

# Fillmore Little League Local Rules 2019 - 2020

Revised February, 2019

## 1. GENERAL

All registered players and adult members of Fillmore Little League must comply with all Little League rules and regulations, both National and Local. These "Local Rules" supplement and provide local interpretation to the "2019 Little League Official Regulations and Playing Rules" for all divisions of Little League Baseball. If there are any actual conflicts between the Local Rules and the Official Regulations and Playing Rules, then the Official Rules shall prevail. Infraction of any of these rules may require appearance before the Executive Committee and could lead to suspension or dismissal from Fillmore Little League. The Fillmore Little League has adopted the 2019 Little League Official Regulations and Playing Rules as it pertains to pitch count.

## 2. PROPERTY

All equipment, supplies, and buildings are considered the property of Fillmore Little League, Inc.

- A. Any person (adult or minor) who attempts to break into League buildings, or who willfully damages any League property (owned or leased), will be subject to loss of all rights to future participation in Fillmore Little League.
- B. Equipment/Keys issued to coaches/managers are considered League property and are to be returned upon demand.
- C. Parents or legal guardians of a minor child may be subject to legal action by Fillmore Little League, Inc., to recover any losses sustained.
- D. No one shall post handbills or other advertisements without prior written approval of the Board.

## 3. FINANCIAL SUPPORT

- A. **Sponsorships:** The Sponsorship subcommittee will encourage the sponsorship of the League rather than any one team. However, if a sponsor wishes to be associated with a particular team, the request will be granted so long as no team receives any advantage thereby, and any expense to the League is minimized.
  - 1. Donations may be made in any amount.
  - 2. Sponsorships are in set amounts approved by the Board. Each sponsor will receive such recognition as the Board decides, e.g., outfield signs, ads, etc.
- B. **Membership Contributions:** Parents or guardians of every registered player are expected to contribute annually to support the League.
  - 1. Prior to registration, the Board will determine the amount of this contribution.
  - 2. No player will be refused registration because of family inability to make this contribution.
- C. **Volunteerism:** In addition to financial contribution, parents or guardians are expected to contribute time to the volunteer programs of the League.

#### 4. LEAGUE STRUCTURE

“League Age” to be set using the outline set forth by Little League International (See attached Addendum C)

- A. **Senior Division** - League ages 13 to 16. Played on 90-foot base-path fields. Fully competitive division.
- B. **Junior Division** - League ages 13 to 15. Played on 90-foot base-path fields. Fully competitive division.
- C. **Major Division** - League ages 11 to 12. Primary field is Fillmore Little League Field. Individual statistics, competitive games, league standings, and post-season playoffs. Post-season playoff pairings will be decided by regular season league standings. With a five-team division, the first place team at the end of the regular season will receive a first round playoff bye. Players of league age 11 to 12 may try out for Majors
- D. **Minor A Division** - League ages 9 to 10. Primary field is Fillmore Little League. Individual statistics, competitive games, and post-season playoffs. Post-season playoff pairings will be decided by draw as opposed to regular season league standings.
- E. **Minor B Division** - League ages 7 to 8. Primary field is Fillmore High School Girls Varsity Softball. Primarily instructional with competitive games. Competitive games and post-season playoffs, but no individual statistics. Post-season playoff pairings will be decided by draw as opposed to regular season league standings.
- F. **Coach Pitch** - League ages 4 to 6. Primary field is Fillmore High School Girls Varsity Softball. Primarily instructional with competitive games but no post-season playoffs and no individual statistics. Plate umpires shall not be provided in the Coach Pitch division. The home team shall provide a base umpire.

#### 5. PLAYER SELECTION AND PLACEMENT

- A. Prior to the draft, or balance, the Board will decide how many players will be carried on team rosters in each classification. Final rosters are subject to registration totals.
  - i. Coach Pitch—9 players
  - ii. Minor B—11 players
  - iii. Minor A—11 players
  - iv. Majors—12 players
  - v. Juniors—10 players
  - vi. Seniors—12 players
- B. Tryouts will be conducted prior to team assignment in order that players may be placed in the division most approximating their talents.
- C. The Little League draft will utilize the Snake Draft method. Each manager will be able to have 2 assistant coaches. The managers child(ren) will be required to go in round 1 and round 2. The first assistant coach’s son will be round 2 or 3 and the second assistant son will be selected as the round 3 or 4 selection. Those managers with no assistants will be able to select players beginning in round 2, given they have their own child as the round 1 selection.

#### 6. ADULT TRAINING

Fillmore Little League will conduct annual training sessions for managers, coaches, umpires, and scorekeepers. Members of the League who are appointed to the aforementioned positions must

attend the training sessions. All other League members are encouraged to attend as many sessions as possible.

## 7. MANDATORY PLAYING RULE (MPR)

- A. This rule is made with respect to Little League Regulation IV(i). The intent of the rule is that all League players must play a minimum of one-half of the game (nine defensive outs) and have at least one time at-bat. The following cases illustrate this rule:
- Case 1.** In a regulation six-inning game, all players must play at least three innings defensively (9 outs), six defensive outs of which must be consecutive, and have a minimum of one at-bat.
  - Case 2.** In an extra-inning game, Case 1 applies.
  - Case 3.** In a game terminated prior to the sixth inning, the player must play six consecutive outs defensively and bat once.
- B. When a player has not met the mandatory play requirement cited above, that player will start the next scheduled game and play any previous requirement, then satisfy the mandatory play requirement for this game before being removed. (Example: If a player played only 7 defensive outs and had one at-bat in game "A", this player must start game "B", make up the 2 out play requirement from the previous game, then satisfy the mandatory play requirement (9 defensive outs and one at-bat) for game "B"; prior to being removed from game "B." In the case of a shortened game, then 6 defensive outs and one at-bat is required per Case 3.
- C. Benching a player for cause, e.g. illness, injury or disciplinary cases, is permitted; however, in disciplinary cases, the Player Agent must give his/her approval in a reasonable time (not less than 24 hours) prior to the game.
- D. Managers who violate this rule will be subject to action by the Executive Committee, up to and including dismissal from their positions.
- E. At the end of the 3rd inning, the umpire should remind both managers to make such substitutions as are required to comply with the Mandatory Playing Rule.
- F. The official scorekeeper for each game will inform the Player Agent of any infraction(s) of the Mandatory Playing Rule; and the Player Agent, in turn, will present the matter to the Executive Committee.

**NOTE:** For all divisions who use continuous batting order, free substitution will be used in lieu of Little League Rule 3.03 to enhance player participation and spirit of the game.

## 8. SCHEDULES

- A. **Game Start times:**
- a. During Pacific Standard Time: All weekday games begin at 5:30 p.m.. Applies to the first week of the season only.
  - b. During Pacific Daylight Time: All weekday games begin at 5:30 p.m.
  - c. Weekend game start times are as noted in the division schedules.
- B. **Game Duration Time Limits**
- a. **Coach Pitch:** Games are limited to a maximum of three (3) innings or 1 hour 25 minutes whichever is greater. It is the responsibility of the **team managers** to limit play as described here.
  - b. **Minor B:** Games are limited to a maximum of four (4) innings or 1 hour 40 minutes whichever is greater. It is the responsibility of the **team managers** to limit play as described here. If there is a safety concern, ie lights, the umpire can call the game and the score will revert back to the last full inning.

- c. **Minor A:** Games are six (6) innings **BUT** a new inning may not be started after 1 hour 45 minutes. All Saturday games must end no closer than 25 minutes prior to the next scheduled game. It is the responsibility of the scorekeepers to record the starting time of the game in the scorebooks. It is the responsibility of the **umpire** to limit play as described here.
- d. **Majors:** Games are six (6) innings **BUT** a new inning may not be started after 2 hours and the inning must be played to completion. In the event of a tied score at the end of six innings, the game will be played to completion as long as no new inning starts after the 2-hour limit. It is the responsibility of the scorekeepers to record the starting time of the game in the scorebooks. All Saturday games must end no closer than 25 minutes prior to the next scheduled game. It is the responsibility of the **umpire** to limit play as described here.

**Note: For weekday games or late Saturday games in all divisions, it is up to umpire's discretion to limit play in all divisions if lighting conditions are not conducive to safe play even if maximum time has not been exceeded.**

- C. Managers and umpires will keep all games moving along quickly. Players are expected to hustle to and from defensive positions and be prepared to bat when they are due up.

## 9. ABSENCES

- A. **Limits:** Any manager or player with TWO (2) unexcused absences from the regularly scheduled games of his or her team, or TWO (2) unexcused absences for the regularly scheduled practice of his or her team may be required to appear before the Conduct Committee (Executive Committee) for the consideration of disciplinary action.
- B. **Excuse:** Acceptance or rejection of a player's excuse for absence will be left to the judgment and discretion of the team's manager. Acceptance or rejection of a manager's excuse will be left to the judgment and discretion of the Board.
- C. **Reporting:** Excused and unexcused game absences will be reported by the manager on the batting order slip and will be entered in the official scorebook. Managers are required to report to the Player Agent all unexcused game absences. An absent player may not be subsequently benched for the absence if the manager has failed to make such a report.
- D. **Notification:** The Player Agent will notify the chairman of the Conduct Committee whenever a player has been charged with two unexcused absences from the regularly scheduled games or practices of his or her team.

## 10. CODE OF CONDUCT FOR PLAYERS/PARENTS/VOLUNTEERS

Fillmore Little League has established a Code of Conduct for Players as well as Parents and Volunteers. All players and members of the League must agree to these Codes of Conduct before the beginning of each season and are required to sign these Codes of Conduct during the registration process. See **Addendum B** for the complete agreements.

## 11. CONDUCT COMMITTEE

- A. The Code of Conduct (see Addendum B) is to be followed by all Players, Parents, and Volunteers at all times. If anyone is in violation of these rules they will be referred to the Committee for discipline.

- B. The Code of Conduct will be signed by all Players/Parents/Volunteers at the beginning of each season and kept on file.
- C. The Conduct Committee will consist of the members of the Executive Board. If the violation is related to a coach or manager, the Executive Board has the discretion to include the Coaching Director and/or UIC if needed.
- D. Violations related to players and parents should be made to the Player Agent, violations related to coaches and managers should be made to the Coaching Director, and violations related to umpires should be made to the UIC, unless it involves the UIC at which time it should be made to the President.
- E. All violations will be documented and all documentation will remain with the Secretary.

## **12. PRE-GAME PROCEDURES**

### **A. Batting Order**

- a. Fifteen minutes before the game's official starting time, with both teams in their respective dugouts, managers of the opposing teams, and a player representative from each team, will proceed to home plate for a pre-game conference with the umpires. In accordance with rule 4.01, each manager will present to the umpire-in-chief copies of their team's batting order. These copies will contain the following information: Name of each player (in order of appearance at-bat), his or her uniform number, and the starting position or status as a substitute. If a player is late, absent, sick, injured, or being disciplined, that status will be recorded in the official scorebook by the official scorekeeper.
- b. Any change in player status, i.e. late, absent, sick, or injured, and all pitching substitutions and /or line-up changes must be reported immediately by the manager to the umpire-in-chief. To make any change, the manager must request "time" from an umpire, and then report the changes to the umpire-in-chief. The umpire-in-chief will relay these changes to the official scorekeeper and the opposing manager. (Because offensive substitutions do not occur in the Minor, Coach Pitch division managers additionally are to report to the umpire-in-chief any defensive changes that cause players to enter or leave the game; this is done to ensure the MPR for each player is met.)
- c. The decision of whether or not a late player is allowed to enter the game will be left to the judgment of the manager. NOTE: A late player not allowed to enter the game must be reported as being in a disciplinary status in accordance with rules 7 and 10.B.2.

### **B. Scorekeeper**

- a. The home team will provide the official scorekeeper for each game. The scorekeeper will use the official scorebook to record the game. A game will not begin until there is an official scorekeeper designated.
- b. The official scorekeeper will obtain the umpire's signature on the game record immediately after the conclusion of the game. The official scorekeeper will also record his/her name on the game record in the space provided.
- c. The official scorekeeper is responsible for noting the actual game start time in the official scorebook for games in Minor B, Minor A league, Major and Juniors divisions.
- d. The official scorekeeper will maintain the official pitch count for each game. Division appropriate pitch count forms will be provided in the official scorebook at each field.

Division specifics are outlined below in local rule 15. The official scorekeeper will advise the umpire and manager if a pitcher is approaching, or has pitched their maximum number of pitches for a game. Failure to notify the umpire or manager does not relieve the manager from their responsibility to enforce the pitch count rule.

### **13. FIVE RUN RULE**

The Five Run Rule is in effect until the last inning of each game for divisions that utilize the continuous batting order (Minors). The intent of this rule is to provide a mechanism for ending an inning should one team dominate play by preventing a team from scoring more than five runs in a single inning even though there may be less than three outs.

Note: The “last inning” will typically be the 6<sup>th</sup> but may be at the discretion of the umpire dependent upon game conditions (weather / light).

### **14. TEN RUN (“MERCY”) RULE**

The Ten Run Mercy Rule is in effect for Minor B, Minor A, and Major divisions in accordance with rule Little League Rule 4.10(e). The rule applies to the Juniors Division due to the interleague aspect of the division.

### **15. FIELD AND AREA CONDUCT**

- A. **Dugouts:** These areas are for the roster players and up to three adults (manager, coaches, and assistants). Players are expected to remain in the dugouts or on the field during the course of all games. No food or drinks (except for water cooler) are to be brought into the dugouts.
- B. **Hillsides:** Due to the potential dangers, (landslides, snakes, etc.) of the immediate area, climbing, sliding or otherwise playing on or occupying the hillsides around the playing fields is not permitted.
- C. **“Chatter”:** Consistent with National Little League guidance, general chatter (including the traditional “Hey, batter, batter.”) is permitted. However, yelling “SWING!” is NOT allowed. Such chatter may not include cadence changes, personal name calling or other sounds intended to, or having the effect of, influencing a particular action by an opposing player. Spectators are expected to keep their opinions of a player’s ability to themselves. Catchers may not “chatter” at batters. The on-field umpire shall be the final opinion in this area of the rules.

### **16. SPECIAL DIVISION RULES**

- A. **COACH PITCH DIVISION**—Coach Pitch is a non-competitive division. Individual statistics, game scores, and standings are not maintained. All players on the roster bat once each inning.
  - a. No more than three adult coaches shall be on the playing field defensively at any time. These coaches can help to properly position players in the field.
  - b. No more than three adult coaches are allowed on the playing field during the offensive half of an inning. Two of those adults can be base coaches (although players can be base coaches as long as they wear a protective helmet. One adult should be assisting at the plate by placing the ball on the tee and ensuring the catcher is not in danger of being hit by the bat.

- c. At no time during the game should the adults interfere with the play, whether on offense or defense.
- d. There must always be one adult in the dugout during the duration of the game (a team parent is eligible).
- e. Play will stop when the ball has been returned to the pitcher's control within the 10-foot circle of the mound. Base runners who have not reached the halfway point between bases will return to the previous base. Those who have passed the halfway point will continue to the next base.
- f. There are no strikeouts. If the batter hits the tee with the bat causing the ball to fall from the tee, or if the ball only travels a very short distance (less than 15 feet), the ball is foul.
- g. Bunting is not allowed.
- h. Base stealing is not allowed.
- i. T-Ball catchers will be required to wear helmets.

### **B. Minor 'B' DIVISION**

- a. Base stealing is allowed 1 base per batter. Home is frozen.
- b. All players on the roster will be included in the batting order (i.e., in the case of a 12-player roster, batter #12 must bat before batter #1 can bat again). Only ten defensive players are allowed on the field at one time.
- c. There will be one base advancement on overthrows.
- d. Little League rules apply to base coaches (4.05) in that two adult base coaches are allowed on the field during the team's time at-bat in addition to the coach pitching to his players. There must always be one adult in the dugout during the duration of the game (a team parent is eligible). No more than four adults are allowed within the dugout/playing field at any time. No coach or manager is allowed on the field during the defensive half of the inning.
- e. Pitcher must be in contact with the Rubber
- f. Coach will throw pitches when bases are loaded and 4 balls have been thrown by the pitcher. The adult coach will be allowed to finish the count. For example if the count is 4 balls and 1 strike, the batter will be given 2 strikes by the adult pitcher.
- g. If the ball comes into contact with the adult pitcher then the runner can advance 1 base, but if the adult pitcher intentionally gets in the way it is an out by umpire judgment.
- h. Adult can only deliver 3 strikes to complete the count, but if the batter fouls the ball the batter continues until a ball is put into play or the batter strikes out.
- i. Five run rule applies for the entire season per local rule 11.

### **C. Minor 'A' DIVISION**

- a. All batters on the roster will be included in the batting order (i.e., in the case of a 12- player roster, batter #12 must bat before batter #1 can bat again).
- b. Little League rules apply to base coaches (4.05) in that only two adult base coaches are allowed on the field during the team's time at-bat. There must always be one adult in the dugout during the duration of the game (a team parent is eligible). No more than three adults are allowed within the dugout/playing field at any time. No coach or manager is allowed on the field during the defensive half of the inning, unless an umpire grants "time" and permission has been given to enter the field of play.
- c. Five-run rule applies throughout the season per local rule 11.
- d. Infield Fly Rule is in effect in Minor A.

- e. Little League National rules will apply for pitch count throughout the season. It is the manager's responsibility to enforce the pitch count rule for their pitchers.
- f. Playoff schedule will be determined by seeds.

#### **D. Major DIVISION**

- a. All batters on the roster will be included in the batting order (i.e., in the case of a 12- player roster, batter #12 must bat before batter #1 can bat again).
- b. Five-run rule applies throughout the season per local rule 11.
- c. Little League National rules will apply for pitch count throughout the season. It is the manager's responsibility to enforce the pitch count rule for their pitchers.

#### **E. JUNIOR DIVISION**

- a. Pitching limits for all ages are referenced in the Little League Rule Book.
- b. Little League Rules for the Junior Divisions apply at all times.

NOTE: Fillmore Junior Division teams play their entire season against teams from other District 63 leagues. Fillmore Junior home teams are responsible for providing an umpire if one cannot be provided by the Fillmore League Umpire in Charge.

### **17. UMPIRES**

- A. Umpiring is very important to the successful conduct of our league. The umpire's role is a demanding and challenging one and our volunteer umpires have put in many hours of training and hard work preparing for their responsibilities. While some minimal level of "background chatter" directed at umpires may be part of the game, the league will not tolerate negative, loud, or abusive language or actions towards our umpires. Umpire judgment calls should not be challenged. Managers may request time and, if approved, approach an umpire to clarify a rule interpretation.
- B. The League Umpire In Charge will attempt to provide volunteer umpires for each game. In the event that an umpire is not available for a game, the participating teams will provide umpires. The home team is responsible for providing the home plate umpire while the visiting team will provide the field umpire. It is recommended that coaches take on this responsibility as long as there is one adult in the dugout at all times. If another adult is selected, they should have knowledge of the rules and game situations. Knowledge of umpire positioning is highly desirable.
- C. In accordance with 2010 Little League Rules, the Umpire in Charge (UIC) of any given game must be an adult 18 years of age or older. In cases where junior umpires (league age 13-17) are umpiring, the UIC must still be an adult. The league UIC will attempt to provide adult UICs for Minor B, Minor and Major division games. The UIC does not need to be the plate umpire. In cases where no adult umpire is available, and non-adults are used, the home team must provide an adult to serve as Game Coordinator (formerly the UIC) per Rule 9.03(d) of the Little League Official Regulations and Playing Rules. The Game Coordinator must not be a manager or coach of either team in the game and shall not be on the field.
- D. Note: Children under league age 13 are not permitted to umpire at any time.
- E. The umpire is responsible for complying with game duration limits as outlined in paragraph 8(B) above. The umpire should confer with the official scorekeeper to ensure that game start time is noted in the official scorebook.
- F. The umpire shall ensure that the official scorekeeper notes pitching changes (Minor B, Minors and Majors) and player substitutions (Majors only).
- G. The umpire does not have specific responsibilities regarding the pitch count rule. The



official scorekeeper will advise the umpire if a pitcher is nearing, or has reached, their pitch count limit. The umpire will advise the pitcher's manager if a pitcher reaches their maximum. It is the manager's responsibility to take appropriate action if the pitch count is reached.

## **18. ALL-STAR AND TOURNAMENT PROGRAM**

The League supports participation in All-Star and Tournament programs subject to the endorsement of the Board. The All Star Committee will be chaired by the Player Agent. Assisting the Player Agent will be the Vice President, Secretary, UIC and Coaching Director. The Committee members will monitor the player selection process, as well as selection of managers, and uphold the rules of the draft. These committee members may assist in deciding on the final roster if conflicts should arise.

- A. Participation in All Star Tournaments is reviewed by the Board of Directors on an annual basis. This participation is based upon District 63 offerings as well as Fillmore Little League's ability to put forth a roster. Team selection is age-based. All teams will be selected by the managers in each age group. Each Manager will pick no more than 4 players throughout their own division with the exception of any player on their own team.
- B. The top 8 players will be selected by the number of votes received. The final team make up for each age group will be decided upon by the managers, with the assistance of the All Star committee, if needed, taking into consideration the overall team make-up, the needs of the team(s) and the strengths/weakness of the player(s).
- C. All Star players are prohibited from participating in other tournaments held concurrently with the Fillmore All Star Tournament.
- D. Other Tournaments - The League does not formally participate in other tournaments (e.g., CBC, Northside, Southside, Santa Paula, etc.). If teams are put together which have Fillmore Little League families participating on them, this is coincidental and does not indicate League sponsorship for such teams.
- E. Manager Selection - All Managers in each division participating in tournament play will be asked to submit, in writing, via email, their interest in managing the All Star team in their division. If a potential All Star manager is a member of the All Star Committee, they will not be eligible to participate in the selection process. The final decision will be decided on by vote. Participants in the vote will include the managers unable to participate in the tournament and the All Star Committee.

## **19. POOL PLAY**

This rule is meant so that kids can play ball. Any purposeful manipulation of, or intentional disregard for, the rule may result in manager suspension.

Pool players filling in **MUST** play right field (if using two pool players they must play right and left field only), and must bat at the bottom of the order, it is required that when a pool player is the tenth player on the team in need, he/she play only the minimum per Fillmore Little League Local Rule (MPR)\*. A maximum of two pool players may be used per game and all pool players must be reported to the Home plate umpire prior to the start of the game.

The method for pool player selection: Regulation V – Selection of Players Guidelines

- 1) The league's **Player Agent** will create and run the pool. The league's player agent will use the pool to assign players within their respective division to teams that are short of players on a rotating basis.
- 2) Managers, coaches and/or others will not have the right to randomly pick and choose players from the pool within their respective division.
- 3) If a manager is aware he will have eight players at the start of a game they must request a pool player.

\*6 consecutive outs, 1 at bat. 9 total outs in 7 innings

The manager requesting support from the pool may take no more than the number to complete his team at 10 players.

## **20. PLAY-OFF SEEDING**

At the completion of the regular season, seeding for the Intermediate Division will be determined by overall record. If two teams are tied, the following format will be used: 1.) Head to head; 2) Runs allowed; 3) Runs scored; 4) Coin flip.

For Minor Divisions (non-competitive), seeding will be determined by Standings.

Seeding for all divisions will be made public on the last day of the regular season.

## **21. BOARD OF DIRECTOR APPOINTMENTS & DUTIES**

A complete list of the Members of the Board of Directors can be found in Addendum A

## **22. ANNUAL ELECTION**

For purposes of the Annual General Membership Election, Regular Members will be defined as one vote per household as long as the household is in good standing. Good standing is defined as a paid or scholarship household whose family has fulfilled their volunteer obligation. A Regular Member can also be defined as someone whose child is not an active player but they have maintained a Board Position for the current season.

## **23. INTERPRETATIONS**

- A. Interpretations of local rules or requests for modification should be addressed to the Fillmore Little League Board of Directors.

**These rules may be evaluated throughout the season by the Fillmore Little League Board of Directors. Any updates will be communicated to team managers after Board approval and prior to implementation.**

## Addendum A

### 2018-2019 FILLMORE LITTLE LEAGUE BOARD OF DIRECTORS

**President.** The President shall:

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Local League at the Annual Meeting
- (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as well as Local Rules, as agreed to under the conditions of charter issued to the Local League by that organization
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof
- (h) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection
- (i) Attend monthly Board Meetings
- (j) Assist with player registration
- (k) Assist with Opening/Closing Day activities
- (l) Share in open/close snack shack duties

**Vice President.** The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President
- (c) Complete background checks for league volunteers
- (d) Attend District Meetings as necessary
- (e) Attend monthly Board Meetings
- (f) Assist with player registration
- (g) Assist with Opening/Closing Day activities
- (h) Share in open/close snack shack duties

**Secretary.** The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees
- (d) Issue membership cards to Regular Members, if approved by the Board of Directors
- (e) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose
- (f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed

- (g) Notify Members, Directors, Officers and committee members of their election or appointment
- (h) Apply for League Charter and submit Insurance documentation
- (i) Coordinate Opening/Closing Day Ceremonies
- (j) Attend monthly Board Meetings
- (k) Assist with player registration
- (l) Share in open/close snack shack duties

**Treasurer.** The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors
- (b) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International
- (f) Work with outside professional accounting firm to ensure timely and accurate completion of tax returns
- (g) Ensure the annual payment of Player Assessment Fee
- (h) Attend monthly Board Meetings and communicate items as it relates to Treasury
- (i) Assist with player registration
- (j) Assist with Opening/Closing Day activities
- (k) Share in open/close snack shack duties

**Player Agent.** The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility
- (c) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- (d) Prepare the Player Agent's list
- (e) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit
- (f) Notify Little League International of any subsequent player replacements or trades
- (g) Administer the divisional player pool with the assistance of the Coaching Director
- (h) Attend monthly Board Meetings and communicate items as it relates to Player Management
- (i) Assist with player registration
- (j) Assist with Opening/Closing Day activities
- (k) Share in open/close snack shack duties

**Safety Director.** The Safety Director shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League
- (b) Ensure background criminal checks are completed for all Managers/Coaches
- (c) Complete ASAP Safety Plan on an annual basis and submit to Little League International
- (d) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

**NOTE:** In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
- Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities

- Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available
- (e) Attend monthly Board Meetings and communicate items as it relates to Safety
- (f) Assist with player registration
- (g) Assist with Opening/Closing Day activities
- (h) Share in open/close snack shack duties

**Coaching & Equipment Director.** The Coaching & Equipment Director shall:

- (a) Represent coaches/managers in league
- (b) Present a coach/manager training budget to the board
- (c) Gain the support and funds necessary to implement a league-wide training program
- (d) Order and distribute training materials to players, coaches and managers
- (e) Coordinate mini-clinics as necessary
- (f) Organize/Manage pre-season player tryouts with Player Agent
- (g) Attend monthly Board Meetings and communicate items as it relates to Coaching/Managing/Equipment
- (h) Ensure player equipment is in safe, working order
- (i) Procure and distribute equipment to each manager at the beginning of the season.
- (j) Organize and maintain all player equipment
- (k) Provide Team Managers with needed equipment and keys at the beginning of the season and ensure their return at the end of the season
- (l) Assist with player registration
- (m) Assist with Opening/Closing Day activities
- (n) Share in open/close snack shack duties

**League Information Officer.** The League Information Officer shall:

- (a) Set up and manage the league's official website
- (b) Set up online registration and ensure the league rosters are uploaded to Little League
- (c) Assign online administrative rights to other local volunteers
- (d) Encourage creation of team web sites to managers, coaches, and parents
- (e) Ensure that league news and scores are updated online on a regular basis
- (f) Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities league members
- (g) Organize and maintain social media avenues
- (h) Attend monthly Board Meetings and communicate items as it relates to IT
- (i) Assist with player registration
- (j) Assist with Opening/Closing Day activities
- (k) Share in open/close snack shack duties

**Sponsorship/Fundraising Director.** The Sponsorship/Fundraising Manager shall:

- (a) Solicit and secures local sponsorships to support league operations
- (b) Collect and review sponsorship and fundraising opportunities
- (c) Organize and implement approved league fundraising activities
- (d) Coordinate participation in fundraising activities
- (e) Maintain records of monies secured through sponsorship and fundraising initiatives
- (f) Create and distribute League Directory
- (g) Order and organize sponsorship banners on the playing fields
- (h) Coordinate Mother's Day activities including flowers and baseball game
- (i) Coordinate Family Dining Nights
- (j) Coordinate Dodger Day fundraiser including ticket sales and ticket distribution (with Treasurer)
- (k) Attend monthly Board Meetings and communicate items as it relates to Sponsorship/Fundraising
- (l) Assist with player registration
- (m) Assist with Opening/Closing Day activities
- (n) Share in open/close snack shack duties

**Head Umpire/Field Maintenance (UIC).** The UIC/Field Maintenance Director shall:

- (a) Provide Umpire Training
- (b) Schedule Umpires

- (c) Is a member of the Protest Committee
- (d) Coordinate and execute pre-season scorekeepers clinic
- (e) Prepare blank scorebooks and pitching logs for the season and maintain scorebook boxes for each division
- (f) Review and correct possible discrepancies in scorebooks
- (g) Attend monthly Board Meetings and communicate items as it relates to Umpiring/Scorekeeping/Field Maintenance
- (h) Direct all activities as it relates to field maintenance and keeping the fields in good playing condition
- (i) Assist with player registration
- (j) Assist with Opening/Closing Day activities
- (k) Share in open/close snack shack duties

**Concessions Director.** The Concessions Director shall:

- (a) Ensure proper training of snack shack volunteers
- (b) Organize the purchase of concession products
- (c) Responsible for the management of the concession sales at league events
- (d) Ensure proper training of snack shack volunteers
- (e) Ensure compliance with Health Department Regulations
- (f) Update snack shack procedures and documentation
- (g) Create and maintain BOD open/close snack shack schedule
- (h) Attend monthly Board Meetings and communicate items as it relates to Concessions
- (i) Assist with player registration
- (j) Assist with Opening/Closing Day activities
- (k) Share in open/close snack shack duties

**Auxiliary Director.** The Auxiliary Director shall:

- (a) Purchasing of snack shack items with the assistance of the Concessions Director
- (b) Secure photographer, coordinate Picture Day, and distribute pictures
- (c) Secure photographer, coordinate Action Photos, and distribute pictures
- (d) Attend monthly Board Meetings and communicate items as it relates to Auxiliary
- (e) Assist with player registration
- (f) Assist with Opening/Closing Day activities
- (g) Share in open/close snack shack duties

**Volunteer and Team Parent Coordinator.** The Volunteer and Team Parent Coordinator shall:

- (a) Compile and keep records of parent volunteer activities
- (b) Secure volunteers for various League events, when needed
- (c) Prepare end of season list for Treasurer to include families unable to fulfil their volunteer duties
- (d) Coordinate and execute start of the season Parent meeting
- (e) Be the communication liaison between the Team Parents and BOD
- (f) Maintain volunteer sheets for registration
- (g) Schedule volunteers to work the concession booth/cart shifts during regular season, playoffs and special events
- (h) Place orders and maintain FHLL clothing inventory
- (i) Attend monthly Board Meetings and communicate items as it relates to Volunteers and Team Parents
- (j) Assist with player registration
- (k) Assist with Opening/Closing Day activities
- (l) Share in open/close snack shack duties

**Junior Representative.** The Junior representative shall:

- (a) Be the team liaison between the manager, players, parents, and Board of Directors
- (b) Assist with securing practice and game field time for the team
- (c) Coordinate with District 63 Leagues for game schedules, rules, and field usage
- (d) Maintain communication with District Administrator as needed
- (e) Attend Board meetings as necessary

## **Addendum B**

### **Fillmore Little League Parent and Player's Code of Conduct**

I hereby pledge to provide support, care, and encouragement for my child participating in the Fillmore Little League program by adhering to the Parents' Code of Conduct as follows:

- I will encourage good sportsmanship by demonstrating positive support for all players, managers, coaches, league officials, and umpires at every game, practice, or other Fillmore Little League event.
- I will insist my child treat other players, managers, coaches, league officials and umpires with respect.
- I will make sure my child attends every practice and game, however, I will notify the manager if he/she cannot.
- I will adhere to the NO PETS, including dogs and cats, and NO SMOKING policies of Fillmore Little League. This includes any of my guests attending the games or practices of my player.
- I will adhere to the 5 mph speed limit at all times when I'm driving on Fillmore Little League property.
- I realize that Fillmore Little League is a volunteer organization and requires all parents to fulfill their volunteer commitment in order to run efficiently. In addition to the chosen volunteer commitment, one snack shack shift is required for every player in the league.
- After each game, I will make sure my player demonstrates the "Winning without gloating" or "Losing without complaining" philosophy.
- I will supervise all children who are attending the games with me as spectators, and will make sure they stay off surrounding hillsides, buildings, and refrain from playing on roads or throwing rocks on Fillmore Little League property.
- I will be a responsible parent at all times during the season and will adhere to this Code of Conduct established by the Fillmore Little League Board of Directors.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all Fillmore Little League practices and games.

It is important that parents conduct themselves in a proper manner. Use of profanity, verbal or physical harassment toward officials, staff, coaches or other parents will not be permitted at Fillmore Little League. I understand that failure to abide by the above Code of Conduct and Rules may result in parents being asked to leave the fields, and possibly being sanctioned by Fillmore's Board of Directors to be excluded from attendance at future games.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Player(s) \_\_\_\_\_