

Harney Little League

2017 Handbook

**Last Updated:
Decembr 2016**

Signature Page

*This **2017 Harney Little League Handbook** has been reviewed by the undersigned, voted on as a motion to accept, and approved as a directing document for operations in Harney Little League (HLS), and is tiered to the approved HLS Little League Constitution. The Harney Board approved the Constitution on January 2, 2017. Together with the President's Annual Operations Plan and various Little League manuals, rule books, and handbooks, they serve as the guiding documents for operations at Harney League Complex.*

The operations year for Harney Little League is October 1 through September 30; this matches with the tax exempt reporting status deadline.

1. Michelle Pahl-Mason
President, Harney Little League
2. Chris Kilpatrick
Vice President
3. Luke Mortimer
Secretary
4. Jennifer Konvalin
Treasurer
5. Chris Kilpatrick
Sponsorship/Fundraising
6. Jesus Moreno
Umpire in Chief/Safety Officer
7. Walt Feeger
Player Agent

Table of Contents

<i>Objective of Harney Little League</i>	<i>Page 4</i>
<i>League Boundaries</i>	<i>Page 4</i>
<i>Financial Support & Distribution</i>	<i>Page 4</i>
<i>League Constitution</i>	<i>Page 5</i>
<i>Position Descriptions</i>	<i>Page 8</i>
<i>Position Duties Checklists</i>	
<i>Division Directors</i>	<i>Page 11</i>
<i>Player Agent</i>	<i>Page 12</i>
<i>Fundraiser Director</i>	<i>Page 12</i>
<i>Property Maintenance Director</i>	<i>Page 14</i>
<i>League Managers</i>	<i>Page 15</i>
<i>League Management Checklist (Month by Month)</i>	<i>Page 17</i>
<i>Bylaws for HLS</i>	<i>Page 20</i>
<i>Draft Rules</i>	<i>Page 20</i>
<i>League Tie Breaker</i>	<i>Page 21</i>
<i>All Star Selection Process</i>	<i>Page 22</i>
<i>Other Tournament Selection Process</i>	<i>Page 23</i>
<i>Disolving a Majors Team</i>	<i>Page 24</i>
<i>How Board Members are Selected</i>	<i>Page 24</i>
<i>Selection of Majors Managers</i>	<i>Page 25</i>
<i>Game Protest Committee</i>	<i>Page 25</i>
<i>Uniform Replacement for Majors Teams</i>	<i>Page 25</i>
<i>Petition Process to Select Player Up</i>	<i>Page 26</i>
<i>Rules per Division</i>	
<i>T-ball</i>	<i>Page 27</i>
<i>Coach Pitch</i>	<i>Page 28</i>
<i>Pee Wee</i>	<i>Page 30</i>
<i>9-Year Old</i>	<i>Page 32</i>
<i>Minors</i>	<i>Page 34</i>
<i>Majors</i>	<i>Page 36</i>
<i>Safety Plan</i>	<i>Page 37</i>

Objective

The objective of Harney Little League is to provide a program of baseball for boys, ages 4-12, including Co-ed T-Ball for ages 4-6 who reside within the League boundaries. The purpose of the program shall be to implant firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well-adjusted, stronger, and happier children and will grow to be decent, healthy, and trustworthy adults. Bottom line: make it fun for kids!

(Note: Beginning in 2014 Harney Little League will no longer host Girls Softball due to declining numbers in this program).

Harney Little League Boundaries

Our boundaries are: West boundary: Skyline Drive and Highway 16 South; North boundary: St Joseph Street from the gap east to Highway 79. East Boundary: south on Highway 79 to Old Folsom Road, Old Folsom Road to Lower Spring Creek Road, Lower Spring Creek Road to Highway 79 . South Boundary Highway 40 from highway 79 to Highway 16.

Beginning in 2014 players may register for Harney Little League if they live within our boundaries or if they attend school within our boundaries.

Financial Support and Distribution

League Finances: Harney Little League Inc. derives its operating funds from several sources. The following breakdown identifies the approximate percentage of funding that is provided by each source:

Registration fees	59%
Sponsorship/Fundraising	10%
Concession Stand profit	26%
Other	5%

A percentage distribution of league expenditures is as follows:

Uniforms	29%
Equipment	12%
Insurance	6%
Utilities	14%
Maintenance	28%
Miscellaneous	11%

League Constitution

Harney Little League Board number for Little League is: **1410103**.

The objective of the Local League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

To achieve this objective, the Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the

Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

GENERAL MEMBERSHIP MEETINGS

Definition. A General Membership Meeting (Board Meeting) is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see Section 6) is required.

Notice of Meeting. Notice of each General Membership Meeting shall be delivered personally, electronically or by mail to each Member at the last recorded address at least ... **twenty one (21)** ... days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

Quorum. At any General Membership Meeting, the presence in person or representation by absentee ballot of ... **one third (33.3 percent)** ... of the members (as defined in Article III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

Voting. Only Regular Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board of Directors are described in Article VI, Section 4.)

Absentee Ballot. For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

Annual Meeting of the Members. The Annual Meeting of the Members of the Local League shall be held **1st Wednesday of September @ 7 pm** each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, By-laws, appointing committees, and for the transaction of such business as may properly come before the meeting.

(a) The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:

(1) The condition of the Local League, to be presented by the President or his/her designate;

(2) A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;

(3) The whole amount of real and personal property owned by the Local League, where located, and where and how invested;

(4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;

(5) The names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International.

(b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than seven (7).

(c) After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on **1st Wednesday of September**. The Board's term of office shall continue until its successors are elected and qualified under this section.

(d) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents, a Safety Officer and Fundraising Officer. The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board. **The manager and umpire representation may be met by a board member fulfilling another position. The Officers of the Board positions must be filled by unique individuals, i.e. the same person cannot serve as Vice President and Treasurer.**

Rules of Order for General Membership Meetings. Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where same conflicts with this Constitution of the Local League.

Authority. The management of the property and affairs of the Local League shall be vested in the Board of Directors.

Increase in number. The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

Vacancies. If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

Board Meetings, Notice and Quorum. Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and on such days thereafter as shall be determined by the Board.

(a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of **three** Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

(b) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least **30 day(s)** before the time appointed for the meeting to the last recorded address of each Director.

(c) **Five (5) or one third (1/3)** members of the Board of Directors shall constitute a quorum for the transaction of business.

If a quorum is not present, no business shall be conducted.

(d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

Duties and Powers. The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a, b).

AFFILIATION

SECTION 1

Charter. The Local League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. The Local League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

SECTION 2

Rules and Regulations. The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on this Local League.

SECTION 3

Local Rules, Ground Rules and/or Bylaws. The local rules, ground rules and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution.

The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of this league.)

FINANCIAL AND ACCOUNTING

Authority. The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

All income is deposited in a Harney Little League checking account and all expenditures are made by checks drawn on this account. Established procedures allow the Treasurer and the President to have check signing authority. The Treasurer signs a majority of checks for routine operating expenses. Expenditures other than routine expenses over \$500 must be approved in advance by the Board.

Contributions. The Board shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of the Local League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Local League.

Solicitations. The Board shall not permit the solicitation of funds in the name of Little League Baseball, Incorporated unless all of the funds so raised be placed in the Local League treasury.

Disbursement of Funds. The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. All checks shall be signed by the Local League Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine.

Compensation. No Director or Officer of the League shall receive, directly or indirectly any salary, compensation or emolument from the Local League for services rendered as Director, Officer or Member.

Deposits. All moneys received, including Auxiliary Funds, shall be deposited to the credit of the Local League in/at First Interstate Bank (name of financial institution).

Fiscal year. The fiscal year of the Local League shall begin on:
X October 1 and shall end on September 30.

(Note: The above fiscal year must be chosen if the Local League intends to qualify under the Little League Baseball, Incorporated, Group Tax ID Number.)

Federal ID No. (if available) 46-0353008

Position Descriptions

Board of Directors: The Board of Directors will meet on a regular designated day of the month. Subsequent meetings during the month will be at the discretion of the President. Board meetings are normally held once per month but may be held more or less frequently depending on the need and the time of year. Voting members are as follows: Every non-paid position will receive a vote. If one person occupies more than one position, they would only receive one vote. President votes only in case of ties.

President of Harney Little League: presides at league meetings and assumes full responsibility for the overall operations and coordination of the Harney Little League program. The president also will ensure that there is a complete and active Board of Directors in order to guarantee administrative manpower.

Present a report of the condition of the Local League at the Annual Meeting. The president will also ensure that all league personnel are properly briefed on all phases of rules, regulations, and policies of Harney Little League. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant. The president will be responsible for the proper delegations of all Harney League functions and ensure that these functions are being carried forward by providing leadership, motivation and follow-up. The president answers to the Board of Directors of Harney Little League and is an ex-officio member of all committees. The president is also responsible for the overall operation and coordination of the Little League Program. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof. 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. The president will be responsible for the proper delegation of all Little League functions and ensure that these functions are being carried forward by providing leadership, motivation, and follow-up review. The president is responsible to Williamsport (Little League Headquarters), takes direction from the District Administrator, answers to the Harney Little League Board of Directors.

Vice President: 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. In absence of the President at a Board meeting, VP will conduct the meeting. They may be assigned by consensus to staff out various special projects with the President, in preparation for presentation to the Board at a regular meeting. Vice President is responsible for posting the weekly schedules in the Batting Shed for managers to reserve a usage time. In addition, the Vice President serves as tournament assignment coordinator primarily responsible for coordinating and gathering names and contact information for individuals managing tournament teams and serving as point person to be in contact with other leagues to convey tournament information and team contacts back and forth. Some duties include: league-wide notification of tournaments, learning who is managing teams within Harney, learning who is managing teams from other leagues, learning who is the tournament directors from other leagues, ensuring there is tournament directors within Harney for tournaments we are hosting, releasing contact info for tournament directors, work to obtain tournament rule info, rosters, brackets, etc.

Player Agent: The role of the player agent in the Harney League program is one of the most important to the successful operation of the league. The volunteer who elects to serve the league takes on an exacting assignment, but on which offers rewards in the satisfaction of a well-balanced league. The player agent assists the league president in carrying out the important responsibility of establishing and maintaining the eligibility of player personnel. In general, the player agent represents the league president in the supervision of the player selection system or draft; maintains complete player records; trading and replacements; eligibility; and team rosters. Conduct the tryouts, the player draft and all other player transaction or selection meetings. Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit. Notify Little League International of any subsequent player replacements or trades. Administer the divisional player pool.

Secretary: Maintains a register of members and directors; records the minutes and provides a copy of the minutes to each Board member at the following meeting; is responsible for sending out notice of meetings and maintaining a record of league activities; maintains an operating calendar, and a suspense or tickler system that will ensure that assigned projects and activities will be reported back to the Board according to a previously established timetable. The secretary will prepare league correspondence, thank you notes, etc. at the direction of the Board. The secretary will be in charge of insurance claims and filing of the claims.

Treasurer: Responsible for all league financial matters; signs checks, dispenses league funds as approved by the Board; keeps the league books and financial records, and provides the Board with monthly financial reports with a copy provided to all Board members. These reports will include a breakdown of all income and expenses. The treasurer is an ex-officio member of all committees involved with fund raising. The treasurer will aid in preparing the annual budget with the League President and will prepare an annual financial report to be reviewed at the Annual Meeting.

Concession Director: This is a paid position whose role is to manage the day-to-day operations of the concession stand enterprise. This is a contractual position, which is paid a salary of services rendered. Hired by the Board, this person is paid a negotiated salary to work with volunteers from each team on a daily basis to sell food, snacks, candy, and beverages from the stand. All purchasing needs for operations of the concession are placed with the Concession Director. The Concession schedules all volunteer and paid workers for tournaments and for daily seasonal operations.

Equipment Manager: Responsible for all baseball/softball equipment: baseballs, bats, uniforms, catcher's equipment, and the upkeep of equipment. Conducts annual inventory, issues and receives equipment. Procures new equipment and Major Uniforms as directed by the Board: involves Manager. During the regular season, the equipment shed should be open for repairs or replacement at least twice per week on a regular schedule.

Maintenance/Property Director This is a paid position, working under the direction of the Harney BOD, this person is responsible for the maintenance, upkeep and general repairs at the Harney baseball/softball complex. The Maintenance/Property Director will be involved with the Harney BOD in the planning of short range and long range capital improvements projects. This is a contractual position, which is paid a salary of services rendered. The Board annually approves this position after negotiations with the Maintenance/Property Director(s). This person must be able to possess general working knowledge and operation of grounds care equipment and supplies. They must be able to work without direct supervision.

Fundraiser/Sponsorship Development: Responsible for monitoring the League's sponsorship program in order to promote a positive relationship between the League and its sponsors. They will secure advertisers for the league sign project. Selects, with the assistance of the divisional vice-president, and chairs a committee that assists with the above mentioned efforts. Responsible for adult and player fundraisers; recommends projects to the Board and carries to completion the projects approved by the Board, this may include monthly financial statements submitted to the Treasurer and Board.

Umpire-in-Chief / Safety Officer: Responsible for conducting umpire training and certification. Makes recommendations to the Board regarding the improvement of the umpire program and serves as a member of the protest committee. Also responsible for developing and maintaining the Safety Plan, and making recommendations to the Board regarding improvements of the fields, grounds, and facilities to provide for a safer environment for players, parents, and visitors. Responsible for checking the batting shed on a regular basis. Will submit annual Safety Plan to Little League

Division Directors: These positions coordinate a vast number of integral items which help make Harney Little League work - they are where all the effort comes together to register, assemble and field teams with qualified managers, coaches, and assistance to parents to help make it all come together. See below for a description of duties.

Position Checklists

List of responsibilities for the Division Directors

1. Secures managers and secures Board approval of managers and coaches. Chairs meetings of managers and coaches. Facilitates the Parent Meeting for their respective division.
2. Assists the managers to secure umpires (names of prospective umpires should be obtained from team managers). Ensures that managers understand when they must provide umpires for games. Ensures that managers and their umpires know when the umpire clinics are held.
3. Works through managers to secure a parent concession representative for each team. Works with the Concession Director and Division director to ensure that the managers understand when their teams are scheduled to work the concession stand. Encourages and reminds managers of how important this function is and that they must remind their parents of this responsibility. The team representative is responsible in turn to secure sufficient adult volunteers to adequately operate the concession stand on the team day/night.
4. Ensures that the team managers understand it is their responsibility to secure parental help in maintaining the divisional field. These maintenance duties include but are not limited to painting, raking, dragging; repairs to the fence, dugouts, and stands; setting plate, pitching rubber, and bases. Some of these duties may need to be completed during clean-up day and others are completed before and after each game.
5. Responsible for outlining a list of projects that need to be done on the annual clean-up day in order to prepare the fields for use.
6. Establishes divisional teams in coordination with the appropriate player agent:
 - a. T-Ball, Coach Pitch, Pee-Wee, Bantam, and Minor programs via neighborhood and age grouping.
 - b. All others-via a player draft.
7. Circulates rosters to divisional staff, managers, League Secretary, President, Little League Fundraiser chairperson.
8. Schedules games and reschedules if necessary and provides copies of schedules to divisional staff, managers, League Secretary, Concession, and President.
9. Serves as the liaison between the Board and Divisional Managers, parents, and players.
10. Oversees the program to assure that the appropriate program rules are being followed.
11. May need to determine whether or not weather and field conditions are suitable for play, based on guidelines established by the Board. If the Board has not established these guidelines, play is based on division director discretion.
12. Provides motivation for field upkeep, fundraising activities, etc.
13. Responsible for fostering good sportsmanship and fair play among managers, coaches, players, and parents.
14. In minor and majors divisions, keeps league win/loss records.
15. Communicates necessary information with managers, coaches and families.
16. Coordinates with the equipment manager on ordering of uniforms and supplies for their division. Should recommend number of uniforms, sizes, colors, etc. Confirms that managers received sufficient game balls, score books, and other equipment from the equipment manager.
17. Must be at Registration.
18. Through the managers, accomplishes these tasks:
 - Distributes team rosters.
 - Distributes game schedules.
 - Gets game schedule to Concession Director and Liaison with Concession (Secretary).
 - Distributes picture information.
 - Distributes Team Volunteer sheet and job descriptions for each position.

- Distributes Concession Schedule for each team's assignments.

List of Responsibilities for the Player Agent

1. Proposes draft and all star selection rules for the league that complies with the guidelines provided by Little League. These guidelines can be found in the President's Handbook and Manual.
2. Assist with registration. Examine certified birth certificates and verify birth dates on registration forms. Ensures families are within league boundaries. This is most important for all ages.
3. Take late registrations and maintain waiting list.
4. Schedule/Assist with tryouts:
 - a. Develop a list of players eligible for tryouts.
 - b. Check players in and provide the division director with a list of each group of players trying out. (Tryouts are conducted by the Division Director.)
5. Conduct Draft:
 - a. Develop a list of players who tried out and distribute to each manager.
 - b. Conduct draft in accordance with league draft rules.
 - c. Maintain a current roster of each league.
 - d. Maintain a list of players that tried out but were not selected for use in filling vacancies that may occur during the season.
6. Assist T-Ball, Coach Pitch, PeeWee, and Minor League Director in setting up teams with assistance of directors and keep a current roster of each team.
7. Submit team rosters to the National Little League office for all age groups. This must be done by the deadline set by Little League each year. This deadline can be found on the Little League website or in the Operations Manual published each year.
8. Submit additions to and drops from the team rosters to the National Little League Headquarters.
9. Assist in selection of a major league All-Star team according to the all star selection process described in this handbook:
 - a. Report voting results to Division Director and Team Managers.
 - b. Assists all star manager, division director, and league president in preparing required documentation and paperwork as per Little League instructions.

Note: The Operations Manual for each season has the duties of the Player Agent and other Board positions, and are obtained from the National Little League Headquarters. Copies are needed for: President, Player Agent, Vice-Presidents (2), Treasurer, and Major Program Directors.

List of Responsibilities for the Fundraising Chair:

1. By January/February decide on project. Present options and projections to the Board. Obtain Board approval.
2. If project is a raffle, get bids on printing in March. For example, 10,000 tickets numbered consecutively plus 1000 cover tickets numbered 1-1000. Have tickets printed and staple tickets into books, 25 to a book. (April).
3. During the fundraising period, provide the Board with weekly updates on the project. Post information, goals, and accomplishments on concession stand building. Announce progress at games and encourage increased participation.
4. Collect money and /or leftover product from team parents when fundraiser ends. It's helpful to set times for turning money in at intervals during the fundraiser so you have an idea where you stand. It's also important to issue receipts to the team parent when they turn in money and to keep detailed and accurate records.
5. Present final report to the Board.
6. The following include specifics of fundraising options that could be utilized:
 - Boys Major Team:** 4 year sponsorship; Year 1: sponsor pays cost of uniform (\$1,200-1,500); Year 2-4 sponsor pays \$400 per year to cover cost of hats, replacement pants, baseballs, etc.
 - Sign Sponsor:** 3 year sponsorship; Year 1: Sponsor pays \$255 (\$130 for cost of sign & \$125 for the annual sponsor fee); Year 2-3: Sponsor pays \$125 each year. –Or- Sponsor pays \$430 all the first year which covers the cost of the sign and 3 years of sign sponsorship.
 - Divisional Sponsorship: Minors Division:** Includes jerseys for all Minors teams with the sponsor name on the jerseys. Minimum 4 year sponsorship. 1st year includes cost of all the jerseys for all teams. Years 2-4 is \$1,200 per year.
Other Divisions: 3 year sponsorship; Cost to the sponsor is \$1,200 per year. All of the player shirts in that division have sponsor name on them (60-100 players); Sponsor will receive a sign at the field of the division they are sponsoring.
 - Harney Little League Sign:** Length of sponsorship equals the life of the quality appearance of the sign. Cost is the cost of the sign and the cost of installing sign... approximately \$1,500.
 - Website:** One year sponsorship; Cost to the sponsor is \$500/yr. Sponsor is able to have their logo, company information on website, rotate in special ads, etc.
 - Special projects:** As needed sponsors may be found to enable special projects to be done, i.e. batting cage. Special project options: Restaurant serving: Texas Road House, Pizza Ranch, Arby's. Other special project ideas are possible.
 - Player Fees:** Harney does not believe in turning away any player for inability to pay registration fees. Families requesting scholarships will be provided this. Harney can expect to incur \$1,000 to \$3,000 each year in scholarship requests. Sponsors can be sought to cover this cost. Sponsors for this need will receive a specially positioned recognition on the Concession Stand wall for a minimum \$800 sponsorship.
 - Fundraising Project:** HLL runs an annual raffle fundraiser. Prizes are often purchased by HLL to be given away to winners. A sponsor or sponsors are being sought to help purchase prizes. \$1,000 is desired to offset fundraiser expenses. Sponsor of at least \$500 will be given a sign for one year and an option to renew the sign sponsorship annually for the life of the sign (see renewal cost of signs).

List of responsibilities for the Property/Maintenance:

1. Mowing athletic fields and other grassy areas around the Harney complex.
2. Weed-eating around areas that are not accessible with a mower.
3. Weeding and maintaining the landscaped areas, such as the flower beds.
4. Priming/painting outbuildings
5. General Carpentry duties (bleachers, doors, signs, lock hasps)
6. General Plumbing (leaking faucets, stools, and urinals)
7. General Electrical (repairing defective outlets, light switches, light bulbs)
8. Fencing (maintenance/repair of all fences within facility)
9. General Mechanical maintenance of mowers and other power tools/equipment and hand tools
10. Cleaning restrooms
11. Picking up trash laying around the facility
12. Assisting with the coordination of Field Cleanup Day
13. Can assist managers and coaches in field preparation duties that may include:
 - a. Infield detailing
 - b. Cleaning dugouts
 - c. Raking infield playing area
 - d. Lining the field
14. Communicate in a timely manner with the Harney BOD.
15. Can order necessary supplies and equipment up to \$200.00 required to complete job responsibilities
16. Can sub contract additional duties in needed and pending BOD approval
17. Equipment, supplies and services exceeding \$200.00 must have Harney BOD approval

Evaluation: Performance of this position will be evaluated by the Harney BOD and is on an annual basis. Interested applicants must apply in accordance with Harney BOD procedures annually.

A Checklist for Little League Managers:

Team Manager: Managing in Harney League is not a self-serving recreation. One must be in tune with the best interests of the players' welfare. Harney is for players who are looking forward to an enjoyable summer in organized baseball and softball. Managing is a volunteer service through which players can be supervised and guided while participating in Harney League activities.

Managing involves patience, thoughtful judgment, rational thinking, responsiveness, and the simple joy of being a valued part of each player's life. The manager is the key to the program. The manager's ability to work effectively and intelligently with their team can make or break the summer. For a few hours each night, the manager is the most important part of every player's life. The manager should appreciate the significance of the position of a Harney League volunteer and treat it with the dignity it deserves. The manager can take pride in knowledge that they have contributed to the growth and development of the youth in their community.

The following checklist is proposed as an aid to Little League managers so they can personally evaluate themselves with respect to those attributes regarded as important to a youth leader.

Personal Attributes – The manager's personality is an important factor in the success of Little League Baseball...

1. Appearance...Do you...
 - a. Dress suitable
 - b. Groom properly
2. Disposition...Do you display...
 - a. Pleasantness
 - b. A sense of humor
 - c. Even temper
 - d. Courtesy
 - e. Sympathy
 - f. Enthusiasm
3. Poise...Do you...
 - a. Have self-control
 - b. Behave in an adult manner
4. Character...Do you...
 - a. Sincere
 - b. Truthful
5. An example of Little League ideals
6. Leadership...Do you...
 - a. Accept responsibility
 - b. Have the ability to plan and organize
 - c. Have a good understanding of the emotional and psychological characteristics of pre-adolescents (9-12 years old)
 - d. Have a good rapport with each player
 - e. Try to understand the personal needs and problems of players and adjust accordingly
 - f. Have discipline suited to the age level of the players
 - g. Discipline fairly and impartially at the discretion of the manager and coach within the framework of Little League rules

Relations with Others – The nature of a manager’s work brings him into close contact with many people...

1. With parents...Do you...
 - a. Seek their cooperation and understanding in trying to achieve the goals of the Little League program.
 - b. Show consideration for their opinions and feelings.
 - c. Display friendliness and courtesy.
2. With colleagues...Are you...
 - a. Friendly
 - b. Cooperative
 - c. Courteous
 - d. Considerate
3. With game officials...Do you...
 - a. Display courtesy
 - b. Respect their decisions and accept them gracefully
 - c. Avoid bickering and “umpire baiting”

Managerial Duties – The manager should have knowledge of the game of baseball, of its fundamentals and its strategy...

Coaching procedures...Are...

- a. Practice sessions well planned, and conducted as coaching and learning situations
 - Practice sessions snappy; everyone busy
 - Players properly taught fundamental skills and game strategy through various drills
 - Instructions given at the players’ level of understanding
- b. Practice sessions ended before the players become bored or disinterested
- c. Practice sessions spaced so they do not become a chore for players and managers alike
- d. Adequate precautions taken to prevent accident or injury
 - Items of protective gear are used and are in good repair
 - Players kept from reaching extreme limits of physical and emotional fatigue
- e. Players continually encouraged.

Development of desirable habit in players. Do you...

- a. Encourage promptness
- b. Encourage clean living and good health habits
- c. Encourage responsibility and leadership
- d. Encourage sportsmanship and fair play at all times
 - Teaching good manners and courtesy
 - Congratulating opponents after each game
 - Accepting defeat gracefully
 - Accepting victory humbly

League Management Checklist

January

1. Pay Charter and Insurance Fees now if not already accomplished
2. Set sponsor fees and send letter to each sponsor. Order uniforms that need replacement through the sponsor. Confirm that uniforms need replacement with Equipment Director.
3. Set registration date and place. Also confirm fees charged. Fill all board positions and submit charter application.
4. Approve managers for Majors Programs if need to be filled.
5. Complete plans for umpire training (Umpire-in-Chief).
6. Select player fundraiser & may consider parent fundraiser at this time.
7. Set time and date for annual picnic (recommend last Sunday in June).
8. Determine or renew contracts for Property/Maintenance and Concession Directors.
9. Formulate budget - done by President with assistance of Treasurer.
10. Complete equipment inventory.
11. Solicit Photographer for all teams.
12. Plan for field and building repairs.
13. Schedule a First-Aid/First Responder Training Session - Safety Officer.

February

1. Secure new sponsors - Publicity.
2. Letter to parents about registration / fundraiser / agenda schedule in Tuesday/Friday Folder and paid legal notice Newspaper Ad (run ads at least two weeks in a row).
3. Final plans for registration. - print registration forms!
4. Roster book sponsorship complete.
5. Picnic status report.
6. Parents and player fund-raiser status.
7. Set dates for tryouts.
8. Approve Manager's coaches for Majors Programs.
9. All divisional directors have manager's meeting.
10. Final plans for field and building repairs.
11. Insure uniforms and equipment had the necessary repairs and approve Director's if any openings exist at this time.

March

1. Complete registration - first Monday & Tuesday in March; have back-up dates of second Monday and Tuesday if blizzard closes down city.
2. Complete plans for Majors tryouts - this is traditionally the fourth Saturday and following Monday of the month. Have back-up dates of Fifth Saturday and following Monday. Conduct draft ASAP for Boys and Girls Majors with competition of tryouts.
3. Complete plans for the fundraiser.
4. Approve concession plans and prices.
5. Have Property/Maintenance Director start getting mower & ATV equipment maintained.
6. Start training umpires.
7. Begin work on field repairs.
8. Plan for opening day ceremonies. Boys and Girls Vice Presidents do this coordination and planning.
9. Divisional directors begin preparation of game schedules; copies to Secretary for Concession Schedule planning.
10. Inspect First-Aid Kits at complex - Safety Officer.
11. Contact RCFD for EMR procedures - Safety Officer.

April

1. Establish all teams - Division Directors do this and Player Agents review (must do).
2. **Board approval of all managers and coaches for all divisions is needed.**
3. Train scorekeepers. (Need a clinic for affected divisions) Sponsored by ?
4. Complete training for umpires.
5. Complete all field and building repairs.
6. Complete all game schedules.
7. Have all lights checked when complex is dry. Lighting Mtce Company does this with Safety Officer and accesses lights from outside the field fencing.
8. Have all sprinkler systems checked. Property/Maintenance Director orders this through Sprinkler Lawn Service Company.
9. Complete plans for opening day ceremonies.
10. Complete plans for All-Star selection.
11. Major Boys tournament plans if any.

May

1. Plan for opening day ceremony.
2. Conduct player fundraiser.
3. Plan for T-Ball opening.
4. Plan for city tournament.

June

1. Conduct Opening Day Ceremony
2. Select tournament directors.
3. Complete the Fundraiser.
4. All-Star selections.
5. Select All-Star managers.
6. Prepare for City Tournament.
7. All-Star announcements.
8. Plans for All-Star travel.

July

1. City tournaments.
2. All-Star tournaments.
3. Collect position checklist, updates, and other input for the Harney Handbook.
4. Gear and Keys turned into Equipment Director: accomplished by Division Directors working with their respective managers and includes return of keys to President for safekeeping. Major's program managers are contacted directly by Equipment Director and they will turn in uniforms, gear bag and keys to this Director after tryouts in August.

August

1. Report from each director on their league.
2. Tryouts for major divisions - this is the first Saturday in August.
3. Appreciation awards or thank you notes to our sponsors.
4. Gear and keys turned into Equipment Director from Majors program managers.

September

1. Prepare final tax statement for IRS for business year - Treasurer.

2. Prepare for elections in November - President with assistance of Secretary.

October

1. Financial audit and report, taxes filed by Treasurer & submitted to Ketel Thorstenson.
2. Conduct elections
3. Winterize complex – Property/Maintenance Director does this with Sprinkler Lawn Service and City Parks Dept.
4. Vote in new Board.
5. Approve new Budget

November

1. President prepares Annual Operations Plan.
2. Develop goals, strategies for new year.
3. Begin developing budget for new year and assessing equipment, uniform needs, etc.

League Bylaws
(Any new Board approved bylaw needs to be recorded here!)

Majors Program Draft Rules

Harney Majors programs utilize “Plan A” draft rules, as set forth in the Official Little League Operations Manual. All draft outcomes and rounds of selections are to be kept confidential.

1. Two drafts are generally required for Majors. One draft is a supplemental 12 yr old draft to occur initially. Following this, is the primary draft for player ages 9-11 years old.
2. The 12 yr old draft is held first to ensure that all 12 year olds who choose to play majors will be drafted, as is required by Official Little League Rules. The 1st round is held in reverse order of how teams in the division finished. The second round draft order is opposite of the draft order for the first round. Each subsequent round follows accordingly until all 12 year olds are drafted. This serpentine order is intended to ensure that the weaker teams will have fewer 12 year olds; they will receive a greater number of younger players and thus a greater chance of building a competitive team.

Draft order example: Round 1: Team 1, Team 2, Team 3, Team 4, Team 5, Team 6 (Team 6 finished the previous season in 1st place while Team 1 finished in last place).

Round 2: Team 6, Team 5, Team 4, Team 3, Team 2, Team 1.

Round 3: Team 1, Team 2, Team 3, Team 4, Team 5, Team 6.

Round 4: Team 6, Team 5, Team 4, Team 3, Team 2, Team 1.

No team may have more than 8 players of the same age on their team. If a team has roster spots open and eight 12 year olds already, then this team’s draft choice would be “skipped” if there were still 12 year olds in the draft.

3. The second draft is held for players age 9-11. Not all of these players are required to be drafted. Teams draft players until all 12 roster spots of each team is filled. Draft order of each round is in accordance with the opposite of how teams finished in the previous season. The team that finished last in standings the previous year will draft first. The team that finished first will draft last. Unlike the Supplemental 12 Year Old Draft, the draft order in the second round does not change. The last place team will draft first in every round and the first place team will draft last in every round to ensure that the weaker team receives the most competitive players.
4. When the draft is complete, the Player Agent will need to alert the families of kids who weren’t drafted and will let them know of the option to play in Bantam or Minor League. Team Managers will inform the families of kids they drafted on their team.
5. Special Circumstances: Manager/child pick, sibling pick, reentering draft. The intent to exercise or not exercise various Draft Options must be expressed to the Player Agent preferably 48 hours before the draft.
6. A manager of a team has an opportunity to draft his own child. The manager would need to state this intention before the draft begins. This child pick is granted in the round that corresponds with the age/round formula. The Little League Operating Manual recommends that certain ages of players be drafted in certain rounds. So, if a manager has a child whose playing age is 12 yo the manager would use a 3rd round pick for his/her child; if the child is 11 yo the manager would use a 4th round pick; if the child is 9 or 10 yo, the manager would use a 5th round pick.

Coach's picks are not permitted.

7. If a team has a child on the team and this child has a sibling who is in the draft, a manager is able to exert the sibling option to draft this child.

When the sibling option is exercised the manager selecting this sibling will do so according to the above age/round formula. In order for Harney LL to utilize the age/round formula for siblings picks the Player Agent must submit a request to exercise this guideline to the Regional Director since it is a deviation from the LL Operations Manual. This must be done every year.

8. The second sibling may be drafted according to the age/round formula addressed above. Rationale... there could be a situation in which 12 year old and 10 year old siblings enter the league together. Because of mandatory draft rules for 12 year olds, a team with a desire to keep siblings together may be prompted to take the 12 year old and then in the first round have to draft the sibling regardless of his skill level. The sibling in the draft may then be taken according to the age/round formula.

9. Reentering the draft: Throughout Little League organizations around the country it is typically accepted that once a player is drafted to a major's team, they are to remain on that team until they are no longer eligible for majors. There could be some circumstances that would permit a child to be released from a team and allowed to reenter the draft. These circumstances should typically be viewed as exceptional and rare. Circumstances generally not considered justified include: poor performance, lack of playing time, unhappiness with role on team, poor team record, etc. Any justification for being released from a team should include issues that impact the well being of the player or other players on the team; have some serious legal implications, or some serious hardship to the player or family. A letter must be written to the board expressing the request and reasons for the request. The board is to make the final decision.

Tie Breaker Criteria for League

1. Head to head record
2. In league Record
3. Run differential (head to head)
4. Run differential (season)
5. Coin Flip

Tournament All-Star Selection Process

A. Boys All Star

LL International provides some guidance to select all star teams, although does not provide specific detail. LL states that a league should involve the youth in the voting process and that all components of the league share in the voting process. For instance, it is suggested that Players, League Officers, Team Managers, Team Coaches, and Volunteer Umpires all partake in the voting process. Furthermore LL states that these entities all vote and if there are any ties than the Board of Directors shall vote in the final selections. At Harney Little League we utilize player, manager, and coach votes to create the team.

The All Star Manager will eventually state whether a 12 man roster or 13 man roster will be created. Votes from players, coaches and managers will be utilized to select 2 less than the total roster spots i.e. if a 12 man roster is used, 10 spots will be filled by votes; if a 13 man roster is used, 11 spots will be filled by votes. The manager will be able to fill the last two spots at his/her discretion. Ballots are tabulated by at least 3 board members, including the Player Agent, who facilitates the meeting in general.

At some agreed upon week during the late part of the season the Player Agent and other representatives of the board (1-2) would approach each team and provide a ballot of all 11 and 12 year old players for all players to vote. Two to three board officials will later tabulate these votes and sort in order from most votes to least. This list will be kept confidential and not released to the public at any time. The list will be utilized during the manager/coach voting process.

A day will be selected for all managers and coaches to participate in the all star selection vote. A ballot will be distributed for these voters with all 11 and 12 year old players listed. The manager will announce whether the roster will be 12 or 13. Ten (or 11) votes will be cast. These votes plus "1" for the player vote will be added together (the top ten players from the player vote will be added into the tabulation). There are a require number of votes needed to make the all star roster. A list of player meeting this number will be created. There is a chance that 10 (or 11) players could be selected the first round, but it is more likely that 5-8 players will be selected. Those youth are on the team. This leaves a certain number of roster spots still open. Managers and coaches will vote again, with the next highest available player voted kids added to this vote. The roster is increased. These rounds will be continued until 10 (or 11) roster spots are filled. In some cases players who continually receive no votes or a very low number may need to be removed from the ballot to achieve necessary results. It may become possible that a stalemate is reached. The Player Agent has the authority to break this stalemate and select the last remaining 10th (or 11th) spot. This alternative should be avoided if at all possible, instead, perhaps utilizing the player votes again to help break the tie, or tabulating all the votes from all the rounds to see which player has achieved the higher vote total.

The number of votes required to make the All Star team may vary from year to year depending on the number of teams in the division... essentially, the number of voters. With 5 teams in the league there are 3 voters per team, plus the player vote to be added in, equaling a total of 16 voters. Based on years past and to preserve the integrity of the system, the required number of votes should be high... based on previous ratios, a 16 vote process would require 12 year olds to receive 13 votes to make the All Star team and for 11 year olds to receive 15 votes.

The roster is then nearly complete. There are two spots remaining. The All Star Manager will be able to select these last two roster spots, but may only consider those players who have received a vote of some kind during the process. One last player is selected as an alternate. This player is selected in confidence

by the All Star Manager with the Player Agent. The Player Agent keeps this players name written in a sealed envelope.

Manager and coach's selection process:

The All Star Manager who finished in 1st place during the regular season will have first opportunity to apply to be the All Star manager. This is not an entitlement and Board approval is required. If this manager chooses not to be the All Star Manager, other managers may submit applications for the board to vote and select. Two coaches for the All Star team may be selected irregardless of the roster size. These coaches will be selected at the discretion of the All Star Manager, but will also require Board approval. These selections are not made until after the players roster is set.

The selection process will be clearly described to parents and other league officials at the beginning of the year and at the beginning of the all star selection process. Also, within one day of the voting and selection process being completed, the kids selected will be available on our website and facebook page, and an email alert will be sent out announcing that the selection process is complete.

Other Tournament Selection Process

A. Boys 10 Year Old Tournament

This tournament is traditionally held at Canyon Lake each year upon conclusion of the regular season games. Harney usually enters 2 to 3 teams depending on the number of managers available to staff a team, prepare them for post-season play, and coach during the three-day event. In most cases, there are not enough teams assembled to carry all of the registered players that may be interested.

These teams are not covered by Harney Little League' Little League insurance coverage - parents sign a waiver acknowledging risk and liability. Harney only provides access to its fields for practice, and loans its uniforms and equipment for use.

The Board desires that the Division Director work with interested managers to notify players of the tournament, and solicit interest in participating on a tournament team. From this pool of interested players, the Director and participating managers work together to place players on respective teams.

B. Boys 11 Year Old Tournament

This tournament is traditionally held at Harney each year upon conclusion of the regular season games. Harney usually enters 2 to 3 teams depending on the number of managers available to staff a team, prepare them for post-season play, and coach during the three-day event. In most cases, there are not enough teams assembled to carry all of the registered players (Majors and Minors Program) that may be interested.

These teams are not covered by Harney Little League' Little League insurance coverage - parents sign a waiver acknowledging risk and liability. Harney only provides access to its fields for practice and play, and loans its uniforms and equipment for use. The VP (Boys) or Division Directors have traditionally worked on this tournament as coordinator of this tournament.

The Board desires that the Minors and Majors Division Directors with the VP (Boys) work with interested managers to notify players of the tournament, and solicit interest in participating on a tournament team. From this pool of interested players, the Directors, VP and participating managers work together to place players on respective teams.

C. Boys 9 Year Old City Tournament

This tournament is typically held at Timberline each year. Teams in the minor division can be formed from 8 and 9 year old players playing in the Minors Division. Teams can be made up of regular season teams and by shifting 8 and 9 year olds to make up teams of 10-12 players. Volunteer coaches are sought to manage these teams.

These teams are not covered by Harney Little League' Little League insurance coverage - parents sign a waiver acknowledging risk and liability. Harney only provides access to its fields for practice and play, and loans its uniforms and equipment for use.

If a Major Team ceases how a disbursement of players is handled.

When a team ceases to exist for what ever reason, the remaining players from that team may be re-assigned to another Majors team through draft selection. These players must be selected first *before* any new players are drafted into the league. No values may be assigned to these returnees (i.e., such as eligible for draft in round three); they must be re-drafted *first*.

How Elections for Board Members are conducted each fall.

The following procedure is followed for election of officers, annually:

- a) Each year in October, a general membership meeting is held for anyone who is interested in an office on the Board; all positions are considered available even though incumbents may wish to return. All current Board members who wish to return must make their intention known to the Board.
- b) At this meeting, the general public is allowed to nominate people, including themselves, for the any office on the Board - vacant or not. The names are given to the nominating committee at this meeting. The people who are nominated, or doing the nominating, must give in writing why this person is a good choice for that office.
- c) The nominating committee, if used, is made up or the Vice Presidents, plus the Players Agents, which gives a total of 4 people on this committee.
- d) If used, The nominating committee, at a separate date & time, then brings the nominees to the voting board. The nominees are discussed, along with their qualifications and issues (pro and con) and will either be put on the ballot or rejected from the ballot at this time. In case of a tie vote, the President shall break the tie by casting his or her vote.
- e) The current voting Board members have the final say on the nominees for the positions vacant or for which there is competition; this is because the current members are abreast of the running of Harney Little League and has the best interest of the program in mind.
- f) The nominees that are accepted on the ballot will be notified from the Board after the voting has been completed.

- g) There is no limit on the time that a person can serve on the Board, or a limit on whether a person can occupy more than one position. The policy has always been to allow qualified persons serve on the Board, as they desire. The Board may ask incumbents if they are willing to return in that position. If no other persons are interested, then the job is held for the incumbent, pending board approval.
- h) Members are abreast of the running of Harney Little League and has the best interest of the program in mind.
- i) The nominees that are accepted on the ballot will be notified from the Board after the voting has been completed.

Selection of Managers for Majors Programs

- a) A candidate for manager must submit a dated letter to the Board requesting that they be considered for the next available opening.
- b) A coach does not automatically move into a Manager's position once a vacancy occurs; they must also submit a dated letter to the Board. This letter can be submitted at time coach is approved for position; even though it could be 2 years before the manager position is open on that team.
- c) A list will be kept of all interested Managers in the order they are received.
- d) The Board must approve all Managers and coaches.
- e) A Manager may select his 2 coaches who may or may not be the same coaches left to the team if the coach has failed to request the vacant Manager's position.
- f) An interested Manager may submit a letter up to one year prior to his/her son/daughter being eligible to play in the Major Program. (Currently, ages 9-12; could be league age of 8 at time of submittal.)
- g) New Coaches for the Majors programs shall be assigned after the draft.

Membership of and Duties for Protest Committee:

The Protest Committee consists of the President, Umpire-in-Chief, and Vice President. The purpose of this committee is to resolve protests brought to the committee in a timely fashion; such protests could not be resolved by the plate umpire with the affected team(s). Protests must be filed within 24 hours of a disputed game. The committee will follow Little League rules in resolving such protests. If a protest occurs at the majors level, and the President, Umpire-in-Chief, or Vice President have children playing in the effected majors program, or if any of them served as an umpire for the protested game, he or she shall be replaced by another board member, to be appointed by the highest ranking official remaining on the protest committee.

Process for Uniform Replacement for Majors Teams with Sponsors:

- A. At least four years must have passed since the last order was placed for replacing an entire team's uniform.
- B. Standard components to be paid for by HLS when approved by Board: 1) 13 traditional jersey shirts; 2) 12 belts; and 3) 12 stock pants.

- C. The total cost of these items should be approximately \$1,200. The sponsor of the team is expected to pay this cost. The uniform costs comprises the sponsors 1st year cost. The sponsor is then asked to pay an annual maintenance fee of \$400 each year for the next 3 years.
- D. At the Board's request, the Equipment Manager may bring in uniforms for inspection.
- E. The Equipment Manager oversees the uniform selection and seeks final approval from the Treasurer and President. The Manager will play a role in selecting the uniform.

Process to Petition a Player Up:

Parents may request that their child play up to the next division. They must have played at least one year in the next lower division and must have a recommendation from his coach of the previous year. A boy may play up to the 9 year old division as an 8 year old if he has played one year of Pee Wee, and has the recommendation of his previous year's coach. The parent must submit verbally or through writing a request that the child be permitted to play up. This request is made to the Player Agent or Division Director of the higher division prior to the registration deadline. Decisions can be made by the affected Division Directors, Player Agent, and League President. In some circumstances these petitions can be reviewed and determined by the Board.

The primary consideration in evaluating petitions is to seek an acceptable balance of players per league in order to optimize roster sizes and permitting youth to play in the most appropriate division according to their development and ability. Some circumstances may also exist within the Minors range of divisions to allow a youth to petition down a division to match their developmental abilities, i.e. developmentally disabled or impaired youth.

No petitions will be accepted after registration deadline.

T-Ball Rules (Ages 4 – 6) for boys and girls

T-Ball rules shall be the official Little League rules with the following exceptions:

1. There will be no official scorekeeping; no team standings will be kept.
2. The length of the game will be three innings or one hour, whichever comes first. *The purpose of ending on time is to not delay the following teams from timely play.*
3. A half inning is defined as when every player on a team has had one at bat.
4. The batter will hit a ball that has been placed on a tee. There is no pitching.
5. If the bat contacts the tee rather than the ball, a strike is called. However, a child will not be called out on strikes.
6. When batting the ball must pass 10 (ten)-feet or declared a foul ball.
7. The ball becomes dead when thrown to the pitcher.
8. Managers must vary or alter the batting line-up to ensure that all players have equal number of opportunities at bat. Tip: have your players sit in the batting order in the dugout.
9. Every team member will take the field when the team is on defense.
10. Managers must assure that each player has the opportunity to play a variety of defensive positions during the course of the season.
11. Team managers will both instruct and umpire during the game. Players do not strike out but they can be put out at first or at other bases during the course of the game.
12. Practices will be limited to a maximum of three per week prior to the start of the season. Once the first game has been played, practices will be limited to a maximum of two per week.
13. Invite parents to help coach both in practice and in games. Give them specific responsibilities.
14. A game shall be rescheduled if the temperature is below 40 degrees at game time. The managers or division director may cancel or postpone any game at their discretion due to weather conditions. Managers should try to come to a consensus.

If you see parents get out of line, remind them the game is for the children and the atmosphere should be one of recreation, education, and fun.

Team Responsibilities:

Home Team: The home team that plays the first game of the day will be responsible for putting out the bases, chalking, and cleaning the inside of the field after the game. The home team that has the last game scheduled should put the bases away.

Both teams clean out their dugout, outside the field, under bleachers.

Boys Coach-Pitch Rules (Ages 5 – 7)

Boy's Coach-Pitch Rules shall be the official Little League rules with the following exceptions:

1. There will be no official scorekeeping; no team standings will be kept.
2. The length of the game will be five innings or 1 ½ hours, whichever is first.
3. Round Robin batting: Every player on the team will be in the batting rotation and take a spot in the field. A half-inning ends when 3 outs have occurred, or 4 runs have been scored, or all hitters in the line-up have batted once.
4. Each player must play a minimum of six outs and one time at bat each game. If the minimum is not met for a game, the player shall start the next game. If managers agree it is also acceptable to include all extra players in outfield positions.
5. If one or both teams are short players:
 - Must play with eight (8) players, unless the managers agree to exceptions.
 - If one of the two teams has sufficient players to field a full team, they may do so and are not required to match the strength of the other team.
 - If one or both teams have less than eight, the game must be re-scheduled, unless the managers agree to exceptions.
6. The pitching rubber will be set at 39 feet. The infield will be a 45-ft. square.
7. Pitchers: Managers or coaches will pitch to their own team, and lower their level to assist the player's ability to hit the ball, and avoid play when the ball is hit. The ninth player for a team shall be beside the adult pitcher, and have full view of the play.
8. A Tee may be used. In some cases a tee can be used immediately in a players at bat if the coach feels this is warranted. A tee may also be used after the player is struck out. Coaches should consider it an objective to reduce the use of the tee as the season progresses and hopefully it is not used at all by the end of the season.
9. Coach-Pitch shall not include walks or strikeouts. Players will be called out on the bases when a correct out is made.
10. Coach-Pitch base runners will not advance on a wild pitch or passed ball. There are no overthrows to the pitcher's mound from the catcher to the coach that is pitching. Base running extra bases on outfield hits should be managed in a conservative, sportsmanlike manner early in the season. After the first half of the season, base running should be managed in a more aggressive manner, though still with sportsmanship, in order to help players develop this part of their game.
11. Base stealing and leading off is not allowed.
12. A runner may only advance one base on an overthrow.
13. There are no overthrows to the pitcher if the pitcher is in the immediate circle of the pitcher's mound.
14. In the event of an injury to a player, a substitute runner way be used. Suggest using the fourth or fifth preceding batter from the current line-up. This substitute runner should be in his normal batting order. No changes to the official scorebook have to be made for the substitute runner.

15. *No inning shall start within the ten minutes prior to the end of the 1.5 hour time limit per game. Games can end in a tie. The purpose of ending on time is to not delay the following teams from timely play.*
16. No bunting is allowed. After one warning, an attempt to bunt on the second pitch results in the batter being declared out.
17. Only one warning will be given to a player for throwing the bat, whether intentional or unintentional. The next time that player throws a bat he will be declared out. Players cannot warm up with a bat inside or outside the dug-out under any circumstances.
18. The manager and coach may coach at first and third base when their team is on offense. They may not touch a runner.
19. The umpire is in charge at all times.
20. A game shall be rescheduled if the temperature is below 40 degrees at game time. The umpiring crew has the discretion to call the game at any time due to weather conditions, and the crew may call the game at temperatures above 40 degrees, if in its discretion it is appropriate to do so.

If you see parents get out of line, remind them the game is for the children and the atmosphere should be one of recreation, education, and fun.

Team Responsibilities:

Home Team: The home team that plays the first game of the day will be responsible for putting out the bases, chalking, and cleaning the inside of the field after the game. The home team that has the last game scheduled should put the bases away.

Both teams clean out their dugout, outside the field, under bleachers.

Boys PeeWee Rules (Ages 6 – 8)

Boy's PeeWee Rules shall be the official Little League rules with the following exceptions:

1. There will be no official scorekeeping; no team standings will be kept.
2. The length of the game will be five innings or 1½ hours, whichever is first.
3. Round Robin batting: Every player on the team will be in the batting rotation whether or not playing a defensive position. Those players who have been assigned defensive positions do not have to be the first nine players in the batting line-up. A half-inning ends when 3 outs have occurred, or 4 runs have been scored, or all hitters in the line-up have batted once.
4. Each player must play a minimum of six outs and one at bat each game. If the minimum is not met for a game, the player shall start the next game.
5. If one or both teams are short players:
6. Must play with eight (8) players
7. If one of the two teams has sufficient players to field a full team, they may do so and are not required to match the strength of the other team.
8. If one or both teams have less than eight, the game must be re-scheduled - if it can not be rescheduled, then a forfeit is declared.
9. The pitching rubber will be set at 39 feet. The infield will be a 45-ft. square. A minimum of two pitchers and a maximum of three innings per pitcher per game shall be used. One purpose of this division is to develop pitchers, so each team needs to use at least four players with 10 innings experience each per player for the season. Managers must track and plan a player's use as a pitcher and shall adhere to LL rules regarding prescribed days off for rest.
10. Players will pitch to opposing hitters. If a batter receives a ball 4 count he will not walk. Coach will then pitch to hitter until he hits the ball or strikes out. If a player is hit by a pitch from a player, he will be awarded first base, but not if he is struck by a coach pitcher. No tee will be used. Batters will be out after 3 strikes, even if the catcher drops the pitched ball.
11. No bunting will be allowed or the batter will be called out.
12. Only one warning will be given to a player for throwing the bat whether intentional or unintentional. The next time the player throws the bat they will be called out. Players cannot warm up with a bat inside or outside the dug-out under any circumstances.
13. In the event of an injury to a player, a substitute runner may be used. Suggest using the fourth or fifth preceding batter from the current line-up. This substitute runner should be in his normal batting order.
14. A runner may advance only one base on an overthrow. There are no overthrows to the pitcher if the pitcher is in the immediate circle of the pitcher's mound. Base running should be aggressive while also utilizing good sportsmanship and utilizing what is generally considered sound baseball base running principals, not based on the fact that kids this age typically cannot throw or catch consistently yet.
15. Base stealing and leading off will not be allowed.
16. The manager and coach may coach at first and third base when their team is on offense. They may not touch a runner.
17. The umpire is in charge at all times.

18. A game shall be rescheduled if the temperature is below 40 degrees at game time. The umpiring crew has the discretion to call the game at any time due to weather conditions, and the crew may call the game at temperatures above 40 degrees, if in its discretion it is appropriate to do so.

If you see parents get out of line, remind them the game is for the children and the atmosphere should be one of recreation, education, and fun.

Team Responsibilities:

Home Team will be responsible for getting out the bases, chalking the field, and getting the umpire equipment out. The last home team of the day will put bases away and rake the field. Chalk should be used conservatively. **Home team supplies the home plate umpire.**

Visiting team supplies the field umpire. Visiting team supplies the announcer.

Both teams clean out their dugout, outside the field, under bleachers.

9 Year Old Division

The 9 Year Old Division rules shall be the Official Little League rules with the following exceptions:

1. The umpire is in charge at all times.
2. The length of games will be based on a time limit or 6 innings whichever occurs first. There will be a 2 hour time limit. The time is set by the home plate umpire. You cannot start a new inning after 1:45 minutes. The home team may complete their at bat if they are behind in the score. If the home team is winning and the time limit is up or the innings in the bottom half of the 6th inning, the game is over.
3. If a game is called, it is declared a regulation game if:
 - i. Three innings have been scored.
 - ii. The home team has scored more runs in 2.5 innings than the visiting team has scored in three completed half innings.
4. Interleague Time Rule
 - a. Games will be played at 5:30pm and 7:30pm weekdays and Saturdays games where time is available.
 - b. Any weekday game that cannot get started by 6pm shall be postponed and rescheduled.
 - c. No inning of a game shall start after 2 hours and 15 minutes of scheduled start time (If the game is a regulation game it shall be ended at that point. If not regulation or tied it will be resumed at a later time.
 - d. Makeup and Resumed games shall be made up or finished the first available time (Preferably in the same week).
5. The Ten Run Rule will be in effect after 4 innings; this rule is also in effect for an interleague game if agreed to by home and visiting managers.
6. The game can be played with 8 players. The other team is not required to reduce the number of players on the field to match strength. Please contact the 9 Year Old Division Director 24 hours in advance of the game to reschedule. Make up days will be on Fridays.
7. Each team member will play a minimum of six outs (two innings) in the field and one at bat.
8. Players may re-enter the game at any position except pitcher.
9. Pitchers will pitch from 46 feet and bases are at 60 feet.
10. Pitchers will pitch to opposing batters. Pitcher(s) will adhere to Official Little League Rulebook and there will be no balks.
11. Batters can be walked and will take first base if hit by a pitch.
12. Batters will be out after three strikes, even if the catcher drops the ball.
13. Each team must complete the season with at least four players having pitched a minimum of ten (10) innings. Please refer to Official Little League Rules regarding required rest for pitchers, and maximum innings per week, per pitcher.
14. The players assigned a defensive position will bat. Players not playing a defensive position during the last one-half inning will also bat. Round Robin batting is in effect.
15. A one-half inning will also end when 4 runs have been scored. However, a team can exceed 4 or more runs only on a homerun over the fence.
16. Bunting is allowed.

17. Only one warning for a player throwing a bat whether intentional or unintentional. Next violation, the batter is called out.
18. Courtesy runners may be used in accordance with Official Little League Rules.
19. Leading off will be allowed only after the ball crosses home plate. One warning per player will be issued for first violation; second violation results in the runner being called out.
20. Base stealing will be allowed for 2nd and 3rd base only; no stealing of home is permitted. A player may not steal home unless a play is made on them or in the event of an overthrow. A player may not steal on a pass ball. Maximum of one base per pitch.
21. Runners may take only one base per overthrow.
22. Warm-up team may be on field five to ten minutes prior to game time.
23. A game shall be rescheduled if the temperature is below 40 degrees at game time. The umpiring crew has the discretion to call the game at any time due to weather conditions, and the umpire crew may call the game at temperatures above 40 degrees, if in its discretion it is appropriate to do so.

If you see parents getting out of line, please talk to them and remind them that the game is for the children and the atmosphere should be one of recreation, education & fun.

Team Responsibilities:

Home team uses the third base dugout. Home Team will be responsible for getting out the bases, chalking the field, and getting the umpire equipment out. The last home team of the day will put bases away and rake the field. Chalk should be used conservatively. **Home team supplies the home plate umpire.** Home team supplies the scorekeeper.

Visiting team supplies the field umpire. Visiting team supplies the announcer.

Both teams clean out their dugout, outside the field, under bleachers.

Boys Minor Rules (Ages 9 through 12)

Minor division rules shall be the official Little League rules with these exceptions:

1. Round Robin batting: Every player on the team will be in the batting rotation whether or not playing a defensive position. Those players who have been assigned defensive positions do not have to be the first nine players in the batting line-up.
2. A half-inning ends when 3 outs have occurred or when 5 runs are scored. However a team can exceed 5 or more runs only on a homerun over the fence.
3. Pitchers will pitch from a distance of 46 ft. and play on 60 ft bases.
6. Base stealing and bunting will be allowed the entire season. Runners may advance on balls past the catcher, but only one base.
7. The length of the games will be based on time limits or 6 innings whichever occurs first. No inning shall start within the 15 minutes prior to the end of the 2 hour time limit per game. In case of a tie game, one extra inning may be played as long as it doesn't exceed the time limit. Games can end in a tie. The purpose of ending on time is to not delay the following teams from timely play.
8. Teams are encouraged to arrive 30-45 minutes before the game, warm up, and take "infield" before their game. This early arrival teaches kids how to start preparing for games and also helps to ensure you have parents there who can prepare the field properly.
9. The Ten Run Rule is in effect after 4 innings.
10. Games will not be played under the lights until school is out.
11. The player agent will form minor league teams. An attempt will be made to form neighborhood teams, however, older players must be placed to achieve age and experience balance.
12. If one or both teams are short players:
 - a) Must play with eight (8) players;
 - b) If one of the two teams has sufficient players to field a full team, they may do so and are not required to match the strength of the other team.
 - c) If one or both teams have less than eight, the game must be re-scheduled - if it can not be rescheduled, then a forfeit is declared.
13. A city wide tournament is scheduled at the end of the season for regular-season teams. An age tournament is also scheduled following this tournament... teams of 9 year olds and 10 year olds may be formed from Minors players. Players age 10 or 11 may be able to be picked up along with Majors division players. The division director shall be charged responsibility for conducting special games under all rules, regulations, and policies of Little League Baseball, and must propose such an event to the Board for consideration.
14. The division director will reschedule games that have been postponed due to weather. That person will assign the earliest time slot.
15. Players will pitch to opposing hitters. Managers must track and plan a player's use as a pitcher, and shall adhere to LL rules regarding prescribed days off for rest & eligible pitchers. Batters can be walked and will take first base if hit by a pitch. **PITCH COUNT MUST BE TRACKED** and LL **PITCH COUNT RULES** must be followed beginning in Minors division. Division Directors will put tracking sheets in the crows nest for your use. Completed pitch count for each pitcher used in each game needs to be put back in the binder in the crows nest at the end of each game. Pitch Count rules are in the LL Rule Book.

16. Coaches are encouraged to develop 6-7 pitchers during the season. Required minimum Little League Playing time is in effect (one at bat/2 innings in the field). However, Coaches are encouraged to balance playing time so that players receive greater than the minimum playing time per game.
17. The “dropped 3rd strike rule” is not in effect in Minors. Batters will be out after 3 strikes, even if the catcher drops the pitched ball. This is different than Majors.
18. There is no overthrow rule in effect. If players keep overthrowing the bases, play can continue at the runner's discretion and peril.
19. Only one warning for a player throwing the bat whether intentional or unintentional. Next violation, the player may be declared out by the plate umpire.
20. Courtesy runners may be used in accordance with Official Little League Rules.
21. Leading off will be allowed only after the ball crosses home plate.
22. Umpires should call a “large” strike zone in order to encourage players to swing the bat.
23. A game shall be rescheduled if the temperature is below 40 degrees at game time. The umpiring crew has the discretion to call the game at any time due to weather conditions, and the crew may call the game at temperatures above 40 degrees, if in its discretion it is appropriate to do so.
24. Interleague Time Rule (if interleague games occur or during tournaments)
 - a. Games will be played at 5:30 and 7:30 weekdays and Saturdays games where the time is available.
 - b. Any Early game that cannot get started by 6pm shall be postponed and rescheduled.
 - c. No inning of the first game shall start after 7:45 (If the game is a regulation game it shall be ended at that point. If not regulation or tied it will be resumed at a later time.
 - d. Makeup and Resumed game shall be made up or finished the first available time (Preferably in the same week).

If you see parents get out of line, remind them the game is for the children and the atmosphere should be one of recreation, education, and fun.

Team Responsibilities:

Home team uses the third base dugout. Home Team will be responsible for getting out the bases, chalking the field, and getting the umpire equipment out. The last home team of the day will put bases away and rake the field. Chalk should be used conservatively.

Home team supplies the home plate umpire. Home team supplies the scorekeeper.

Visiting team supplies the field umpire. Visiting team supplies the announcer.

Both teams clean out their dugout, outside the field, under bleachers.

Boy's Major Rules (Ages 10 through 12)

Boy's Major Program follows Little League Rules for this Division with these changes:

1. If the first game of the evening is at 5:30 PM, followed by a second game at 8:00 PM, then the first game can not start a new inning past 7:45 PM. The Little League rule of no inning started past 10:00 PM applies to all late games.
2. Interleague Time Rule
 - a. Games will be played at 5:30 and 7:30 weekdays and Saturdays games where the time is available.
 - b. Any Early game that cannot get started by 6pm shall be postponed and rescheduled.
 - c. No inning of the first game shall start after 7:45 (If the game is a regulation game it shall be ended at that point. If not regulation or tied it will be resumed at a later time.
 - d. Makeup and Resumed game shall be made up or finished the first available time (Preferably in the same week).
3. A game shall be rescheduled if the temperature is below 40 degrees at game time. The umpiring crew has the discretion to call the game at any time due to weather conditions, and the crew may call the game at temperatures above 40 degrees, if in its discretion it is appropriate to do so.
4. Each team will be allowed one Manager and two Coaches in the dugout.

Team Responsibilities:

Home team uses the third base dugout. Home Team will be responsible for getting out the bases, chalking the field, and getting the umpire equipment out. The last home team of the day will put bases away and rake the field. Chalk should be used conservatively.

Home team is responsible for the scoreboard, scorekeeper, and announcer.

The Visiting Team is responsible for cleaning around the outside of the field and under the bleachers.

Other teams are assigned to umpiring responsibilities.

Both teams clean out their dugout.

Harney Little League Safety Plan

1. The Safety Officer will maintain this plan on an annual basis and make recommendations to the Board for changes to Plan, and include proposed work items, which address safety considerations for players, visitors, and volunteers.
2. This Plan will follow "Communicable Disease Procedures" as described in the Little League Official Rules and Regulations, Section 8. Each Crow's Nest will contain a First Aid Kit, which satisfies Section 8. Additionally, the Concession Stand will have access to or contain the Master First Aid Kit for the Harney Complex. These Kits will be in place at the start of each season, and will be inspected once a month by the Safety Officer for completeness.
3. This Plan will follow the "Safety Code for Little League" found on the inside back cover of the Little League Official Rules and Regulations.
4. Prior to the start of each season, the Safety Officer will contact the Rapid City Fire Department and make arrangements to review a medical response to the Harney Complex, and what the Board may need to consider to facilitate that response.
5. **An annual effort should be made to provide First Aid training or refresher training, an Umpire Clinic, and the AL & AL or similar coaching clinic to all available managers, coaches, and umpires prior to the start of the season.**
6. It is the responsibility of the managers, coaches, and umpires to inspect playing areas to maintain safe playing areas prior to the start of practices or games.
7. *Thunderstorm or inclement weather with the possibility of lightning: all managers, coaches, and umpires have the responsibility to protect the players, spectators, and themselves by canceling or delaying play until safe conditions exist. An electronic device to measure lightning activity levels is maintained at the Concession Stand and should be utilized when available to predict when unsafe conditions are present, and immediate play must be postponed or canceled.*
8. Little League regulations prohibit on-deck batters. Managers and coaches are encouraged to have batters conditioned before the game commences.
9. Inspections for safety considerations shall include (but not be limited to) all fields, equipment sheds, concession stand, rest rooms, equipment storage buildings, crow's nests, stands, parking lots, fences, playing equipment, and sidewalks.
10. All improvements will consider proper building codes in design, construction, or reconstruction, and reviewed with City of Rapid City Parks & Rec. Dept. as necessary.
11. Creating and maintaining a safe environment to play in is *not* limited to just the physical environment. All managers, coaches, umpires, parents, and spectators are encouraged to promote a fun, competitive, teamwork-like league where fair play, hard work, and leadership are virtues, and a hostile, degrading atmosphere is not allowed.
12. ***SAFETY IS THE RESPONSIBILITY OF EVERY PLAYER, PARENT, MANAGER, COACH, UMPIRE, AND VOLUNTEER. IF YOU SEE AN UNSAFE ACT OR CONDITION, TAKE ACTION AS APPROPRIATE TO PREVENT INJURY.***