Little League® Baseball and Softball
League Officials Seminar
2014-2015
Please put cell phones on “Vibrate” or “Silent”
Little League History

LOOKING BACK: HOW IT ALL STARTED

• 1939: Founded by Williamsport, PA resident Carl Stotz started with 3 teams: Lycoming Dairy, Lundy Lumber and Jumbo Pretzel. The first season played in a vacant lot.

• 1947: Little League expands outside of PA and the first Little League World Series (known then as the National Little League Tournament).

• 1949: Little League expands to 307 US leagues and the Saturday Evening Post does a feature story on the program highlighting the 1948 National Tournament. Carl Stotz is inundated with requests for information about the program.
1951: Little League goes international with a league in British Columbia, Canada and grows to 776 programs.

1953: The National Little League Tournament is televised on ABC with Howard Cosell handling the play-by-play.
• 1964: Little League is granted a Charter of Federal Incorporation by the U.S. Congress and signed by President Lyndon B. Johnson.

• It provides for incorporation of Little League in all 50 states and endows the program with protective integrity by the U.S. Government.

• This places Little League in the same category as Red Cross, Boy Scouts, Boys Clubs of America and a select group of other agencies similarly chartered.
LOOKING BACK: HOW IT ALL STARTED

• 1974: Little League rules are revised to allow participation by girls. Little League Softball and Senior League Softball programs are created.

• Little League continues to grow and expand on all fronts, becoming what it is today: the largest organized youth sports program in the world.
Little League History
Organizational Structure/Chain of Command

- Local Leagues
- District Administrators
- Regional Headquarters
- International
- Little League
• Send early, even if exact team numbers not yet determined

• Team Charter fees may be deferred for a limited time

• Insurance premiums must be paid in full before coverage is effective

• Fill out completely
Charter/Insurance Enrollment Form

- Enter current season teams, if different from previous year in the current season teams column
- Calculate Charter Fee by multiplying number of teams by rate and place in charter fee column
- The same steps are followed when chartering both baseball and softball
- Calculate Accident Insurance fee (varies by state) by multiplying number of teams by insurance rate and place in the insurance fee column

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>PREVIOUS SEASON TEAMS</th>
<th>CURRENT SEASON TEAMS (IF DIFFERENT)</th>
<th>PER TEAM RATE</th>
<th>CHARTER FEE (TEAMS X RATE)</th>
<th>INSURANCE RATE</th>
<th>INSURANCE FEE (TEAMS X RATE)</th>
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</thead>
<tbody>
<tr>
<td>Little League Minor (Ages 9 Thru 12)</td>
<td>6</td>
<td>7</td>
<td>10.00</td>
<td>70.00</td>
<td>24.00</td>
<td>168.00</td>
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<tr>
<td>Junior League (Ages 13 Thru 14)</td>
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<td></td>
<td>10.00</td>
<td>30.00</td>
<td>55.00</td>
<td>165.00</td>
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<tr>
<td>Senior League (Ages 14 Thru 16)</td>
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<td></td>
<td>10.00</td>
<td>30.00</td>
<td>55.00</td>
<td>165.00</td>
</tr>
<tr>
<td>Big League (Ages 16 Thru 18)</td>
<td>2</td>
<td></td>
<td>10.00</td>
<td>20.00</td>
<td>55.00</td>
<td>110.00</td>
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<tr>
<td>TEE-BALL (Ages 5 Thru 8)</td>
<td>10</td>
<td>14</td>
<td>10.00</td>
<td>140.00</td>
<td>24.00</td>
<td>336.00</td>
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<tr>
<td>Little League Minor (Ages 5 Thru 12)</td>
<td>12</td>
<td>14</td>
<td>10.00</td>
<td>140.00</td>
<td>24.00</td>
<td>336.00</td>
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<tr>
<td>Challenger (Ages 5 Thru 10)</td>
<td>6</td>
<td></td>
<td>10.00</td>
<td>60.00</td>
<td>24.00</td>
<td>144.00</td>
</tr>
</tbody>
</table>

Total Baseball Charter Fee = 490.00
Total Baseball Insurance Fee = 1424.00
Charter/Insurance

Crime / Liability Insurance (General Liability and Directors & Officers Liability) Fees

- The Crime Insurance fee is pre-printed in section F
- The General Liability Fee is based on the number of teams last year
- **Note there will be a charge for section F (Crime) and G (Liability) unless they are crossed out**
- Additional Insured fee is $27.00 each
- **Note Items B, D (Accident) and G (Liability) Insurances are mandatory unless proof of local coverage is submitted**

<table>
<thead>
<tr>
<th>Items</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>B, D, and G Insurances</td>
<td>Mandatory unless proof of local coverage is submitted</td>
</tr>
<tr>
<td>F Crime Insurance Fee</td>
<td>$250.00</td>
</tr>
<tr>
<td>G General Liability Fee</td>
<td>$2346.90</td>
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</tbody>
</table>

- 2 teams or less - $ 278.00
- 3-7 teams – $ 394.00
- 8-14 teams- $ 652.00
- Above 14 teams - $ 39.00 per team + $135 D&O per league
League and President contact information is pre-printed in the contact information section.

Any changes can be made in the specified area.

Identify last date map was updated. (A current map w/ President & DA signatures and date must be submitted to the Regional Office.)

Hometown Little League
John Doe, President
123 First St.
Hometown, PA 55555
• Carefully read the Volunteer Screening Agreement and the League Chartering Agreement
• The Charter Application requires the signature of the President and the Vice President, Treasurer or Secretary
• The application will not be processed if both signatures are not present.
• Be sure to read the disclosure statements on the back of the application
Insurance Coverage

Accident Coverage

• Rate is based on the number of teams, state, and type of play. (Range from $23-$60 per team)

• Covers entire YEAR – Jan. 1 through Dec. 31 – OR when you pay for insurance through Dec. 31 - including practices and special events (fundraising, team picnics, etc.)

• Policy term is effective Jan. 1 to Dec. 31 as long as the premiums are paid in full, and the application/charter are received and accepted at Little League International prior to Jan. 1
Insurance Coverage

Accident Coverage

• Coverage terminates prior to Dec. 31 for certain individuals, for example Players and Coaches at the conclusion of their last regular season game. Coverage can be available for TAD (Training & Development) and through tournaments approved by Little League International in Williamsport.

• Coverage is secondary, unless the player has no primary insurance -- then it becomes primary.

• Maximum benefit is $100,000 per person, per accident.
Insurance Coverage

Liability Coverage

• Includes both General Liability and Directors & Officers Liability coverage

• Rate quote for the General Liability portion is based on the number of teams chartered in a league for the previous season

• General Liability basic limit of $1 million can be increased upon request for an additional premium; 2 Million- $380 additional to basic quote, 3 Million-$445 and 5 Million-$1,225
Crime Insurance

- Protects leagues against monetary loss caused by the following: dishonesty, disappearance of money, securities or other property
- Destruction of money or securities
Crime Insurance

- Maximum limit of $35,000 per loss
- Deductible: $250 for property, $1,000 for money or securities
Crime Insurance

- Cost to Leagues: $250

- Written notice shall be given at the earliest practicable moment, and in no event later than 180 days after such discovery. Within 60 days after notice is provided, but not more than 240 days after discovery, full particulars of proof of loss must be provided.

- Does not provide coverage for vandalism, fire or flood.
ASAP Program

Requirements for ASAP Plan

1. Have an active Safety Officer
2. Publish, distribute safety manual
3. Post, distribute emergency numbers
4. Check everyone (volunteers and hired workers) on National background check
5. Provide fundamentals training
6. Provide first-aid training
7. Require field inspections before use
ASAP Program

Requirements for ASAP Plan

8. Complete annual Facility Survey
9. Use concession stand procedures
10. Regularly inspect and replace equipment as needed
11. Have prompt accident reporting
12. Require first-aid kits at events
13. Enforce all Little League Rules
14. Qualified Safety Plan Registration form
15. Player and Coach/Manager registration or player roster information Data prior to April 1
ASAP Program

• All league safety plan materials must be postmarked no later than April 1, 2015 to be eligible for any of the awards.

• Leagues working toward the District Incentive must have all requirements received and approved by Little League International no later than March 13, 2015.
Local League Constitution

- **Constitution**: Reviewed & approved annually by the membership at a duly organized meeting as provided in Article XII of the Model Constitution

- Forwarded to Regional Headquarters to be reviewed

- Board of Directors may not deviate from document
Local League Constitution

• The Constitution spells out the duties and responsibilities of the officers of the board, definition of membership, election procedures, meeting requirements such as quorum, etc.

• Legally-Binding Document
Local League
By-Laws/Local League Rules

• By-Laws/Local League Rules: created each season by the Board of Directors

• Must be in compliance with Little League Rules & Regulations

• Sent to DA for review and waivers requested, when necessary
Local League
By-Laws/ Local League Rules

• This document expires annually at the end of the fiscal year and must be renewed annually.

• They normally include the local board’s procedures for Age Structure, Selection of Tournament Teams (All Stars), specific ground rules for various divisions, etc.
Constitution/By-laws

Best Practices

- Make all general documents available to any Member of the local league
- Strongly recommended to post or distribute at registration(s)
- Review Constitution and By-Laws annually and make any necessary changes.
Best Practices

• Make all documents “transparent”. No information on Constitution or By-Laws should be a secret.

• Hold a Parent Meeting or Parent Orientation to go over how to become a member, draft procedure, tournament selection process, etc.
Incorporation & Finances

• Has the Board submitted proper Incorporation papers with the state? (if applicable)

• Has the Board submitted the proper 990 federal tax form for fiscal year? (e-Postcard 990-N if under $50,000 in gross receipts, Form 990-EZ with Schedule A if over $50,000, or Form 990 with Schedule A if over $1,000,000)
Incorporation & Finances

- Has the Board submitted proper State tax form for sales tax on revenue for fiscal year? (if applicable)

- Remember that the Articles of Incorporation on file with the state, as well as the local league’s Constitution, are BOTH legally binding. They must not conflict and should be periodically checked for inconsistencies.
For further information regarding incorporation and/or finances, contact:

Becky Bassett at
570-326-1921 ext. 2228
or email

bbassett@littleleague.org
Officers Meet with DA, Staff

- Discuss plans for the coming year
- New Board members
- Learn DA’s authority and role with local league
Officers Meet with DA, Staff

- Boundaries reviewed/map signed and dated then
- Coordinate start-finish times for Regular Season and Interleague Play
- Review district structure and DA election process
Fundraising Ideas / Methods

- Sponsorships
- Fence signs
- Decal Day
- Program ad sales
Fundraising Ideas / Methods

• Fundraising plans using Little League sponsors/licensees

• Other fund-raisers using adults
  – Bake sales, Picnics, Parties, Dances
Fundraising Ideas / Methods

- Others?...

- Not all fundraisers will be covered by insurance, check with Little League International HQ for approval
• Download the Registration Template from the Marketing and Registration Tools located in the Chartering & Marketing Toolkit- Online Resource Portal www.LittleLeaguetoolkit.org
  – Registration Poster (Color or B/W available)
  – Media Releases
  – Ad Slicks
Call/email previous years players and remind them about registration

- Ask them to spread the word
- Have a membership drive contest with rewards given to the highest player members referring new players
Player Registrations

- Have Multiple Dates available
- Paperwork Needed:
  - Enrollment & Volunteer Applications
  - Medical Releases & Injury Policy for league
  - Boundary Maps
  - At least 3 proofs of residency within boundaries date or in force between February 1, 2014 and February 1, 2015
  - Financial Statement
  - Tryout / Draft explanation
  - Tournament Team selection method
  - Board approved local league rules and guidelines
Use of Websites

- Eteamz.com (an affiliate of Active.com) is the Official Online League Management Provider of Little League Baseball & Softball. Therefore, it is a requirement that if a league or district has a web site it must be created on Eteamz.com.
Use of Websites

- However, leagues or districts may create web sites outside of the Eteamz.com platform provided they also have a web site on Eteamz. Every league, District and or team is permitted to have a “Free” web site on Eteamz.com. This will automatically create the site with the Little League template, which can then link to the independent site through the Eteamz.com site.
Use of Websites

- Use of the Little League trademarks, logos and links to www.LittleLeague.org are permitted on league web sites, but Little League reserves the right to review any web site that uses its trademarks and logos. If content is deemed inappropriate, the league will be required to remove the offending content.
League Management Software

- Flexible online registration
- Quickly and easily set up game schedules
- Built-in league communication tools
- Dedicated customer support

Free Website for your Team or League

- Choose from a variety of Little League® branded templates
- Sell sponsorships to generate revenue
- Include new information, announcements and schedule changes

www.ACTIVEsports.com/LittleLeague
ACTIVEsports@activenetwork.com
www.eteamz.com
(855) 228-4837
• Host online registration for the season using LeagueOne
  • **Easily track required documents and reduce admin work**
  • **Most secure online payment processing in the industry**

• Manage your league with easy-to-use tools
  • **Ability to manage player rosters electronically**
  • **Webinars and League Marketing Guides for support**

• Successful fundraising and volunteer recruitment tips
  • **Integrate volunteer sign up during online registration**
  • **Create a volunteer calendar and send reminder emails**
  • **Use social media to promote offers from sponsors during the season**
  • **Send progress reports to donors and share a thank you message with them when goals are achieved**
Residence and School Attendance
Player Eligibility Requirements

- Each Local Little League determines geographic boundaries to select players
- Boundaries must be shown in detail on a map and dated when applying for a Little League charter
Residence and School Attendance
Player Eligibility Requirements

- Players who live or attend school within the boundaries of the local Little League will be eligible to play.
A player will be deemed to reside within the league boundaries if:

1. His/her parents are living together and reside within such league boundaries.
2. Either parent or court-appointed legal guardian reside within such league boundaries.
Residence and School Attendance
Player Eligibility Requirements

• It is unacceptable if a parent moves into a leagues boundaries for the purpose of qualifying for tournament play.

• Penalty could result in disqualification of player, team or entire league from regular season and/or tournament play.
Residence and School Attendance
Player Eligibility Requirements

• “Residence,” “reside” and “residing” refers to a place of bona fide continuous habitation.

• Place of residence once established shall not be considered changed unless the parents, parent or guardian makes a bona fide change of residence.
Residence and School Attendance
Player Eligibility Requirements

- Residence shall be established and supported by documents, dated or in force between February 1, 2014 (previous year) and February 1, 2015 (current year), from THREE OR MORE of the following categories to determine residency of such parent(s) or guardian:

1. Driver’s License
2. Voter’s Registration
3. School records
4. Welfare/child care records
5. Federal records
6. State records
7. Local (municipal) records
8. Support payment records
9. Homeowner or tenant records
10. Utility bills (i.e., gas, electric, water/sewer, phone, mobile phone, heating, waste disposal)

NOTE: Example – Three utility bills (three items from No. 10) constitute only ONE document.
Residence and School Attendance
Player Eligibility Requirements

- Residence shall be established and supported by documents, dated or in force between **February 1, 2014** (previous year) and **February 1, 2015** (current year), from THREE OR MORE of the following categories to determine residency of such parent(s) or guardian:

11. Financial (loan, credit, investments, etc.) records
12. Insurance documents
13. Medical records
14. Military records
15. Internet, cable or satellite records
16. Vehicle records
17. Employment records
A player will be deemed to attend school in the boundaries if:

- The physical location of the school where they attend classes is within the boundaries of the league

**Note:** *This excludes home schools, cyber schools, sports-related schools, sports academies, preschool or afterschool where a student participates outside of the primary school the player is enrolled*
“School attendance” refers to the (place) physical location the player in question attends school during the traditional academic year.

Once established, a location of school attendance shall not be considered changed unless the child is enrolled or attends another school or is no longer enrolled in the previous school.
Residence and School Attendance
Player Eligibility Requirements

- School attendance shall be established and supported by a document
- Current academic year dater prior to October 1, 2014
Residence and School Attendance
Player Eligibility Requirements

- One of the following categories to determine school attendance
  1. Official/Certified School enrollment record
  2. School issued report card or performance record
  3. A Little League issued school attendance form completed by the principal, assistant principal or administrator
Residence and School Attendance
Player Eligibility Requirements

- It is recommended that the league require some proof of residence or school attendance within the league’s boundaries at the time the player registers.
- Players and their parents/guardians are advised that a false statement of residence or school attendance may lead to ineligibility to play Little League Baseball or Softball.
Residence and School Attendance
Player Eligibility Requirements

• Under NO circumstances does ANY person have the authority to grant a waiver that allows a child to play in a local Little League program IN ANY DIVISION, when that child does not qualify under these residency requirements.
Residence and School Attendance Player Eligibility Requirements

- Any league who accepts any player outside of their boundaries and fails to properly document compliance with “Residence and/or School Attendance Player Eligibility Requirement” or obtain a waiver through the Charter Committee may result in the disqualification of a player, team or entire league from regular season and/or tournament play.
Out of Boundary Player?

• What does your Board need to do now??

1. Does he/she qualify for a:
   - Regulation II(d) waiver (form provided)
   - Regulation IV(h) waiver (form provided)

2. If they DO NOT qualify for either waiver, provide them with contact information for their proper league and they must register there.

3. Does the Board wish to request a Charter Committee waiver?
   - Must forward written request with supporting documentation and comment from league where player resides.
Regulation II (a)

- Regulation II(a) - Each league shall determine actual boundaries of the area from WITHIN which it shall select players.

- Only those participants whose residence or physical location of the school where they attend is within the boundaries of the league shall be eligible to participate. Residence, for the purposes of this regulation, is defined in “Residence Eligibility Requirements” in the Rule Book.
Regulation II (a)

- These boundaries MUST be described in detail AND shown on a map when making application for charter. The local Little League boundaries shall be the boundaries of the Intermediate (50-70) Division/Junior/Senior/Big League.
Regulation II (d)

• Player within any divisional status may be retained after either moving or having boundaries changed.

• Siblings whose brother/sister meet the above criteria may also be retained.
  – Player may be retained for the remainder of their Little League career.
  – NOTE: A player who qualifies and elects not to participate for a season may not be retained in subsequent seasons.
The Form – Section One

LITTLE LEAGUE® BASEBALL AND SOFTBALL
Report of Players Claimed under
Regulation II(d)

Date: 2/1/14
League Name: ABC Little League
League President: Johnny Doe
League ID#: 238-12-01

Division: [ ] Baseball [ ] Softball
Level: [ ] Tee Ball [ ] Minor League [ ] Major League
[ ] Intermediate (50/70) [ ] Junior League
[ ] Senior League [ ] Big League

(Please Print)
**Player Information**

**League President / DA Signatures**

<table>
<thead>
<tr>
<th>Player’s Name:</th>
<th>Michael Jones (Please Print)</th>
<th>10/14/2004 (Date of Birth)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Former Address Within Boundaries:</td>
<td>123 Hill St Williamsport PA 17702</td>
<td></td>
</tr>
<tr>
<td>2. School Location Within Boundaries:</td>
<td>789 Main St Williamsport PA 17702</td>
<td></td>
</tr>
</tbody>
</table>

This claim under II(d) is being filed because:
- [ ] The player’s address or school location changed
- [x] The league’s boundaries have changed
- [ ] The player is a sibling of a player who previously qualified for II(d)

Please indicate name of sibling that qualifies this player under Regulation II(d) __________ N/A

Verification: League President: __________ Johnny Doe (Signature) 2/1/14 Date Name (Please Print) __________ Johnny Doe

District Administrator: __________ Scott Leinbach (Signature) 2/1/14 Date Name (Please Print) __________ Scott Leinbach PA D12
Player Information
League President / DA Signatures

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding Regulation II(d) or II(a) now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

The District and the Local League will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant’s career.
Regulation IV (h) Waiver

If previously lived within the league boundaries for two years while serving as a dedicated coach, manager or board member for two years, his/her son(s)/daughter(s) may tryout and be selected by teams in that league provided:

1. The parent(s) of the applicant have lived within the league boundaries for two years while serving as a dedicated coach, manager or board member.
2. The parent(s) of the applicant have served as a coach, manager or board member in the league while their son/daughter participated.
3. The league in which the family now lives already values all ages to play during the time period this waiver is valid.
Regulation IV (h) Waiver

Such service to the league has continued

Subject to written agreement with league whose boundaries they currently reside

League President presents to DA with supporting residency requirement documents. DA reviews and signs indicating the documentation meets regulations

League maintains form and documentation
Regulation IV (h) Waiver

LITTLE LEAGUE® BASEBALL and SOFTBALL
Regulation IV(h) Waiver Claim Form

Date  2/1/14

League Name  Hometown Little League  League ID #  238-12-01
League President  John Johnson
League Address  123 Hill Road  Williamsport  PA  17701

Division  (Check one)  □ Baseball  □ Tee Ball  □ Major League  □ Senior League
□ Softball  □ Minor League  □ Junior League  □ Big League

Level  (Check One)  □ Minor League  □ Junior League  □ Big League

Regulation IV (h)
If a person had previously resided within the league boundaries for two years while serving that league as a dedicated manager, coach or member of the Local League Board of Directors for two years, his or her sons and/or daughters are eligible to try out and be selected by teams in that league (1) provided such service to the league from which the person has moved has continued, (2) subject to written agreement from the league within whose boundaries they currently reside and (3) supported by a recommendation of the District Administrator, to Regional Director to the Charter Committee.
### Regulation IV (h) Waiver

**Player’s Name:** Jim Adams  

The parent(s) of Jim Adams previously lived within the league boundaries of the league for two or more years and has/have served during those two years and every year since then as a dedicated volunteer manager, coach or board member.

1. Former address within boundaries:  
   - **Street Address:** 1134 Princeton Ave  
   - **City, State:** Williamsport, PA  
   - **Zip:** 17701  

   List years of service: 1/1/00 through 2/1/02  
   (Must fill in two spaces)

2. The parent(s) of Jim Adams have moved outside the league boundaries and will continue to serve as a manager, coach, or board member in the league while their son/daughter participates.

   List years of service: 2/1/02 to the Present  
   (Years of service must be continuous)
3. The league in which the family now lives hereby waives all claim to player during the time period this waiver is valid.

ABC Little League
League Name

238-12-02
League Number

Bill James
President’s Signature

Verification: League President ________________________________

Signature

Scott Leinbach
District Administrator ________________________________

Signature
Form Processing

Processing Procedure:

• League president completes form and verifies the player meets the conditions of Regulation II (d) or a IV(h).

• League president must compile residency requirement documentation from previous residence.

• DA verifies documentation meets the Regulation.

• League maintains form and documentation for duration of players career & provides copy to parent.

• If player is selected to the tournament team, the form and residency documentation must be carried with tournament packet.
Regulations I (b) and I (c) 8 & 9

Little League Baseball, Incorporated (“LLB”) requires each of its local leagues to conduct a nationwide background check in conjunction with the submission of a Little League Volunteer Application for all managers, coaches, Board Members, and any other persons, volunteers and/or hired workers who provide regular services to a league or have repetitive access to, or contact with, players or teams.
As of August 1, 2014, only a handful of currently effective state statutes mandate background checks for non-school associated activities involving youth sports and athletics. However, certain municipal ordinances and administrative regulations across the country require background checks.

LLB strongly encourages and recommends that each local league consult with local legal counsel to determine the applicability of, and compliance with, all relevant state and local laws, administrative rules and regulations, and municipal ordinances.
Regulations I (b) and I (c) 8 & 9

- Those states with additional background check requirements either enacted or pending are: (as of 11/19/14)
  - Alabama
  - California
  - Florida
  - Massachusetts
  - New Hampshire
  - Oklahoma
  - Pennsylvania

http://www.littleleague.org/learn/programs/childprotection/state-laws-bc-checks.htm
• The “Little League Volunteer Application” must be maintained by the president of the local league’s board of directors for all persons named above, for a minimum of the duration of the applicant’s service to the league for that year.

• We recommend that the League keep the application for 2 years after the volunteer leaves service. Failure to comply with this regulation may result in the suspension or revocation of tournament privileges and/or the local league’s charter by action of the Charter or Tournament Committee in Williamsport.
• Little League recommends the volunteer applications and background check information be kept in a secure location.

• After entering the Social Security # into the First Advantage background check tool, the league can redact any/all personal information from the application.
• Each year Little League International provides 125 free background checks required in the regulation. Any checks completed beyond 125 require a nominal fee. Information on how to utilize this benefit, as well as how to conduct background checks, can be found on the Little League website at:

http://littleleague.fadv.com/

• Occasionally, Sex Offender Registry data may be unavailable for an individual state(s) when you run your background checks. This may occur on the criminal background check tool provided for free by Little League International. If this occurs, you have the option of going immediately to the individual state(s) SOR website or going back and re-running the Sex Offender Registry data on the National Sex Offender Registry website until the data becomes available.
Appointments

Managers / Coaches / Umpires

- Committees screen those willing to serve
- President appoints at his/her discretion with Board approval
- Coaches new TO THAT TEAM shall not be named until after the draft
Appointments

Managers / Coaches / Umpires

• No manager, coach or umpire has tenure

• DO NOT give a reason to a manager, coach or umpire for not re-appointing or re-approving that person

• Plan to send managers, coaches and umpires to clinics and seminars
Education & Training

- Coach Resource Center
- Baseball and Softball
- Videos and Articles
- Teaching the Skills
- Drills and Practice Plans
- Team Organization
- Involving Parents

www.LittleLeagueCoach.org
Education & Training

- Umpire Resource Center
- Free to all Chartered Leagues
- Updated Regularly
- Features both video and text based articles as well as the latest Little League news
- Content specific areas for baseball and softball; plate and base umpires; and 60’ and 90’ diamonds

www.LittleLeagueUmpire.org
Tee Ball Program

• Free 10 Week Program

• Skills, Drills and Practice Plans

• Available on Coach Resource Center

• Also Available by direct download

• LittleLeague.org/Teeball
Education & Training

Other Educational Resources

• Little League Coaches Toolkit

• Big Al Training Manuals & Coaching Clinics

• Softball Coaching Clinics

• Coaches Box eNewsletter
• Partnered with Softball Excellence in 2013 to educate Little League coaches and parents

• Online instructional photo and video tutorial with downloadable notes

• From beginner to advanced 25% off each course

• Cindy Bristow, former collegiate coach and Director of Development for ISF

www.LittleLeague.org/SE
Education & Training Partners

- Official Player Development Partner of Little League Baseball
- Preferred Player Development Partner for Little League Softball
- Youth Instruction Programs
- League Clinic Programs
- Professional Training and Evaluation
- Prescription for Success Education & Training Partners
Education & Training Partners

- Partnered to provide a framework and tools for local volunteers to develop a culture of positive, character-building competition.
- Great content on LittleLeague.org
- Free parent course to help create a healthy atmosphere for players and parents alike.
- Special pricing on Double Goal Coaching Course
League Structure
Scheduling

- Decide league’s age structure
- Determine number of players returning
- Always look toward expanding the Major Divisions
League Structure Scheduling

- Decide on method for expansion
- Ensure small divisions have somebody to play
- 12-year-old Regulation for Majors/Junior Softball and Majors/50-70 Baseball
Regulation IV – Softball

- Local Board of Directors annually determines alignment for divisions
- Age determination date for SOFTBALL is December 31
  - The player’s ‘league age’ for the current season is the age she was on December 31

**-These divisions may be sub-divided
##-May participate in this division under specific circumstances.
Regulation IV – Baseball

- Local Board of Directors annually determines alignment for divisions
- Age determination date for BASEBALL is April 30
  - The player’s ‘league age’ for the current season is the age he/she is on April 30

<table>
<thead>
<tr>
<th>Baseball League Age</th>
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<td><strong>Tee Ball Division</strong></td>
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</table>

**- These divisions may be sub-divided
###- May participate in this division under specific circumstances.
Sample letter to parents of a child who is to return to a Major Division team, but has not yet signed up.

Dear Parent:

Our records show that you have not signed up your child, Billy Smith, who was a member of the Blue Jays last season. We must inform you that if Billy is not signed up by Feb. 20 (draft day), he will be released from his team and may not be permitted to participate at Hometown Little League until next year.

Please call the Player Agent, Thomas Jefferson, at 555-6789, as soon as possible, and let us know if he is going to play this season.

- Do this BEFORE tryouts
- Ensure no ineligible player is drafted or placed on a team.
- Contact all players returning to Major Division teams who have not signed up.
- Get statement from the parent(s) if they are not planning to return to your program.
Player Tryouts

• Review league division eligibility
• Prepare a tryout list
  – Assign numbers to players
  – Organize by division
  – Draft numbers affixed to player for identification
• Provide copies to Managers / Coaches in attendance
• Have multiple tryouts
The Draft

Leagues must utilize draft methods outlined in the Operating Manual:

• **Plan A** – existing teams from previous season remain intact with selection of new players being completed in a round-table format: the last-place team of the preceding season gets the first choice in every round of the draft, the next to last place team gets the second selection etc...
The Draft

Leagues must utilize draft methods outlined in the Operating Manual:

- **Plan B** – Total Redraft - redraft of previous season teams, held in two separate parts. 1st Preliminary Draft- Returning players to division are selected  2nd Draft- Players eligible through tryouts are selected to fill remaining rosters (See Alternate method next slide)
The Draft

Leagues must utilize draft methods outlined in the Operating Manual:

- **Plan C** – Blind Draft – Preliminary & Second drafts apply. Players separated by age – names placed in non-transparent container – individually selected at random and placed on team.
The Draft

Leagues must utilize draft methods outlined in the Operating Manual:

Alternate Method for Plan B

- Alternative to two separate drafts (one for returning players, and one for new players)
The Draft

Leagues must utilize draft methods outlined in the Operating Manual:

Alternate Method for Plan B

• Conduct a regular draft wherein, if a number of returning Major League players has not been drafted by the time that same number of draft picks remain, those returning players must be the only players eligible from that point forward in the draft.
The Draft

Leagues must utilize draft methods outlined in the Operating Manual:

Example:
• With nine picks left in the draft, there are nine players who were Major League players in the previous season still not drafted for the current year. Those nine players become the only nine eligible players, and must be drafted.
The Draft

- The selection of players for the various teams within a league shall be in compliance with the Little League Draft Selection System as detailed in the Operating Manual.
• **NOTE:** All candidates who are league age twelve (12) must be drafted to a Little League Major Division team or to a Little League Intermediate (50/70) Baseball Division or Junior Softball Division Team.
• Exceptions can only be made with written approval from the District Administrator, and only if approved at the local league level by the Board of Directors and the parent of the candidate.
The Draft

- Leagues may submit an alternative method to the Charter Committee for consideration, *prior to draft being held*
• Team Expansion and Reduction plans are outlined in the Operating Manual -- contact your DA for further assistance
Options # 2, 3, and 4 must be in writing to the Player Agent 48 hours prior to draft:

1. Brother / Sister Option
2. Brother / Sister of player currently on team
3. Sons / Daughters of Managers
4. Sons / Daughters of Coaches
Player Draft /Options

Brother/Sister Option

- Two or more siblings in the draft – first brother or sister is drafted
- Manager automatically has the option to draft the other brother or sister on the next turn
- Failure to exercise option makes the second sibling available to be drafted by any team
Manager may submit an option on a draftee if the player candidate’s brother or sister is a member of the manager’s team

If an option is submitted, the Manager MUST draft the sibling within the first three draft selections
Sons/Daughters of Managers

• If a manager has son / daughter eligible for the draft, must submit option in writing

• Manager must exercise option at or before specified round

• Parent / Manager option takes priority over any other option

• **NOTE:** Provisions also apply for managers having eligible brothers / sisters in the draft
New coaches shall not be appointed nor approved until after draft.

Returning coach may exercise option through manager provided:
- Coach has served as a coach or manager (at any level) for the past two years
- Coach is returning to the same major league team as last year

NOTE: In order to exercise this option, the coach MUST qualify under BOTH conditions.
5. **Draft Rounds**

If an option is submitted in writing for the son and/or daughter of a manager or coach, such candidate must be drafted in or before the following round:

<table>
<thead>
<tr>
<th>Baseball Draft Round</th>
<th>Little League</th>
<th>Intermediate</th>
<th>Junior</th>
<th>Senior</th>
<th>Big</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>9-10</td>
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<td>16, 15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Softball Draft Round</th>
<th>Little League</th>
<th>Junior</th>
<th>Senior</th>
<th>Big</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>9-10</td>
<td>12</td>
<td>14, 13</td>
<td>16, 15, 14</td>
</tr>
<tr>
<td>4</td>
<td>11</td>
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<td>15</td>
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<td>3</td>
<td>12</td>
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<td>18</td>
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</tbody>
</table>
• Manager may trade a player up to 14 days after the first scheduled game.
• All trades must be through and with the approval of the Player Agent
  – Minor League players may not be traded for Major League players
  – All trades must be player for player
  – Trades involving a player for draft choices are not permitted
• All trades must be for a justifiable reason and approved by the local Board
Duration of Title

• Each player acquired shall, for the duration of their major league career, be property of the team making the acquisition, unless traded or released.
• Player, manager and coach data must be submitted to Little League International by April 1, 2015 or team rosters by June 3rd, 2015.

• Recommended method of use: Little League Data Center
• A player who is injured must be on a roster at Headquarters to be covered by Little League insurance.

• Rosters may be computer-generated and hard copy forwarded.
Scheduling Games

- Discretion of the local Board of Directors
- Sunday games are OK
- Little League recommends splitting the season in half
Scheduling Games

- Allow for “rain-dates”

- Season must be half completed by the day Tournament Teams are allowed to be announced (June 15th or two weeks prior to the start of Tournament in their respective division.)
Scheduling Games

How to Handle Interleague Play

• Must have an approved Interleague Play form signed by all League Presidents participating and DA, prior to any games played.

• Recommend that an Interleague Committee be created with one representative from each league participating along with a District Staff representative.

• Recommend that Interleague Ground Rules be created prior to any games played.
**APPLICATION FOR INTERLEAGUE PLAY**

Regular Season Play and Tournament Combination Request

**DIRECTIONS:**

A separate form must be completed for each regular season division (level of play).
ALL blocks MUST be completed/filled-in or this application will NOT be processed.
The application must be approved by the district administrator PRIOR to any interleague play.
Tournament team combination must be approved by the regional director PRIOR to leagues forming a combined tournament team.
These combination requests must be submitted and approved prior to deadline date established in the current season tournament rules.

<table>
<thead>
<tr>
<th>(Check One)</th>
<th>[ ] Baseball</th>
<th>[ ] Softball</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Regular Season Division (Check one)</th>
<th>Tournament Play</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Tee Ball</td>
<td>[ ] 9-10s</td>
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<tr>
<td>[ ] Minors</td>
<td>[ ] 10-11s</td>
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<tr>
<td>[ ] Majors</td>
<td>[ ] 11-12s</td>
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<tr>
<td>[ ] Intermediate</td>
<td>[ ] Intermediate</td>
</tr>
<tr>
<td>[ ] Senior Challenger</td>
<td>[ ] Juniors</td>
</tr>
</tbody>
</table>

Each league below must indicate in which division they are requesting to combine for tournament play.

- Enter State, District and Level of Play
- Remember: Use one form for each division
Interleague Play Form

Leagues involved in Interleague Play

| League Name / League ID No. | Population Required for Tournament | # of Teams | 4-6 | 7/8 | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | President's Signature |
|-----------------------------|-----------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------------|
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| 2                           |                                   |            |     |     |     |     |     |     |     |     |     |     |     |                      |
| 3                           |                                   |            |     |     |     |     |     |     |     |     |     |     |     |                      |
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| 5                           |                                   |            |     |     |     |     |     |     |     |     |     |     |     |                      |
| 6                           |                                   |            |     |     |     |     |     |     |     |     |     |     |     |                      |
| 7                           |                                   |            |     |     |     |     |     |     |     |     |     |     |     |                      |
| 8                           |                                   |            |     |     |     |     |     |     |     |     |     |     |     |                      |

Identify the league numbers above that are requesting to combine for tournament play (maximum of three (3) leagues):

[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8

See page 2 for acceptable combinations (before completing Forward the completed form to your district administrator. Without regional approval tournament combination is NOT permitted.

- Enter League names, ID numbers for each
- Enter populations and numbers of teams
- Presidents’ signatures needed
- Enter number of players in appropriate age sections
Interleague Play Form

Forward the completed form to your district administrator. Without regional approval, tournament combination is NOT permitted.

I have reviewed the application for interleague play and combined tournament team request and I recommend approval based on the information provided.

<table>
<thead>
<tr>
<th>District Administrator</th>
<th>State / District</th>
<th>Date</th>
</tr>
</thead>
</table>

Forward completed application to regional director for approval if tournament combination is requested.

Request for tournament combination is: [x] Approved [ ] Denied

<table>
<thead>
<tr>
<th>Regional Director</th>
<th>Date</th>
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</thead>
</table>

NOTES:

Little League does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.

- Check Combo request for Tournament Play (No)
- Identify leagues combining (No need as combo is not requested)
Interleague Play Form

Forward the completed form to your district administrator.
Without regional approval tournament combination is NOT permitted.

I have reviewed the application for interleague play and combined tournament team request and I recommend approval based on the information provided.

<table>
<thead>
<tr>
<th>District Administrator</th>
<th>State / District</th>
<th>Date</th>
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</table>

Forward completed application to regional director for approval. If tournament combination is requested.

Request for tournament combination is:  [ ] Approved  [ ] Denied

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<th>Regional Director</th>
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NOTES:

Little League does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.

- Each League must charter **(In appropriate division)**
- DA Signature / District / Date
- Regional Director Signature / Date **(For Tournament play only)**
Combined Teams

APPLICATION FOR COMBINED TEAMS
Regular Season and Tournament Play

DIRECTIONS:
A separate form must be completed for each regular season division (level of play).
ALL blocks MUST be completed/filled-in or this application will NOT be processed.
The application must be approved by the district administrator PRIOR to your player selection/draft.
Tournament team combination must be approved by the regional director PRIOR to leagues forming a combined tournament team.
These combination requests must be submitted and approved prior to the deadline established in the current season tournament rules.

Check One: [ ] Baseball [ ] Softball

Regular Season Division (Check one):
[ ] Tee Ball [ ] Juniors
[ ] Minors [ ] Seniors
[ ] Majors [ ] Big League
[ ] Intermediate [ ] Challenger
[ ] Senior Challenger

Each League below must charter in the division checked above.

Tournament Play:
[ ] 9-10s [ ] Juniors
[ ] 10-11s [ ] Seniors
[ ] 11-12s [ ] Big League
[ ] Intermediate

Indicate the division(s) in which the leagues are requesting to combine for tournament play.

Enter State, District and Level of Play
Remember: Use one form for each division
## Combined Teams

### Leagues Involved in Combined League Play

<table>
<thead>
<tr>
<th>League Name / League ID No.</th>
<th>Population: Required for Tournament</th>
<th># of Players</th>
<th>4-6</th>
<th>7/8</th>
<th>9</th>
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Identify the league numbers above that are requesting to combine for tournament play (maximum of three (3) leagues):

[ ] 1  [ ] 2  [ ] 3

*Forward the completed form to your district administrator.*

- Enter League names, ID numbers for each
- Enter populations and numbers of players
Combined Teams

<table>
<thead>
<tr>
<th>League Name / League ID No.</th>
<th>Population: Required for Tournament</th>
<th># of Players</th>
<th>4-6</th>
<th>7/8</th>
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<th>President's Signature</th>
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Identify the league numbers above that are requesting to combine for tournament play (maximum of three (3) leagues):

[ ] 1  [ ] 2  [ ] 3

Forward the completed form to your district administrator.

- Enter number of player in appropriate age sections
- Presidents’ signatures needed
- Identify combinations for tournament (max 3 Leagues)
Combined Teams

I have reviewed this application for combined regular season and tournament play and I recommend approval based on the information provided.

District Administrator __________________________ State / District __________________________ Date ________________

Forward completed application to regional director for approval. "F" tournament combination is requested. Without regional approval, tournament combination is NOT permitted.

Request for tournament combination is: [ ] Approved [ ] Denied

Regional Director __________________________ Date ________________

NOTES:

Little League does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.

• Each League must charter (in appropriate divisions)
• Forward to District Administrator prior to start of Regular Season
• Check combo request for Tournament Play
Combined Teams

I have reviewed this application for combined regular season and tournament play and I recommend approval based on the information provided.

District Administrator ___________________________ State / District ___________________________ Date ____________

Forward completed application to regional director for approval. IF tournament combination is requested, without regional approval tournament combination is NOT permitted.

Request for tournament combination is: [ ] Approved [ ] Denied

Regional Director ___________________________ Date ____________

NOTES:

Little League does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.

• Identify leagues combining
• District Administrator Signature / Date
• Regional Director Signature / Date (if tournament combination is requested)
Charter Committee Waivers

Reasons for requesting a Charter Committee Waiver

• Out of Boundary (Regular Season/Tournament)
• 15-year-olds playing down in Juniors
• Uneven number of players on a team within a division
• Less than 60% participation for Tournament
• Merge/Split leagues
Charter Committee Waivers

Reasons for requesting a Charter Committee Waiver

- Special Games with non-Little League teams
- Combine for Tournament Teams
- Modify Playing Rule/Regulation
- Alternate Draft method
Charter Committee Waivers

Process

• Local League Board votes whether or not to request waiver

• If Board votes to request a waiver, the President writes a letter, detailing the request. Supporting documents are attached and forwards to the District Administrator

• DA provides his/her recommendation and forwards to the Regional Office
Charter Committee Waivers

Process

• Regional Office present case to the Charter Committee

• Charter Committee will inform Regional Office

• Regional Office to inform the DA
Regulation IV (j)

- Establishes a deadline for waiver requests regarding player eligibility.

- Regulation IV(j) - Any request for a waiver pertaining to the eligibility of a player must be submitted in writing, by the President of the local Little League through the District Administrator, to their respective Regional Director not later than June 3rd of the current year. Requests submitted after that date will not be considered.
The Regular Season
Opening Day!

- Ceremonies should be brief and meaningful
- Invite media
- Great time to get new members
- Select and pay homage to Top Volunteer, Mom, Challenger and Good Sport of the Year (send paperwork to DA)
Regulation IV
Multiple Participation

• Little League (Majors), Minor League, Tee Ball, Junior, Senior and Big League participants may participate in other programs during the regular season provided such participation does not disrupt the Little League (Majors), Minor League, Tee Ball, Junior, Senior and Big League season.

• NOTE 2: Consistent with a manager’s ability to conduct the affairs of his/her team, a manager may remove a player from the team, subject to Board of Directors approval (or district approval, if the Big League (or Senior Softball) is administered as a district operation), for the current season if the player repeatedly misses practice or games.
Protest Committee

• Local league Board of Directors is **totally** responsible for solving protests during regular season

• President may call DA, **then** Regional Headquarters for interpretation of a rule or regulation (not a ruling)
President

May manage, coach or umpire in any division in the league provided he/she does not serve on the Protest Committee. The president of record or anyone who assumes the position or duties of president, on or after January 1 of the current year, is not eligible to serve as Tournament Team manager or coach.

Vice Presidents and Player Agents

The Vice President may manage, coach or umpire in any division provided they do not serve on the Protest Committee.

The Player Agent cannot manage, coach or umpire in any division in the league in which he/she has any responsibilities. This may not be circumvented by giving the person a different title.
Releasing a Player During the Season

- Manager MUST make the Board aware
- Player Agent finds out why the release is wanted
- Issue goes to Board
- If released, player is notified in writing
- Player CANNOT be released from a Major team to a Minor team
- Player can try out next season

SAMPLE LETTER TO RELEASED PLAYER/PARENTS

Dear Jones Family:

The Board of Directors of Hometown Little League met on (date) to consider a request to release Betsy Jones from her team in the Major Division.

The release has been approved. As such, Betsy is no longer eligible to participate at Hometown Little League for the balance of the current season. However, we would like to invite Betsy to try out for a team next year.

We will retain your address in our files, and will be back in touch with you when registration is scheduled for next season.

Bulletin: A Minor League player who refuses to “go up” to a Major Division team, when called, forfeits his/her eligibility to play in the Major Division for the remainder of the season. The league may also require that the player be transferred to another Minor League team.
Disciplining a Member

- Committee receives complaints IN WRITING and reports to the Board.
- Board could decide to take no further action or send WRITTEN notice to the accused; when, where and why they need to appear (due process).
- Board could decide to draft a written warning, temporarily suspend Membership privileges, or suspend or revoke Membership privileges for remainder of the year (2/3 majority vote needed).
Regular-Season Playoffs

• If playoffs are games between first and second half champions in the same division of the same charter, no written permission is needed.
• Regular Season rules ONLY
• Any other games require written permission as Special Games under Regulation IX.
• Protests can not be referred to Regional Headquarters or Williamsport.
Summer
Special Games

- Used to provide additional playing opportunities.
- Intermediate (50-70) Division and Junior League up to six (6) games played under special games against LL teams may count towards players’ regular season.
- Senior and Big League up to twelve (12) games played under special games against LL teams may count towards players’ regular season.
- Regular season or Tournament Rules to be used. Softball may use the Expanded Special Games Guide.
- Excellent fundraising opportunity.
- Forms must be completed and approved before games begin.
Selection of Tournament Teams

Method of selection determined by the local BOD

Recommended Method

Criteria for Selection

• Eligibility
• Availability
• Ability

Groups Voting

• Players in that Division
• Managers in that Division
• Coaches in that Division
• Volunteer Umpires
• Board of Directors
Team/League Eligibility

• To be eligible for Tournament, the following must be accomplished:
  - Charter in division you have Tournament Teams by June 3, 2015.
  - All required waivers submitted and approved prior to June 3, 2015.
  - All Regular Season team rosters submitted to LLI per Regulation IV (g), not later than April 1, 2015.
  - Fees incurred by the league must be paid in full by June 3rd, 2015.
  - All Combined Teams and Interleague Play requests that involve Tournament requests must be submitted by June 3, 2015.

• Failure to meet any of the above requirements could result in a team or teams being declared ineligible by the Tournament Committee.
Tournament Eligibility Verification Process - Affidavit

- Requires the following additional information for players, managers, and coaches:
  - **League boundary map** must accompany affidavit with locations of each player noted – appropriate signatures required
  - **Tournament Verification Form** for each player.
  - **Waivers for players** outside the boundary must accompany affidavit [II(d), IV(h) or Charter Committee]
  - **Copies of documents needed to establish residence** of all participants must accompany the team. Actual documents need to be seen when verification process takes place. DA still needs to see original birth certificate.

- **Participation in other programs** during the International Tournament is permitted, subject to the provisions of Regulation IV (a) Note 2.
Required Signatures
Affidavit

• League President AND Player Agent are required to sign the affidavit attesting to accuracy of the information.

• Manager must sign affidavit signifying he/she understands the playing rules, rules regarding pitching eligibility, as well as his/her right to refer protests to the Tournament Committee.
Multiple Participation During International Tournament

• Participation in other programs during the International Tournament is permitted, subject to the provisions of Regulation IV(a) Note 2.
Tournament Eligibility Verification

• Eligibility information, including residence for the District winner, will be verified at the district level.
• Eligibility information verified at each tournament level in addition to original screening by the District Administrator.
• Eligibility information required to accompany each team at all levels in case of discrepancy.
Tournament Mileage

• League is reimbursed ($1 per mile) for travel to Section Tournament levels and beyond (credit toward next year’s fees)
• For teams traveling 150 miles or more
• Maximum of one round trip per tournament
• Deadline is September 15th
Fall

In accordance with Constitution

Annual Meetings – Board Elections – Election of Officers
Second Season/Fall Ball
Training and Development

- Same rules and regulations apply, as in Spring season
- Can be conducted on an informal basis
- Great opportunity to introduce new divisions
- Great way to recruit both parents and additional adult volunteers for next year
- Interleague play may roll over from Spring season
- Can use current or following year’s age chart
- No additional fees (Includes the $10.00 / team charter fee)
- Insurance needs to be adjusted if more teams are added in a division than were chartered and insured in the spring season
- Managers and Coaches for TAD must be appointed and approved
- Make sure to do background checks on all new volunteers
- Send in names of new players to Little League International Headquarters
APPLICATION FOR COMBINED TEAMS
Regular Season and Tournament Play

DIRECTIONS:
A separate form must be completed for each regular season division (level of play).
ALL blocks MUST be completed/filled-in or this application will NOT be processed.
The application must be approved by the district administrator PRIOR to your player selection/draft.
Tournament team combination must be approved by the regional director PRIOR to leagues forming a combined tournament team.
These combination requests must be submitted and approved prior to the deadline established in the current season tournament rules.

(Check One) [ ] Baseball [ ] Softball

Regular Season Division (Check one)
[ ] Tee Ball [ ] Juniors
[ ] Minors [ ] Seniors
[ ] Majors [ ] Big League
[ ] Intermediate [ ] Challenger
[ ] Senior Challenger

Tournament Play
[ ] 9-10s [ ] Juniors
[ ] 10-11s [ ] Seniors
[ ] 11-12s [ ] Big League
[ ] Intermediate

Indicate the division(s) in which the leagues are requesting to combine for tournament play.

Leagues Involved in Combined League Play

<table>
<thead>
<tr>
<th>League Name / League ID No.</th>
<th>Population: Required for Tournament</th>
<th># of Players</th>
<th>4-6</th>
<th>7/8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>President’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Identify the league numbers above that are requesting to combine for tournament play (maximum of three (3) leagues):
[ ] 1  [ ] 2  [ ] 3

Forward the completed form to your district administrator.

I have reviewed this application for combined regular season and tournament play and I recommend approval based on the information provided.

District Administrator ___________________________  State / District ___________________________  Date ________________

Forward completed application to regional director for approval. Without regional approval tournament combination is NOT permitted.

Request for tournament combination is: [ ] Approved  [ ] Denied

Regional Director ___________________________  Date ________________

NOTES:

Little League does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.
APPLICATION FOR INTERLEAGUE PLAY

Regular Season Play and Tournament Combination Request

DIRECTIONS:
A separate form must be completed for each regular season division (level of play).
ALL blocks MUST be completed/filled-in or this application will NOT be processed.
The application must be approved by the district administrator PRIOR to any interleague play.
Tournament team combination must be approved by the regional director PRIOR to leagues forming a combined tournament team.
These combination requests must be submitted and approved prior to deadline date established in the current season tournament rules.

<table>
<thead>
<tr>
<th>(Check One)</th>
<th>Baseball</th>
<th>Softball</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regular Season Division (Check one)</th>
<th>Tournament Play</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Tee Ball</td>
<td>[ ] Juniors</td>
</tr>
<tr>
<td>[ ] Minors</td>
<td>[ ] Seniors</td>
</tr>
<tr>
<td>[ ] Majors</td>
<td>[ ] Big League</td>
</tr>
<tr>
<td>[ ] Intermediate</td>
<td>[ ] Challenger</td>
</tr>
<tr>
<td>[ ] Senior Challenger</td>
<td>[ ] Intermediate</td>
</tr>
</tbody>
</table>

Each league below must charter in the division checked above.
Indicate the division(s) in which the leagues are requesting to combine for tournament play.

Leagues involved in Interleague Play

<table>
<thead>
<tr>
<th>League Name / League ID No.</th>
<th>Population: Required for Tournament</th>
<th># of Teams</th>
<th>4-6</th>
<th>7/8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>President’s Signature</th>
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<td></td>
</tr>
</tbody>
</table>

Identify the league numbers above that are requesting to combine for tournament play (maximum of three (3) leagues):
[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8

See page 2 for acceptable combinations (before completing Forward the completed form to your district administrator.
Without regional approval tournament combination is NOT permitted.

I have reviewed the application for interleague play and combined tournament team request and I recommend approval based on the information provided.

District Administrator                     State / District                     Date

Forward completed application to regional director for approval if tournament combination is requested.

Request for tournament combination is: [ ] Approved [ ] Denied

Regional Director                     Date

NOTES:
Little League does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.
LITTLE LEAGUE® BASEBALL AND SOFTBALL
Report of Players Claimed under
Regulation II(d) or II(a)

Date: ______________________
League Name: ______________________ League ID#: ______________________
League President: ______________________
(Please Print)

Division
(Check One) [ ] Baseball [ ] Softball
Level
(Check One) [ ] Tee Ball [ ] Minor League [ ] Major League [ ] Intermediate (50/70)
[ ] Junior League [ ] Senior League [ ] Big League

Player’s Name: ______________________
(Please Print)

1. Former Address Within Boundaries:
   Street ______________________ City ______________________ State ______________________ Zip

2. School Location Within Boundary:
   Street ______________________ City ______________________ State ______________________ Zip

This claim under II(d) is being filed because
   [ ] The player’s address or school location changed
   [ ] The league’s boundaries have changed
   [ ] The player is a sibling of a player who previously qualified for II(d) or II(a)

Please indicate name of sibling that qualifies this player under Regulation II(d) or II(a)
(Please Print)

Verification: League President: ______________________
Signature ______________________ Name ______________________
District Administrator: ______________________
Signature ______________________ Name ______________________

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding Regulation II(d) or II(a) now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

The District and the Local League will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant’s career.
LITTLE LEAGUE® BASEBALL and SOFTBALL
Regulation IV(h) Waiver Claim Form

Date _______________________
League Name ___________________________ League ID # _______________________
League President ___________________________
League Address
Street __________ City, State __________ Zip

Division (Check one) ________________
[ ] Baseball [ ] Tee Ball [ ] Major League
[ ] Softball [ ] Minor League [ ] Intermediate (50/70)

Level (Check one) ________________
[ ] Intermediate (50/70) [ ] Junior League [ ] Big League

Regulation IV (h)
If a person had previously resided within the league boundaries for two years while serving that
league as a dedicated manager, coach or member of the Local League Board of Directors for two
years, his or her sons and/or daughters are eligible to try out and be selected by teams in that league
(1) provided such service to the league from which the person has moved has continued, (2) subject to
written agreement from the league within whose boundaries they currently reside and (3) supported by
a recommendation of the District Administrator, to Regional Director to the Charter Committee.

Player’s Name: ___________________________

The parent(s) of __________________________ previously lived within the league
boundaries of the league for two or more years and has/have served during those two years and every year since then as a
dedicated volunteer manager, coach or board member.

1. Former address within boundaries:
   Street Address __________________________ City, State Zip _______________________

2. Current address outside boundaries:
   Street Address __________________________ City, State Zip _______________________

List years of service: __________________________
(Must fill in two spaces)

2. The parent(s) of __________________________ have moved outside the league boundaries and will
continue to serve as a manager, coach, or board member in the league while their son/daughter participates.

List years of service: __________________________
(Years of service must be continuous)

3. The league in which the family now lives hereby waives all claim to player during the time period this waiver is valid.

League Name __________________________ League Number __________________________
President’s Signature __________________________

Verification: League President __________________________ Signature __________________________

District Administrator __________________________ Signature __________________________
APPLICATION FOR SPECIAL GAMES

Host League ___________________________ ID Number __________________

(Use separate sheet if more than one league. Note: All host leagues must have approved liability insurance.)

Address ________________________________

Submitted by: ___________________________ Date: __________________

Level/Division (Check ONE in each - use a separate form for each level or division requested):

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tee Ball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Minor League</td>
<td>Girls Softball</td>
</tr>
<tr>
<td>Little League</td>
<td>Boys Softball</td>
</tr>
<tr>
<td>Intermediate (50/70)</td>
<td></td>
</tr>
<tr>
<td>Junior League</td>
<td></td>
</tr>
<tr>
<td>Senior League</td>
<td></td>
</tr>
<tr>
<td>Big League</td>
<td></td>
</tr>
</tbody>
</table>

List all leagues involved in Special Games (use separate sheet if necessary):

<table>
<thead>
<tr>
<th>LEAGUE NAME(S)</th>
<th>LEAGUE ID NUMBER(S)</th>
</tr>
</thead>
</table>

Details (approximate start/finish dates of Special Games, tournament format, regular season or all-star teams, etc.):

The above Special Games will use: Tournament Rules □ Regular Season Rules □

District Administrator’s Signature/Date ____________________________ Approved □ Denied □

Regional Director’s Signature/Date ____________________________ Approved □ Denied □

Copy to be mailed to District Administrator after being signed by Regional Director

- Special Games involving Tee Ball must be between Regular Season teams only using Regular Season Rules.
- Special Games involving players league age 8 or below must use Regular Season Rules.
- Special Games involving players league age 9 and/or 10 may use Regular Season Rules or the 9-10 Year Old Tournament Rules, but not the Little League Baseball International Tournament Rules.
- There can be no mixing of Tournament Rules nor mixing of Tournament Rules and Regular Season Rules in Special Games.
- Special Games may only be played during or following the Regular Season.
- Special Games must not be played until written permission is received from Regional Headquarters.
- A copy of this form, with approval or disapproval of Regional Director, will be mailed to the District Administrator.

All requests for Special Games must use this form.

Little League Baseball does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.
APPLICATION FOR SPECIAL GAMES
WITH NON-LITTLE LEAGUE TEAMS

Host League __________________________ ID Number __________________________
(Use separate sheet if more than one league. Note: All leagues must have Little League approved liability and accident insurance.)

Address ______________________________

Submitted by: __________________________ Date: __________________________

Level/Division (Check ONE in each - use a separate form for each level or division requested):

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tee Ball</td>
<td>Boys Softball</td>
</tr>
<tr>
<td>Minor League</td>
<td>Girls Softball</td>
</tr>
<tr>
<td>Little League</td>
<td>Baseball</td>
</tr>
<tr>
<td>Intermediate</td>
<td></td>
</tr>
<tr>
<td>(50/70)</td>
<td></td>
</tr>
</tbody>
</table>

List all Little Leagues involved in Special Games (use separate sheet if necessary):

<table>
<thead>
<tr>
<th>LEAGUE NAME(S)</th>
<th>LEAGUE ID NUMBER(S)</th>
</tr>
</thead>
</table>

List all NON-Little League teams involved in special games hosted by a Little League program
(Use separate sheet if necessary)

<table>
<thead>
<tr>
<th>LEAGUE NAME(S)</th>
<th>PROGRAM AFFILIATION (Rec. Assoc., Pony, Babe Ruth, etc.)</th>
</tr>
</thead>
</table>

Details (approximate start/finish dates of Special Games, tournament format, regular season or all-star teams, etc.):

The above Special Games will use: Tournament Rules ☐ Regular Season Rules ☐

District Administrator’s Signature/Date ____________________________

Approved ☐ Denied ☐

Regional Director’s Signature/Date ____________________________

Approved ☐ Denied ☐

The insurance certificate of the non-Little League team(s) must be submitted with this Special Games application by the host Little League program. (See reverse for details)

+ Special Games involving Tee Ball must be between Regular Season teams only using Regular Season Rules.
+ Special Games involving players league age 8 or below must use Regular Season Rules.
+ Special Games involving players league age 9 and/or 10 may use Regular Season Rules or the 9-10 Year Old Tournament Rules, but not the Little League Baseball International Tournament Rules.
+ There can be no mixing of Tournament Rules nor mixing of Tournament Rules and Regular Season Rules in Special Games.
+ Special Games may only be played during or following the Regular Season.
+ Special Games must not be played until written permission is received from Regional Headquarters.
+ A copy of this form, with approval or disapproval of Regional Director, will be mailed to the District Administrator.

All requests for Special Games must use this form.

Little League Baseball does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.
Little League® Baseball and Softball
School Enrollment Form

To Be Filled Out By Parent/Legal Guardian

Date Requested: ____________________

League Name: ____________________     League ID# ____________________

Player/Student Name: ____________________     Date of Birth: ____________________

Division: [ ] Baseball    [ ] Softball  
(Check One)

Level: [ ] Tee Ball    [ ] Minors    [ ] LL (Majors)    [ ] Intermediate    [ ] Junior    [ ] Senior    [ ] Big
(Check One)

Parent/Guardian Address: ____________________     (Street) ____________________

(City/State) ____________________     (Zip) ____________________

(Name (Printed) of Parent/Legal Guardian) ____________________     (Signature of Parent/Legal Guardian) ____________________

(Date) ____________________

To be filled out by School Administrator, Principal or Vice Principal

I, ____________________, School, located at ____________________, ____________________
(Print Name) ____________________, (Print School Name) ____________________,

(Physical Address) ____________________, (Student Name Printed) ____________________

Hereby verify that ____________________, (Year) ____________________,
(Student Name Printed)

has enrolled and is attending above named school location for the academic year prior to

October 1st, of the current year.

This student has been enrolled as of ____________________, (Date) ____________________

(Signature) ____________________     (Date) ____________________     Title (School Administrator, Principal or Vice Principal) ____________________

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding school enrollment/attendance now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

The District and the Local League will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant’s career, unless the school enrollment changes. A II(d) would then be required.
# Little League® Baseball and Softball Tournament Player Verification

## Player Information and Documentation

**Player Name** ____________________________ **Date of Birth** ____________________________

(Must be name as shown on the birth documentation)

**Type of Age Proof**

- [ ] Board of Health/Registrar of Vital Statistics
- [ ] Federal/Military
- [ ] In-Lieu Statement [necessary document from all four groups]

**Residency Proof: (Choose 3)**

**Address of Parent or Legal Guardian**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver's License</td>
<td>Local (Municipal) Records</td>
<td>Medical Records</td>
<td></td>
</tr>
<tr>
<td>Voter's Registration</td>
<td>Support Payment Records</td>
<td>Military Records</td>
<td></td>
</tr>
<tr>
<td>School Records</td>
<td>Homeowner/Tenant Records</td>
<td>Internet, Cable or Satellite Records</td>
<td></td>
</tr>
<tr>
<td>Welfare/Child Care Records</td>
<td>Utility Bills</td>
<td>Vehicle Records</td>
<td></td>
</tr>
<tr>
<td>Federal Records</td>
<td>Financial Records</td>
<td>Employment Records</td>
<td></td>
</tr>
<tr>
<td>State Records</td>
<td>Insurance Documents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**School Enrollment Proof: (Choose one)**

**School Address**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official/Certified school enrollment record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School issued report card or performance report</td>
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<tr>
<td>A Little League issued school attendance form completed by the principal, assistant principal or superintendent</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Existing Waiver:**

- [ ] II(D) Waiver
- [ ] IV(h) Waiver
- [ ] Charter Committee Waiver

All documentation must be attached to this form.

## Verification

**Parent or Legal Guardian Agreement:** By my signature below, I certify that all the information provided for this Tournament Player Verification is true and correct and provides the necessary documentation required by Little League to verify league/tournament age and residence/school attendance eligibility. If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding league/tournament age and residence eligibility now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

<table>
<thead>
<tr>
<th>Name (Printed) of Parent/Guardian</th>
<th>Signature of Parent/Guardian</th>
<th>Date</th>
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</table>

**League President's Verification:** I have reviewed and verified that the information presented here is true and correct and provides the necessary documentation required by Little League to verify league/tournament age and residence/school attendance eligibility. If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding league/tournament age and residence eligibility now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials and/or the league which could result in suspensions and/or terminations with Little League Baseball, Incorporated.

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<tr>
<th>Name (Printed) of League President</th>
<th>Signature of League President</th>
<th>Date</th>
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</table>

**District Administrator's Verification:** I have reviewed the residency documentation and verified the players original birth certificate and the information presented here is true and correct and, to the best of my knowledge appears to be acceptable under Little League standards.

<table>
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<tr>
<th>Name (Printed) of District Administrator</th>
<th>Signature of District Administrator</th>
<th>Date</th>
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**NOTE:** This form and attached original documentation must be retained by the player’s parent or legal guardian as well as a copy retained by the local league. It is recommended that the District Administrator also maintain a copy.