



## **2018 POLICIES & PROCEDURES**

### **BOARD OF DIRECTORS MESSAGE**

Welcome to what promises to be another eventful and rewarding season of Ewa Beach Little League Baseball.

The purpose of Little League Baseball is to assist our youth in developing qualities of citizenship, discipline, teamwork, and physical well being, accompanied by proper guidance and exemplary leadership.

Through team sports your child shall acquire the knowledge on the importance of teamwork, sportsmanship, positive attitude, and exhibiting respect. Your child shall develop a positive self-image by mastering playing skills, and experience success and disappointment as an individual and as a team.

Policies and Procedures play a very important role toward the success of Little League Baseball. The following policies and procedures were established to insure that Ewa Beach Little League consistently adheres to the Rules and Regulations of Little League Baseball and the original concepts of discipline, sportsmanship and safety. It has survived and grown under these concepts and deeply rooted unselfish philosophy of volunteer service.

As parents and supporters, there are numerous ways, which you are able to contribute as a volunteer. We are in constant need of team managers, coaches, board members and umpires. If you are not comfortable serving in any of these positions, we encourage you to support your team in some other capacity, such as team mom, scorekeeper, field maintenance, booster club member or some other position that contributes towards the successful operation of Ewa Beach Little League.

By becoming involved, the Little League program becomes an extension of the family unit and a family experience that brings both satisfaction and pride.

From its inception, Ewa Beach Little League has been dedicated in helping youngsters and has earned the admiration of thousands of graduates whose lives it has touched.

We hope you will benefit from the experience in Ewa Beach Little League and that your children will enjoy its blessings.

## **CHALLENGER DIVISION**

The Challenger Division of Little League Baseball is a program for mentally and physically disabled youths, to enjoy the full benefits of Little League participation in an athletic environment structured to their abilities.

The philosophy of the Little League Challenger Division is to provide the framework so that every Little League program may offer a structured, athletic activity for all youths in the community. Playing equipment, uniforms, official shoulder patches, umpires, player “buddies” from other divisions and any special event activities that are provided for existing divisions, are to be available for the Little League Challenger participants as well.

Chartered by the United States Congress as an educational program, it is incumbent upon every league administration to provide the same organization structure as is offered the other Little League divisions, and to assimilate the Little League Challenger participants into the structure of the Little League program.

Some flexibility to applicable rules and regulations is permitted in the Challenger Division to meet individual program needs.

## **AMENDMENTS/AUTHORITY TO DISCIPLINE**

Amendments to these policies may be made at a scheduled board of directors meeting by a majority vote of the total number of Directors present. Proposed amendments shall be submitted in writing to all board members, one meeting prior to the meeting to be voted upon. The policy committee and/or the board of directors shall review the Policy Manual every two- (2) years during the month of July.

When a specific incident or occurrence is not addressed in this manual, the Board of Directors or an appointed committee shall conduct a fair and impartial hearing and/or inquiry. The Board of Directors, by a majority vote of those present at a duly constituted meeting, shall have the authority to rule, discipline, suspend or terminate the individual(s) when the conduct of such person(s) is considered detrimental to the best interests of Ewa Beach Little League or Little League Baseball. The ruling or disciplinary action shall be consistent with the facts as presented to the Board of Directors or committee.

## **DRUG POLICY**

Little League Baseball, Inc. and Ewa Beach Little League have a NO TOLERANCE POLICY. All drugs and vitamins shall be administered only by the player's parent(s) or authorized individual.

## **ELIGIBILITY**

Ewa Beach Little League accepts males and females 4 - 16 years of age, who reside or attend school within the boundaries designated by Little League Headquarters.

"Grandfathered" is a term often utilized by our members, however, it is not accepted by Little League Baseball and Ewa Beach Little League. The accepted term is exempt. Ex. Applicants who are exempt from the boundary rules by being eligible under:

Regulation II, which applies to players living outside the league's boundaries because their residence has changed or the league's boundaries have been revised,

OR

Regulation IV, which applies to a family which had lived within the league's boundaries for two or more years and has and will continue to serve as a dedicated volunteer manager, coach or board member after moving outside of the league's boundaries.

## **CURRENT BOUNDARIES**

Our current boundaries are:

Starting at (1) the North end of Old Farrington Rd. and heads South-west (2) fronting Ewa Villages Golf Course. Heading South (3) past Hawaiian Railway society turn South-East onto (4) Roosevelt Ave., follow road to Essex Rd. until the Pacific Ocean's shoreline. Following the shoreline (5) past Ewa Beach housing to the South-eastern tip of Iriquois Point, then (6) around the Naval Magazine through Pearl Harbor West Loch. Finally extending North (7) and ends at the back end of West Loch Fairways.

Major Roadways: Old Fort Weaver Rd., Hawaiian Railway Society Rd., Roosevelt Ave and Essex Rd.

## **REGISTRATION AND RESIDENCY REQUIREMENTS**

Registration is normally held periodically throughout the year. Specific dates, times and fees are printed in the pre-registration newsletter and/or handouts, which are emailed to

the membership from prior seasons. If possible, signs are also posted in various locations within the community. Notice is also posted on our League Website.

During registration, the league shall have on display a large detail map showing the precise boundaries. Players will be eligible to play only if they reside or attend school within the boundaries provided to and approved by Little League Baseball, Inc.

A player will be deemed to reside within the league boundaries if:  
His/her parents are living together and are residing within such league boundaries, OR:  
Either of the player's parents (or his/her court-appointed legal guardian) resides within such boundaries. "Residence," "reside," and "residing" refers to a place of bona fide continuous habitation.

The residence of each player candidate shall be located on the map and supported by three or more of the following documents of residency of such parent(s) or court-appointed legal guardian:

Beginning with each season, the following changes will be implemented for the **Residency and School Attendance Eligibility Requirements**:

- A school issued report card or performance record will no longer be accepted to establish school attendance. Either **the school enrollment/affidavit form** or an **official/certified school enrollment record dated each season** can be used to establish school attendance for the current season.
- The residence shall be established and supported by documents containing the full residence which includes parent(s) or guardian(s) name, street address, city, state and zip code information, dated or in force for previous year and for current year, from one or more documents from EACH of the three Groups outlined below:

**Group I**

1. Driver's License (photo ID of parent(s) or guardian(s) with qualifying residence address)
2. School records (home address of player's parents or guardians)
3. Vehicle records (i.e., registration, lease, etc.)
4. Employment records
5. Insurance documents (with residence address)

**Group II**

1. Welfare/child care records
2. Federal records (i.e., Federal Tax, Social Security, etc.)
3. State records
4. Local (municipal) records
5. Support payment records
6. Homeowner or tenant records
7. Military records

**Group III**

1. Voter's Registration
2. Utility bills (i.e., - gas, electric, water/sewer, phone, mobile phone, heating, waste disposal)
3. Financial records (loan, credit, investments, etc.)
4. Medical records
5. Internet, cable, or satellite television records

If the claim for residency is challenged, three of the approved documents must be submitted to Little League Baseball Inc., with an affidavit of residency from the parent(s) or court-appointed legal guardian. Little League Baseball will decide the issue. The determination of residency and the penalty for false statements concerning residency will be determined by Little League Baseball and will be final and binding on all parties in interest.

A player will be deemed to be attending a school located within such league boundaries provided the player has been registered at that school as of October 1st of the current school year. A Little League "School Enrollment Form" must be completed by the parent of the player as well as a school official.

Birth certificates shall accompany the registration and medical information forms.

Registration and assessment fees are payable at the time of registration.

There is a \$25.00 service fee for all returned checks. The service fee is determined by the charges levied upon Ewa Beach Little League by the league's financial institution and is subject to change.

## **REGISTRATION / REFUND POLICY**

The 2018 Registration and Assessment Fees are as follows:

<u>Division</u>	<u>Non Refundable Registration Fee</u>	<u>Extended (Minors) or TAD (Tball/Pwee)</u>	<u>Regular Season</u>
T-Ball & Pee Wee	\$25.00	\$100.00	\$135.00
Minors	\$25.00	\$100.00	\$175.00
Majors	\$25.00	NA	\$175.00
50/70 Juniors & Seniors	\$25.00	NA	\$175.00

### **REGISTRATION FEE EXPENSES**

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|--------------------------------|-------------------------|
| 1. Administrative Expenses     | 4. Publications         |
| 2. Handouts/Information Sheets | 5. Postage              |
| 3. Registration Day Expenses   | 6. Opening Day Expenses |

### **ASSESSMENT FEE EXPENSES**

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|--------------------------------|--|
| 1. District Fees               | 8. General Membership Meeting          |
| 2. Tournament Fees             | 9. National Charter Fees               |
| 3. Uniforms                    | 10. Rule books/Operation manuals       |
| 4. Uniform Patches             | 11. Maintenance of equipment           |
| 5. Balls/bases/batting helmets | 12. Accident/Liability/Crime Insurance |
| 6. Catcher's Equipment         | 13. Background Check                   |
| 7. Field Maintenance           | 14. Scorebooks                         |

### **REFUND POLICY**

**Registration Fee \$25.00:** Non-refundable.

**Uniform Fee:** Non-refundable after the uniforms have been ordered.

**Returned Checks:** There is a \$25.00 service fee for all returned checks. Checks will not be accepted from individuals whose checks are habitually returned from the bank.

All *late* assessment fees shall be paid in full, prior to the team selection or player draft. Failure to comply may result in your child being ineligible.

## **INSURANCE**

Action to require all Little League programs to carry accident insurance was legislated by the Little League Congress in 1957.

Little League Insurance does not cover volunteers and players who are present at any unscheduled practice and game. This includes private residences and commercial operations. Ex. batting cages.

### **Accident Insurance:**

All players, as well as adults who serve as managers, coaches, umpires, official scorekeepers, Player Agents and Safety Officers must be covered by accident insurance through Little League Baseball. Little League Baseball will continue to provide the best possible insurance coverage at the lowest costs. One of the ways in which this has been accomplished is to restrain parents from profiting through Little League insurance. An excess provision with a deductible is included in the Little League blanket accident policy, which no longer obligates the payment of medical expenses covered by any other insurance compensation and prevents unwarranted double payments to parents. Your personal medical insurance is the primary insurance.

### **General Liability Insurance:**

Protects our league, sponsors, executive officers, directors, managers, coaches, volunteer umpires and other volunteer workers.

Local leagues hosting tournament games are required to have in force, a million-dollar single limit, bodily injury and property damage liability insurance coverage.

### **Crime:**

This insurance policy available through Little League protects the league against monetary loss caused by dishonesty, disappearance of money, securities or other property, and destruction of money or securities.

NOTE: This policy does not cover vandalism, fire or flood.

## **FUNDRAISING**

All fundraising efforts will benefit the league as a whole and shall be approved by the Board of Directors or the Auxiliary Committee/Booster Club if established. All profits from such fundraisers shall be deposited into the Ewa Beach Little League account. There shall be no individual team fundraisers. Any violation of this policy will result in termination of membership privileges.

## **AUXILIARY COMMITTEE/BOOSTER CLUB**

Of many facets, which contribute to a successful operation of Little League programs, none is more productive of service than the core of volunteers (members and supporters), who comprise the Little League Auxiliary Committee aka Booster Club.

Auxiliary units or booster clubs is proven fund raising agencies within the structure of the league. Every league should encourage parents and supporters of Little Leaguers to become active in auxiliary or booster club affairs. Those leagues having an auxiliary group or booster club invariable rate highest in operation efficiency and the full enjoyment of Little League.

## **UNIFORM POLICY**

**League Uniforms:** The Board of Directors shall solicit bids annually to be the official uniform provider of the Ewa Beach Little League for the entire year. The Board of Directors shall select a vendor who can provide uniforms for Extended Season for Minors/TAD, Regular Season and All Star seasons. The Board of Directors shall work closely with this vendor to ensure uniform orders are completed prior to each season. All teams shall wear their official, unaltered league approved uniforms for all games during Extended season for minors/TAD, Regular Season and All Star seasons.

**Players:** All players participating in Ewa Beach Little League shall be dressed in uniformed pants and league issued jersey and cap during any official scheduled games, including opening ceremonies. During the regular season, the player's name and uniform number are not permitted on the pants and cap, nor is the player's name permitted on the jersey. Altering of uniforms is prohibited. Team jackets are exempt from this rule. Team managers are responsible to insure that this policy is enforced.

**Managers and Coaches:** All Managers and Coaches shall be dressed in shoes and team jersey and cap or booster shirt while serving in the capacity as Manager, Coach or Umpire during all official scheduled games, including opening ceremonies. Team managers are responsible to insure that this policy is enforced. EBLL shall issue 3 caps to each team in all divisions. Additional caps may be purchased through EBLL. (Cost to be determined annually by the board of directors).



Little League Patch: The official Little League patch is to be ironed or sewn on the upper left sleeve of the jersey and is mandatory for all divisions and tournament teams.

## **TEAMS AND UNIFORM COLORS**

The Board of Directors shall work with the approved uniform vendor to provide a range of EBLL uniform colors for Extended Season for Minors/TAD and Regular Season play. All Star uniforms shall be in accordance with EBLL and District approved colors (Black/Orange/White/Grey).

## **COMMUNITY SERVICE**

Annually, members of our league shall participate in a community service project. Typically, this will be in the form of a field service day. We encourage and appreciate your suggestions and support.

## **MANAGER/COACH**

The Little League manager/coach must be more than a coach. Knowledge of the game is essential but it is not the only badge of a Little League coach or manager.

The Little League manager must be a leader. All managers and coaches must recognize that they hold a position of trust and responsibility in a program that deals with a sensitive and formative period of a youngster's development. It is required that the manager/coach has understanding, patience and the capacity to work with youngsters. The manager/coach should be able to inspire respect. Above all else, managers/coaches must realize that they are helping to shape the physical, mental and emotional development of young people.

As a manager/coach of Ewa Beach Little League, he or she shall comply with the conditions of the Code of Conduct during practices, games, team activities as well as activities sponsored by Ewa Beach Little League. Failure to abide by the rules and regulations of Little League Baseball and the Code of Conduct of Ewa Beach Little League may result in a suspension or expulsion.

All manager applicants, in good standing with the league, will be nominated by the League President to be elected by the Board of Directors. Prior to the selection, candidates are required to submit a completed Manager's Application, a signed Code of Conduct form and possibly appear for an interview before the Board of Directors. Failure to comply may result in the removal from consideration.

## **PARENTS AND SPECTATORS**

The Little League parent and spectator must demonstrate that they recognize the effort expended by the volunteer personnel (board member, managers, coaches, umpires etc.) by refraining from unsporting like conduct and “grandstand” managing.

They must realize that the umpire is closest to the play, that each umpire makes a call as he or she sees the play (judgment) and that the umpire is a volunteer who has assumed a difficult but necessary role.

They must also realize that Little Leaguers are children, not professional players, and need encouragement, not criticism. They should applaud good plays; ignore errors, encourage a greater effort, initiative and hustle, congratulate the winner; encourage the loser and most of all enjoy the game for what it is, “A GAME.”

For the sake of good sportsmanship and your child’s enjoyment, lead by example with graceful acceptance. Remember, the coaches, umpires and league officials are volunteers!

## **PLAYER RATING AND TRYOUTS**

Player skill ratings shall be scheduled for the Tee Ball, Peewee, Minor, Major and Junior (Developmental) Divisions. Special tryouts shall be scheduled for the new player candidate(s) in the Junior and Senior Divisions. Notices are distributed at Registration. Please be advised that the player skill ratings and tryouts are mandatory.

During the ratings and tryouts, each candidate should be given the opportunity to:

- Bat/bunt (bunting is not permitted in Tee Ball and Pee Wee).
- Field fly balls (hand thrown for weaker players).
- Field ground balls.
- Throwing.
- Run from home to 1<sup>st</sup> base with candidates having similar league age.

Experienced individuals appointed by the player agent and division director will grade each of the skills on a scale of 1 through 5.

## **INJURED PLAYER**

For safety and liability purposes, the manager shall obtain a written doctor’s release from the parents of an injured player who was under a doctor’s supervision, prior to being permitted to participate in practices and/or games. Managers are responsible to inform their parents and players of this policy.

## **TEAM SELECTION**

### **Tee Ball, PeeWee and Minor Divisions:**

Refer to attachment outlining draft procedures for individual (TBall, Pee Wee & Minors) divisions.

Teams in the TBall, Pee Wee & Minors divisions shall be allowed 3 player options (manager and 2 coaches) (4 for TBall). Team mom, scorekeeper, etc. options will not be approved. Transportation option requests shall be in writing from the families involved and shall include the justifiable reason(s). All requests shall require the player agent and division director's approval. All options shall be declared and approved 48 hours prior to the team selection date. There are no transportation options for the other divisions.

Registration of players shall be accepted up to opening day (subject to change) for the team(s) in the Tee Ball, Pee Wee, and Minor Divisions, which have not reached the maximum roster limit set by the BOD. For safety reasons, individuals who are placed on a team after practice sessions have commenced, he or she shall meet a requirement of a minimum of three (3) weeks of practice prior to participating in any game. The manager has the option to allow the individual to participate sooner.

### **50/70, Major, Junior & Senior Divisions:**

The Official Little League Draft Procedures for the 50/70, Major, Junior, Senior and Big League Divisions are on the following attachments.

## **TOURNAMENT TEAM TRAVEL EXPENSES**

Reimbursement for airfare expenses by EBLL shall be subject to the availability of funds and shall be evaluated and approved each season.

### **Inter Island Airfare**

#### **All Divisions:**

PLAYER Members may be subject to reimbursement for up to 50% of the airfare cost by Ewa Beach Little League.

### **Mainland Airfare**

#### **50/70, Junior & Senior:**

PLAYER Members may be subject to reimbursement for up to 50% of the airfare cost by Ewa Beach Little League.

Headquarters shall reimburse EBLL \$1.00 per mile which is normally equal to the league's 50% share.

Headquarters shall pay for the additional airfare resulting from the team advancing to the Regional and World Series.

**Major Division:** Headquarters pays the airfare expenses.

**Minor Division:** No mainland travels.

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## **TOURNAMENT TEAM**

The Tournament Team shall consist of 14 players, (Seniors has 16), a manager and two (2) coaches of their respective division.

The manager selection will consist of a letter of intent from each manager in each division and the board will vote to determine who the manager will be to represent Ewa Beach Little League All Stars. This is based on letter of intent, experience, integrity and overall leadership abilities.

Player Selection - TBD

Ewa Beach Little League shall donate \$75.00 to each Minor player, Major, 50/70, Junior and Senior Tournament Team and an additional \$200.00 upon winning the State Championship. Team donations shall be subject to the availability of funds in the league treasury. The monies shall be used toward the purchase of uniforms.

Ewa Beach Little League shall not be responsible for any lodging, meal or additional airfare expenses incurred by any tournament team

It is the team's responsibility to arrange for team and/or individual pictures and any fundraising activity.

When soliciting for donations, members should not mislead any potential donor by declaring that the funds will be used for travel expenses when the State Champion has not been determined.

All tournament team donations (fundraising) only allowed for Regional tournament participation only, and only upon advancing. All donations (fundraising) must benefit entire team, no individual player/coach donations (fundraising). Violators to have EBLL sponsored team airfare money forfeited