Step 1.

NEW! CHARTERING PROCEDURE FOR 2018

Every program is required to renew annually with Little League® in order to maintain its charter.

WE'VE IMPROVED THE CHARTERING PROCESS

For the 2018 season, all leagues will be required to submit their charter application online through the Little League Data Center. **Paper charter applications will not be mailed for the 2018 season**. For assistance with online chartering, please email us at: support@LittleLeague.org.

- · Electronic submission of charters through the Little League Data Center
- · Online payment options available
- · Complete your league's divisional and combined teams paperwork online
- Submit charter changes denoting team changes online through the Little League Data Center as the season progresses
- · View your current charter status and outstanding balance anytime

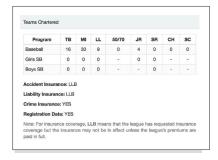


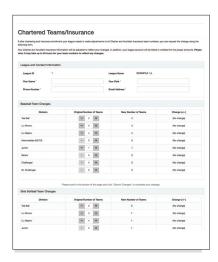
ITEMS TO KEEP IN MIND WHEN COMPLETING THE CHARTERING PROCESS

- A. Submitting your charter application early will allow you to receive your league supplies including Rulebooks, tee ball guides, and more, well in advance of the playing season.
- B. Even if you don't know the exact number of teams yet, chartering early is the best practice. The numbers can be adjusted online after you complete your registration process.
- C. Please note: Charter fees may be deferred until registration is complete. If insurance fees are not paid in full and deferred after January 1, 2018, the insurance coverage effective date will not be until the date insurance fees are received, paid in full, and approved for a chartered Little League and their chartered teams.









Section 2: Operations LittleLeagueU.org | Page 9

Step 2.

REVIEW CONSTITUTION AND BYLAWS:

It is a requirement that every league spell out its operations in a document usually referred to as the Constitution. The Constitution is the governing document of the league that outlines and defines a number of key functions of a local league such as membership, financial procedures, amendments, disciplinary action, and the role of the Board of Directors. A signed and dated copy must be filed with your respective Regional Office.

Each Little League® should review its Constitution annually. The bylaws are a league's local rules and policies that enhance but do not diminish Little League rules and regulations.

If your league would like to change its Constitution, it will need to follow the proper procedure for amending. If the current

Constitution cannot be located, please call your respective Regional Office to obtain a copy. It is important to remember that any changes that are made to the Constitution must be approved by the membership of your local league and reviewed by Regional Office in writing before the amendment is put into effect.



DID YOUR LEAGUE ...

- Review current league Constitution with the Board of Directors?
- Review if any amendments or changes necessary?
- Send a draft of proposed amendments to your Regional Office for review/approval?
- Approve amendments with general membership during the annual membership/election meeting?

Download a Sample Constitution at LittleLeague.org/Constitution

BYLAWS:

LOCAL RULES, GROUND RULES, AND BYLAWS

Bylaws or local league rules spell out local operating procedures specific to each local league. The local rules, ground rules, and bylaws for any local league should be brief and are developed, maintained, and approved annually by the Board of Directors, and are not considered part of the Constitution.

Here are a few examples of local rules, ground rules, and bylaws that you may see used by a local league.

LITTLE LEAGUE LOCAL RULES - SAMPLE

- The method for selecting Tournament Team players for all divisions will be the method suggested in the Little League Baseball Tournament Rules and Guidelines. The Board of Directors will select the managers and coaches of the various Tournament Teams. (See Tournament Rules and Guidelines).
- 2. The Draft Method for all divisions above Minors will be the same as "Plan A Method for Existing Leagues". (Note: The last team to draft in each round is the team that won the previous year's championship, regardless of overall record).

LittleLeague.org/BylawsSample

- 3. Any player who is out of the lineup for more than three consecutive weeks (or six games) is subject to being removed from his/her team by action of the Board of Directors. However, the Board of Directors reserves the right to allow such player to remain on the roster. Managers must make the Player Agent aware if any player misses more than two consecutive games for any reason. Failure to do so may be cause for disciplinary action against the manager. (See Regulation III (d)).
- No player may be called up from a Minor League to a Major League team in the last two weeks of the regular season. (See Regulation III (d) 2).

You will notice that none of the local rules conflict with Little League Rules, Regulations, or Policies. Also, they do not re-state any existing Little League Baseball and Softball Rule, Regulation, or Policy, as this invites conflicting interpretations. Local rules, ground rules, and bylaws expire each year.

Page 10 | LittleLeagueU.org Section 2: Operations



VERIFY THAT THE BOUNDARIES ON YOUR PRINTED BOUNDARY MAP AND THE MAP FOUND ON THE LEAGUE FINDER ARE THE SAME: IF NOT CONTACT YOUR DISTRICT ADMINISTRATOR.

When conducting player recruitment, registration, and fundraising efforts, it is critical for a local league to be familiar with its league boundaries. All players in every division registered within a local league must reside or attend school within the league's approved boundary.



During the registration process, residence shall be supported by **at least one document** dated or in force between February 1, 2017 and February 1, 2018, **from three separate and distinct groups**. School attendance shall be established and supported by a document indicating enrollment for the current academic year, dated prior to October 1, 2017, from one of the **two approved categories**. Additional information can be found by visiting LittleLeague.org/Residence.

COMMON QUESTIONS ABOUT LEAGUE BOUNDARIES:

Q. WHERE CAN I OBTAIN A COPY OF OUR LEAGUE'S BOUNDARY MAP?

A. Each league has an approved boundary map on file at your respective Regional Office. If you do not have a copy of your map, you can obtain a copy by calling your Regional Office.

Q. HOW DO I MAKE CHANGES TO OUR BOUNDARY MAP?

A. League boundaries may only be changed with Charter Committee approval. Proposed changes to an existing league's boundary must be sent to your District Administrator for review and confirmation that there is no conflict with another league's boundary. Your District Administrator will then submit the proposed boundary change to your respective Regional Office for presentation to the Charter Committee for approval.

Q. WHAT DO WE DO IF A PLAYER WHO DOES NOT RESIDE WITHIN OUR BOUNDARY ATTEMPTS TO REGISTER IN OUR LEAGUE?

A. 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. Players that do not reside within a league boundary but attend a school that is physically located within the league boundary are permitted to participate in that league with full eligibility.

TIP: Visit LittleLeagueU.org/Review-Boundary-Map for more information.

Step 4.

STEPS TO TAKE AFTER REGISTRATION:

Many times after a player is registered within a local Little League® program, the family has questions about what comes next. By using these frequently asked questions, you will be able to better help parents prepare their Little Leaguer® for the upcoming season.

TOP 5 FAQs FROM PARENTS

1. Q: How are players assigned to a team?

A. Players may be asked to participate in player evaluations, depending on the division. Following player evaluations, the Player Agent will conduct a draft using one of three approved methods to assign players to teams.

TIP: Visit LittleLeagueU.org/Player-Draft to learn how players are assigned to teams.

2. Q: When will I hear what team my child was assigned to?

A. After the draft, coaches will call or email families to notify them of what team they have been assigned to. They will provide you information about practice times and locations. It is important to note that each coach sets the practice schedule for their team.

3. Q: I have not been contacted by our team manager, what do I do?

A. Not all teams begin practice at the same time, so you may not have missed any activity. If you have not been contacted by (insert date), please contact your player agent.

4. Q: What will my child need to participate?

A. Your child should be prepared to bring athletic shoes or spikes and a glove to all games and practices. Shoes with metal spikes or cleats are not permitted in Little League Tee Ball through the Major Division

TIP: Not all parents are familiar with what players will need to participate in Little League. Provide information during the registration process of what the league will provide versus what parents are expected to provide.

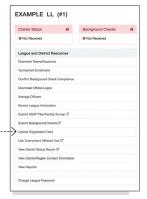
5. Q: How often are practices and games? When does the session start?

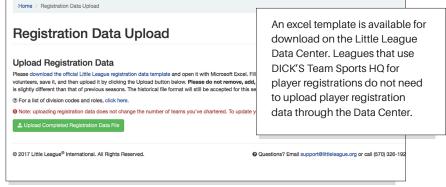
A. You will be provided a practice and game schedule by your team manager.

TIP: Not all parents are familiar with all league facility locations. Provide information during the registration process.

SUBMITTING PLAYER REGISTRATION DATA

After player registrations are complete, all leagues are required to submit player registration data through the Little League Data Center.





LLU
LITTLE LEAGUE*
UNIVERSITY

TIP: Visit LittleLeagueU.org/RegCheckList for example documents you can provide to families during registration process.

Page 12 | LittleLeagueU.org Section 2: Operations



PLAYER SELECTION SYSTEMS

All local Little League® programs are required to assign players to teams via a draft once player evaluations conclude to assure divisions are completed. Having a draft is not only a requirement in the Little League Major Divisions and above, it also allows for parity within your league that will provide for a valuable 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.

1^{ST} OPTION - DRAFT PLAN A



Are not satisfied with parity among teams according to recent survey of Little League parents. Using approved draft methods helps to ensure parity.

After a thorough player evaluation has been completed, 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 in every round and the remaining teams select in the reverse order of standing. For the purpose of explanation, let us assume that there are four teams in the league:

FIRST ROUND

- 1. Fourth place manager selects the first player.
- 2. Third place manager selects the second player.
- 3. Second place manager selects the third player.
- 4. First place manager selects the fourth player.

SECOND ROUND

- 1. Fourth place manager selects the fifth player.
- 2. Third place manager selects the sixth player.
- 3. Second place manager selects the seventh player.
- 4. First place manager selects the eighth player.
- 5. Process repeats until the rosters are completed.

2^{ND} OPTION - DRAFT PLAN B

THIS DRAFT IS ACTUALLY IN TWO SEPARATE PARTS.

FIRST PART INCLUDES THOSE PLAYERS WHO ARE:

- A. Returning from a Major team in the same division, AND;
- B. Have registered for the current season.

This 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.

SECOND PART OF THE DRAFT INCLUDES:

 A. All players who are eligible for selection and have attended the required number of player evaluations.

The draft rotation follows the reverse order of finish from the previous season, with the last place team's manager receiving the first pick.

Alternate Plan B: All players may be included in the same draft pool. When the number of available roster spots remaining is equal to the number of undrafted returning Major Division players, only returning players may be selected.

3RD OPTION - DRAFT PLAN C / BLIND DRAFT METHOD

- Step 1. How many Major League teams do you have?

 Remember Major League teams may have a maximum of eight league age 12-year-olds; and league age 12-year-olds must be drafted to a Major League, Intermediate, or Junior League team.
- **Step 2.** Managers are randomly given a team name.
- **Step 3.** Place all registered 12-year-olds into a container (hat, bucket, etc). Then each manager selects a player from the container until all league age 12-year-olds are taken.
- **Step 4.** Place all league age 11-year-olds into a container. Each manager selects a player from the container until all 11-year olds are selected or until the team roster is full.
- **Step 5.** The same procedure is used for league age 9- and 10-year-olds.

Note: The league may use tryout evaluation scores to rank players based on talent/capability instead of league age provided that all league age 12-year-olds are selected to a Major League, Intermediate, or Junior League team.

TIP: When a league decides to substitute a selection system for the ones outlined above, a complete description of such substituted system must be presented in writing to Little League for approval.

FLLU

Learn more on Draft methods online at LittleLeagueU.org/Draft-Methods

Section 2: Operations LittleLeagueU.org | Page 13

Step 6.

PREPARING FOR THE LITTLE LEAGUE® INTERNATIONAL TOURNAMENT

1. Is your Charter Renewed		Yes		No				
2. Did Your League Reviev		Yes		No				
3. Did You Review Eligibility		Yes		No				
☐ League Age ☐ Regu								
OON'T LET THIS	HAPPEN Player Eligibility:	LittleLeagueU.org/Player-Eligibility						
4. Did Your League Determin		Yes		No				
BASEBALL DIVISIO	NS	SOFTBALL DIVISIONS						
☐ 8- to 10-Year-Old Divisio	n 🗆 Junior League	☐ 8- to 10-Year-Old Division		Junior	Leagu	e		
☐ 9- to 11-Year-Old Division	□ 9- to 11-Year-Old Division □ Senior League □ 9- to 11-Year-Old Division							
☐ Little League (10-12)		☐ Little League (10-12)						
☐ Intermediate (50/70) Divi	sion							
5. Have You Confirmed the		Yes		No				
DID THEY MEET ALL ELIGIBILI	TY REQUIREMENTS FOR EACH DIVISIO	N? Yes No						
6. Did Your League Com Form on the Little Leag	plete the Mandatory Tourna ue Data Center?	ment Enrollment		Yes		No		
		DEA	DLINI	E:JUN	E 15, 2	018		
7. Did You Complete The Participating In Tournar		Yes		No				
REMEMBER: Do not ani	nounce or begin practice with	tournament teams until June 1 .						
For all of your tourname	ent related questions, visit Lit	tleLeague.org/Tournament						
8. Did you league comple		Yes		No				
Loorn more	about Loggue Pespansibilities	and the Chain of Command During 1	Fourna	mont C	00000	at		
	ueU.org/Chain-Of-Command	_	ound	ment S	casul	ıaı		

LITTLE LEAGUE'S SECOND SEASON (SUMMER AND FALL)

Little League's second season gives leagues a great opportunity to lengthen their season and provide additional training and development opportunities to players of all ages. A second season program may be operated any time after the conclusion of the regular season and continue into early winter. Leagues may choose to run several additional programs: summer ball, fall ball, etc.

For more information visit LittleLeague.org/TAD

Page 14 | LittleLeagueU.org Section 2: Operations

INCORPORATION/TAX EXEMPTION:

The ease and simplicity of becoming recognized as a 501(c)(3) tax exempt charitable organization under Little League Baseball®, Incorporated's (Little League) Group Exemption Number (GEN) is one of the many benefits of being associated with the Little League program.



DON'T LET THIS HAPPEN Loss of Federal Tax Exempt Status: LittleLeagueU.org/TaxExemptStatus

TOP 5 TAX FAQs

1. Q: Is our league automatically exempt from paying income taxes?

A. No. Leagues can apply for federal tax exemption by submitting a Letter of Intent to Little League Baseball, Incorporated, for inclusion under its group exemption number, (the form and instructions are available at LittleLeague.org/TaxExempt) or by applying for it on their own directly with the IRS. Leagues must apply for their own state sales tax exemptions.

2. Q: What Reporting Procedures are needed to retain tax exempt status?

A. All non-profits, regardless of income, must file the appropriate 990 Form with the IRS annually as well as any state forms required. Failure to do so for three consecutive years will result in the IRS automatically revoking your federal tax exempt status. (See page 37 for more information)

Leagues under the Little League group exemption number must use a 10/1/17 - 9/30/18 fiscal year putting their filing deadline at 2/15/19.

The league must also submit an annual financial statement to Little League Baseball, Incorporated. A sample financial statement is available at LittleLeague.org/FinancialStatement

3. Q: What is incorporation?

A. 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 recommended.

4. Q: What benefit does incorporation afford a local league?

- A. 1. A level of recognition that business contacts, donors, and future league officers will appreciate.
 - 2. Added personal liability protection for league officers
 - 3. A means of holding title to property

5. Q: How does my league become incorporated?

A. Leagues would first obtain consent from Little League Baseball, Incorporated, to use the words "Little League" in their name by submitting their incorporation paperwork and consent form for review. Once approved, your league would file and maintain them with their state government offices. A bulletin detailing the procedure is available at LittleLeague.org/Consent

For questions or concerns regarding tax exemption including the logos of tax exempt status and incorporation please contact:

BECKY BASSETT BBassett@LittleLeague.org | 570-326-1921 ext. 2228

Step 8.

LOCAL LEAGUE ELECTIONS

Annually, each local Little League® shall be holding elections for positions on its Board of Directors. The specific process for how an election should be held can be found in the league's Constitution. Here is the sequence of events that should take place for a proper Election:

PRIOR TO THE ANNUAL MEETING:

- Define your membership in your Constitution. Membership should be limited to those who qualify as volunteers, not all parents or guardians of the players.
- 2. The league Secretary will maintain the list of current Members in good standing.
- The nominating committee should begin its work of identifying those willing to serve on the Board in June. (Sample Constitution, Article IX, Section 1.)
- The Secretary issues and collects all Absentee Ballots prior to the Annual Meeting.

AT THE ANNUAL MEETING/ELECTION:

- 1. Determine if a quorum is present. The quorum requirement is defined in the league Constitution.
- If a quorum is not present, the election cannot be held and another meeting must be scheduled. The number of Members present at this "second" meeting is deemed to meet the quorum requirement. (Robert's Rules of Order.)
- 3. Appoint an election Chairperson. (May or may not be the current League President.)
- 4. The Secretary presents the list of current Members in good standing. The Members in good standing may elect new Members for the coming year. (Sample Constitution, Article V, Section 6.)
- 5. The Members in good standing determine how many people will serve on the Board of Directors. The number must be at least the number listed in the Constitution but cannot be less than seven. (Sample Constitution, Article V, Section 6 b.)

NOMINATIONS

- The nominating committee presents its list of those who are willing to serve. Nominations are not by position unless otherwise specified in the league Constitution
- Nominations are opened to the floor. Any Member in good standing is eligible for nomination. (Robert's Rules of Order)
- 3. Nominations are closed by vote of Membership
- 4. Every Regular Member in good standing receives one ballot
- 5. Voters list names of eligible candidates up to the number previously determined $\ensuremath{^\dagger}$
- 6. Nominees must receive at least 50% + 1 of the vote to be elected
- 7. New Board is announced
- 8. Membership votes to approve the results of the election

Learn more about holding elections





LittleLeagueU.org/Board-Elections

AFTER THE ELECTION:

- New Board meets to elect officers from among its number. At a minimum, the officers are: President, Vice President,
 Treasurer, Secretary, Player Agent, Safety Officer, and Coaching Coordinator. (Sample Constitution, Article V, Section 6 d;
 Regulation I b.)
- 2. Establish meeting dates for Board
- 3. Publish election results
- 4. First official responsibilities: Notify the District Administrator, Regional Headquarters and Little League International, through the Little League Data Center, of the results of the election. (Must include complete a physical addresses, telephone numbers, and email addresses of Board Officers). LittleLeague.org/DataCenter

Page 16 | LittleLeagueU.org Section 2: Operations

[†] Exception: Absentee Ballots are voted according to preference and may list more than the pre-determined number.

IMPORTANT BAT INFORMATION

BASEBALL DIVISIONS



Beginning on January 1, 2018, Little League will be joining USA Baseball and other youth organizations in implementing the new USA Baseball Bat Standard.

Previously approved baseball bats that were approved for use for the 2017 season **will no longer be acceptable for use in any Little League game or activity** starting on January 1, 2018. The chart below provides a summary of the 2018 bat requirements.

Learn more at USABat.com/Faq/





Softball Bats: These changes do not affect bats used in Little League Softball. Please refer to Rule 1.10 for Softball Bat Requirements.

TEE BALL BAT STICKER PROGRAM



Starting on January 1, 2018, all Tee Ball bats in the Little League Baseball® Tee Ball program must feature the USA Baseball mark and accompanying text. Tee Ball bats that were produced and/or purchased prior to the implementation of the new standard can be certified using an Approved Tee Ball Sticker (available September 1, 2017) via the **USA Baseball Tee Ball Sticker Program**

and must be used with approved Tee Ball baseballs for Little League play, visit LittleLeague.org/Balls.



Tee Ball bats for Little League Softball® Tee Ball programs must follow the Little League Softball Official Regulations, Playing Rules, and Policies.

2018 LITTLE LEAGUE BASEBALL® AGE CHART

Match month (top line) and box with year of birth. League age indicated at right.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC	AGE
2014	2014	2014	2014	2014	2014	2014	2014	2013	2013	2013	2013	4
2013	2013	2013	2013	2013	2013	2013	2013	2012	2012	2012	2012	5
2012	2012	2012	2012	2012	2012	2012	2012	2011	2011	2011	2011	6
2011	2011	2011	2011	2011	2011	2011	2011	2010	2010	2010	2010	7
2010	2010	2010	2010	2010	2010	2010	2010	2009	2009	2009	2009	8
2009	2009	2009	2009	2009	2009	2009	2009	2008	2008	2008	2008	9
2008	2008	2008	2008	2008	2008	2008	2008	2007	2007	2007	2007	10
2007	2007	2007	2007	2007	2007	2007	2007	2006	2006	2006	2006	11
2006	2006	2006	2006	2006	2006	2006	2006	2005	2005	2005	2005	12
				2005	2005	2005	2005					12
2005	2005	2005	2005					2004	2004	2004	2004	13
2004	2004	2004	2004	2004	2004	2004	2004	2003	2003	2003	2003	14
2003	2003	2003	2003	2003	2003	2003	2003	2002	2002	2002	2002	15
2002	2002	2002	2002	2002	2002	2002	2002	2001	2001	2001	2001	16

Per Regulation IV(a), the Little League International Board of Directors approved grandfathering players born between May 1 and August 31, 2005 as 12-year-olds for the 2018 season.

2018 LITTLE LEAGUE SOFTBALL® CHART

Match month (top line) and box with year of birth. League age indicated at right.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC	AGE
2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	4
2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	5
2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	6
2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	7
2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	8
2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	9
2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	10
2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	11
2005	2005	2005	2005	2005	2005	2005	2005	2005	2005	2005	2005	12
2004	2004	2004	2004	2004	2004	2004	2004	2004	2004	2004	2004	13
2003	2003	2003	2003	2003	2003	2003	2003	2003	2003	2003	2003	14
2002	2002	2002	2002	2002	2002	2002	2002	2002	2002	2002	2002	15
2001	2001	2001	2001	2001	2001	2001	2001	2001	2001	2001	2001	16

Page 18 | LittleLeagueU.org Section 2: Operations