member of the Local League for one year prior to assuming the role as a manager.

- (b) For fall season, managers and coaches for all Leagues shall be appointed by each League Vice President and subsequently approved by the Board of Directors upon the recommendation of the respective League Vice Presidents.
- (c) For spring season, managers and coaches for the Major League (Baseball and Softball), Intermediate (50/70) League (Baseball), Junior League (Baseball and Softball), and Senior League (Baseball and Softball), are to be appointed by each League Vice President and subsequently approved by the Board of Directors prior to conducting tryouts. Managers for the Tee Ball League, Junior Minor League, and Minor League (Baseball and Softball) are to be appointed by each League Vice President and approved by the Board of Directors the beginning of the spring season.

If Minor League (Baseball and/or Softball) conducts tryouts and a draft, those managers and coaches must also be approved by the Board of Directors prior to conducting tryouts.

Section 5. Manager Vacancies. When a manager vacancy exists, the President shall announce the vacancy at the Annual Meeting or at a regular monthly meeting of the Board. If a vacancy occurs during the playing season, one week will be allowed for all interested individuals to submit their names to the President or the appropriate League Vice President. The candidates will be reviewed by the League Vice President who shall be responsible for recommending an acceptable candidate to the President. The respective League Vice President will notify the person selected to manage the team, and will advise all other candidates of the decision.

Section 6. Leave of Absence for Managers. A manager may be granted a leave of absence for the purpose of accepting the office of President or Player Agent. A leave of absence also may be granted for reasons of illness. All leaves of absences must be approved by the Board of Directors.

Managers who are granted a leave of absence will be afforded an opportunity to manage a team in the same league, when their leave of absence expires, provided a vacancy in team Managers exists in the league. The Board of Directors is under no obligation to allow said Managers to manage their previous teams or any other teams within the same league.

Section 7. Responsibilities of Managers and Coaches.

- (a) **Games and Practices.** Each team manager will be responsible for the general conduct of his/her team, including players and coaches, during scheduled games or official practices. Managers are also responsible for talking with parents about inappropriate behavior at practice and at games.
- (b) Managers and coaches are responsible for ensuring that all equipment, trash, etc., is collected and removed from the dugout and that the dugout is vacated promptly to allow the next team to take field/dugout for warmup. In addition, the home team manager is responsible to have the field lights turned off.
- (c) **League Activities and Projects.** All managers and coaches, as well as officers, directors, and parents, are expected to commit a reasonable amount of their time and talents to performing tasks that are essential to the functioning of the League. These tasks may include, but are not limited to, the following: assisting with registration, conducting tryouts, umpiring, assisting with field maintenance and related work projects, facilitating fund-raising activities, working in the concession stand, and helping with the inventory and repair of equipment. Failure to do so will be justification for removal from the League at the discretion of the Board of Directors.
- (d) **Equipment.** All managers are responsible for taking care of the equipment that is issued to the team and for returning the equipment to the Chairman of the Playing Equipment Committee, or his/her designee, at the end of each season.

ARTICLE VIII-REGULATIONS

Section 1. Standards and Objectives. The Local League aspires to high standards of ethical behavior and strives to uphold appropriate standards of conduct. In addition to the objectives of Little League Baseball, as expressed in the *Constitution*, the aims of the Local League are:

- (a) To provide an opportunity for the youth in our community to participate in an organized baseball and softball program.
- (b) To develop within each young person an understanding of the principles of discipline and teamwork.
- (c) To help each young person develop poise and self-confidence.
- (d) To provide a means for young people to exercise and enjoy the benefits of a physical fitness program.
- (e) To provide instruction, training, and practice for each participant to learn the fundamental skills required to play baseball and softball.
- (f) To help young people gain an understanding of the rules and regulations of baseball and softball and to gain an appreciation for the tactics and strategy of the game.
- (g) To provide a focal point through which parents and their children may enjoy a shared activity and may experience a sense of family unity.

Section 2. Discipline of Managers and Coaches. Routine discipline issues should be resolved by the League Vice President. This may take the form of a face-to-face discussion, a telephone conversation, or verbal or written reprimand.

If a member of the Board of Directors feels an issue warrants more serious action, he or she must notify the President or League Vice President.

Section 3. Procedures for Disciplinary Hearings. In matters requiring disciplinary action that may result in the suspension or termination of a manager or a coach, the following procedures shall apply.

- (a) Within 72 hours of receiving a report involving the misconduct of a manager or a coach, the President shall call a special meeting of the Board of Directors to review the report and to take appropriate action. The Board of Directors shall act as the judicial body in disciplinary hearings.
- (b) The President shall notify the accused manager or coach of the date, time, and place of the meeting and shall invite the manager or coach to attend the hearing. The notice shall include a statement of the charges and the authority of the Board of Directors to discipline managers, coaches, and players.
- (c) The managers or coach has the right to present evidence on his or her behalf and to present witnesses with testimony relevant to the matter in question. Affidavits may be presented at any proceeding, if witnesses are unable to appear.
- (d) A record of the hearing shall include a statement of the official charges, evidence and information received or considered, findings, and recommendations of the Board of Directors.
- (e) The Board shall follow the procedures outlined in the *Constitution* (Article III, Section 4).

Section 4. Procedures for Misconduct of Players. Upon evidence of misconduct of any player, the President, the appropriate League Vice President, or the Player Agent will notify the team manager within 48 hours of the act. In the capacity of an advisor, the manager will appear with the player before the Board of Directors. The Board of Directors shall be empowered to reprimand or suspend the player from the League.

Section 5. Procedures for Addressing Parental Complaints.

- (a) Parents who have a concern about a manager or a coach should first attempt to resolve the issue by discussing it with the manager or coach.

- (b) If the problem is not resolved, the parent should then discuss the issue with the League Vice President.
- (c) After these methods of conflict resolution have been used, and the parents still wish to register a complaint against the manager or coach of their child's team, they must submit their complaint in writing to the President or the appropriate League Vice President. The matter will be referred to the Board of Directors or Special Hearing Committee established by the President which shall be responsible for investigating the complaint. Within 72 hours, parents and manager and/or coach will appear before the Board of Directors or the Special Hearing Committee to resolve the matter.

Section 6. Spectator Behavior at League Games. Parents and other spectators attending League games have a responsibility to conduct themselves in a courteous manner that reflects a sportsmanlike attitude. Parents and spectators are never allowed on the playing field unless specifically requested by the umpire, one of the participating managers, or League officials. Unless there is an emergency or injury situation, no parent or spectator is to be allowed onto the field without first having passed a background check. Jeering, booing, and harassing players, umpires, managers, or coaches will not be tolerated. The Local League reserves the right to deny the privilege of remaining on the premises to any person who conducts himself/herself in a manner that is contrary to the objectives of the Local League or of Little League Baseball, Inc.

**ARTICLE IX-
LEAGUE AND TEAM STRUCTURE**

Section 1. League Structure. Each year the Board of Directors shall determine the League structure including the number of divisions and the number of teams within each age divisions. This includes any team disbandment or team expansion at the Major League levels of both baseball and softball. The St. Augustine Little League is composed of one chartered league for players whose league ages are 5 through 16. The league is designated as the St. Augustine Little League and will function under one Board of Directors.

A common pool draft is used for all of the following divisions: Tee Ball, Junior Minor Baseball and Softball, Minor League Baseball and Softball, Major League Baseball and Softball, Intermediate (50/70) Baseball, Junior League Baseball and Softball, and Senior League Baseball and Softball. The purpose of the common pool draft is to ensure that the League has an equal distribution of talent.

The organization of the St. Augustine Little League provides for six baseball divisions and five softball divisions based on the following age groups:

<u>Division</u>	<u>League Age</u>
Tee Ball League	4-6*
Jr. Minor League Baseball	7-8
Minor League Baseball	8-11
Major League Baseball	9-12
Intermediate (50/70) League Baseball	11-13
Junior League Baseball **	13-14
Senior League Baseball	13-16
Junior Minor League Softball	7-8
Minor League Softball	9-12
Major League Softball	9-12
Junior League Softball **	13-14
Senior League Softball	13-16

* For T-Ball, players **must** attain age 4 as an actual age by opening day of each season.

** Players who are League Age 12 may be eligible to play at the Junior League level of play unless disallowed by the Board of Directors.

If there is no Senior League in either baseball or softball for any given year, then the Junior League age group will be 13-15. 15-year-old players in the Junior League will be ineligible for tournament play.

There is an optional Advanced Player Travel Program (AFTP) available for players league ages 8 through 16, pending Board of Director approval on a season-by-season basis. There are separate registration fees associated with this program. The availability to advanced players to play in the AFTP is subject to a tryout process and there is no guarantee of acceptance in the AFTP for any player. All eligible AFTP players will be required to also be registered and assigned to a team in their respective division of regular Little League. There is no tournament play available through this program; tournament play is only available for players throughout the

regular Little League minor through senior divisions.

Note: League ages for both baseball and softball in the spring will be determined pursuant to league ages as published by Little League. Fall seasons league ages are to be the age of the baseball or softball player according to league ages published by Little League for the upcoming spring season.

Section 2. Team Structure. Each year prior to the Player Draft, the Board of Directors shall establish the number of players on each team within a division, but no team may have more than 15 players nor less than 12 players. To the extent possible, all teams within a particular division shall have the same number of players on their roster. Each team shall have one manager and not more than two designated coaches.

Section 3. The Challenger Division. The Challenger Division was established for children ages 5-23 (ages 19-23 as long as they are enrolled in a qualified education facility) with physical and/or mental disabilities. This division also incorporates other children in the league as “buddies” for the Challenger players.

ARTICLE X- LOCAL RULES

Section 1. Ground and Playing Rules. The ground and playing rules of the Local League shall be adopted by the Board of Directors at a meeting to be held no less than 7 days prior to the first scheduled game of the season. Each League Vice-president is responsible for presenting to the Board of Directors local ground and playing rules for their respective league. If no local ground and playing rules are presented to the Board of Directors for approval, any conflicts that may arise during the season will be resolved by the Board of Directors or, at their direction, the Player Agent of the League.

Section 2. Time Limit for Games. All games shall start at the scheduled time, and both managers shall be advised of the time limit, if applicable. The actual starting time will be recorded in the official scorebook, and the head umpire shall determine when the time limit has been reached. In case of inclement weather conditions or unavoidable delays, time will be adjusted accordingly. No inning shall be started

after the prescribed time limit, except in the case of a tie. Games that are tied at the end of regulation play will be played to a conclusion.

Section 3. No-Show Forfeits. The Board may approve “no show” forfeits during the season. In accordance with Rule 4.16, “If a game cannot be played because of the inability of either team to place nine players on the field before the game begins, this shall not be grounds for automatic forfeiture, but shall be referred to the Board of Directors for a decision.” The Board of Directors may delegate this decision to the Executive Committee or respective League Vice-president.

ARTICLE XI- PLAYING SEASONS

Section 1. Length of Playing Season. The length of the playing season shall be determined by the Board of Directors at least two weeks prior to the start of the season. The season cannot be extended beyond the annual awards assembly.

Section 2. Number of Games Per Week. Each team should play at least two games per week.

Section 3. Week for Make-Up Games. An additional week may be provided at the end of the regular season for the purpose of playing games that were rained out, protested, or suspended. The Board of Directors shall determine the number and priority of games to be played.

Section 4. Board Approval for Post-Season Games. Games to be played during the make-up week and post-season playoffs to determine league champions must be approved by the Board of Directors.

Section 5. Length of Practice Sessions. Practice sessions for all teams should not exceed two hours, but will be left to the discretion of each League Vice President.

Section 6. Start Date for Practice. The Board of Directors shall determine the start date for practice sessions and shall announce it to managers and coaches at least two weeks in advance of the start date.

**ARTICLE XII-
PROCEDURES FOR TRYOUTS**

Section 1. Major League Baseball Tryouts.

All players who are League Ages 10, 11, and 12, and who are not assigned to a Major League team *must* participate in the tryouts for the Major League. In general, players who are League Age 9 will not participate in tryouts; however, by exception and with Board approval, a 9- year old player may be invited to participate in tryouts, provided that the player's parents agree to allow their son or daughter to participate in the tryouts by submitting such request to the Board in writing. This written request may be submitted on, or as part of, the player registration form. Players who participate in the Major League tryouts but are not drafted by a Major League team will be placed in the player pool for the Minor Leagues. Brother/sister options and manager options (See Article XIII, Section 2.3.3, 2.3.4, and 2.3.5) should be determined at time of tryouts for the benefit of all team managers attending the tryouts.

A youngster who fails to attend at least 50 percent of the tryout sessions shall lose the status of a candidate eligible for all-star status or consideration unless that youngster presents an excuse that is accepted by a majority of the Board. Players must participate in these tryouts in order to be eligible for the Major League draft. Players who sign up late after the Major League draft has occurred may play only in the Minor League Division and those players ages 11 or 12 will not be eligible for Major League Tournament consideration (see Article XIII, Section 1.6).

Section 2. Tee Ball and Minor League Baseball and Softball. The Local League does not generally conduct player tryouts for the Tee Ball League or Junior Minor League. Players in these Leagues will be assigned to teams by the League Vice Presidents.

In order to provide and achieve team parity in the Minor League Baseball division, the Minor League Baseball Vice-president shall conduct tryouts and an eventual draft. Tryouts at this level must be conducted in cooperation and combined effort with both Vice-presidents for the Minor League Baseball and the Major League Baseball divisions. Specifically, tryout numbers identifying players eligible in both leagues should be issued by the Player Agent and

worn by the eligible players during both tryouts for Minor League Baseball and Major League Baseball. Players who are League Age 8 and 9 may participate in the tryouts for Minor League Baseball. Brother/sister options and manager options (See Article XIII, Sections 2.3.3, 2.3.4, and 2.3.5) should be determined at the time of tryouts for the benefit of all team managers attending the tryouts. Minor League Baseball managers should also attend the tryouts for Major League Baseball players ages 9 and 10 since a portion of those players in this age group may not be drafted at the Major League Baseball level and, therefore, be eligible for the Minor League Baseball draft (See Article XIII, Section 1).

The goal of the Junior Minor and Minor League Vice Presidents shall be to establish teams with essentially equal ability. The ultimate objective, however, must be understood that it is to ensure that these teams are competitive and balanced to enable youngsters to gain the greatest benefit in their efforts to qualify for eventual placement on a Minor League or Major League team. This is the aim of all candidates who apply to play in the Local League. In the event that this process is not completely successful, the Player Agent is authorized to change the team assignment of any player in the Junior Minor League during the season of play to accomplish and maintain this balance.

It is Little League policy that the Minor League level of the Local League organization is a training program. Its only goal is to train and qualify each player for eventual placement on a Major League team. Each player in the Minor League Baseball division who attended a Major League Baseball tryout session for a given spring season, regardless of which team he or she is assigned to, is available to all Major League Baseball teams.

Section 3. Intermediate (50/70) League Baseball Tryouts. All players who are ages 11, 12, and 13 may take part in the tryouts for the Intermediate (50/70) Baseball League. See Article XIII, Section 4.8 for players who register late or do not attend at least 50 percent of the tryouts.

Section 4. Junior and Senior League Baseball Tryouts. All players who are League Age 13, 14, 15, and 16 must take part in the tryouts for the Junior and Senior League Baseball. See

Article XIII, section 4.8 for players who register late or do not attend at least 50 percent of the tryouts.

Section 5. Major League Softball Tryouts. All players who are League Age 9, 10, 11, or 12 *must* participate in the tryouts for Major League Softball. See Article XIII, section 4.8 for players who register late or do not attend at least 50 percent of the tryouts.

Section 6. Junior and Senior League Softball Tryouts. All players who are League Age 13, 14, 15 or 16 *must* participate in the tryouts for Junior or Senior League Softball. See Article XIII, section 4.8 for players who register late or do not attend at least 50 percent of the tryouts.

Section 7. Advanced Player Travel Program (APTP). All baseball and softball players who have registered and been assigned and/or drafted onto a regular Little League team may choose to attend any APTP tryout sessions, if available, applicable for their respective age division. These tryouts will not guarantee a player who attends a tryout session in this program placement onto an APTP team.

ARTICLE XIII- THE PLAYER DRAFT

Section 1. Minor League Baseball Player Draft. The following procedures shall be adopted for the purpose of conducting the player draft for the Minor League Baseball division at the discretion of the Minor League VP.

Note: At the end of each season, all teams are dissolved, and players are returned to the player pool. The League shall conduct a draft of all players every year at the discretion of the Minor League VP.

Section 1.1. Player Registration. No player will be allowed to participate in tryouts or to be assigned to a team without a current signed registration form on file with the League. It shall be the President's responsibility to verify the League Age for each player and to ensure that each player (1) has completed registration, (2) has a valid birth certificate on file, and (3) resides within the prescribed boundaries of the League as defined in the application for charter.

Section 1.2. Draft Procedures. The League Vice President for Minor League Baseball shall

be responsible for overseeing the tryouts and conducting the player draft for Minor League Baseball. The Player Agent should be present at the draft.

Step 1. Determine prior to the player draft, and preferably before the tryouts, the number of teams and the number of players per team. The consideration of the number of teams must also include any players not drafted or required at the Major League Baseball draft and, thus, to be returned to the Minor League Baseball draft pool of players. This decision shall be made by the Board of Directors, as soon as possible, after the close of registration. Also determine any brother/sister and Manager options at the time of tryouts.

Step 2. Receive Board approval for the appointment of managers and coaches for each team. Only one manager from each team will be allowed to be present during the draft.

Step 3. Declare all options prior to starting the player draft (see Sections 2.3, 2.3.3, 2.3.4, 2.3.5, 2.3.6, and 2.3.7).

Step 4. Determine whether any of the team managers plan to draft a player who did not participate in at least one tryout and was not granted an exception by the Board. If any player registers after the draft, that player will be placed (1) on a waiting list or (2) on a team with less players than the other teams. Placement will be made in accordance with the draft order of the teams.

Step 5. Make certain that every manager understands the procedures for the draft, including the amount of time allotted for each draft choice (should be no more than four minutes per choice), prior to the start of the player draft.

Step 6. Determine the order of the draft by drawing numbers out of a hat. The league will follow a wrap-around drafting technique, whereby the order of the draft reverses after every round.

Team	1st Round	2nd Round	3rd Round	4th Round
A	1st	4th	1st	4th
B	2nd	3rd	2nd	3rd
C	3rd	2nd	3rd	2nd
D	4th	1st	4th	1st

Step 7. Conduct the draft in accordance with the procedures previously stated until the team roster for each team in the league is filled with the prescribed number of players.

Step 8. Confirm rosters and verify that each team has the appropriate number of players and that no team has exceeded the number of players for a specified League Age category.

Step 9. Consider possible trades after all eligible players are drafted and before finalizing team rosters. All trades shall be made with the approval of the Player Agent or, in his/her absence, the Vice-president of Minor League Baseball prior to the close of the draft. Any conflicts regarding options or trades shall be resolved by the Board of Directors.

Section 1.3. Special Circumstances. Special circumstances related to the player include, but are not limited to, parent-manager options, brother and/or sister options, and other situations.

Section 1.3.1. Brothers/Sisters in the Draft. (See Section 2.3.3 for a description of this option.)

Section 1.3.2. Sons and/or Daughters of Managers. (See Section 2.3.5 for a description of this option.)

Section 1.3.3. Draft Rounds. If an option is submitted in writing for the son and/or daughter of a manager, such candidate must be drafted in or before the following round. (See Section 2.3.6 for a list of the draft rounds.)

Section 1.3.4. Other Circumstances. (See Section 2.3.7 for a description of this option.)

Section 1.4. Secrecy of Player Draft. Remind managers and coaches that the draft is secret and that players shall never be told the position in which they were drafted.

Section 1.5. Team Rosters. A copy of the team rosters must be submitted by the League Vice

President to each team manager within the League no later than two weeks following the player draft and to the Board of Directors at its first regular meeting after the draft.

Note: Official team rosters must be mailed (electronically or regular mail) by the League President to Little League, Incorporated, in Williamsport, Pennsylvania no later than two weeks following the start of regular season play.

Section 1.6. Limitation on the Number of Players. The Board of Directors determines the number of teams for each league and the maximum number of players per team. Regular registration will be cut off at the first tryout session or when the desired number of registered players (number of teams times the maximum number of players, e.g., 7 teams times 14 players per team equals 98 desired registered players) is reached. After the desired number of registered players is reached, a waiting list will be established.

Section 1.7. Non-Participants in Tryouts. Any candidate failing to attend at least 50 percent of the spring tryout sessions shall forfeit league eligibility unless an excuse is presented which is accepted by a majority of the Board of Directors (Regulation IV (f)).

Section 1.8. Player Pool. Players not selected in the player draft will be placed in the player pool. After the player draft, three potential pools shall be established: Pool A includes players who registered on time, participated in the tryouts, but were not drafted; Pool B includes players who registered after the first tryout, but before the cutoff, and players who registered on time but failed to participate in the tryouts; Pool C includes players on the waiting list who registered after the cutoff.

Teams that have not filled their rosters with registered players who participated in the tryouts may pick players first from Pool A or Pool B, until Pool A and Pool B are depleted. Once Pool A and Pool B are depleted, teams with unfilled rosters may pick players from Pool C. The choice of players and order of selection will be managed by the Minor League Vice-president and/or Player Agent.

Section 1.9. Return to Player Pool. Players who participated in the Minor League are returned to the player pool at the end of each season.

Section 1.10. Vacancies and Replacements. When a player leaves a team, the manager shall notify the Minor League Baseball Vice-president and the Player Agent within two days after becoming aware of the vacancy. The Minor League Baseball Vice President will investigate the matter and attempt to learn the player's reason for leaving the team (e.g., illness, injury, change of address, parent discipline, or player). If the Minor League Baseball Vice-president finds that a vacancy has occurred, he or she will inform the team manager of the procedure for replacing the lost player.

Teams are prohibited from allowing individuals who are not on the team roster to practice or to work out with the team.

Section 1.11. Procedure for Replacing a Player. In replacing lost players, managers must adhere to the following procedures:

- (a) Request a list of eligible players from the League Vice President or from the Player Agent of the Minor Baseball League. If vacancies occur during the season, players will be chosen from Pool A or Pool B, until they are depleted, then from Pool C until it is depleted.
- (b) Within four days, the team manager will select a player and will inform the Player Agent or the Minor League Baseball of his or her selection. In no instance shall the team manager contact the selected player prior to the initial contact by the Player Agent.
- (c) The Player Agent of the Minor Baseball League will notify the player who was selected to fill the vacancy on the Minor Baseball League team.
- (d) The selected player will have three days to report to the Minor Baseball League team following the notification of his/her selection. Failure to report will jeopardize the player's eligibility for participation in the Minor Baseball League. Exceptions to this rule may be granted only by the Board of Directors.

- (e) If the manager fails to select a player within four days, the Player Agent for the Minor Baseball League will assign an eligible player to the Minor Baseball team.

Note: A team manager may pick any eligible player from the prescribed player pool, provided that the limitation for players within a particular age group is not exceeded.

Section 1.12. Replacements. The player selected as a replacement becomes a permanent member of the team roster for the remainder of the season.

Section 2. Major League Baseball Player Draft. The following procedures shall be adopted for the purpose of conducting the player draft for the Major League.

Section 2.1. Player Registration. No player will be allowed to participate in tryouts or to be assigned to a team without a current signed registration form on file with the League.

Section 2.2. Draft Procedures.

Step 1. Determine prior to the player draft, and preferably before the tryouts, the number of teams and the number of players per team for each division. This decision shall be made by the Board of Directors, as soon as possible, after the close of registration.

Step 2. Receive Board approval for the appointment of managers for each team. This shall be done prior to the player draft and preferably before the tryouts. Only one manager and one *existing* coach from each team will be allowed to be present during the draft.

Step 3. Identify the number of returning players for each team and verify the League Age for each player. Make certain that each returning player has completed registration and has a valid birth certificate on file.

Step 4. Confirm the order of the draft. The draft order shall be in reverse order of finish for the previous season. For example, based on a six-team League:

<u>Pick</u>	<u>Team</u> (previous year standings)
1 st	Marlins (6 th place)
2 nd	Braves (5 th place)
3 rd	Yankees (4 th place)
4 th	Pirates (3 rd place)
5 th	Red Sox (2 nd place)
6 th	Cubs (1 st place)

Step 5. In the event that a team is disbanded by the Board of Directors (see Article IX, Section 1), a special draft of those returning players will be conducted prior to the regular player draft. All returning players from disbanded teams must be drafted in compliance with the draft order before other players may be drafted.

Step 6. Identify all candidates who are league age twelve (12). These candidates must be drafted onto Major League teams prior to the drafting of candidates with league ages below twelve (11, 10, or 9). The draft order will be identical to Step 4 above.

If a team already has eight league age twelve players, or attains eight league age twelve players during this Step 6, that team will be bypassed in the draft selection so that the next team in order will pick from the remaining league age twelve candidates until all are chosen.

A team cannot choose to forego its choosing of a league age twelve candidate unless that team already has eight league age twelve players.

If the number of league age twelve candidates exceeds the maximum capacity of league age twelve players allowed per team (8 per team) or exceeds the total number of available candidates needed by the existing teams, then the Board of Directors will establish an expansion team (See Section 2.3.1).

Step 7. Declare all options prior to starting the player draft. All options must be in writing and must be submitted to the Player Agent 48 hours prior to the draft. The League Vice President for Major League Baseball shall be responsible for overseeing the tryouts and conducting the player draft for Major League Baseball. The Player Agent should be present at the draft.

Step 8. Make certain that every manager understands the procedures for the draft, including the amount of time allotted for each draft choice (should be no more than four minutes per choice), prior to the start of the draft.

Step 9. Conduct the draft in accordance with the procedures previously stated until the team roster for each team in the league is filled with the prescribed number of players.

Step 10. Confirm rosters and verify that each team has the appropriate number of players and that no team has exceeded the number of players for a specified League Age category.

Step 11. Consider possible trades after all players are drafted and before finalizing team rosters. All trades shall be made with the approval of the Major League Vice-president or Player Agent present prior to the close of the draft. Any conflicts regarding options or trades shall be resolved by the Board of Directors.

Section 2.3. Special Circumstances. Special circumstances related to the player include, but are not limited to, provisions for expansion teams, parent-manager options, brother and/or sister options, and other situations.

Section 2.3.1. Expansion Teams. Expansion teams shall pick first in every round. In addition to the first-round pick, an expansion team will have three (3) bonus picks prior to the start of the regular draft; note: 12-year-old players must be picked first, including bonus picks. If there is more than one expansion team, the teams will alternate picks, including pre-draft bonus picks. A simple coin toss will determine which team picks first.

Section 2.3.2. Bonus Picks. Each manager requiring eight or more players prior to the draft to complete the roster will be allowed one bonus pick at the completion of round four. If more than one manager is allowed bonus picks under this provision, the order of rotation will be identical to that being followed in the draft.

Section 2.3.3. Brothers/Sisters in the Draft. Managers will be informed of any brother/sister options by the Vice-president of Major League and/or Player Agent in attendance at the draft. These options will consist of two or more brothers and/or sisters who are candidates for the first time and who are subject to the draft. When

first brother or sister is drafted under the option agreement, the manager automatically takes the brother or sister on the next turn. *This option (ie, first brother/sister choice) must be exercised within the first three draft selections.* Eligible 12-year-old players will not be allowed an option under this section due to the mandatory selection process of Section 2.2.

Section 2.3.4. Brothers/Sisters of Players Currently on a Team. A manager shall submit an option in writing on a draftee, if the player candidate's brother or sister is a member of that manager's team. If so stated, *the manager and "sons and/or daughters" to players is required to exercise this option prior to the close of specific draft round depending on League Age of sons and/or daughters* (see section 1.3.6 Draft Rounds).

Section 2.3.5. Sons and/or Daughters of Managers. Managers who have sons and/or daughters eligible under Regulation II for the draft and who wishes to draft them must state so in writing to the Major League Vice-president or Player Agent prior to the draft. If so stated, *the parent-manager is required to exercise this option prior to the close of specific draft round depending on League Age of sons and/or daughters* (see section 2.3.6 Draft Rounds).

The parent-manager option takes priority over any other option. If the manager so chooses, the option on sons or daughters may be waived.

Section 2.3.6. Draft Rounds. If an option is submitted in writing for the son and/or daughter of a manager or brother/sister of an existing player, such candidate must be drafted in or before the following round.

Draft Round	Little League	Int (50/70) League	Junior League	Senior League
5	9-10	11	---	14
4	11	12	13	15
3	---	13	14/15	16

Section 2.3.7. Other Circumstances. Other circumstances, which may affect a child's opportunity to participate in league play, must be presented in writing prior to the first round of the draft and must state clearly the problem or situation that may warrant special consideration. This frequently involves, but is not limited to, transportation problems, relatives other than brothers or sisters, and a sponsor's child.

League officials and managers should do everything possible to discourage special circumstance options; however, the approval or disapproval of special options shall be determined by the Board of Directors prior to the first round of the draft. If approved, the division Vice President and the Player Agent shall be authorized by the Board of Directors to determine the round(s) by which the option(s) must be exercised.

Example. Two boys who live in the same neighborhood request to be placed on the same team because of transportation problems. The team managers may vote to approve the option with the stipulation that it must be handled the same as two brothers entering the draft at the same time (See Section 2.3.3 Brothers/Sisters).

The parent-manager option takes priority over any other option. If the manager so chooses, the option on sons or daughters may be waived.

Section 2.4. Secrecy of Player Draft. Remind managers and coaches that the draft is secret and that players shall never be told the position in which they were drafted.

Section 2.5. Team Rosters. A copy of the team rosters must be submitted by the League Vice President to each team manager within the League no later than two weeks following the Player Draft and to the Board of Directors at the first regular meeting after the draft.

Note: Official team rosters must be mailed (electronically or regular mail) by the League President to Little League, Incorporated, in Williamsport, Pennsylvania no later than two weeks following the start of regular season play.

Section 2.6. Non-Participants in Tryouts. Any candidate failing to attend at least 50 percent of the spring tryout sessions shall forfeit league eligibility unless an excuse is presented which is accepted by a majority of the Board of Directors (Regulation IV (f)).

No team may add a player that is not eligible to be drafted to its roster, and teams are prohibited from allowing individuals who are not on the team roster to practice or to work out with the team.

Section 2.7. Ownership of Players. Each player acquired in the Major League Baseball player draft shall, for the duration of his/her period within that division, be the property of the team making the acquisition, unless subsequently traded or released or returned to the player pool. If a player quits a team, he/she is still the property of that team and may not reenter the player draft without the approval of the Board of Directors. Once a player is released in writing by the President and the release is approved by the Board of Directors, the released player may be replaced by a player in the Minor League (see Section 2.9.1). The released player may not participate in further league activities for the remainder of the season including tournament competition. No existing player may be traded without prior approval of the Board of Directors. **Note:** A player may be released for justifiable reasons only, and his/her playing ability shall not be considered a legitimate reason for being released.

Section 2.8. Players Reentering the Draft. At the end of a season, a parent may request that his/her son/daughter be placed in the player pool for the purpose of reentering the player draft. The request must be in writing and must be submitted to the Player Agent, the Major League Vice President, or the League President no later than 7 days prior to the tryouts for the subsequent season. The request must state the reasons for wanting to leave the team and reenter the draft. The Board of Directors shall review such requests and decide whether to permit the child to reenter the draft.

Note: The Board should exercise great care in approving requests of this type to ensure that the reasons are justifiable.

Section 2.9. Vacancies and Replacements. When a player leaves a team, the manager shall notify the Major League Vice President and the Player Agent within two days after becoming aware of the vacancy. The Major League Vice President will investigate the matter and attempt to learn the player's reason for leaving the team (e.g., illness, injury, change of address, parent discipline, or player discipline). If the Major League Vice President finds that a vacancy has occurred, he or she will inform the team manager of the procedure for replacing the lost player.

Teams may replace players during the last two weeks of the regular season and during any post-

season play only with a 12 year old currently playing in Minor League, provided the Major League team does not equal or exceed eight players whose League Age is 12 (Regulation III(c)). If there are no 12 year old players in Minor League, the Major League manager may select any other Minor League player who attended at least one Major League Baseball tryout session for a given spring season but was not drafted by a Major League Baseball team and returned to the Minor League Baseball player pool (an eligible replacement player).

Section 2.9.1 Procedures for Replacing a Player. In replacing lost players, managers must adhere to the following procedures:

- (a) Request a list of eligible players from the Major League Vice President or from the Player Agent of the Major League. The Major League Vice President or the Player Agent will obtain the list of eligible candidates from the Player Agent of the Minor League.
- (b) Within four days, the team manager will select a player and will inform the Major League Player Agent of his or her selection. The Major League Player Agent will notify the Minor League Player Agent of the selection. In no instance shall the Major League team manager contact the Minor League team manager or the candidate prior to the initial contact by the Minor League Player Agent.
- (c) The Minor League Player Agent will notify the Minor League team manager and the player who was selected to fill the vacancy on the Major League team. The selected player will become a player on the Major League team for his/her duration of play at the Major League level.
- (d) The selected player will have three days to report to the Major League team following the notification of his/her selection. Failure to report will jeopardize the player's eligibility for participation in either the Major League or the Minor League. Exceptions to this rule may be granted only by the Board of Directors.
- (e) If the manager fails to select a player within four days, the Player Agent for the Major

League will assign an eligible player to the Major League team.

Note: A Major League manager may pick any eligible player (a player who attended at least one Major League Baseball tryout session for a given spring season but was not drafted by a Major League Baseball team and returned to the Minor League Baseball player pool) from any Minor League team, provided that the limitation for players within a particular age group is not exceeded.

Section 2.10. Replacements. The player selected as a replacement becomes a permanent member of the team roster. Players selected as replacements for Major League teams are not subject to the tryouts and the player draft in subsequent seasons for the duration of their eligibility within that League.

Section 3. Minor League Softball Player Draft. The procedures for conducting the drafts or compilation of teams in the Minor League Softball Division are different than those used in conducting the drafts for the Major League. As stated in *Article XII, Section 2*, "The Local League does not generally conduct a player tryout for the Tee Ball League or the Junior Minor Leagues. Players in these Leagues are assigned to teams by the League Vice Presidents".

Section 3.1 Procedure for Replacing a Minor League Player. The Player Agent of the Minor League shall maintain a player pool of late registrants and candidates. When a vacancy occurs in the Minor League, the Minor League Player Agent will assign a player from the player pool (waiting list), according to the player's date of registration.

Section 4. Intermediate (50/70) League, Junior League, and Senior League Baseball Player Draft. The following procedures shall be adopted for the purpose of conducting the player draft for the Intermediate (50/70) League, Junior League, and the Senior League.

Note: At the end of each season, all teams are dissolved, and players are returned to the player pool. The Leagues conduct a draft of all players every year.

Section 4.1. Player Registration. No player will be allowed to participate in tryouts or to be

assigned to a team without a current signed registration form on file with the League. It shall be the President's responsibility to verify the League Age for each player and to ensure that each player (1) has completed registration, (2) has a valid birth certificate on file, and (3) resides within the prescribed boundaries of the League as defined in the application for charter.

Section 4.2. Draft Procedures. The League Vice Presidents for the Intermediate (50/70) League, the Junior League, and the Senior League Baseball shall be responsible for overseeing the tryouts and conducting the player draft for Intermediate (50/70) League Baseball, Junior League Baseball, and Senior League Baseball. The Player Agent should be present at the draft.

Step 1. Determine prior to the player draft, and preferably before the tryouts, the number of teams and the number of players per team for each division. This decision shall be made by the Board of Directors, as soon as possible, after the close of registration. Also determine any brother/sister and Manager options at the time of tryouts.

Step 2. Receive Board approval for the appointment of managers and coaches for each team. Only one manager from each team will be allowed to be present during the draft.

Step 3. Declare all options prior to starting the player draft (see Sections 2.3, 2.3.3, 2.3.4, 2.3.5, 2.3.6, and 2.3.7).

Step 4. Determine whether any of the team managers plan to draft a player who did not participate in at least one tryout and was not granted an exception by the Board. If any player registers after the draft, that player will be placed (1) on a waiting list or (2) on a team with less players than the other teams. Placement will be made in accordance with the draft order of the teams.

Step 5. Make certain that every manager understands the procedures for the draft, including the amount of time allotted for each draft choice (should be no more than four minutes per choice), prior to the start of the player draft.

Step 6. Determine the order of the draft by drawing numbers out of a hat. The leagues will

follow a wrap-around drafting technique, whereby the order of the draft reverses after every round.

Team	1st Round	2nd Round	3rd Round	4th Round
A	1st	4th	1st	4th
B	2nd	3rd	2nd	3rd
C	3rd	2nd	3rd	2nd
D	4th	1st	4th	1st

Step 7. Conduct the draft in accordance with the procedures previously stated until the team roster for each team in the league is filled with the prescribed number of players.

Step 8. Confirm rosters and verify that each team has the appropriate number of players and that no team has exceeded the number of players for a specified League Age category.

Step 9. Consider possible trades before finalizing team rosters. All trades shall be made with the approval of the League Vice-president or the Player Agent present prior to the close of the draft. Any conflicts regarding options or trades shall be resolved by the Board of Directors.

Section 4.3. Special Circumstances. Special circumstances related to the player include, but are not limited to, parent-manager options, brother and/or sister options, and other situations.

Section 4.3.1. Brothers/Sisters in the Draft. (See Section 2.3.3 for a description of this option.)

Section 4.3.2. Sons and/or Daughters of Managers. (See Section 2.3.5 for a description of this option.)

Section 4.3.3. Draft Rounds. If an option is submitted in writing for the son and/or daughter of a manager, such candidate must be drafted in or before the following round. (See Section 2.3.6 for a list of the draft rounds.)

Section 4.3.4. Other Circumstances. (See Section 2.3.7 for a description of this option.)

Section 4.4. Secrecy of Player Draft. Remind managers and coaches that the draft is secret and

that players shall never be told the position in which they were drafted.

Section 4.5. Team Rosters. A copy of the team rosters must be submitted by the League Vice President to each team manager within the League no later than two weeks following the player draft and to the Board of Directors at its first regular meeting after the draft.

Note: Official team rosters must be mailed (electronically or regular mail) by the League President to Little League, Incorporated, in Williamsport, Pennsylvania no later than two weeks following the start of regular season play.

Section 4.6. Limitation on the Number of Players. The Board of Directors determines the number of teams for each League and the maximum number of players per team. Regular registration will be cut off at the first tryout session or when the desired number of registered players (number of teams times the maximum number of players, e.g., 7 teams times 14 players per team equals 98 desired registered players) is reached. After the desired number of registered players is reached, a waiting list will be established.

Section 4.7. Non-Participants in Tryouts. Any candidate failing to attend at least 50 percent of the spring tryout sessions shall forfeit league eligibility unless an excuse is presented which is accepted by a majority of the Board of Directors (Regulation IV (f)).

Section 4.8 Player Pool. Players not selected in the player draft will be placed in the player pool. After the player draft, three potential pools shall be established: Pool A includes players who registered on time, participated in the tryouts, but were not drafted; Pool B includes players who registered after the first tryout, but before the cutoff, and players who registered on time but failed to participate in the tryouts; Pool C includes players on the waiting list who registered after the cutoff. The choice of players and order of selection will be managed by the League Vice-president and/or Player Agent.

Teams that have not filled their rosters with registered players who participated in the tryouts may pick players first from Pool A or Pool B, until Pool A and Pool B are depleted. Once Pool A and Pool B are depleted, teams with unfilled rosters may pick players from Pool C.

Section 4.9. Return to Player Pool.

Players who participated in the Intermediate (50/70) League, the Junior League, or the Senior League are returned to the player pool at the end of each season.

Section 4.10. Vacancies and Replacements.

When a player leaves a team, the manager shall notify the Intermediate (50/70) League Vice-president or the Junior/Senior League Vice President and the Player Agent within two days after becoming aware of the vacancy. The Junior/Senior League Vice President will investigate the matter and attempt to learn the player's reason for leaving the team (e.g., illness, injury, change of address, parent discipline, or player). If the Intermediate (50/70) League Vice-president or the Junior/Senior League Vice President finds that a vacancy has occurred, he or she will inform the team manager of the procedure for replacing the lost player.

Teams are prohibited from allowing individuals who are not on the team roster to practice or to work out with the team.

Section 4.11. Procedure for Replacing a Player. In replacing lost players, managers must adhere to the following procedures:

- (a) Request a list of eligible players from the League Vice President or from the Player Agent of the Intermediate (50/70) League Vice-president or the Junior League/Senior League. If vacancies occur during the season, players will be chosen from Pool A or Pool B, until they are depleted, then from Pool C until it is depleted.
- (b) Within four days, the team manager will select a player and will inform the Player Agent of the Intermediate (50/70) League Vice-president or the Junior League/Senior League or the League Vice-president of his or her selection. In no instance shall the team manager contact the selected player prior to the initial contact by the Player Agent or the League Vice-president.
- (c) The Player Agent or the League Vice-president of the Intermediate (50/70) League Vice-president or the Junior League/Senior League will notify the player who was selected to fill the vacancy on the

Intermediate (50/70), Junior, or Senior League team.

- (d) The selected player will have three days to report to the Intermediate (50/70), Junior, or Senior League team following the notification of his/her selection. Failure to report will jeopardize the player's eligibility for participation in either the Intermediate (50/70) League, the Junior League, or the Senior League. Exceptions to this rule may be granted only by the Board of Directors.
- (e) If the manager fails to select a player within four days, the Player Agent for the Intermediate (50/70) League, the Junior League, or the Senior League will assign an eligible player to the Intermediate (50/70) League, the Junior League, or the Senior League team.

Note: A team manager may pick any eligible player from the prescribed player pool, provided that the limitation for players within a particular age group is not exceeded.

Section 4.12. Replacements. The player selected as a replacement becomes a permanent member of the team roster for the remainder of the season.

Section 5. Major League Softball Player Draft. The procedures for conducting the player draft for Major League Softball shall be the same as those used for the Major League Baseball (see Sections 2, 2.1, 2.2 (excluding Step 6, except if a team already has eight League Age twelve players, or attains eight league age twelve players during the draft, that team will be prohibited from drafting additional eligible players who are League Age 12 for the duration of the current draft), 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, and 2.10).

Section 6. Junior/Senior League Softball Player Draft. The procedures for conducting the player draft for Junior/Senior League Softball shall be essentially the same as those used for the Intermediate (50/70)/Junior/Senior Leagues (see Sections 4, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, and 4.12).

**ARTICLE XIV – ADVANCED PLAYER
TRAVEL PROGRAM (APTP) BASEBALL
AND SOFTBALL TEAMS**

Section 1. Purpose. The purpose of allowing the opportunity for advanced baseball or softball teams is to provide players who may possess an advanced level of play or skill to participate with other players of similar levels of play or skills in a competitive environment. This program is required to be financially self-sufficient since this program will serve only a percentage of league players and general funds cannot be used for the inurement of certain individuals nor for the overall financial support of this program. Proper accounting procedures will also be required in order to establish verification of financial self-sufficiency for this program. The program will also be separately chartered, including a separate League Identification Number, as required by the Little League Charter Committee and the president is responsible for chartering and insuring all teams entered into the APTP.

All APTP teams will be considered additional teams within their respective divisions, including separate team sponsors (in spring) and separate uniforms.

Section 2. APTP Program and Division Limitations. Any APTP baseball or softball team may only be available for minor, major, 50/70 (Intermediate), Junior, or Senior divisions, subject to Board of Director approval on a season-by-season basis. Each season, each respective vice-president of any of the aforementioned divisions of baseball and softball, at his or her discretion, will notify the Board of their decision to have an APTP baseball or softball team(s). The APTP may have separate vice-presidents who will be required to work in tandem with the regular divisional vice-presidents toward the success of any season played.

All APTP players are required to fully participate in practices and games conducted by their respective regular Little League team to which they were assigned and/or drafted.

All APTP teams and divisions will comply with Little League rules with the exception of pitching limits per player per game as listed below and any other local league rules that are not contrary to Little League rules. The following provide

divisional outlines and are not intended to be all-inclusive since Little League rules take precedence with the exception of the following pitching limits:

Minor Division (ages 8 – 11):

- a. All games are to be played on Little League 40/60 fields with no open bases (no leading off)
- b. Approved Little League bats only
- c. There is no run limit nor time limit for these games; a regulation game is 4 innings (6 innings for a full game) and the 10-run and 15-run rules apply
- d. Pitchers: pitcher availability will be based upon remaining eligibility for required days of rest pursuant to Little League Rule Book Regulation VI, taking all regular and APTP games into consideration
- e. No double-headers allowed
- f. Minimum play rules apply (6 consecutive outs and 1 at bat)
- g. Continuous batting orders **WILL** apply at this level
- h. All pitch counts will be required to be submitted to the APTP vice-president as well as the specific regular divisional vice-president (if different than the APTP vice-president) immediately after the conclusion of the APTP game(s). All days of rest requirements must be observed as defined in Little League rules
- i. Umpires will be assigned (and paid if outside umpire association is utilized) by each host Little League program with a minimum of 2 umpires assigned and the chief umpire must be at least 21 years of age.

Major Division (ages 9 – 12)*:

- a. All games are to be played on Little League 40/60 fields with no open bases (no leading off)
- b. Approved Little League bats only
- c. There is no run limit nor time limit for these games; a regulation game is 4 innings (6 innings for a full game) and the 10-run and 15-run rules apply
- d. Pitchers: pitcher availability will be based upon remaining eligibility for required days of rest pursuant to Little League Rule Book Regulation VI, taking all regular and APTP games into consideration

- e. Double-headers are allowed which would include both regular division games and APTP games played on the same day
- f. Minimum play rules apply (6 consecutive outs and 1 at bat)
- g. Continuous batting orders do not apply unless allowed by a local league rule
- h. All pitch counts will be required to be submitted to the APTP vice-president as well as the specific regular divisional vice-president (if different than the APTP vice-president) immediately after the conclusion of the APTP game(s). All days of rest requirements must be observed as defined in Little League rules
- i. Umpires will be assigned (and paid if outside umpire association is utilized) by each host Little League program with a minimum of 2 umpires assigned and the chief umpire must be at least 21 years of age.

* - **NOTE:** Players league age 11 or 12 who are drafted to a regular season major division team may opt to attend tryouts for the APTP team at the Intermediate (50/70) level.

Intermediate (50/70) Division (ages 11 – 13)*:

- a. All games are to be played on Little League 50/70 fields with open bases (leading off allowed)
- b. Approved Little League bats only
- c. There is no run limit nor time limit for these games; a regulation game is 5 innings (7 innings for a full game) and the 10-run and 15-run rules apply
- d. Pitchers: pitcher availability will be based upon remaining eligibility for required days of rest pursuant to Little League Rule Book Regulation VI, taking all regular and APTP games into consideration
- e. Double-headers are allowed which would include both regular division games and APTP games played on the same day
- f. Minimum play rules apply (6 consecutive outs and 1 at bat)
- g. Continuous batting orders do not apply unless allowed by a local league rule
- h. All pitch counts will be required to be submitted to the APTP vice-president as well as the specific regular divisional vice-president (if different than the

APTP vice-president) immediately after the conclusion of the APTP game(s). All days of rest requirements must be observed as defined in Little League rules

- i. Umpires will be assigned (and paid if outside umpire association is utilized) by each host Little League program with a minimum of 2 umpires assigned and the chief umpire must be at least 21 years of age.

* - **NOTE:** Players league age 11 or 12 who are drafted to a regular season major division team may opt to attend tryouts for the APTP team at the Intermediate (50/70) level.

Junior Division (ages 13 – 14):

- a. All games are to be played on Little League 60/90 fields with open bases (leading off allowed)
- b. Approved Little League bats only
- c. There is no run limit nor time limit for these games; a regulation game is 5 innings (7 innings for a full game) and the 10-run and 15-run rules apply
- d. Pitchers: pitcher availability will be based upon remaining eligibility for required days of rest pursuant to Little League Rule Book Regulation VI, taking all regular and APTP games into consideration
- e. Double-headers are allowed which would include both regular division games and APTP games played on the same day
- f. Minimum play rules apply (6 consecutive outs and 1 at bat)
- g. Continuous batting orders do not apply unless allowed by a local league rule
- h. All pitch counts will be required to be submitted to the APTP vice-president as well as the specific regular divisional vice-president (if different than the APTP vice-president) immediately after the conclusion of the APTP game(s). All days of rest requirements must be observed as defined in Little League rules
- i. Umpires will be assigned (and paid if outside umpire association is utilized) by each host Little League program with a minimum of 2 umpires assigned and the chief umpire must be at least 21 years of age.

Senior Division (ages 13 – 16):

- a. All games are to be played on Little League 60/90 fields with open bases (leading off allowed)
- b. Approved Little League bats only
- c. There is no run limit nor time limit for these games; a regulation game is 5 innings (7 innings for a full game) and the 10-run and 15-run rules apply
- d. Pitchers: pitcher availability will be based upon remaining eligibility for required days of rest pursuant to Little League Rule Book Regulation VI, taking all regular and APTP games into consideration
- e. Double-headers are allowed which would include both regular division games and APTP games played on the same day
- f. Minimum play rules DO NOT apply
- g. Continuous batting orders do not apply unless allowed by a local league rule
- h. All pitch counts will be required to be submitted to the APTP vice-president as well as the specific regular divisional vice-president (if different than the APTP vice-president) immediately after the conclusion of the APTP game(s). All days of rest requirements must be observed as defined in Little League rules
- i. Umpires will be assigned (and paid if outside umpire association is utilized) by each host Little League program with a minimum of 2 umpires assigned and the chief umpire must be at least 21 years of age.

Section 3. Player Eligibility. Only players who have registered and been assigned and/or drafted onto a regular Little League team in that player's applicable division based on league age requirements will be allowed to play in the APTP.

Section 4. Required Background Checks. All volunteers under this APTP must have background checks completed by the Little League District regardless of whether a separate background check has already been completed for a volunteer under the regular Little League program.

Section 5. Player Tryouts and Drafts. If a divisional vice-president elects to form an advanced player travel program baseball or

softball team or teams, that vice-president (or the APTP vice-president working in tandem with the regular divisional vice-president) will be responsible for establishing a tryout procedure in order for the advanced team manager to eventually draft players to participate in advanced team play. All such procedures will be conducted in compliance with this Article XIV as follows:

- (a) At the end of each season, all APTP teams are dissolved, and players are returned to the player pool. The Leagues will conduct a draft of all eligible players every season that the divisional vice-president elects to have an APTP baseball or softball team(s).
- (b) Communication by the vice-president of a special tryout for the APTP team(s) will be noticed to all players within such respective division of baseball or softball. The time and date of this tryout must not conflict with the regular overall tryout times and dates as described in Article XIII above and must be held any time after the regular overall divisional drafts of team players as described in Article XIII. This could be immediately following the regular overall divisional drafts of team players.
- (c) Contrary to regular Little League team drafts and team assignments, there is no guarantee that a player who attends an APTP tryout session will be selected for an APTP team.
- (d) The manager and coaches must be approved prior to the draft of advanced baseball and softball players and preferably prior to any special tryout as specified in Article XIII, Section 1.2, Step 2 and Section 2.2, Step 2.
- (e) Once approved, the manager and coaches will select the desired players from the APTP tryouts results. Those players will be notified by the APTP manager.
- (f) Once notified of being selected to an APTP team, the player must confirm their acceptance of playing on the APTP team by registering for such team and paying the applicable registration fee for the APTP as established by the Board of Directors for that season. Such fee may be less than, equal to, or greater than the registration fees charged to players of regular Little League divisional teams.

Game Approval form(s), if required by Little League.

Section 7. Removal of Player from APTP Team and Replacement Players. It is the responsibility of all APTP team players and their coaches to ensure that they participate in practices and games with their respective regular divisional teams to which they are assigned and/or drafted as is scheduled by the respective vice-president of that division.

If it is discovered that any player is not fulfilling his or her obligation to attend practices and play in games for his or her regular Little League team, this grievance will be immediately reported to the applicable regular divisional vice-president and the Board of Directors for their determination as to options available regarding the player, including removal of the player from the APTP team for the remainder of the season. If removed, the APTP manager will be given the opportunity to replace that removed player with another player from the regular Little League player pool and who attended an original APTP tryout session for that season.

Section 8. Games. All games will be played on Little League fields. Games played at the APTP level will not count toward tournament eligibility at any level. Games played in the APTP must be played against other Little League teams within District 11 that are also APTP teams at their local league level. Additionally, games may be played against other Little League teams in other districts provided that they have also obtained approval from the Little League Charter Committee for APTP. In no instance will any games by an APTP team be permitted against any non-Little League team or any team not affiliated with Little League, ie, special games will not be permitted.

Section 9. Scheduling and Forms. Each respective vice-president who elects to have an advanced player travel program (APTP) team play within their division will be personally responsible for (or alternatively, the Field Scheduling Coordinator will):

- (1) preparation of game and practice schedules for the APTP team in addition to the schedules for all other teams within that respective division, and
- (2) obtaining approval in advance of play for interleague games with other Little League teams using the Interleague

In any regard, the respective vice-president will work in tandem with the Field Scheduling Coordinator to properly schedule field time as well as communicate the schedule to all applicable parties (teams, umpires, St. Johns County Park & Recreation Dept., SALL Board of Directors, concessionaire, etc.)

The respective vice-president or Field Scheduling Coordinator shall prepare practice schedules for the APTP team(s) as a separate team that is a part of the entire applicable division.

The respective vice-president or Field Scheduling Coordinator shall prepare game schedules for the APTP team(s) as a separate team that is a part of the entire applicable division. Such games shall be played only on Sundays (or, if available, Saturdays) and, if Saturdays, not more frequently than once every fourth (4th) Saturday. There may be scheduled games for APTP team(s) during weekdays.

If APTP games are scheduled on Saturdays, the APTP vice-president, regular divisional vice-president, and/or Field Scheduling Coordinator should make every attempt to schedule the Saturday games for the APTP team(s) to be scheduled after the regular divisional games held on that same Saturday or to coincide with weekends in which the fields at St. Augustine Little League (SALL) are being used for other outside tournaments (such as Triple Crown). Games scheduled on weekends whereby SALL fields are being utilized by other outside groups would be scheduled as "away" games and played at other local Little League complexes.

In the case where a game is scheduled for an APTP team on any given Saturday and there is no coinciding outside usage of the fields at St. Augustine Little League, the vice-president may opt to provide special clinics or team practices for other players throughout the division on that particular Saturday. Otherwise, there will be no scheduled events for the remainder of that particular division.

Game reports that specify pitch counts for each pitcher as well as any player who did not meet the minimum play requirements (**does NOT APPLY to Senior Division**) **MUST** be received

by both the regular divisional vice-president and the APTP vice-president, if different, immediately after ALL APTP games.

Section 10. Tournament Eligibility. All advanced team players will be placed on All-Star ballots with all other players throughout that respective division as long as they meet all other eligibility requirements to play at the Little League tournament level. The process of selection of All-Star players will be achieved pursuant to Article XVII. Games played in the APTP will **NOT** count toward the requisite number of games needed for player tournament eligibility.

ARTICLE XV- LEAGUE CHAMPIONSHIPS AND PLAYOFFS

Section 1. League Championships. The Board of Directors prior to the start of the season shall decide how League Championships will be determined.

- (a) Upon the recommendation of a League Vice President, the Board may choose to adopt a split season schedule arranged with a playoff between the winners of the first and second halves to determine the League Champion.
- (b) Upon the recommendation of a League Vice President, the Board may choose to adopt a full season schedule whereby the team which has the best season record will be declared the League Champion.
- (c) Upon the recommendation of a League Vice President, the Board of Directors may decide to institute a playoff system to determine a League Champion.
- (d) With the approval of the Board of Directors, all teams, except in the Tee Ball division, may participate in League Playoffs after the conclusion of regular season play to determine a League Champion. It should be emphasized that, although the Jr. Minor League and Minor League divisions are non-competitive and are to be conducted as such, teams in these divisions may participate in post-season play only within the local league and only within their local respective divisions. Any post-season play will be presented for approval to the Board of

Directors and then conducted only by the respective League Vice-president.

If applicable, the Board of Directors shall decide whether to hold a single or double elimination playoff, depending upon the number of make-up games to be played, the availability of fields and umpires, and the time frame with respect to the District Tournament.

Seedings in the playoff, if any, shall be decided by regular season standings. In the event of ties, except for the League Champion, the team with the better record of "head-to-head" competition will be accorded the higher seed. If "head-to-head" competition cannot break the tie, then the seeding will be determined by a coin toss unless other tie-breaker rules have been established pursuant to the respective League local rules submitted and approved by the Board of Directors (see Article X, Section 1).

ARTICLE XVI- TEAM AND LEAGUE AWARDS

Section 1. League Team Members. Each member of all teams in the St. Augustine Little League shall receive an appropriate award from the League at the end of each Spring season.

Section 2. Tournament Teams. Each member of the tournament team shall receive an appropriate award from the League.

Section 3. General Awards. No award will be given by the League to adults without the approval of the Board of Directors.

Section 4. Team and Individual Awards. No individual awards, other than those awarded to League Team and Tournament Team members, shall be given without the approval of the Board of Directors

ARTICLE XVII- TOURNAMENT TEAM SELECTION

Section 1. The St. Augustine Little League operates within the boundaries of Little League District 11 and sponsors tournament teams (if available) at six levels of competition: Minor League Baseball (ages 8, 9 & 10), Minor League Baseball (ages 9, 10 & 11), Major League Baseball (ages 10, 11 & 12), Minor League Softball (ages 8, 9 & 10), Major League Softball (ages 10, 11 & 12), Intermediate (50/70) League

Baseball (ages 11 – 13), Junior League Baseball (ages 12 – 14), Senior League Baseball (ages 13 – 16), Junior League Softball (ages 12 – 14), and Senior League Softball (ages 13 – 16). There may be only one (1) tournament team from all divisions with the exception of Minor League Baseball and Softball (ages 8, 9 & 10) and (ages 9, 10 & 11). There may be more than one tournament team at the Minor League Baseball and Softball level (ages 8, 9 & 10) and/or (9, 10 & 11) only with the approval of the District Administrator. **There are no Advanced Player Travel Program (AFTP) teams eligible for tournament play.**

Section 2. The Board shall determine from year to year which tournament teams will be permitted to participate in District 11 post-season competition.

Section 3. The League President and the Vice Presidents for the Minor League Baseball, Major League Baseball, Major League Softball, Intermediate (50/70) League Baseball, Junior/Senior League Baseball, and Junior/Senior League Softball shall be responsible for supervising and carrying out the selection of the tournament teams.

Section 4. Each year prior to the first board meeting to be held in April, the Minor League Baseball Vice-president may elect to inform the President of his or her desire to place on the agenda for that meeting a request for approval by the Board of Directors of a second (“B” Team”) Tournament Team for Minor League Baseball (ages 8, 9 & 10). This second Tournament Team (“B Team”), if also approved by the District Administrator, will be comprised of eligible players who played in the Minor League Baseball division (only) or any unselected 8-, 9- or 10-year-old eligible players who played in the Major League Baseball division.

Section 5. Selection of Tournament Team Manager (Minor League Baseball only, if so elected by the Minor League Baseball Vice-president and approved by both the Board of Directors and the District Administrator). The procedures for selecting Tournament Team managers will be as follows:

Step 1. By mid-April each year, the Minor League Baseball Vice President will issue a call for nominations for Tournament Team manager. The call shall include the requirements and

expectations for the Tournament Team manager. Regular season team managers or coaches may nominate themselves, or they may be nominated by another manager or coach within the Minor League Baseball division.

Step 2. The Minor League Baseball Vice President will verify that each nominee understands the requirements and expectations and that, if selected, he/she is prepared to commit the time necessary to fulfill the duties and responsibilities of managing a Tournament Team.

Step 3. If there is more than one nominee per tournament team, the Minor League Baseball Vice President will prepare a ballot listing the managers in alphabetical order and including the name of their teams during the regular season. Otherwise, go to step 6.

Step 4. The team managers and up to two (2) coaches in the Minor League Baseball division and the Minor League Vice President will be eligible to vote for the Tournament Team manager. The vote shall be by ballot, and all ballots shall be submitted to the division Vice President. If there are less than two (2) coaches present at the time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.

Step 5. By April 30th each year, the voting for Tournament Team manager will be conducted. Each designated voter (manager and up to two (2) coaches from each team) will indicate on the ballot his/her choice for Tournament Team manager.

Step 6. The Minor League Baseball Vice President shall (1) report tournament team manager nominee if only one, or (2) count the ballots with the Chief Umpire and report the results to the Board of Directors for approval at the first meeting in May each year. The results of this voting shall be kept secret until the Board of Directors approves the selection of the Tournament Team manager. In the case of a tie, the respective League Vice President will cast the deciding vote unless he/she is a candidate in which case the President will cast the deciding vote.

Step 7. In making its selection of the Tournament Team manager, the Board of Directors shall take into consideration the

manager's win/loss record, his/her knowledge of the game, his/her conduct at games during the regular season, and other factors based on reports of the Minor League Baseball Vice President, umpires, parents, and Board members.

Step 8. The Board of Directors will approve the selections of Tournament Team managers at its Board meeting in May and will notify the managers of its selections.

Section 6. Selection of Alternate Manager (Minor League Baseball only, if so elected by the Minor League Baseball Vice-president and approved by both the Board of Directors and the District Administrator). In the event the designated manager is unable to serve as Tournament Team manager, the Board of Directors, upon the recommendation of the Minor League Baseball Vice President, will name his/her replacement.

Section 7. Selection of Tournament Team Coaches (Minor League Baseball only, if so elected by the Minor League Baseball Vice-president and approved by both the Board of Directors and the District Administrator). Upon the recommendation of the Tournament Team manager and the Minor League Baseball Vice President by April 30th of each year, the Board of Directors will name the coaches to work with each Tournament Team at its May Board meeting.

Section 8. Selection of Tournament Teams (Minor League Baseball only, if so elected by the Minor League Baseball Vice-president and approved by both the Board of Directors and the District Administrator). Tournament teams will be selected no later than two weeks prior to the start of the District Tournament; however, the official release of names of players selected for the tournament team shall not be made before the date established by the Tournament Committee in Williamsport and not until the availability and eligibility of all prospective team members have been established.

Note: Little League accident insurance for Tournament Teams will not go into effect until the official announcement of Tournament Team members.

The following procedures have been adopted by the Board of Directors for the purpose of prescribing the process for selecting the

Tournament Teams that will represent the Local League in tournament play.

Note: To be eligible for nomination, a player must participate in at least sixty percent of the games played during the regular season with the exception of the school baseball or softball season if a player is a member of such school team.

Step 1. Prepare Draft Ballot. No later than May 1 each year, the Minor League Baseball Vice President shall be responsible for preparing an initial draft of the Tournament Team ballot from the list of all eligible players who played in the Minor League Baseball division during the regular season. The ballots shall contain the names only of eligible players ages 8, 9 or 10.

The draft ballot should include an alphabetical listing of the players with the name of their team segregated by team, as follows:

Player	Team
John Doe	Astros
Bill Jones	Astros
Tom Smith	Cubs
Chris Thompson	Cubs

Step 2. Verify Draft of Ballot. The draft of the Tournament Team ballot shall be distributed to the team managers who shall verify the spelling of the player's name and the team name.

Step 3. Prepare Final Ballot. The team managers shall report omissions, corrections, and conflicts to the Minor League Baseball Vice President who, in turn, shall prepare the final ballot for the Tournament Team.

Step 4. Notify Managers of Voting Date, Time, and Place. The Minor League Baseball Vice President shall notify the managers of each team within his/her league of the date, time, and place for voting on the Tournament Team. The notice shall be delivered either orally or in writing by regular mail or electronic mail or delivered by hand.

Step 5. Distribute Ballots to Eligible Players. All players who participated in Minor League Baseball are eligible to vote for the Minor League Tournament Team (ages 8, 9 and 10). Minor League managers and up to two (2) coaches per team are also eligible to vote. If there are less than two (2) coaches present at the

time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.

Step 6. Verify Valid Ballots. The players will vote for 8 players on the ballot. A ballot with more than 8 votes cast will be declared invalid.

Step 7. Name Ballot Counters. The President or his/her designee, the Minor League Baseball Vice President, and/or the Player Agent shall count the ballots.

Step 8. Name Player Selections. The 8 players receiving the most votes from the Minor League Baseball Ballot (ages 8, 9 and 10) shall be named to the Minor League Tournament Team ("B Team"). Any ties will be broken by the Minor League Baseball Vice President unless he/she is a tournament team manager in which case the President shall break this tie.

Step 9. Name Manager Selection. The Team Manager for the Minor League Baseball Tournament Team ("B Team") shall select no less than 4 (four) remaining players so that the Minor League Baseball Tournament Team ("B Team") shall have a player roster of no less than 12 (twelve) players.

Section 9. Selection of Tournament Team Managers (Minor League (ages 8, 9 & 10), Minor League (ages 9, 10 & 11), Major League, Intermediate (50/70) Baseball League, Junior League and Senior League). The procedures for selecting Tournament Team managers will be as follows:

Step 1. By mid-April each year, the League Vice Presidents will issue a call for nominations for Tournament Team managers. The call shall include the requirements and expectations for Tournament Team managers. Regular season team managers or coaches may nominate themselves, or they may be nominated by another manager or coach within their respective division.

Step 2. The League Vice President will verify that each nominee understands the requirements and expectations and that, if selected, he/she is prepared to commit the time necessary to fulfill the duties and responsibilities of managing a Tournament Team.

Step 3. If there is more than one nominee per tournament team, the League Vice President will prepare a ballot listing the managers in alphabetical order and including the name of their teams during the regular season. Otherwise, go to step 6.

Step 4. The team managers and up to two (2) coaches in their respective divisions and the division Vice President will be eligible to vote for the Tournament Team manager. The vote shall be by ballot, and all ballots shall be submitted to the division Vice President. If there are less than two (2) coaches present at the time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.

Step 5. By April 30th each year, the voting for Tournament Team manager will be conducted. Each designated voter (manager and up to two (2) coaches from each team) will indicate on the ballot his/her choice for Tournament Team manager. If there are less than two (2) coaches present at the time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.

Step 6. The division Vice President shall (1) report tournament team manager nominee if only one, or (2) count the ballots with the Chief Umpire and report the results to the Board of Directors for approval at the first meeting in May each year. The results of this voting shall be kept secret until the Board of Directors approves the selection of the Tournament Team managers. In the case of a tie, the respective League Vice President will cast the deciding vote unless he/she is a candidate in which case the President will cast the deciding vote.

Step 7. In making its selection of the Tournament Team managers, the Board of Directors shall take into consideration the manager's win/loss record, his/her knowledge of the game, his/her conduct at games during the regular season, and other factors based on reports of the division Vice President, umpires, parents, and Board members.

Step 8. The Board of Directors will approve the selections of Tournament Team managers at its Board meeting in May each year and will notify the managers of its selections.

Section 10. Selection of Alternate Managers (Minor League (ages 8, 9 & 10), Minor

League (ages 9, 10 & 11), Major League, Intermediate (50/70) Baseball League, Junior League and Senior League). In the event the designated manager is unable to serve as Tournament Team manager, the Board of Directors, upon the recommendation of the division Vice President, will name his/her replacement.

Section 11. Selection of Tournament Team Coaches (Minor League (ages 8, 9 & 10), Minor League (ages 9, 10 & 11), Major League, Intermediate (50/70) Baseball League, Junior League and Senior League). Upon the recommendation of the Tournament Team manager and the division Vice President by April 30th of each year, the Board of Directors will name the coaches to work with each Tournament Team at its May Board meeting each year.

Section 12. Selection of Tournament Teams (Minor League (ages 8, 9 & 10), Minor League (ages 9, 10 & 11), Major League, Intermediate (50/70) Baseball League, Junior League and Senior League). Tournament teams will be selected no later than two weeks prior to the start of the District Tournament; however, the official release of names of players selected for the tournament team shall not be made before the date established by the Tournament Committee in Williamsport and not until the availability and eligibility of all prospective team members have been established.

Note: Little League accident insurance for Tournament Teams will not go into effect until the official announcement of Tournament Team members.

The following procedures have been adopted by the Board of Directors for the purpose of prescribing the process for selecting the Tournament Teams that will represent the Local League in tournament play.

Note: To be eligible for nomination, a player must participate in at least sixty percent of the games played during the regular season with the exception of the school baseball or softball season if a player is a member of such school team.

Step 1. Prepare Draft Ballot. No later than May 1 each year, each League Vice President shall be responsible for preparing an initial draft

of the Tournament Team ballot from the list of all eligible players in each respective League and age bracket. The Major League Baseball Vice President shall prepare separate ballots for the Minor League Tournament Team (ages 8, 9 and 10) and the Major League Tournament Team (ages 9, 11 and 12). The ballots shall consist of Major League players only. The Intermediate (50/70) League Baseball Vice President shall prepare separate ballots for the Intermediate (50/70) League Tournament (ages 11 – 13). The ballots shall consist of Intermediate (50/70) League players only. The Junior/Senior League Baseball Vice President shall prepare separate ballots for the Junior League Tournament Team (ages 12 – 14) and the Senior League Tournament Team (ages 13 – 16). The ballots shall consist of Junior League and/or Senior League players only.

The Major League Softball Vice President shall prepare ballots for the Minor League Tournament Team (ages 8, 9 and 10) and the Major League Tournament Team (ages 10, 11 and 12). The ballots shall consist of Major League players only. The Junior/Senior League Softball Vice President shall prepare separate ballots for the Junior League Tournament Team (ages 12 – 14) and the Senior League Tournament Team (ages 13 – 16). The ballots shall consist of Junior League and/or Senior League players only.

The draft ballot should include an alphabetical listing of the players with the name of their team segregated by team, as follows:

<u>Player</u>	<u>Team</u>
John Doe	Astros
Bill Jones	Astros
Tom Smith	Cubs
Chris Thompson	Cubs

Step 2. Verify Draft of Ballot. The draft of the Tournament Team ballot shall be distributed to the team managers who shall verify the spelling of the player's name and the team name.

Step 3. Prepare Final Ballot. The team managers shall report omissions, corrections, and conflicts to the League Vice Presidents who, in turn, shall prepare the final ballot for the Tournament Teams.

Step 4. Notify Managers of Voting Date, Time, and Place. The League Vice Presidents shall notify the managers of each team within his/her league of the date, time, and place for voting on the Tournament Team. The notice shall be delivered either orally or in writing by regular mail or electronic mail or delivered by hand.

Step 5. Distribute Ballots to Eligible Players.

- (a) **Minor League Baseball.** All players who participated in the Major League are eligible to vote for the Minor League Tournament Team(s) (ages 8, 9 and 10). Major League managers and up to 2 coaches per team are also eligible to vote. If there are less than two (2) coaches present at the time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.
- (b) **Major League Baseball.** All players who participated in the Major League are eligible to vote for the Major League Tournament Team (ages 10, 11 and 12). Major League managers and up to 2 coaches per team are also eligible to vote. If there are less than two (2) coaches present at the time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.
- (c) **Intermediate (50/70) League Baseball.** All players who participated in the Intermediate (50/70) League will be eligible to vote for the Intermediate (50/70) League Tournament Team (ages 11 through 13). Intermediate (50/70) League managers and up to 2 coaches per team are also eligible to vote. If there are less than two (2) coaches present at the time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.
- (d) **Junior League Baseball.** All players who participated in the Junior League, or Senior League if there is only a Senior League, will be eligible to vote for the Junior League Tournament Team (ages 12 through 14). Junior League, or Senior League if there is only a Senior League, managers and up to 2 coaches per team are also eligible to vote. If there are less than two (2) coaches present at the time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.
- (e) **Senior League Baseball.** All players who participated in the Senior League are eligible to vote for the Senior League Tournament Team (ages 13 through 16). Senior League managers and up to 2 coaches per team are also eligible to vote. If there are less than two (2) coaches present at the time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.
- (f) **Minor League Softball.** All players who participated in Major League Softball will be eligible to vote for the Minor League Softball Tournament Team(s) (ages 8, 9 and 10). Major League managers and up to 2 coaches per team are also eligible to vote. If there are less than two (2) coaches present at the time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.
- (g) **Major League Softball.** All players who participated in Major League Softball will be eligible to vote for the Major League Softball Tournament Team (ages 10, 11 and 12). Major League managers and up to 2 coaches per team are also eligible to vote. If there are less than two (2) coaches present at the time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.
- (h) **Junior League Softball.** All players who participated in Junior League Softball, or Senior League Softball if there is only a Senior League Softball, are eligible to vote for the Junior League Softball Tournament Team (ages 12 through 14). Junior League Softball, or Senior League Softball if there is only a Senior League Softball, managers and up to 2 coaches per team are also eligible to vote. If there are less than two (2) coaches present at the time of casting votes, the manager of the team will be eligible to vote in place of the absent coach.
- (i) **Senior League Softball.** All players who participated in Senior League Softball are eligible to vote for the Senior League Softball Tournament Team (ages 13 through 16). Senior League managers and up to 2 coaches per team are also eligible to vote. If there are less than two (2) coaches present at the time of casting votes, the manager of the

team will be eligible to vote in place of the absent coach.

Step 6. Verify Valid Ballots. In each division, the players will vote for 8 players on the ballot. A ballot with more than 8 votes cast will be declared invalid.

Step 7. Name Ballot Counters. The President or his/her designee, the League Vice President, and/or the Player Agent shall count the ballots.

Step 8. Name Player Selections – Baseball. The 8 players receiving the most votes from the Major League Ballot (ages 10, 11 and 12) shall be named to the Major League Tournament Team. Next, the 8 players receiving the most votes from the Minor League Ballot (ages 8, 9 and 10) shall be named to the Minor League (ages 8, 9 and 10) Tournament Team. If there is a Minor League (ages 9, 10 and 11) Tournament Team, then the remaining 8 players receiving the most votes from both the Major League Ballot (age 11 only) and Minor League Ballot (age 10 only) shall be named to the Minor League (ages 9, 10 and 11) Tournament Team. If there is no Major League Tournament Team (ages 10, 11 and 12) but there is a Minor League Tournament Team (ages 9, 10 and 11), then the 8 players receiving the most votes from the Major League Ballot (age 11 only) and the remaining players from the Minor League Ballot (age 10 only) shall be named to the Minor League (ages 9, 10 and 11) Tournament Team. The 8 players receiving the most votes from the Intermediate (50/70) League Ballot (ages 11 through 13), the Junior League Ballot (ages 12 through 14) and the Senior League Ballot (ages 13 through 16) shall be named to the Intermediate (50/70) Tournament Team, Junior League Tournament Team, or Senior League Tournament Team, respectively. Any ties will be broken by the League Vice President unless he/she is a tournament team manager in which case the President shall break this tie.

If there are any second Tournament teams in the same age bracket division (ages 8, 9 and 10 or ages 9, 10 and 11; ie, a “B” Team [in this context, there will be no Minor League Baseball Division Tournament Team (“B Team”) pursuant to Sections 4, 5, 6, 7, and 8 of this Article]), the 8 players receiving the next highest number of votes from the list of players on ballots remaining after all player and manager selections for the “A” Team has been made shall be named

to the respective “B” Tournament Team(s). If there are not at least 12 players remaining on ballots, the “B” Tournament Team manager may choose eligible players (those players who attended at least one (1) tryout session for the current spring season) from the Minor League Baseball Division in order to have a roster of at least 12.

Step 9. Name Player Selection – Softball. The 8 players receiving the most votes from the Major League Ballot (ages 10, 11 and 12) shall be named to the Major League Tournament Team. Next, the 8 players receiving the most votes from the Minor League Ballot (ages 8, 9 and 10) shall be named to the Minor League (ages 8, 9 and 10) Tournament Team. If there is a Minor League (ages 9, 10 and 11) Tournament Team, then the remaining 8 players receiving the most votes from both the Major League Ballot (age 11 only) and Minor League Ballot (age 10 only) shall be named to the Minor League (9, 10 and 11) Tournament Team. If there is no Major League Tournament Team (ages 10, 11 and 12) but there is a Minor League Tournament Team (ages 9, 10 and 11), then the 8 players receiving the most votes from the Major League Ballot (age 11 only) and the remaining players from the Minor League Ballot (age 10 only) shall be named to the Minor League (ages 9, 10 and 11) Tournament Team. The 8 players receiving the most votes from the Junior League Ballot (ages 12 through 14) and the Senior League Ballot (ages 13 through 16) shall be named to the Junior League Tournament Team or Senior League Tournament Team, respectively. Any ties will be broken by the League Vice President unless he/she is a tournament team manager in which case the President shall break this tie.

If there are any second Tournament teams in the same age bracket division (ages 8, 9 and 10 or ages 9, 10 and 11; ie, a “B” Team), the 8 players receiving the next highest number of votes from the list of players on ballots remaining after all player and manager selections for the “A” Team has been made shall be named to the respective “B” Tournament Team(s). If there are not at least 12 players remaining on ballots, the “B” Tournament Team manager may choose eligible players (those players who attended at least one (1) tryout session for the current spring season) from the Minor League Baseball Division in order to have a roster of at least 12. The Board of Directors may, by majority vote, elect to

decrease the 12-player roster for "B" Tournament Teams only.

Step 10. Name Manager Selection – Baseball and Softball. First, if there is a Minor League Tournament Team (ages 9, 10 and 11), that Team Manager shall select no less than 4 remaining players (ages 9, 10 and 11) from the Major League Ballots (ages 9 & 10 and 11 & 12). No player whose parent has been named Manager (not coach) of other Minor League Tournament Team (ages 8, 9 and 10) or Major League Tournament Team (ages 10, 11 and 12) will be eligible for selection to the Minor League Tournament Team (ages 9, 10 and 11). Next, the Team Managers for both the Minor League Tournament Team (ages 8, 9 and 10) and Major League Tournament Team (ages 10, 11 and 12) shall select no less than 4 (four) remaining players.

If there is no Minor League Tournament Team (ages 9, 10 and 11), then the Team Managers for the Minor League Tournament Team (ages 8, 9 and 10) and the Major League Tournament Team (ages 10, 11 and 12) shall select no less than 4 (four) remaining players so that all Tournament Teams have a player roster of no less than 12 (twelve) players.

The Tournament Team managers of the Intermediate (50/70) Tournament Team, the Junior League Tournament Team(s) and/or the Senior League Tournament Team(s) shall select no less than 4 (four) remaining players so that all Tournament Teams have a player roster of no less than 12 (twelve) players.

If there are any "B" Tournament Teams (ages 8, 9 and 10 or ages 9, 10 and 11), the Team Managers will select any number of remaining eligible players (those players who attended at least one (1) tryout session for the current spring season) in order to provide a team roster of at least 12 (twelve) players. The Board of Directors may, by majority vote, elect to decrease the 12-player roster for "B" Tournament Teams only.

If a Minor League Baseball Tournament Team (ages 8, 9 & 10) has been requested and approved pursuant to Section 4 of this Article, there can be no second Minor League Tournament Team (ages 8, 9 & 10) with players solely from the Major League division.

Section 13. Vacancies and Replacements. Any player, manager, or coach listed on the Eligibility Affidavit who is unable to participate because of injury, illness, vacation, or other justifiable reason may be replaced by another person. If a player, manager, or coach is replaced, that person may not be returned to the Tournament Affidavit.

Exception: If a manager or coach is unable to attend a game for a justifiable reason, a Tournament Director could approve a temporary replacement.

If a vacancy occurs on the Tournament Team roster, the manager of the Tournament Team will have the option of recommending a player to fill the vacancy. The final decision shall be made by the Board of Directors. In no case shall a Tournament Team roster have less than 12 eligible players unless approved by the Board of Directors.

Section 14. Announcement of Tournament Teams. The division Vice President shall announce the players selected to the Tournament Teams at the Annual Awards Night Ceremony.

Note: The ceremony will be scheduled in accordance with the official announcement date established by Little League Baseball, Inc.

ARTICLE XVIII- COMPLIANCE POLICIES REQUIRED BY INTERNAL REVENUE SERVICE

The Board of Directors will be required to establish certain policies and procedures required by Internal Revenue Service from time to time. Reference to IRS Form 990 instructions may generally be referred to for a list of the required policies. Annual review of IRS recommended policies and procedures for non-profit entities is highly recommended.

ARTICLE XIX- AMENDMENTS

Section 1. The *Manual of Procedures* may be amended by the Board of Directors at a duly called meeting of the Board, provided that written notice of the proposed amendment(s) is mailed (electronically or regular mail) to each

member of the Board of Directors at least seven (7) days prior to the meeting at which the proposed amendments shall be considered.

Section 2. Proposed amendments must be approved by a two-thirds vote of the Board members present.

(The following Article XIX(T) has been retained in these Manual of Procedures, even though not in effect, for historical and informational purposes only)

**ARTICLE XIX(T)-TEMPORARY
AMENDMENT-TOURNAMENT TEAM
SELECTION**

Section 1. Effective Period of this Article. Any and all procedures under this temporary amendment shall apply solely to the period beginning on October, 1 2010 and ending on September 30, 2011. For guidance on tournament team selection procedures for years subsequent to the above effective period, refer to Article XVI.

Section 2. Selection of Tournament Teams. In lieu of using the procedures outlined in Article XVI, Section 8, the League Vice President of Major League Baseball may adopt the following procedure to select the Minor League Tournament Team (ages 9-10), the Minor League Tournament Team (ages 10-11), and the Major League Tournament Team (11-12).

Step 1. Prepare Draft Ballot. The League Vice President of Major League Baseball shall prepare three (3) separate draft ballots for the selection of each tournament team. The Minor League (ages 9-10) draft ballot shall contain only players League age 9-10. The Minor League (ages 10-11) draft ballot shall contain only players League age 11. The Major League draft ballot shall contain only players League age 12.

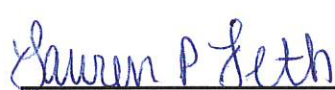
Step 2. Verification, Notice, Distribution, and Counting of Ballots. Steps 2-7 as stated in Article XVI, Section 8 shall then be followed for each player pool.

Step 3. Name Player Selections. The 8 players receiving the most votes from the Major League Ballot (age 12) shall be named to the Major League Tournament Team. The 8 players receiving the most votes from the Minor League Ballot (age 11) shall be named to the Minor

League Tournament Team (ages 10-11). The 8 players receiving the most votes from the Minor League Ballot (ages 9 and 10) shall be named to the Minor League Tournament Team (ages 9-10).

Step 4. Name Manager Selection. First, the manager of the Major League Tournament Team will pick his remaining 4 players from the Major League Ballot (age 12) pool. Second, the manager of the Minor League Tournament Team (ages 9-10) will pick his remaining 4 players from the Minor League Ballot (ages 9-10) pool. Third, the manager of the Minor League Tournament Team (ages 10-11) will pick his remaining 4 players from the remaining players in **either** Minor League ballot pool (both the ages 9-10 pool and the age 11 pool).

This *Manual of Procedures* was approved by the Board of Directors of the St. Augustine Little League on December 5, 2022.



President

Dec
5-12-22

Date

Little League ID No. 03091120

Federal ID No. 52-1287648

State ID No. NONE