

## **NORTHWEST DOWNEY LITTLE LEAGUE POLICY/BY-LAWS 2021**

THE FOLLOWING LEAGUE POLICY HAS BEEN APPROVED BY THE BOARD OF DIRECTORS OF NORTHWEST DOWNEY LITTLE LEAGUE INC AND IS IN FULL FORCE FOR THIS SEASON. THIS POLICY GOVERNS THE LITTLE LEAGUE, JUNIOR LEAGUE, SENIOR LEAGUE, AND CHALLENGER PROGRAMS, AND IS SUPPLEMENTARY TO THE RULES AND REGULATIONS OF THESE PROGRAMS AS SET FORTH BY LITTLE LEAGUE BASEBALL, INC.

### **BOARD OF DIRECTORS**

A. All Directors are responsible to the Board of Directors ("The Board") for the positions to which they were elected, which includes attendance at board meetings and participation in scheduled events. They will enforce all local league rules and policies established by the Board, as well as specific regulations governed by Little League Baseball, Inc. ("LLBI"). Failure of any Director to properly discharge his/her duties or maintain the code of ethics as described in LLBI playing rules and operating manual, shall be just cause for removal from the Board by the appropriate voting action.

B. All Directors are required to attend all Board of Director meetings. If unable to attend any meeting, prior to the meeting you must notify the President or Secretary as to the reason for their absence. In addition, the Director should contact the President after the meeting for an update on activities.

C. Any Director who misses a meeting will lose their voting privileges at the next regularly scheduled meeting attended by that Director, unless the Director's absence was excused.

D. Two consecutive absences without appropriate notification or a pattern of inactivity (Board Meetings and/or Board Member on Duty assignments) shall be just cause for removal from the Board by the appropriate voting action. This voting action may be taken by the Board at the next regularly scheduled meeting, immediately following the second consecutive absence, or at any subsequent meeting thereafter.

E. All Directors shall serve as a "Board Member on Duty" on game days according to a voluntary sign up or a rotating schedule submitted by the Vice President. Board members on duty shall be responsible for replacing themselves with another willing board member if they are not able to show for duty, and immediately notify the Vice President of any changes. A Director should not be on duty while his or her child has a game.

F. All voting at Board meetings shall be done by a show of hands. Voting will take place following a motion that has been seconded by another member of the Board. The President or presiding officer will announce the result and instruct the board as to any action that is needed as a result of the vote. At any time, the Board may vote to use confidential ballots approved by a simple majority vote.

### **BOARD DUTY RESPONSIBILITIES**

A. The Board Member on Duty shall deliver a written Daily Report to the Vice President at the completion of each shift, listing the events of the day to include infractions,

ejections, protests, and incomplete games.

B. The board member on duty, prior to leaving the fields, shall verify all areas have been properly maintained and secured. This includes raking and watering of all fields in use that day, trash pickup, equipment bins security, and securing, locking the gate to Rio Hondo School, and big yellow swing gate on Cherokee. The board member on duty will document any infractions on the Daily Report and notify the Vice President immediately. The Vice President will bring the issue to the attention of the Board so the appropriate disciplinary action may be taken.

C. The board member on duty shall help the snack shack volunteers for that day perform the cash count and Treasurer's receipt deposit slip (unless a member of the Snack Shack Committee is present and available to do so) and be responsible for any fundraiser or event ticket sales.

D. The board member on duty cannot simultaneously participate in any activities (including managing, coaching, or team mom - the main function of board member on duty is to handle any questions or problems that may arise).

E. The following Directors shall serve on the:

**Disciplinary Committee:**

1. President
2. Vice President
3. Chief Umpire
4. Coach Coordinator
5. Safety Officer
6. Secretary
7. Division Representative from the respective division

**Protest Committee:**

1. President
2. Vice President
3. Chief Umpire
4. Coach Coordinator
5. Safety Officer
6. Secretary
7. Division Representative from the respective division

The Directors on each committee must be impartial to rule fairly. Therefore, they shall be present, but may not vote in a protest or disciplinary hearing involving, in any way, a family member's team or division. The appropriate committee shall be notified of the issue at hand by the President or his designee and will meet within 72 hours of the reported incident with minutes be taken. The President shall give a minimum of 24-hour notice of the meeting to any and all parties involved in a protest or disciplinary action. A minimum of three Directors must be present. The President shall appoint any other Director to serve if anyone of the above are disqualified or cannot attend.

F. All Directors shall execute their duties in a timely and efficient manner to ensure an effective overall program. Failure to properly handle board duty assignments as scheduled may result in disciplinary action by the Board at the next regularly scheduled meeting.

## **Board of Directors Position Responsibilities**

**President – Ernesto Valle - [president@nwdllbaseball.com](mailto:president@nwdllbaseball.com)**

562-430-3727 ext. 1

A. Conduct the affairs of the local league and execute the policies established by the Board of Directors.

B. Present a report of the condition of the local league at the annual meeting.

C. Communicate to the Board of Directors such matters as deemed appropriate and

- make such suggestions as may tend to promote the welfare of the local league.
- D. Be responsible for the conduct of the local league in strict conformity to the policies, principles, rules and regulations of LLBI as agreed to under the conditions of charter issued to the local league by that organization
  - E. Designate in writing, other officers, if necessary, to have power to make and execute for/and in the name of the local league such contracts and leases they may receive, and which have had prior approval of the Board.
  - F. Investigate complaints, irregularities and conditions detrimental to the local league and report thereon to the Board as circumstances warrant.
  - G. Prepare and submit an annual budget with the assistance of the Treasurer to the Board of Directors for approval and be responsible for the proper execution thereof.
  - H. With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
  - I. Attend all District LLBI meetings to give a report to the local league Board of Directors, the purpose and the events of such meetings.
  - J. Provide to each member of the Board of Directors a copy of the Constitution and By-Laws, the current League Policy, the LLBI Operating Manual and the Official Regulations and Playing Rules for all divisions of LLBI, as soon as physically possible.
  - K. The President of the League shall submit the names of Manager/Coach Candidates for approval by the Board. All managers and coaches must complete and pass the volunteer application form, background check, California Concussion Training requirement, and sexual abuse training.

**Vice President – Roger Alfaro - [vp@nwdllbaseball.com](mailto:vp@nwdllbaseball.com)**

- A. Responsible for development of Parent Handbook for each division.
- B. Coordinates mid-season and year-end evaluations.
- C. Monitors games for quality of program and leadership.
- D. In case of disability or absence of the President, and provided he/she is authorized by the President or the Board to so act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President.
- E. Game schedule coordination for each division.
- F. Shall be responsible for reviewing the Daily Report on a regular basis, at a minimum of once a week.

**Secretary – Patty Salgado – [secretary@nwdllbaseball.com](mailto:secretary@nwdllbaseball.com)**

- A. Responsible for recording the activities of the local league and maintain appropriate files, mailing lists, and necessary records.
- B. Maintain a list of all regular members and directors and committee members and give notice of all meetings of the local league.
- C. Keep the minutes of the meetings of the Members and the Board of Directors and cause them to be recorded in a book/digital kept for that purpose.

- D. Shall conduct all correspondence not otherwise specifically delegated in connection with said meeting.
- E. Notify Members, Directors, Officers and committee members of the election or Appointment.
- F. Coordinates Newsletter development and mailing, if so, directed by the board.
- G. Maintain the calendar of NWDLL dates and events.
- H. Serve as a member of the Protest and Disciplinary Committee.

**Treasurer – Wendy Juarez - [treasurer@nwdllbaseball.com](mailto:treasurer@nwdllbaseball.com)**

- A. Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- B. Keep records for the receipt and disbursements of all monies and securities of the local league, including the Auxiliary, review all payments from allotted funds and draw checks in agreement with policies established in advance of such actions by the Board of Directors or subsequent to separate approval of the Board. All disbursements by check must have two signatures.
- C. Prepare an annual budget and financial report, under the direction of the President, for submission to the Board of Directors at the annual meeting.
- D. Attach a copy of the local league bank statement along with the Treasurer's Report to be submitted at the first meeting of each month submitted to the President and District 29.
- E. Prepare all tax filings for NWDLL in conjunction with the President.

**Safety Officer – Tabitha Forsythe - [safety@nwdllbaseball.com](mailto:safety@nwdllbaseball.com)**

- A. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball.
- B. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- C. Maintain adequate insurance forms and information in the snack shack and be responsible for the administration of any insurance claims to Little League Baseball, Inc. until resolved.
- D. Be responsible for the mandatory background check, concussion protocol training, and sexual abuse training for all league volunteers as determined by Little League Inc and our Board of Directors. Submit the ASAP Safety Packet On-Line to LLBI as required.

**Player Agent – Kristyn Pearson - [playeragent@nwdllbaseball.com](mailto:playeragent@nwdllbaseball.com)**

562-430-3727 ext. 2

- A. Record all player transactions and maintain an accurate and up-to-date record thereof
- B. Receive and review applications for player candidates and assist the President in checking residence and age eligibility

- C. Develop promotional information for players, schools, etc.
- D. Schedule sign ups and registration, try-outs and draft dates
- E. Assist in assigning players to T-ball and Single A teams.
- F. Coordinates player movement
- G. Assists in All-Star balloting
- H. Monitors games for quality of player participation and divisional programs.
- I. Maintain a league mailing (player) list for all divisions and any other necessary records pertaining to player information with the assistance of the League Information Officer.

**Chief Umpire – Johnny Lemucchi – [uic@nwdllbaseball.com](mailto:uic@nwdllbaseball.com)**

- A. Solicit bids and make recommendations for umpire service for Board approval
- B. Coordinate NWDLL procedures with umpire service to ensure quality and consistency of officiating
- C. Schedule managers and coaches for policy and rules training
- D. Notify umpire service and volunteers of all schedule changes

**Division Representatives – See [www.nwdllbaseball.com](http://www.nwdllbaseball.com) for complete listing**

- A. Solicit managers and coaches for their respective divisions.
- B. Assist in assigning players to T-Ball and Single A Teams
- C. Meets with each team in his/her respective division to assist in training managers, coaches, and team moms.
- D. Coordinates special rules and procedures for their respective divisions for board approval.
- E. Monitors games for quality of player participation and divisional programs.
- F. Obtain and maintain a list of managers and coaches with the guidance of the Coach Coordinator and present the list of managers and coaches to the President two weeks prior to the start of try-outs.

**Challenger Representative – Patty Salgado – [challengers@nwdllbaseball.com](mailto:challengers@nwdllbaseball.com)**

- A. Solicit players, managers, coaches and helpers.
- B. Coordinate schedule of teams.
- C. Assist in sign-ups online.
- D. Monitor games for quality of program and experience.

**Fields Manager – Open**

- A. Coordinate field modifications and construction with the City, School District, and the Board.
- B. Schedule work parties and day of service for all projects.
- C. Train managers and coaches on proper procedures for field preparation and maintenance.
- D. Order and maintain field maintenance tools, equipment, supplies as necessary.

E. The Fields Manager has the authority to spend up to a total of \$200.00, without board approval, between scheduled board meetings with the prior approval of the President or Vice President and the need for the expenditure. The Fields Manager must submit the reason for the expenditure and the receipts at the next scheduled board meeting for payment.

**Official Scorekeeper – OPEM - [scorekeeper@nwdllbaseball.com](mailto:scorekeeper@nwdllbaseball.com)**

- A. Schedule score keeping training session for all potential volunteers.
- B. Monitor scorebooks for accuracy and rules violations each week.
- C. Keep and post official standings at field and provide the League's Information Officer with the standings to be posted on the League's website.

**Equipment Manager – Roger Alfaro - [equipment@nwdllbaseball.com](mailto:equipment@nwdllbaseball.com)**

- A. Maintain a current inventory of equipment on hand.
- B. Solicit bids on all playing equipment and player uniform requirements for the current year for Board approval.
- C. Shall be the only Board Member authorized to order player equipment and player uniforms, including all-star uniforms and jackets, on behalf of NWDLL. All Star Managers are not allowed to order all-star uniforms, jackets, etc.
- D. The Equipment Manager has the authority to spend up to a total of \$1,000.00 between scheduled board meetings, with the prior approval of the President or Vice President and the need for the expenditure. The Equipment Manager must submit the reason for the expenditure and the receipts at the next scheduled board meeting for payment.
- E. Order players regular season uniforms as necessary.
- F. Order All-Star and President's Day teams' uniforms.
- G. Solicit bids for trophies and/or medals for Board for approval.
- H. Repair and/or replace equipment as necessary.
- I. Order game equipment and supplies as necessary.
- J. Responsible for managers checking in and checking out of team equipment while taking a \$300 check deposit for the gear issued during the season of play. The check will be returned when all equipment is returned in a useable manner.
- K. Responsible for issuing storage bin keys.

**Sponsorship Chair – Don Hurtikant - [sponsors@nwdllbaseball.com](mailto:sponsors@nwdllbaseball.com)**

- A. Solicit community and outside sponsorships.
- B. Solicit teams for sponsorships.
- C. Solicit yearbook bids for Board approval.
- D. Proof all ads, team photos, etc.
- E. Coordinate printing and distribution of yearbooks
- F. Track and distribute sponsorship plaques.
- E. Responsible for sponsor banners being made for our fields

**Auxiliary Chair– Maria Aldana - [auxiliary@nwdllbaseball.com](mailto:auxiliary@nwdllbaseball.com)**

- A. Responsible for running the day-to-day operations of the snack shack.
- B. Solicit bids on equipment and services required for maintenance and present for Board approval.
- C. Assemble Snack Shack Committee and keep up-to-date working schedules.
- D. Acts as a member of the Snack Shack Committee, ensuring parent volunteers are scheduled to assist in the snack shack on all game days.
- E. Propose a budget and present to the Board for approval.
- F. Ensure a full accounting of all receipts is done at the end of each day and is witnessed by another board member and is reported to the Treasurer.
- G. Submit all receipts to the Treasurer.
- H. Responsible for heading Auxiliary Committee and working with Sponsorship & PR Chair on Fundraising to solicit different programs for fundraising for Board for approval.
- I. Assemble Auxiliary Committee and keep up-to-date working schedules and fundraising income forecasts.
- J. Acts as the primary point of contact for all team parents regarding league events, fundraisers, and volunteer efforts.
- K. Assists the Information Officer/Website Coordinator with promoting all league activities and events.

**Information Officer/Tech Guy– Josh Forsythe - [techguy@nwdllbaseball.com](mailto:techguy@nwdllbaseball.com)**

- A. Manages the leagues official website, social media, Google Suite, Google Drive, hosting site, PayPal, Microsoft 365, laptops, snack shack printer, future internet for snack shack, cameras, and anything related to technology and/or subscriptions for our league.
- B. Manages the online registration process not limited to returns, cancellations, etc.
- C. Assigns administrative rights to other members as deemed appropriate.
- D. Promotes league activities and events on the website and on social media sites.
- E. Ensures league news, game schedules, and scores are updated on a regular basis.
- F. Collects, posts and distributes important information on league activities on to the league website, to Little League Baseball, District 29, the public, league members, and media as appropriate.

**Parliamentarian – Open**

- A. Maintain order at all Board Meetings and any other scheduled Board activities where discussion will take place incorporating Robert's Rules of Order.
- B. Working in conjunction with the President, the Parliamentarian has the responsibility to facilitate discussion among the Directors.
- C. Control and maintain the proper decorum appropriate for a Board of Directors meeting.

**Committee Responsibilities:**

### **Snack Shack Committee**

- A. Each year the Snack Shack Committee will set the pricing policy for all items to be sold in the Snack Shack, subject to Board approval.
- B. Each team will be responsible for staffing the Snack Shack according to the schedule established by the Snack Shack Committee. A member of the Snack Shack Committee (or the Board Member on duty if a Committee member is not available) shall assist the Snack Shack volunteers verify the Snack Shack daily cash total and issue a receipt for that amount to be attached to the Daily Report before leaving the field and assure that the funds are deposited in the bank at the end of the playing day. The Daily Report shall reflect the name of the person who made the deposit.
- C. A member of the Committee will be responsible for documenting the attendance and absences of parent volunteers scheduled to work each game day in the Snack Shack in accordance with the Snack Shack Agreement form.

### **Auxiliary Committee**

- A. The Auxiliary Committee with the assistance of the Sponsorship Chair shall be responsible for handling all fundraising, such as candy sales, pizza night, other food nights, Angel and/or Dodger night, bowling nights, home run derby, hit a thon, fire work stand, etc.

### **Procedures Sign-Ups and Late Registration**

Open registration shall commence on dates scheduled by the Player Agent and approved by the Board. A final date to accept registered players for the upcoming season will be determined by the Board and in no event be less than one (1) week prior to the first try-out session. Any player that wishes to play in the upcoming season after the final sign-up date will be placed on a "Waiting List" to be maintained by the Player Agent.

Any returning players to the Major, Junior, and Senior Divisions will have 48 hours prior to the draft of each respective division to register to play in the upcoming season. A registered, certified, return receipt letter and/or email will be sent by the Player Agent to each respective player advising him/her of the last date for registering. Failure to register within the time specified will prohibit players from playing in the upcoming season.

### **Refund Policy**

NWDLL has a No refund policy for any player, that is on a Team Roster after the try out date set for the upcoming season. For any players that become hurt and are no longer physically capable of playing the remainder of the season, or it is discovered that they are no longer capable due to a medical condition that was previously unknown but must have Board Approval is subjected to a pro-rated refund.

### **Player Draft**

- A. All Returning Player Programs shall draft based on reverse finishing order from the previous year's final standings. All Non-Returning Programs shall draft utilizing a



"Snake System" in all rounds.

B. Expansion of teams in any Returning Player Programs shall be conducted in accordance with the Little League Inc Rules (Green Book). This method of expansion is conducted by forming a player pool. The player pool is formed by requiring the team with the fewest returning players to place one player into the pool. For example, if Team A has four returning players, Team B has five returning players, and Team C has six returning players, Team A would place one player into the pool, Team B would place two players into the pool, and Team C would place three players into the pool. A manager may not place his child into the pool. After the pool has been established, the manager for the expansion team will select the same number of players from the pool as the team with the fewest returning players. Based upon the example previously provided, the expansion manager would select three players from the pool. After the expansion manager selects the players from the pool, the remaining players in the pool return to their original teams. The selections by the expansion manager shall occur prior to the first regular round of the draft. The expansion team(s) will draft in the first slot(s) in the regular draft.

C. If the number of teams in any Returning Player Program is to be reduced, the Board of Directors will decide which team(s) is to be deleted from the division. All returning program players affected must be reassigned by a preliminary draft (reverse finishing order of previous year) to other returning program teams prior to the regular player draft involving new candidates. Once the preliminary draft is complete, the regular player draft starts over in the reverse order of finish, without regard to the last team to pick in the preliminary draft. Any player returning to a Non-Returning Player Program shall be drafted in the same division or a higher one.

D. The number of teams and players per team in the Senior, Junior, Major, AAA and AA Divisions shall be determined by the/Board prior to the tryouts based on player availability, player maturity, and playing skills. No team shall have less than 11 players, except for Majors which must be at 12.

E. Any player who does not participate in at least 50% of the tryout sessions is not eligible to be drafted or called up to a higher division at any time during the season. The Board may waive this requirement by the appropriate voting action.

F. All players who do not try-out may be placed on a team by random drawing attended by a committee consisting of the President, Vice President, Player Agent, and Division Rep except the Major Division where all teams will have returning Players and/or Players who tried out. All managers of the division in question shall be notified in advance and may be present to watch this random drawing. Priority will be given to any team(s) that falls below the original level of drafted players, and then all teams will be drawn equally.

G. Player replacement shall be handled in accordance with LLBI's regulations. The Player Agent shall conduct, or cause to be conducted, any and all procedures for the purpose of trading, picking up or optioning players. Any such options, trades or pickups must be approved by the Player Agent and are all subject to the final approval of the Board. No team shall be able to add a player to its roster within six games of the end of its regular season, unless the roster drops below nine players.

H. Any problems arising from the aforementioned will be reported to the Board of Directors within 24 hours. If unresolved, it shall be brought before the Board of Directors

at a special meeting called for that purpose.

I. All Minor League Players are subject to being drafted or picked up to an upper division team. This provision applies to sons/daughters of Managers and Coaches as well. The protection of a manager's child or coach's child is not recognized by LLBI (Green Book).

J. If a Player refuses to stay on an upper division team after being drafted or picked up the player loses his/her eligibility to play on any other upper division team for the remainder of the year and postseason participation.

### **All-Star Selection**

A. If a player quits an All-Star team before it has completed playing all its games or refuses being drafted to a specific team; the Manager must notify the President and Player Agent within 24 hours of the incident.

B. All players selected to an All-Star team of his/her respective division must have a certified birth certificate and three proofs of residency submitted to the President and Player Agent for verification by the District.

C. The All-Star selection meeting for Senior, Junior, Major, and AA Divisions shall be limited in attendance to the Managers of that division, President, Vice President, Player Agent, Division Rep, and one Presidential appointee. If a division has less than six teams, the All-Star selection may also include one coach from each team in that division. The President's appointee may not be related to any players on the All-Star ballot.

D. All-Stars will be selected by ballot of the Managers in their respective divisions in the following manner:

1. The Division Managers shall make nominations for players for the All-Star teams. After all nominations have been made, these player candidates shall be voted on in the following manner:

a. 1st round of the voting shall consist of each manager voting for 12 candidates. Any candidate receiving all available votes will automatically be on the team.

b. 2nd round of the voting shall consist of each manager voting for the remaining number of player positions available. Any candidate receiving all, but one available vote will automatically be put on the team.

c. 3rd round of the voting shall consist of each manager voting for the remaining number of player positions available. Any candidate receiving all, but two available votes will automatically be put on the team.

d. After three rounds of voting, the All-Star Manager may select the remaining players needed to fill the roster with the input of the division Managers and Board members present.

2. Each manager and depending on the number of teams in the division, one coach must vote for the total number of candidates as determined by the manager/Board which shall be no less than 12, with a maximum of 14. A vote may be cast for any player on the ballot. All ties for the final position will be re-voted.

3. If the roster should fall below the 12 or 14 player requirements, the All-Star Manager will fill the roster with a candidate from all eligible players not selected in the original All-Star Draft by the Player Agent.

E. All-Star Managers from each team/division/age group will be selected by the Board of

Directors. All-Star managers for each team shall select his/her coaches thereafter. Accepting or declining the managerial position shall be done in writing/email to the President within 24 hours of being offered the team.

F. The 8U Select All-Stars will follow the full and complete process as above.

G. Players in the Junior, Major, AAA, AA, and A Divisions are eligible in the President's Day game.

They shall be selected by a vote of the players in their respective divisions only. Each player may vote for a Board approved number of players from his/her team. Players are not permitted to vote for themselves. In the event of a tie between two or more players for the final spot, the tie will be resolved by a vote from the players Manager and two coaches.

H. The President's Day All-Star teams will be given the top two highest winning percentage managers based on a completed game schedule, and so on, may serve in their respective divisions. If no managers are found after following these guidelines, the Board will select the manager. Player assignments Player Agent and President. No more than 3-4 players from any one regular season team (depending on number of teams) may be on the same President's Day All-Star Team.

## **Schedules**

A. Divisions shall be named as follows:

5 – 22-year old's Challenger Division

14 - 16-year old's Senior Division

13 - 14-year old's Junior Division

10 - 12-year old's Major Division\* (9-year-old maybe approved per Board approval)

9 - 11-year old's AAA\*\* (8-year-old maybe approved per Board approval)

7 - 9-year old's AA\*\*\* (6-year-old maybe approved per Board approval)

6 - 7-year old's Single A\*\*\*\* (5-year-old maybe approved per Board approval)

3 - 5-year old's T-Ball\*\*\*\*\* (3-year-old maybe approved per Board approval)

\*9-year-old players are eligible with manager interest, parent approval and determination of the Board or its designated committee in accordance with LLBI rules.

\*\*8-year-old exceptions for safety will be considered & determined by the Board or its designated committee in accordance with LLBI rules.

\*\*\*6-year-old players are eligible with manager interest, parent approval and determination of the Board or its designated committee in accordance with LLBI rules.

\*\*\*\*5-year-old players are eligible with manager interest, parent approval and determination of the Board or its designated committee in accordance with LLBI rules.

\*\*\*\*\*3-year-old players are eligible with manager interest, parent approval and determination of the Board or its designated committee in accordance with LLBI rules.

Note: The Board may adjust age brackets in any division by the appropriate voting action, if it is within LLBI guidelines.

B. The fields practice schedule shall be set by the Division Representatives.

C. A team must be able to field a team within 10 minutes of the scheduled start time. If a team is not able to field a team within 10 minutes of the scheduled start time; the Board Member on Duty must be notified, and the game may be rescheduled or declared a forfeit as determined by the Board if the game has potential playoff implications. This rule is not applicable to T-Ball or A Divisions.

D. No standings will be kept in the T-Ball and A Divisions. There will be no named champion in these divisions. Single A will have a tournament at the end of their season to determine a division champion.

E. The home team shall use the third base dugout. In AA, AAA, and Major divisions, the game balls will be provided to the umpires through the snack shack. The official book will show the official start time of the game, rotation of the players, number of pitches thrown by each pitcher, and the score of the game. There will be no score kept in the T-Ball and Single A will have an unofficial score. A manager or coach shall not be permitted to be a game's official scorekeeper from the dugout or field of play.

F. Divisions where team standings are duly accounted for shall be on a Won/Loss percentage. All unofficial games will be finished and/or replayed on the first possible day when a field is available, as determined by the League Vice President. All tied games in Majors, AAA, AA divisions will need to be played before the next scheduled game between the same two teams, however, in AAA, AA if the tied game does not alter the standings, the game can be recorded as a tie game at the discretion of the Board.

G. In the event of a tie in the standings at the conclusion of the season, the following shall serve as the tiebreaker:

1. Results (won/loss) of head to head games of the teams tied
2. Total score of head to head games of the teams tied
3. Fewest runs allowed by the teams tied.

H. League play - Juniors, Majors Division will be determined by overall standings. AAA Division will be determined by a 1st half winner and 2nd half winner. If there is a different winner in any half, the two winners from each half (if different) will have a (3) game playoff series (if time permits) to determine a division champion. If we are up against time constraints it will be a (1) game winner take all championship game. The Vice President shall select the official scorekeeper and the home team shall be determined by a coin toss before each game. During the Championship tournament, all rules will be provided to the managers of the tournament teams prior to the start of the tournament.

I. AA will have a championship tournament of the top four teams in the standings based on single elimination. The seedings for the AA tournament will be based on the regular season record with the team with the best overall record with the number (1) seed and so forth. (ie. 1<sup>st</sup> vs 4<sup>th</sup> and 2<sup>nd</sup> vs 3<sup>rd</sup>)

J. All standings shall be computed by the league's official scorekeeper and shall be noted as final.

K. Managers are responsible for providing a score keeper or be penalized. First game without providing scorekeeper, the manager will be provided a warning; second game the manager will appear before the Disciplinary Committee prior to his next scheduled game and may be subject to a one game suspension. If this should happen more than two times, the Disciplinary Committee may suspend the manager for the remainder of the season.

### **Safety**

A. All players shall be properly warmed up before the start of the game.

B. To be eligible to play, all catchers must wear a cup during games and practices. All male players must wear an athletic supporter, compression shorts, or jockey underwear.

C. Bat boys/girls are not permitted in any division.

- D. No on-deck batters are permitted in the Major Division and lower divisions, period. Only the player at bat shall have a bat in his/her hand. No other player shall be permitted to hold a bat during the game.
- E. The opposing team/players shall not occupy any part of the playing field while the other team is doing pre-game infield/outfield.
- F. Practice fields are limited to only those covered by the NWDLL league insurance policy.
- G. Any injury to a player in a practice or game shall be reported that same day to the Safety Officer, President, and the Divisional Rep so that the appropriate insurance action can be completed in a timely fashion.
- H. Throwing or misuse of equipment is not allowed and will result in player's ejection from the game.
- I. All catchers' masks must have throat protectors. Catchers' helmets must supply full coverage.
- J. All adults providing support or services without pay are Volunteers of the League and the following groups will be required to submit to a Little League Background Check: Board Members, Managers, Coaches, Team Moms, or any other adult interacting with the children.
- K. There will be no hitting of any baseballs into any fences, walls, trees, or backstops at any time.

## **Managers and Coaches**

- A. The 2021 Managers and Coaches Agreement, by reference hereto, is incorporated as part of this League Policy. Prior to the issuance of any equipment the full Managers Packet must be signed, completed, and turned in.
- B. Any candidate for a manager position in the Major Division must have served one year as a manager in the Minor Division or one year as a coach in the Major Division unless waived by the Board of Directors.
- C. In the event of an opening on a team for a player, the manager must notify the Division Player Agent within 24 hours and has seven days to fill that position. The manager must submit a written list to the Player Agent of five ranked players that he/she wishes to pick up. If the manager fails to pick up a player within the allotted time, the Player Agent, shall select the player for the manager, all subject to the final approval of the Board. If there is a conflict of interest of any of these committee members, the President will appoint another Board member to replace the director in question.
- D. Throwing equipment in anger, using abusive language, adhering to appropriate dress code, or unsportsmanlike conduct by a manager, coach or player will result in ejection from the game. The umpire must inform the Board Member on Duty of an ejection at the field and complete an umpire's report form and submit it to the Snack Shack before he/she leaves the field. This includes ALL practices and game fields. A hearing will be had with the Disciplinary Committee within 72 hours of the incident to discuss any additional ramifications.
- E. Adults may not warm up any pitcher/player at any time (practice or game) in any

division.

F. Cell phones usage in the dugout by managers, coaches, team mom will be extremely limited. Any manager, coach, or team mom not adhering to this rule will be subject to disciplinary action determined by the Disciplinary Committee. Repeated offenses will subject the manager, coach, or team mom to the Board of Directors for disciplinary action that may include his/her removal as manager, coach, or team mom for the remainder of the season. Cell phones are not permitted in the dugout or field by players at any time.

G. When a manager, coach, team mom, player and/or parent are ejected from a game, they shall leave the field immediately and take no further part in that game. They may not sit in the stands and may not be recalled. A manager, coach, team mom, or parent that is ejected from a game must not be present at the game site (this includes all sitting areas, outfield, field behind the home run fence, behind the dugouts, etc.) for the remainder of that game. Any such ejection must be noted on the Daily Report.

H. All Managers, Coaches, and Team Moms on the field or dugout must wear the team colors. Managers, Coaches, and Team Moms must look professional and it is encouraged to match - your shirt (preferably a polo), hats straight and forward, and shorts and pants neat, not holes, and not baggy.

## **NWDLL Bullying Policy**

Given the serious effects bullying has on youth and organizations, NWDLL can't simply dismiss it as a "normal" or inevitable part of childhood. There is nothing "normal" about ongoing incidents of harassment, violence and intimidation. Bullying not only leads to anxiety and low self-esteem in youth who are targeted, but also causes other youth to feel unsafe. Youth of all ages deserve the right to feel safe and supported by all NWDLL Board Members, Coaches, and parents. NWDLL's purpose and responsibility is to address all bullying issues that take place on NWDLL fields, activities and during NWDLL games. Taking Bullying behavior seriously is an important step in working toward a safe and effective program. By raising awareness throughout our league, Board Members, Coaches, and Parents can work together to ensure that NWDLL is a place that youth and parents feel welcome and included.

Bullying is:

- Intentional, repeated harmful acts, words or other behavior that makes the victim feel hurt, scared, and/or ashamed
- An imbalance in real or perceived power must exist between the bully and the victim
- Not intentionally provoked by the victim(s)

Types of Bullying:

- Physical Bullying: Hitting, stealing, shoving, strangling, hair-pulling, biting, excessive tickling, or any other deliberate and inappropriate touching.
- Verbal Bullying: Hurtful name-calling, taunting, threatening, gossip, and teasing
- Emotional Bullying: rejection, terrorizing, extorting, humiliating, black-mailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, and peer pressure.
- Harassment: includes many of the actions listed above and sexual harassment involving actual physical contact or explicit written/verbal language. In many cases,

same-gender and cross-gender sexual harassment may also qualify as bullying. If any individual (youth or adult) involved in bullying, the following consequences can be given depending on the bullying situation at the discretion of the NWDLL Disciplinary Committee.

- Verbal Warning
- Suspensions
- Expulsion from NWDLL
- Local Law Enforcement Involvement

With each of these consequences, Parents and/or legal guardian will be notified. Following due process procedures appropriate consequences will be assigned.