

WSLL ADMINISTRATIVE POLICIES

[Rev: January 4, 2016 (date of last Board approval vote)]

TABLE OF CONTENTS

TABLE OF CONTENTS	i
INTRODUCTION	1
I. GENERAL	1
A. Board of Directors.....	1
1. Executive Committee	1
2. Annual Agenda.....	2
3. Board Meetings	2
4. Board of Director (“BOD”) Code of Conduct	2
5. Board of Director and Dedicated Volunteers (“DV”) Requirements and Responsibilities	3
6. Conflicts of Interest	3
B. Relationship with Burke Athletic Club	3
C. Contracts.....	3
1. Authority.....	3
2. Source Selection	3
3. Award	4
D. Disciplinary Actions	4
1. Conduct Subject to Disciplinary Actions	4
2. Potential Disciplinary Actions	5
3. Referral to Disciplinary Committee	5
4. Disciplinary Committee.....	5
5. Committee Proceedings	6
6. Committee Report	6
7. Notice to Subject of Investigation.....	6
8. Referral to BOD	7
9. BOD Hearing	7
E. Donation Fund	8
F. Equipment Accountability.....	8
G. Field Care	9
H. Financial Controls.....	9
1. Cash Handling.....	9
2. Check Signing	9

	3.	Internal Audit	9
I.		Franchise Boundaries	10
J.		Gray Books.....	10
K.		Maintenance of WSLL Documents	11
	1.	General.....	11
	2.	Specific Files.....	11
	3.	Retention of Documents	11
L.		Parents’ Auxiliary	11
M.		Privacy Policy	11
	1.	Data Collected and Purposes.....	12
	2.	Conditions of Collection	12
	3.	Web Content Policy.....	13
	4.	Team Websites	13
N.		Publications	14
O.		Umpires	14
	1.	Umpire Association	14
	2.	Training.....	14
	3.	Assignments	14
	4.	Reimbursement	15
P.		Uniforms – Board Members and DVs	15
II.		PRE-SEASON.....	15
A.		Budgets.....	15
B.		Levels of Play	16
C.		Manager Selection	16
	1.	Manager Selection Committee.....	16
	2.	Qualifications	16
	3.	Minor League Managers.....	16
	4.	Major League Managers	17
	5.	Coach Selection.....	18
	6.	Presidential and Board Approval	19
	7.	Team Assignment.....	19
D.		Marketing	19
E.		Registration.....	19

F.	Rules Modification Procedures.....	20
G.	Safety Training and Equipment	24
H.	Scheduling – Practice Fields	24
I.	Scheduling – Regular Season Games.....	26
	1. Majors	26
	2. 3A	26
	3. 2A	27
	4. 1A	27
	5. T-Ball.....	27
	6. 5T.....	27
	7. Additional Scheduling Considerations	27
J.	Scheduling – Post Season.....	28
K.	Snack Bar	28
L.	Sponsors	28
M.	Team Formation and Player Assignment	29
	1. Guidelines for Majors, AAA, and AA.....	29
	2. Guidelines for A, T-Ball, and 5T Levels	30
N.	League Training of Coaches and Players	31
	1. Training Committee.....	31
	2. Formal Presentations	32
O.	Uniforms – Regular Season.....	33
P.	Volunteer Background Investigations.....	33
III.	IN-SEASON.....	34
A.	Bulletin Board.....	34
B.	Definition of Coach.....	34
C.	Gray Hat Duty.....	35
D.	Game Day	36
	1. Dugout and Bench Occupancy	36
	2. Field Care.....	36
	3. Game Times	37
	4. Lightning and Thunder Policy	38
	5. Make-Up Games	39
	6. Pitching Regulations.....	40

	7.	Pre-Game Practice	40
	8.	Umpires, Official Scorekeeper and Announcer	41
	E.	Manager Evaluations.....	42
	F.	Website.....	43
IV.		POST-SEASON	43
	A.	Trophies.....	43
	B.	Volunteer of the Year.....	44
	C.	Volunteer Fees	44
	D.	Yearbook	45
V.		ALL-STARS	46
	A.	All-Star Manager and Coach Selection.....	46
		1. All-Star Managers	46
		2. Coaches of Record.....	47
		3. Other Coaches	47
	B.	All Star Player Selection	47
		1. 11/12-Year Old All-Stars.....	47
		2. 9/10 and 10/11-Year Old All-Stars	49
		3. Approval by the Executive Committee	51
		4. Vacancies	51
		5. Team Announcements	52
	C.	Parent Contribution	52
	D.	Cost Allocation	52
	E.	Travel Reimbursements:	53
		1. General.....	53
		2. Manager Emergency Fund.....	54
		3. Exclusions from the Reimbursement Policy.....	54
		4. Obtaining Reimbursement	55
VI.		FALL BASEBALL	55
	A.	League Formation	55
	B.	Team Formation.....	55
	C.	Manager Selection	55
	D.	Travel Baseball	56
		APPENDIX A.....	58

APPENDIX B.....	61
APPENDIX C.....	62
APPENDIX D.....	63

INTRODUCTION

The purpose of the WSSL Policy Manual is to provide its members a guide to the operations and procedures of the West Springfield Little League (“WSSL”) throughout the year. Operating a Little League the size and scope of West Springfield’s is a year-round endeavor, involving countless volunteers and hundreds of separate tasks. The Manual is approved by the WSSL BOD and represents its view as to how the many volunteers that constitute the staff and personnel of the League should conduct their assigned responsibilities throughout the year.

The information contained in the Manual is designed to be relied upon by League Administrators, Coaches, and Parents. For Administrators, the policies are a reference guide and “how-to” regarding all of the League’s operational tasks. For Managers and Coaches, the policies outline important items such as manager selection, team formation, scheduling and all-stars. For parents, the policy manual provides a more in-depth understanding of how the League does what it does and why, and reflects WSSL’s commitment to its members in all it does.

For ease of use, the Policy Manual is organized with the seasons of the baseball calendar year in mind. After setting forth a series of generally applicable policies, the manual moves sequentially – from pre-season to in-season through the post season then onto All-Stars and Fall baseball – outlining policies in the time of year for which their application is most relevant.

I. GENERAL

A. Board of Directors

1. Executive Committee

The Board authorizes the Executive Committee to decide the following matters. In all such instances, the President will inform the Board of such approvals at its next regularly-scheduled meeting. The Executive Committee may decide to have the matter decided by the full Board.

- Approve contracts and purchases under \$500.
- Approve Memorandums of Understanding with other organizations, which do not commit the Board to spend more than \$500.
- Approve waiver requests for players residing outside of League boundaries.
- Approve age waiver of WSSL rules pertaining to divisions of play.
- Approve expenditures up to \$100 from the Donation Fund.

2. Annual Agenda

Each year, after conferring with the executive committee, by October 1, the President will issue an Annual Agenda, setting forth the League priorities and points of emphasis for the year. By November 1, the Secretary will issue an Initial Major Event Annual Schedule, including such things as registration, in-season events, Board and EXCOM meetings. Thereafter, each committee will update or develop a staffing, scheduling, and budgeting (SSB) plan consistent with the Annual Agenda and Schedule, and review it with the President or the Executive Vice President. The purpose of the form is to ensure that the committee has properly thought through its operations, and that officers who are responsible for supervising those functions are aware of them and have ensured that they efficiently interface with the work of other committees. See Board Members Handbook for details.

3. Board Meetings

The Board will meet on the first Tuesday of every month in the off-season and the first Monday of every month during the season. The date may be changed by the President, upon due notice. Typically, the Board will not meet in July and August. The Executive Committee will meet two weeks before each Board meeting and, typically, will not meet in July and August, unless called by the President.

The Secretary will issue a call for agenda items for each meeting at the time the constitutionally-required meeting notice is issued. The Secretary will keep minutes that include a brief summary of the agenda, the result of any votes, and any other remarkable occurrences. By November 1, the Secretary will issue a schedule of major events, and a series of projected monthly agendas and post them on the BOD section of the website.

4. Board of Director (“BOD”) Code of Conduct

Board members will:

- Treat each other and League members with courtesy and respect.
- Perform their assigned duties diligently, or ensure a replacement is obtained for doing so.
- Observe rules regarding confidentiality of the information they receive and never use confidential information to advance their own interests.
- Not conduct themselves in a manner that discredits Board membership or is detrimental to the League.

5. Board of Director and Dedicated Volunteers (“DV”) Requirements and Responsibilities

BOD members are required to take an active role in the direction, management and operation of the League. BOD members are required to participate in committee[s], attend regularly scheduled BOD meetings, participate in regularly scheduled League events (e.g., registration), participate in discussions important to League, and perform “Gray Hat” duty as necessary.

DVs are encouraged to take an active role in the direction, management and operation of the League. DVs may attend regularly scheduled BOD meetings, however, they cannot vote. DVs may participate in committee[s] as requested, and will participate in regularly scheduled League events (e.g., registration, tryouts), will participate in discussions important to League, and will perform “Gray Hat” duty as necessary.

6. Conflicts of Interest

Should the execution of any assigned responsibility by a BOD member result in either perceived or actual conflict of interest, the member shall recuse him/herself by notifying the League President of the conflict. An example of this would be a Board Member with a son on a Baseball Academy travel team having input into who receives the League’s training contract where said Academy is bidding.

B. Relationship with Burke Athletic Club

WSLL will enter into an MOU with Burke Athletic Club, concerning the sharing of field space, field care, equipment sharing, and payment of common utility expenses. The Fields and Facilities Manager will be responsible for ensuring compliance with this agreement.

C. Contracts

1. Authority

The authority to sign contracts resides only in the President, unless that authority is delegated by him in writing. He may assign such authority to the heads of large committees and/or a contracting officer. In any event, all purchases in excess of \$500 must be referred to the Executive Committee, who will review the contract for compliance with this policy, and approve or deny it.

2. Source Selection

The responsible committee chief will obtain at least two bids from responsible suppliers/providers. WSLC contracts will be awarded on a best value basis. That means that, in the opinion of the responsible committee chief, the contract provides the best mix of cost, reliability of performance, and quality. Where

quality and reliability are not an issue, contracts will be awarded on a lowest-cost basis. However, when costs are roughly comparable, the League will endeavor to award contracts to sponsors, contractors, and suppliers who have provided WSLL favorable terms and service over a number of years. At a minimum, the League will notify such suppliers and contractors of opportunities to provide offers/proposals for WSLL work.

3. Award

All contracts must be:

- Funded by the Board in advance.
- Be signed by a WSLL officer with proper authority.
- Be clear as to both side's responsibilities, including any inspection requirements/criteria.
- Provide dates by which performance is required.
- Clearly define payment terms, including any early payment discounts.
- Have a termination mechanism, if the contract provides for continuing performance.

Prior to award, the Contracts Officer will review the purchase to ensure that this policy is adhered to.

D. Disciplinary Actions

1. Conduct Subject to Disciplinary Actions

The following represent a non-exclusive list of actions that could warrant some level of disciplinary action.

- Ejection from a game.
- Physical confrontation of any kind.
- Use of abusive language to a player, parent, umpire or other manager or coach.
- Multiple violations of Little League mandated safety rules.
- Any use of vulgar language at either games or practice within the confines of the playing fields.

2. Potential Disciplinary Actions

The following are potential disciplinary actions that may be imposed upon managers, coaches, and members and the office(s) that may impose them:

- Removal for balance of the year (BOD by 2/3 majority of members present).
- Suspension for a time specified (BOD by 2/3 majority of members present).
- Suspension of manager (President, followed by immediate referral to disciplinary committee).
- Letter of Reprimand from the President (President, after referral to disciplinary committee).
- Verbal counseling by the President or his designee (President).

3. Referral to Disciplinary Committee

Upon receiving information that a League official, manager or coach has engaged in conduct suggesting he/she should be suspended or removed, the President will refer the matter to a disciplinary committee.

- The referral may be verbal or in writing.
- The President also will notify the League's general counsel, who will provide counsel to the chair.
- The referral will identify the ejection or behavior that reasonably suggests suspension or removal is proper. The referral may identify particular witnesses or documents that the committee must examine.

4. Disciplinary Committee

The President will appoint BOD members or such others as he thinks are best suited by judgment and experience to serve on the committee.

- The President may appoint a standing committee at the beginning of the year.
- The disciplinary committee will be chaired by a BOD member designated by the President.

5. Committee Proceedings

- Committee members must treat committee member comments and discussions among the President and committee members concerning the referral and investigation of the referred matters as confidential.
- The committee will examine any evidence required by the referral.
- The committee will investigate all matters identified by the referral notice, and any other evidence it deems necessary to determine whether the referred matter occurred, including evidence suggesting it did not, and any evidence that might shed any light on the referred matter.
- The committee will offer the subject of the investigation an opportunity to provide evidence to the committee.
- The committee will encourage all witnesses and those providing evidence to memorialize the evidence in writing. The committee will provide a written summary of material evidence that is not supported by written statements.

6. Committee Report

- The committee should seek to provide a consensus concerning whether the matter should be referred to the BOD, and which disciplinary action it recommends, if any.
- The chair will provide copies of all written materials collected to the President.
- The President will be responsible for retaining copies of all such investigations for five years.

7. Notice to Subject of Investigation

The President shall serve the following notice to a person who is subject to disciplinary action:

- A description of the incident(s) that is the basis for the referral;
- The right to appear before the disciplinary committee; and,
- Before taking action, notice of referral to the BOD or of the other action the President intends to take.

8. Referral to BOD

When the President receives a majority recommendation of referral to the BOD by a committee of at least 5 members, or when the President believes referral is proper, the President shall refer the matter to the BOD.

- The referral will include:
 - notice of the time and place of the BOD hearing at which the referral will be acted upon;
 - a summary of the action that is the basis for the charge;
 - the grounds for believing disciplinary action is appropriate; and
 - the most severe disciplinary action the President is considering.
- The President will ensure a copy of that notice is provided to the subject of the investigation.
- The President may accept the resignation of the person and, upon accepting it, may elect not to refer the matter. In any such case, the resignation must be in writing and all records created must be retained as if the resignation had not occurred.

9. BOD Hearing

The President will preside over the disciplinary hearing, but should delegate conduct of the meeting if he intends to present evidence.

- The President may also delegate the responsibility to present the evidence.
- The subject of the hearing has the right to:
 - have the referral notice read;
 - be present during the reading of the charge and the presentation of any evidence;
 - inspect the evidence that is referred to the Board to sustain the charge; and,
 - present evidence or make a statement at the hearing.

- Each member may vote for a disciplinary action if he/she finds that more likely than not the offense charged has been committed and discipline is warranted. Discipline may be imposed if, a quorum being present, 2/3 of the members present agree that a disciplinary measure should be imposed.
- The vote will be conducted in the following order. First, the Board will vote on whether to impose the highest level of punishment under consideration contained in the referral notice. If a 2/3 majority agrees to impose that level of disciplinary action, that will close the hearing. If a 2/3 majority is not achieved, the Board will vote to consider the next lowest level of action. If a 2/3 majority agrees to impose that level of disciplinary action, that ends the hearing. If not, the Board will consider the next lowest level of disciplinary action, until it reaches a level that the President can impose without BOD approval.
- The President shall inform the subject in writing of the BOD's vote.

E. Donation Fund

WSLL will maintain a donation fund to be expended to honor or assist WSLI member, families, and alumni when the Board deems a contribution to be of significance to the League. Donations of \$100 or less may be approved by the Executive Committee by unanimous approval. Contributions of \$100 or more require two-thirds' Board approval.

F. Equipment Accountability

All field equipment (including sets) valued above \$250 will be accounted for by the Field and Facilities Vice President ("VP"), by a line item hand receipt. The Field and Facilities VP will conduct an inventory at the beginning of each year, and may sub-receipt items to Board members on his or her staff. At the end of the year, the Field and Facilities VP will inventory all sub-hand receipts and re-sign for them. Upon change in positions, the outgoing Field and Facilities VP will inventory all field equipment with the new Field and Facilities VP. This is only an inventory procedure and does not place any financial liability on the Fields and Facilities VP.

All other equipment valued over \$250, including computers and office equipment will be inventoried by the Administrative VP or other person designated by the President, by a line item hand receipt. The Administrative VP will inventory every year at the beginning of the year, and may sub-receipt items to other Board members with a need for that equipment. At the end of the year, the Administrative VP will inventory all sub-hand receipts and resign for them. Upon change in positions, the outgoing Administrative VP will inventory with the new Administrative VP.

G. Field Care

The Field and Facilities VP will be responsible for reviewing and publishing field care standards, which will be reprinted in the Gray Book.

H. Financial Controls

1. Cash Handling

The number of persons authorized to receive cash or checks is restricted to the President, Treasurer, the Player Agent, the Sponsor Chairperson, the Fall Baseball Commissioner, the Snack Bar Manager, and persons designated by the Parent's Auxiliary during memorabilia sales. The names of all such persons will be reported to the Treasurer before they handle cash and will be instructed by the Treasurer concerning the conditions for their doing so.

- Cash collected on behalf of the League must remain in plain view of another Board member at all times.
- No later than the end of the day during which they were collected, the receiving person must obtain another Board member to "double count" those funds, and sign a form acceptable to the treasurer. Both persons will sign the form.
- If funds are exchanged during the day, the money will be counted, and signed for by the receiving person. Before the end of the day, the receiving person shall deliver the money to the Treasurer with the accounting form.
- For Snack Bar operations, the manager will double-count the cash with another Board member or, if unavailable, a League member, then deposit the cash directly in the WSLI bank, and provide the accounting form and the bank receipt to the Treasurer.

2. Check Signing

Purchases above \$100 will be paid for by WSLI check, or be reimbursed by WSLI check. The Treasurer will sign all checks after ensuring that the purchase was authorized and funds are available. All checks greater than \$2000 will be signed by the President or another Board member designated in writing.

3. Internal Audit

The WSLI internal audit committee consisting of three to four Executive Committee members shall perform random and periodic inspections of the League's financial records (e.g., someone on the audit committee from time to

time should randomly open the bank statements and inspect cancelled checks to help prevent unauthorized use of funds and help safeguard assets).

I. Franchise Boundaries¹

The boundaries of the franchised territory of the WSLL are as follows:

- Begin where the Southern Railroad tracks cross Accotink Creek.
- Proceed south along Accotink Creek to Fairfax County Parkway.
- Then southwest to Hooes Road (Rte 636).
- Then south to Silverbrook Road (Rte 600).
- Then northwest to Ox Road (Rte 123).
- Then northwest to Burke Lake Road (Rte 645)
- Then northeast to the Southern Railroad tracks, including Simpson Lane, Gooding Pond Court, and Lucas Pond Court.
- Then east along the Southern Railroad tracks to the intersection of Accotink Creek (the starting point).

J. Gray Books

The League will distribute printed WSLL Regulation and Rule Books, otherwise known as “Gray Books,” to each manager, coach of record, umpire, and Board member, and publish the annual version on its website. The printed book will contain all playing rules and those regulations affecting behavior, player assignment, team formation, manager and all-star selections, and other rules that managers should have at their ready disposal. The book also will contain a summary of manager responsibilities and other matters of concern to managers, including equipment and field care, volunteer background checks, levels of play (for evaluation purposes), player and manager evaluations, sexual harassment, and child abuse. It is expected that each manager, coach of record, umpire, and Board member will read and become familiar with the contents of the Gray Book.

¹ See Appendix ___ for League Boundary Map.

K. Maintenance of WSSL Documents

1. General

Vice Presidents will ensure that committee heads maintain files that are necessary to carry out their duties and that they are passed on to their successors. Files will be dated so as to facilitate their retrieval and observance of the retention policy.

2. Specific Files

The President will ensure that the League maintains files relating to its status and charter, finances, League correspondence, manager selection, manager evaluation, and manager/coach/officer disciplinary actions. The Player Agent will maintain all files relating to player evaluation and discipline. The Treasurer will maintain all finance, audit, and tax records.

3. Retention of Documents

Documents related to the conduct of WSSL affairs should be retained as set forth below:

- Files relating to disciplinary matters will be retained for at least five years.
- General Correspondence will be retained for at least seven years.
- Other files will be maintained as long as the President determines they are useful.
- Files may be destroyed at the end of their mandatory retention period with approval of the Executive Committee.

L. Parents' Auxiliary

The Parents Auxiliary will be guided by a charter-approved by the Board. All team parents are members of the Auxiliary, as is anyone else who expresses a desire to help the League. The Auxiliary will be headed by a Board member appointed by the President and approved by the Board, and representatives to the Auxiliary elected by Auxiliary members. The Auxiliary will be responsible for operating the snack bar and other tasks as the Board and the Auxiliary may determine.

M. Privacy Policy

This policy will be enforced by the Safety Officer in conjunction with Vice Presidents associated with related data.

1. Data Collected and Purposes

WSLL collects information to comply with Little League Baseball or government requirements and to facilitate team and volunteer organization. Typical uses include, but are not limited to the following:

- Personal information from players, managers and volunteers to facilitate WSLL and to satisfy Little League's volunteer background investigation requirement. To Little League baseball, the League is required to submit names, addresses, sex, (players) and dates of birth (players). The League is required to submit player address information to Fairfax County to comply with field permit requirements. When the League purchases additional insurance, information may also have to be provided to its insurers.
- E-mail addresses to communicate with parents and members. The League will limit emails to matters concerning League operations, matters of interest to the League and to facilitate communication of team information.
- Evaluation data about players, managers, and coaches to assist in the formation of teams, selection and training of managers, and selection to all-star squads. These include: manager evaluations of team players; player tryout evaluations; parent evaluation of managers; and letters of complaint about particular managers or coaches.
- Game data recorded electronically at the Majors level.

2. Conditions of Collection

- Data of the sort set forth in Paragraph 1 is extremely sensitive. It may never be used for any purpose other than furthering League objectives, such as described above. It may not be sold or provided to any person or entity outside the League except as required to operate the League.
- When data is distributed electronically, special care must be taken to limit distribution to those with a need to know and who understand and will abide by data disposition rules.
- This data will be disposed of as follows:
 - Evaluation, tryout, and other data will be deleted when its use is no longer relevant. For instance, tryout data will be deleted at the conclusion of the draft and manager evaluations deleted after manager selection. Specific retention and disposal instructions are

provided in the League's Records Retention and Disposal Policy.

- Managers may retain the minimum information generated during the normal operation of the team necessary to recreate rosters, schedules, or statistics beyond the season in question.
- The data must be protected from inadvertent release. Archive player and volunteer databases will be maintained by the League.
- Individually maintained or created databases in any form are prohibited.
- Compliance with this policy is the responsibility of anyone who comes into possession of data subject to this policy. The League Officer who disseminates any such information will ensure that anyone to whom he or she releases it is aware of this policy and agrees to abide by it.
- League volunteers furnished with data must take every effort to ensure the data is safe while under their control.
- Violation of this policy may result in up to revocation in League Membership.

3. Web Content Policy

In order to ensure the privacy and safety of our players and families, the following applies to all content published on WSLC-controlled sites or sites established to communicate information about WSLC, its players, or its families:

- Pictures of children will NEVER include names.

4. Team Websites

Managers may establish their own websites to communicate information about the team to players and parents.

- Although WSLC does not control those websites, the League offers the following guidance and will assist parents in resolving any dispute concerning a failure to follow these guidelines:
 - Websites should be deactivated at the conclusion of the season.
 - If the site is open, personal information is limited to first names of players (last initial okay) and parents. If the site is secured via password, team contact information may be included.

- Individual statistics should never be posted on a website.

N. Publications

The League Secretary will order, annually, copies of the Little League Operating Manual for the President, the Executive Vice President, the Secretary, the Treasurer, the Player Agent, the Safety Officer, the Umpire-In-Chief, and any other Board member with a need for it, who requests one from the Secretary.

O. Umpires

1. Umpire Association

The Umpire-In-Chief (“UIC”) will form and head an association to be named the West Springfield Umpire Association (“WSUA”). The WSUA will be a committee of the Board, and will be open to all persons interested in umpiring for WSL. The WSUA will be formed to encourage umpiring, improve professionalism, and develop camaraderie. The WSUA will meet twice a year, and be responsible for: reviewing and commenting on new rules, providing training and evaluation for its members; identifying formal training opportunities and other opportunities for professional development; helping members to be selected for tournament play; selecting a uniform for umpires; recommending a uniform policy, including any reimbursement policy; identifying any distinctive pins/patches/caps to be awarded to umpires for achieving levels of proficiency; and advising the League President through the UIC of any other matters of interest to umpires.

2. Training

Before each season, the UIC will provide umpire training for new umpires, experienced umpires, coaches and managers, and parent umpires at the T-Ball/A level. The overall training plan and schedule will be briefed to the Executive Committee no later than its January meeting.

The UIC also will monitor formal training opportunities and scholarships for Little League umpires, promptly inform all WSL umpires of those opportunities, and follow up on those opportunities to ensure that WSL takes maximum advantage of them.

3. Assignments

Umpires will be assigned along the lines set forth below:

- The UIC or his delegee will be responsible for all umpire assignments. Assignments will be made based upon the experience and training of the individual umpires. Generally, the League will endeavor to assign two umpires to every Majors game, at least one to every AAA and AA

game. At the A and T-Ball level, parent volunteers will serve as umpires.

- To effectuate this policy, on a given day, the UIC will attempt to fill all majors and AAA games with at least one trained umpire. If those are filled, the UIC will then attempt to fill Majors base assignments and then AAA base assignments, but may give due regard for umpires wishes (e.g., the desire of two umpires to work together). AA is generally a training opportunity and will be scheduled separately. For playoff games, the UIC will endeavor to schedule two trained umpires for all AAA and majors games – and, upon doing so, attempt to schedule three umpires to Majors playoff games.
- Using an online sign-up system, umpires request the games they would like to work. Assignments are made at the discretion of the Chief Umpire.

4. Reimbursement

The League assigns only volunteer umpires. WSLI will not pay for umpire services except in the case of teen umpires. However, upon the recommendation of the WSUA, the Board may approve a fixed schedule of reimbursement payments or provide special uniforms to umpires who undertake exceptional commitments or reach specified levels of service.

P. Uniforms – Board Members and DVs

The League will pay for distinctive blue shirts and gray hats identifying Board members.

II. PRE-SEASON

A. Budgets

1. Before November 1, each year, committee heads requiring financial resources will prepare a budget for submission to the Treasurer and President, and approval by the Board.
2. Budgets will contain line items for every large purchase. A large purchase is a contract, supply or service requisition exceeding \$500. Budgets will not contain contingency line items. Any contingency will be associated with specified line items.
3. The Board need not vote on every line item, but will approve the committee budget as a whole. Any member may require the committee chief to explain the basis for the committee budget.

4. Once approved, committee chiefs may spend the money within the fiscal year approved, for the needs of their committee. Committee chiefs may reprogram funds across line items up to \$500 with the approval of the Executive Committee, and beyond that amount only with permission of the Board.

B. Levels of Play

Please see Appendix D for full guidelines for WSLI playing levels.

C. Manager Selection

1. Manager Selection Committee

After conferring with the VP, Baseball Operations, the President will appoint a slate of at least seven Board members who will comprise the Manager Selection Committee (“Committee”). The role of the manager/coach selection committee is to recommend to the League President a slate of managers for each level and to preliminarily approve coaching candidates. The ultimate appointment of coaches depends upon their selections by team managers. Ordinarily, the VP Baseball Operations will serve as the head of that committee. The Committee slate must be approved by the Board. At the minor leagues the League Directors (“LDS”) operate at the direction of the Manager Selection Committee and may interview manager candidates at those levels.

2. Qualifications

Managers will be appointed based upon their relative ability to satisfy the criteria contained in WSLI Standards for Managers and Coaches (“WSLI Standards,” see Appendix A). The WSLI Standards will be maintained on the WSLI website and will be available to the public. Candidates must complete a Manager Application Form, successfully pass any Little League required background investigations, and submit to interviews as described below.

3. Minor League Managers

The applications of minor league manager candidates will be examined by the affected LD and any other person appointed by the President.

- The examination will consist of obtaining any prior manager evaluations and conducting an interview of the candidate, if necessary. The purpose of the interview is to determine the candidate’s interest and suitability and to ensure the candidate understands what is expected of a WSLI manager as outlined in the WSLI Standards.
- The interview may be conducted by phone. When there are more candidates than positions, candidates may be interviewed by more than one committee person and may be interviewed by phone. During such

interviews, the candidate will be asked more open-ended questions and asked to provide examples of their coaching experience.

- At the Manager Committee selection meeting, LDS will present their candidates' qualifications and entertain any questions about the candidates. When there is no competition for positions, the LD will recommend to the committee those candidates who, in his or her judgment, are "qualified" as measured by the WSLI Standards. If there are more candidates than positions, LDS will recommend those candidates deemed to be "best qualified" as measured by the WSLI Standards.
- If a LD determines that the League is short of qualified candidates at a particular level, he or she will search for qualified manager candidates, starting with those who have volunteered to coach.

4. Major League Managers

Applications for Majors' manager positions will be considered by the Committee as a whole.

- For Majors' candidates, the Committee will interview returning Majors' managers every third year. The Committee need not interview other returning managers unless: (a) a Committee member requests it; (b) the candidate requests it; (c) something adverse has come to the Committee's attention; (d) the candidate has just completed his or her first year in the Majors; (e) the candidate had evaluations in the lowest 25 percent of managers in Majors the prior year.
- Committee members will interview the candidates in person. At least three Committee members will conduct the interview. The purpose of the interview is to determine the candidate's interest and suitability and to ensure the candidate understands what is expected of a WSLI manager as outlined in the WSLI Standards.
- Interviewers will pose open-ended questions and ask the candidates to provide positive examples of his or her coaching. Manager candidates will be informed that they have the right to provide any material, including letters of recommendation and samples of their coaching work to the Committee.
- During the Committee selection meeting, a person who interviewed the candidate will summarize the interview and any materials provided. This may be done at interim stages.

- At its final meeting, the Committee will discuss the candidates with an eye towards selecting those candidates who, among those who have applied, are “best qualified” as measured by the WSLI Standards.
- The Committee may vote to return managers with children presently on the team if they are deemed “qualified” and the Committee believes it is in the best interest of the team to do so.
- Applicants seeking to remain as managers but who have no children returning to the team, must be among the very best and offer the League some long-term benefit for their being retained as managers, assuming other equally-qualified candidates have applied.
- The Committee should endeavor to reach unanimity but will make its selections by majority vote. The Committee may vote in any order or as many times as it chooses. For example, if it senses that there is unanimity regarding certain candidates, the Committee may vote on those names as a slate. If unanimity is achieved as to any candidates, the Committee may set their names aside and then review the remaining candidates until the required number of managers have been selected.

5. Coach Selection

- Coach applicants received through registration will be reviewed by the Committee. If an application appears to be regular on its face and the candidate appears qualified and if the Committee is not aware of any disqualifying information and if the candidate passes the background investigation, the candidate will be recommended for appointment as a coach.
- The list of such coaches will be presented to the League President for approval, subject to their selection by a manager. Ultimately, managers select coaches, subject to approval by the President and the Board. But, the preliminary list will be made available to managers on the website so that they know who does not need further approval.
- The Board may eliminate a particular candidate from preliminary approval if a majority has a concern about that applicant. If a particular manager wishes to select that person as a coach, he or she should submit the nomination through the LD to the Board for final approval or disapproval.

6. Presidential and Board Approval

The Committee will present its slate to the President for approval or disapproval. Ordinarily, the President will approve the slate unless he believes a substantial error has been made or there is a substantial dispute among the members. The President then will submit the slate to the Board for approval or rejection. If the Board rejects the slate, the President will attempt to determine the reason for disagreement and then substitute names, at his discretion, until the Board approves the slate by simple majority vote.

7. Team Assignment

- All existing American League teams shall remain in the American League, and all existing National League teams shall remain in the National League. Returning approved managers shall be assigned to their teams from the preceding season.
- Assignment of approved managers who did not manage a Majors team in the preceding season shall be determined by random draw.
EXCEPTIONS: (1) If a new approved manager has a player on an existing team without a manager, he or she shall be assigned as the manager of that team; (2) If preceding (1) does not apply, a new approved manager, who served as a coach of record during the previous year on an existing team without a manager, shall be assigned as the manager of that team..

D. Marketing

The Board will appoint a Marketing Committee to ensure that WSLL provides all eligible boys and girls an opportunity to play in the League. To do so, the Marketing Committee will identify locations and events where signs may be displayed or presentations given; coordinate with school and PTA officials to ensure maximum distribution of such materials in the schools; and develop promotional materials (including, at a minimum, signs and flyers).

E. Registration

Three walk-in registrations will be held in January on dates determined by the Executive Committee. A formal late registration will be held during Tryouts. The Player Agent may permit registration thereafter, as long as spaces are available.

- The Registration Committee will distribute suitable notices through area schools, at prominent events, street intersections, and public and private places, where authorized. The Registration Committee will publicize that inability to pay is not an obstacle to registration.

- At registration, all families will be charged a volunteer fee in addition to a registration fee. See Section IV.c for description. However, families with children participating only at the 5T level will not be charged a volunteer fee.
- At registration, the Board will offer opportunities to sign up for fee-returning volunteer positions, manager and coaching positions, umpire positions, regular membership in the League, other volunteer positions to assist the Board. A raffle-type fundraiser may be held in conjunction with registration.
- The Executive Committee may permit nonprofit baseball/softball activities to occupy space at the registration site that is deemed to be available by the Registration Chair, on a first-come-first-served basis. Such permission will be contingent upon the guest activity agreeing to share any rental costs paid by WSSL. No outside fundraising is permitted.
- Refund Policy. The Registration Committee will publicize the refund policy. Upon written request submitted to the President or Treasurer received before January 31, the League will refund 100% of amounts paid. Upon written request submitted to the President or Treasurer received before January 31 (on or before March 1 for A and below), the League will refund 100% of amounts paid. Upon written request submitted to the President or Treasurer before the last day of tryouts, the League will refund 50% of the registration fee and 100% of any volunteer fee paid. For Fall Ball, the President or Treasurer must receive a written request for a refund by July 15 for a refund of 100%, and by August 1, for a refund of 50%. After these dates, no refunds will be provided, except for exceptional cause (e.g., military transfer or disabling injury), as determined by the WSSL President.

A \$10 handling charge for all refunds will be assessed. A \$15 returned check fee will be charged for all returned checks (not sufficient funds/closed accounts).

Amended and Approved December 4, 2012.

F. Rules Modification Procedures

The President of the League will appoint a Rules Committee to review and submit recommendations to the Board of Directors for approval. The UIC shall be a member. The Rules Committee will review all recommendations and will be empowered to make the following recommendations to the Board of Directors:

- Accept the recommendation as written.
- Reject the recommendation as written.
- Amend a modified version of the recommendation.

The details of the rules modification process is described below:

- A rules modification is a revision to or clarification of an existing rule or a new rule not included in the most recent WSLL Local Rules.
- Any person affiliated with WSLL may submit a rules modification proposal to the President for consideration by the Board of Directors. All rules modification proposals submitted in proper form must be considered.
- In order for a rule modification proposal to be considered for adoption for the current season, it must meet the following criteria:
 - It must be submitted in writing in a form consistent with the published rules. If it is an amendment to an existing rule, the existing rule must be cited and revised wording must be provided. If it is a new rule, the section of the rules in which it is to be included must be cited and specific wording must be provided. The proposal should include a brief statement of the purpose of the proposed modification and an explanation of why the modification is an improvement over the existing rules.
 - It must be received by the President before the designated time; typically in October.
 - A modification proposal that is submitted by the Rules Committee may be considered without submission to the President if it is presented to the Board at the December Board of Directors meeting under the provisions set forth below.

The President can waive the above criteria. If a proposal that is received late is considered by the President to be of such importance to deserve consideration for the current season (e.g., a safety issue), the President will refer the proposal to the Rules Committee for special consideration.

If a general statement, rather than a specific proposal is submitted, the President may refer the proposal to the Rules Committee to develop specific wording if the proposal, in the President's opinion, has merit.

In rare circumstances, the President may accept a rules modification proposal to the Board for consideration without consideration by the Rules Committee. The President will consider only the immediacy of the issue affected by the rule in submitting these proposals to the Board. Normally, all proposals will be referred to the Rules Committee.

- At least one week prior to the November Board of Directors meeting, the Chairman of the Rules Committee shall post all submitted recommendations on the WSLL BOD Internet Website and send a notice to the Board.

- At the November Board of Directors meeting, discussion of the modification proposals will be held. Discussion will be limited to the modification proposals. New modification proposals can only be submitted under provisions set forth above. If the Rules Committee Chairman or the President anticipates that discussion will be lengthy, the President will schedule a separate Board of Directors meeting for consideration of rules modification proposals.
 - *Proposals may be amended upon a motion and second from the floor and a majority vote of Board members present.* If a modification proposal is amended by the Board, the amended proposal will be referred to the Rules Committee for consideration. If a modification proposal is not amended, the proposal, in its original form, will be referred to the Rules Committee for consideration,
 - Proposals may be withdrawn from consideration upon request by the originator.
 - All proposals referred to the Rules Committee will be in the minutes of the meeting, in the form in which they are referred.
- The Rules Committee will meet and prepare a recommendation on all submitted modification proposals. This meeting will be held immediately after the November Board of Directors meeting in order to allow sufficient time for consideration and possible revision of all rules modification proposals. The Rules Committee will recommend to accept, reject, or amend each proposed modification.
- The Chairman of the Rules Committee will notify all persons who submitted modification proposals of the date and location of the Rules Committee meeting in sufficient time that all persons so desiring can attend the meeting to discuss their proposal with the Rules Committee. Normally, the date and place of the meeting should be announced at the November Board of Directors meeting. Written supporting statements are acceptable if the person is unavailable to meet with the Committee.
- When the Rules Committee recommends to amend or to reject the proposal, they will notify the author and discuss rationale. If author agrees with the Rules Committee's recommendation, they may withdraw their proposal as written. The Rules Committee also has the option to retain original proposal.
- If two or more proposals are so similar as to constitute a single proposal, the Rule Committee will consolidate the proposals into one proposal and base its recommendation on the consolidated proposal. The consolidation must be announced when the recommendation is presented to the Board. If two or more

proposals are contradictory, the Committee will make recommendation on each proposal.

- The Chairman of the Rules Committee shall post committee recommendations on the WSLI BOD internet website and send a notice to the BOD as least one week prior to December BOD meeting.
- At the December Board of Directors meeting, the Rules Committee will present its recommendations to the Board as “New Business.” Each recommendation will be voted on by the Board without motion or second. The President may call a separate Board meeting for consideration of the recommendations if time does not permit consideration of all recommendations. The President may defer the vote on any or all recommendations due to time restrictions, but not beyond the January Board of Directors meeting. The Rules Committee will explain the reasons for each recommendation before each vote. There will be a brief discussion period before the vote where Board members will be limited to one minute each for discussion.
- If the Rules Committee recommendation is to accept the proposal:
 - The recommendation will be accepted and the rule changed with a vote of 2/3 of the Board members present.
 - The recommendation will be rejected and no further action taken with a vote of less than 2/3 of the Board members present.
- If the Rules Committee recommendation is to reject the proposal:
 - The recommendation will be accepted and no further action taken with a vote of more than 1/3 of the Board members present.
 - The recommendation will be rejected and the rule changed with a vote of 2/3 of the Board members present.
- If the Rules Committee recommendation is to amend the proposal:
 - The recommendation will be accepted and the rule changed according to the amended proposal with 2/3 vote of the Board members present.
 - The recommendation will be rejected and the proposal in its original form will be considered with a vote of less than 2/3 of the Board members present.
 - The vote on the original proposal will be held as if the Rules Committee had recommended acceptance of the proposal (2/3 vote required to change the rule.)

If the Rules Committee consolidated two or more rules and the vote of the Board does not result in a rule change, any or all of the original proposals may be considered by the Board upon a motion and second from the floor and a majority vote by the Board members present. In this event, the vote on the proposal will be held as if the Rules Committee had recommended approval of the proposal (2/3 vote required to change the rule.)

- After each vote, the Secretary will record the results of the vote in the minutes. If the vote results in the change of a rule, the Secretary will record the specific wording of the change in the minutes. The President will review the minutes as soon as they are available and forward the revised rule to the Publications Committee for inclusion in the WSLL Local Rules publication.
- These procedures will be posted on WSLL BOD Internet Website. A copy of these procedures will be available at registration.

G. Safety Training and Equipment

Managers and coaches must complete a WSLL-approved safety class at least once every three years. The class's purpose is designed to provide safety training to enable managers and coaches to recognize and react appropriately to common injuries and conditions encountered by youth baseball coaches. The Safety Officer will be responsible for developing and administering this training, furnishing evidence of training to those who successfully completed the class and maintaining a roster of those who did on the safety officer section of the BOD section of the website.

Managers must have quick access to a phone, and carry any safety items, such as first aid kits, specified by the Safety Officer, and ensure they and all their coaches are trained in the kit's use.

H. Scheduling – Practice Fields

Once permits are received, the County Liaison will designate practice fields A, B, and C quality, and assign them to League Directors for practice. Fields at Byron Park are unavailable for pre-season practice. On an A field, a game could be played. On a B field, most game activities could occur, but infield fielding may not be possible at the higher levels. A C field, is useful primarily only for throwing, running, and batting practice, without infielders. Sunday slots will not be allotted before 1 p.m.

For each week of pre-season practice, fields will be assigned as follows:

- Majors teams – three 2-hour slots on A fields (normally one during the week, one on Saturday, and one on Sunday)
- AAA teams – two 2-hour slots on A or B fields.

- AA teams – two 2-hour slots on A, B, or C fields, and the League will provide batting cage time as available.
- A teams – two 2-hour slots on A, B, or C fields, and, in April, a second slot on an A field, in lieu of a game.
- T-ball – two 1.5-hour slots on B or C fields.
- 5T only plays and practices on Saturdays during the season. They are given a 90-minute slot with the first 45 minutes planned for practice and the second 45 minutes planned for a game.

During the regular season, fields will be assigned as follows:

- Majors teams – one 2-hour slot at an A field each week.
- AAA teams – one 2-hour slot at an A or B field each week.
- AA teams – one 2-hour slot at a B or C field each week, and an A field every other week.
- A level – one 2-hour slot at a B or C field each week, and an A field every second week – and endeavor to assign a slot in an area where the batting machine may be used every other week.
- T-Ball teams – one two-hour slot at a B or C field each week.

Practice Use of Byron and Fenway

No team may practice at Byron or Fenway fields without being assigned to use the field by the league scheduler or president. Teams may use the batting cages as assigned. This applies to all-star and fall teams as well. At the discretion of the Executive Committee, any team that practices at these fields without permission will have their manager suspended for the next scheduled game.

The batting cages and bull pens are available for non-scheduled teams, however. As long as they are not closed due to inclement weather and use does not interfere with a team that has the facilities assigned to them as part of their practice or pre-game warmup.

No team at any time should take batting practice on Wrigley, Yankee and Fenway in a manner that damages the field. This includes having hitters hit from grassed areas and/or pitchers throwing from grassed areas. This applies to all-star and fall teams as well. Any team found to be using the fields in this manner will lose use

of the primary fields.

Amended and Approved, December 4, 2012

I. Scheduling – Regular Season Games

For scheduling regular season games, the League will observe the following criteria:

- Each team will normally play two scheduled games per calendar week, one game between Monday and Friday and one game on Saturday, unless there is an uneven number of teams in a level. At Majors, AAA, and AA, the schedules for each league shall provide for playing every other team in the same league at least twice during the regular season. Exceptions to this rule will be made when there are more than ten teams in a league. See specific level guidelines below.
- Each team shall play as many games at Byron as possible, but never fewer than one.
- Each Majors team shall play at least one game at Fenway, if possible.
- Teams will not be scheduled to play Friday, Saturday, and Monday in succession.
- A team that plays on Friday will not be scheduled to play the 8:30 a.m. or 9:00 a.m. game on Saturday (the scheduler will endeavor to avoid the 10:30 a.m. or 11:00 a.m. game too, if possible).
- Only Challenger games and make-ups will be scheduled on Sunday.
- Make-up games will be played in the first available Sunday game slot. Sunday games will not be scheduled before 1:00 p.m. Occasionally make up games may be played during the week.
- Prior to the start of the season, the Executive Committee will determine which interleague games count, if any, at the Majors, AAA, and AA levels.

The following are scheduling guidelines for each level in a typical season:

1. Majors

- 16-game schedule – two games per week for nine weeks.
- First three/four slots on Saturday.

2. 3A

- 16-game schedule – two games per week for nine weeks.

3. 2A

- 14-game schedule over nine weeks (first four Saturdays, and two games per week thereafter).

4. 1A

- 14-game schedule over nine weeks. 1A plays primarily at Forbes and Three Rivers.
- Every A team should have at least one game at Wrigley or Yankee and as many others at Byron as possible.

5. T-Ball

- 12-game schedule over nine weeks playing primarily at Rolling Valley Elementary
- Every T-Ball team should have as many games as possible at Byron.

6. 5T

- Eight sessions over eight weeks. Two teams are scheduled at two adjacent fields (primarily Keene Mill) for a 90-minute Saturday session. After approximately 30-45 minute practice, they combine for a 45-60 minute game.

Any changes to the schedule policy necessary to make the season schedule better can be done with the approval of the Executive Committee.

7. Additional Scheduling Considerations

For scheduling regular season games, the League will take the following criteria into consideration:

- Try to schedule as many teams as possible to play on Saturday (not possible with an uneven number of teams at a level).
- Equalize the number of Friday, Monday, early morning, and 8:00 p.m. games (to the extent possible)
- Try to make sure that a team is not home or visitor for a significant number of games in a row.

- Eliminate any significant imbalances in the schedule such as one team having an inordinate number of games on a specific day or at a specific time.
- Try to equalize the number of times teams play at different fields (e.g., AAA teams play at Burke & Byron (any field)).
- Not schedule 5T, T-Ball, and A games for Memorial Day weekend, and no make-ups on Mother's Day at these levels.

J. Scheduling – Post Season

Every division, except T-Ball, shall hold a competitive tournament at the end of the regular season. These tournaments may be single elimination, double elimination, or pool play and may include inter-league play between American and National League teams at the same level of play, and may be arranged by flights. The format of the tournaments shall be determined by the Executive Committee. AA, AAA, and Majors teams will be seeded by order of finish, using any required tie breakers to determine final standings.

K. Snack Bar

The League will appoint a Snack Bar Committee, which will develop a management scheme, stocking and procurement scheme, a list of sale items and prices, and vendor lists by March 1. The Snack Bar Committee's plan will be subject to approval by the Executive Committee and briefed to the Board. The Snack Bar will rely primarily upon adult workers and will allow children ages 14 and up to work for compensation. Children 13 years old and under may not work in the concession stand except for the sons and daughters of the concession stand managers. The concession stand manager may take exception to this policy at their discretion.

Amended and Approved, December 3, 2013

L. Sponsors

The Sponsors Committee may offer the following packages to potential sponsors: [The Executive Committee will determine all Fees.]

- Team Sponsors:
Name on Team Banner.
Name displayed on team jersey.
Name displayed in Sponsor Directory and "sponsor of the day" on the WSLI website.
Name listed in Sponsor Directory in the yearbook.
- All-Star Team Sponsors:
Name prominently displayed in the yearbook.

- The Board may also authorize the selling of limited ads in the yearbook or other “fund raising activities.”
- The Sponsors Committee will be responsible for communicating to the Vice President Communications commitments made for the posting of sponsors in yearbook and on the WSLL website.

Sponsors may request the team they wish to sponsor within their selected division, i.e., their son/daughter’s team, their neighbor’s team. Also, non-affiliated sponsors can request specific teams, i.e., Red Sox, within their selected division on first-money-in-hand basis.

M. Team Formation and Player Assignment

1. Guidelines for Majors, AAA, and AA

a. Majors Player Assignment

Draft eligible players not affiliated with an existing Majors team shall participate in tryouts (described below) and be eligible to be drafted by a Majors’ team.

b. AAA and AA Team Formation

AAA and AA teams will be formed on the basis of a draft of all draft eligible players (as defined by the Player Agent) following participation in a tryout described below.

c. Tryouts

- The Tryouts Coordinator is responsible for assigning individual player tryout times and will ensure that information about tryouts is disseminated to tryout participants well in advance of tryouts through WSLL webpage postings and/or email notifications. As stated in the WSLL rule book, all players who wish to be considered for the Majors playing level must attend the mandatory tryout session.
- Tryouts will consist of players being given the opportunity to run, catch three thrown balls, field three grounders, and hit five pitches from a machine, pitching at approximately 45 mph from 46 feet. The counts for each task are at the discretion of the Tryouts Coordinator depending on the number of kids trying out and time available.

- If space is limited, only a team manager or his or her designee may attend. If there is limited seating in the front row of the viewing area, only managers may sit in that area. If the space is empty, it may be occupied by a team coach, but if another team's manager arrives later, the coach must give way to the manager or designee.
- Attendance at tryouts:
 - Tryouts for the Majors playing level are restricted to the selected team manager and no more than two additional adults associated with the respective team (a returning Coach of Record, projected Coach of Record, or parent of a returning player for that team) as designated by the team. The team manager must submit to the Player Agent the designated tryouts assistant(s) 48 hours prior to start of Tryouts. Parents of Majors tryout participants, non-coaches and/or current WSLL players are restricted from the tryout area – no exceptions.
 - For tryouts at levels below Majors, tryouts must be attended by the selected manager ONLY – no substitutes will be allowed. The rationale is that since teams are drafted in full each year at levels below Majors, there are no returning players or coaches and thus all players (except manager's children) are tryout participants. Parents of tryout participants, non-managers and/or current WSLL players are restricted from the tryout area – no exceptions.
- Players will be rated by managers on a form prepared by the Player Agent. Within 24 hours of the conclusion of the tryouts session, the team manager should record individual player ratings through the secure password protected tryouts website. The Player Agent will compile a composite of overall tryout scores and rankings to be furnished to managers through the secure password protected tryouts webpage for use in the draft. Disclosure of information contained in the composite form to anyone other than a League official with a need to know, based upon his or her official duties, is grounds for disciplinary action.

2. Guidelines for A, T-Ball, and 5T Levels

- These leagues will use a common pool method for team assignments. For team assignment, there will be no distinction between American and National Leagues.

- Teams are to be formed by neighborhoods, utilizing the maps used at registration and the map coordinates recorded on the registration forms. However, LDS must ensure that every team has one sponsor and also should balance team parent and coach volunteers.
- When there are not enough players in a neighborhood to form a team, that neighborhood may be combined with another to form one or more teams. Similarly, when more than one manager is from the same neighborhood, the neighborhood may be divided between managers. In general, when moving players, the LD should endeavor to ensure that at least three of the players are from the same neighborhood or school.
- League Directors will endeavor to balance teams in number of players within each age group, prior level played, experience, and talent, if known.
- League Directors may honor special requests for players to play together, especially, when carpooling or for other special reasons, but should keep an eye on parity and the other factors described above.
- League Assignment: After the teams have been formed, the total number of teams for each level will be divided to determine the number of teams in each league. An equal number of team names from each league will be placed in a hat. If the number of teams formed at a level is not equal, a coin flip will determine which league will receive the extra team. A team name from the winning league will be placed in the hat with the other names. The managers' names for each level will be read in alphabetical order. Immediately after a manager's name is read, the appropriate LD or league vice president will draw a team name from the hat. The team name drawn will be that manager's team for the coming season and will determine league affiliation. All selections are final and team names may not be traded or reassigned.

N. League Training of Coaches and Players

1. Training Committee

- The Training Committee will recommend a training contractor for training all League managers and coaches.
- League Directors in conjunction with the Training Committee will develop level-specific manager training, which will include information concerning: local rules; the role of the manager in WSL; and

season schedules; logistics requirements (safety, team parent, equipment); level-specific player and parent issues; and practice organization.

- The Training Committee will maintain and publicize a list of coaching skill and education objectives for each level. Manager selection committees will attempt to determine an applicant's ability to meet these objectives.
- The Training Committee also will take the lead in providing uniform training for lower-level players and conduct clinics utilizing lower-level managers.
- The Training Committee may develop a WSLL training manual, which will include: skill objectives for each level; sample drill package to support those skills; and, two 1-2 hour pre-season lesson plans for players at the T-ball through A level.
- Lesson plans contain these features:
 - Name of activity
 - Start time
 - Finish time
 - Number of instructors
 - Training aids
 - Space type and size
 - Object of lesson
 - Brief lesson plan

2. Formal Presentations

All committees who have significant contact with WSLL families or persons performing functions for the League must assess their need for a formal (non hands-on) training plan or presentations. At a minimum, this requirement affects: baseball operations (for managers and LDS), umpires (for umpires and managers); training (for committees); President (annual meeting); and/or, Rules Committee (Board voters).

WSLL trainers and presenters will observe the following principles of effective presentations:

- All formal training or presentations longer than one-half hour must have some visual aid – an agenda at least. Presentations that can be used for more than one year should be stored on the website.
- Training presentations should be reviewed by a second set of eyes.

This ensures sound and essential content, correctness, clarity, proper grammar and spelling, and observance of the principles set forth below.

- The presenter should provide handouts, unless the presenter determines that the combination of a PowerPoint presentation and availability through the internet is sufficient. When dealing with Board presentations, electronic versions can be distributed by email two business days in advance instead. This saves paper and allows prior review.
- Training sessions should almost never last longer than two hours.
- Training sessions lasting two hours should have a 10-minute break every 60 minutes.
- Trainers should develop some technique for enlivening a presentation. This may include team training (alternating speakers), demonstrations, pictures/videos.
- Trainers should minimize lecture style presentations whenever possible and maximize audience participation.

Trainers should understand the minimum needs of the audience and realize we cannot present everything that can be said on a topic.

O. Uniforms – Regular Season

All players will be provided shirts, hats, and socks. Majors' players are responsible for purchasing solid gray pants. At AAA and below, players will be provided with white pants. The Uniform Director will submit a uniform plan to the Executive Committee by its February meeting. Uniform numbers will be consecutive starting at #1 and ending with a number that represents one above the highest number of players on each team.

P. Volunteer Background Investigations

The Safety Officer will be responsible for collecting Little League Volunteer forms for all managers, coaches, Board members, umpires, and others having access to little leaguers. The Safety Officer will screen all applicants against the U.S. Department of Justice's Sex Offender Database and/or other such databases, and report to the President no later than the beginning of the season that all required checks have been made and the results of those checks. The Safety Officer will publish a list of those who have passed the background investigation on the WSLL website in a place that can be accessed by managers and BOD members.

The Vice President Baseball Operations, Umpire-In-Chief, and Secretary are responsible for furnishing the Safety Officer with a list of names of managers, coaches, umpires, and Board members requiring volunteer checks. The Vice President Baseball Operations and Umpire-In-Chief are responsible for submitting and accounting for the submission of all necessary applications.

Managers and committee chairs are responsible for ensuring that other persons with whom they work are required by Little League rules to submit volunteer applications do so and pass their background checks.

III. IN-SEASON

A. Bulletin Board

The Communications VP will appoint an officer to maintain a weather-proof bulletin board at Byron Avenue. That Board member will control all content and will post notices of upcoming League events, sponsor information, standings, a listing of principal League officers and contact information, and other items designed to keep member's informed of upcoming events and enhance their enjoyment of WSL. Teams will be encouraged to turn pictures into the concession stand for posting.

B. Definition of Coach

WSLL recognizes four types of volunteers who direct baseball activities on a team ("Baseball Volunteers") – the Manager, two Coaches of Record (aka Assistant Coaches),² an unlimited number, but usually one to three regular Practice Coaches, and an unlimited number of Practice Helpers. The first three are considered coaches for all purposes. The fourth is not considered a coach for any purpose but is still subject to the Little League Volunteer Background Investigation rule, where applicable.

There are significant consequences of a Baseball Volunteer qualifying as a coach.

- Little League requires that *anyone* having repetitive contact with children be identified by the manager, submit a Little League Volunteer Form to the WSL Safety Officer, and successfully pass the Little League -required background investigation.
- Little League requires that *all* coaches be appointed by the President and approved by the Board.
- Little League requires that the names of the Manager and two Assistant Coaches be reported to Little League.

² At the A and T-ball levels, the League allows for three Coaches of Record or Assistant Coaches.

- WSLI requires that the Manager and both Assistant Coaches be present in the dugout if they are present for the game (if one were absent, only someone who has passed the Little League background investigation is allowed in the dugout).

With these considerations in mind, WSLI defines *Practice Coach* as one who, on a regular basis, forms a relationship with one or more players of no relation, who regularly looks to him or her for baseball advice, guidance and direction. Such a coach might direct a practice, teach a baseball skill (such as throwing, catching, pitching, hitting or running), or provide instruction on a personal, subteam (infielders, pitchers, catchers, outfield, etc.) or team basis.

By contrast, a *Practice Helper* typically performs a rote function to facilitate a drill or game that is being overseen and directed by a coach or manager. Such functions include backing up overthrown balls, pitching batting practice, watching for safety violations, placing the ball on a tee or throwing soft toss. Calling out occasional generalities or words of encouragement like “stand closer to the plate,” “good swing,” or “use two hands” do not transform a Practice Helper into a Practice Coach. Such a helper also might perform coach-like functions on an irregular basis. Because the requirement for a Little League Volunteer Form is tied to the contact with children – and not coaching status – Managers are responsible for ensuring that only those having passed the background investigation are permitted to have “regular access to children.”

C. Gray Hat Duty

The WSLI VP Administration or another BOD member assigned by the President will assign Gray Hat field duty team captains, assign Board members and DVs to Gray Hat field duty teams and provide a list of Gray Hat field duties and checklists to all team members. The Gray Hat field duty captains will prepare weekly assignments. The captain should strive to have two team members at every slot at Byron Avenue field.

Once assigned, a team member is responsible for finding a replacement if a scheduling conflict arises, and for becoming familiar with field operations, the location of equipment and materials, and the operation of locks and alarms. The assigned team member may also be asked to supervise a volunteer in the performance of duties specified by the Fields and Facilities Vice President. The Vice President Fields and Facilities will publish a Standard Operating Procedure for Gray Hat duties, which team members will carry with them to the field while performing Gray Hat duties. The SOP will be stored on the Board section of the WSLI website, in a section prominently labeled “Gray Hat Duty SOP.”

If no adult umpire is available for a game, and non adult umpires are used exclusively for that game, the local Little League must assign an adult as Game Coordinator, or the game cannot be played. The Game Coordinator must not be a manager or coach of either team in the game and cannot be assigned as Game Coordinator for more than one game at a time. The Game Coordinator’s duties shall be:

- To be included in the pre-game meeting as noted in Little League Rule 4.01;
- To remain at the game at all times, including between half innings, in a position to see all actions on the field and in close proximity to the field (not in any enclosure). If, for some reason, the Game Coordinator is not present or is unable to perform his/her duties for any reason, the game must be suspended until the Game Coordinator returns, or until a new adult Game Coordinator is present and assumes the duties of Game Coordinator for the remainder of the game;
- To oversee the conduct of all players, managers, coaches and umpires in the game;
- To have the authority to disqualify any player, coach, manager, or substitute for objecting to the decisions of an umpire, for unsportsmanlike conduct or language, or for any of the reasons enumerated in these Playing Rules, and to eject such disqualified person from the playing field. If the Game Coordinator disqualifies a player while a play is in progress, the disqualification shall not take effect until no further action is possible in that play;
- To have the sole ability to judge as to whether and when play shall be suspended during a game because of inclement weather conditions or the unfit condition of the playing field; as to whether and when play shall be resumed after such suspension; and as to whether and when a game shall be terminated after such suspension. Said Game Coordinator shall not call the game until at least thirty minutes after play as suspended. The Game Coordinator may continue suspension as long as there is any chance to resume play. (This supersedes Little League Rule 3.10.)

D. Game Day

1. Dugout and Bench Occupancy

The home team shall occupy the first base dugout and the visiting team shall occupy the third base dugout. **EXCEPTION:** The home team shall occupy the third base dugout and the visiting team shall occupy the first base dugout for all games played at Fenway located at Burke School. **NOTE:** Little League Rule 3.17 prohibits anyone other than the managers, two coaches (not necessarily the coaches of record) and the team's players from occupying the bench. Thus, coaches may not bring other children, including non-team siblings, into the bench or dugout area.

2. Field Care

Field care is both teams' responsibility. The quality and safety of our games depend upon managers who ensure that the specified steps are taken to protect and preserve our fields. When fields are wet, teams must arrive early to prepare the fields but must not overload them with drying agents or play on them when

wet. Sometimes it is better to let a field dry naturally. Teams should appoint a field care manager team to ensure that those duties are performed and that they will not interfere with pre- and post-game time with the team.

Unless otherwise noted, the home team is responsible for the following:

- Make an initial safety sweep of your playing field.
- After any use, all infields must be dragged and/or raked, with particular attention paid to filling in low spots.
- Holes in the pitcher's mound and batter's box should be filled and compressed if possible. Any serious repairs should be reported to the Fields & Facilities Committee. Rake so as not to sweep dirt off of the infield. For example, when raking the first and third baselines, rake in the direction of the line.
- Empty the field garbage cans as necessary (always empty when greater than half full).
- The five-gallon garbage cans/pump buckets in each dugout should be emptied as needed or at the end of the day's games.
- Both teams must clean their dugouts and bleacher areas of all trash and loose objects.
- Every Saturday, the first teams to play on a field shall:
 - Sweep the dugouts and rake up the infield grass areas next to fences to remove litter and rocks;
 - Fill the five-gallon line marker buckets in the field boxes.
 - Leave them full for the next teams.
 - Clean and straighten the field boxes. Extend some care to the bullpens and batting cages, raking low areas.

See the Gray Book for additional information on Field Care.

3. Game Times

The game clock runs from scheduled time, not start time, unless the game was delayed by a prior game.

A game shall begin at its scheduled start time or 15 minutes after the last out of the previous game, whichever is later.

The plate umpire shall keep time and advise the scorekeeper of the start time.

If the start of a game is delayed 45 minutes past its scheduled start time, the game shall be rescheduled, unless no game is scheduled behind it, and at least two hours remains until any applicable curfew.

4. Lightning and Thunder Policy

- At the first observance of threatening skies all umpires, manager, coaches, Gray Hats, and other officials are to closely monitor the weather for lightning and thunder.
- Managers and coaches should ensure that their players keep all their gear together in case they must leave the field for weather/lightning.
- Play will immediately be suspended when any of the following are observed by an umpire, manager, coach, Gray Hat, or other League official.
 - A lightning detector (if available) indicates lightning within 10 miles or less.
 - The range may not have 10 miles on the high end of the scale; follow the range that includes 10 miles in it.
 - Lightning detector takes precedence over thunder or lightning observed or heard, but if thunder or lightning are observed, then vacate the field.
 - Thunder is heard with or without lightning being observed.
 - Any lightning is observed (cloud-to-cloud or cloud-to-ground or distant lightning or “heat” lightning).
 - When in doubt err on the side of safety and clear the field.
- Fields will be cleared and all players, managers/coaches, umpires, and spectators will move to a vehicle for a minimum of 30 minutes.
- During game suspension no one is allowed to be on any fields, standing around the concession stand or other facilities and must be inside their vehicles. The only exception to this is that on fields with a concession stand or equipment shed (Byron and Fenway) the Gray Hat and umpires will gather inside the concession stand/shed to monitor the conditions.
- All concession stands and scorer booths will be closed upon suspension of play.

- If lightning/thunder is observed or the detector indicates lightning again then play will be suspended for another 30 minutes from the subsequent observance.
- Games will be cancelled if the suspension will result in a more than a 45-minute delay.
- At Byron, if a game is suspended on one field, then it must be suspended on all fields.

5. Make-Up Games

- General. Make-up games will be scheduled in the order they are cancelled, unless that results in 4 games in 4 days or the team is already scheduled to play on the make-up day. No team will have more than 3 games in a week defined as Monday through Sunday. No other exceptions will be made. Therefore, if a team is rained out on a Tuesday and there is an open Friday, the team will be rescheduled for that Friday, unless one of the exceptions above results. If an exception results, the game will then go to the next available slot for which no exception applies.
- Games will be rescheduled on the same fields as they were originally scheduled, unless that field is full the next available Sunday and there is another open field that Sunday or before the following Sunday. The game rescheduler has the discretion to move games to alternate fields to best facilitate game rescheduling (i.e. move a T-Ball game from Majors field to accommodate make-ups for a majors game).
- Notice of make-ups is important. However, because so many of the games are made up on Sunday, and it is important to make games up as soon as possible to prevent too many games in a week, and because often even Sundays are lost to weather, teams should assume that if they are rained out on a Saturday, their game will be made up the next day. If no Sunday slot is available, the teams will be assigned to play in the next open slot, subject to the exceptions above.
- Make-Up Time Slots. Make-ups will be scheduled during the week when slots are available at Byron or Fenway. At Byron Avenue fields, make up games will start at 3:00, 5:00, and 7:00 (Wrigley and Yankee) on Sundays (if Challenger is not playing also at 1:00). On other fields, games will be made up on Sundays at 1:00, 3:00, and 5:00.
- If necessary and to avoid having to override other makeup considerations, AA and AAA games may be scheduled for 5:45 pm on open Friday nights

at Yankee and Wrigley, if they are the first games to be scheduled on an open Friday. An 8:00 pm slot would then be open for Majors on these fields. If Majors is the first game to be scheduled, the start time will be at 6:15 pm and no other game will follow. We may also have to adjust games when a single game is scheduled on a field to accommodate a second game.

- At the A-Ball, T-Ball, and 5T levels no games will be rescheduled on Mother's Day or Memorial Day weekend. Other levels will have make-up games rescheduled on these dates, if needed.
- The League Scheduler will not entertain requests for juggling the Sunday games.

Inserted and Approved, December 4, 2012

6. Pitching Regulations

The League is subject to Little League's Pitch Count Program. At the AA level, WSLL level-specific pitching restriction applies *in addition to* the Little League rule. Thus, if a player reaches his or her WSLL-specified inning limit before reaching his or her pitch count limit, the inning limit would apply, and vice versa.

7. Pre-Game Practice

- Practice times on the fields before all games shall be as follows:
 - The visiting team shall take infield practice for 5 minutes beginning 20 minutes before game time. The home team shall take infield practice for 5 minutes beginning 15 minutes before game time.
 - The playing field shall be cleared 10 minutes prior to game time for field preparation.
 - Batting practice is not permitted on the playing fields. Batting cages are available for use by teams playing on Yankee, Wrigley, Ebbets, and Fenway (Burke School) fields only. When no games are scheduled on these fields, the batting cages will be available for use by all levels of play. Teams playing on Ebbets will have priority for the cages after teams playing on Wrigley and Yankee, as long as the teams playing on Ebbets ***do not arrive more than one hour*** before the start of their scheduled game and follow all the rules outlined in (a) above. The teams playing on Ebbets then can each use one side of the cage.

- Use of the cages will be in accordance with the following:
 - Cages will be available 1 hour prior to the start of games. The visiting teams can use the cages for the first 20 minutes and the home team for the second twenty minutes. Players must be on the playing fields no later than 20 minutes before the start of the game.
 - The cage opening towards Yankee is for teams playing on Yankee, and the cage opening towards Wrigley is for teams playing on Wrigley.
 - When make-up games are scheduled on Yankee, Wrigley, and/or Ebbets fields (e.g., on Sundays), the cages will be available similar to the Saturday schedule.
 - Use is approved for WSSL managers/coaches pitching to helmeted WSSL players only (no other adults or players are permitted).

8. Umpires, Official Scorekeeper and Announcer

WSSL attempts to assign and schedule official home plate and base umpires for Majors, AAA, and AA games.

Ordinarily, the League will not attempt to schedule umpires for A and T-ball games. When no official home plate umpire is assigned, the home team is responsible for providing the home plate umpire.

When a base umpire is assigned and the plate umpire does not show, the assigned base umpire will become the assigned plate umpire. When no official base umpire is assigned or becomes the plate umpire, the visiting team is responsible for providing the base umpire. When an official home plate umpire is assigned but a base umpire is not, or when an assigned base umpire becomes the assigned plate umpire, provision of a base umpire by the visiting team is subject to approval by the official plate umpire.

In no case will any game be delayed, canceled or postponed because League umpires are not available.

A manager or coach may not umpire in the same league and level in which they participate. In the event that a scheduled umpire is not present, this rule may be waived by agreement of both managers. This rule does not apply to A or T-ball games.

The home team shall provide the official scorekeeper. The umpire will review the scorekeeper's duties and impress upon the scorekeeper that he or she is a game official and not to act as an advisor or cheerleader for their team, although they may respond to questions concerning pitches, outs, scores and batting order.

For all games played on Yankee, Wrigley, or Fenway fields, the visiting team shall provide an adult announcer.

E. Manager Evaluations

Two weeks before the end of the season, the Survey Administrator will upload the manager evaluation survey to the Internet. All families will be surveyed. The survey will ask parents to evaluate the manager concerning WSL-desired manager characteristics, including baseball knowledge, ability to teach baseball and relate to children, practice organization, appropriate behavior and appearance, etc. Furthermore, the survey will contain questions of League-wide importance.

To prepare managers for their evaluations, the Vice President Baseball Operations will ensure that Managers are informed at the beginning of the season of the details of this program. At least two weeks before the activation of the survey, LDS will remind managers of the date of the survey's activation, ask the managers to encourage the parents to complete the survey, and advise the managers that achieving a good return ratio is a measure of a manager's ability. At the same time, the VP Communications will send a message to all parents notifying them of the upcoming survey.

After the conclusion of the season, LDS will supply their managers with a report that includes: (1) the number of surveys returned; (2) the average scores given in response to each question; (3) any comments made; and (4) the following statement:

- **Limitations:** The survey's raw data, averaged above, provides only a limited basis for comparing managers' performance between teams and should not be used for direct numerical comparisons. Each manager was evaluated by a different group of people (his or her own team), and we do not know how their standards or backgrounds compare. Also, a winning or losing record could influence a parent's score, even though the League does not consider a manager's value to be defined solely by won/loss records. The number of returns also could influence the final outcome. However, the surveys do have value. First, the respondents are our members. So, they should be asked what they think and be open to feedback. Second, very low or high scores throughout the League on a particular question will have meaning to the League. Third, some conclusions about a manager's present strengths and weaknesses can be drawn. For example, if your parents' average response to two different questions (or to the same question regarding the other team coaches) was significantly different, that question is worth focusing upon.
- **Uses:** Average scores and comments will be available to the Manager Selection Committee as one of the many tools used to assess manager candidates. While it is unlikely that one survey alone would disqualify an applicant, it might suggest areas for questioning during interviews and lend or subtract weight from other information the Manager Selection Committee considers. Trend results also will be made available to the Training Committee for designing future training, and to the Executive Committee to keep it abreast of manager issues and member satisfaction.

- The Vice President Baseball Operations will ensure that the survey results are delivered to the League President. The survey instrument will be disposed of according to the League's Privacy Policy.

F. Website

- The website will be overseen by the Vice President Communications and maintained by a professional web master, whose contract will be managed by the VP. The website will include a public section and one, protected by a password, for BOD members only. The BOD site will have sections for each major committee and will include activity schedules, budget information, forms, and notes, and a discussion board, and be accessible to all BOD members.
- The public section will provide a main section, like a newspaper, tracking events of interest to the membership. It also will include a side bar with links to coach and umpire material, information about the Board, including how to contact the Board, the League's history and other information of interest to members.

IV. POST-SEASON

A. Trophies

- At the 5T level, players will receive inexpensive trophies.
- At the T-Ball level, players will receive inexpensive trophies.
- At the A level, players will receive inexpensive trophies, for tournament winners and tournament runner-ups.
- At the AA level, players will receive trophies for regular season winner and runner-ups. Tournament and tournament runners up will receive trophies.
- At the AAA and Majors level, regular season division winners, division runner-ups, and tournament and tournament runners up will receive trophies.
- At the AA, AAA, and Majors level:
 - If two or more teams are tied for first place, no second place trophies will be awarded.
 - If two or more teams are tied for second place, all teams will receive trophies.
- Awards will also be provided for the manager, two coaches of record, and

team sponsor.

- The Trophy Director will submit a trophy plan to the Executive Committee no later than April 1.

B. Volunteer of the Year

Each year, WSLI will recognize a member or members as Volunteer of the Year. The criteria for award are: (1) a high degree of accomplishment or holding of significant positions over a sustained period of time; (2) exceptionally meritorious performance of duties within the current year; and, (3) accomplishment of a highly significant project or volunteer achievement.

By resolution of the Board of March 30, 2004, the award will be named the **GEORGE PEDERSEN VOLUNTEER OF THE YEAR AWARD**, the 2002 and 2003 Volunteer of the Year.

To effectuate this policy, no later than May 1 of each year, the President will announce that nominations for Volunteer of the Year are to be submitted to him in confidence. The President will discuss nominees with the Executive Committee, who will, by June 1, agree, by majority vote, upon the number and name or names of those persons who will be recognized as the Volunteer of the Year.

The Volunteers of the Year will be announced on the closing day of the Spring Season, "Championship Saturday," and will be provided an award approved by the Executive Committee.

C. Volunteer Fees

WSLI requires hundreds of hours of volunteer effort, above that required to run each team and above that can be performed by the Board of Directors. Accordingly, before registration, the Board will approve a volunteer fee to be paid by each family (except families with players only registered at the 5T level), in order to motivate families to perform that work or to provide additional funds with which the Board can contract out such work. Once approved, the fee will remain in effect, unless repealed by the Board of Directors. Work performed for a team, such as managing, coaching, acting as a team parent, banner maker, and umpire at the A level and below, will not qualify for the return of the volunteer fee. The fee will be paid at registration by check. Once the approved volunteer work has been performed, the appointed Board member will notify the League Treasurer, who will destroy the volunteer's check.

In order to identify work that may be performed for the Volunteer Fee, the League's Volunteer Coordinator, who will be supervised by the Vice President Administration, will poll Board committees by November 1 of each year to determine what assistance they need from League families to accomplish their work. By December 1, the Volunteer Coordinator will recommend to the Executive Committee, for its approval, the types and amount of work that will qualify for return of the Volunteer Fee. The Volunteer

Coordinator will record these positions in the League's job description manual, and post the manual on the website in a prominent location.

At registration, the Volunteer Coordinator will staff a station where families will be informed: (1) of their obligation to volunteer to recover their Volunteer Fee; (2) of the available volunteer opportunities; (3) of their responsibility to verify their volunteer position; (4) that, once they perform any work, they should ensure that Board member supervising their work has reported it to the Treasurer; and, (5) that team-level work, including managing and coaching does not qualify for return of the Volunteer Fee.

By July 10, any BOD member who has used volunteers during the season must report their list to the Volunteer Coordinator. The most likely positions with this responsibility are Special Operations (tryouts and registration), Fields and Facilities, Snack Bar, and Umpires. On July 15, the compiled list will be posted on the website and an email will be sent to the membership asking them to review the list and make any corrections. Volunteer checks that have not been earned back will be cashed on or shortly after August 1.

Potential methods for earning a Volunteer Fee refund are listed, but not limited to, those set forth below.

- Working a four-hour shift on any of the dates during any of the preseason field preparation dates.
- Working two shifts in the Snack Bar, two registration dates (as available), two tryout dates (as available), or any combination of two shifts of these activities.
- Attending training and umpiring five games at AA or above.
- Serving as a League photographer

Amended and Approved January 3, 2012.

D. Yearbook

The Yearbook Director will enlist the help of parent volunteers to submit pictures for inclusion in the Yearbook and to assist him or her in selecting pictures. The Yearbook will contain all team pictures, a picture of the umpires, and a picture of the Board of Directors. The Yearbook Director will also include action photos of every level of play, attempt not to include more than one individual picture of the same child and, generally, attempt to capture the complete range of League activities and participants, without regard to the ability of the players.

The Yearbook will be mailed to each family registered in the League, to volunteers who do not have children in the League, to team sponsors and to umpires. Yearbooks will be

completed as soon as possible after the completion of the All-Star Season, and will not include Fall Ball activities. The Yearbook Director and the VP Communications will be responsible for selecting contractors for all graphics design, printing, and mailing activities.

V. ALL-STARS

A. All-Star Manager and Coach Selection

- For All-Star play, Little League requires that one manager and two coaches (“Affidavit Coaches”) be named on the All-Star Tournament Affidavit, and that those three have been “regular season coaches.”
- District 9 permits only the three Affidavit Coaches to be on the game field once it is made available to the team.
- Little League requires and WSLI rules provide for Presidential appointment and BOD approval of all All-Star managers and coaches.
- In addition to the two Affidavit Coaches, the WSLI Gray Book permits up to four additional All-Star Practice Coaches, subject to BOD approval.
- WSLI policy provides official team gear only to the Manager and two Affidavit Coaches.

1. All-Star Managers

- The VP Baseball Operations will poll current WSLI Majors managers and coaches of record at the mid-point of the regular season to solicit candidates for 11/12 All-Star managers. Majors and AAA managers and coaches will be polled for 9/10 and 10/11 All-Star managers.
- Candidates are eligible for an All-Star position only in the league in which they participate during the regular season.
- The VP Baseball Operations will present the list of candidates to the League President who will, nominate some, all, or none of the candidates for the role of All-Star manager.
- A nomination means that the President believes the nominee possesses the basic qualifications of a competent all-star manager.
- The ballot will be finalized and no new candidates accepted 48 hours before the scheduled vote.

- The 9/10, 10/11, and 11/12 All-Star managers will be selected by a vote of the Majors managers and coaches of record from that league.
- The VP Baseball Operations will conduct 9/10, 10/11 and 11/12 All-Star manager election. Voting will be by written secret ballot. No proxies will be permitted. To be elected, a candidate must receive a majority of the votes cast.
- If a candidate does not have a majority, the candidates with the most votes will meet in a runoff election.
- Votes will be counted in the presence of the President or his designee.

2. Coaches of Record

- Each All-Star manager will select two coaches of record from within the appropriate league and a number of additional coaches to be determined by the BOD.
- The coaches of record for the 11/12 year-old All-Star teams must come from the Majors level, and the coaches of record for the 9/10 and 10/11 year-old All-Star teams must come from the Majors and/or 3A level.
- The slate of coaches will be presented at the next BOD meeting for approval. Coaches will be approved if the BOD agrees that they possess the basic qualifications to make competent All-Star coaches.

3. Other Coaches

- An All-Star manager may select other coaches to assist with team practices and administration but must ensure that they have cleared the Little-League-required background investigation. Any such coaches must be approved by the President.

B. All Star Player Selection

1. 11/12-Year Old All-Stars

a. Eligibility

- All 11 and 12-year olds in the Majors shall be eligible for selection to the WSL 11/12 teams. Parents of 11-year old players may use the Player Commitment form to indicate that their player shall not be considered for the 11/12 year old team. (The Player Agent shall ensure that the Player Commitment form enables parents to indicate the All Star level that may not be of interest to that player.) The Player Agent, prior to the mid-point of the regular

season, shall compile a list of eligible players. From this list, the Player Agent will develop the “11/12 All-Star Ballot.” The ballot will include the name and League age of each eligible player, listed alphabetically, by team, and shall exclude 11 year olds that do not wish to be considered for the 11/12 Teams.

b. Selection

- At least one-half of a league’s 11/12 All-Star team will be selected by Majors’ players, managers, and coaches of record. Another portion will be selected by the Majors managers from that league. A final portion will be selected by the All-Star manager. The Board will determine how many players will be selected and how many will be selected by each group.

c. Player/Coach Voting

- The Player Agent will conduct the player/coach voting. Each Majors’ player, manager, and coach of record may vote for up to the specified number of players from the 11/12 All-Star Ballot. Voting will be by written secret ballot. No proxies will be permitted. Prior to voting, voters will be instructed that their responsibility is to vote for the most deserving players. Voters shall not vote for players on their own team. Votes will be counted in the presence of the President or his designee. The players receiving the most votes, up to the number of players specified by the BOD, will be named to the 11/12 All-Star team.

d. Majors Managers’ Voting

- The Player Agent will conduct a meeting of regular season Majors managers and the All-Star manager to select the portion specified by the Board. All teams must be represented. The meeting will be conducted as follows.
- First, each manager or his designee will identify the potential All-Stars from that manager’s team, and provide statistics.
- Second, the Player Agent will lead a discussion aimed at identifying all worthy players.
- Finally, the Player-Agent will conduct a two-phase process for selecting the number of players designated by the BOD for selection by the Majors managers. In the first phase, the managers (including the All-Star manager if he is a manager) or their designees will select the “All-Star Pool,” which, including the

players voted by the players/coaches, will equal 22 players. In the second phase, the managers will select from the All-Star Pool the number of players designated for the managers' selection by the BOD. The goal is to select the "All-Star Pool" and All-Star team members by consensus, but if consensus is not achieved, the Player Agent will conduct a secret ballot.

- If a vote is needed, a manager shall not vote for players on his or her own team in any phase. The Player Agent will count the votes in the presence of the President or his designee, but not reveal the tally. The players receiving the most votes, up to the number of players specified by the BOD, will be named to the All-Star team.

e. All-Star Manager Selections

- The Player Agent will promptly inform the All-Star manager of the managers' player selections. The All-Star manager may then select that number of players specified by the BOD. The managers' selections must be made from the "All-Star Pool," but may include one "wild card" candidate from among the 11/12 Year-Old All-Star Ballot, if the manager so desires. The manager will notify the Player Agent of his selection(s).

2. 9/10 and 10/11-Year Old All-Stars

a. Eligibility

- Pursuant to parent agreement, all 9/10-year olds in AA or above shall be eligible for selection to the WSLL 9/10-year old team. Likewise, pursuant to parent agreement, all 10 year-olds in AAA or above and 11-year olds in AAA or above not selected for the 11/12 All-Star Team shall be eligible for selection to the WSLL 10/11-year old team. Parents of 10-year old players may use the Player Commitment form to indicate that their player shall not be considered for the 10/11 year old team. (The Player Agent shall ensure that the Player Commitment form enables parents to indicate the All Star level that may not be of interest to that player.). Prior to the mid-point of the regular season, the Player Agent shall provide to the scouting committee a list of eligible players compiled from the nominations of Majors and AAA managers and from the AA League Directors and shall exclude 10 year olds from the 10/11 list that do not wish to be considered for the 10/11 Teams.

b. Selection

- A portion of the all-stars will be selected by a Selection

Committee. The remaining portion will be selected by the All-Star manager. The Board will determine how many players will be selected and which portion will be selected by the All-Star manager.

c. Scout Team Selections

- Early in the season, the Player Agent will solicit from the Board members interested in serving on a Scouting/Player Selection Committee. The Player Agent has the authority to balance scout team selections with regard to the number of representatives from any one team. No later than the mid-point of the regular season, the Player Agent will nominate for the Board's approval, the members of that Scouting/Player Selection Committee and a Committee Chair for each league. The Scouting/Player Selection Committee Chair must not have a child eligible for selection on either of the teams being considered, but should be familiar with the players in the league. The Scouting/Player Selection Committee, based upon its observations, statistics, and discussions with knowledgeable observers may add additional players to the list of eligible players. The Player Agent may attend Scouting/Player Selection Committee deliberations and will act as an advisor to the Scouting/Player Selection Committee. Before the selection meeting, the Scouting/Player Selection Committee chair will ask all Majors and AAA managers for their ranking and input of all eligible players.

Amended and Approved December 6, 2011.

d. Committee Selection Voting

- The Player Agent will conduct a meeting of the Scouting/Player Selection Committee and the All-Star manager to select the number of players specified by the BOD.
- First, the Player Agent and the Scouting/Player Selection Committee Chair will identify all nominations, which must be kept in confidence by the Scouting/Player Selection Committee.
- Second, the Player Agent and the Scouting/Player Selection Committee Chair will lead a discussion of the Scouting/Player Selection Committee aimed at narrowing the field to a reasonable number.
- Finally, the Player Agent and the Scouting/Player Selection Committee Chair will conduct a two-phase selection process. In

the first phase, the Scouting/Player Selection Committee (including the All-Star manager if he is a member) will select an “All- Star Pool” equal to 22 players.

- In the second phase, the Scouting/Player Selection Committee will select from the All-Star Pool the number of players designated by the Board for selection by the Committee. The Committee will rank these in order; then they will rank the next five (5) players. (This is done in the event the all-star manager at a higher level selects one of the players from the original list.)
- The goal is to select the “All-Star Pool” and All-Star team members by consensus, but if consensus is not achieved, the Player Agent will conduct a secret ballot. In any such vote, a voter shall not vote for players on his or her own team in any phase. The Player Agent will count the votes in the presence of the President or his designee but not reveal the tally. The players receiving the most votes, up to the number of players specified by the Board for Scouting/Player Selection Committee selection, will be named to the All-Star team.

e. All-Star Manager Selections

- The Player Agent will promptly inform the All-Star manager of the Scouting/Player Selection Committee’s player selections. The manager may then select that number of players specified by the Board. The manager’s selections must be made from the All-Star Pool. The manager will notify the Player Agent of his selection(s).

3. Approval by the Executive Committee

- The Player Agent will present all selections to the Executive Committee, affirm that the process was followed, affirm that all players are eligible, and affirm that all players have submitted player commitment forms. The Executive Committee may question the manager about his choices, but will approve his choice and all choices, as long as this process has been followed.

4. Vacancies

- The All-Star manager may fill vacancies by selecting players in the All-Star Pool or from the next five top vote getters in the players/coaches vote (for 11/12s) or the Scouting/Player Selection Committee (for 9/10/11s).
- If none of those players are interested, the manager may select any eligible player, subject to the approval of the President, who will approve the

selection as long as this process has been followed.

5. Team Announcements

- The All-Star managers shall announce the All-Star teams at a time consistent with the Little League Official Regulations and Playing Rules.
- In any announcement concerning All-Star selection, players shall be listed in alphabetical order, not in the order of the number of votes received.

C. Parent Contribution

The parents/guardians of a player selected to any of the WSLL All-Star teams will contribute an amount to be determined by the Executive Committee.

D. Cost Allocation

The Board will approve a budget for All-Star uniforms (jersey, game hat, socks, and belt), including practice uniform (with two t-shirt tops and practice hat) not to exceed a total cost of \$95 per player. This expense will not include game or practice pants, which will be the responsibility of the parent due to sizing issues. The All-Star uniform budget will be included in the Treasurer's report within the All-Star expense line item. The details of the uniform budget and expenses will be available on the Treasurer's reports as a comment box.

Included in this budget will be two practice t-shirts, practice caps, game caps, and game shirts for the All-Star managers and coach(es) of record. The style of uniform will be left to the Uniform Coordinator, to be presented for approval by the Executive Committee, no later than its May meeting.

The remaining amount of the parental contribution will go to cover other costs such as baseballs, practice caps, and practice t-shirts for all approved practice coaches, additional equipment, etc. If practice coaches wish to purchase game hats and game shirts, they may do so at their own expense.

Social Fees: Within the first week of All-star Practice the all-star team representative shall submit a proposal to the League President for fees greater than \$125.00 charged to parents for "social" fees.

Amended and Approved January 4, 2016.

E. Travel Reimbursements:

1. General

WSLL will help defray the cost of families who accompany their child or children during Little League's International Tournament at or above the State Tournament (the State Tournament qualification applies to tournaments more than 50 miles away from Byron Avenue Park per Mapquest distance from 6500 Byron Avenue). WSLI acknowledges that, when a WSLI team advances to state play or above, families already have incurred substantial expense and invested a significant amount of time supporting the team financially and otherwise. WSLI also acknowledges that it is natural for a parent to wish to accompany children of League age, that for the safety and emotional well-being of the child, it is desirable to have a parent nearby, and that coaches often rely upon the financial and other assistance of parents who accompany the team while at the State or above location. The League also acknowledges that Little League Headquarters pays for the transportation, meals, and lodging for a manager and two coaches at and above the regional level of play. Balancing these factors, and considering the League's limited financial resources, WSLI believes it should help defray the expenses associated with accompanying a child to State, Regional, or International All-Star play. Accordingly, each All-Star player on a WSLI team who travels to the State, Regional, or International Tournament play is entitled to one Tournament Expense Reimbursement payment ("TER"). Siblings will be entitled to one TER between or among them, if they are accompanied by a common parent.

The League also believes it is desirous and necessary for the team to be accompanied by up to **three** additional coaches, each of which will be entitled to one TER, as described below. Only those coaches approved by the BOD at the beginning of District All-Star Tournament play will be eligible. Should more than **three** additional coaches be approved, the manager will designate those coaches eligible for the TER. The other coach(es) will not be eligible for the TER.

A TER shall comprise the following elements:

- **Lodging:** One-third of the lodging portion for one room per family at the amount established by the federal government per diem. One-third for the manager/coaches with no children on the team. In the event that no rate is published for the host city/town, the rate to be used will be that of city or town in closest proximity to the host. The lodging rate will be established by the Treasurer from a standard reference. A lodging reimbursement will be paid for each day WSLI players are housed in a tournament complex and the parent or guardian stays in an area hotel up until the day the team is eliminated. Hotel receipts must be submitted to obtain this reimbursement. Exception: If the tournament host is more than 250 miles from Byron Avenue or if a

team plays in a “winner advances” game at a time later than hotel check out, WSSL will reimburse families for one extra day of lodging. For example, a team is playing in a pool play game at 6pm that determines who moves onto bracket play or a team makes it to the quarterfinals in a tournament where the quarterfinals and semifinals are scheduled on the same day. Hotel receipts must be submitted to obtain this reimbursement.

Amended and Approved January 4, 2016.

Per Diem: Each player and manager, coaches of record, and additional coaches designated by the manager to receive TERs shall be entitled to \$15 per day if there is not a Little League sponsored cafeteria at the facility. No receipts need be submitted. A food expense reimbursement will be paid for each day the coach accompanies the team and the players are lodged in a tournament complex without a Little League sponsored cafeteria.

- **Transportation Expenses:** Parents transporting a player(s) to the tournament site shall be entitled to one-half the amount of cents per mile allowed by the IRS for charitable purposes, for each mile to and from Springfield, Virginia, and the location of the State Tournament, Warner Robins, Georgia, for regional play, and Williamsport, Pennsylvania, for international play. The mileage will be determined by the Treasurer from a standard reference, which will be the location of Byron Avenue Park. Parents transporting multiple players are only entitled to one reimbursement for mileage. Payment will not be made for mileage incurred on a daily basis “during” the tournament. A manager, or any coach eligible to receive a TER without a player on the team, shall be entitled to mileage reimbursement.

2. Manager Emergency Fund

WSSL will provide the manager an amount of money approved by the Executive Committee for emergency situations, including equipment needs, refreshments, reasonable entertainment expenses, and a gift for the host family. Any unused funds shall be returned along with receipts for used funds. The manager shall reimburse WSSL for all monies used without an accompanying receipt. During tournament play, additional funds can be approved by the President, who will report any such approvals to the Executive Committee as soon as practicable.

3. Exclusions from the Reimbursement Policy

WSSL will not be responsible for reimbursement for gifts (i.e., sweatshirts, equipment bags, etc.) to the players and coaches.

WSSL will not be responsible for reimbursement for the purchase of trading pins for State, Regional, or International Tournaments.

All other team-related activities will be funded through the collection of an “activity fee” by the All-Star team coordinator.

4. Obtaining Reimbursement

Travel claims must be presented on the attached work sheet (see Appendix B) on or before September 15 of the year of travel. Vouchers received after that date will not be honored unless the claimant obtains permission from the WSLI President.

VI. FALL BASEBALL

In conjunction with neighboring Little Leagues, WSLI will conduct a Fall Baseball program under rules specified by Little League for the Training and Development (TAD) season. Standings will not be kept. WSLI will support three levels of play: house league (Majors); house league (T-Ball-AAA); and travel team practice (see policy on relationships with travel teams). Support for travel teams will be limited to teams made up of a minimum of 8 and not less than 75% WSLI registered players only and WSLI-approved coaches. Support will be limited to providing game fields and practice fields as available.

WSLI’s philosophy is that the Fall season is a continuation of the Spring season where players can continue to develop the skills they learned in the Spring. Fall will be non-competitive and developmental. No standings will be kept. Therefore, WSLI adheres to the below policy for Fall player placement.

A. League Formation

After registration, the Player Agent will confer with the Commissioner to recommend a number of teams to be formed at each level to the President. For assignment purposes, the League age of individual players is their Spring League age plus one year, although the Spring waiver policy will not apply for any level based on this Fall assignment League age policy. The Player Agent will then assign players to each level based on their previous Spring level and where they are projected to be in the following Spring. Fall playing level is not a guarantee of the playing level for the following Spring.

B. Team Formation

Teams at the AAA and below levels will be formed based on schools and neighborhoods to the best of the Player Agent’s ability. Because of numbers, some schools may have to be split up. For Majors teams, the League will attempt to keep players from the same Major league team together, unless they request otherwise. Players unaffiliated with an existing Majors’ team will be assigned to team via a draft.

C. Manager Selection

If there are more qualified applicants than teams available, the Commissioner will determine whether candidates are interested in working together. If not, candidate names

will be submitted to a committee consisting of the Player Agent, the Commissioner, and at least one other member appointed by the President. This committee will solicit formal applications, and recommend a slate to the President, who will ordinarily approve the slate unless the President determines that a substantial error was made.

D. Travel Baseball

- Outside baseball, although potentially detrimental to team cohesion, must be treated like any other outside activity, and must be addressed by the team manager.
 - The BOD notes that baseball is a team sport and that a team's success and overall enjoyment of the Little League experience depends upon the consistent and enthusiastic participation of all of its members. Indeed, the BOD expects managers to establish reasonable team rules, within the boundaries established by WSLI and Little League regulations, to achieve precisely that effect, among others. Moreover, the BOD is keenly aware that additional sporting activities can have adverse effects upon a player's ability to participate in WSLI team activities, and that these range from scheduling conflicts to physical injuries — and that additional baseball may be especially detrimental to the extent that it results in arm overuse. Nevertheless, it would be unreasonable to single out participation in other sports *per se* as a grounds for discipline. Instead, the BOD expects its managers to establish reasonable rules and to enforce them with reason. The BOD also expects that, to the extent that participation in other activities are the source of a player's otherwise unjustified inability to follow team rules, the player must accept the consequences.
- WSLI can play a direct and an indirect (supporting) role in providing additional baseball, subject to certain guidelines to ensure the integrity of its regular season.
 - WSLI will play the following roles in supplementing regular season activities:
 - Identifying coaches who may be interested in coaching travel teams affiliated with WSLI, which would not compete with WSLI for the players time during the regular season;
 - Introducing them to experienced WSLI travel coaches; and,
 - During the Fall, lending equipment, obtaining practice fields, and registering for the Training and Development season (if required) those teams comprised completely of players registered to play with WSLI and coached by WSLI coaches.

- Also, in the Fall, WSLC will support 10U travel baseball, which plays on a 46/65 field, to the best of its abilities without interfering with the Fall schedule. This means utilizing open spots at Wrigley, Yankee, or Fenway, which can be converted to these dimensions.
- Additionally, with the conversion of Wrigley to a 50/70 convertible field, WSLC will support 11U and 12U travel baseball. WSLC will provide game space on said field within the parameters of the regular Fall schedule
- Determination of travel game scheduling will be the responsibility of the Fall Baseball Commissioner.
- WSLC will not play any role in controlling these teams, other than to exercise disciplinary authority over the coaches and players with respect to the same standards of conduct it would expect from its managers, coaches, and players during the Spring season. Any team wishing to apply for such help must complete a form, see Appendix C, which indicates their understanding of this relationship, willingness to follow Little League rules while under this relationship, and the team's obligation to pay any necessary fees.
- Travel teams are responsible for paying the per player County fee if they use either Byron or Fenway, plus a fee to be determined by the Executive Committee for consumption of WSLC resources, i.e., lime, etc.

APPENDIX A

STANDARDS FOR WSLM MANAGERS AND COACHES

A. **PERSONAL ATTRIBUTES:**

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

1. **Leadership**

Exercises their leadership role adequately but leaves the ball game in the hands of the players.

Accepts responsibility and is well organized.

Has a good understanding of the emotional and psychological characteristics of pre-adolescents.

Has a good rapport with each player and tries to understand the personal needs and problems of players and adjusts accordingly.

Disciplines fairly, impartially, suited to the age level of the players, done by using good judgement and humor.

Actively participates in League functions including fundraising.

2. **Disposition**

Is pleasant, courteous, even tempered, sympathetic, enthusiastic, and has a sense of humor.

3. **Poise**

Behaves in an adult manner, maintains self-control, and is aware that they are an example to those with whom they work.

4. **Character**

Is sincere, truthful, and demonstrates an appreciation of the philosophy of Little League Baseball by cooperating with others in making the program a mutual benefit to all youngsters.

5. **Appearance**

Always practices good health habits, dresses suitably, and is properly groomed.

B. RELATIONS WITH OTHERS:

The nature of a manager's work brings him into closer contact with many people.

1. With Parents

Seeks their cooperation and understanding in trying to achieve the goals of the Little League program.

Displays friendliness, courtesy, and shows consideration for their opinions and feelings.

2. With Colleagues

Is friendly, cooperative, courteous, and considerate.

3. With Game Officials

Shows by example, respect for the judgment and the position of the umpire; avoids bickering and "umpire baiting."

Is cautious and uses sound judgment in a protest situation; avoids protests where possible.

C. MANAGERIAL DUTIES:

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

1. Coaching Procedures

Organizes practice sessions, teach fundamental skills and game strategy at the players level using various drills.

Schedules practice sessions that are well spaced so they do not become a chore for players and managers alike.

Takes adequate precautions to prevent accident or injury, including maintenance of protective gear.

Ensures that players are kept from reaching extreme limits of physical and emotional fatigue.

Has knowledge of safety and first-aid.

Continually encourages players at every opportunity.

Instills the desire to win, to improve, and to understand team concepts, yet at the same time to have fun.

Knows the playing Rules of and Regulations of Little League, is able to interpret them correctly, plays by the rules and adheres to their intent, and instills in their players to respect the rules of the game.

Observes all WSLI Local Rules, with particular attention to player participation.

2. Development of Desirable Habits in Players

Encourages promptness, clean living and good health habits, and responsibility and leadership.

Encourages sportsmanship and fair play at all times by teaching good behavior; congratulating opponents after each game; accepting defeat gracefully; and, accepting victory humbly.

Instills in their players a respect for the authority of adult leaders in the League.

APPENDIX B

WSLL TOURNAMENT EXPENSE WORKSHEET
 (Complete one per level of play at or above the State level.)

NAME;	TELEPHONE NO.:
ADDRESS:	

Were you a coach who accompanied the team and were not the official manager or coach?	Yes	No
Name(s) of child(ren) you accompanied to the tournament:		
Relation to child(ren) (parent / legal guardian):		

Please complete the applicable lines (be sure to enter appropriate information in parentheses):

LODGING EXPENSES:

	Amount
Federal lodging rate (\$___/night* 1/3)* (# nights)	\$

PER DIEM:

	Amount
# days (___) * \$15	\$

TRAVEL EXPENSE:

	Amount
# miles () * (1/2* IRS charitable rate)	\$

TOTAL:	\$
---------------	-----------

CERTIFICATION:

To the best of my knowledge, I certify that the information presented above is correct.

Signature:	Date:
-------------------	--------------

APPENDIX C

Travel Baseball Support Request

Team Name: _____

Team Manager: _____

Team Coaches: _____

Team Level: 9U ___ 10U ___ 11U ___ 12U ___

Field Size Needed: 46/65 ___ 50/70 ___

Reason for Fields: Practice ___ Games ___ Both ___

Desired Practice Days and Times: _____

Desired Game Days and Times: _____

By signing the below, I am attesting that a minimum of 8 players and not less than 75% of my roster are WSSL players. If I am found to be violating these parameters, I understand that I will lose my field slots. Also, please attach a roster of your players to this form.

Manager Signature

Date

APPENDIX D

West Springfield Little League

Playing Level Guidelines

Inserted and Approved, December 4, 2012

It is the policy of West Springfield Little League (WSLL) to assign players to levels of play where they can have most fun, learn the most, and experience the greatest amount of development. Placement is not an exact science and is based upon WSLL policies, evaluations at lower levels, Player Agent judgment, parent requests, and, where applicable, tryouts and a draft. In general, the league's goal is to allow children of similar abilities to play together to ensure a fair and interesting level of competition. The league also recognizes that, at certain age groups, children expect to play with children of similar ages and, therefore, at some levels, will afford priority to older children. With these goals in mind, and after several years of observing problems that have arisen by having too wide a range of ability in a single level and of advancing players automatically regardless of suitability or of their actual age or maturity, the league has adopted the following guidance in determining levels of play.

This guidance includes sufficient flexibility to accommodate special circumstances and situations where the proper level is not clear. Because there are fewer minor league levels than age groups and because most players spend only 1-2 years at the Majors level, most players will play at one of the minor league levels at least twice. The art is identifying the level where a player's development calls for it. We have observed that players who have difficulty catching and throwing will not have a fun experience at the upper levels. Our goal is to ensure those skills are learned early, but emphasize that those skills cannot be learned without playing catch at home.

A child's age for determining playing level is the age of the player on March 31st of the year of the season of play.

5-T: Players age 5 will be assigned to the 5-T level. Teams meet weekly on Saturdays for 90 minutes. The weekly meetings will consist of two parts, a practice session and a game.

T-Ball: Players age 6 and age 7 who have no baseball experience and require some training in the basics will be assigned to the T-Ball level.

A: Players age 7 and 8 will normally be assigned to the A level (machine pitch). The A level is intended for players who have completed at least one year of T-ball and who can or, within the first few weeks of the season, will be able to:

- Catch most balls thrown to them overhand from 40'.
- Throw reasonably accurately (i.e., not requiring the receiver to take more than a step in either direction) most of the time with good mechanics to a target 40' away.
- Hit the ball regularly in T-Ball with some authority, and at least occasionally, out of the infield.
- Catch fly balls with glove fingers facing up.

AA: Players age 9 and 10 not selected for Majors or AAA will be eligible for the AA draft. The AA level is intended for players who can:

- Catch 75% of the balls thrown to them overhand from 50’.
- Throw reasonably accurately (i.e., not requiring the receiver to take more than a step in either direction) with good mechanics to a target 50’ feet away.
- Hit the ball regularly at the A level with some authority, and at least occasionally out of the infield.
- Catch fly balls routinely with glove fingers facing up and throw with good form.

Any 8 year-old player of advanced ability, upon request of the parents, and by permission of the Player Agent, who clearly meets these criteria, may be eligible to be drafted in AA.

AAA: Players age 10 not selected for Majors may be drafted into AAA. Those not drafted will be eligible for the AA draft. **Players age 11** not selected for Majors will be assigned to the AAA level and must be drafted in AAA unless determined otherwise (i.e., for safety reasons) by the Player Agent. The AAA level is intended for players who can:

- Catch, with ease, almost every ball thrown from 60 feet
- Throw a ball with good mechanics relatively accurately to a receiver 60 feet away (i.e., not requiring the receiver to take more than a step in either direction)
- Hit the ball regularly with some authority, and, at least occasionally, out of the infield at the AA level.
- Routinely catch fly balls in a proper fielding position.

Majors: Players age 9-12 (9s only with a parent's written request) are eligible to play at the Majors level. The Majors level is intended for the highest skilled players who meet all of the qualifications of AAA players (as described below), but also have had some success in AAA; or, if they never played in AAA, demonstrate through tryouts or their play at other levels or leagues that they could have. Majors teams are limited to three players age 9 or 10 and will be required to have a certain number of age 12 players. All **players age 12** are mandated to play at the Majors level by National Little League, unless parents request a waiver.

Age Waiver Requests: Exceptions to the above guidelines must be approved by the Executive Committee upon the advice of the Player Agent. Waiver criteria (e.g., paperwork, tryouts, skills, Player Agent role) are contained in the WSLG Gray Book and WSLG Administrative Policies with the expectation that only the most skilled players will be granted a waiver should space be available at the higher level. The table on the following page lists the player age and level for which a waiver request is required.

Parents must fill out a waiver form at registration and submit it to the Player Agent at that time. The waivers will be evaluated at the first Executive Committee meeting after all regularly scheduled registrations are complete. No waiver request will be accepted after such meeting.

Waiver Request	BOD Waiver Required?	Written Parent Request?
12-year eligibility for AAA	Y	Y
11-year eligibility for AA	N	N

9-year eligibility for Majors	N	Y
8-year eligibility for AAA	Y	Y
8-year eligibility for AA	N	Y
7-year eligibility for AA	Y	Y
6-year eligibility for A	Y	Y

All players seeking an age waiver to play up at the A level, AA level, or level AAA must meet the following requirements and attend a tryout:

- Have played at least one season at the previous level (includes a restriction on 5T players moving to A ball unless the player played T-Ball in the Fall).
- Meet the minimum requirements for the playing level requested above.
- Be approved by the Player Agent or his/her designee based on the outcome of the tryout to be eligible to move to the higher level.

Waivers to place players at the next level will only be granted to the extent a spot is available based on the following:

- Non-waiver players will be placed in available slots first.
- Waiver players will be divided into groups by tryout grade.
- The Player Agent will rank all waiver tryout participants within grade groups.
- The Player Agent will place waiver players into remaining slots starting with the highest grade level and highest ranked player within that grade level.
- If all available slots are not filled, the Player Agent will begin filling remaining vacancies with the next highest level grade by rank order within that grade until all open slots are filled at that level.

If more waiver-eligible players are available than slots, those players will be moved to the lower (age appropriate) playing level.

Tryouts for waiver players are mandatory unless the player is physically unable to attend. In such cases, the Player Agent will determine eligibility and slotting of the player.

There is no appeal from the Player Agent's decision.

For Fall Ball, players may not advance to the next level unless they are at least waiver-age eligible for that level based on their current league age (e.g., a league age 6 is ineligible for AA ball in the Fall, regardless of whether they played A ball in Spring). The minimum playing age for a rising Majors player in the Fall is current league age 9.

The Player Agent will notify any parent whose waiver is not approved by the Executive Committee.