



## BOARD OF DIRECTORS

**President:** Steve Minor

**Secretary:** C.J. Lane

**Player Agent:** Robin Jenkins

**Umpire-In-Chief:** David Haislip

**Information Officer:** Ginny Dameron

**Coaching Coordinator:** Robin Jenkins

**Fundraising/Sponsorship:** Timmy Livesay

**Concession Stand:** Stacy Smith/Sandra Lopez

**Vice President:** Sam Lewis

**Treasurer:** Timmy Livesay

**Safety Officer:** Sandra Lopez

**VP of Baseball:** Johnny Beauchamp

**VP of Softball:** Allen Garland

**Equipment Manager:** Johnny Beauchamp

**Building & Grounds:**

**Photos Coordinator:** Sam Lewis

# NORTHUMBERLAND COUNTY LITTLE LEAGUE, INC.

529 ACADEMIC LANE  
P.O. BOX  
HEATHSVILLE, VA 22473

## BY-LAWS AND LOCAL RULES

LEAGUE ID: 03461511



Revised and Approved  
March 21, 2018

**TABLE OF CONTENTS**

**1.0 ARTICLE I – BY-LAWS AND LOCAL RULES.....1**  
    **1.1 SECTION 1 – Regular Membership.....1**

**2.0 ARTICLE II – MANAGER AND COACH SELECTION.....1**  
    **2.1 SECTION 1 – Tee Ball, Coach Pitch, Minor, Major, Junior and Senior Divisions (Baseball & Softball).....1**

**3.0 ARTICLE III – PLAYER SELECTION.....2**

**4.0 ARTICLE IV – PLAYER EVALUATION (Minor Divisions and Above).....6**  
    **4.1 SECTION 1 – Responsibility.....6**  
    **4.2 SECTION 2 – Intent of Evaluations.....6**  
    **4.3 SECTION 3 – Evaluation Rosters.....6**  
    **4.4 SECTION 4 – Evaluation Sites.....6**  
    **4.5 SECTION 5 – Evaluation Criteria.....7**

**5.0 ARTICLE V – PLAYER DRAFT RULES (Minor Divisions and Above).....7**

**APPENDICES.....9**

**APPENDIX A – NCLL LOCAL RULES.....9**

**APPENDIX B – VOLUNTEER AND APPROVAL POLICY.....16**

**APPENDIX C – ALL-STAR SELECTION PROCESS.....18**

**APPENDIX D – EQUIPMENT ISSUE/RETURN POLICY.....20**

**APPENDIX E – REFUND AND RETURNED CHECK POLICY.....21**

**APPENDIX F – ALL-STAR TOURNAMENT REIMBURSEMENT POLICY.....22**

**APPENDIX G – REIMBURSEMENT AND CHECK ISSUE POLICY.....23**

**APPENDIX H – SPONSORSHIP LEVELS, RECOGNITION AND APPRECIATION POLICY.....24**

**APPENDIX I – LATE REGISTRATION POLICY.....25**

**APPENDIX J – PHOTOGRAPHER SELECTION POLICY.....26**

**APPENDIX K – PURCHASING POLICY.....27**

**APPENDIX L – VOLUNTEER UMPIRE POLICY.....28**

**APPENDIX M – CONCUSSION POLICY.....29**

**APPENDIX N – SOCIAL MEDIA POLICY.....31**

## **ARTICLE I – BY-LAWS AND LOCAL RULES**

Little League International guidance states that a local Little League Board of Directors should adopt its own by-laws, local rules or ground rules (the terms are interchangeable). This document shall serve as the By-Laws of Northumberland County Little League, Inc. hereinafter referred to as “NCLL” or “the League”. This document and its appendices will expire annually at the end of the calendar year and must be renewed not later than one (1) month prior to Opening Day. The NCLL Board of Directors has the authority to change these by-laws, local rules, and policies. They require only board consent, without the general membership’s approval. No part of the by-laws, local rules or ground rules can conflict with or supersede any Little League rule, regulation or policy. The by-laws are to be distinguished from the League’s Constitution. The Constitution spells out the duties and responsibilities of the officers of the board, definition of membership, election procedures, meeting requirements such as quorum, etc. The NCLL Board of Directors must make a copy of the by-laws available to any member of the League for review and inspection if requested.

### **1.1 SECTION 1 – Regular Membership**

The annual dues for regular members shall be set at five dollars (\$5.00). Dues must be submitted to the League Treasurer no later than 15 May and are valid only for the current fiscal year of the League. Because all officers, board members, managers and volunteer umpires must be regular members in good standing, their annual dues are waived. The League Secretary shall issue sequentially numbered NCLL Membership Cards to each regular member upon payment of annual dues.

## **2.0 ARTICLE II – MANAGER AND COACH SELECTION**

### **2.1 SECTION 1 – Tee Ball, Machine Pitch, Minor, Major, Intermediate, Junior, and Senior Divisions (Baseball and Softball)**

#### **A. Nominations**

The Safety Officer will submit the volunteer request list and applications for managers and coaches to the Coaching Coordinator within two weeks after the end of the registration period or as provided for in the NCLL scheduling. The Coaching Coordinator will compile and distribute the list of candidates to the NCLL Board of Directors prior to its next scheduled meeting.

#### **B. Managers/Coaches Selection**

The NCLL Board of Directors will review and discuss all manager and coach applicants for each division. The outcome of the discussions will be a list of recommended managers and coaches for each division. The NCLL Board of Directors shall agree on the recommended list of managers and coaches by majority vote or make new selections, which must also pass by a majority vote if any of the original candidates are denied. The NCLL Board of Directors will vote and approve all manager and coach applicants by majority vote.

#### **C. Criteria**

Selection of managers and coaches shall be based on the below criteria to include a **good standing** rating within their respective division.

Demonstrated ability to manage/coach through understanding of the game and the rules by which it is played. Individuals must be a consistent, fair, and positive influence on the players, teaching not only skills, but also

sportsmanship and teamwork. Dedication demonstrated by attendance at games and practices will be a contributing factor.

- 1. Years of Experience:** A minimum of two years of recent experience is preferred.
- 2. Training and Qualification:** Recent (within 2 years) formal training and/or certification is highly desired.
- 3. All Managers** are required to participate in the annual NCLL Manager and Coaches Meeting/Training, normally conducted after coaches' selection and prior to starting practices.
- 4. Level of Experience:** Qualifications acquired through participation as a player or coach at upper levels such as High School, American Legion, Amateur Athletic Union (AAU), College, or Semi-Professional/Professional.
- 5. Coaching Approval:** An evaluation of last year's returning team managers and coaches. The NCLL Board of Directors will consider feedback of coaching performance through examination of prior years' NCLL appraisals to include inputs from umpires, members, parent surveys and Player Agent(s).
- 6. All Star Experience:** All-Star manager or coaching experience.

**Note:** Prior to NCLL approval, the Board of Directors will consider feedback provided by parents, umpires, other managers, Player Agent(s), and/or NCLL officials. Any negative input must be in writing and be presented to the President of the Board. Therefore, any verbal complaints brought to a NCLL board member must be documented and presented to the NCLL Board of Directors for the development of an Action Plan. A critical part of this Action Plan will be the investigation procedure to verify the verbal complaint. If a NCLL board member substantiates the verbal complaint, the negative complaint shall then be documented as a formal written complaint for the President of NCLL.

**Note 2:** All NCLL volunteers are subject to criminal and sexual offender background checks. Applicants may be denied a manager, coach or other volunteer position per NCLL Background Check Policy.

#### **D. Interviews**

Selection of managers and coaches may require interviews by the Coaching Coordinator. These interviews will be scheduled with potential managers and coaches by the Coaching Coordinator to gain additional information pertaining to the selection criteria above.

### **3.0 ARTICLE III – PLAYER SELECTION**

#### **A. Age Groups for Each Division**

It is the responsibility of the Player Agent(s) and the respective Vice President of Baseball/Softball to assemble the list of registered players for each division. For Tee Ball (TB), the Player Agent(s) and Vice Presidents of Baseball/Softball (if applicable) are responsible for assigning players to individual teams. All reasonable effort shall be made to make team assignments based on an even distribution of player ages for each team within each division.

Tee Ball baseball players shall be league age 4, 5 and 6.

For Machine Pitch Divisions and above, it is the responsibility of the respective Vice President and Player Agent(s) to ensure that a player draft is conducted for each of the divisions named (in Article III, Section 2) in accordance with the Rules of Little League Baseball, Inc.

Machine Pitch Division Softball players shall be league age 6-8.

Machine Pitch Division Baseball players shall be league age 6-8.

**Note:** Players league age 5 may be evaluated upon request.

Minor Division Softball players shall be league age 8-10.

Minor Division Baseball players shall be league age 8-10.

**Note:** Players league age 7 may be evaluated upon request.

Major Division Softball players shall be league age 10-12.

Major Division Baseball players shall be league age 10-12.

Intermediate Division Baseball players shall be league age 11-13. Players league age 11 and 12 not selected to an Intermediate team will be eligible for the Major baseball draft.

Senior Division players may be league age 13-16. If enough players ages 12, 13 and 14 register to play, a Junior Division may be established to ensure an appropriate level of competition.

Little League Challenger Division players shall be league age 4 through 18 or up to league age 22 if still attending school and there are not enough players to form a Senior League Challenger team.

Senior League Challenger Division players shall be league age 15 and up.

For the Fall Ball season, players will play in the division that they will be eligible for during the following regular season. For example, a player of league age 7 who played in the Coach Pitch Division in the Spring will be moved to the Minor Division for the Fall Ball Season.

## **B. Returning Players**

Team assignments from the prior year will not carry over to the current year for all divisions.

## **C. Requests**

### **1. Requests for Teams/Manager**

Parents are not permitted to request specific teams or managers/coaches. However, parents may submit a written justification requesting that their child not be placed on a specific team or play for a particular manager or coach. Such a request will be limited to one (1) manager/coach/team per season and must be submitted prior to the end of the regular registration period. The Vice President of Baseball/Softball and the Player Agent(s) will approve or deny such requests. A decision denying the request may be appealed to the NCLL President.

## 2. Playing Down a Division

**Parent Request:** Normally, players will not be allowed to play down a division unless the parent or guardian submits a written justification requesting a waiver prior to the conclusion of the registration period. This move can only take place if this player satisfies the Little League age requirements of the lower-level division. The Vice President of Baseball/Softball and Player Agent(s) will provide a recommendation to the Board of Directors who will approve or deny such requests. A decision denying the request may be appealed to the NCLL President. The following guidelines will apply:

**Machine Pitch Division:** Machine Pitch players will be allowed to play down in the Tee Ball Division at the age of six (6) only. In the case of returning players, the Vice President of Baseball/Softball and Player Agent(s) may consult with the player's previous year manager and coach(es) to obtain a skill assessment.

**Minor Division:** Minor Division age players will be allowed to play down in the Machine Pitch Division at the age of eight (8) only. In the case of returning players, the Vice President of Baseball/Softball and Player Agent(s) may consult with the player's previous year manager and coach(es) to obtain a skill assessment. The player will be asked to participate in the Minor Division Skills Evaluation.

**Major Division:** Major Division age players will be allowed to play down in the Minor Division at the age of ten (10) only. In the case of returning players, the Vice President of Baseball/Softball and Player Agent(s) may consult with the player's previous year manager and coach(es) to obtain a skill assessment. The player will be expected to participate in a Major Division Skills Evaluation.

**Exception: Safety Concerns:** Following the evaluation period for Minors and above or upon receiving feedback from a team manager, the NCLL Board of Directors may assess a player's skill level and recommend to the parent(s) or guardian(s) of a player that the child might benefit by "playing down" for safety reasons.

**Division Composition:** For the Machine Pitch, Minor, Major, Junior and Senior Divisions (or for any Fall Ball Divisions), players may be asked by the NCLL Board of Directors to play down in order to adequately fill teams. This will provide the opportunity to allow more intra-league play or more interleague play, by structuring the league divisions to align with those of other leagues in the district.

## 3. Playing Up a Division

**Parent Request:** Normally, players will not be allowed to play up in the next age level division. In fact, it is strongly discouraged. Requests to play up a division can only be made by the parent or guardian via a written justification submitted prior to the conclusion of the registration period. This move can only take place if the player satisfies the Little League age requirements of the upper level division. The Vice President of Baseball/Softball and Player Agent(s) will provide a recommendation to the Board of Directors who will approve or deny such requests. A decision denying the request may be appealed to the NCLL President. The following guidelines will apply:

**Machine Pitch Division:** League age five (5) year olds may request to play up in the Machine Pitch Division. Note that in order to qualify for the Machine Pitch Division, the player must have played one Spring season of Tee Ball. In the case of returning players, the Vice President of Baseball/Softball and Player Agent(s) may consult with the player's previous year manager and/or coach(es) to obtain a skill assessment. In addition, a minimum of three board members, who do not coach in the Machine Pitch Division, shall evaluate the player's skill level to determine if he/she will be eligible to play up.

**Minor Division:** League age seven (7) year olds may request to play up in the Minor division. If the Player Agent(s) agrees that the player should be considered for play in the higher division, the player will then be subject to a skills evaluation to determine their placement within the league.

**Major Division:** A Minor age player that meets the Major Division league ages may be permitted to play up into the Major Division based upon their skill evaluation and Little League rules, unless an exception can be made as noted below.

**Exceptions. Safety Concerns:** Following the evaluation for Minors and above, or upon receiving feedback from a team manager, the NCLL Board of Directors may assess a player's skill level and recommend to the parent(s) or guardian(s) of a player that the child be placed in an upper level division for safety reasons.

**Division Composition:** For the Minor, Major, Junior and Senior Divisions, (or for any Fall Ball division), players may be asked by the NCLL Board of Directors to play up in order to allow more intra-league play or more interleague play, by structuring the league divisions to align with those of other leagues within the district.

## **D. Protected Players**

Protected players are those players who, by procedures and rules of the NCLL, are automatically assigned to a particular team.

1. **Manager's Child/Children:** The child(ren) of a NCLL approved manager must be assigned to the team that is managed by the parent, provided the player meets NCLL prerequisites. The player counts towards the total number of players on the team, and, for Minors and above, also counts as a pitcher or catcher status player (if applicable) prior to commencement of the draft. The manager's child(ren) will be assigned in the third (3<sup>rd</sup>) round of the draft (and immediate subsequent rounds if applicable).

**Coach's Child/Children:** For Machine Pitch and below, the child(ren) of a NCLL approved coach are automatically assigned to the team that is coached by the parent, provided the player meets NCLL prerequisites. For Minors and above, the child(ren) of **only one (1)** approved coach will be assigned to the team coached by the parent, provided the player meets NCLL prerequisites. The player counts towards the total number of players on the team, and, for Minors and above, also counts as a pitcher or catcher status player (if applicable) prior to commencement of the draft. However, the coach's child(ren) will be assigned in the fourth (4<sup>th</sup>) round of the draft (and immediate subsequent rounds if applicable). Any second coach's child(ren) must be selected during the draft process.

## **E. Siblings of Players**

In all divisions, sibling(s) are automatically assigned to the same team provided the sibling players meet NCLL prerequisites. In Minor Division and above, every effort will be made to assign siblings on the same team. The player with the lower evaluation score will be assigned to the team in the immediate subsequent round following the player with the higher evaluation score. Managers will exercise options on siblings as described in the Little League Operating Manual. Identification of siblings will be made prior to the commencement of the draft.

## **F. Replacement Players**

Once players are assigned to the roster of a regular season team and regular season practices commence, no manager, coach, Vice President(s), Player Agent(s), or other NCLL official can remove or switch any player(s)

except for the following reasons: Moving out of NCLL's jurisdiction; sickness or injury that precludes further team participation by the player for the remainder of the season; disciplinary actions; failure of the player to attend practice or games; and/or safety concerns. The manager shall show cause in the case of a replacement player. The reason for the removal and subsequent replacement of players shall be included in a written request by the team manager filed with the Vice President of Baseball/Softball and Player Agent(s), and approved by the NCLL President.

## **G. Official Rosters**

The Vice President of Baseball/Softball and the Player Agent(s) are responsible for assembling the official team rosters. Rosters shall be finalized and official and shall not be changed after the conclusion of the draft (or after issuance to the team manager if no draft is conducted).

## **4.0 ARTICLE IV – PLAYER EVALUATION (MINOR DIVISIONS AND ABOVE)**

### **4.1 SECTION 1 – Responsibility**

The Vice President of Baseball/Softball and Player Agent(s) are responsible for evaluations. They are expected to personally run the evaluation session(s). Delegation of this duty by either officer must receive the approval of the NCLL President. The President and Vice Presidents of Baseball/Softball of NCLL will appoint a team of evaluators. There should be a minimum of four (4) and no more than twelve (12) evaluators selected for each Evaluation Session.

### **4.2 SECTION 2 – Intent of Evaluations**

The intent of evaluations is to provide a means for evaluating the players' relative baseball skills to help managers, Vice Presidents of Baseball/Softball and the Player Agent(s) to balance the teams in both the assigned teams' process and the draft process. In order to do so, every player, at a minimum, should be evaluated with respect to his/her ability to throw, catch, hit, run, and field under reasonably equal conditions.

#### **A. Returning and Protected Players**

Players who are returning players or are classified as protected players are still required to participate in evaluations. This ensures that the intent of evaluations (as defined in Article 7.0, Section 2) is followed.

#### **B. Middle or High School Players**

Any player on a middle or high school team who does not participate in their respective division evaluations will be drafted onto a team using the process outlined for players missing evaluations.

### **4.3 SECTION 3 – Evaluation Rosters**

The Player Agent(s) and Secretary will create an evaluation roster from the registration forms of all players in all of the relevant divisions prior to the evaluation date. A copy of the evaluation roster will be given to each of the appointed evaluators at the time of the actual evaluation session.

### **4.4 SECTION 4 – Evaluation Sites**

All attempts will be made to have the same evaluation site for the Machine Pitch, Minor, Major, and Intermediate Divisions. The evaluation participants are not to be mixed by multiple age groups. The Vice President of Baseball/Softball and Player Agent(s) are responsible for maintaining age group integrity and safety among evaluation participants. Players from all respective divisions will be evaluated on a set date and time at a site within the NCLL boundaries.



## **4.5 SECTION 5 – Evaluation Criteria**

### **A. Scoring Plan**

Players will be individually evaluated on a scale of 1 to 5 with respect to their ability to throw, hit, catch, field, and run. The total score shall not exceed 25 points for any one player. The NCLL Board of Directors will develop evaluation criteria. At a minimum each player should be evaluated on batting/bunting, fielding fly balls, fielding ground balls, throwing and running.

- 1. Score of “5”** – the player demonstrated exceptional technique and executed 90 to 100 percent success in a particular skill set.
- 2. Score of “4”** – the player demonstrated above average technique and executed 60 to 90 percent success in a particular skill set.
- 3. Score of “3”** – the player demonstrated average technique with small mistakes and executed 30 to 60 percent success in a particular skill set.
- 4. Score of “2”** – the player demonstrated below average technique and executed 20 to 30 percent success in a particular skill set.
- 5. Score of “1”** – the player demonstrated poor technique, executed 0 to 20 percent success in a particular skill set, and showed signs for safety concerns.

### **B. Players Missing Evaluation**

If no make-up session is scheduled, the Player Agent(s) may "excuse" the absence if the appropriate justification for missing the evaluation is received prior to the evaluation date. In such cases, a score will be assigned at the draft per the process detailed in Section 5.2B.

## **5.0 ARTICLE V – PLAYER DRAFT RULES (MACHINE PITCH DIVISIONS AND ABOVE)**

### **5.1 SECTION 1 – Responsibilities**

The respective Vice Presidents of Baseball/Softball and Player Agent(s) are responsible for conducting a draft for each division. The Player Agent(s) will secure the official draft list with each player’s average (of the combined ratings from evaluations) composite score prior to the draft date, and provide such list to the managers at the start of the draft. At the conclusion of the draft, the managers will submit their team rosters to the Player Agent(s) to be officially recorded.

**Note:** In addition to the manager, only one approved coach for each team is allowed to be present at the draft.

### **5.2 SECTION 2 – General**

#### **A. Team Composition**

The Player Agent(s) will determine the number of teams in each division by dividing the total number of qualified players by the number eleven. No team in Minor division and above shall have less than 11 players, unless the total number of available registered players does not allow for 11 players per team, in which case no team shall have less than 10 players or more than 14. To the maximum extent possible, no more than six (6) players of the

older age group are allowed on one team in the Minor, Major and Intermediate Divisions. Tee Ball and Machine Pitch divisions may be permitted to have less than 11 players per team in order to maximize the playing and instructional opportunity. The NCLL Board of Directors may vote to allow less than 10 players on a team for Minors and above in order to allow more intra-league play or more interleague play. The NCLL President will submit a waiver for teams with less than 12 players.

## **B. Non-Evaluation Picks**

All managers will verbally agree on a rating number for those registered players who did not attend an evaluation session. This rating number will be assigned based on past experience in the NCLL, input from former managers or a first time player will be assigned a minimum rating number of 10.

## **C. Draft Picks**

The Vice Presidents of Baseball/Softball or Player Agent(s) will keep track of each player drafted and the number of players on each team throughout the draft.

## **D. Draft Order**

NCLL shall use Alternate Method for Plan B for player selection as delineated in the Little League Operating Manual and will follow a snake draft order. Options on sons/daughters of managers and for siblings will apply. Initial draft order shall be determined at random.

- 1. Pitchers and Catchers:** The Player Agent(s) will maintain and provide a list of players identified at evaluations with the ability to either pitch and/or catch prior to the draft. The Player Agent(s) will track these players throughout the draft, with the intent of ensuring that each team selects a similar number of pitchers and catchers. The Board of Directors may decide to employ Plan C for player selection to ensure equality and balance amongst the teams.

## **E. Trading**

Trading among team managers within the same division will only be allowed immediately following the draft. Thirty minutes will be allotted to discuss possible trades. At the conclusion of the allotted thirty minutes, or at the consensus of the group that no trades will be made, whichever is first, the trading period will be closed. Absolutely no trades will be made after this time. If special circumstances require a trade, they must be communicated to the Player Agent(s) who will initiate the appropriate action. Finalized team rosters will be read back to each manager by the Player Agent(s) following the end of the trading period. Agreement to each team roster signifies the end of the draft.

## APPENDIX A

### NCLL Local Rules

#### 1.0 GENERAL

The following rules apply to all divisions and teams within Northumberland County Little League. For the purpose of following the general rules, Machine Pitch will be considered part of the Minor Baseball Division. Unless otherwise stated, NCLL Local Rules apply to intra-league games only, i.e. games between NCLL teams. All interleague games (NCLL teams vs. other league teams) are played by official Little League rules.

#### 1.01 Field Preparation and Safety

The Home team is responsible for preparing the field prior to the game. At a minimum, this will include the following:

**1.01.a.** Ensure that all bases are properly secured to the playing field.

**1.01.b.** Ensure that the field is properly configured for the level of play.

**1.01.c.** Conduct a survey of the field with an eye toward safety. Ensure that the field is in a safe condition for the level of play being conducted. Provide to the League Safety Officer a record on any safety related problems found during the survey.

**1.01.d.** At the conclusion of each and every practice or game (last game of the day included), the home team manager is required to rake/drag the field. Requirement waived during inclement weather.

**NOTE:** In the event the home team manager fails to ensure those items in 1.01a through 1.01d are completed, he/she may be considered for disciplinary action by the NCLL Board of Directors.

#### 1.02 Home Team

The home team will occupy the first base dugout on the assigned field.

#### 1.03 Darkness/Weather/Curfews

**1.03.a.** Regulation X of the Little League Rulebook is amended as follows for games scheduled on weekday nights (Monday – Thursday). Little League (Majors) Division, Minor Divisions (including Machine Pitch), Tee Ball, Intermediate, Junior, and Senior League games may be played after sundown under artificial lights. This responsibility shall rest with the Local League. In any event, no inning shall start after 9:00 pm prevailing time. It will be held that an inning starts the moment that the third out is made, completing the preceding inning.

#### 1.03.b. Lightning Procedure

NOAA teamed with Little League on lightning safety awareness. The following message is from the NOAA Safety and Preparedness Factsheet - **Get to a safe place.** If you hear thunder, even a distant rumble, or see lightning, immediately move to a safe place. Fully enclosed buildings with wiring and plumbing provide the best protection. Sheds, picnic shelters, tents, or covered porches do NOT protect you from lightning. If a sturdy building is not nearby, get into a hard-topped metal vehicle and close all the windows. Stay inside until

30 minutes after the last rumble of thunder or lightning strike. This procedure will be followed until the umpire in charge calls the game due to weather. This rule applies to all practices as well.

**NOTE:** In the event the managers fail to ensure those items in the “Lightning Procedure” are followed, for their respective teams, he/she will be suspended from attending his/her next scheduled game.

#### **1.04 Game Schedules**

All games which are suspended, delayed, or canceled will be rescheduled only with the proper notification and approval of the respective managers and League scheduler. Games cannot be cancelled by a NCLL manager without the approval of the NCLL Vice President of Baseball/Softball. Managers canceling games without notification and approval of the Vice President of Baseball/Softball may be suspended for one (1) game.

#### **1.05 Pitch Count Policy**

It is imperative that accurate pitch counts (baseball) and innings pitched (softball) are maintained for the safety of our ball players and the appropriate rest is provided. Managers and players shall be responsible for maintaining pitch count/innings pitched. Refer to Official Little League rule books for pitch count (baseball) and innings pitched (softball) guidance. Managers shall provide a list of players eligible to pitch prior to each game.

#### **1.06 Continuous Batting Order and Playing Time**

This is in effect for all Minor divisions of play and below. All eligible players present at the start of the game shall be included in a team's batting order (**See Rule 4.04 NOTE**). Continuous batting order provides for free and unlimited defensive substitution to allow more playing time for each player (pitching rules must be followed). For a seven (7) inning game, all eligible players in the batting order must play nine (9) defensive outs and have at least one (1) time at bat. For a six (6) inning game, all eligible players in the batting order must play six (6) defensive outs and have at least one (1) time at bat. These defensive outs have to occur consecutively. However, no defensive substitutions may be made during the defensive half-inning, except for illness, injury, or safety concerns, which must be coordinated with the game umpire, Umpire-in-Chief or opposing manager, for divisions without umpires.

#### **1.07 Umpires**

Any umpire who is umpiring a game by himself/herself has the option of umpiring from behind the plate or from behind the pitcher's mound. The umpire can request that an approved NCLL volunteer from the stands be used to assist in field umpiring during the game.

### **2.00 SENIOR BASEBALL DIVISION RULES**

The following local rules apply to the Senior Baseball Division

**2.01 All rules in accordance with the Little League rule book except as noted in Section 1.**

### **3.00 JUNIOR BASEBALL DIVISION RULES**

The following local rules apply to the Junior Baseball Division play:

**3.01 All rules in accordance with the Little League rule book except as noted in Section 1.**

#### **4.00 INTERMEDIATE BASEBALL DIVISION RULES**

The following local rules apply to the Intermediate Baseball Division:

**4.01 All rules in accordance with the Little League rule book except as noted in Section 1.**

#### **5.00 MAJOR BASEBALL DIVISION RULES**

The following local rules apply to the Major Baseball Division:

**5.01 All rules in accordance with the Little League rule book except as noted in Section 1.**

#### **6.00 MINOR BASEBALL DIVISION RULES**

The following local rules apply to the Minor Baseball Division:

**6.01 All rules in accordance with the Little League rule book except as noted in Section 1 and:**

**6.01.a.** There will be a two (2) hour time limit on all games. The inning, which is being played, shall be completed unless the home team is ahead after the top half of the inning. There is a 10-run rule (mercy rule) in the minors.

**6.01.b.** A team will bat until three (3) outs are reached –or – until the team has scored five (5) runs (except in the sixth inning of play where the five (5) run limitation will not apply).

**6.01.c.** Only nine (9) players are allowed on the field defensively (**See Rule 1.01 of the Little League Rule Book**).

#### **7.00 MACHINE PITCH BASEBALL DIVISION RULES**

The following local rules apply to the Machine Pitch Baseball Division:

**7.01 All rules in accordance with the Little League rule book except as noted in Section 1 and:**

**7.01.a.** Games will be a minimum of four (4) innings long or one and a half hours, whichever comes first. No game should ever exceed six (6) innings or two (2) hours. In the case of a tie after six innings, the two managers may agree on whether or not to play an extra inning. This is only if time permits and there is no delay in starting the next scheduled game on that field. There is a 10-run rule (mercy rule) in coach pitch. Since the focus of the coach pitch division is as a developmental program, it is essential to allow the children to continue to play the game in order to develop their skills.

**7.01.b.** A team will bat until three (3) outs are reached –or – until the team has scored five (5) runs (except in the sixth inning of play where the five (5) run limitation will not apply).

**7.01.c.** If a team is losing by more than five (5) runs going into the bottom of the 6th inning, it is up to the home team manager whether or not they want to take their last at bat. This is only if time permits and there is no delay in starting the next scheduled game on that field.

**7.01.d.** A defensive team will consist of ten (10) players, if 10 players are available for play.

**7.01.e.** No walks and no batters hit-by-pitch.

**7.01.f.** No stealing and leading off base.

**7.01.g.** Each batter shall be allowed five (5) pitches total. (A batter may swing at all five (5) pitches. If the fifth (5th) pitch and any pitch delivered thereafter are hit foul, the batter will be entitled to an additional pitch until struck out or put out.

**7.01.h.** Pitching machines will be used to pitch during a game. An adult coach will operate the machine for his own team.

**7.01.i.** The defensive pitcher may stand anywhere within five (5) feet of the pitching machine, but may not interfere with the machine.

**7.01.j.** The adult “pitcher” may not field any batted balls. If the adult pitcher intentionally interferes with a batted ball, the batter is out and the ball is dead. If the adult pitcher does anything to intentionally confuse the defensive team, the batter is out and the ball is dead. No runners may advance.

**7.01.k.** Any batted ball striking the pitching machine or adult pitcher is a live ball unless intentionally interfered with by the adult pitcher.

**7.01.l.** The catcher will wear normal protective equipment and will take the normal defensive position behind the batter.

**7.01.m.** The batter must not throw the bat. If the managers/coaches feel it is not unsafe, they shall issue a warning to the batter and he/she will be called out if the bat is thrown again.

**7.01.n.** An overthrow at any base will be played under regular Little League rules. Runners may continue to advance as long as the ball remains in play and the lead runner has not been stopped.

**7.01.o.** Any player needing to leave the confines of the playing field may do so with the permission of the manager/coaches and/or team parent.

**7.01.p.** Only the manager and two (2) coaches are allowed on the field.

**7.01.q.** Once the player pitcher has control of the ball and is within five feet of the pitching rubber no runner may advance. A runner in between bases at this time must immediately advance to the next base or return to the previous base.

## **8.00 TEE BALL BASEBALL (BOYS AND GIRLS) DIVISION RULES**

The following local rules apply to the Tee Ball Division:

### **8.01 All rules in accordance with the Little League rule book except as noted in Section 1 and:**

**8.01.a.** There is a 1.5 hour time limit regardless of the number of innings played.

**8.01.b.** There is no ten (10) run rule in Tee Ball.

**8.01.c.** Defensive players should be placed in normal infield and outfield positions. A maximum of ten (10) players may be placed on the field at one time. No player may play any given defensive position for more than

one inning per game. It is up to the manager's discretion when safety is the issue of concern for the positioning of players.

**8.01.d.** It is mandatory for the pitch to be simulated by the pitcher.

**8.01.e.** There will be no Strikeouts in Tee Ball.

**8.01.f.** The ball must travel 10 feet from the tee in order to be considered a fair ball.

**8.01.g.** During each half-inning, the batting team will bat until they have gone through the batting order once. The bases will be cleared of runners once three outs have been made in the half-inning.

**8.01.h.** No defensive player shall be out of the game in consecutive innings.

**8.01.i.** Only the manager and two (2) coaches are allowed on the field.

## **9.00 SENIOR SOFTBALL DIVISION RULES**

The following local rules apply to the Senior Softball division:

**9.01 All rules in accordance with the Little League rule book except as noted in Section 1.**

## **10.00 JUNIOR SOFTBALL DIVISION RULES**

The following local rules apply to the Junior Softball division:

**10.01 All rules in accordance with the Little League rule book except as noted in Section 1.**

## **11.00 MAJOR SOFTBALL DIVISION RULES**

The following local rules apply to the Major Softball Division:

**11.01 All rules in accordance with the Little League rule book except as noted in Section 1.**

## **12.00 MINOR SOFTBALL DIVISION RULES**

The following local rules apply to the Minor Softball Division:

**12.01 All rules in accordance with the Little League rule book except as noted in Section 1 and:**

**12.01.a.** A team will bat until three (3) outs are reached –or – until the team has scored five (5) runs (except in the sixth inning of play where the five (5) run limitation will not apply).

**12.01.b.** The time limit for minor softball shall be two (2) hours or the completion of a full inning after the two (2) hour time period.

## **13.00 MACHINE PITCH SOFTBALL DIVISION RULES**

The following local rules apply to the Machine Pitch Softball Division:

**13.01 All rules in accordance with the Little League rule book except as noted in Section 1 and:**

**13.01.a.** Games will be a minimum of four (4) innings long or one and a half hours, whichever comes first. No game should ever exceed six (6) innings or two (2) hours. In the case of a tie after six innings, the two managers may agree on whether or not to play an extra inning. This is only if time permits and there is no delay in starting the next scheduled game on that field. There is a 10-run rule (mercy rule) in coach pitch. Since the focus of the coach pitch division is as a developmental program, it is essential to allow the children to continue to play the game in order to develop their skills.

**13.01.b.** A team will bat until three (3) outs are reached –or – until the team has scored five (5) runs (except in the sixth inning of play where the five (5) run limitation will not apply).

**13.01.c.** If a team is losing by more than five (5) runs going into the bottom of the 6th inning, it is up to the home team manager whether or not they want to take their last at bat. This is only if time permits and there is not delay in starting the next scheduled game on that field.

**13.01.d.** A defensive team will consist of ten (10) players, if 10 players are available for play.

**13.01.e.** No walks and no batters hit-by-pitch.

**13.01.f.** No stealing and leading off base.

**13.01.g.** Each batter shall be allowed five (5) pitches total. A batter may swing at all five (5) pitches. If the fifth (5th) pitch and any pitch delivered thereafter are hit foul, the batter will be entitled to an additional pitch until struck out or put out.

**13.01.h.** The pitches shall be delivered by a coach from the team currently batting.

**13.01.i.** The defensive pitcher may stand anywhere within five (5) feet of the adult pitcher.

**13.01.j.** The adult “pitcher” may not field any batted balls. If the adult pitcher intentionally interferes with a batted ball, the batter is out and the ball is dead. If the adult pitcher does anything to intentionally confuse the defensive team, the batter is out and the ball is dead. No runners may advance.

**13.01.k.** Any batted ball striking the adult pitcher is a live ball unless intentionally interfered with by the adult pitcher.

**13.01.l.** The catcher will wear normal protective equipment and will take the normal defensive position behind the batter.

**13.01.m.** The batter must not throw the bat. If the managers/coaches feel it is not unsafe, they shall issue a warning to the batter and he/she will be called out if the bat is thrown again.

**13.01.n.** An overthrow at any base will be played under regular Little League rules. Runners may continue to advance as long as the ball remains in play and the lead runner has not been stopped.

**13.01.o.** Any player needing to leave the confines of the playing field may do so with the permission of the manager/coaches and/or team parent.

**13.01.p.** Only the manager and two (2) coaches are allowed on the field.



**13.01.q.** Once the player pitcher has control of the ball and is within five feet of the pitching rubber no runner may advance. A runner in between bases at this time must immediately advance to the next base or return to the previous base.

## **14.00 LITTLE LEAGUE AND SENIOR CHALLENGER BASEBALL DIVISION RULES**

The following local rules apply to the Challenger Baseball Division:

### **14.01 All rules in accordance with the Little League rule book except as noted in Section 1 and:**

14.01.a. Games may be played with any number of players per team; competing teams may be combined to balance the teams with regard to age, size, and ability in order to facilitate a safe, effective, and fun competition.

## **APPENDIX B**

### **NCLL Volunteer and Approval Policy**

#### **1.00 VOLUNTEER POLICY**

The NCLL Board of Directors shall encourage members to volunteer their time and assistance for fund raising, concessions, umpiring, managing/coaching, team mom, and any other capacity as deemed necessary by the Board. Once volunteers are obtained, it is the Safety Officer's duty to make sure the approved version of the Volunteer Form is completed, including Social Security Number (SSN), with a copy of a photo I.D. and a background check is obtained in accordance with established policy through the web site approved by Little League requirements. After said checks are done it is the responsibility of the Safety Officer to "blackout" or delete the SSN and convey all results of the background checks to the President and go over those in question to confirm approval of denial (certain cases). The Safety Officer will then make a list of Approved Volunteers and present to the Board of Directors to submit to Northumberland County Little League (NCLL) for acknowledgement of Approved Volunteers. This list shall have just the name of the approved volunteers. All information pertaining to the volunteer will be kept private and stored in a safe area. This information will be kept for two years and turned over to the new Safety Officer once he/she has fulfilled his/her obligations as Safety Officer.

#### **1.01 Volunteer Screening**

The volunteer background-screening program will include all volunteers, especially those who will have contact or access to youth in NCLL programs. This is a requirement of Little League International. (Note: "Since 2003, the local league has been and is required to have all board members, managers, coaches, and other volunteers or hired workers who provide regular service to the league or/and who have repetitive access to or contact with players or teams fill out the new volunteer application. Additionally, the league has been and is required to conduct a background check on each of these individuals."). This background screening will occur annually and the fact that someone may have a clear background check one year does not ensure that they will have a clear background check the next year.

#### **1.02 Privacy Policy**

In keeping with federal laws governing child safety, NCLL will collect non-public personal information from all volunteers. NCLL does not disclose any non-public personal information about our members or former members to anyone, except as requested by them or as required by law. Also, this information is only disclosed within NCLL on a "need to know" basis. NCLL maintains physical, electronic, and procedural safeguards that comply with federal regulations to guard your non-public personal information. If you have any questions regarding our Privacy Policy, please contact any current NCLL board member. All volunteer applications and screening results are to be safeguarded by the Safety Officer. Once the Safety Officer no longer requires these papers, they will be handed over to the President of NCLL for proper archiving until no longer needed by NCLL. Once this paperwork is no longer required by NCLL, it shall be disposed of in an appropriate manner (i.e. shredding, burning, etc.).

#### **1.03 Recommended Criteria for Exclusion**

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, nolle pros, or dismissal.

**1.03.a. SEX OFFENSES:** All Sex Offenses – Regardless of the amount of time since the offense. Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

**1.03.b. FELONY:** All Felony Violence – Regardless of the amount of time since the offense. Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc. This includes all felony offenses other than violence or sex within the past 10 years. Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

**1.03.c. MISDEMEANORS:** All misdemeanor violence offenses within the past 7 years. Examples include: simple assault, battery, domestic violence, hit & run, etc. This includes all misdemeanor drug & alcohol offenses within the past 4 years or multiple offenses within the past 7 years. Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc. This also includes any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft, etc.

**1.03.d. PENDING CASES:** It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

## **1.04 Youth Volunteers**

Youth volunteers between the ages of 14-17 may volunteer with NCLL. Volunteers age 14 or older are eligible to serve as youth umpires, and may assist coaching staffs with team practices and/or games (for Intermediate Divisions and below). In order to serve as a youth volunteer, the individual must have playing experience to be of benefit to the team, have met all training requirements, and have an approved manager/coach on the field at all times. At age 16, a youth volunteer may serve as one of the two “official” team coaches, but may not serve as a team manager or an All-Star Coach. Youth volunteers must submit a volunteer application as described above, but do not need to submit their SSN or photo ID. Youth volunteers may not assist on the field until they are deemed an “approved” volunteer.

## APPENDIX C

### ALL-STAR SELECTION PROCESS

#### 1.00 OVERVIEW

This document defines the Northumberland County Little League (NCLL) All-Star Selection Policy and implementation guidelines. The All-Star Selection Policy is a player vote for the top (6) players in each division, followed by a manager selection process for the remaining players and approved by the NCLL Board of Directors.

#### 2.00 PLAYER VOTE

Each team shall vote for players in its division for selection to an All-Star team for tournament play. The votes are then tallied and the top six (6) players are selected to the All-Star team. The All-Star manager approved by the NCLL Board of Directors will then determine and fill in the remaining roster.

#### 2.01 Voter Eligibility

Only the team roster shall be eligible to vote for their team. Eligible voters must be present at the time and place of the voting to cast a ballot. The top six (6) players from each division are selected to the All-Star team.

#### 2.02 Ballot Preparation

The NCLL Player Agent(s) or Vice President of Baseball/Softball shall ensure that a ballot is prepared for each team. All-Star selection ballots shall contain the names of all of the registered players within that division as reflected by the rosters submitted to Williamsport.

#### 2.03 Voting

Players' availability status shall not be announced prior to the teams' All-Star voting. The voting for each team shall be conducted by the Player Agent(s) or a member of the Board of Directors who does not have a child on the team. Each player present shall receive one ballot. The player shall select six players on the ballot that they feel is an All-Star level player. The voting shall be by secret ballot and ballots shall be prepared by individual players. Players should not discuss who they are voting for or be allowed to complete their ballots in groups.

#### 2.04 Scoring

The ballots shall be counted by the Player Agent(s). Each player shall get one tally for each time his/her name appears on a ballot. Once the totals are compiled, the top six (6) players in each division will be selected to the All-Star team based on meeting all eligibility requirements.

#### 2.05 Player Eligibility

Players meeting all eligibility requirements are considered eligible for All-Stars.

#### 2.06 Player Availability

The manager shall query all players on their eligibility, availability, and desire to participate on the All-Star team. The minimum desired availability is all games and at least 2/3 of all practices that may be held during the entire All-Star Tournament season. The tournament season begins upon selection of the All-Star teams (June 1) and ends upon

completion of the Little League World Series (late August). The manager shall prepare a list of eligible, available players and bring it to the Board of Directors meeting.

### **3.00 ALL STAR MANAGER AND COACHES SELECTION PROCESS**

Interested managers and coaches, who are eligible, shall contact their respective Vice President to indicate willingness and availability to manage and/or coach. This list shall be compiled as close to the start of the season as possible. To be eligible to manage or coach an All-Star team, managers and coaches must meet the following prerequisites.

- A.** Must have completed Concussion Training Certification.
- B.** Must have at least two (2) years coaching experience.

**Note:** The NCLL Board of Directors will determine by majority vote an All-Star manager and two (2) coaches for each division. The three (3) coaches in each division will be designated as All-Star coaches. The NCLL Board of Directors shall appoint the All-Star manager from among the coaches elected. Once the manager and coaches are selected, the manager is responsible for selecting and filling in the remainder of the roster outside of the six (6) players selected by their peers and will submit the roster to the NCLL for final approval.

## **APPENDIX D**

### **NCLL EQUIPMENT ISSUE/RETURN POLICY**

#### **1.00 EQUIPMENT ISSUE**

All equipment will be issued to the manager at the start of the season. The equipment remains the sole property of NCLL. All issued equipment has been inspected and inventoried, prior to the start of the regular season. The managers are responsible for the maintenance and condition of all NCLL equipment in their possession. All issued NCLL equipment is the responsibility of the team manager for the duration of the season. The manager must inspect all personal equipment to ensure it complies with current Little League rules and regulations. If a manager discovers damaged equipment in his possession, he/she is responsible for reporting the damage and requesting a replacement from the NCLL Equipment Manager. If a manager steps down from his/her position with NCLL, all equipment will immediately be returned to the NCLL Equipment Manager or turned over to his/her replacement.

#### **2.00 EQUIPMENT RETURN**

At the conclusion of the regular season, managers must clean and return all equipment to the Equipment Manager within 7 business days of the last regular season game. All broken or damaged equipment must be noted and returned at the same time. Any manager who fails to return all issued equipment on time will be expected to reimburse the League for the value of the missing equipment. All-Star equipment will be issued to the selected All-Star managers and turned in within seven (7) business days after the last tournament game. Failure to return equipment in a timely manner may influence the opportunity for selection to be a manager or coach in subsequent seasons.

## **APPENDIX E**

### **NCLL REFUND AND RETURNED CHECK POLICY**

#### **1.00 REFUND POLICY**

In the event a player is requested to be dropped from the rolls, the family may be entitled to a refund of the player's registration fee and possibly any additional fee(s) they may have provided, e.g. "Opt-Out". The request must be made in writing to the League President or Player Agent(s). If the request is made prior to teams being formed, the refund request will be honored. If the request is made after teams have been formed, the request may be honored at the discretion of the NCLL Board of Directors. In general, requests for refunds after teams have been formed will not be honored except under extenuating circumstances, such as a season-ending injury. If the player was registered on line, only the fees received by the league will be refunded.

#### **2.00 RETURNED CHECK POLICY**

In the event a check is returned for any reason, the Treasurer will call the individual and request reimbursement for the applicable amount. If the individual cannot be reached by telephone, the Treasurer will send a standard letter notifying the individual and requesting reimbursement. NCLL will charge a fee for the first returned check that will be commensurate with the fee charged by the financial institution. Subsequent occurrences may incur an additional penalty. A notice will be displayed at all NCLL functions that we MAY charge a fee of \$25.00 for returned checks. If any individual has a second occurrence of a returned check, a \$25.00 fee will be imposed and he/she will lose check writing privileges to NCLL.

## APPENDIX F

### NCLL ALL STAR TOURNAMENT TRANSPORTATION AND REIMBURSEMENT POLICY

#### 1.00 VIRGINIA DISTRICT 15 TOURNAMENTS (INCLUDES RISING STARS TOURNAMENT)

##### A. Reimbursement for District 15 Tournament Expenses

1. There shall be no reimbursement for any District 15 Tournament expenses.

##### B. All Stars and Future Stars Uniforms

1. Managers, coaches and parents of the players are expected to pay a portion of the uniform cost. That portion will be determined by the Board of Directors based on the cost of the selected uniforms.

#### 2.00 VIRGINIA STATE TOURNAMENTS

##### A. Reimbursement for Virginia State Tournament Expenses

1. There shall be no reimbursement for any Virginia State Tournament Expenses when the tournament host is located within District 15.
2. When the Virginia State Tournament is hosted outside of District 15, the following shall be provided to each manager, coach, and player:
  - A. A minimum of \$75.00 for each day of participation in the tournament.
  - B. Additional funds as deemed necessary by the NCLL Board of Directors.

#### 3.0 REGIONAL AND WORLD SERIES

- A. Room and Board is now covered by Little League International, no per diem.
- B. NCLL may assist to pay for round trip travel for the manager, coaches and players as well as round trip transportation to and from the airport.

#### 4.00 FUNDRAISING

- A. Each State, Regional and World Series All-Star team will be required to participate in a fundraising activity to be determined by the NCLL Board of Directors.
- B. All fundraising shall be for the benefit of NCLL. All fundraising events and donations shall be in the name of NCLL.
- C. The NCLL Fundraising Coordinator shall oversee all fundraising events and donation solicitations.
- D. All proceeds from fundraising events and donations shall be turned in to NCLL within three days of the fundraising event or donation.
- E. All proceeds from fundraising events shall be fully documented including date, event, amount raised and who contributed their time and effort to support the event.
- F. All donations will be fully documented including date, donation amount, sponsor agreement, if applicable, and who solicited the donation.



## APPENDIX G

### NCLL REIMBURSEMENT AND CHECK REQUEST POLICY

#### 1.00 REIMBURSEMENT AND CHECK REQUEST

- C. All reimbursements and check requests must be approved by the President or Vice President of Northumberland County Little League before they are issued.
- D. All reimbursements and check requests must be properly documented.
- E. Proper documentation includes receipts for retail purchases and signed invoices for delivered items and work orders.
- F. The signature on the invoice for delivered items indicates that the receiving representative of NCLL has inspected the delivered items and confirmed they are acceptable and match the item description and quantity indicated on the invoice.
- G. The signature on the invoice for work orders indicates that the representative for NCLL has inspected the work and confirmed that it is complete and acceptable.
- H. All completed and approved documentation must be submitted to the NCLL Treasurer for required documentation of NCLL expenses.
- I. The documentation may be submitted for processing by any member of the Board of Directors.
- J. Approval of the documentation shall be accomplished in two weeks or less after submission. Every reasonable effort shall be made for a timely approval.
- K. For reimbursements to occur within the current fiscal year, the documentation should be submitted no later than the first week of December.

## APPENDIX H

### NCLL SPONSORSHIP POLICY

#### 1.00 PARTNERSHIP LEVELS, RECOGNITION, AND APPRECIATION

A. **Friend of Little League** – \$100 donation

Letter of Appreciation

Acknowledgement on the NCLL website

Special thanks in Opening Day Program

B. **Silver** - \$250 donation

All of the benefits described in (A) plus

Name on NCLL Banner

C. **Gold** - \$500 donation

All of the benefits described in (A) plus

Team Plaque

Larger NCLL Banner

D. **Diamond** - \$1,000 donation

All of the benefits described in (A) plus

Banner

Team Plaque

## APPENDIX I

### NCLL LATE REGISTRATION POLICY

#### **1.00 REGULAR (PRIMARY) REGISTRATION PERIOD**

Registration fees for the season are set by the Board of Directors prior to the regular (primary) registration period. The primary registration period lasts for the duration of the initially advertised registration events (including online registration dates).

#### **2.00 LATE REGISTRATION PERIOD**

Based on the number of requests to sign-up players after the primary registration period, late registration events may be conducted. Late registration fees are set by the Board of Directors prior to the regular (primary) registration period. All players registered at the late registration events will be guaranteed placement on a team.

#### **3.00 WAIT LIST PERIOD**

Following the last Late Registration event, the number of teams and number of players per team will be determined. At that time, the Vice President of Baseball/Softball and Player Agent(s) will determine the maximum number of roster positions remaining for each division. Any requests for player registrations following the last late registration event will not be guaranteed placement on a team; registrations will only be accepted for the remaining roster slots. All registrations during this period will be taken on a first come, first served basis and will be subject to the late registration fee. Additional player registrations may be accepted on a wait list basis in the event that previously registered players drop out or become unable to play due to injury.

#### **4.00 EXCEPTIONS**

The Challenger Divisions will not have a late registration period and will not be assessed a late registration fee. Challenger Division players will be accepted throughout the regular season.

## APPENDIX J

### NCLL PHOTOGRAPHER SELECTION POLICY

#### 1.00 SPONSORSHIP LEVELS, RECOGNITION, AND APPRECIATION

A Board Member or designated Committee Chairperson will be assigned to chair the Photographer Selection Committee. A list of interested photographers will be compiled by the Committee Chair by word of mouth, research of other leagues, unsolicited contacts by photographers and other board member communications. This list will be presented to the NCLL Board of Directors for discussion. All interested photographers who have contacted the Chairperson will be contacted via email requesting bids and will be provided a bid deadline. All interested photographers are welcome to present their bid in person. The interested photographer must contact the committee chairperson to schedule a presentation time. Presentations shall be limited to 15 minutes. All emailed bids will be presented by the Committee Chair and presented to the board. The Committee Chair will communicate the league schedule and the process to follow prior to receiving bids.

One day will be scheduled for all pictures at one location. All bids and presentations will be prescreened by the Committee Chairperson and then presented to the Board of Directors for review and discussion. The Chairperson will provide recommendation to the Board and the Board will vote to determine the League Photographer for the [regular] season. The Board and the selected photographer will enter into an agreement that will outline the prescribed process and expectations. The selected photographer shall complete and submit a Volunteer Application and must be an approved volunteer prior to contacting any teams. The selected photographer will provide an agreed upon schedule to the Committee Chair. All pictures/orders will be delivered to the team manager/mom not later than the predetermined and agreed upon date.

## APPENDIX K

### NCLL PURCHASING POLICY

All major purchases, including equipment and uniforms that are to be purchased by the NCLL Board of Directors shall comply with the following policy rules:

1. A Board Member or Committee Chairperson will provide a recommendation for purchases and the final recommendation will be presented to the NCLL Board of Directors for approval.
2. A single item purchase must be greater than the minimum amount of \$250 in order to be required to receive three (3) bid proposals.
3. A multiple item purchase must be greater than the minimum amount of \$500 in order to be required to receive three (3) bid proposals. If three (3) bids are not obtainable, the NCLL Board of Directors may approve the purchase with fewer bids.
4. The Board Member or authorized Officer shall solicit at least three (3) bid proposals, maximum of five (5), from local and non-local vendors. These bids will be submitted to the NCLL President for consideration at the next scheduled Board Meeting.
5. The submitted bid proposals, in written format, shall be presented at the scheduled Board of Directors meeting for final review and approval.
6. More than one bid proposal may be approved; each individual item listed on the bid proposal may be purchased separately from the different vendors, if desired. Therefore, all three (3) bid proposals may be approved with certain items to be purchased from a particular vendor.
7. Once the Board of Directors approves the bid and selected vendor(s), the Treasurer of NCLL shall issue a check to the approved vendor(s) for payment of the funds associated with the bid proposal unless the NCLL debit card may be used for payment. The completed documentation shall be signed by the President or Vice President of NCLL and submitted to the Treasurer.
8. Once the items are received from the vendor, the shipping documents will be verified against the bid proposal to ensure all items ordered have been received and the costs validated against the initial bid and approved purchase.
9. All documents will be provided to the NCLL Treasurer with the completed documentation for record keeping.
10. Only the President or Vice President of NCLL shall have authority to make changes to submitted bid proposals.
11. NCLL has a debit card that can be used for the sole purpose of making NCLL Board of Directors approved purchases. This debit card may only be used by the President, Vice President, and Treasurer of NCLL. All receipts for payment through the use of this debit card shall be provided to the NCLL Treasurer within 30 days of purchase with written explanation for the purchase. This debit card may be held by the President, Vice President or Treasurer of NCLL.
12. A copy of all equipment related documents and receipts that are to be submitted to the NCLL Treasurer will also be maintained by the NCLL Equipment Manager for inventory purposes.

## APPENDIX L

### NCLL VOLUNTEER UMPIRE POLICY

1. All NCLL Umpires shall be approved Volunteers.
2. At the discretion of the UIC and League President a youth umpire may umpire games. A youth umpire must be age 14 or older and may not umpire a game within his/her age group; youth umpires must be older than the division playing. Youth umpires must have an adult umpire on the field with them or an adult assigned as Game Coordinator [per rule 9.03 (d)].
3. Volunteer umpires will be instructed on basic field mechanics and rules of the game. First year umpires will be issued an umpire shirt, umpire cap, umpire indicator, and rule book(s) from NCLL.
  - a. Umpires should wear gray slacks and black shoes, no cleats are to be worn by umpires.
  - b. Male plate umpires must wear a protective cup (per rule 9.01(a) note 1)
  - c. New umpires will be paired with experienced umpires in the beginning of the season to be indoctrinated in the task of umpiring Little League games.
  - d. Prior to calling a game from behind the plate, volunteer umpires must go through training for plate mechanics, if plate mechanics were not covered during the field mechanics training.
  - e. NCLL will provide, on a loan basis, a basic set of plate gear consisting of mask, chest protector, shin guards, ball bag(s), and plate brush to new plate umpires when gear is available.
  - f. Plate umpires are highly encouraged to invest in and wear plate shoes.
4. Umpires will volunteer for games by signing up to umpire scheduled games on a posted calendar/schedule. If for any reason an umpire cannot make a game he/she volunteered to call, they must contact the UIC so another umpire can be found to cover the game.
5. Umpire Incentives. All volunteer umpires will receive free food and drinks from the NCLL concession stand while they are umpiring games.

## APPENDIX M

### NCLL CONCUSSION POLICY

Effective 1 July 2014, the General Assembly of Virginia amended Article 22.1-271.5 of the Code of Virginia, Guidelines and Policies and Procedures on Concussions in Student Athletes. Specifically, the code was amended to require all non-interscholastic youth sports programs utilizing public school property to establish policies and procedures regarding the identification and handling of suspected concussions in student-athletes consistent with the local school division's policies and procedures. To wit:

*Each non-interscholastic youth sports program utilizing public school property shall either (i) establish policies and procedures regarding the identification and handling of suspected concussions in student-athletes, consistent with either the local school division's policies and procedures developed in compliance with this section or the Board's Guidelines for Policies on Concussions in Student-Athletes, or (ii) follow the local school division's policies and procedures as set forth in subsection*

*In addition, local school divisions may provide the guidelines to organizations sponsoring athletic activity for student-athletes on school property. Local school divisions shall not be required to enforce compliance with such policies.*

*As used in this section, "non-interscholastic youth sports program" means a program organized for recreational athletic competition or recreational athletic instruction for youth.*

Since NCLL meets the definition of “non-interscholastic youth sports program” and frequently uses public school property in all divisions of play, the following policy applies to all Northumberland County Little League players, parents/guardians and approved volunteers.

#### a. Concussion signs and symptoms

By Parent/Guardian/Coaching Staff	By Athlete
Appears dazed or stunned	Headache
Is confused about assignment or position	Nausea
Forgets sports plays	Dizziness
Is unsure of the game score or opponent	Double or blurred vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness	Feeling sluggish, hazy, foggy or groggy
Behavior change	Concentration or memory problems
Can't recall events prior to or after injury	Confusion
	Does not feel right

b. A ball player suspected by that player's manager, coach, parent/guardian, or umpire of sustaining a concussion or brain injury in a practice or game shall be removed from the activity at that time. A player who has been removed from play, evaluated, and suspected to have a concussion or brain injury shall not return to play that same day nor until (i) evaluated by an appropriate licensed health care provider as determined by the Board of Education and (ii) in receipt of written clearance to return to play from such licensed health care provider.

All approved managers, coaches and volunteer umpires of NCLL shall adhere to this policy and complete Concussion Awareness Training annually. The Concussion Awareness Training may be satisfied in one of several ways, at the discretion of the League President and Safety Officer.

a. Complete the Heads Up Concussion in Youth Sports Online Training Course offered by the Center for Disease Control (CDC) and forward the completion certificate to the NCLL Safety Officer. The training is available at the CDC website, free of charge: <http://www.cdc.gov/concussion/HeadsUp/youth.html>

b. Review the National Federation of High School's online video, "Concussion in Sports, What You Need to Know" to learn about the signs, symptoms and treatment of concussions. The video takes approximately 15 minutes and is FREE. Once completed, forward the completion certificate to the NCLL Safety Officer. To access the video, go to <http://www.nfhslearn.com>.

c. Attend the annual Safety Meeting.

The League Safety Officer is responsible for updating this policy and ensuring the policy is included in the annual NCLL Safety Plan, ASAP (A Safety Awareness Program).



## APPENDIX N

### SOCIAL MEDIA POLICY

Northumberland County Little League (NCLL) recognizes the importance of the Internet in shaping the public's perception of our organization. NCLL also recognizes the importance of our Board members, managers, coaches, umpires, players, and volunteers (NCLL members and participants) in leading and setting the tone of social media interactions in a manner that advances NCLL's mission and goals. This Social Media Policy applies to all social media content posted by NCLL members and participants in an organizational or personal capacity to the extent such content is related to NCLL.

It is recommended that all NCLL members and participants abide by the following guidelines when using social media:

- a. Be positive and respectful, and always take the high road. When disagreeing with others' opinions, remain appropriate and polite.
- b. Do not post content that would harm NCLL or damage NCLL's reputation. Remember that even while you are on your own personal time, you are a representative of NCLL, and people may interpret your online postings or social interactions as though they were official NCLL statements.
- c. Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, "would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?" If the answer is "no," do not post.
- d. Encourage others to engage in positive interactions on social media. If you are concerned about any NCLL member or participant's use of social media, please bring your concerns to the attention of NCLL Board of Directors.

#### **Violations of the Social Media Policy:**

The NCLL Board of Directors shall have the authority to monitor and enforce this Social Media Policy. The NCLL Board of Directors, and any individual appointed by the Board of Directors, shall have the authority to remove any inappropriate or offensive comments from official NCLL sites and to block any individual or organization from posting on any official NCLL social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of NCLL.

The failure of any NCLL member and/or participant to adhere to this Social Media Policy shall be considered a violation of the NCLL Code of Conduct, and that member and/or participant, upon evaluation by the NCLL Board of Directors or its appointed individual, shall be subject to disciplinary action, up to and including possible termination of such individual's involvement in NCLL.