

**THIS STORY
BELONGS TO
ALL OF US.**

*little
league*

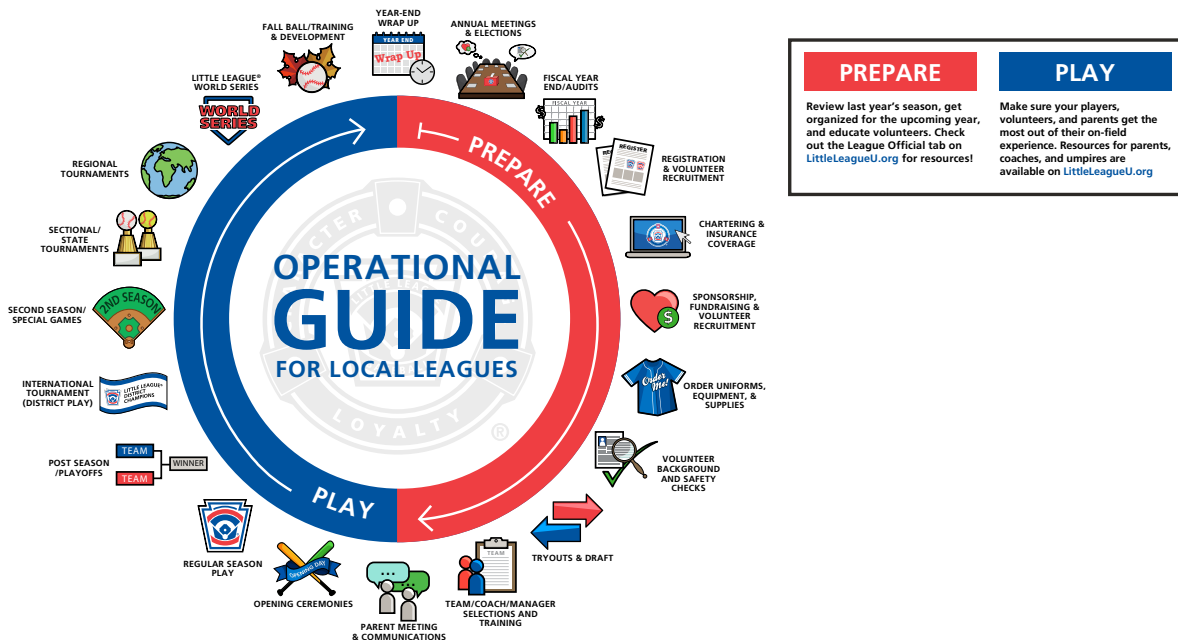


Dear League President:

Thank you for answering the call to lead your local Little League program. The League President role is vital to providing the children in your community with a legacy of life lessons, learned on your Little League® fields.

As you start your Little League season, the Little League Resource Guide has been redesigned to provide guidance based on the seasonality of the Little League Program. For those volunteers who've been with Little League for a number of years, this Resource Guide replaces the Year in the Life of Hometown Little League publication. We hope that the information found here, as well as on Little League University (**LittleLeagueU.org**), will be useful as you and your fellow volunteers help your community come alive through your Little League offerings. We also encourage you to visit **LittleLeague.org/ResourceGuide**, the digital home for this information and to be on the lookout for webinars on many league administration topics throughout the year.

The graphic below serves as a great reminder of some of the important moments of a year-round Little League season and is the basis for the League Resource guide. Every Little League program around the world operates on their own timeline. Identifying some key dates in your league's calendar, such as when you open registration, will help you utilize this graphic to help with when you should be planning key milestones for your Little League season. We encourage you to visit **LittleLeague.org/OperationalGuide** to share and download this graphic.



In addition to this Resource Guide, please keep an eye on your email inbox for our monthly newsletter for League Officers to incorporate more seasonal information with the Resource Guide newsletter.

As always, thank you for your continued commitment to Little League and your community.

Sincerely,

Pat Wilson

Senior Vice President of Operations and Program Development

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LittleLeague.org

little league





Little League University

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Annual Meetings & Elections/ Ongoing Board Responsibilities

The Annual Meeting of the Members is a great opportunity for the local league Board of Directors to discuss key issues within the league, distribute important information regarding the league, and vote on new Board members. In doing this, the league maintains transparency by keeping members informed on the status of the league.

There are **Five Operational Components** that should be addressed on an annual basis with the members of the league at your annual meeting:

1. Provide an overview of the state of the league (current status, ongoing priorities, etc.)
2. Provide a financial report/outlook
3. Review the membership listings of the league
4. Review the league's constitution/bylaws and recommend revisions for the new Board to consider
5. Elect the Board of Directors for the upcoming season

LLU Get Tips and Advice for Your Annual Meeting At:

- LittleLeague.org/AnnualMeeting

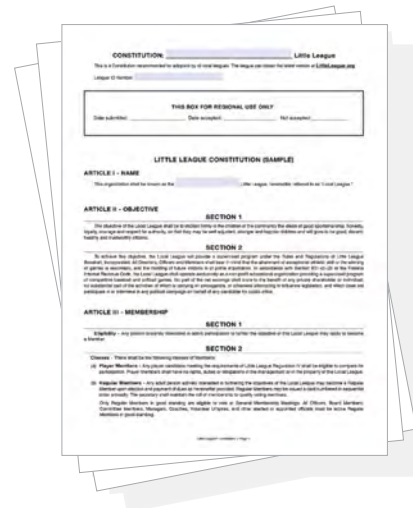


Review Constitutions and Bylaws

A league's constitution is its governing document. It covers big picture items such as membership, elections, discipline, and finances. Once a constitution is adopted, it remains in force until it is amended. A league's bylaws must be approved annually and deal with operational rules and policies for conducting day-to-day business. Common items that may be contained in a league's bylaws include tournament team selection method, local rules, age structure of each division, etc. A league's constitution and bylaws cover local league governance. They shall not conflict with *Little League® Regulations, Playing Rules, and Operating Policies* and must be compliant with the laws of the jurisdiction in which the league operates. If your league currently has one document that covers both of these areas, use Little League's sample constitution to help you amend that document to clearly separate the league's bylaws from its constitution.

LLU Learn More About Constitutions and Bylaws At:

- LittleLeague.org/ConstitutionBylaws



Member Discipline

Any member is subject to disciplinary action by the Board of Directors if their conduct is viewed as detrimental to the league. The board shall have the power by a two-thirds vote of those present at any regular or special meeting to discipline, suspend, or remove any member, director, officer, or committee member of the league, subject to provisions of the constitution, which requires due process. This process should be clearly outlined in your league's constitution.



Local League Elections

The election of the Board Directors is conducted in two parts. First, the membership elects candidates to the board. Once elected, the Board meets amongst itself to elect officers. Manager and coach representation on the Board may not exceed a minority of total members.

It is important to follow the election process outlined in the league's constitution to ensure the validity of the election. At least one month in advance of the election, the league should establish a nominating committee to solicit nominations and extend invitations to recruit potential new board members and put a plan in place to provide proper notice of election with all pertinent information about the meeting to all members of the league.

 **Review Election Procedures At:**
• LittleLeague.org/ElectionProcedures

After the Election

Once your local league members elect the Board of Directors for the new season, the Board can begin to take the first steps in preparing for your new season. The management of the property and affairs of the local league shall be organized by the Board of Directors. The directors shall, upon election, immediately or upon the date outlined in its constitution assume the responsibilities of their duties and continue in office until their successors have been duly elected and qualified.



 **Get Advice on What to Do After Your Board Elections:**
• LittleLeague.org/PostBoardElections

Here are the first **four tasks** that your newly seated Board should do after the election.

1. **Meet to elect officers** from among its members so that there is a minimum of a President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer, and Coaching Coordinator.
2. **Establish meeting dates for the Board.**
3. **Publish election results** for membership on the league's website and social media pages.
4. **Update your League Officers**, which notifies the District Administrator, Regional Center, and Little League® International, through the Data Center: LittleLeague.org/DataCenter.



Fiscal Year End/Audits

Budgeting and Planning for the Upcoming Season

The local Board of Directors is responsible for preparing the league's budget for the upcoming season. Those decisions directly impact how much money it needs to operate. Some examples of a local league's on-field costs include equipment, uniforms, field maintenance supplies, and facility upkeep. The cost of charter fees and insurance as well as the International Tournament are also annual considerations for the local Board.

It is important to always be transparent with both the board and the members about all operating costs. A budget helps explain how registration fees are being used and why fundraisers are necessary.

September 30 marks the end of the Little League® fiscal year. Every local league and district is strongly encouraged to conduct an audit of all its expenses in the late summer and submit a financial report to Little League International via the Little League Data Center. Taxes must be filed with the IRS by February 15.



Monitor League Credits and Make Payments to Little League International on [LittleLeague.org/DataCenter](https://www.littleleague.org/DataCenter)

LITTLE LEAGUE SAMPLE: REVENUE/EXPENSE WORKSHEET

REVENUES	Year-To-Date	Budget
Concession Stand Income	\$	\$
Registration Fees	\$	\$
Sponsorship Fees-Team	\$	\$
Sponsorship Fees-Other	\$	\$
League Fundraiser Income	\$	\$
Total Revenues	\$	\$

EXPENSES	Year-To-Date	Budget
Uniforms	\$	\$
Field Maintenance/Improvements	\$	\$
Umpire Fees	\$	\$
Charter Fees & Insurance	\$	\$
Tournament Fees	\$	\$
Concession Food Expense	\$	\$
Registration and General Advertising	\$	\$
Total Expenses	\$	\$
Net Income	\$	\$

Download Finance Excel Templates online at [LittleLeague.org/TreasurersReport](https://www.littleleague.org/TreasurersReport)

Review these tips and resources to help to ensure fiscal awareness, accountability, and transparency for your league or district:

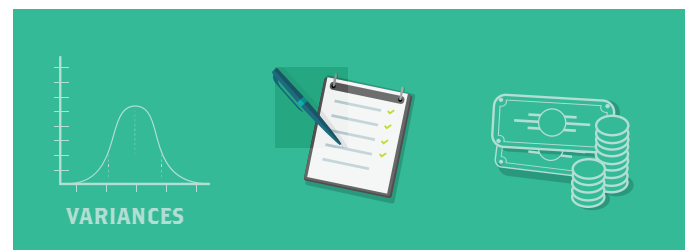
Establish a Finance Committee

Chaired by the league or district's Treasurer, the Finance Committee is to compile a year-end report for the Board of Directors and District Administrator to review.



Check for any variances

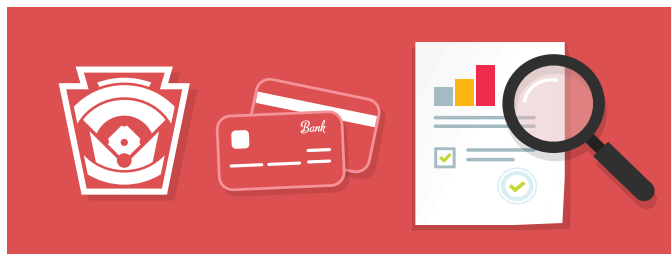
If any unexpected expense(s) occurred during the fiscal year, be sure to reconcile and record to make sure all records are in order.





Conduct an Internal Audit

The Finance Committee is to prepare and provide the results of an internal audit that has reviewed all bank statements, invoices, and transactions pertaining to the league or district. All credits, debits, and other activities pertaining to the league or district's finances are to be clearly identified.



Make Sure Your League is Incorporated/Tax Exempt

The ease and simplicity of becoming recognized as a 501(c)(3) tax exempt charitable organization under the Little League Baseball®, Incorporated Group Exemption Number (GEN) is one of the many benefits of being associated with the Little League® program. Incorporation is a form of organizational structure recognized by law that provides local leagues with permanency, stability, and protection that may otherwise be lacking. While it is not required, it is strongly recommended.



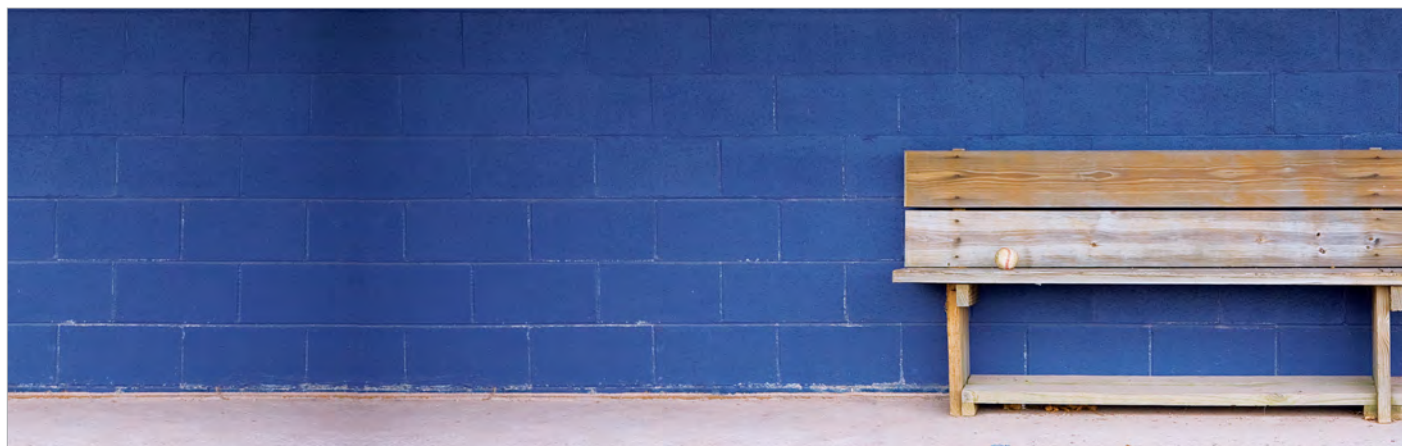
Promote Transparency

The most successful leagues are those that are transparent in all aspects of operations and finances. Implement a structured communication plan to keep the league's membership well-informed and educated.



4 Financial Resources from Little League University:

1. **Season-End Financial Tips:** LittleLeague.org/FinancialTips
2. **Best Practices:** LittleLeague.org/Finances
3. **Creating a Budget:** LittleLeague.org/CreatingABudget
4. **Top 5 FAQs:** LittleLeague.org/Incorporation





Registration & Volunteer Recruitment

Registration is the start to every league's season. This is the time of year when your league is most active in the community, recruiting new families to join the league, welcoming back previous players, and determining what your league will look like this season in terms of number of teams, players, and families. Registration is a critical time to make sure your league activities get underway the right way. Leagues are cautioned to place an effort on keeping registration fees to participating families as economical as possible. It is the policy of Little League® Baseball and Softball that no player should be turned away from participation if they are unable to pay.

League Boundaries

Boundaries play an important role within the Little League program by helping to maintain parity and ensuring that Little League remains a community-based program. All participants at every level in a local league must either reside or attend school within the boundary of the league. Prior to each season, every league should review its boundary map (available via the Data Center) to ensure that every potential participant in the league understands the area to be serviced, and identify any changes that may need to be requested.

Please review the common questions listed below with respect to boundaries and player eligibility.

How do we make changes to our boundary map?

League boundaries may only be changed with Charter Committee approval. Requests for adjustments must be submitted via your District Administrator.

What factors does the Charter Committee consider when reviewing a boundary adjustment?

The Charter Committee reviews various factors including, the league's population, how the change will affect parity within the district, how many schools are serviced by the league, the likelihood that the league will be able to adequately service the new area, the recommendations of the District Administrator and Regional Office, etc.

What do we do if a player who does not reside or attend school within our boundary attempts to register in our league?

Any player who does not reside within a league boundary is not able to participate in that league regardless of the age of the player, without a waiver. Waivers may only be granted by the Charter Committee.



Learn More: LittleLeague.org/Waivers

Do players have to use residence for eligibility if they live in the league's boundary or can they also use the school option?

No, players who both reside within and attend a school within a league's boundary may use either residence or school attendance to qualify for eligibility in that league.

Submit Registration Data

Local leagues must submit regular-season player registration/roster information and volunteer data through the **Little League Data Center**. Having this information allows Little League to distribute timely information and announcements to your Board members, volunteers, and parents prior and during the season. For leagues using **Sports Connect** (formerly Blue Sombrero) for online registration needs, that information will be **automatically** sent to Little League International, helping to fulfill **Regulation IV(g)** and **ASAP Requirement 14**.



Learn More: LittleLeague.org/RegistrationInfo

Website/Online Registration

Local leagues can broaden the reach of its communication efforts by developing a personalized website, and improve player and volunteer outreach initiatives by including online registration as an option.

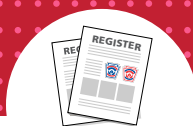
Using online tools available to promote your league, also provides the means and opportunity to accept registrations electronically, process payments online, and collect model releases and other information. It is in the best interest of your league to explore and consider how current technologies such as websites and online registration can positively influence your program by bolstering access to information and participation opportunities. Most parents and guardians expect an organization to have a website that is updated frequently, easy to navigate, and accepts online registrations. Having these features available for your league can help increase your registration numbers and provide a more positive experience for your families.

Sports Connect is the Official League Technology Partner of Little League and offers free website and registration services to chartered Little League programs. To assist local leagues with the process of launching a website for its league operation, Sports Connect has compiled a list of Frequently Asked Questions, as well as those questions specific to Little League operating policies for local leagues and districts.



Learn More About These Online Tools:

- LittleLeague.org/CommunicationTools
- LittleLeague.org/LeagueWebsite
- LittleLeague.org/Technology



Player Eligibility and Residency

Annually, during a local league's player registration, a parent or legal guardian is required to provide a minimum of three documents (one from each of three groups) to establish the residency of the child or proof of school enrollment within the league's boundaries. Please note that report cards may not be used to verify school enrollment. Residency documents must be dated between February 1 of the previous year and February 1 of the current year. Proof of school enrollment must verify enrollment prior to October 1 of the current school year.

Players who established "residence" or "school enrollment" for regular season and/or tournament and have a signed and completed Tournament Player Verification Form, which is mandatory for all players participating in the International Tournament may use that previously approved form and supporting documentation provided their residence and/or school enrollment have not changed.



Residency Eligibility Checklist Can Be Downloaded and Shared from Little League University:

- LittleLeague.org/EligibilityChecklist



Age Determination Dates For Baseball, Softball, and Tee Ball

All divisions of Little League Baseball® utilize an age determination date of August 31/September 1 where a player's "league age" is their actual age as of August 31 of the current year.

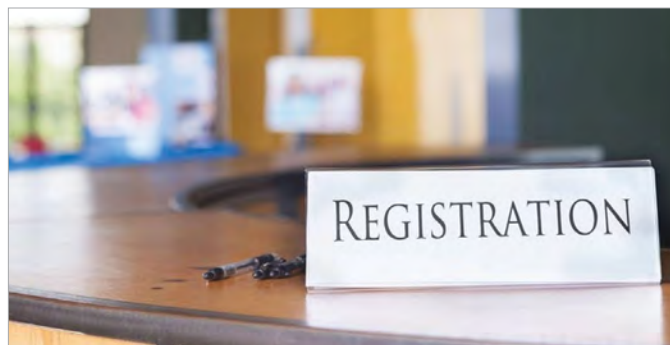
All divisions of Little League Softball® utilize the age determination date of December 31/January 1 where a player's "league age" is their actual age as of December 31 of the previous year. The softball age determination date aligns with USA Softball, the International Softball Federation (ISF), and other youth softball programs throughout the United States.

Many leagues may register boys and girls for a Tee Ball program where all players participate together. If a league organizes in this fashion, they must charter the division as Tee Ball Baseball; however, they can create all-boy teams, all-girl teams, or co-ed teams. Leagues may allow league age 5- and 6-year-olds with one year of Tee Ball experience to register for a Coach Pitch or Machine Pitch Minor Division.



Learn More:

- LittleLeague.org/TeeBallLeagueAge
- LittleLeague.org/LeagueAge



Registration: When to Start and How to Prepare

It's never too early to starting thinking about your next Little League season. The summer and fall provide great opportunities to begin registration for the upcoming season. Consider offering advance registration as a part of a fall ball program or season wrap-up activities.

There are **three groups** of potential registrants that every league should target each season. Each group must be approached differently and will have a different set of questions and concerns when registering:

1. Returning Players
2. New Participants above Tee Ball
3. New Tee Ball Participants

Prepare a plan to communicate to all groups of potential players that includes social media, print/radio advertising, your league website, and other communications methods available. The earlier a league starts its registration, the more time there is to prepare for new divisions of play, combined teams/interleague play opportunities, and to find ways to accommodate all players wishing to participate.



For More Registration Resources, Tools, Information At:

- LittleLeague.org/EducationalResources





Marketing Tools and Templates

Little League® International has multiple templates available for leagues to use to create promotions, flyers, and advertisements for registration. Leagues are encouraged to work with local media outlets (newspapers, websites, television stations, and radio) to see what free or discounted promotional opportunities may be available to the league. Also, social media sites like Facebook and Instagram make it easy and cost-effective for leagues to “boost” their registration announcements for as little as \$10. This tool targets individuals using those platforms but who might not be active followers of your local league’s accounts.



Download Registration Flyers:

- LittleLeague.org/RegistrationFlyers



Working with other youth organizations

Developing relationships with other organizations serving youth in your community opens opportunities to work together for the benefit of both organizations. When planning your registration strategy, there are several aspects to take into consideration including opportunities to cross promote, scheduling considerations, and volunteer recruitment opportunities.

Prior to engaging with other youth organizations, ensure that their values and mission are consistent with those of Little League and your community. Cross promotion and coordinating schedules with other organizations maximizes the number of participants that your program can reach. Effective implementation of these strategies is an integral part of a league growth plan.



Get Tips At:

- LittleLeague.org/SupportYourLLProgram

How to Use Registration to Recruit New Volunteers

A strong volunteer base is at the center of every successful Little League program. From coaches to Board members to umpires, every volunteer plays a part in providing a great Little League experience. With today’s busy schedules, recruiting volunteers can be a challenge, but when done successfully will help take your program to the next level.



Step 1: Identify Volunteer Position Needs and Define Roles

The Board determines how many positions need to be filled in advance of the season. When identifying positions, be sure to define the role, responsibilities, and time commitments of that position. This will help potential volunteers know what to expect and help the league measure the success of the individual filling that position.

Step 2: Find Sources to Recruit Volunteers

Most volunteers within your league will be parents of participants; however, there are other areas to which your league can look for volunteers such as service organizations, local businesses, leadership programs, high schools, and colleges.

Step 3: Prepare To Reach Out To Potential Volunteers

When asking someone to volunteer their time, there are several factors you will want to keep in mind. This includes clearly defining volunteer roles and positions. Be prepared to promote to individuals why they should volunteer with your league and talk about the opportunity to support the children in your community, which is different from player registration promotion.

Step 4: Recruiting Volunteers

There are numerous opportunities to reach out to volunteers, including registration, tryouts, or other in-person opportunities. Make sure your in-person events are conducted in a positive, welcoming environment that family members want to be a part of. When conducting an event, talk with parents about positions that need to be filled. When conducting an online registration, make sure there is an opportunity for parents to sign up to help out in a volunteer capacity.



Thank You!



Step 5: Volunteer Recognition

An important part of keeping volunteers engaged and motivated is recognizing their efforts throughout the year. Whether your league holds a Volunteer Recognition Ceremony or creates special pins and other tokens of appreciation, consider creating opportunities to recognize and thank your volunteers. Showing appreciation for volunteers is crucial to a league's longevity.

 **Learn More on Volunteer Recruitment:**

- [LittleLeague.org/RecruitingVolunteers](https://www.littleleague.org/RecruitingVolunteers)
- [LittleLeague.org/DrawVolunteers](https://www.littleleague.org/DrawVolunteers)

What to Have at Registration

There are a lot of moving parts that go into a successful Little League® Registration Day. Or if you are doing online registration, at your in-person meeting with parents. Creating a checklist of actionable items to be completed prior to registration day and on registration day itself will help a local Little League's Board of Directors stay organized and on task for the big day.



This Little League University Registration Checklist is a comprehensive list of items and ready-to-use PDF Downloads suggested to have on-hand for your in-person registration event:

 **Downloads Materials for Registration:**

- [LittleLeague.org/RegistrationChecklist](https://www.littleleague.org/RegistrationChecklist)

Some important items include:

- Parents Guide to Little League
- Constitution and Bylaws
- Boundary Map with schools plotted on the map
- Residency checklist
- Timeline for notifications regarding tryouts, draft, game and practice commitment, and volunteer assignments
- League's financial information, including budget, income, and expenses
- Fundraising information or requirements
- Volunteer applications and information
- Form Release and Waiver
- Privacy Policy Acceptance



Chartering & Insurance Coverage

As a condition of participation in the Little League® program, leagues are required to charter and insure all participating teams annually. Chartering typically opens in early October and all leagues should charter prior to the start of practices and games.

Outline of Divisions of Play

- LittleLeague.org/Baseball
- LittleLeague.org/Softball
- LittleLeague.org/Challenger

Tee Ball for 4- to 7-year-olds

Coach/Machine Pitch/Minor League for 5- to 11-year-olds

Minor League for 5- to 11-year-olds

Little League Baseball for 9- to 12-year-olds

Little League Softball for 9- to 12-year-olds

Intermediate (50-70) Baseball for 11- to 13-year-olds

Junior League Baseball for 12- to 14-year-olds

Junior League Softball for 12- to 14-year-olds

Senior League Baseball for 13- to 16-year-olds

Senior League Softball for 13- to 16-year-olds

Challenger Division for 4- to 22-year olds

Senior Challenger Division for 15 and over

Each community has unique needs when it comes to structuring its divisions of play. With comprehensive programming for individuals ages 4-16, Little League provides each local league with the opportunity to become a true community organization by providing the opportunity to participate in baseball and softball to all children in the community. With that in mind, there is flexibility built into Little League's division structure to allow each league to set up their program in a way that allows for fun and exciting play during the regular season.



To assist leagues in providing a positive introduction to the sport, curriculum for Tee Ball and Coach Pitch are provided to leagues annually at no cost. Leagues are encouraged to review and implement these programs which have produced proven results including increased player retention rates and high levels of parent and player satisfaction.

Learn More:



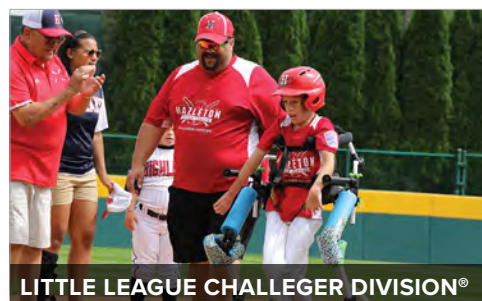
LITTLE LEAGUE BASEBALL®

- LittleLeague.org/Baseball



LITTLE LEAGUE SOFTBALL®

- LittleLeague.org/Softball



LITTLE LEAGUE CHALLENGER DIVISION®

- LittleLeague.org/Challenger



COACH PITCH DIVISION
TEE BALL DIVISION

- LittleLeague.org/CoachPitch
- LittleLeague.org/TeeBall



Interleague Play and Combined Teams

Interleague play and combined teams provide opportunities to offer or enhance divisions of play where participation within your league is limited.



Interleague Play

Interleague play can be implemented at any level of the Little League® program and permits teams from your league to travel to other affiliated Little League programs to play games against teams in the same division. Interleague play assists leagues with limited teams in providing a well-rounded schedule that meets the minimum-games-played requirement. All leagues can benefit from the excitement of traveling to play other teams within the district and beyond. Interleague play requests must be submitted and approved through the Little League Data Center, subject to approval by the District Administrator.

Combined Teams

The combined teams process allows your league to register players at any division of play and combine those players with participants from another league to create regular season teams. This tool allows leagues to open registration to all participants ages 4-16 in baseball and softball by providing a means to accommodate players in an age group if not enough players register to form a regular season team. Combined teams requests must be submitted and approved through the Data Center by the D.A. and the appropriate Little League Regional Director.

Districts are encouraged to hold an interleague play/combined teams planning meeting prior to the start of each season to evaluate what leagues may need combine/interleague at each division of play.



Learn How These Options Can Help Your League:

- [LittleLeague.org/ExpandParticipation](https://www.littleleague.org/ExpandParticipation)



TOURNAMENT IMPLICATIONS

Approval of a Combined Teams or Interleague Play agreement for the Regular Season does not grant approval for tournament. Tournament Combinations must be requested separately through the Data Center.



Implementing Local Rules Modifications and Options

Most Little League programs have local rule options that are implemented during the season. Some frequently implemented local rules and options include age structure, limiting the number of bases runners can advance on a passed ball, requiring more than the minimum amount of mandatory play, using a continuous batting order at the Major Division and above, etc. Little League International rules must still be followed. It's important to educate parents and spectators on any local rules that your Board of Directors has approved.

When participating in interleague play, it is important that all participating leagues agree with the rules to be used and have a clear understanding of what local options will be in place throughout the season.

When implementing local options for interleague play, keep these best practices in mind:

- The district interleague committee and/or all leagues involved should hold a meeting prior to the start of the season to draft proposed interleague rules. All leagues involved should have an opportunity to review and approve the rules prior to the start of the season. Local options may vary by division of play.
- Distribute a final copy of the rules to all leagues involved for distribution to coaches.
- Publish a list of local options to be implemented for each level of play on the district's website.
- Make interleague rules and options readily available to all parents
- Ground rules may vary by field/facility. Have all leagues compile a list of ground rules at the start of the season and provide a summary of ground rules for each facility to all leagues involved in interleague play.
- Educate parents and spectators



Scheduling Tips for Combined Teams/Interleague Play

Depending on the geographic makeup of leagues participating in interleague play and combined teams, there are various scheduling considerations that need to be taken into consideration.

When scheduling, keep these best practices in mind:

- For leagues operating under combined teams, make sure practices are scheduled at a time and location that makes it possible for participants from all leagues involved to attend.
- Provide addresses for all field locations to be used to all leagues in advance of the season.
- Provide an equal number of home and away games to all leagues/teams involved in interleague play.
- Consider traffic/commute times when scheduling games.
- Have a method in place to quickly contact all parents in the event of a schedule change or postponement.

Combined Teams and Interleague Play requests are completed through online at the LittleLeague.org/DataCenter.

Tutorials on Submitting Combined/Interleague Play:

- LittleLeague.org/CombinedTeams
- LittleLeague.org/InterleaguePlay

Chartering Procedure for 2020

All leagues will be required to charter online through the Data Center. Chartering opened on October 1, 2019. Leagues are encouraged to charter prior to January 1 to prevent a lapse in insurance coverage, however, accurate team numbers must be reported. Leagues may charter using anticipated team numbers for the upcoming season. If chartering prior to the completion of registration, leagues should make any changes to chartered teams through the Data Center after actual team numbers are determined. Any adjustments to fees will be made after charter changes are submitted.

The **deadline to charter and to make charter changes** for 2020 is **June 1, 2020**. Leagues not chartered by that date will not be eligible to participate in the Little League® International Tournament and will lose their status as a Little League program.

For a Tutorial or Completing the Chartering Process, Visit:

- LittleLeague.org/CharterOnlineVideo

Updating Your Charter

At the completion of registration and team selections, leagues should review their chartered teams for the current season in the Data Center and submit any changes necessary. **Note: Uploading player registration data does not cause team numbers to be automatically updated.** Reporting accurate team numbers is crucial as it allows us to make sure that we provide the most relevant and needed resources to your league and ensures that all teams and participants are properly insured for the current season. The **deadline to update team numbers for 2020 is June 1, 2020**. Failure to update team numbers prior to the deadline may result in issues around tournament eligibility and tournament combination approvals.



Coverage Dates and Payment information

All chartered Little League programs are required to carry both accident and general liability insurance annually per Regulation I(c)(7). Leagues may elect to purchase coverage at the time of chartering through the AIG Group Insurance Program made available to all chartered Little Leagues or they may upload proof of local coverage that meets the requirements of the regulation through the Little League Data Center. The AIG general liability insurance made available to Little Leagues also includes directors and officers insurance as well as cyber liability.

Required Coverage Limits

- Accident Insurance: \$100,000 per player per accident
- General Liability Insurance: \$1,000,000 per occurrence
 - Must include coverage for athletic participants and sexual abuse and molestation
 - The league must be named as an insured
 - Little League Baseball, Incorporated must be an additional insured

The AIG policy offered to all Little Leagues meets all requirements outlined above.

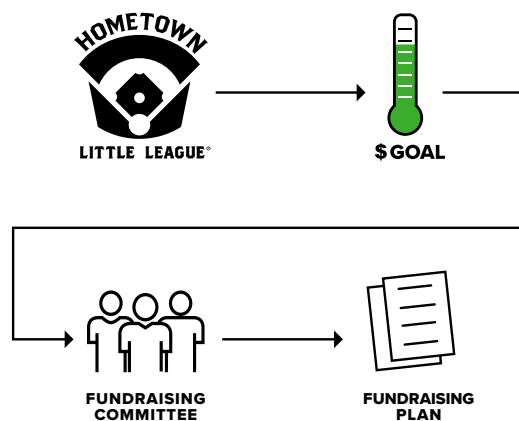
Insurance Brochure Updates: LittleLeague.org/Insurance



Sponsorship, Fundraising, & Volunteer Recruitment

It is the responsibility of each local Little League® to develop an annual plan for fundraising. Such fundraising efforts should consider the necessary operating budget of the local league, income sources, and ongoing support from community and city groups and businesses.

There are a variety of sources for raising funds. Community or city donations of fields or maintenance, sponsorships and donations from local businesses and individuals, concession stand sales, family fundraising campaigns and events, and registration fees all contribute to the league's operating budget. It's also important to remember that players can participate in one fundraiser per year.



Local leagues are encouraged to establish their annual operating budget early in the fall planning timeline and then develop a fundraising support plan to implement prior to the season. Following the best financial practices for local Little League programs is also essential when it comes to sponsorship and fundraising ([LittleLeague.org/Finances](https://www.littleleague.org/Finances)).

NOTE: Sponsorship or donation by any business of a local league or team does not give that sponsor any rights in the operations of the league or any use of the Little League trademarks or logos (see Regulation XIII and Operating Policies).



Step 1. Establish Fundraising Goal

Determine your fundraising goal based on the league's annual operating budget. The goal should serve as one of the primary drivers of your fundraising plan and the required efforts to attain that goal.

Step 2. Establish a Fundraising Committee and Draft an Annual Fundraising Plan

Typically, led by the Sponsorship and Fundraising Coordinator within the local league, a committee should be recruited to assist with outreach and procurement of donations and sponsorships. The committee should establish its Fundraising Plan that includes outreach to local businesses, civic groups, and individuals, as well as establishes the fundraisers for the league for the season that require team and parent participation.

Step 3. Get Fundraising Plans Organized

- Create a contact list of local businesses
- Craft a donation letter, along with information about your league and its participation, and how the donations will help with your league operations that includes pictures and logos to create excitement and donation ideas relevant to the business you are targeting
- List the type of league fundraisers to implement with parents/player support
- Position the league as a good marketing opportunity for local businesses to reach customers
- Encourage not only a donation, but also support to help promote league activities and volunteerism, if applicable

Step 4. Conduct Outreach for Sponsorships/Donations and Secure Funding

- Mail or email information to identified organizations on your outreach list
- Divide outreach among the committee members and document efforts
- Track sponsorship donations and support in a spreadsheet to simplify the fundraising process each year
- Evaluate the success with each sponsor or fundraiser at the end of the season
- Visit local businesses in person, when possible to drop off information and discuss the opportunity with the manager or owner
- Encourage a response by a specific deadline



Charitable/Non-Profit Solicitation Laws/Requirements

Leagues and Districts should keep in mind that many states maintain specific requirements for charitable solicitations by non-profits. Additional steps may be required of leagues or districts before you are permitted to solicit funds in the name of the league in your local community. Such guidelines also may pertain to games of chance, raffles, crowdfunding and other contest that are used as fundraisers. Be sure to check your individual state laws or other requirements regarding fundraising and be sure that you're adhering to these guidelines with all activities. A helpful resource can be found at the National Council of Nonprofits (councilofnonprofits.org).



4 Sponsorship and Fundraising Resources:

1. LittleLeague.org/Fundraising
2. LittleLeague.org/FundraisingBestPractices
3. LittleLeague.org/SponsorshipManager
4. LittleLeague.org/SponsorshipBestPractices

Volunteer Recruitment

Little League® relies on volunteers for all aspects of operation at the local and district levels. Opportunities abound for individuals of all backgrounds to get involved and contribute to their community through Little League. Prior to actively recruiting volunteers, the board should meet to identify volunteer needs for the upcoming season. These needs will include positions with an ongoing commitment (e.g. coach, board member) as well as one-time needs (e.g. opening ceremonies support). Efforts should be made to include as many families as possible.

Common volunteer needs include:

- Manager/Coach
- Board Member
- Umpires
- Field Maintenance
- Concessions
- Fundraising
- One-time needs (e.g. special events)
- Public Address Announcers
- Equipment and Uniforms
- Technology and Social Media

Parents are the primary source of volunteers for most leagues. To most effectively reach parents, integrate your volunteer recruitment efforts into your league's registration and work to identify parents that may be a good fit for each position. In addition to parents, consider reaching out to service organizations, leadership programs, high schools and colleges, etc. to recruit volunteers.



When talking to potential volunteers, be sure to have a summary of the responsibilities and time commitment that each position requires. Communicating this information up front will improve volunteer retention and will set new volunteers up for success.

Learn More:

- LittleLeague.org/VolunteerOpportunities
- LittleLeague.org/RecruitingVolunteers



Check out these marketing resources that will help your local league with fundraising, registration, volunteer recruitment, and more:

- LittleLeague.org/MarketingResources



Order Uniforms, Equipment, & Supplies

One of the great thrills for Little Leaguers® is putting on the uniform and gripping a bat for the first time. It's common for a Board of Directors to have an equipment manager position who often serves as the purchasing agent. That person is responsible for assessing the condition and safety of the playing equipment, and other items such as "L" screens, field bases, pitching machines, and batting tees.

As outlined in Rule 1.00 of the current year's *Little League® Regulations, Playing Rules, and Operating Policies*, a local league must provide a conventional uniform, which typically consists of a jersey or t-shirt, and may also include pants and a cap. Leagues are also required to provide six helmets to the offensive team (seven for Intermediate (50-70) Baseball Division/Junior/Senior League), which must meet the NOCSAE standard. While it's typical to provide team helmets for practices, depending on your league's financing, it's important to ensure that the minimum number of helmets are available for each game.

Local Little League programs typically have the following items for each team to use throughout the season:

a) One bucket of balls

As the recommended ball of tournament at all levels of play and official ball of the Little League World Series, consider A.D. STARR for your regular season and tournament ball needs. Little League licensed A.D. STARR baseballs and softballs are available through the A.D. STARR website (adstarr.com) or catalog.

b) 1-2 bats (See Rule 1.10)

c) Helmets

d) Batting Tee

e) Throw-down bases

f) First-aid kit

g) Pitch counter

h) Rulebook

i) Scorebook

j) Lineup cards

Uniforms

A Little League uniform is one of the most meaningful items your league will purchase each year, and is often a large budgetary consideration for your league. **Here are some tips for uniform purchasing:**

- Understand your league's per-player uniform budget going into the season.
- Have your league outline what you'll be able to provide and what are parents/guardians going to be responsible for. Remember, a league must provide a conventional uniform. Have that information for parents at all of your pre-season functions.
- Approach different vendors knowing what your "out-the-door" budget is per product
- Remember, jerseys must include Little League Official Shoulder Patches (**required per Rule 1.11 (a)(2)**).
- Contact a vendor with a budget and delivery timeline that is based on your game schedule.
- Highlight sponsor names on the uniforms to provide sponsor value. By placing your league name on the front, with a sponsor name on the back of the jersey for the nameplate, you can provide great exposure for your sponsor, while limiting the expenses and coordination that comes with player customization, especially for regular season jerseys.
- Be sure to budget for tournament team uniforms, in addition to regular-season uniforms



For More Uniform Purchasing Tips and Advice, Visit:

- LittleLeague.org/PurchasingUniforms

Essentials

Little League International also offers its annual Little League Essential Catalog, which is delivered by mail each year to leagues. These "essentials" include the things that many Little League programs provide throughout the year, including banners, pins, the required Little League Official Shoulder Patch, and several other Little League-specific items. These items can all also be ordered through ShopLittleLeague.org.

Bat Information

In 2018, Little League International joined many youth baseball organizations in adopting the USABat Standard at the Junior League Baseball level and below. The Senior League program utilizes the BBCOR standard, which may also be used in the Junior League and Intermediate (50/70) Divisions of baseball, while Little League Softball® utilizes a BPF of 1.20. A series of frequently asked questions on the USABat Standard and additional bat information is available at LittleLeague.org/BatInfo.



For More Tips and Advice on Equipment Purchases, Visit:

- LittleLeague.org/PurchasingEquipment



Volunteer Background Checks & Safety

Little League Baseball and Softball has always strived to create a safe and healthy environment for all Little Leaguers and their families.

In 2018, the “Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017” became Federal law. The mission of the U.S. Center for SafeSport is to make the athlete well-being the centerpiece of our nation’s sports culture. All athletes deserve to participate in sports free from bullying, hazing, sexual misconduct, or any form of emotional or physical abuse. Education and awareness are the most critical components to creating safe and respectful sporting environments, free of abuse and harassment. There are certain requirements from the SafeSport Act that Little League International and all local little league programs must adhere to. To learn about SafeSport and how it impacts your league, visit LittleLeague.org/SafeSport.

As a condition of service to any Little League program, the following groups of individuals must submit a Little League Volunteer Application and complete an annual background screening prior to involvement in the league in any fashion:

- Board Members
- Managers and Coaches
- Umpires
- Any other volunteer or hired worker who provide regular service to the league and/or have repetitive access to, or contact with, players or teams

On average, leagues can estimate the number of background checks that should be completed by multiplying the total number of teams in the league by six. To assist leagues in completing this requirement, **Little League provides 125 free searches** through an agreement with J.D. Palantine (JDP). Additional searches are available for a nominal cost.

Any individual with a conviction, guilty plea, no contest plea, or admission of guilty to a crime against or involving a minor may not participate in the Little League program.



Learn More About Background Checks:

- LittleLeague.org/BackgroundCheckQuestions

Little League International has contracted with JDP Background Screening to provide local leagues and districts with a special web site that allows members to instantly search a criminal records database of more than 450 million criminal records. This site provides searches of available criminal records from various repository sources and state-level sex offender registries. The fee for the first 125 searches per chartered league and district is free to the local league and district as the cost for these searches is being provided by Little League International. Any additional searches above 125 will cost the league or district a minimal fee.



Little League International requires all leagues in the United States to conduct background checks that utilize JDP Background Screening, or another provider that is comparable to JDP in accessing background check records for sex offender registry data and criminal records. The JDP National Criminal File database that contains more than 450 million records, including criminal and sex offender registry records covering 50 states and the District of Columbia, and meets the current regulation requirement. Leagues are required to use the JDP website, but may also use alternate resources. However the alternate resources must equal or exceed the services provided by JDP.



For More Information on JDP and Background Check Process:

- LittleLeague.org/LocalBGCheck



ASAP (A Safety Awareness Program)

Fulfilling Little League’s volunteer screening/background check requirement is a crucial part of ASAP, Little League’s safety program. Leagues are strongly encouraged to place an emphasis on safety by fully implementing an ASAP plan annually. The ASAP program contains 15 standard requirements that include items such as surveying the condition of the playing facility, posting emergency contact information, electing a safety officer, etc.

Leagues submitting an approved safety plan to Little League prior to the announced deadline, typically mid-April, will receive a 15 percent rebate on their accident insurance if purchased through the insurance program made available to Little League affiliates.



Additional Information on the ASAP Program Visit: LittleLeague.org/ASAP



Tryouts & Draft

All local Little League® programs are required to assign players to teams via a draft once player evaluations (commonly called tryouts) conclude. Having a draft is not only a requirement in the Major Divisions and above (**Regulation V**), but also allows for parity within your league that will provide for a great experience for all players and teams. Leagues are required to choose from one of the three approved Little League Draft Methods that will take place after the player evaluation period.

If your league wants to alter any of these three methods, or use another method, your draft must be presented in writing to the Little League International Charter Committee for approval.

First Option – Plan A

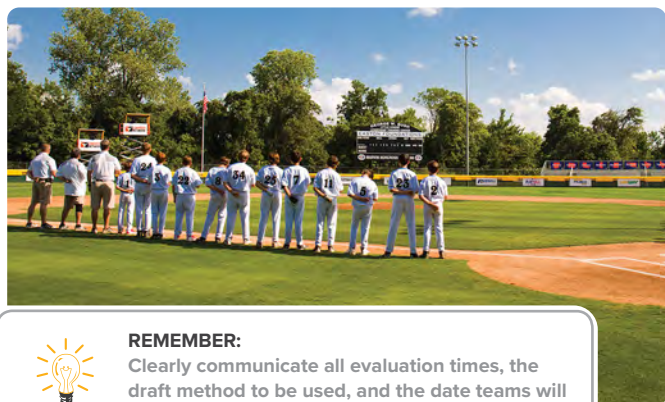
Once a thorough player evaluation has been completed, the last-place team from the preceding season gets the first choice in every round of the draft, the next-to-last place team gets the second selection in every round, and the remaining teams select in the reverse order of standing. In this plan, returning players at the Major Division and above return to the same team.

Second Option – Plan B

This draft takes place in two separate parts. The First part includes those players who are returning from a Major team in the same division, AND; have registered for the current season. The Second part of the draft includes all players who are eligible for selection and have attended the required number of player evaluations. The first draft of returning players must be completed before the second part of the draft, and all returning players who qualify under both conditions above must be drafted. Managers are not permitted to waive a draft choice. The draft rotation follows the reverse order of finish from the previous season, with the last-place team's manager receiving the first pick.

Third Option – Plan C/Blind Draft Method

This method takes all players available and has managers draw names from a container.



REMEMBER:

Clearly communicate all evaluation times, the draft method to be used, and the date teams will be selected to all parents at registration.

First Option – Plan A

Example: 4 Team League

First Round:

- Fourth-place manager selects the first player
- Third-place manager selects the second player
- Second-place manager selects the third player
- First-place manager selects the fourth player

Second Round:

- Fourth-place manager selects the fifth player
- Third-place manager selects the sixth player
- Second-place manager selects the seventh player
- First-place manager selects the eighth player, etc., until the rosters are completed.

Second Option – Plan B

Example: 4 Team League

Part I

- Players Returning (Major Team/Same Division)
- And Registered for the Current Season

Part II

- Team Managers choices are in reverse order from the previous season in their rankings.
 - Team A (4th), Team B (3rd), Team C (2nd), Team D (1st)

Manager	1 st Round	2 nd Round	3 rd Round	4 th Round	5 th Round	6 th Round	7 th Round
Team A	1	5	9	13	17	21	25
Team B	2	6	10	14	18	22	26
Team C	3	7	11	15	19	23	27
Team D	4	8	12	16	20	24	28



Tryout and Draft Resources:

- LittleLeague.org/Tryouts
- LittleLeague.org/DraftMethods
- LittleLeague.org/PlayerDraft
- LittleLeague.org/TradingPlayers
- LittleLeague.org/DraftOptions



Team/Coach/Manager Selection & Training

Team Rosters

The local league Board of Directors develops and implements the structure of each division within the Little League program that will be operated for the season. Little League® offers flexibility to allow each community to structure its divisions to meet its individual needs. Determination of placement by age and skill level should always be considered when structuring the division and rosters.

Any local league may allow a player to be on the roster of two teams during the same Little League regular season, provided the player is age-eligible to participate at the Major Division or above, and who is otherwise eligible under all conditions. This option offers additional opportunity and flexibility for participation and team structure. As outlined in **Regulation V**, leagues may also utilize a player pool of players from existing regular season teams who are willing to participate in extra games during the regular season when teams face a shortage of rostered players for a regular season game within their respective division.

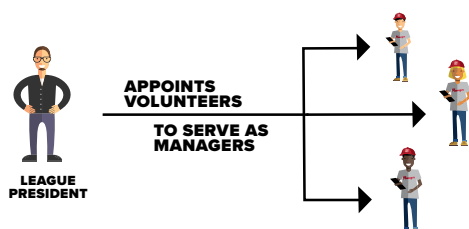
In creating team rosters, it is important to remember Little League Regulation III – The Teams. This Regulation provides the league with an outline in roster structure and formatting.



Regulation III Examples

- Tee Ball and Minor Divisions: No minimum or maximum (Recommended team size of 6-8 players for Tee Ball)
- Major, Intermediate (50/70), Junior and Senior Divisions: Minimum of 12, Maximum of 15

 [Learn More: LittleLeague.org/TeamRosters](https://LittleLeague.org/TeamRosters)



Selection of Managers

Prior to the start of each season, it is the responsibility of the League President to appoint volunteers to serve as managers within the league for the upcoming season. All appointments must be approved by the league's Board of Directors.

Following registrations, each league must determine the number of managers needed based on the number of teams that will be fielded for the upcoming season. Leagues are encouraged to allow any interested individual to share their desire to manage a team during the registration process.

When selecting individuals to serve as managers, the League President should look for individuals who possess strong organizational and communication skills, who are patient, and who excel in their ability to teach and mentor. Consideration should not be given to win-loss records from previous seasons or to previous managerial service as it relates to tenure. It's important to remember that all managerial and coach appointments are for the current season only and end after the scheduled season. While having experienced, returning managers each year can provide benefits, those volunteers must be assessed annually to help ensure that the individuals serving as managers are committed to providing all their players with a fun, meaningful Little League experience.

 [Get More Tips on Selecting Managers:](https://LittleLeague.org/SelectingManagers)

- LittleLeague.org/SelectingManagers



Selection of Coaches

Each regular season team may have up to two coaches, in addition to the manager, to formally assist in team operations, games, and practices. Additional practice coaches may be approved by the board, however, these individuals may not be in the dugout, on the field, or coach in any fashion during games.

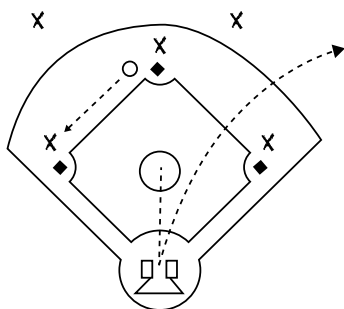
Regular season coaches shall not be appointed until after the draft has concluded. Any individual interested in coaching, must be nominated by the League President and approved by the Board. Leagues are encouraged to approve a pool of coaching candidates prior to the draft. Following the draft, managers may select up to two previously approved coaching candidates from this pool and submit them to the board for final approval. It's important to remember that any individual wishing to volunteer for a position with regular service to the league or repetitive access to children, including practice coaches, must complete a background check.

Individuals interested in serving as coaches should have strong teaching and mentoring skills and must work well with other members of the coaching staff.



 **Learn More About Coaches Selection:**

- LittleLeague.org/SelectingCoaches



Coaches Training (Best Practices)

Little League® coaches have a similar learning curve to the players they are mentoring. To assist volunteers choosing to coach for the first time or return for another season in the dugout, there are plenty of ways to prepare for the coming season and through the year.

These best practices can assist anyone interested in learning on their own, or as a group with the support of local leadership. The role coaches play in whether or not Little Leaguers® enjoy their experiences is vital, and coach training is essential for a successful program.



Little League University

LittleLeagueU.org features a **Coaches tab** that offers an assortment of coaches training materials for coaches of all levels of the Little League program, including the complete Tee Ball and Coach Pitch curriculum downloads.



Coaching Coordinator Organizing Curriculum/Training

The typical local league **Board of Directors** has an individual (**Coaching Coordinator**) or committee of volunteers (**Division Vice Presidents**) that are responsible for educating approved coaches. A single, in-service type of meeting is an effective way to provide specific materials to coaches, review new playing rules and regulations, outline effective practice plans, answer general questions, and establish the line of communication from the teams to the Board.

Communication with Coaches

It is imperative that coaches and managers do not feel isolated from the league. The best practice for any new coach or manager is to speak with someone with experience. Regular communication with experienced coaches is of great value to newer coaches and managers.

Mentor Program

If a league does have coaches with multiple years of experience or a good relationship with a local high school or college, establish a mentoring program to allow the less-seasoned volunteers to be introduced to, and become familiar with, coaching nuances such as how to develop practice plans, gameday routines, and a successful rapport with their players.

Manager and Coach Survey

The Coaching Coordinator and/or Division Vice Presidents are encouraged to collect feedback from the players and their families during the season. These opinions and their perception of the experiences during the regular season often provide substantial direction for the league when it comes time to consider volunteers for selection as tournament coaches, or potential Board members.

Positive Coaching Alliance

In partnership with Little League® International, Positive Coaching Alliance (**PositiveCoach.org**) has many resources geared toward youth sports coaches and managers. Free and available online on Little League University, many of the materials, lessons, and educational messages are adaptable, regardless of what sport is featured.

 **Learn More: LittleLeague.org/PCA**





Scheduling

Once players have been placed on rosters, practices can begin and the schedule can be finalized for each division. Prior to creating schedules, determine if your league will participate in interleague play with any other Little League programs.

All local league game and practice schedules are at the discretion of the local league Board of Directors. In many leagues, teams average two games per week. The schedule must account for at least 12 regular season games per team (Senior Divisions: 10 per team).

When scheduling games and practices, consider allotting some practice and game time on the “main” field(s) for the younger divisions. This provides a fun experience for players and parents who will play on these fields in upcoming seasons.

Remember, try to be considerate and flexible. If you need to move games or times, have a method in place for communicating the changes. Team apps, email, and social media are useful tools for communicating changes.

 **Learn More: LittleLeague.org/OrganizeSchedule**







Little League University

PLAY

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Communicating With Parents

For many parents, signing your child up for Little League® for the first time begins a new journey into youth sports. Parents are eager to learn about the next steps as the league prepares for the season.

The Parents' Guide to Little League is a great resource to download, print, and have available for the families in your league: LittleLeague.org/ParentsGuide

Communicating directly with parents/guardians is essential for everyone in your league to have a positive experience. Communications tools available through your website provider, such as those offered for Little League programs through Blue Sombrero (LittleLeague.org/Technology), can help keep families informed and educated on your league offerings and information from Little League International. Some great ways to communicate with parents are through your league's website and social media accounts, email, and making sure your coaches have identified how they'll be communicating with their parents throughout the season.



Parents Meeting

Inviting parents to an open meeting after the new Board of Directors has been elected both welcomes and encourages adults to become actively engaged in your league's activities.

This meeting is different from the annual membership meeting and should be, informative and aspirational in tone and all family members should be encouraged to attend.

Depending on the geographic size, league boundaries, division structure, and player enrollment of your league, this can be one meeting or several smaller get-togethers with the information shared being what these constituents need to know about the league and coming season.

Your Parents Meeting can either be done after registration before tryouts and the draft, or after you've placed the players on teams, and you're ready for Opening Day and the start of the season.

Be sure to have all the information that is important for parents ready for them to take home with them. Little League has created some important resources that you should consider making available, including the Parents' Guide to Little League and the Residency Eligibility Checklist.



For More Tips, Advice, and Ready-To-Print Resources For Your Parents Meeting Visit:

- LittleLeague.org/ParentMeeting

Common Questions From Parents

While each family is different, many leagues field similar questions from their league's families. One of the most important things is for your league Board of Directors to understand how your league is going to answer these questions and for you all to be on the same page in regards to *Little League Regulations, Playing Rules, and Operating Policies*, as well as your own local operating policies. It's important to be responsive to emails, questions on social media, and in-person conversations to provide parents with the same great Little League experience that your league aspires for its players. Using a combination of your website, social media, email, and meetings to answer questions and educate parents is important throughout the year.



**RULES
REGULATIONS**



Continued →



Common Questions From Parents, Continued:

Registration

A league's registration days are typically the first official local league function of the new Little League® season. Before heading to registration, there are questions you can research that will help make the process a simple one. The questions asked around registration typically focus on time commitment, financial and fundraising concerns, how to find a league and establish residency, etc..

Some of those questions include:

- How do I find the right Little League program?
- What are league boundaries?
- How do I establish player residency within the league? Why is this necessary? What paperwork do I need?
- How do I determine my child's "League Age"?



League Age Determination Date

The age a child is by:

Little League Baseball® and Challenger Division:

August 31

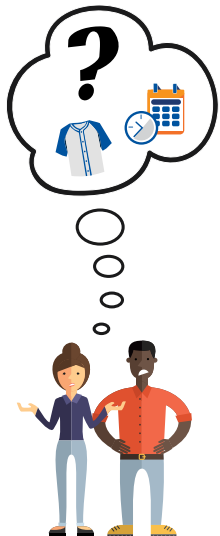
Little League Softball®:

December 31 (previous year)



There Are a Series of Resources on Little League University to Help League Officials Prepare for These Questions and To Help Parents Get Ready to Ask Them!

- **Questions to Ask Before Registration:** LittleLeague.org/PreRegistrationQuestions
- **27 Questions to Ask During Registration:** LittleLeague.org/RegistrationQuestions



Post-Registration: What Happens Next?

Once a family has decided to register, questions from parents typically shift to needing more detailed information about scheduling, equipment, games, and how the season will progress.

Some of those questions may include:

- What is the schedule for practices and games? How far will we have to travel?
- How do tryouts work? What is the process? How are teams selected? My child tried out last year, does he/she have to try out again this year? What will happen during the tryouts, and what should my child bring?
- How will my child be selected to a team, and when will the teams be announced?
- What will my child need to bring to practice and do I have to buy a uniform?



Here are some Little League University resources to help support leagues in this important time to communicate with parents:

- **Steps to Take After Registration:** LittleLeague.org/StepsAfterRegistration
- **Answering the Questions Parents Ask:** LittleLeague.org/ParentQuestions
- **Get the Gear and What to Wear for Little League Practices:** LittleLeague.org/WhatToWear
- **What Equipment Little League Parents Need to Provide:** LittleLeague.org/PlayerEquipment





Regular Season

As regular season gets underway, parents are typically focused on important updates to schedules, where field locations are, concerns regarding their child's experiences with their coaches, and any volunteer implications that may impact them. This is where it is essential to have your website and social media updated regularly and to make sure that all your managers and coaches have the appropriate communications methods to directly communicate with parents. Little League® International also provides resources for parents to understand their role in positively supporting their young athletes.

Some questions during the regular season may be:

- How can I use social media to enhance our family's Little League experience?
- What are the playing rules within Little League?
- Do games have a time limit?
- Do I need a background check to volunteer in the concession stand?
- How do tryouts work?



Here Are Some Little League University Resources with Tools and Advice for Regular Season:

- **A Little League Parents Guide to Social Media:**
[LittleLeague.org/ParentsSocialMedia](https://www.littleleague.org/ParentsSocialMedia)
- **Common Little League Rules Misconceptions:**
[LittleLeague.org/RuleMisconceptions](https://www.littleleague.org/RuleMisconceptions)
- **Tips for Talking to Your Little Leaguer®:**
[LittleLeague.org/TalkingTips](https://www.littleleague.org/TalkingTips)
- **Balancing Expectations that Are Both Age Appropriate and Realistic:**
[LittleLeague.org/BalancingExpectations](https://www.littleleague.org/BalancingExpectations)

Tournament Play

While participation in the Little League International Tournament is a wonderful way for families to make more Little League memories, this is probably the most competitive time in Little League. Parents typically want to know how the tournament team selection process works, as well as additional financial and time commitments. Other parents may be more interested in additional playing opportunities during the summer months outside of the Little League International tournament.

Some common tournament-related questions are:

- What is an all-star, and how is the team selected?
- Can my child "play up" on an older all-star team?
- When will the all-star team be announced?
- Do I have to sign my child up to be an all-star?



Make sure your league officials and your league's parents are receiving Little League's monthly parents' newsletter *The Parent Connection*. Also, don't forget about the parents' resources on Little League University.



These Little League University Resources Can Help You Educate and Inform Parents During the Little League International Tournament:

- **Five Need-to-Knows for Tournament Parents:**
[LittleLeague.org/TournamentParents](https://www.littleleague.org/TournamentParents)
- **Survival Guide to the Little League International Tournament:**
[LittleLeague.org/SurvivalGuide](https://www.littleleague.org/SurvivalGuide)
- **What Parents Need to Know About All-Stars:**
[LittleLeague.org/AllStarParents](https://www.littleleague.org/AllStarParents)



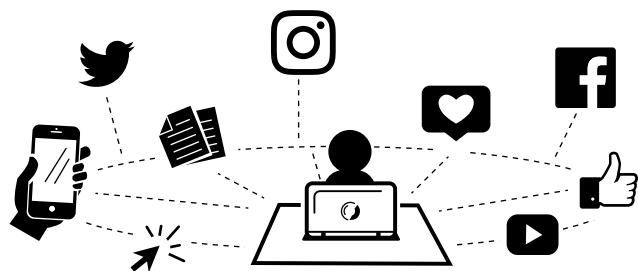
Opening Ceremonies/ Community Events

Opening day provides an opportunity to get the community involved in celebrating your Little League® program. Enjoying the memories of past seasons and celebrating the season to come with activities that excite current and former players, teams, and their families is what the day is all about.

An exciting opening day provides a great and memorable start to the season.

LLU Two Resources to Help In Your Planning:

1. LittleLeague.org/OpeningDayTips
2. LittleLeague.org/OpeningCeremonies



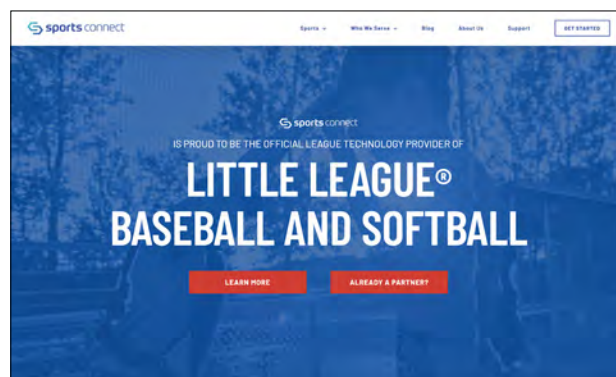
Spreading the word about your league

There are many free communication tools your league can use to promote your program and community involvement including websites, social media, and your local media.

A website, such as those provided for free to Little League programs through **Sports Connect**, that provides registration information, facilities locations, board members, and other information for parents and volunteers is a powerful tool for communicating about your league.

LLU Communication Tools:

- LittleLeague.org/CommunicationTools
- LittleLeague.org/ParentsSocialMedia





Working with the News Media

Local media is a great asset in promoting your league and its mission within the community. Positive relationships with members of the local media can be a great resource to share the exciting news and events from your league and help carry your message to the community.

Some important things to keep in mind:

- News media should be encouraged to come and cover your activities, taking photos and video, but this should be for their news stories only. Members of the media should not exploit your league's activities for their own business reasons.



Learn More on Media Relations:

- [LittleLeague.org/HandleMedia](https://www.littleleague.org/HandleMedia)
- [LittleLeague.org/CommunicationTools](https://www.littleleague.org/CommunicationTools)

- If your league is interested in using social media to stream its regular-season games through the league's dedicated social media platform, and written permission from Little League® International is not required. The league should set its streaming policy in advance of the season and share with all teams.



Learn More on Streaming:

- [LittleLeague.org/Streaming](https://www.littleleague.org/Streaming)

- If an issue arises that brings negative attention or is a serious matter that impacts the league, it's important to handle the situation carefully. You should contact your District Administrator and your Regional Office for direct support on the issue. It's important that all your messaging to your league parents and volunteers, as well as the media, is consistent.



Learn More on Online Communication Crisis:

- [LittleLeague.org/CrisisCommunication](https://www.littleleague.org/CrisisCommunication)



Using Social Media

Social media is a great way to share the fun of Little League with your fans, followers, and friends. Your presence should reflect the positive, emotional impact of the league, district, or tournament to its players, parents, volunteers, and the entire community.

Here are some tips and guidelines that can help your social media platforms get off to a strong start:

- Determine which platforms the league will use: With many options to choose from, select the channels that are the best fit for your league and its needs. Facebook tends to have the broadest reach, while Twitter, Instagram, and others provide unique communication opportunities.
- Develop a social plan: Stay active on your league's social channels. Provide relevant, engaging content year-round.
- Designate a Board member to oversee implementation of your league's social media accounts.



Social Media Guidelines:

- [LittleLeague.org/ParentsSocialMedia](https://www.littleleague.org/ParentsSocialMedia)
- [LittleLeague.org/SocialMediaTips](https://www.littleleague.org/SocialMediaTips)
- [LittleLeague.org/OnlineBehavior](https://www.littleleague.org/OnlineBehavior)

Quick Tip:

Keep your District Administrator in the loop about all your communications efforts. Districts that work together to promote their leagues can reach more families and bring more excitement about Little League in all the communities your District serves.





Rule Information & Updates

It is important for all Little League® volunteers and parents to be familiar with the most up-to-date version of the *Little League Official Regulations, Playing Rules, and Operating Policies*. A Little League rulebook app is available for mobile devices. While Little League's rules provide a lot of flexibility for local league operations, there are important rules such as mandatory play, number of games for a regular season, and others, that leagues should be familiar with.

Visit LittleLeague.org/Rules to find information about how to obtain additional rulebooks, as well as important information about rule changes and updates, policy statements, and additional resources to help your volunteers know and understand Little League's rules, regulations, and policies.

Bat Information

In 2018, Little League International joined many youth baseball organizations in adopting the USABat Standard at the Junior League Baseball level and below. The Senior League program utilizes the BBCOR standard, which may also be used in the Junior League and Intermediate (50/70) Divisions of baseball, while Little League Softball® utilizes a BPF of 1.20. A series of frequently asked questions on the USABat Standard and additional bat information is available at LittleLeague.org/BatInfo.



Regular Season Play

The regular season should provide all of the children in your community a baseball or softball experience, led by your league's volunteers, that's fun, meaningful, and memorable. The focus of the regular season is providing a fun environment that promotes learning, teamwork, and skill development for all in your league.

Scheduling Games

Little League requires that all teams participate in a minimum of 12 regular season games. (Senior League: 10 games)

When creating a schedule, keep the following tips in mind:

- When possible, provide for at least two games per week.
- Remember to allow for rain dates, so that all rain-outs can be made up in the order in which they were postponed.
- Little League Regulations do not prohibit or promote games or practices on any particular day of the week.
- Consider the days and times when volunteer umpires will be available to work games on weeknights and weekends.
- Provide opportunities for the Tee Ball and Minor Divisions to play on the league's primary fields. This builds excitement for future participation in the league.



Learn More:

- LittleLeague.org/OrganizeSchedule

DICK'S Team Sports HQ, powered by Blue Sombrero, offers a free website to Little League Programs.





Practices

A practice schedule is determined by the league's Board of Directors. Practices may be off league property if the location is approved by the Board of Directors (**Regulation IX**). It's important to work with game schedules and encourage your managers and coaches to stress the importance of practices throughout the season.



Tips on Running Little League® Practices:

- LittleLeague.org/FunPractice
- LittleLeague.org/CoachingFun



Interleague/Combined Teams

Throughout the season, opportunities may arise to participate in interleague play and/or combined teams that were not planned prior to the start of the season. Leagues are encouraged to evaluate these opportunities on an individual basis and submit requests through the Data Center for interleague play and combined teams arrangements that will benefit the league. When submitting a request during the season, notify your District Administrator of the new request to expedite the review/approval process. The deadline to submit new requests is June 1. If intending to combine for tournament as well as the regular season, notify your D.A. and Region of your request as soon as possible.

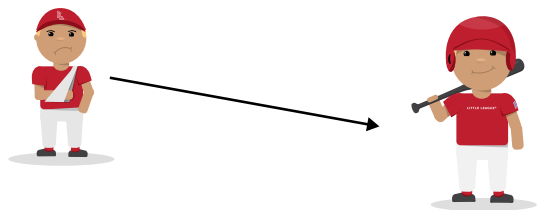
Protest Committee

Protesting a regular season game is outlined in **Rule 4.19**. A league's Protest Committee, comprised of the League President, Player Agent, Umpire-in-Chief, and one or more other officers, reviews protests that involve violations or interpretations of a playing rule, the use of an ineligible pitcher, or the use of an ineligible player. Protest on decisions involving an umpire's judgment will not be considered. Any protest must be submitted by the manager to the umpire on the field prior to submission to your local league Protest Committee.



Learn More About Protests:

- LittleLeague.org/LocalLeagueProtest



Injured Player: How to Clear a Player to Return to the Field

All injuries are to be taken seriously, and volunteers serving as managers and coaches are responsible for making the health and safety of the players the top priority. During all Little League® functions, where a team of players is participating as a group, it is the responsibility of the manager and coaches to be advocates for safe behavior for each of the players on their team.



During Little League games, if a player sustains an injury and is removed from the game, a team manager is not permitted to return said player to the game without first having a medical professional at the game site clear the player. If the player does return to the game after being removed due to injury, he/she is required to complete **mandatory play**, if applicable.

LLU Learn More On Mandatory Play and Injured Players:

- LittleLeague.org/MandatoryPlayParents
- LittleLeague.org/InjuredPlayer



The Little League A Safety Awareness Program (ASAP) was created to assist local leagues in developing a plan that promotes a safe and healthy experience for all participants.

15 Requirements of ASAP

1. Active Safety Officer
2. Publish, distribute safety manual
3. Post, distribute emergency numbers
4. Conduct a national background check on anyone who provides regular service to the league or has repetitive access to players/teams.
5. Provide fundamentals training (Hitting, sliding, fielding, pitching, etc..)
6. Provide first-aid training (Coaches/Managers)
7. Field inspections before use
8. Complete Annual Facility Survey
9. Use safe food handling/prep for your concession stands
10. Require regular inspection and replacement of equipment
11. Have prompt accident reporting
12. Require first-aid kits at events
13. Enforce all Little League rules including proper equipment
14. Submit Player and Volunteer data
15. Answer Survey question

LLU Learn More on the ASAP Program:

- LittleLeague.org/ASAPSafety



When a Player is Released During the Season

Should a manager request, or player ask, to be released during the season, this immediately must be brought to board's attention. The manager is obligated to notify the Board of Directors and Player Agent, who will then evaluate the reason(s) for the request. The Player Agent must ensure that the request is not an attempt to manipulate the balance of power within the division and a replacement player can be assigned to the team losing a player. **(Regulation III(d)).**

If the Board of Directors elects to grant the release, the following must be understood:

1. A player released is not permitted to play in another division in the same season (e.g. Majors then go back to Minors). A release ends a player's participation in the league for the season.
2. The player will need to register, tryout, and go through the draft process the following season.

Releasing Players – In Season and Off Season

Should a player request to be released from a team at the conclusion of the regular season and prior to tryouts of the upcoming season, the manager must make the Board of Directors aware. **(Regulation III(e)).**

A player/parent requesting to be released from a team should address directly with the Board of directors. The Player Agent must assess the reason(s), which should be provided in writing, for the requested release. The request is then reviewed by the entire Board of Directors for a decision. All releases must be approved by the Board.

If approved, the Board **MUST** notify the player/parents, in writing, of the release and in ample time for the player to attend the tryouts for the upcoming season.

Parents should understand the following:

- Player must attend tryouts for the upcoming year.
- A player may be drafted back onto the same team he/she was released from.



Regulation III

- (d) If a team loses any player(s) on the roster during the current season through illness, injury, change of address, or other justifiable reasons (subject to Board approval), another player shall be obtained through the player agent, to replace the one lost. The playing ability of the participant shall not be considered a justifiable reason for replacement. Such replacement must be of such league age as to comply with Regulation III(c), and must be eligible under all sections of Regulation IV. The local league should specify in its local rules the number of days allowed for a manager to comply with selection of a replacement. When changes are desired, the following procedures must be followed...
- (e) Managers may request to release players for any justifiable reason [as in (d) above, subject to Board approval] between the conclusion of one season and seven (7) days prior to the tryout session, but not later than the players selection or draft meeting of the subsequent season. In the event that a player is released, the president of the league shall notify the player agent, and the player in writing. Such written notice of release shall be given in sufficient time for the player to qualify for tryouts and selection to another team.



International Tournament

(District, Section, State, Regional, & World Series)

The Little League® International Tournament begins in June with district tournaments throughout the world and is completed at the end of August with the Little League Baseball® World Series in Williamsport, Pa. With thousands of communities throughout the world competing annually, the Little League International Tournament is the largest youth sports tournament in the world with more than 200 games televised on the ESPN Family of Networks.

Tournament opportunities are available for players ages 8 to 16. To enroll in tournament, the league must be chartered in an age appropriate division for the regular season (e.g. chartered in the Intermediate (50/70) Division to enter an Intermediate or Major (10-12) tournament team).

The cost to enter a team into the International Tournament is \$200. This fee is used to help subsidize travel reimbursement to leagues advancing beyond the district tournament and to cover annual costs to transport teams to each of Little League's seven World Series events.



Tournament enrollment is available exclusively through the Little League Data Center from May 1 – June 15.



To Make Sure Your League is Prepared For Tournament Play, Review This Checklist:

- LittleLeague.org/PrepareForTournament

A tutorial overview of the Tournament Enrollment process is available at: LittleLeague.org/Tournament



Selection of Tournament Teams

The process of selecting players for teams to compete in the Little League International Tournament is determined by each league. It is recommended that leagues involve players, coaches, and volunteer umpires in the selection process. An overview of the league's process should be made available to all parents in advance of tournament team selection.



Tryouts for, and the announcement of, the Tournament Team cannot be made before June 1 and not until the availability and eligibility of all prospective team members have been established. Violation may result in revocation of Tournament privileges by the Tournament Committee in Williamsport. **(See the current year's Little League Official Regulations, Playing Rules, and Operating Policies for the tournament rules, guidelines, and explanations).**



Learn More About Selecting Tournament Teams:

- LittleLeague.org/SelectTeams

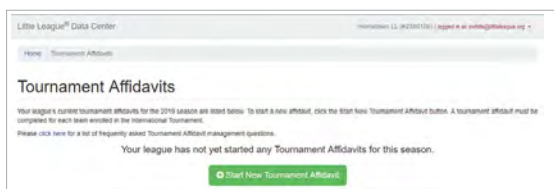


Tournament Enrollment

Leagues participating in the Little League® International Tournament are required to enroll all participating tournament teams online through the Little League Data Center. Tournament Enrollment is available annually on May 1 and changes to the number of enrolled teams may be requested through June 15. **The deadline to enroll a team in tournament is June 15.**

LLU Tournament Enrollment:

- LittleLeague.org/Tournament



Tournament Enrollment: LittleLeague.org/DataCenter

LITTLE LEAGUE® BASEBALL AND SOFTBALL TOURNAMENT PLAYER VERIFICATION

Date Requested: _____ (check one) ☐ BASEBALL ☐ SOFTBALL

League Name: _____ League ID#: _____

PLAYER INFORMATION AND DOCUMENTATION

Player Name: _____ Date of Birth: _____
(must be name as shown on the birth documentation)

TYPE OF AGE PROOF: (CHOOSE ONE)

☐ Board of Health/Registrar of Vital Statistics ☐ Federal/Military ☐ In-Lieu Statement (necessary document from all four groups)

RESIDENCY PROOF: (CHOOSE ONE OR MORE DOCUMENTS FROM EACH OF THE THREE GROUPS)

ADDRESS OF PARENT OR LEGAL GUARDIAN

Street Address: _____ City: _____ State: _____ Zip: _____

GROUP ONE	GROUP TWO	GROUP THREE
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Welfare/Child Care Records	<input type="checkbox"/> Voter's Registration
<input type="checkbox"/> School Records	<input type="checkbox"/> Federal Records (i.e., Federal Tax, Social Security, etc.)	<input type="checkbox"/> Utility Bills (i.e., gas, electric, water/sewer, phone, mobile phone, heating, waste disposal)
<input type="checkbox"/> Vehicle Records (i.e., registration, taxes, etc.)	<input type="checkbox"/> State Records	<input type="checkbox"/> Financial Records (i.e., loan, credit, investments, etc.)
<input type="checkbox"/> Employment Records	<input type="checkbox"/> Local (Municipal) Records	<input type="checkbox"/> Medical Records
<input type="checkbox"/> Insurance Documents	<input type="checkbox"/> Support Payment Records	

Download Tournament Player Verification form online:
LittleLeague.org/TournamentVerification

Tournament Affidavit

As a condition of tournament participation, all enrolled teams are required to complete an affidavit through the Little League Data Center.

When completing the affidavit, be sure to have the following information available:

- League President and Player Agent contact information.
- Team information for all teams in each division, including team names, schedules, and number of games completed by the start of the tournament.
- Manager and coach information including physical addresses, email addresses, and primary phone numbers.
- Names and physical addresses of the schools in your league's boundaries that are being used to establish eligibility for any player.
- Player information including their addresses, birth dates, regular season team names, number of games played, and any waivers (if applicable).

The tournament affidavit is a binding agreement regarding the conditions of tournament play and lists player information and eligibility criteria for each participating Little Leaguer®. The tournament affidavit and supporting documentation must be carried by the manager of the tournament team to all games at all levels of tournament play.

LLU Learn More: LittleLeague.org/SelectTournAffidavitFAQ

Tournament coaches and managers are strongly encouraged to complete the Abuse-Awareness training.
Visit LittleLeague.org/SafeSport.



Tournament Team Practice

Tournament team practice may not begin prior to June 1. Many managers may choose to conduct practice as usual coordinating stations to fine-tune skills, but Little League also offers additional options and flexibility. Teams are provided the opportunity to practice against, or scrimmage, other Little League tournament teams within the district or neighboring districts in the same division so long as the players are not in uniform. Additionally, Districts or leagues may organize Special Game tournaments with Little League teams with the appropriate approvals.

LLU Learn More About Tournament Practice:

- LittleLeague.org/TournamentTeamTips



Tournament Costs and Fees

Little League® International Tournament Entry Fee: \$200 per Tournament Team

At the start of the International Tournament, each league is assessed a \$200 entry fee per tournament team. Little League International uses the funds raised through these fees to help offset the direct financial assistance that Little League International gives to leagues for teams advancing beyond the district tournament. The reimbursement helps to defray travel expenses in the form of a credit based on mileage traveled at the Section Tournament and above. Leagues advancing to a Regional Tournament will receive an additional \$250 credit and all leagues advancing to any of Little League's seven World Series events are provided with transportation and accommodations by Little League.

Little League International's Tournament entry fee is only charged at the start of the tournament, and 100 percent of the funds gathered through that fee go back to Little League's tournament reimbursements to local leagues, which is also supplemented through the support of Little League's official sponsors. League credits reflect in a league's outstanding balance in the Data Center once applied. A negative outstanding balance reflects an overall credit for the league.

District, Section, and State Tournament Fee



Tournaments below the regional level are hosted by local league and district volunteers as determined by the District Administrators in each state. Tournament hosts are responsible for covering all costs associated with the tournament including, but not limited to, game balls, pins, banners, awards, field maintenance, umpire-related expenses, etc. To cover these costs, hosts may charge an entry fee to each team participating. To effectively budget for tournament season, reach out to your District Administrator prior to June 1 to inquire about local tournament fees/locations for the district, section, and state tournaments.

Tournament hosts are encouraged to provide all leagues participating with a copy of the budget/expenses for each tournament. Entry fees charged should only be used to cover the expenses directly related to the operation of that tournament.

Tournament Mileage Reimbursement

Leagues advancing beyond the District Tournament are eligible for reimbursement, in the form of a credit, at a rate of \$1 per mile for one round trip to each tournament site (minimum 150 miles). Little League International is able to provide this reimbursement thanks, in part, to the tournament entry fee. To receive this reimbursement, leagues must work with their District Administrators at the conclusion of the tournament to submit their mileage requests through the Little League Data Center. When submitting, make sure to have the following information available:

- Tournament Level
- Tournament Dates
- Tournament Location

Please note that mileage between your league and the tournament location will be automatically calculated. Once approved, credits will appear in the Data Center within several business days.





Tournament Fundraising

Each year, the International Tournament is an exciting time in Little League®. Children and their families begin to experience traveling to games with other members of their community in an environment that brings out the best competitive spirit. And with that increase in travel and expenses, many local leagues also find themselves in need of additional fundraising support.

While it is assumed that local leagues may have operated the program in a fiscally transparent manner during the regular season, increasing transparency of the local league tournament operations to families, volunteers, and community membership is paramount.

It is highly recommended that leagues formalize their approach to participation in the International Tournament during the fall, as they plan for their next season, including estimating expenditures and

proposing potential reimbursements to families for tournament-related expenses. Tournament expenses should be calculated alongside the potential expenditures that benefit all participants during the regular season.

Leagues may also incur fees at the District level and beyond. These fees are set by the District Staff operating the District, Sectional, State, or Regional Tournaments to help offset expenses such as game balls, pins, banners, and awards.

Parent Expenses

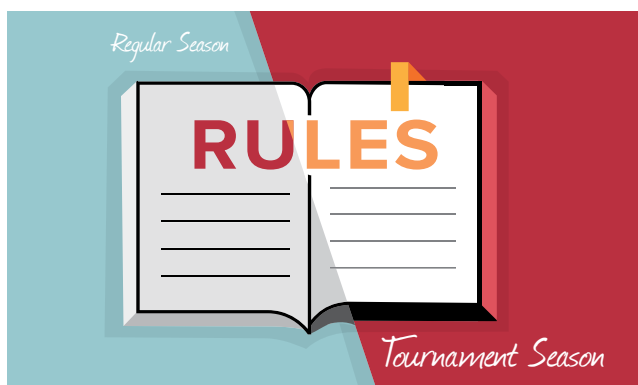
Leagues are often asked to assist with travel expenses for parents and families. While these individual expenses can be daunting for some parents, leagues are encouraged to focus on the fundraising specifically for the expenses of the league and not for individuals. The league may, however, choose to outline specific expenditures that it will help offset for parents and families, such as bus rentals, travel vouchers, and catered meals, in addition to travel expenses for the players and coaches.

Generally, the league should be careful in its promotion and support of fundraising for a group of individuals and be as transparent as possible when communicating to the public.



3 Essentials Links for Tournament Fundraising:

1. **Funding of Tournament Travel and Other Expenses for Parents and Families:**
LittleLeague.org/TravelFund
2. **Predicting Expenses and Fundraising for Tournament:**
LittleLeague.org/Expenses
3. **Fundraising for Tournament and Commercialization:**
LittleLeague.org/TournamentFundraising



Tournament Rules

During the Little League® International Tournament, there are specific rules that are modified from those used during regular-season play. To help local leagues be aware and understand how to apply and explain the tournament versions of these common rules, Little League International has put together an easy-to-reference guide on Little League University sharing differences as stated in the current *Little League Official Regulations, Playing Rules, and Polices*. In addition, be sure to visit LittleLeague.org/Rules to stay up-to-date on all Little League International's rules and regulations.



Tournament Rules: LittleLeague.org/RuleDifferences



Additional Playing Opportunities

After the conclusion of the regular season, many families are interested in continuing to participate in organized Little League® activities. Tournament of Champions (TOC), Little League Sandlot Fun Day events, summer/fall ball, and other organized events outside of the International Tournament provide local leagues an option to extend the season and provide opportunities for players who are not participating in the International Tournament to enjoy additional time on the field.

Tournament of Champions events are often organized by local District Administrators prior to the International Tournament. These events typically allow regular season teams (that won their local league division) to participate against other league champions from within their district in a local tournament. These events are great community tournaments and allow for additional playing opportunities.

Here are a few common questions about TOCs and additional play opportunities:

Does our league require additional insurance coverage to participate in these events?

No. Approved local league insurance covers participation in these events provided they are played against other chartered Little League programs. If non-Little League programs are involved, coverage is only in place if the event has been approved by the Charter Committee under Special Games with non-Little League teams.

Do we have to pay an entry fee to Little League International to participate?

The only time a league will pay a tournament entry fee to Little League International is for the International Tournament. District Administrators may charge an entry fee to cover the cost of operating these events.

Can our league host a tournament as a fundraiser?

Yes. Local leagues are permitted to host additional play events to raise money for the league. Please refer to the Special Games process to learn more about hosting events at your local league.

Second Season, Fall Ball/Training & Development

Second Season and Fall Ball are part of the Little League **Training and Development (TAD) program**. Any local league can use the resources available to structure and operate any **TAD** activities.



Learn More About Fall Ball:

- LittleLeague.org/FallBall



Little League® Sandlot Fun Days

A player-led, unstructured opportunity for local Little League programs to provide a fun, relaxed, activity for baseball and softball players, where kids make the rules, make the lineups, and make the calls. Learn more about how to bring this program to your league, the basic guidelines, and some best practices.



Learn More About Fall Ball:

- LittleLeague.org/FallBall



Special Games

Little League Baseball® and Little League Softball® offers options for local leagues and districts to provide additional game opportunities, as well as unique tournament experiences, through our Special Games process.



Learn More About Special Games:

- LittleLeague.org/SpecialGames



Year-End Wrap-Up

Closing the Books

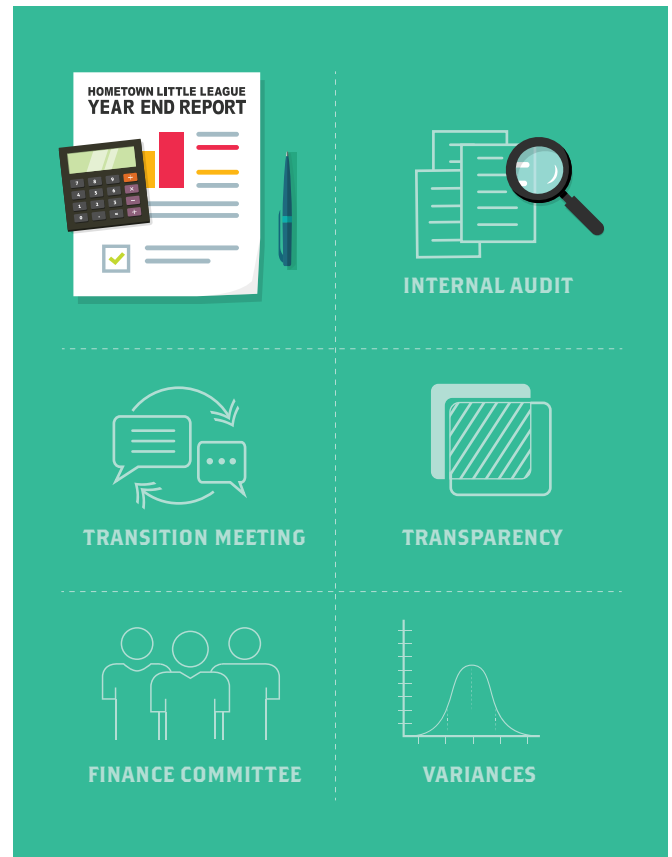
September 30 marks the end of Little League's Fiscal Year. Each league should conduct a review of finances in advance of this date.

To effectively close the books and prepare for the upcoming season, the finance committee should be sure to do the following:

- Check for any variances that occurred during the season. Ensure that the unexpected expenses are justified and determine if they need to be added to the budget for the upcoming year.
- Conduct an internal audit. Report findings back to the board and to the membership. This practice encourages transparency and allows a league to address any areas of concern early on.
- Hold a transition meeting. Meet with new Board members and provide an update on the state of the league. Encourage questions to ensure all have a full understanding of the needs of the league for the upcoming season.

 **Learn More on Finances:**

- LittleLeague.org/FinancialTips



Parents Survey

At the conclusion of each season, leagues should seek feedback from parents of all participants in the league. This feedback will assist the Board in identifying areas of success and areas for potential improvements. To assist in this process, Little League has developed a general survey that measures many areas of league operations and can be adapted to meet the individual needs of each league.

 **Resources for Parents Surveys:**

- **Local League Evaluation**
LittleLeague.org/ParentSurvey
- **Download Sample Parent Survey**
LittleLeague.org/ParentSurveyEOS



Volunteer Recruitment

Following each season, leagues should begin to identify volunteers that intend to return to the league for the following season, as well as volunteers who may be stepping down, leaving vacancies to be filled. Identifying volunteer needs at this time provides leagues with additional time to recruit and fill vacancies. Leagues should consider conducting a short exit interview with volunteers who are not returning to gather feedback on ways to improve league operations and gather any relevant information that needs to be passed along to the next individual to fill that role.



Learn More on Recruiting Volunteers:

- LittleLeague.org/RecruitingVolunteers



Potential Board of Directors

- | | | | | |
|-------------------|--------------|-------------------|-------------------------|-----------------------|
| • President* | • Secretary* | • Player Agent* | • Concessions Manager | • Information Officer |
| • Vice President* | • Treasurer* | • Safety Officer* | • Coaching Coordinator* | • Facility Manager |

* Required



Quick Tip:

As you wrap-up your season, make sure you schedule your Annual Meeting and communicate that important date throughout your league, and have copies of your constitution and bylaws available for review.



Learn More on Holding Annual Meetings:

- LittleLeague.org/AnnualMeeting



Little League University

INDEX & RESOURCES

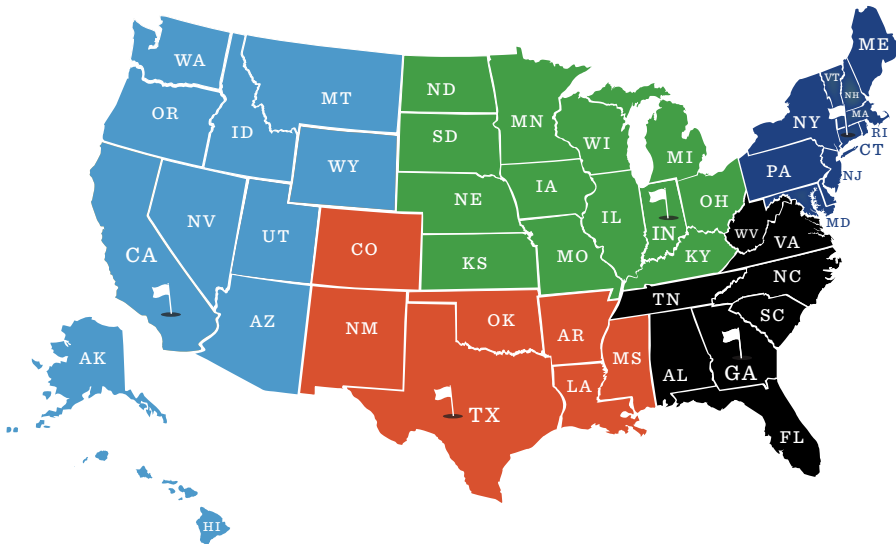
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Contact Information

United States Regional Offices

Little League® Regional Centers are fully staffed year-round to provide assistance and direction to Little League volunteers. All general questions, written suggestions for improving the rulebook, tournament inquiries, and rule interpretation requests, should be directed to the appropriate office in your region as indicated.



EAST REGION

335 Mix Street
Bristol, Connecticut 06010
Phone: (860) 585-4730
Fax: (860) 585-4734
EastRegion@LittleLeague.org



SOUTHEAST REGION

439 Snellgrove Drive
Warner Robins, GA 31095
Phone: (478) 987-7227
Fax: (478) 987-7232
SoutheastRegion@LittleLeague.org



CENTRAL REGION

360 Ridgepoint Drive
Carmel, IN 46032
Phone: (317) 897-6127
Fax: (317) 897-6158
CentralRegion@LittleLeague.org



SOUTHWEST REGION

3700 S. University Parks Drive
Waco, TX 76706
Phone: (254) 756-1816
Fax: (254) 757-0519
SouthwestRegion@LittleLeague.org



WEST REGION

6707 Little League Drive
San Bernardino, CA 92407
Phone: (909) 887-6446
Fax: (909) 887-6135
WestRegion@LittleLeague.org

Additional contact information for International support can be found at [LittleLeague.org/Contact](https://www.littleleague.org/Contact)

Quick Links

General Information

Baseball Division

- [LittleLeague.org/Baseball](https://www.littleleague.org/Baseball)

Softball Division

- [LittleLeague.org/Softball](https://www.littleleague.org/Softball)

Challenger Division

- [LittleLeague.org/Challenger](https://www.littleleague.org/Challenger)

Risk Management

A Safety Awareness Program

- [LittleLeague.org/ASAP](https://www.littleleague.org/ASAP)

League Background Check Registration

- [LittleLeague.org/Background](https://www.littleleague.org/Background)

League Officials

Data Center

- [LittleLeague.org/DataCenter](https://www.littleleague.org/DataCenter)

Blue Sombrero

- [LittleLeague.org/Technology](https://www.littleleague.org/Technology)

Coaches

- [LittleLeagueU.org](https://www.littleleague.org)
- [LittleLeague.org/CoachingFun](https://www.littleleague.org/CoachingFun)

Social Platforms

- [Facebook.com/LittleLeague](https://www.facebook.com/LittleLeague)
- [Twitter.com/LittleLeague](https://twitter.com/LittleLeague)
- [Instagram.com/LittleLeague](https://www.instagram.com/LittleLeague)
- [Youtube.com/LittleLeague](https://www.youtube.com/LittleLeague)





Frequently Asked Questions

Here are some answers to questions that Little League® International commonly receives from its constituents.

Local League Operations: How and Why

What Standards do you hold District Administrators to?

Local League officials and District Administrators are volunteers who have agreed to follow and enforce Little League's rules, regulations, and policies. The volunteers operating the local league or district are responsible for sharing information and educating anyone interested in Little League on its best practices including full transparency on all financial, operational, and organizational matters. To support our District Administrators, Little League has established the District Administrator Standards for Exceptional Leadership and Volunteer Service, which can be reviewed by anyone at LittleLeague.org/District-Officers.

For more information visit:

LittleLeague.org/DASStandards

How can I get a copy of our Constitution?

Little League International encourages all its leagues to be transparent with its constitution and bylaws and post these documents on their websites or have them readily available. If you do not have access to your constitution and/or bylaws, you make the request to your league president. If the league president does not have access to the constitution, the league president should contact the regional office.

What is the difference between constitution and bylaws?

A local league constitution is the governing document that a local league submits to Little League International for review. It is a legal document that governs the operations of the local Little League program. It covers items such as membership, election, discipline, finances, etc. Once a constitution is adopted, it remains in force until it is amended. Bylaws are a tool used by local leagues to manage and operate that specific program. They must be approved annually and deal with operation rules and policies for conducting day-to-day business. Common items that may be included in a league's bylaws include tournament team selection method, local rules, age structure, etc. They may include extensions of Little League rules, but at no time can they circumvent Little League rules.

For more information visit:

LittleLeague.org/ReviewingConstitutionBylaws

LittleLeague.org/ReviewingConstitution

What/who is a general member?

A local league's general membership should be clearly outlined in the league's constitution. General members may include any

individual who is elected to the board of directors, approved coaches or managers, or anyone who holds any other position within a league that has repetitive access to the children and facilities. The general member can vote on board members during annual elections, and review all documents associated with operation of the local league.

How can I get more information about Little League's Grant Programs?

There are a variety of grants available through Little League International and its official sponsors. Little League's Grow the Game Grant program provides assistance to local programs in the areas of general league enhancement, the Challenger program, the Softball program, and to leagues enrolled in the Little League Urban Initiative. More information can be found at LittleLeague.org/GrowTheGame or by contacting marketing@LittleLeague.org for grant opportunities with our official sponsors.

Can a waiver be requested for any rule and/or regulation?

A local league has the right to ask for a waiver or exception of any rule or regulation. Typically, that process starts with the local league board who submits a waiver request to their District Administrator, who then submits it to the appropriate Regional Office for presentation to the Charter Committee. There is no guarantee that that request will be granted, but it is assured that if the proper channels for submission for a waiver request are followed, that request will be considered by the Charter Committee at Little League International in Williamsport, Pa.

For more information visit:

LittleLeague.org/WaiversofRulesRegulations



Local League Operations: How and Why

What are the residency and/or school enrollment requirements for player eligibility?

The purpose of league boundaries is to establish and maintain parity in the Little League program. At its core, Little League Baseball and Softball is a community-based program that offers equal opportunity to all children within their given neighborhood or community. Each local league is structured to support children in its community. If a local league has a shortfall of players, there are options, such as combined teams and interleague play with other neighboring leagues, to provide an opportunity for children to enjoy the Little League experience.

Any player wishing to participate in the Little League program may do so by way of either residency or school enrollment to determine their league eligibility. Residency, per Little League Baseball and Softball, is the address of either parent or legal guardian of the participant from between February 1 (previous year) to February 1 (current year). School enrollment is defined by the physical location of the school that the participant attends on or before October 1 of the previous year.

For more information visit:
LittleLeague.org/PlayerEligibility

How can I request an out-of-league boundary waiver?

The most common waiver request involves leagues asking that a Little Leaguer® play in a league outside the previously established boundary. Waivers give parents the opportunity to seek an approved way for their child to have the best Little League experience possible, which could mean playing in the Minor Division as a 12-year-old or participating in regular season play for a league outside of their residence or school boundaries due to a hardship. Each waiver situation is unique, and Little League International uses this process as a way to work with the league to find a solution to provide every child the opportunity to have a meaningful Little League experience.

The league president is to submit the proper waiver request [II(d), IV(h), or Charter Committee] with supporting documentation to the district administrator who will review. If the documentation for II(d) or IV(h) meets the regulation, the League President and DA must sign. Little League recommends that both the league and DA maintain a copy of those waivers. If the league wishes to submit an out-of-boundary request, the district administrator will submit the request to the regional office for their review and subsequent submission to the Little League International Charter Committee in Williamsport, Pa. The Charter Committee meets weekly throughout the calendar year. All submissions need to originate from the local league to

the District Administrator in order for the request to be reviewed and forwarded the Regional office and subsequently, to the Charter Committee.

For more information visit:
LittleLeague.org/WaiversLeagueAdminNeedtoKnow

Can I run a registration event in conjunction with another sport?

Yes. If the local league wishes to coordinate a player registration with another youth sports organization, it is welcome to do so given that the registrants are clearly notified that the Little League registration is a separate and independent registration and only declares that a player being registered to participate in Little League.

For more information visit:
LittleLeague.org/FunWaystoPromoteLLRegistration

Do Little League rules allow for assistant coaches to be appointed prior to the current season's draft?

No. Assistant coaches may be recommended by managers after the draft, but must be formally nominated by the league president and approved by the local league's board of directors. Typically, assistant coaches have an association to players on the team or the division in which they volunteer. The number of teams must be finalized before the number of managers and coaches needed can be determined. It is the decision of the league president to appoint and the board of directors to approve managers and coaches at all levels of play in accordance with Little League operating policies.

For more information visit:
LittleLeague.org/Draft

How can our local league use technology to improve the operation of our league?

The development and maintenance of a local league website can be a part of your league's communication plan, as well as utilizing a variety of communications methods, including email and social media. Little League® has a number of technology partnerships as well as electronic solutions to help make the administration of the Little League program simpler for local league volunteers.

For more information visit:
LittleLeague.org/Technology



Local League Operations: How and Why

Can Little League International dismiss a local volunteer?

A local league is responsible for its volunteer membership. Little League's rules, regulations, and policies provide guidance to the local board of directors on how to discipline volunteers, but it is the local leagues reasonability to dispense any disciplinary actions in accordance with its constitution and bylaws.

Where can I find out more interleague play and combined teams?

Interleague Play and Combined Teams are participation options that local leagues can use to expand the opportunity for children to be part of the program. A league can charter combined team and declare its intention to interleague through the Little League Data Center.

For more information visit:

LittleLeague.org/SubmitInterleaguePlayRequest

Can a local league declare combined teams for tournament player through the Little League Data Center?

Leagues may request to combine for tournament with leagues that they participated with on an approved interleague play or combined teams agreement for the regular season. The option to request to combine for play in the Little League International Tournament is also available through the Little League Data Center.

For more information visit:

LittleLeague.org/CombinedTeams

What is a player pool?

To aid leagues that are having a difficult time getting enough players for their regular season teams, a pool of players from existing regular season teams can be created with players that are willing to participate in extra games during the regular season when teams face a shortage of rostered players for a regular season game within their respective division. Guidelines for player play use can be found in Regulation V in the current year's rulebook. Player pools are not permitted for use in the International Tournament.

Is a player pool possible for use with a tournament team?

No. Little League rules and regulations prohibit the selection of alternates or a list of pool players in association with any level of International Tournament play.

Is coach pitch considered a competitive division?

No. The Little League Coach Pitch division is considered to be an instructional division of play. In fact, similar to Tee Ball, it is a training and development division. More information on how to organize and develop a Little League Coach Pitch division can be found on LittleLeagueU.org and LittleLeague.org/CoachPitch.

Where can I access Little League forms?

The common forms used by local leagues and districts are available on the Forms & Publications page located online at LittleLeague.org/Forms-Publications.

What is Little League's definition of non-compliance?

Non-compliance, per Little League International, means that there is a violation of a rule or regulation, or that a component of the programs regulations is not being followed by the local league or district. To that end, a league may be placed on a non-compliance hold and must come into compliance with all Little League rules, regulations, and policies in order for it to take advantage of all of the benefits afforded by the program.

For more information visit:

LittleLeague.org/DefiningTypesofLLCharterHolds

Why does the population of a community matter for waiver cases?

The consideration of population is a tool used by the Little League International Charter Committee to provide context for an individual waiver consideration and to assist the committee in rendering its decision.

For more information visit:

LittleLeague.org/LeaguePopulation

Why are boundaries so important when we need players to support a league?

The purpose of league boundaries is to establish and maintain parity in the Little League program. At its core, Little League Baseball and Softball is a community-based program that offers equal opportunity to all children within their given neighborhood or community. Each local league is structured to support children in its community. If a local league has a shortfall of players, there are options, such as combined teams and interleague play, to provide an opportunity for children to enjoy the Little League experience.

For more information visit:

LittleLeague.org/ExpandParticipation



Finance and Fundraising

Can a child play both Little League and travel ball?

Yes. A player may participate in the Little League program and on a non-Little League team during the same season. Pursuant to Regulation IV(a) Note 2, a player may be removed from a team at the recommendation of the manager and action of the board if participation in non-Little League programs affects the manager's ability to conduct the affairs of his or her team.

Why can't players be used in multiple fundraisers?

While an unlimited number of fundraisers using adults are permitted, only one fundraiser using players, in or out of uniform, is permitted per year. This prevents players from facing the financial burden of participating in youth sports, with the goal of making sure they have a fun experience. For more information, review the current year's Rulebook, "Guidelines for Use of "Little League" in Fundraising and Local League".

Fundraising in general – what's permissible? What's not? How can we raise funds without or in addition to individual fundraisers?

It is the responsibility of each local Little League® to develop an annual plan for fundraising. Such fundraising efforts should consider the necessary operating budget of the local league, income sources, and ongoing support from community and city groups and businesses.

There are a variety of sources for raising funds. Community or city donations of fields or maintenance, sponsorships and donations from local businesses and individuals, concession stand sales, fundraising campaigns and events, and registration fees all contribute to the league's operating budget. Leagues are cautioned to place an effort on keeping registration fees to participating families as economical as possible. It is the policy of Little League Baseball and Softball that no player should be turned away from participation if they are unable to pay.

Local leagues are encouraged to establish their annual operating budget early in the fall planning timeline and then develop a fundraising support plan to implement prior to the season.

For more information visit:
LittleLeague.org/FundraisingSearch

If a local league applies for tax exempt status, can that status be revoked?

Yes. A local league may apply for tax exempt status. If granted, it is required to file a return with the IRS each year as a 501(c)(3)

organization. The deadline to file is February 15 for all local Little Leagues with tax exempt status under Little League's group exemption. Failure to file will result in the revocation of 501(c)(3) status. All non-profits must file some type of 990 form with the IRS annually, regardless of income. That includes ALL the individual Little League programs and districts nationwide that are considered 501(c)(3) tax-exempt charities. Little League Baseball, Incorporated, cannot file on behalf of any of the thousands of leagues under its group exemption number. Leagues recognized under the Little League Group Exemption Number (GEN) must use a fiscal year beginning October 1 and ending September 30 of each year.

For more information visit:
LittleLeague.org/LossofTaxExemptStatus

May a local league contract with an outside organization to manage and oversee fundraising activities?

The use of a third party company to raise funds, solicit sponsorships, or conduct general marketing or public relations efforts for a local league is highly discouraged and may lead to an inappropriate use of the Little League trademarks or an inappropriate amount of funds being generated for the league. Local league Board of Directors may consider this option, but are strongly urged to fully understand Little League's commercialization regulation (Regulation XIII) to avoid any potential issues.

Can a local league use league funds to offset the cost of team travel and related expenses for Little League sponsored events?

Yes. Any team participating in a Little League-sponsored tournament may use league funds to offset the cost of team travel and team-related expenses. The cost accrued by the team are the responsibility of the local league and player families. This does not account for any expenses accumulated by the players' families who would choose to travel to these events.

What are the best practices for establishing a league's budget?

Every local league has operational costs. To budget, a local league establishes a series of revenue streams, such as registration fees and fundraising, that are expected to accumulate the necessary funds needed to offset expenses.

A local league is responsible for understanding its operating costs and establishing a budget which will allow for the necessary funds to be collected to avoid a financial short fall for the current season.

For more best practices regarding league finances visit:
LittleLeague.org/FundraisingSearch



Finance and Fundraising

What Equipment does our league need to provide for regular season?

Each local league is required to provide basic equipment necessary for its regular season teams. This includes bats, balls, catcher's equipment, and batting helmets. The number of bats and balls is determined by the local league. A league must provide each team 5 helmets (Intermediate (50-70) Baseball/Junior/Senior: 6 helmets) per team. All equipment must meet Little League's safety requirements and specifications as outlined in the current year's Rulebook.

General Rule Questions and Rule Interpretations

Why are regular season and tournament rules different?

Little League International works to make Regular Season and Tournament rules as consistent as possible for the entire program. However, many times during the Regular Season, leagues need flexibility to instruct and educate players for a fun environment. The International Tournament provides an extension of the local league season and a more competitive environment.

For more information visit:

LittleLeague.org/RuleDifferences

Can we use bats that don't meet the USABat Standard during the regular season?

For the Little League Baseball division, and lower, no. Little League International has created a Bat Information page at LittleLeague.org/BatInfo. Here you can find FAQs, rules, regulations, and resources. Please consult this webpage for the latest information. If you have additional questions, please email Little League at support@LittleLeague.org.

For more information visit:

LittleLeague.org/BatInfo

Local League Board of Directors

How does a board fill its positions?

A local league's board of directors is assembled annually by way of vote by the general membership of the league. Only a member in good standing may be nominated and selected to serve on the board. Once board members are elected by the membership, the new Board meets to elect officers from amongst its numbers for the coming season. At a minimum, the officers are: President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer and Coaching Coordinator. If a vacancy occurs during the course of the year, it must be filled in accordance with the league's constitution.

For more information visit:

LittleLeague.org/ElectionProcedures

Who can assist us if we have a problem with our league president?

The first step would be to ask for a formal meeting with the local board's executive committee. At that meeting, all grievances should be discussed with hope of a resolution. In the event that problems persist, the district administrator overseeing operation of the league should be contacted and briefed on the situation at hand.

What are the best practices for adult conflict resolution?

While each situation is unique, the goal should always be to come to a positive resolution that does not negatively impact the children playing. Little League International works with the Positive Coaching Alliance and other content partners to develop tools and resources that can be found on Little League University.

Should there be a need for disciplinary action, the local leagues constitution and bylaws should outline the disciplinary procedures for players and volunteers. If the board of directors determines that discipline is in order, it should clearly follow the disciplinary action as outlined in its constitution.



Local League Board of Directors

What is the recourse if an annual meeting is suspected to have been improperly conducted?

In the case where rules of order may have been broken, reference the league's constitution to determine any improprieties. If indiscretions can be identified according to the constitution of the league, bring it to the attention of the league's leadership. The District Administrator can also assist in these matters.

For more information visit:

LittleLeague.org/AnnualMeeting

Why is the Little League patch a required part of the Little League uniform? Why do I have to pay for it?

Little League patches are required per Little League rules and regulations. The nominal cost to purchase Little League patches for the regular season and International Tournament are expected because the Little League program is distinctive and considered the most widely accepted and participated in youth sports program in the world. Local leagues choose to charter with Little League, and as a result of that choice, Little League expects the leagues to represent the program on the sleeve of each player with the presentation of the Little League patch. For instruction on how to adhere a patch, visit LittleLeagueU.org and search "patch."

Umpires

What is the criteria for becoming a certified Little League umpire?

There is not a certification requirement to become a Little League umpire. All Little League umpires are expected to be volunteers. Training on rules and mechanics are the responsibility of the local league's Umpire-in-Chief. To support the Umpire-In-Chief, Little League International provides a variety of training outlets, including regional and national clinics, schools, and online resources available through Little League University at LittleLeagueU.org.

As a result of the training and education provided by Little League International, we hope to improve the quality of the volunteer umpires skills, but at no time does a volunteer umpire receive "official certification" from our program.

For more information visit:

LittleLeague.org/Umpires

Tournament

How are teams selected for the International Tournament?

Each local league has the opportunity to participate in the Little League International Tournament. The Board of Directors will determine which divisions of the International Tournament the league will participate within and will also determine the method of selection (players, coaches and managers) to the tournament teams. Player eligibility and availability should be determined before selecting Tournament teams. A player must meet the Residence and School Attendance Player Eligibility Requirements, participate in 60 percent of their Regular Season games within an age-appropriate division, and be age appropriate to be eligible for selection.

For more information visit:

LittleLeague.org/SelectTeams

How does a player becoming eligible for tournament play?

Generally, all players (league age eight and above) in the Little League program who play a minimum of 60 percent of their team's regular season games, and are age eligible (based on division requirements), are eligible for selection to a tournament team in the International Tournament, representing the league in which they were eligible for (via residency or school enrollment) during the regular season.

For more information visit:

LittleLeague.org/TournamentTeamPlayerEligibility



Tournament

What is the minimum eligibility requirement for tournament participation?

For a player to be considered eligible for selection to a Little League International tournament team, that player must participate in a minimum of 8 (6 Senior League) regular season games. Commonly, the Little League regular season consists of a minimum 12-game schedule (Senior League: 10-game). Additionally, the player must be age eligible and meet the Residence and School Attendance Player Eligibility Requirements.

For more information visit:
LittleLeague.org/AllStarParents

Can a Little Leaguer participating with an eligibly waiver participate in the Little League International Tournament?

Players with approved waivers for residency, for example Regulation II(d) and Regulation IV(h) may have the opportunity participate in the International Tournament. However, if the Little Leaguer is granted regular season only privileges through a Charter Committee waiver, that player may not participate in the Little League International Tournament.

Are there opportunities for players who don't meet residency requirements to participate in the Little League International Tournament?

Players with approved waivers for residency, for example Regulation II(d) and Regulation IV(h) may have the opportunity participate in the International Tournament. However, if the Little Leaguer is granted regular season only privileges through a Charter Committee waiver, that player may not participate in the Little League International Tournament.

How are managers and coaches selected for tournament?

The local league Board of Directors determines the method of selection of tournament team managers and coaches. To be eligible for selection as a team manager or coach of a Little League International tournament team, he/she is required to have coached or managed within an appropriate division during the current regular season.

For more information visit:
LittleLeague.org/ConsiderationsSelectingManagersCoaches

Trademark Use and Sponsorship

What permissions does a local league need to allow the use of the Little League logos?

In order to protect the Little League name, and its trademarked logos from becoming generic, Little League International goes to great lengths to educate local leagues on the benefits of being an affiliated Little League program and how to properly use and display its name and brand. For a comprehensive overview on how trademark use is permitted, and prohibited.

For more information visit:
LittleLeague.org/Trademarks

How is a local league permitted to use the Little League trademarks?

In accordance with Little League policies, as a chartered member of the Little League program, a local league may use the Little League registered trademarks on correspondence, printed or electronic, including online via a local league website or social media. Only chartered Little League programs are permitted to use Little League's registered trademarks and logos. Little League logos are available for download through the Data Center. For any sales and/or fundraising activities, the use of Little League's trademarks must be conducted through an approved licensee, which can be found at LittleLeague.org/Licensing, or through contacting licensing@LittleLeague.org.

For more information visit:
LittleLeague.org/UsingLLTrademarks



Trademark Use and Sponsorship

How do Little League's official sponsors support the local league?

For more than 75 years, Little League® has partnered with major corporations on a national level to help keep the costs for our local Little Leagues to a minimum and to provide unparalleled benefits and resources to those member leagues.

The support of our official sponsors helps Little League support local league operations, maintain low affiliation fees, provide training resources for coaches, offset expenses for educational initiatives, offer grant programs for leagues in need, assist in supporting tournament costs, and provide opportunities and knowledge in fundraising, operations, nutrition, and safety.

For more information visit:

LittleLeague.org/Sponsors

Does Little League provide a list of its official sponsors and licenses that is available online through LittleLeague.org?

Yes. The current listing of all Little League's official partners and current licensees is available at LittleLeague.org/Sponsors.

Is a local league permitted to enter a business agreement that uses Little League in its sales?

No. No local Little League is permitted to enter into a business agreement with any commercial entity in which it is acting as an agent on behalf of the Little League program. Little League's trademarks, players, or corporate name may not be associated with any enterprise that promotes a business or generates revenue for any business other than Little League. Any requests may be forwarded to licensing@LittleLeague.org.

For more information visit:

LittleLeague.org/SponsorshipBestPractices

Can a local business promote by placing its name or logo on Little League International Tournament Team uniforms?

A tournament team may include a sponsor on their jersey. However, sponsor names/logos may not be added to a tournament team uniform after the team's first game in the International Tournament (Regulation XIII).

Media/Communications/Video

Is a local league or district permitted to produce its own video?

In most instances, yes. Leagues wishing to produce a video or broadcast their games are strongly urged to fully understand Little League's commercialization regulation (Regulation XIII). Any local league or district may choose to produce any video with the intent of placing it on its website and/or any of its owned and operated official social media accounts, or for use to promote the league and the activities. Local leagues are encouraged to create and use their own Model Release form to ensure parents have given permission for their children to be filmed or photographed, and that adult volunteers also understand how their likeness may be used.

How can our league stream our games?

Local leagues and districts are welcome to share their Little League® activities via the Internet using webcasting and streaming platforms.

If a league is self-producing a commercial-free webcast, Little League International requires notification using the Local Little League-Produced Webcast Agreement located on the LittleLeague.org Forms and Publications page under Media: Regular Season Contracts.

All other webcasts require a contract agreement between the league, the district and the third-party company before the webcast can be streamed (live or recorded). All commercial webcasting contracts are available on the LittleLeague.org Forms and Publications page under Media.

For more information visit:

LittleLeague.org/StreamingFAQs



Media/Communications/Video

How can a league work with media to promote the league?

Media in all forms, e.g. print or electronic, can be a great benefit to a local league or district. Using the media as a means to communicate and educate can be done so efficiently and at virtually no cost if the local league or district works towards creating an annual communications plan, that uses various platforms throughout the year. Local leagues are encouraged to create and use their own Form Release and Waiver form to ensure parents have given permission for their children to be filmed or photographed. You can find these by searching “Form Release and Waiver” on LittleLeague.org.

For more information visit:

[LittleLeague.org/HandleMedia](https://www.littleleague.org/HandleMedia)

My league is in a crisis communications situation, how should we handle it?

The media, e.g. print and online, will inquire about many aspects of the Little League program. In the event that a potential negative situation occurs involving a local league or district, it is in the best interest of all parties to contact the communications department at Little League International (media@LittleLeague.org). The staff will discuss the best course of action to communicate to the constituents of your league or district, and outline the most effective method to share information with the members of the working media.

For more information visit:

[LittleLeague.org/HandleMedia](https://www.littleleague.org/HandleMedia)

How can we monitor and control what parents and other community members post about our league on social media?

Begin by establishing your league’s policies for posting on the sight by discussing them amongst your board members and agreeing to promote the site in a positive light. In the event a negative post does appear, you do have the ability to hide the post and the right to ask that the post be removed or block the posting party. Little League International does caution local leagues and districts from making any sort of statements on social media that could be viewed as derogatory towards the person posting or detrimental to the league in general.

For more information visit:

[LittleLeague.org/SocialMediaforDAs](https://www.littleleague.org/SocialMediaforDAs)

How can I stop a parent from filming/streaming/Facebook Live kids that aren’t their own?

The only recourse that a local league would have to limit the ability of someone to record video is if the local league is the property owner, and chooses to restrict this activity. In the case that a local league does not own its property/facilities, there is little that can be done to prevent this use of technology. It is within the purview of the local league, to approach anyone they feel may be recording or streaming video and ask them for their purpose of being on site. If after having that discussion with the person(s) they feel additional steps must be taken, the local league is advised to contact local authorities.

For more information visit:

[LittleLeague.org/StreamingFAQs](https://www.littleleague.org/StreamingFAQs)

Who can take pictures at my league’s games?

A local league may contract with a company or individual to capture still images of local league or district activities for commercial sale. If an individual is on site and soliciting those in attendance at the game with the intent of selling the images, the local league is advised to approach the person(s) to get an understanding of their intent. If a local league Board of Directors agrees to work with a photographer, it’s encouraged that those photographers with regular and repetitive access go through Little League International’s Background Check process. Anyone attending a Little League game has permission to capture any imagery they wish, unless the facilities are on private property and the property owner wishes not to permit it. The local media (print, online, television) may also cover your games, granted they have proper identification from their media outlet and that the photos and/or video are for news and editorial coverage only. Local leagues are encouraged to create and use their own Model Release form to ensure parents have given permission for their children to be filmed or photographed. You can find these by searching “Model Release” on LittleLeague.org.

Playing the Game/Winning

What is the primary goal of Little League Baseball and Softball?

The program is designed to provide a community-based opportunity for children to learn life lessons through the sports of baseball and softball. Regardless of the skill and aptitude of any individual, Little League serves as an outlet to socialize children and expand social circles for the volunteers. In general, the perception of challenges to the individuals and the competitiveness of the program are determined by the league, the community, and all those who contribute.

For more information visit:

[LittleLeague.org/LLPledgeHistory](https://www.littleleague.org/LLPledgeHistory)



Playing the Game/Winning

How does the Little League structure benefit the average child?

The Little League Baseball and Softball program was founded to be inclusive for all. Regardless of size, speed, or skill level, all players can be accommodated through the flexible structure offered within the Little League program. Training and education initiatives provide tools and resources for all players to develop as athletes, teammates, and members of society. Little League structures its divisions to provide multiple options for children of any age and encourages leagues to accommodate players at the level where they will have the best experience based on their age and skill level.

For more information visit:

LittleLeague.org/BalancingExpectations

The season is too early, shouldn't we play in the summer?

Little League is an international program that services leagues from all around the world, operating in different time zones, seasons, and cultures. For that reason, it is up to the local league's board of directors to determine when to begin their season and determine the length of the schedules for each division within their program. There are a variety of opportunities to continue playing Little League well past the regular season. The International Tournament is one opportunity. Another is second season and Fall Ball. A third is the Little League Sandlot Fun Days program. Is it strictly the local league's choice to extend these opportunities as they all operate under the auspices of the current year's charter. Little League encourages leagues to establish additional playing opportunities throughout the year to provide additional opportunities to play baseball and softball.

Why does the Little League International tournament seem so important?

Each summer, thousands of local Little League's choose to participate in the largest youth sports elimination tournament in the world. For decades, this competition has served as a grand platform for Little League to showcase the benefits of the program. Its profile has grown greatly since it first appeared on television beginning in the early 1960's. It is not considered more important than any other aspect of the Little League program. However, the Little League International Tournament sets Little League apart from other youth organizations, as it's the most well-known and well-respected tournament in youth sports. Still, there are many leagues who choose not to take part in the International Tournament, but yet, have been affiliated with Little League for many years.

What are the tournament opportunities outside of the International Tournament?

Local leagues have several options to experience a tournament-style atmosphere. Whether in a Special Games Tournament, a district tournament of champions, an invitational, postseason, or an event hosted by the local league that invites regular season teams, there are an assortment of ways to create a tournament environment.

For more information visit:

LittleLeague.org/InternationalTournamentvsSpecialGames

Parents/Volunteers

How does a local league address overzealous parents?

Little League International works to develop information that can help leagues work with their parents. Some of these solutions include working with the Positive Coaching Alliance and other industry exports to develop tools and resources that can be found on Little League University. There are a variety of tools available to local leagues that could help to create a positive environment for players, managers, coaches, and fans alike.

For more information visit:

LittleLeague.org/Parents

Does Little League have any best practices for volunteer recruitment?

Yes. Volunteers can contribute in many ways and come from a variety of backgrounds. All volunteers are appointed by the local league Board of Directors and subject to Little League's background check regulations and Child Protection Program.

For more information visit:

LittleLeague.org/RecruitingVolunteers



Insurance Program

What types of insurance does Little League offer?

The AIG Group Insurance Program is specially designed for chartered Little Leagues to create affordable protection for all eligible participants and lower program costs to local leagues. This includes Accident Insurance, Liability Insurance (which contains General Liability, Directors & Officers Liability and Cyber Liability Coverage), and optional Crime Insurance.

Leagues may purchase their insurance from any outside source, but the Accident Insurance and General Liability Insurance must, at a minimum, include comparable limits and scope of coverage to that provided by the AIG group insurance program for Little League.

For more information visit:

LittleLeague.org/InsuranceProgramforLL

Does our Little League insurance provide medical insurance coverage for spectators?

General Liability Insurance covers your local league against litigation involving bodily injury or property damage claims, subject to any applicable exclusions. To find out what those insurances are, visit LittleLeagueU.org and search “insurance.”

For more information visit:

LittleLeague.org/Insurance

Why isn't vandalism covered in the crime insurance purchased through AIG?

Vandalism is not covered under the AIG-Little League Crime Insurance policy. For more detailed explanation as to the specifics of the Crime Insurance policy, please visit LittleLeagueU.org and search “crime insurance” or contact the risk management department at Little League International for a copy of the insurance brochure.

For more information visit:

LittleLeague.org/CrimeInsuranceCoverage

If a league is operating with divisional format and one board of directors, why are two liability insurance policies required?

Only one policy is required for a league operating in divisional format. If two chartered leagues are operating under one board, two policies are required since the leagues are two separate legal entities.

For more information visit:

LittleLeague.org/InsuranceProgramforLL

Where can I obtain proof of insurance?

Proof of insurance can be received through the Little League Data Center.

For more information visit:

LittleLeague.org/ProofofInsurance

Does Little League insurance cover auto rentals?

Little League's insurance policy does not cover auto insurance. For more information on the details of Little League Insurance policies, please contact the Risk Management department at Little League International.

Why doesn't Little League cover adult baseball/softball or parent games with the children, fundraisers including these activities

The Little League program is a youth participant sports organization structured for children ages 4-to-16. The insurance policy is only designed for the youth participants.

How are the ASAP deadlines determined and why are they different?

The district administrator deadline for ASAP plan submission is set earlier so that the district can receive the benefit and apply it for the current season. It requires that all the local leagues in the district submit a plan in order for the district to receive the benefit. A local league can submit its ASAP plan at a later date to qualify for the local league benefit.

For more information visit:

LittleLeague.org/ASAPSafety



Background Checks and Safety

What volunteers need to have a background check completed?

Volunteers who have repetitive access to the children or regular service to the league are required to complete a background check on an annual basis. Those individuals are not permitted to begin their volunteer service until that year's background check has been completed and no disqualifying offenses have been identified.

For more information visit:

LittleLeague.org/BackgroundChecksLLVolunteers

What crimes should preclude someone from volunteering?

Any conviction, guilty plea, no contest plea, or admission to any crime involving or against a minor is an automatic disqualification for any individual looking to volunteer with the local league. If a potential volunteer appears on the National Sex Offender Registry, the league must contact the Security Manager at Little League® International prior to appointing the volunteer to participate in any capacity in the league. After that, is it up to the local league Board of Directors to determine what is permissible regarding an individual's request to participate as a volunteer in their program.

For more information visit:

LittleLeague.org/BackgroundCheckFAQs



GLOSSARY

Within the Little League® International program, there are many terms and phrases that are used to explain certain facets of our organization. These terms are specific to Little League, and may also be Federally Registered Trademarks, and should never be used in reference to any program other than those chartered by Little League Baseball, Incorporated. They are not generic terms.

Baseball and Softball Divisions: Tee-Ball, Coach/Machine Pitch, Minor League, Little League (Majors), Junior League, and Senior League in Baseball, Girls Softball, and Boys Softball, as well as the Little League Baseball Intermediate (50-70) Division. Age limits for each Division are provided in the current year's version of *Little League Regulations, Playing Rules, and Operating Policies*.

Board of Directors: At the local league level, a group of people elected by the league membership, in whom is placed the responsibility for the management of the property and affairs of the league, under the Rules, Regulations and Policies of Little League Baseball, Incorporated. (See Little League Baseball International Board of Directors)

Bylaws: See "Local Rules."

Challenger/Little League Challenger Division®/Senior League Challenger Division®: A program for participants 4 and older who are intellectually and/or physically disabled. The Little League Challenger Division services participants ages 4-18 and the Senior League Challenger Division services participants ages 15 and above. Commonly referred to as Challenger.

Charter: A written contract/agreement between Little League Baseball, Incorporated, and the board of directors of a local organization of volunteers agreeing to operate a Little League Baseball and/or Little League Softball program for a particular year. It is agreed to for annually by the local league.

Charter Committee: A group of personnel at Little League International in whom is placed (by the Little League International Board of Directors) the responsibility for the granting, suspension, termination, or limitation of a charter. This committee also hears requests for exceptions to *Little League's Rules, Regulations, and Operating Policies*. The decisions of the Charter Committee are final and binding.

District Administrator: A volunteer position at the local level. Districts hold elections once every four years on a rotating basis. Each league in a district (a geographic area within a state or country) can nominate any person, and receives one vote at the election.

Ground Rules: See "Local Rules."

International Tournament: The tournament that begins in June at the district level and ends in August with a World Series in seven divisions of play:

The International Tournament is under the administrative control of the Tournament Committee in Williamsport, Pennsylvania.

League Age: This is the factor used by Little League in determining the age bracket in which the child will be placed during that season. For baseball divisions, this is the age attained by a participant as of August 31 during the year in question. For softball, this is the age attained on Dec. 31 of the year prior to the year in question.

Little League Baseball® for 10- to 12-year-olds

Little League Softball® for 10- to 12-year-olds

Intermediate (50-70) Baseball Division for 11- to 13-year-olds

Junior League Baseball for 12- to 14-year-olds

Junior League Softball for 12- to 14-year-olds

Senior League Baseball for 13- to 16-year-olds

Senior League Softball for 13- to 16-year-olds

Little League Baseball®: The Little League Baseball program includes divisions for all children, ages 4–16. In addition to practicing on-field fundamentals and the excitement of playing games in a competitive environment, Little League Baseball proudly enlists the sport to strengthen its participants' self-esteem and confidence.

Little League Baseball®, Incorporated: The official, legal title of the organization, founded in 1939 by Carl Stotz in Williamsport, Pennsylvania. It is now the largest organized youth sports program in the world, providing baseball and softball programs to about 2.4 million participants ages 4-16 in more than 80 countries. Note: The word "Incorporated" should not be abbreviated.

Little League International Congress: A meeting of Little League District Administrators and delegates held once every four years. Part of the agenda at each congress is to review any possible changes in the rules and regulations of Little League and to make recommendation for changes to the Little League International Board of Directors.

Little League International Board of Directors: Board in whom is placed the responsibility for the management of the property and affairs of Little League Baseball, Incorporated. Nine members of the Board are District Administrators from each of the nine regions around the world who serve four-year rotating terms. The members are elected by the District Administrators of each Region.



Little League International Complex: The name of the 72-acre complex in South Williamsport, Pa., that includes Howard J. Lamade Stadium, Volunteer Stadium, *The World of Little League®: Peter J. McGovern Little League Museum and Official Store*, Dr. Creighton J. Hale International Grove, and the John W. z Little League Conference Center. It is acceptable to reference the location as Williamsport, Pa.

Little League Softball®: The Little League Softball® program includes divisions for all girls ages, 4–16. With the proven structure, it allows organizations to offer girls softball program to serve every child in the community. In addition to on-field fundamentals and providing a competitive environment, Little League Softball uses the sport to strengthen participants' self-esteem and confidence. A distinct boys' softball program is also available for local leagues.

Local League: The administrative organization, participants, managers, coaches, umpires, and all volunteers making up a chartered Little League program, which services a community as set by the league boundaries.

Local Rules (or Ground Rules, or Bylaws): Those rules enacted annually by a local league referring to daily operations (examples: the 10 run-rule and tournament team selection method) not covered in the Official Regulations and Playing Rules and the local league's constitution.

Member (or Regular Member): A person who, if in good standing, is entitled to vote at the annual election for a local league, and is entitled to attend any meeting of the membership of the league. Membership, and who receives it, is defined in the local league's constitution. However, any manager, coach, volunteer umpire or board member is automatically a regular member.

Official Regulations, Playing Rules, and Operating Policies: There are three such publications produced each year by Little League (Little League Baseball®, Little League Softball®, and Little League Challenger Division®), which provide the regulations and policies that a local league must operate under, as well as the playing rules for regular season and tournament play within each program.

Regional Roundtable: A meeting of Little League District Administrators held once every four years in each region. Part of the agenda at each roundtable is to review any possible changes in the rules and regulations of Little League and to make recommendation for changes to the Little League International Board of Directors.

Residence: The residence for a Player Member is the residence of the parent or legal guardian, as shown on legal forms of identification (e.g., driver's license, income tax record, voter's identification, etc.). This is further defined in the current year's version of *Little League Regulations, Official Rules, and Operating Policies*.

Rules Committee: A group of officials at Little League International, and members of the International Board of Directors in whom is placed (by the Little League International Board of Directors) the responsibility for evaluating the rules of the various divisions of Little League, and for recommending for adoption any changes to the rules.

School Enrollment: School enrollment for a Player Member is the physical location of the school which the player attends as of October 1 of the year prior to the current season. Players may qualify for participation in a local league if their school enrollment falls within a league's boundaries.

Tournament Committee: A group of personnel at Little League Baseball International in whom is placed (by the Little League International Board of Directors) the responsibility for the operation of the International Tournament. Decisions of the Tournament Committee are final and binding.

The World of Little League: Peter J. McGovern Little League Museum and Official Store: The name for the museum, located at Little League International Complex in South Williamsport, Pa.

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