LITTLE LEAGUE® RESOURCE GUIDE 2017-18





SUPPORTED BY:

Section 1: Introduction

THE LITTLE LEAGUE® PLEDGE

I trust in God

I love my country and will respect its laws

I will play fair and strive to win

But win or lose

I will always do my best

HOW-TO GUIDE | 2018 LITTLE LEAGUE® RESOURCE GUIDE

Welcome to Little League[®], and thank you for trusting our program to provide your children and community with a healthy and fun experience. Within this Little League Resource Guide, you'll find materials that will assist in the day-to-day operation of your league. The content is designed to help strengthen and even grow your league, so refer to this guide, and its complementary resources on LittleLeagueU.org , regularly before, during, and after the season.

MAKE THIS SEASON A HOME RUN

- · Assign roles and responsibilities (Board Officers and Committees Groups) before the start of your season.
- · Provide all Board Members a copy of this years goals and strategies.
- Keep the Resource Guide available and ready for any . board member, volunteer, or meeting.
- · Copy worksheets and encourage notes.

Complete all check boxes.



Assign worksheets to designated committee members, to help reach specific tasks.

	or meeting.		SEC	TION 1
			INTRODUCI	'ION
	SECTION 2		Important Dates	2
PRIMARY BOARD MEMBERS	OPERATIO	NS	• Grant Program	3
A. PRESIDENT	·How To Charter	9	Divisions of Play	4-5
B. VICE PRESIDENT C. PLAYER AGENT	•Review Constitution and Bylaws	10	• Use of Little League Marks	6
D. SECRETARY	·League Boundaries	11		
	• Steps After Registration	12		
	·Player Draft Systems	13	SEC	TION 3
	International Tournament Checklist		MARKETI	NG
	·Incorporation/Tax Exemption	15		
	·Local League Elections		•Registration/Season Planning	19-20
		16	Preparing for Registration	21-22
			Volunteer Recruitment Guide	23
	PRIMARY BOARD MEMBERS		·Fundraising	25-26
	A. PRESIDENT		•Developing Community Awareness	27
	B. PLAYER AGENT		•Communication Tools	28-30
	C. COACHING COORDINATOR D. SPONSORSHIP/FUNDRAISING E. INFORMATION OFFICER	MANAGER	Download Worksheets for all five marketing sections league at LittleLeagueU.org/Worksheets	for your
PRIMARY BOARD MEMBERS	RISK MANAGEME	NT 31		
B. SAFETY OFFICER C. INFORMATION OFFICER	How to Submit an Accident Claim	31		
C. INFORMATION OFFICER	How to Submit a Crime Insurance	32		
	Insurance FAQs	33		
	•ASAP 15 Requirements	34		
	•Background Checks	35-38	SEC	TION 5
			FINAN	ICE
	PRIMARY BOARD MEMBER	s	·League Treasurer	39
	A. TREASURER		> 9 Principle Responsibilities	39
	B. AUDIT COMMITTEE		Best Practices	40
			Tips for Preventing Fraud	41
SECTION 6			Credit/Debit Card Guidance	42
INFOR	RMATION TECHNOLOG	Y	Download Treasurer Report, Monthly Revenue- Exper Worksheets at LittleLeagueU.org/Finance-Downloa	
Website Checkl	list 43-44			
• Data Center Gui	ide 45-46			
Quick Links	47			
• Regional Office	Locations 48			

PRIMARY BOA A. PRESIDENT

IMPORTANT DATES

DECEMBER 31, 2017

LEAGUE AGE DETERMINATION DATE SOFTBALL⁺
 Softball Age Chart: LittleLeague.org/AgeChartSB

JANUARY 1, 2018

- IMPLEMENTATION OF USA BASEBALL'S NEW USA BAT STANDARD
- For Baseball Little League Minors/Majors, Intermediate (50/70) Division and Junior Division, as well as the Little League Challenger Program: Bat Barrel changed to 2 ⁵/₈" Maximum

FEBRUARY 1, 2018

RESIDENCY ELIGIBILITY

- Players that have not previously completed an approved player verification form must present residency documents that is either dated or in force between February 1, 2017 and February 1, 2018.
- Note: School Enrollment deadline is October 1, 2017

FEBRUARY 15, 2018

SUBMIT YOUR FEDERAL TAX RETURN

Download forms LittleLeague.org/TaxExempt (page 15)

APRIL 1, 2018

- DEADLINE TO SUBMIT YOUR ASAP PLAN
 Learn more at LittleLeague.org/ASAP
- SUBMIT PLAYER REGISTRATION AND COACH/MANAGER DATA
 - Login to the Data Center: LittleLeague.org/DataCenter

LITTLE LEAGUE DATA CENTER NEW LOOK, EASIER TO USE



JUNE 1, 2018

PAY ALL CHARTER AND INSURANCE FEES

- DEADLINE TO ADJUST CHARTERED TEAM NUMBERS
 All divisions of play
- SUBMIT WAIVER REQUESTS*

 Pertaining to player and league eligibility. They must be submitted and approved by this date

- DEADLINE TO SUBMIT COMBINED TEAMS AND/OR INTERLEAGUE PLAY REQUESTS^{*}
 - · This may involve tournament play

JUNE 15, 2018

DEADLINE TO SUBMIT YOUR TOURNAMENT ENROLLMENT FORM

AUGUST 31, 2018

- LEAGUE AGE DETERMINATION DATE FOR THE BASEBALL DIVISION.[†]
 - Baseball Age Chart: LittleLeague.org/AgeChartBB
 - Note: 12- year-olds are grandfathered into the chart

SEPTEMBER 15, 2018

SUBMIT TOURNAMENT MILEAGE FORMS

Receive reimbursement from your league's tournament season travel.

SEPTEMBER 30, 2018

UPDATE YOUR LEAGUE OFFICER LIST ONLINE

- In the Data Center to ensure the 2018-2019 Little League® Resource Center will be sent to the correct individuals.
- Login: LittleLeague.org/DataCenter

OCTOBER 1, 2018

BEGIN CHARTERING ONLINE

• 2019 playing season

TIPS:

- [†] Please reference page 18 of the League Resource Guide or the Baseball Rulebook for the age determination for baseball.
- *For additional information on waiver process and FAQs visit : LittleLeague.org/WaiverRules

helping local little league® GROVTHE GAME GRANT PROGRAMS

\$2.3 MILLION



→ FOR 7,000 LOCAL LITTLE LEAGUE PROGRAMS IN MORE THAN 80 COUNTRIES

In June 2015, Little League[®] Baseball and Softball announced a \$4 million plan to help local Little League programs enhance the games of baseball and softball in their communities. Providing financial assistance to these programs ensures that all children have the opportunity to have a meaningful Little League experience. The initiative is called Grow the Game, with the cornerstone being the Little League Grow the Game Grant Program.

With different grants earmarked for League Enhancement, Little League Softball[®], Little League Challenger Division[®], and Little League Urban Initiative programs, Little League has awarded more than \$2.3 million to local Little League programs to use to grow the game.

This past year along, Little League has distributed more than \$1.3 million for projects ranging from marketing campaigns to softball coaching clinics to making fields accessible for Little League Challenger Division players. To apply for a grant visit LittleLeague.org/GrowTheGame

GRANT TYPES

- League Enhancement Grants: Available to help leagues increase participation
- Softball Grants: Available to help leagues start or grow softball programs
- Challenger Grants: Available to help leagues start or grow Challenger programs
- Urban Initiative Grants: Available to help leagues make baseball and softball available to children in urban areas



⁶⁶ It's important to make their experience as positive as possible. Having their own field gives them a sense of belonging. >>

Phil Woods, League President York City Little League, York, Pa. Urban Initiative Program

** The Little League Grant supported our efforts more than I can say...and the results were impressive... players improved and built up their stamina. >>

Staci Iannuccillo Macdonald, League Vice President Portsmouth (R.I.) Little League, Softball Program





LITTLE LEAGUE® DIVISIONS OF PLAY



LITTLE LEAGUE CHALLENGER DIVISION®

FULL BENEFITS OF PARTICIPATION

FOR INDIVIDUALS WITH INTELLECTUAL AND PHYSICAL CHALLENGES • BOYS AND GIRLS

NON-COMPETITIVE LEVEL OF PLAY

AGES // 4-16

Players may participate in the Challenger Division up to 22 years old if they are enrolled in a school program and their league does not offer a Senior League Challenger Division



*Based on a 2017 survey of 12,500 Little League parents.

SENIOR LEAGUE CHALLENGER DIVISION® INDIVIDUALS 15 AND OLDER NO MAXIMUM AGE

INTELLECTUAL AND PHYSICAL CHALLENGES
 NON-COMPETITIVE LEVEL OF PLAY

LITTLE LEAGUE[®] – THE PRESTIGE IN THE NAME



Today's parents are inundated with sports opportunities for their children. It is the responsibility of Little League International to ensure that awareness and education of the value of the Little League program reaches parents for consideration.

Many parents grew up playing Little League. They have an existing connection to our program. In a survey of parents, more than 99 percent of parents responded that they had an awareness of Little League and recognize **the mission** - **developing good citizens - and the values - teamwork, sportsmanship, and fair play - of the Little League program.**

UTILIZE LITTLE LEAGUE'S TRADEMARKS AT THE LOCAL LEAGUE LEVEL

Little League's registered trademarks, which include a series of logos, names, and characters, can assist your league with drawing attention and interest from members of the community, including prospective players. Many families will seek out a Little League program by name, so using these names, marks, and logos can assist your recruitment efforts.



As part of your annual charter with Little League International, you are given *limited permission* to utilize Little League trademarks, which includes:



- 1. Using the name "Little League" in connection with your local league name (e.g. South Nashville Little League) and website
- 2. Using the Little League logo for purposes connected to promoting your league and its programs within the community

WITH USE OF LITTLE LEAGUE COMES RESPONSIBILITY

While the use of the trademarks for Little League are permitted for local league use, much care must be considered to avoid exploitation. Under no circumstances may local leagues, District Administrators, or other field personnel permit the Little League Trademarks to be used on/or in connection with, any business products or services. The local league does not have the right to assign the use of Little League Trademarks to any third party entity.

Further, the Little League Trademarks are representative of specific baseball and softball programs chartered with Little League International and should not be used as merely a descriptive term for all youth athletic programs. Whenever they appear online or in print, the Little League Trademarks should always be capitalized and refer only to the activities of Little League.

Reminder: At no time is a local league permitted to use the Little League logos in connection with a business or organization entity nor give that business permission to use the Little League logos in any form or fashion. Logo use is **ONLY** permitted by the league to help promote the league's initiatives, which may include such activities as registration and promotion on your website.

GUIDELINES FOR USE OF "LITTLE LEAGUE" IN FUNDRAISING AND LOCAL LEAGUE SPONSORSHIP

Donors and sponsors of teams at any level of the Little League® program should be motivated by the single objective of making a worthwhile community contribution. A local supporter should aim to assist youth and help make their community a better place in which to live. Sponsorships should be positioned as donations to the local league. Local leagues must recognize that they have a responsibility to the local community to see to it that funds collected in the name of the league are used for league purposes and not for any other purpose, however laudable it may be. Further, great care must be taken to assure that such funds are not diverted to line the pockets of some enterprising operator, business, or individual.

Sponsorship of leagues and teams is an important way for local Little Leagues to raise funds for operations. It must be understood, however, that sponsorship donation does not give the sponsoring entity any rights in the operation of the league or any team, nor does it give the local league sponsor the right to use Little League trademarks in any way. For example, such prohibited use includes giving a local business entity the right promote the local league in the business entity's advertising or public relations in any manner. The local league must conduct its own recognition efforts for any and all promotion of activities related to the local league operations. By way of example, a local car dealership provides a cash and equipment donation to a local league. The local league must do its own public relations to recognize the donation.

No advertisements for sponsors or donors (lettering on uniforms, fence signs, program ads, websites, etc.) may include direct references to alcohol; tobacco products; e-cigarettes; vaping; marijuana or other controlled substances; firearms; gambling; or adult content. Leagues should carefully evaluate donations and sponsorships, avoiding those which may, according to local community standards or local league membership, be objectionable or offensive. Additional standards for sponsorship may be set by the local Little League. Under certain circumstances, Little League International reserves the right to restrict a local league sponsorship that may be deemed offensive to their constituency.

Little League International reserves the right to prohibit any local Little League or District from accepting a sponsorship, advertisement, or donation if it deems that the sponsor, advertiser, donor, or its products or services are considered offensive to members of the Little League program or if it violates the provisions of the following statement: 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.

Local Leagues should also maintain similar guidelines for fundraising during Tournament. Statements noted above apply to local league fundraising at all times throughout the year.

For information and guidelines on using Little League trademarks including names and logos, securing patches for uniforms, and additional information about licensed products from reputable companies, visit LittleLeagueU.org/Permission.



Visit: LittleLeague.org/Local-Sponsorship

SOLICITING FUNDS USING THE WORDS "LITTLE LEAGUE"

The use of the Little League Trademarks by any person, organization, business entity, or league not chartered by Little League or in an unauthorized fashion is an infringement of Little League Trademark rights.

It is the policy of Little League International not to endorse any company, commercial product, or service with the exception of those items of approved playing equipment and other materials and entities associated with Little League International. Any use of the Little League Trademarks, unless expressly granted by Little League International, which falsely tends to imply such an endorsement is an infringement.

Local Leagues and Districts that operate under a tax exempt non-profit status must be in compliance with their specific state requirements for charitable solicitations among non-profits. Additional steps may be required of leagues or districts before you are permitted to solicit funds in the name of the league in your local community. Such guidelines also may pertain to games of chance, raffles, crowdfunding, and other contest that are used as fundraisers.

Be sure to check your individual state laws or other requirements regarding fundraising and be sure that you adhering to these guidelines with all activities.

A helpful resource can be found here:

GENERAL FUNDRAISING GUIDANCE

Leagues should rely on their District Administrators for guidance on local league fundraising plans. District Administrators are urged to establish communication with their leagues in order to (a) give the leagues the benefits of their experience with proposed fundraising efforts, and (b) to pass on to them the experience of other leagues in similar ventures. Guidance should be provided on fundraising plans and efforts to gather funds from within the boundaries of the local league.

Some businesses or organizations may require a local league to formalize an agreement for sponsorship or donation. An example of a local league sponsorship agreement can be found at LittleLeague.org/SponsorshipAgreement.

At times, leagues may be asked to indemnify or insure a sponsor for their activities with the league. Leagues should not agree to any such provisions and should read agreements carefully before signing. Local leagues are not responsible for taking on the liability of the activity of a sponsor, even if that sponsor is supporting a local Little League or is associated with the league through a sponsorship agreement.

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	Sponso	orship A	greem	ent
	Local	"LAMPLI" Little League Sponsorch	ip Agreement	
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Upon occasion it has come to the attention of Little League International that leagues have been victimized by participating in fundraising plans proposed by outsiders as an easy means to obtain necessary funds. These schemes have

been designed to exploit the warm feelings that local businessmen and residents in the community have for Little League. They run a wide gamut but essentially they involve the designation of a company to act as an agent of the local league, authorizing the company to contact businesses or members of the public in behalf of the local league. It involves the solicitation of donations or sponsorships, the sale of goods, of advertising space, of magazines, photographs or consists simply of a solicitation of funds on a straight contribution basis.

The use of a third-party company to raise funds, solicit sponsorships, or conduct general marketing or public relations efforts is for a local league highly discouraged and typically results in an inappropriate use of the Little League trademarks or an inappropriate amount of funds being generated for the league.

A number of leagues participating in such operations have reported receiving a disproportionately small part of the total moneys collected. It also opens the door to abuses in the use of the Little League Trademarks and can be in violation of the terms of the league's charter. The Little League charter extends the privilege of using Little League Trademarks, however it does not grant the right of the league to extend the use thereof to another person, organization or business entity as noted above.

Without authority of any kind, some unscrupulous operators are prone to represent themselves as agents of Little League because of the magic of the name to solicit payment in the name of Little League and obtain checks made out to the local Little League. The local league has little control over such situations, and such abuses come to their attention or Little League International after the damage has been done.

The endorsing and cashing, in this manner, of checks made out to Little League may well constitute fraud or forgery.

Make this a subject for league meetings. Request your volunteers notify you of any proposed money-raising plan involving outsiders. Examine the proposal, the need for a signed agreement or contract, and make certain there is no possibility that funds will be collected from within the boundaries of neighboring leagues. Then, contact Little League International with full details of the plan.

CROWDFUNDING OR OTHER ONLINE FUNDRAISING

This policy is in regard to the use of any form of crowdfunding service or website-based platform for the financial benefit or gain of any level of Little League (i.e., local, district, state, provincial).

Crowdfunding can be defined as, the use of small amounts of capital from a large number of individuals to finance a project, business venture, or to fundraise for a specific cause or charity. Through the use of personal networking, social media platforms, and other internet based resources, funds can be raised to support these different campaigns or efforts from a grassroots level, such as a local Little League.

Per the Little League Operating Policies, charitable funding and contributions can be collected through web-based crowdfunding platforms, so long as standard Little League policies are followed when utilizing this means of charitable fundraising. Current policies state that in no manner should there be any solicitation by a third party or individual in the name of or on behalf of a local league; solicitation of funds is to be done by the league or district itself.

In addition, the use of any Little League registered logos and trademarks must be used in connection with the local league name, and should not be misrepresented or altered in any way, without first contacting Little League International. It's also important to keep in mind as with any league or district fundraiser that any promotion of the effort must be done by the league or district itself and not any outside entity such as local businesses or individual donors. Donations that are collected through this method should not be for any personal or business gain, but strictly to assist youth and to strengthen the community program.

While this may potentially be a way for a league or district to fundraise, it may not always be the most cost effective method of generating funding. When looking into different options related to crowdfunding, please be sure to investigate all the potential drawbacks that may impact the league or district's ability to collect the funds associated with a crowdfunding campaign. Because of the ease of creation of one of these crowdfunding campaigns, local leagues and districts should also closely monitor for individuals fraudulently misrepresenting themselves as a fundraising entity.

Crowdfunding may be a current means to raise funds but may not be the best solution for your league or district. A simple donation option on the league or district website may be a better means to collect donations.

SECTION 1: INTRODUCTION FEATURED LINKS **DOWNLOAD FORM** FEDERAL TAX Letter of Intent for Tax Exempt Status **EXEMPT FORM** LittleLeague.org/TaxExempt **GRANT PROGRAMS** Learn More and Download An Application LittleLeague.org/GrowTheGame THE LITTLE LEAGUE® NAME Limitations on Using the Word Trademarks Information "LITTLE LEAGUE[°]" LittleLeagueU.org/Permission LOCAL SPONSORSHIP AGREEMENT Information and Downloadable Form LittleLeague.org/SponsorshipAgreement LITTLE LEAGUE® DATA CENTER Little League® Data Center Log • Charter Teams/Insurance League ID # a ... • Enroll in Tournament • Update Officers • Submit ASAP Plan/Facility Survey • Upload Data Registration Verify Player's Boundaries Affidavit Tool Confirm Background Checks Download Official Logos LittleLeague.org/DataCenter

Section 2: Operations

THE LITTLE LEAGUE® PARENT/VOLUNTEER PLEDGE

I will teach all children to play fair and do their best

I will positively support all managers, coaches, and players

I will respect the decisions of the umpires

I will praise a good effort despite the outcome of the game

SECTION 2: OPERATIONS FEATURED LINKS

Annual Boundary Map Review - 3 Essential Actions Beviewing Your League's Boundary Map - 3 Sing Process - 3 Jampa very part league's reage of the et Yes - 3 Jampa very part leagues in yes - 3 Jampa very part leagues of the et Yes - 3 Jampa very served to any transmission - 3 J

ANNUAL BOUNDARY MAP REVIEW 3 Essentials Actions

LittleLeagueU.org/Review-Boundary-Map



HOW PLAYERS Are Assigned To Teams LittleLeagueU.org/Player-Draft



SUCCESSFUL Registration Checklist LittleLeagueU.org/RegCheckList



PLAYER SELECTION: Approved Draft Methods LittleLeagueU.org/Draft-Methods



REGISTERING PLAYERS FROM OUTSIDE The League Boundaries LittleLeagueU.org/DLTH-Boundaries

LOSS OF FEDERAL TAX STATUS Local League LittleLeagueU.org/TaxExemptStatus



HOW TO HOLD Your Local League Board Election LittleLeagueU.org/Board-Elections

CONSTITUTION and Bylaws reviews

LittleLeagueU.org/ReviewConstitution

OPERATIONS HOW-TO-GUIDE

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.



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Boys SB	0	0	0	-	-	0		-
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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

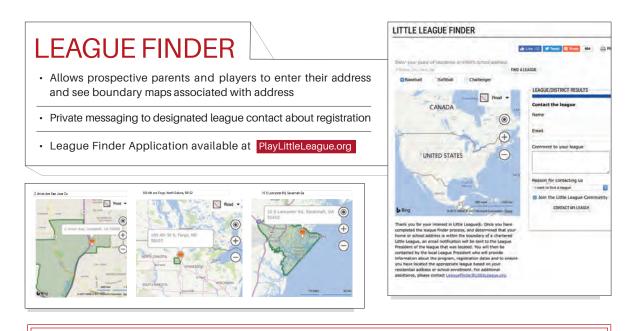
- 3. Any player who is out of the lineup for more than three consecutive weeks (or six games) is subject to being removed from his/her team by action of the Board of Directors. However, the Board of Directors reserves the right to allow such player to remain on the roster. Managers must make the Player 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.

Step 3.

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 League[®] 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. EXAMPLE LL (#1) Home Registration Data Upload Charter Status & Background Ch An excel template is available for **Registration Data Upload** download on the Little League Data Center. Leagues that use **Upload Registration Data** DICK'S Team Sports HQ for the official Little Le data template and open it with M volunteers, save it, and then upload it by clicking the Upload button below. Please do not remove, add, is slightly different than that of previous seasons. The historical file format will still be accepted for this se player registrations do not need Minute Officers to upload player registration (9) For a list of division codes and roles, click here. Submit ADAP Print willy Dury O Note: uploading registration data does not change the number of teams you've charte data through the Data Center. United Registration Data Uplead Completed Registration Data File Vew Danier Status Report Of © 2017 Little League[®] International. All Rights Reserv O Questions? Email support@littleleague.org or call (570) 326-19 Vew Peports

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

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Step 5. 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

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

I OUT OF 4

Are not satisfied

of Little League

approved draft methods helps to

ensure parity.

with parity among teams according to recent survey

- 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.

2^{ND} OPTION - DRAFT PLAN B

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 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.

THIS DRAFT IS ACTUALLY IN TWO SEPARATE PARTS.

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.

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

Step 6.

PREPARING FOR THE LITTLE LEAGUE® INTERNATIONAL TOURNAMENT

. Is your Charter Renewed, Pa		Yes		No		
2. Did Your League Review the ANTICIPATE IT BETWEEN APRIL AND		Yes		No		
8. Did You Review Eligibility Rec		Yes		No		
🗆 League Age 🛛 🗆 Regular S						
ON'T LET THIS HA	PPEN Player Eligibility:	.ittleLeagueU.org/Player-Eligibility] —			
. Did Your League Determine W	Vhat Divisions to Enter in th	ne International Tournament?		Yes		No
BASEBALL DIVISIONS		SOFTBALL DIVISIONS				
□ 8- to 10-Year-Old Division	Junior League	□ 8- to 10-Year-Old Division		Junior	Leagu	е
9- to 11-Year-Old Division	□ Senior League	□ 9- to 11-Year-Old Division		Senior	Leagu	е
Little League (10-12)		Little League (10-12)				
 Little League (10-12) Intermediate (50/70) Division 						
		ch Division?		Yes		No
Intermediate (50/70) Division Intermediate (50/70) Division Intermediate (50/70) Division	QUIREMENTS FOR EACH DIVISIO	ch Division?		Yes		No
 Intermediate (50/70) Division 5. Have You Confirmed the Tou DID THEY MEET ALL ELIGIBILITY RE 5. Did Your League Complete	QUIREMENTS FOR EACH DIVISIO	ch Division?		Yes	□ □ E 15, 2	No
 Intermediate (50/70) Division 5. Have You Confirmed the Tou DID THEY MEET ALL ELIGIBILITY RE 5. Did Your League Complete	e the Mandatory Tourna Data Center? ver Verification Form. Rec	ch Division? N? Yes No nment Enrollment		Yes	E 15, 2	No
 Intermediate (50/70) Division Have You Confirmed the Tou DID THEY MEET ALL ELIGIBILITY RE Did Your League Complete Form on the Little League D Did You Complete The Play Participating In Tournamen 	QUIREMENTS FOR EACH DIVISION e the Mandatory Tourna Data Center? ver Verification Form. Rec t Play.	ch Division? Yes No ment Enrollment DEA quired for All Players tournament teams until June 1.		Yes E:JUN	 E 15, 2	No 018

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

Step 7. 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.
- 3. The nominating committee should begin its work of identifying those willing to serve on the Board in June. (Sample Constitution, Article IX, Section 1.)
- 4. 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

- 1. 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
- 2. 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
- Voters list names of eligible candidates up to the number previously determined⁺
- 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

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

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

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.*

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

2018 LITTLE LEAGUE BASEBALL® AGE CHART

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

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.

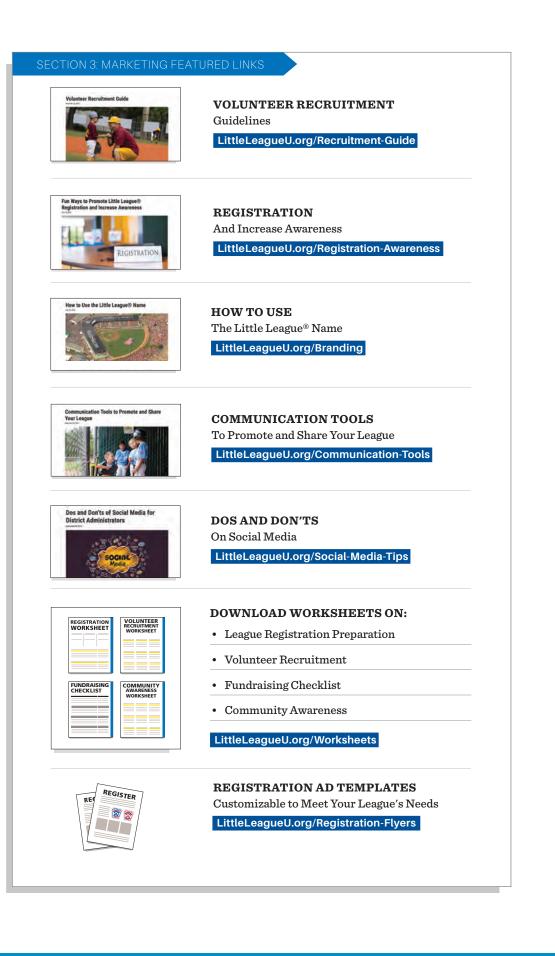
2018 LITTLE LEAGUE SOFTBALL° CHART

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

Section 3: Marketing Resources

YOUR LEAGUE'S REGISTRATION AND FUNDRAISING



REGISTRATION

There are three groups of potential registrants that every league needs to target each season. Each group must be approached differently and will have a different set of questions and concerns when registering. Below are tips on reaching each group of potential participants.

ROLES INVOLVED

A. PLAYER AGENT







1. Returning Players

2. New Tee Ball Participants

REGISTER RETURNING PLAYERS

Securing registrations of returning players is crucial to the longevity of any local league. A participant's experience with the league and their coaches is a key factor in whether or not a child will register for another season with the league. Consider doing the following when reaching out to returning players about registration:



REGISTER NEW TEE BALL PARTICIPANTS

Most Little Leaguers[®] get their start in Tee Ball. Providing a positive Tee Ball experience for players and their parents will help your

league build a base of young participants and volunteers that will stay involved for many years. To assist in operating a successful Tee Ball program, Little League will provide every chartered Tee Ball team in your league with a free printed copy of its Tee Ball Curriculum that focuses on fun, fitness, and fundamentals.



MOST IMPORTANT OUTCOMES FOR TEE BALL PARENTS 1. FUN 2. LEARN TEAM WORK 3. PHYSICAL ACTIVITY



3. First-Time Participants Above Tee Ball

> B. MANAGERS/COACHES C. DIVISION REPRESENTATIVES

- Gauge interest in how many players may register again
 with the league
 - Learn how your league can improve with a post-season survey to parents.
 - Download the survey: LittleLeagueU.org/Input
 - Have your league's division representatives or coaches reach out to returning players and their families with registration information.
- Share registration information by phone, email, postal mail, websites, social media, etc.
- Conduct an early registration for returning players and provide a small discount for registering early.
- Maintain a list of all returning players that have not registered and follow-up with them monthly once registration is open.

A. PLAYER AGENT

B. MANAGERS/COACHES C. TEE BALL REPRESENTATIVE

In addition to distributing information through preschools and kindergartens, leagues have successfully recruited new tee ballers using the following methods:

- · Posting registration fliers on community bulletin boards
- Newspaper/print advertisements
- · Radio advertisements and public relations
- Yard signs promoting registration
- Social media campaigns
- Offering free or reduced registration to first-time participants
- Banners at registration locations

Providing a positive Tee Ball experience is essential to ensuring these players sign up again next season. For more information on operating a Tee Ball program and a Parent's Guide to Tee Ball visit LittleLeague.org/TeeBall.

TIP: Learn more about fun ways to promote your league LittleLeagueU.org/Registration-Awareness

REGISTER OTHER FIRST-TIME PARTICIPANTS

In an effort to reach new participants, you will want to reach out to players (older than Tee Ball age) who may be interested, but never participated in the past.



Driving forces behind signing these players up will be the ability to play with friends who are already participating, the desire to try a new sport, and the opportunity to participate in the Little League International Tournament.

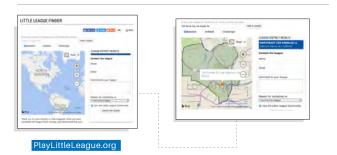
To attract these players to your league, consider doing the following:

ROLES INVOLVED

	B. MARKETING/PR MANAGER	
A. PLAYER AGENT	C. DIVISION REPRESENTATIVE	

- Offer a discount to returning players that bring a new player to registration.
- Offer free or reduced first-time registration.
- Offer a summer or fall ball program to give players that play another sport in the spring an opportunity to try baseball or softball.
- Conduct a league "Fun Day" where interested participants
 can enjoy a day of baseball and softball activities
- Cross-promote registration with non-competing youth sports programs
- Host a Play Ball Event designed to introduce baseball and softball to more youth in your community. Learn more at PlayBall.org.

Make sure to follow the Little League Rulebook Player Eligibility Guidelines and don't forget to verify the player is eligible with your league's boundaries using the official Little League Finder at PlayLittleLeague.org



CLU DOWNLOAD YOUR 2018 REGISTRATION TEMPLATES

CUSTOMIZABLE TO MEET YOUR LEAGUE'S NEEDS AND OTHER MARKETING RESOURCES

Visit LittleLeagueU.org/Registration-Flyers

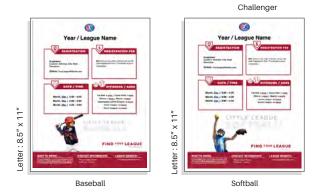
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SAMPLES FROM 2017











Promote on Social Media

McCabe Park Little League in Nashville, Tenn., took advantage of Facebook to promote their registration.

PREPARING FOR REGISTRATION

As your league prepares to promote upcoming registrations and sign-up players, it is important to be prepared to give consistent and accurate answers to a variety of questions that will be asked of your league's volunteers. Below are some common questions your league should be prepared to answer prior to and during registration. With answers to these questions in hand, your league will be able to communicate effectively and professionally about league operations for the upcoming season.

Prior to promoting registration for the upcoming season, make sure that your league officials can answer the questions listed below.

When/where is registration?		Is there an online opt	ion? YES 🗌 NO 🗌
What programs will	be offered for the	eupcoming season (Baseball	, Softball, Challenger)?
What is the age structure for each division of play?		Year-Old Division (Tee Ball) Year-Old Division (Coach/Machine Pitch) Year-Old Division (Minors Divisions) Ittle League (Minors Divisions) Little League (Majors Divisions) Intermediate (50/70) Division Junior League	SOFTBALL DIVISIONS toYear-Old Division (Tee Ball) toYear-Old Division (Coach/Machine) toLittle League (Minors Divisions) toLittle League (Majors Divisions) toLittle League (Majors Divisions) toLittle League (Majors Divisions) toSenior League
What is the registrati	on cost per child	?	
Are discounts availal	ble for families wi	th multiple children participa	ting?
What is money from	registration fees	used for? (Download Budget She	et LittleLeagueU.org/Finance-Downloads)
What assistance is a	vailable for famil	ies who are unable to pay the	registration fee due to financial hardsh
Are there any fundra	iisers required as	a part of the registration pro	Cess? (See Fundraising Page 25)
What are the expect	ations of me as a	parent?	
Are there any volunt	eer requirements	s within the league? (See Backg	ground Check FAQs Page 36)



Once registration is open, make sure that league officials are all aware of the answers to the following questions for parents.

J: 5:	What will be provided for my child (uniform, equipment, etc.) and what will I need to purchase for him/her to participate?
J: 5:	Can I request that my child be placed in a specific division of play? How are such requests handled by the league?
f: 5:	How are managers and coaches selected?
	What volunteer positions are open within the league?
	When are tryouts/does my child have to participate?
	What draft method will be used by the league? (Approved Draft Methods page 13)
	When will the draft be held/when can I expect to hear about my child's placement on a team?
): \:	When does the season begin and end?
): \:	What time are games and practices/how many per week?
): \:	How long do games and practices last and where do they take place?
): \:	Will we be required to travel to other leagues for any games?
): \:	How will tournament teams be selected/when does that process take place? (See Prepare for Tournament page 14)

VOLUNTEER RECRUITMENT GUIDE

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

STEP 1. Identify Volunteer Position Needs and Define Roles



Start by determining how many positions need to be filled. This is a discussion your board should have in advance of the season. Consider past positions that are now vacant as well as new positions that could help your league run more efficiently. When identifying positions, be sure to define the role and responsibilities of that position. This will help potential volunteers know what to expect and help the league measure the success of the individual filling that position.

COMMON POSITIONS THAT LEAGUES NEED TO FILL INCLUDE

Umpires

Coaches

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VERSIT

- Team Parent
- Coaching Coordinator

TIP: Learn more about recruiting volunteers at LittleLeagueU.org/Recruitment-Guide

ROLES INVOLVED

- A. LEAGUE PRESIDENT
- **B. COACHING COORDINATOR**
- C. UMPIRE-IN-CHIEF
- D. CONCESSIONS MANAGER
- E. DIVISION REPRESENTATIVES

In addition to permanent volunteer positions, consider times through the year where volunteers may be needed for a single event/ activity or for a short period of time.

EXAMPLES INCLUDE:

- Equipment Inventory
- **Opening Day**
- Field Cleanup
- **Registration Day**

- **Board Vacancies**
- Concessions **Field Maintenance** Player Agent

STEP 2: Identify Sources to Recruit Volunteers

Most volunteers within your league will be parents of participants; however, there are other areas to which your league can turn to look for volunteers.



STEP 3: Prepare to Reach Out to Potential Volunteers

When asking someone to volunteer their time, there are several factors you will want to keep in mind.

TARGET SPECIFICS

- Make sure the volunteer role/position is clearly defined. •
- Consider what motivates individuals to volunteer A few possibilities include involvement with their children, feeling connected to the community, making a difference, gaining in leadership skills, recognition, resume building, etc.
- Be ready to share additional information about your league, your board members, and your mission.

ROLES INVOLVED

- A. LEAGUE PRESIDENT
- B. MARKETING/PR MANAGER



ROLES INVOLVED

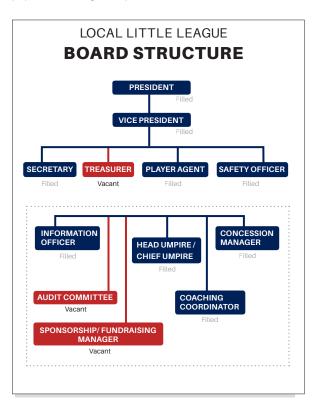
- A. LEAGUE PRESIDENT
- **B. MARKETING/PR MANAGER**
- C. COACHING COORDINATOR
- **D. UMPIRE-IN-CHIEF**
- E. CONCESSIONS MANAGER
- F. DIVISION REPRESENTATIVES

While planning, create a list of times and opportunities that your league will have to reach potential volunteers.

REGISTRATIONS	
PARENT MEETING	
FIELD MAINTENANCE DAY	

STEP 4: Recruiting Volunteers

There are numerous opportunities to reach out to volunteers, one of the best being registration. When conducting an in-person registration, talk with parents about positions that need to be filled; when conducting an online registration, make sure there is an opportunity for parents to sign up to help out in a volunteer capacity. Consider using your local paper/media to gain exposure for volunteer needs.



ROLES INVOLVED

- A. LEAGUE PRESIDENT
- B. MARKETING/ PR MANAGER
- C. COACHING COORDINATOR
- D. UMPIRE-IN-CHIEF
- E. CONCESSIONS MANAGER
- F. DIVISION REPRESENTATIVES

Two of the most common positions that leagues have a need to fill are coaching positions and board vacancies.

Below are tips on filling each of those positions.

COACHING VACANCY

- Most will be filled by parents
- · Work with a local high school or college to organize a clinic
- Pair new coaches with experienced coaches so they can gain experience

Note: Managers and coaches may not hold more than 50% of positions on your league's board of directors.

BOARD VACANCY

- · Make sure the role and responsibilities are clearly defined.
- Identify parents in your league that have a professional background that would be relevant to the open position.
- Clearly define the time commitment required throughout the year.
- Offer to send new board members to a local or regional Little League Roadshow or Clinic.

Download the Volunteer Recruitment Worksheet and FREE Volunteer Recognition Certificate for your league a LittleLeagueU.org/Worksheets



Learn more for Coaches and Board Training and Education at LittleLeagueU.org

STEP 5: Volunteer Recognition

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

SHOW YOUR APPRECIATION

- · Recognize volunteers at Opening or Closing Ceremonies.
- Engage your local paper to do a story on the volunteers in your league.
- Send emails to the league membership explaining roles and responsibilities of volunteers.
- Create special volunteer pins and plaques for volunteers that are deserving.



FUNDRAISING FOR YOUR LOCAL LEAGUE



It is the responsibility of each local Little League[®] to develop an annual plan for fundraising. Such fundraising efforts should consider the necessary operating budget of the local league, income sources, and

ongoing support from community and city groups. All financial operations should be shared regularly with you board.

There are a variety of sources for raising funds. Community or city donations of fields or maintenance, sponsorships and donations from local businesses and individuals, concession stand sales, fundraising campaigns and events, and registration fees all contribute to the league's operating budget. Leagues are cautioned to place an effort on keeping registration fees to participating families as economical as possible. It is the policy of Little League Baseball and Softball that no player should be turned away from participation if they are unable to pay. Local leagues are encouraged to establish their annual operating budget early in the fall planning timeline and then develop a fundraising support plan to implement prior to the season.

Leagues and districts should keep in mind that many states maintain specific requirements for charitable solicitations among non-profits. Additional steps may be required of leagues or districts before you are permitted to solicit funds in the name of the league in your local community. Such guidelines also may pertain to games of chance, raffles, crowdfunding, and other contests that are used as fundraisers.

Be sure to check your individual state laws or other requirements regarding fundraising and ensure that you are adhering to these guidelines with all activities. A helpful resource can be found at LittleLeague.org/CharitableNonProfits.

STEP 1: Establish Fundraising Goal

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

STEP 2: Establish A Fundraising Committee and Draft an Annual Fundraising Plan

Typically, led by the Sponsorship and Fundraising Coordinator within the local league, a committee should be recruited to assist with outreach and procurement of donations and sponsorships.

FUNDRAISING COMMITTEE

The committee should establish a Fundraising Plan that includes outreach to local businesses, civic groups, and individuals, as well as establishes the fundraisers for the league that require team and parent participation.

CIVIC GROUPS

LOCAL BUSINESSES

SES INDIVIDUALS

THE FUNDRAISING PLAN SHOULD INCLUDE:

- Types of sponsorships/donation requirements, such as pricing for Registration Sponsor, Team Uniform Sponsor, Fence Sign Sponsor, Website Advertisement, or Opening Day Sponsor
- List of donations, including non-monetary, that could be helpful to league operations (e.g. bottled water, concession stand items)
- Type of League Fundraisers to implement with parents/ player support
- · Business/organization list for outreach efforts
- · Timeline of outreach efforts
- Documentation for fundraising donations
- · Identify donation recognition efforts to be conducted
- The plan should also include the coordination with other league officials once sponsors/donors have been secured, such as banner field signage or uniforms

STEP 3: Establish Outreach Tools

• Create a list of local businesses that fall within your league's boundaries. Identify the local business owner or manager and appropriate contact information. Keep this list on file each year.

LITTLE LEAGUE® UNIVERSITY	
UNIVERSIT	

Download the Fundraising Checklist Worksheet for your league at LittleLeagueU.org/Worksheets

Learn more at LittleLeagueU.org/Donations

- Create a donation letter along with information about your league and how the donations will help with your league operations. Include pictures and logos to excite the reader and information about player/family participation in the league. Include donation ideas when relevant to the business you are targeting.
- Position the league as a good marketing opportunity for local businesses to reach customers. Encourage not only a donation, but also support to help promote league activities and volunteerism, if applicable.

STEP 4: Conduct Outreach for Sponsorships / Donations and Secure Funding

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



ORGANIZE LEAGUE FUNDRAISERS

The Fundraising Committee should also organize the annual league fundraisers that rely on team and parent support to implement.





Apparel Sale

Sandwich Sale

During the fall/winter planning timeline, research league fundraisers that resonate with parents, such as a pancake breakfast at local restaurant, pass the can donations at local grocery store, league car wash, and traditional catalog fundraising such as candles, wrapping paper, and candy.





Raffle

Local Business - Donation Day

- Once fundraisers are determined, communicate with teams and parents. Secure participation and volunteerism.
- Monitor and track participation of fundraisers.
- Evaluate efforts based on return.

TIP: It is important to note that sponsorship or donation by any business of a local league or team does not give that sponsor any rights in the operations of the league or any use of the Little League marks (see Regulation XIII). The Little League Rulebook and LittleLeagueU.org/Branding contain additional information on league fundraising activities and the use of Little League trademarks, including the words "Little League".



For additional information on marketing your league and for tips and tools for soliciting sponsorships and donations, visit LittleLeagueU.org.



OPING COMMUNITY AWARENESS FOR YOUR LEAGUE

With a wide variety of activities and organizations seeking the participation of youth in your community, it is more important than ever for your league to take advantage of opportunities to raise its visibility in the community. Every year there are a number of events and activities that every league can take advantage of to raise program awareness.



In all activities in which your league participates or hosts, take advantage of the ability to use the Little League name with your league name. In a recent survey of parents, more than 99 percent

OPENING DAY CEREMONY

A successful opening day celebration brings a community together while highlighting all aspects of your Little League. To get the most exposure from your opening day ceremonies, keep the following tips in mind:

- Highlight the accomplishments your league enjoyed last season.
- Include schools, local civic and volunteer organizations, and area businesses in the ceremonies.
- Invite past players, volunteers, and league officials to attend.
- Thank sponsors and other league supporters.
- Highlight all programs offered.
- Include a mix of activities that are of interest to parents and children (contests, games, raffles, etc.).
- Take photos to share on social media.
- Promote to local media in advance of the event.

responded that they had an awareness of Little League and recognize the mission — developing good citizens and the values: teamwork, sportsmanship, and fair play - of the Little League program. Tapping into this recognition will help drive awareness of your league's offering.

Throughout the year, there will be a number of events that can be used to raise community awareness for your league. Below are some examples of events and activities available to most leagues.

ROLES INVOLVED



* Opportunity For Assistance With Coordination



LITTLE LEAGUE

Download The Community Awareness Worksheet for your league at LittleLeagueU.org/Worksheets

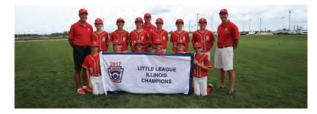
Learn more at LittleLeagueU.org/CommunityAwareness

COMMUNITY EVENTS

Most communities host a number of events that provide opportunities for local organizations to highlight their efforts in the community and gain interest from families and businesses. Choosing to participate in these activities allows your league to build goodwill and raise awareness in the community.

PROMOTING TOURNAMENT PARTICIPATION

Your league's participation in the Little League International Tournament provides an opportunity to promote a benefit only available to baseball and softball players that choose to participate in your program. When done effectively, this can be a good way to attract players to your league who would like to participate in future seasons.



ROLES INVOLVED

A. MARKETING AND PR MANAGER **B. ONE-TIME VOLUNTEER**⁴

*Opportunity To Help Coordinate Participation In Each Event

SOME EVENTS TO CONSIDER PARTICIPATING INCLUDE

- Parades
- Holiday Activities/Events
- · Community Days
- LL World Series Watch Parties

- MLB Play Ball Event

ROLES INVOLVED

A. MARKETING AND PR MANAGER B. ONE-TIME VOLUNTEER

[•]Opportunity To Help Coordinate Participation In Each Event

WHEN PROMOTING TOURNAMENT **PARTICIPATION CONSIDER:**

- Sending a press release to community media outlets regarding tournament team selection.
- Sending tournament results to community media outlets.
- Promote participation via social media.
- Hold Little League World Series viewing events to encourage interest in the game.

COMMUNICATION TOOLS

SPREADING THE WORD ABOUT YOUR LOCAL LEAGUE



Members of the print, online, television, and radio media are always looking for a good story, and your league activities may be of interest to the local press.

Read more at LittleLeagueU.org/Communication-Tools

- A. FIND THE RIGHT OUTLET: Your local newspaper is a great place to go, but don't overlook the importance of online media, radio stations, community message boards, and television stations. Ask your volunteers and parents if any of them work for a local media outlet or know of someone who does. Knowing a contact is a great way to get your message seen and distributed.
- B. CONTACT THE RIGHT PERSON: Reach out to a real person and not a general email. Find a sports editor or a local news/ community editor, senior editors, managing editors, or reporters. For television and radio stations, look for news directors or sports directors. If you're still not sure who to reach out to, it never hurts to call the outlet directly and find the appropriate contact.
- C. CRAFT YOUR MESSAGE: Media Alerts provide quick information on an upcoming event (e.g. Opening Day). They should always include who, what, where, and when. They should also include an interesting hook that makes media want to cover the event, and be sure to include anything from your community that is noteworthy. It is also smart to include information about any special dignitaries who may be part of your event. Be sure to include contact information for someone from your league as well.
 - **Press Releases** are longer and written like a story. They should also have all the details that a Media Alert has, only with more information and a quote from your League President or another league official. Supplying a hi-resolution digital photo for the media to use is another way to help get coverage of your event.
- D. VISIT LITTLELEAGUEU.ORG for ready-to-use Media Alert and Press Release templates for your registration, Opening Ceremonies, end-of-year events, and more.
- E. TIME YOUR OUTREACH: Send a media alert out two weeks before your event and re-send it two to three days before your event. Identify key media that you will reach out to the day before your event. Within a day after your event, send out a follow-up press release with a photo that shares the event's success.
- F. KEEP YOUR WEBSITE UPDATED: Your website is not only a tool to keep players, parents, and volunteers informed, but also the media. Make sure that you are placing updates about your events on your website. If you have permission to use photos from those events, include them on your website. Little League International has partnered with DICK's Sporting Goods to utilize DICK'S Team Sports HQ which gives leagues access to a free Little League themed website among numerous other benefits.
- G. UTILIZE SOCIAL MEDIA: Media will also use your social media pages to get information about your league. Make sure your league background information and contact information is up-to-date, and that you're promoting your events on social media. New to Facebook and Twitter? Keep your posts simple, straightforward, and informative. Sharing a photo with your post is always a great idea to get more engagement. See page 29 for more tips.







Little League wants to know about your success promoting your league! If you get your local news to do a story about your events, or have your own photos, videos and stories to share, be sure to email them to media@LittleLeague.org



5 TIPS FOR USING SOCIAL MEDIA

Having a presence on social media is necessary to communicate with today's parents, volunteers, and your community as a whole.

Facebook and Twitter are still your go-to tools for social networking. If you want to focus on just one site, Facebook has the most users and the best ability for sharing detailed information. Using Twitter, Instagram, or other platforms can help spread your league name, but if you don't have the resources to populate multiple accounts, the best site to focus your efforts on is Facebook. If you do have multiple accounts, look into sites like Hoot Suite that allow you to manage multiple social media sites from one place.

As you plan your social media efforts this Little League season, here are some tips to keep in mind:

1. FIND A VOLUNTEER OR TEAM OF VOLUNTEERS TO HEAD UP YOUR EFFORTS:

Creating a position on your Board of Directors for a dedicated social media manager will not only ensure that your online presence has a constant pulse, but it is also a great way to get more parents involved as volunteers for your league. Make sure these people work closely with your teams, so they can share important information to your fans and help improve your communications.

2. DON'T USE PHOTOS OR VIDEOS OF INDIVIDUALS WITHOUT THEIR PERMISSION:

Photos and videos are great ways to get noticed on social media, but make sure you have permission before sharing a picture of a player or fan. It's a good idea to have your players' parents fill out a model release form early in the year and keep it on file. Identify a set of photos that you can use on social media, and ensure that you have the OK from those people in the picture before using that post.

3. CREATE WAYS TO POST ON A CONSISTENT BASIS:

During the season, it's easy to find updates to share with your social media followers, but make sure you pay attention to your accounts throughout the year. Find fun things to talk about and share quotes or inspirational posts to keep your parents, volunteers, and players excited about Little League during the off season. On Facebook, use tools like events and calendars to keep people informed of important dates on your league's schedule. Monitor social media comments/admin role and social channels.



HOW TO HANDLE MEDIA REQUESTS

There may come a time when a concerning instance arises, and the local media will ask for information, for an interview, or for a quote. In a questionable scenario, it is best to politely decline the invitation to correspond with members of the press, and immediately contact your District Administrator and Regional Office.

If the situation, requires Little League International's involvement, a member of the media relations department will reach out directly or will work through the D.A. and Regional Office. Please know, when necessary, Little League International's full-time staff will provide important assistance and guidance.

4. AVOID DEBATES THAT ARE BETTER SUITED FOR A PRIVATE CONVERSATION:

Remember, once it's posted on any website, that statement or image is public. Be careful when you're posting and make sure that you're reflecting your league in the most positive light. If your community members start posting or tweeting about a specific issue, encourage them to contact the league via email or attend the next public meeting. Getting into a social media discussion that could become heated should be avoided.

5. IDENTIFY NEW WAYS YOUR SOCIAL MEDIA CAN HELP SUPPORT YOUR LEAGUE:

Little League is about community, so are social media sites. When creating posts, think of ways social media can support your league outside of updates and basic communications. Consider connecting with schools and organizations that might support your league and offer to cross-post and promote activities that benefit your league activities. Thank your local sponsors by posting links to their social media pages or websites. Also, for a very minimal investment, advertising on social media can be very effective in broadening the audience of key posts, like registration information.

More than anything, social media is a way to share the fun of Little League with your followers and their friends. Your presence should reflect the positive, emotional impact of the league to not only its players, parents, and volunteers, but the entire community. As your online community grows, your posts will become more impactful, and more people will see the important information you share on your pages, which will help attract the next generation of Little Leaguers and volunteers to your league.

SITUATIONS MAY INCLUDE:

- League Financial Questions
- Volunteer Controversy
- Tournament Team Selection
- Spectator or Player Injury
- Excessively Poor Spectator Behavior

It is not recommended to send a league-wide email in an attempt to address a questionable situation without first communicating with your D.A. and Regional Office. Once a situation surfaces, it is advised to identify a person affiliated with your league who has experience in dealing with the media. It may be determined that this person serve as a local league spokesperson. IT IS COMMON FOR A LITTLE LEAGUE® TO GENERATE INTEREST FROM THE

LOCAL MEDIA, FAMILY, AND FRIENDS WANTING TO CHRONICLE LEAGUE GAMES AND ACTIVITIES USING STILL PHOTOGRAPHY, OR STREAMING VIDEO.

Here are a **few questions and answers** that a **District Staff** and **local Board of Directors** should be aware of and may **consider** discussing as part of its **policies**.

- Q: How can we keep our constituents informed about our league activities via the Internet?
- A: Use your website as the main tool to keep all volunteers, parents, and the general public including media updated.

Q: Are still pictures allowed to be posted online?

- A: Yes. A local league can post pictures of league activities including games. Before taking any photos that involve children, parents must provide written consent. Little League has a general model release form that local leagues can use to gather this permission LittleLeague.org/ModelRelease
- **Q:** Is a professional media/news outlet (FOR EXAMPLE: NEWSPAPER, RADIO, TELEVISION) permitted to record video of a game, practice or other league activity?
- A: Yes. Any news outlet may record video for use with a news story without prior authorization. It is the responsibility of the local league and/or tournament director to designate where the media may position a camera(s). Any interviews involving children must be conducted with an adult present (for example: parent, manager, coach, or league official).

Q: Can a parent or other non-professional photographer or videographer take pictures or produce video recordings during a regular-season or tournament game and then solicit sales of the images or footage?

A: No person or commercial entity is permitted to photograph any league activities for the purpose of retail sale or distribution without the expressed written permission of the local league. In the case of video production, permission must be granted in writing by Little League International. If a league wishes to establish a contractual agreement with a professional photographer or videographer to sell team or action photography, it may do so. Public notice of such agreements is required prior to the photographer and/or videographer making any imagery available for purchase. Parent/guardian solely for personal use is permitted.

Q: What rights does a league or district have to control the access to non-news media and/or commercial photographers and videographers at a game site?

A: If the field facility is private property owned by the league or district, it is within the property owner's rights to restrict any and all access. If the field facility is located in a public or municipal park, it is the responsibility of the property owner to determine the access. If necessary, any local league official has the ability to review and explain the guidelines set forth by Little League International regarding the appearance of Little Leaguers in the media. This information is available on the Little League website at LittleLeague.org/Media

Q: How can I stay updated about information and news from Little League?

A: Visit LittleLeague.org and LittleLeagueU.org regularly. Each month, Little League International produces a series of e-newsletters and e-mails that are delivered directly to your inbox. For local leagues - the *Little League Notebook* – is sent via e-mail and produced specifically for league officials, and offers information about best practices, along with ideas and insight on how to effectively and efficiently operate your league. Little League also constantly connects, entertains, and informs followers through its social media endeavors (Facebook, Twitter, and Instagram).

To receive Little League's newsletters and e-mails, visit: LittleLeague.org/Register

Section 4: Risk Management

1. YOUR LEAGUE'S INSURANCE COVERAGE OPTIONS

2. ASAP

3. BACKGROUND CHECKS

SECTION 4: RISK MANAGEMENT FEATURED LINKS



INSURANCE PROGRAMS Descriptions and Mandatory Coverages LittleLeague.org/Insurance



ACCIDENT INSURANCE FORM Instructions LittleLeague.org/Accident-Insurance



ASAP SAFETY PROGRAM Requirements Explained LittleLeague.org/Safety

How to Submit Your Application Online LittleLeague.org/ASAPOnline



BACKGROUND CHECKS First Advantage Program LittleLeague.org/Background

STEP-BY STEP INSTRUCTIONS on the First Advantage System LittleLeague.org/FAchecks



VOLUNTEER APPLICATION Download the Enabled PDF LittleLeague.org/VolApp

THE AIG GROUP INSURANCE PROGRAM

IS SPECIALLY DESIGNED FOR CHARTERED LITTLE LEAGUE® PROGRAMS TO CREATE AFFORDABLE PROTECTION FOR ALL ELIGIBLE PARTICIPANTS AND LOWER PROGRAM COSTS TO LOCAL LEAGUES.

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

MANDATORY COVERAGE	RECOMMENDED COVERAGE
Regulation I (c) 7	Directors & Officers Liability
Accident Insurance	Insurance (D&O)

- General Liability
- Insurance (GL)



- Cyber Liability Insurance
- **Crime Insurance**

LittleLeague.org/Insurance



Insurance Brochure

All mandatory and recommended coverages are available through the AIG Group Insurance Program that is made available to chartered Little League programs. For information on coverage details, please refer to the following pages of the enclosed insurance brochure:

•	Accident Insurance:	Page 1 - 9
•	General Liability Insurance:	Page 10 - 11
•	Directors & Officers Liability Insurance:	Page 12
•	Cyber Liability Insurance:	Page 13
•	Crime Insurance:	Page 14

HOW TO SUBMIT AN ACCIDENT INSURANCE CLAIM

Notification of a claim for an eligible member under the league's Accident Insurance must be filed with Little League International within 20 days of the incident. Once we receive the complete claim form, the claimant will be assigned a claim number for any information that is submitted for the accident. The claim form should be submitted as soon as possible so we can begin a record of the accident and then the claimant can submit all itemized bills (includes procedure and diagnosis codes) from the medical providers as well as any primary insurance explanation of benefits (if applicable) for any treatments for the accident.

Accident Insurance Form: LittleLeague.org/Accident-Insurance



PART I - CLAIMANT, OR PARENT(S)/GUARDIAN(S), IF CLAIMANT IS A MINOR -

- Step 1. The adult claimant or parent(s)/guardians(s), (if the claimant is a minor) must sign this section.
- Step 2. Give the name and address of the injured person, along with the name and address of the parent(s)/guardian(s), if claimant is a minor

and the second se	and the second s	PART 1
Name of Injured Person/Claimant	SSN	
Name of Parent/Guardian, if Claimant is	a Minor	

Step 3. Fill out all sections, including check marks in the appropriate boxes for all categories. Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.

	BASEBALL	CHALLENGER	(4-18)
	SOFTBALL	T-BALL	(4-7)
	CHALLENGER	MINOR	(6-12)
TAD (TAD (2ND SEASON)	LITTLE LEAGUE	E(9-12)
	carrier and a second	INTERMEDIATE (50/7) (11-13

- Step 4. It is mandatory to forward information on other insurance. Without that information, there will be a delay in processing your claim. If no insurance, written verification from each parent/spouse employer must be submitted.
- Step 5. Be certain all necessary papers are attached to the claim form (See instruction 3). Only itemized bills that include date of treatment, type of treatment (procedure codes), total charge for each treatment, and reason(s) for treatment (diagnosis codes) are acceptable. We cannot accept balance due statements.
- Step 6. On dental claims, it is necessary to submit charges to the major medical and dental insurance company of the claimant, or parent(s)/guardian(s), if claimant is a minor. "Accident-related treatment to whole, sound, natural teeth as a direct and independent result of an accident" must be stated on the form and bills. Please forward a copy of the insurance company's response (an Explanation of Benefits (EOB) Statement) to Little League International. Include the claimant's name, league ID, and year of the injury on the form.

Step 7. This section must be filled out, signed,	Name of League	Name of Injured Person/Cla	League I.D. Number Position in League	Mr. Schulter and Principal Schulter and Schulter and Schulter and Schulter and Schulter Schulter and Schulter and Schulter and Schulter and Schulter Schulter and Principal Schulter and Schulter and Schulter Schulter and Principal Schulter and Schulter and Schulter Schulter and Schulter and Schulter and Schulter and Schulter Schulter and Schulter Schulter and Schulter and Schulter Schulter and Schulter and Schulter and Schulter and Schulter and Schulter Schulter and Schulter and Schulter and Schulter and Schulter and Schulter Schulter and Schulter and Schulter and Schulter and Schulter and Schulter Schulter and Schulter and Schulter and Schulter and Schulter and Schulter and Schulter and Schulter Schulter and Schulter a	
and dated by a league official (President, Safety Officer, etc.).	Address of League Official			Telephone Numbers (Int Residence: () Business: ()	Anny , Land Statement (see
Step 8. Fill out all sections, including check mark boxes for all categories. Do not leave any se cause a delay in processing your claim and a c will be returned to you for completion.	ection blank. This will	POSITION WHEN INJURED 01 1ST 02 2ND 03 3RD 04 BATTER 05 BENCH 06 BULLPEN 07 CATCHER 08 COACH 09 COACHING BOX 10 DUGOUT	02 03 04 05 06 07 08 09 09 10	ABRASION BITES CONCUSSION CONTUSION DENTAL DISLOCATION DISMEMBERMENT EPIPHYSES FATALITY FRACTURE	
When submitting the claim and all following infor by mail. We cannot accept via email or fax as the sensitive information. Please do not use the A Safet Accident Insurance claim. This form is for internal le	e claim form includes ty Awareness Program (A		acking R		an

For additional information, please refer to the LittleLeague.org website and the 2018 Insurance Brochure.

HOW TO SUBMIT A GENERAL LIABILITY OR DIRECTORS AND OFFICERS INSURANCE CLAIM

When your league receives notice that it may be named in litigation, a lawsuit or other legal matter, please contact **Brent Stahlnecker**, at: **BStahlnecker@LittleLeague.org**; or (570) 326-1921, ext. 2258 to begin the process of submitting a General Liability or Directors and Officers Insurance Claim.

HOW TO SUBMIT A CRIME INSURANCE CLAIM

The following information includes the process for filing a crime claim if the league is enrolled in the Crime Insurance for the current season. Please put in writing a short narrative of what took place; include the date of loss and the date of discovery. Please attach a police report including the phone number and address of the police department so that the insurance carrier can correspond with them. Also attach proof of ownership and proof of value of those items stolen. This can be canceled checks or cash receipt. If the items were donated, please obtain the value from a retailer. If the loss was sustained by a volunteer embezzlement, then you can do an in-house audit, and provide a copy when submitting your claim.

Written notice shall be given at your earliest practicable moment, and in no event later than 180 days after such discovery. Within 60 days after written notice is provided, but not to exceed 240 days after discovery, the insured shall furnish affirmative proof of loss with full particulars. Please do not wait for a police report if you don't already have it. You can send that later and provide to our office any information you may have at the time of loss.

TIP:

The deductible on the Crime Policy is \$250 for property and \$1,000 for money and securities. The maximum limit of coverage is \$35,000 per loss, with no limit on the total for the calendar year.

Q. WHEN CAN I EXPECT TO RECEIVE AN APPLICATION?

A. For the 2018 season, all leagues will be required to charter online through the Little League Data Center. Chartering will be available in early October at LittleLeague.org/DataCenter.

Little League® Data Center Login	Charter Status O Background Checks O	Chartered Teams/Insurance
	Not Received Not Received	If after chartering and insurance enrolment your league needs to more adjustments to its Charter and Accident Insurance team numbers, you can request the charge tailouing team.
League ID #	League and District Resources	Your Overte and Academ I insurance information will be adjusted to reflect your changes. In addition, your impact account will be blind or brether for the proper and outer. It may take up to get yours for your seam numbers to reflect any changes.
a	> Chartered Teams Insurance	League and Contact Information
	Tournament Envolment	Lengue 10 1 Lengue Name EXMAPLE LL
Log In	Confirm Background Check Compliance	Your Name." Your Role "
	Download Official Logos	Proise Number* Enal Address *
	Manage Officers	Basebail Team
: Login	Review Lisgue Information	Division Original Number of Teams New Number of Teams. Change (r-1)
. Login	Submit ASAP Plan/Pacility Survey 2	San Ball - 2 + 2 (No change)
	Submit Background Checks (2)	LL Minors - 3 + 3 Pic charged
	Upload Registration Data	LL Material 🗕 4 🗰 4 des charged
		internediate (50/76) = 0 # 0 Mic charge)
	Use Tournement Alfidavit Tool (2	John 1 8 1 No David

Step 2: Click "Chartered Teams/Insurance"

Step 3: Add Team Numbers

-

Q. WHAT IS THE DEADLINE FOR ENROLLMENT?

A. It is recommended that each league apply for their charter and insurance as well as pay their insurance premium in full no later than January 1 of each year.

Q. WHEN DOES THE COVERAGE BECOME EFFECTIVE?

A. If both the premium and insurance enrollment form are received at Little League International on or before January 1, the effective date of coverage will be January 1. If the premium and/or enrollment form are received after this date, coverage will be effective on the date that both the premium and enrollment form have been received by Little League International. By waiting to apply and pay the insurance premiums after January 1, a league will have a lapse in coverage between the previous policy expiration and the new policy being in effect. Any claim occurring during the lapse will have no coverage.

Q. WHAT IS AN ADDITIONAL INSURED AND HOW SHOULD THEY BE LISTED ON OUR POLICY?

A. For an additional premium, a local league may request to include a property owner as an Additional Insured on their General Liability Insurance policy. Most Additional Insured entities are outside interests such as individuals, cities, churches or corporations which may incur liability through the loaning, donating, or rental of that part of their owned premises used by the league. Be sure to list the property owner by their legal name; Example—A league uses a field at XYZ High School for games/practices; the Additional Insured would be XYZ Area School District since they are the legal property owner and not the physical location/name of the field.



A SAFETY AWARENESS PROGRAM



Through the support of Musco Sports Lighting and AIG Insurance each year, Little League recognizes those leagues who go above and beyond to ensure their ASAP plans provide the greatest benefit to their league, with the ASAP Awards. At an annual luncheon during the Little League Baseball[®] World Series, one league from each of the five United States regions is recognized for their participation in the ASAP program. Little League District Administrators are also recognized during the luncheon for working with local leagues on ASAP plans, with the national ASAP Award Winner receiving a Musco Light Structure Green[™] lighting system for a 200-foot field.

For more on ASAP and how your league can get involved and have a chance to win an ASAP Award and a new Musco Light Structure Green lighting system, visit LittleLeague.org/Safety

DOES YOUR LEAGUE PASS OUR 15 REQUIREMENTS FOR SAFETY?

□ 1.	Have an active Safety Officer
□ 2.	Publish, distribute safety manual
□ 3.	Post, distribute emergency numbers
4.	Conduct a national background check on anyone who provides regular service to the league or has repetitive access to players/teams.
□ 5.	Provide fundamentals training (Hitting, sliding, fielding, pitching, etc)
□ 6.	Provide first-aid training (Coaches/Managers)
□ 7.	Field inspections before use

8. Complete Annual Facility Survey
9. Use safe food handling/prep for your concession stands
10. Require regular inspection and replacement of equipment
11. Have prompt accident reporting
12. Require first-aid kits at events
13. Enforce all Little League rules including proper equipment
14. Submit Player Registration/Roster data
15. Submit a Qualified Safety Program Registration Form

LEAGUE AWARDS	DISTRICT AWARDS
April 3, 2018	March 9, 2018

ASAP SUBMISSION DEADLINES



Step 1: Login

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Step 2: Click "Submit ASAP Plan/Facility Survey"

WATCH THE VIDEO on submitting your league's ASAP plan at LittleLeague.org/ASAPOnline

AWARD PROGRAM HIGHLIGHTS

NATIONAL WINNER:

• Awarded a Musco Light-Structure Green[™] lighting system (equipment for a 200-foot field)

REGIONAL WINNERS (1ST AND 2ND PLACE AWARDED IN EACH REGION):

- 1st Place Regional Winner: A Trip for Two to the 2018 Little League Baseball World Series
- 2nd Place Regional Winner: \$500 award to be used for safety equipment or insurance premiums

LOCAL WINNERS:

 A cash award which will be credited to the league account for every qualified plan of leagues who take the AIG Group Accident Insurance for local Little League programs (based on the number of teams chartered)





LITTLE LEAGUE® BACKGROUND SCREENING PROCESS

As a condition of service to the league, all managers, coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with players or teams, must complete and submit an official "Little League Volunteer Application" to the local league president. Annual background screenings must be completed prior to the applicant assuming his/her duties for the current season. Refusal to annually submit a fully completed "Little League Volunteer Application" must result in the immediate dismissal of the individual from the local league. For those leagues that have not used First Advantage previously, first time volunteers must use the "Little League Volunteer Application".

In order to assist local leagues, Little League International has teamed up with First Advantage to provide each chartered U.S. league with 125 FREE searches. Also, any additional searches above 125 that may be necessary for each league will be available for a nominal fee. Leagues must also be compliant with any and all state or local laws and regulations, see more information on page 37.

PRIOR TO CONDUCTING BACKGROUND CHECKS:

- A. Are we doing all of the background checks that are required? **REMEMBER:** It does not matter who was checked last year – they must be performed on an annual basis.
- B. How many managers/coaches do we have per team 2 or 3?
- C. How many additional people are helping at practices as "practice coaches"?
- D. Are we checking all the umpires that will be working in our league, even those from an umpire association?
- E. How many board members?
- F. How many parent(s) are assisting teams in various capacities?
- G. Do we have other positions in the league like equipment manager, field maintenance, scorekeeper, and/or announcer?

Once you answer these questions you should come up with 5 to 6 people per team as an average number of people per league that require background checks. For more information about the First Advantage Background Check System, visit LittleLeague.org/Background

IMPORTANT BACKGROUND SCREENING INFORMATION

REGULATION I(C)(9) - LITTLE LEAGUE® BASEBALL AND SOFTBALL

REGULATION I(D)(7) - LITTLE LEAGUE® CHALLENGER:

Little League International requires all leagues in the United States to conduct background checks that utilize First Advantage Screening Solutions, or another provider that is comparable to First Advantage in accessing background check records for sex offender registry data and criminal records. For those leagues that have satisfied this regulation in past seasons by utilizing First Advantage, there are no additional expectations, since the First Advantage background check currently meets that standard.

The First Advantage National Criminal File database that contains 281 million records, including criminal and sex offender registry records covering 50 states and the District of Columbia, meets the current regulation requirement. Leagues are required to use the First Advantage website, but may also use alternate resources. However, the alternate resources must equal or exceed the services provided by First Advantage.

Little League and First Advantage

Little League International has contracted with First Advantage Screening Solutions to provide local leagues and districts with a special Internet site that allows members to instantly search a criminal records database of more than 281 million criminal records. This site provides searches of available criminal records from various repository sources and state-level sex offender registries. The fee for the first 125 searches per chartered league and district is free to the local league and district as the cost for these searches is being provided by Little League International. Any additional searches above 125 will cost the league and district a nominal fee.

The additional criminal records check may provide more information regarding the criminal records of individuals whose crimes do not require that they be listed on a sex offender registry. For example, convictions for assault, battery, theft or drug offenses would not result in a report to a sex offender registry.

BACKGROUND CHECKS FAQs >

1. Q. WHAT DO WE, AS A LEAGUE, HAVE TO DO TO COMPLY SO THAT WE CAN BE CHARTERED FOR THE NEXT SEASON?

A. Since 2003, the local league has been required to have all board members, managers, coaches, and other volunteers or hired workers who provide regular service to the league and/or who have repetitive access to or contact with players or teams to fill out the Little League Official Volunteer Application. Additionally the league has been and is required to conduct a background check on each of these individuals.

A local Little League must conduct a nationwide background check utilizing First Advantage or another provider that is comparable to First Advantage in accessing background check records for sex offender registry data and other criminal records. Little League Baseball and Softball will require each league to sign an agreement on the charter application that they will comply with Regulation I (b) and I(c) 8 & 9. The leagues are also required to sign a statement on the Data Center or the tournament enrollment form verifying that the process under the regulation has been completed



and implemented. Failure to sign the agreement on the charter application will result in the league not being chartered and failure to fulfill the requirement of the regulations will result in the league's status being referred to the Charter/Tournament committee for action to revoke the league's charter and all privileges.

2. Q. WHAT IF OFFENSES INVOLVING OR AGAINST MINORS ARE PENDING PRIOR TO OR AFTER APPOINTMENT TO A POSITION IN THE LOCAL LEAGUE?

A. We suggest the individual not be appointed or should be suspended from his/her current position pending the outcome of the charges.

${f 3.Q}$. What if there are convictions or other offenses not involving or against minors?

A. Even though convictions or other offenses may not be against a minor, the local league board of directors still may deem these individuals as inappropriate and/or unfit and may prohibit him/her from working as a hired worker or volunteer within the league.

4. Q. WHO IS TO BE MADE AWARE OF THE INFORMATION FOUND ON THE BACKGROUND CHECK?

A. The local league president shall only share personal information contained in the volunteer application, background check or other information obtained through the screening process with other members of the board of directors in order to make personnel decisions. If the information obtained through the background check is public record and causes an individual to not be appointed or to be terminated, Little League Baseball and Softball recommends this information be shared with the parents/guardians of the children who have had contact with the individual previously.

5. Q. WHAT TYPE OF OFFENSES ARE WE SCREENING FOR WHEN WE CONDUCT A BACKGROUND CHECK?

A. Local leagues are conducting a nationwide background check that includes sex offender registry data and other criminal records for anyone who has committed any type of offense involving minors. An individual who has been convicted of, plead guilty, or plead no contest to charges involving or against a minor, no matter when the offense occurred, must not be permitted to work or volunteer.

${f 6.Q}$. WHO IN THE LOCAL LEAGUE SHOULD BE RESPONSIBLE TO PROCESS THE BACKGROUND CHECK INFORMATION?

A. Little League Baseball and Softball recommends the Board of Directors appoint the local League President and two other individuals to handle the background checks. These individuals may be from the board or individuals outside the board. For instance, the board of directors may appoint individuals who have significant professional background in this area, such as law enforcement officers or individuals with a legal background.

7. Q. WHAT WILL RESULT IN TERMINATION OF A VOLUNTEER UNDER THESE REGULATIONS?

A. Any background check that reveals a conviction, guilty plea, or no contest plea for any crime involving or against a minor must result in immediate termination from the league. Additionally, volunteers who refuse to submit a fully completed Little League Volunteer Application, including their Social Security Number and a government issued photo ID, must be immediately terminated or eliminated from consideration for any position. Leagues that have used the First Advantage Background Screening tool (available on the Little League website) in previous seasons, may allow returning individuals to use the current Little League "Returning" Volunteer Application which does not require the Social Security Number or Date of Birth as those items are already included and redacted in the First Advantage program for returning volunteers.

BACKGROUND CHECKS FAQs

- **Q** . WHAT RESOURCES ARE AVAILABLE THROUGH LITTLE LEAGUE BASEBALL AND SOFTBALL TO ASSIST THIS PROCESS?
- A. The current Little League Official Volunteer Application is available at LittleLeague.org/VolApp.

A local Little League must conduct a nationwide background check utilizing First Advantage or another provider that is comparable to First Advantage in accessing background check records for sex offender registry data and other criminal records. The first 125 checks conducted through First Advantage are paid for by Little League International and are free to each chartered Little League. If additional checks are needed, they will cost the league a nominal fee per background check conducted. First Advantage can be accessed by going to LittleLeague.org/Background.

Q. WHERE SHOULD THESE RECORDS BE MAINTAINED AND FOR HOW LONG?

A. The local league president shall retain each volunteer application, background check information, and any other documents obtained on file and maintain the record of a volunteer for at least two years after the volunteer is no longer in the league. When it comes time to dispose of these records, they should be destroyed as they contain sensitive information. All actions concerning these records must comply with any applicable law. Leagues should also maintain records in the case that the league has taken action or made a decision based upon the information contained in the records. The records should be maintained in a locked and secure area, such as the league president's home and not a club house or similar facility.

Q . DOES THIS INITIATIVE ALSO APPLY TO THOSE INDIVIDUALS THAT ASSIST THE MANAGER AND COACHES AT PRACTICES OR GAMES?

A. Yes. Any individual who provides regular service to the league and/or has repetitive access to or contact with players or teams must fill out the Volunteer Application with a Social Security Number, provide a copy of a government issued photo ID, and go through the background check process and Leagues that have used the First Advantage Background Screening tool (available on the Little League website) in previous seasons, may allow returning individuals to use the current Little League "Returning" Volunteer Application which does not require the Social Security Number or Date of Birth as those items are already included and redacted in the First Advantage program for returning volunteers.

JIM FERGUSON JFerguson@LittleLeague.org 570-326-1921 EXT. 2212

Please contact for questions or concerns regarding background checks and ASAP

- **Q.** OUR LEAGUE IS REQUIRED BY THE PROPERTY OWNER (CITY, TOWN, MUNICIPALITY, COUNTY, ETC.) WHERE WE PLAY OUR GAMES AND PRACTICES TO CONDUCT BACKGROUND CHECKS APPROVED BY THEM ON ALL OF OUR VOLUNTEERS AND/OR HIRED WORKERS BEFORE WE CAN USE THEIR FIELDS. ARE THESE CHECKS ACCEPTABLE AND DO THEY MEET LITTLE LEAGUE'S MINIMUM REQUIREMENTS OF REGULATION I (C) 8 AND 9?
- A. No. Most checks required by these entities are local or state only checks which do not meet the Little League requirements. Also, the local league is responsible for conducting and reviewing the background check data and making their own personnel decisions per the regulations. Although the property owner has the right to determine who uses their facility, any decision they make as a property owner may or may not meet the Little League Regulations.

A local Little League must conduct a nationwide background check utilizing First Advantage or another provider that is comparable to First Advantage in accessing background check records for sex offender registry data and other criminal records. Background checks must be completed on all Board Members, managers, coaches and other volunteers or hired workers who provide regular service to the league and/or who have repetitive access to players or teams.

- **Q** . WE LIVE IN A STATE THAT REQUIRES ADDITIONAL BACKGROUND CHECK MANDATES, OVER AND ABOVE LITTLE LEAGUE REQUIREMENTS. IS FIRST ADVANTAGE ACCEPTABLE TO MEET OUR STATE OR LOCAL BACKGROUND SCREENING REQUIREMENTS?
- A. Most likely, no. There are currently nine (9) states (Alabama, California, Florida, Massachusetts, Mississippi, New Hampshire, Oklahoma, Oregon, and Pennsylvania) with laws requiring background screening of non-school associated activities for volunteers of youth sports and athletics.

Local leagues are required by Little League Regulations to determine the applicability of, and comply with, all federal, state, local and municipal laws and ordinances, and administrative rules and regulations regarding background checks including, but not limited to, requirements regarding sex offenders registry checks, criminal history records or reports, finger printing, certifications, or other requirements associated with volunteers, coaches, participants and/ or employees.

It may be required for leagues in these states to conduct checks through First Advantage to meet Little League requirements and additional checks to meet their state or local background screening requirements. It is strongly recommended that local leagues consult with legal counsel in their own jurisdictions to determine the applicability, if any, of state and local requirements to their program regarding background checks.

HOW TO ACCESS YOUR LEAGUE'S BACKGROUND CHECKS

OPTION A:

Log into LittleLeague.org/DataCenter



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Review League Information				Crime Insurance: NONE										
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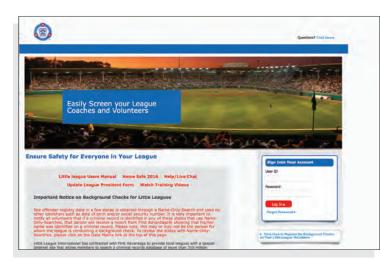
Click on "Submit Background Checks"



This takes you to the First Advantage Website

OPTION B:

Go to the First Advantage Website: LittleLeague.org/Background



Please Remember: Background checks through local or state law enforcement do not meet our minimum requirement, because it does not check nationwide.

		First Advantage®
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Volunteers from the previous year will be in your league's First Advantage account for easier processing this season.

Learn step-by-step The First Advantage System LittleLeague.org/FAchecks

BACKGROUND CHECK STATUS

Once your league's background checks are complete, visit the Data Center to confirm compliance.

EXAMPLE LL	(#1)			District Administrat	oc.		(Ein		iștern Re		alifornia Di hone:	Complete						
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Section 5: Finance

YOUR LEAGUE'S FISCAL RESPONSIBILITIES

SECTION 5: FINANCE FEATURED LINKS



MONTHLY REVENUE/EXPENSE WORKSHEET TREASURER DESCRIPTION Local League Role LittleLeague.org/Treasurer

DOWNLOAD WORKSHEETS

Treasurer Report (PDF/Excel)

• Sample Monthly Revenue-Expense (PDF/Excel)

LittleLeagueU.org/Finance-Downloads



990-N

ONLINE ONLY

DOWNLOAD GOVERNMENT FORMS

- 990EZ with Schedule A LittleLeague.org/990EZ
- Form 990 with Schedule A LittleLeague.org/990
- Form 990-N LittleLeague.org/990N

DON'T LET THIS HAPPEN FRAUD CRIME Married Couple on the Board Embezzle Funds LittleLeagueU.org/Embezzlement

EAGUE TREASURER



ORGANIZES AND MAINTAINS ALL OF THE FINANCIAL RECORDS OF A LOCAL LEAGUE, DISPENSES ALL LEAGUE FUNDS. PREPARES MONTHLY REPORTS OF FINANCIAL STATUS TO THE BOARD OF DIRECTORS, PREPARES ALL NECESSARY BUDGETS, AND ASSUMES ALL RESPONSIBILITY FOR LOCAL LEAGUE FINANCES

**This is a required position and should not be held by the League President or someone with a close relationship with the League President.

Learn more at LittleLeague.org/Treasurer

PRINCIPLE RESPONSIBILITIES

- 1. Prepare an annual budget to include all revenues, such as registration fees and fundraising activities based on the membership size of the prior year. Budget should also Include: expected expenses of the league year such as:
 - Uniforms
 - Field Maintenance
- Fundraising Expenses Charter Fees
- Insurance fees Banners
- Monthly Treasurer's Report including bank balances and income statement. Download online 2. at LittleLeagueU.org/Finance-Downloads



3. Submit annual financial report to the regional office.



- 4. Maintain and reconcile all bank accounts and pay league expenditures.
- 5. Prepare and maintain records of all revenues sources.
- Responsible for all day-to-day transactions and documentation of the league. Monitor and deposit all revenues 6. including registration fees and fundraisers.
- 7. Maintain federal group tax exemption as illustrated in Operations How-To Guide Tab (See Page 15)
- 8. Prepare documentation for independent audit, either by professional accountant or audit committee of board of directors.
- 9. Must submit an annual tax return to the IRS (local and state returns as necessary).

GROSS RECEIPTS REQUIREMENTS FOR FEDERAL TAX FILING

Gross Receipts is the total amount of revenue your league receives from all sources in a year, not including expenses or deductions.

- a. Excess of \$50,000 but less than \$200,000, required to file 990EZ with Schedule A
 - → Download at LittleLeague.org/990EZ
- b. Over \$200,000 must file Form 990 with Schedule A
 - → Download at LittleLeague.org/990
- c. Less than \$50,000 must file e-postcard 990-N
 - → Download at LittleLeague.org/990N

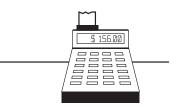
BEST PRACTICES FOR YOUR LEAGUE'S FINANCES

		Schedule a meeting prior to the monthly board meeting
		Review all bank statements, deposits, withdrawals, receipts, and the monthly Treasurer's report
·····		TIP: Taking these 15-20 minutes to review statements before the board meeting. Additionally may help prevent fraud situations in the future. There is never too much documentation. Also it should make the meeting go faster if the Audit Committee reports that the monthly transactions were reviewed and approved.
		Maintain back-up documentation for all significant sources of revenue
		Registration fees
		Concession revenues
		League fundraisers
		TIP: Make sure all the deposits match your ledger.
		Prepare an annual budget, including all of your expenses and share it at registration
		This helps explain how registration fees are set and why fundraisers may be necessary
		TIP: It is Important to always be transparent with both the board and the members about all costs to operate the league
Authorized	_	Require multiple signatures on all checks and bank accounts
8798 - 37680 - 99012084		Two for checks
		Three on bank accounts
		TIP: Online Banking is a time-saving tool to pay bills and transfer funds, but it needs to be monitored closely for inappropriate transactions. Again you must have proper documentation for all online transactions.
		Limit and monitor the use of all credit and debit card transactions for reasonableness
		Insist on receipts for all purchases. Do not pay from statements
		Cash transactions and debit withdrawals should be limited when possible
†		TIP: This is one of the biggest risks for fraudulent activity, purchasing items for personal use on a league account. For example don't just pay the statement from the local big box store without receipts.
$\Delta \Delta$		Create checks and balances in concession operations.
		 Cash should be verified at the beginning and end of each night, deposits audited for reasonableness

CC REMEMBER: THE MORE YOUR LEAGUE IS TRANSPARENT WITH FINANCES, THE BETTER YOU SERVE YOUR COMMUNITY! **99**

[†]AUDIT COMMITTEE:

The Board of Directors may appoint an Auditing Committee consisting of a minimum of (3) Directors. The President, Treasurer, or signatories of checks are not eligible. Books and statements will be reviewed on a regular basis.



TIPS FOR PREVENTING FRAUD

Prepare an annual budget and make it available to all members of your league.

- Set a procedure in place that tracks approved expenditures against your league's budget on a monthly basis.
- Provide a monthly report at each meeting that details revenues and expenses incurred since the last meeting. As a part of that report, include a reconciliation of new revenues and expenses with the league's accounts.
- □ Establish an audit committee that consists of a minimum of 3 members. These may be board members or other members of the league in good standing with a financial background, and is a good way to recruit new volunteers who may have that background in your community. The audit committee should review all financial activity including, but not limited to bank statements, credit card statements, deposits, withdrawals, receipts, etc. The audit committee should audit activity on a monthly basis and complete a yearly audit at the close of the league's fiscal year.
- Multiple signatures should be required on all checks and bank accounts. It is recommended that tw are required for all checks and three signatures are required for all bank accounts. If using on provide the audit committee with online banking information.
- □ Restrict relatives from serving as both president and treasurer. Creating a local bylaw that prohibits spouses or other closely related individuals from serving in the roles of president and treasurer concurrently reduces the risk for fraud and eliminates the appearance of any conflict of interest.
- □ Create checks and balances in concession operations. Cash should be verified at the beginning and end of each night and deposits should be audited for reasonableness. A concession stand should never be losing money. The audit committee should review all concessions activity on a monthly basis and bring any irregularities to the attention of the board.
- Establish practices that encourage transparency with all members of the league. Providing regular updates and insight will discourage individuals from committing fraud since they know it is likely that irregular activity will be noticed and questioned.
- Reconcile bank accounts including debit and credit card accounts on a timely basis to identify and resolve any discrepancies noted.

DON'T LET THIS HAPPEN Married Couple on Board of Directors Embezzles Funds LittleLeagueU.org/Embezzlement

During the second-to-last board meeting of the year, the president and treasurer (husband and wife) reported a staggering low balance of fund in the league's account. Upon further investigation, the leagues audit committee discovered that a substantial amount of funds had gone missing prompted the league to take action.

STEPS TO TAKE IF FRAUD IS SUSPECTED

Gather all documentation and records that indicate fraud may have occurred.

Bring any suspicion of fraud to the attention of the entire board immediately. The board should discuss the matter and make a determination on next steps.



LittleLeagueU.org | Page 41

If appropriate, contact the local authorities and report the suspicious activity. It is the league's responsibility to protect
the interest of its members by taking all necessary action when fraud is suspected. Please note that a crime insurance
claim cannot be submitted unless a police report has been filed.



Authorized





CREDIT/DEBIT CARD GUIDANCE

Accepting and utilizing credit and debit cards provides a great deal of convenience to leagues both when conducting registrations and purchasing necessary supplies for the league. When accepting or utilizing credit/debit cards, there are several important items to keep in mind.

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Tips for Accepting Credit/Debit Cards:

- ☐ If accepting credit/debit cards for registration fees, leagues are strongly encouraged to utilize DICK'S Team Sports HQ online registration tool, which includes affordable options for accepting card payment.
- Under no circumstances should leagues ask parents to provide card information in writing or verbally to any member of the league.
- Under no circumstances should any individual other than the cardholder enter payment information into an online payment processing system.
- Under no circumstances should the league store any payment information in any form.

Tips for Utilizing Credit/Debit Cards:

Limit the number of individuals authorized to make a purchase using a league credit/debit card.

Do not share the card number or pin with individuals that are not authorized to make purchases using the card.

Set dollar limits for purchases that require board approval vs. purchases that can be made prior to approval.

Require receipts to be submitted to the league treasurer, audit committee (or finance committee) for all purchases made.

Provide the audit committee with access to online statements and card activity.

Have all statements reviewed monthly by the audit committee and/or a board member that does not have access to use the league's card on a regular basis.

Section 6: Information Technology



SECTION 6: INFORMATION TECHNOLOG



LEARN MORE ABOUT Website Services offered by DICK'S Team Sport HQ LittleLeague.org/TSHQ



PROMOTE YOUR LEAGUE within your boundaries using League Finder PlayLittleLeague.org



LITTLE LEAGUE® DATA CENTER

- Charter Teams/Insurance
- Enroll in Tournament
- Update Officers
- Submit ASAP Plan/Facility Survey
- Upload Data Registration
- Verify Player's Boundaries (Affidavit Tool)
- Confirm Background Checks
- Download Official Logos

LittleLeague.org/DataCenter



FREE ONLINE TRAINING For Managers/Coaches, District Staff, Local Administrators, Umpires and Parents

LittleLeagueU.org

OFFICIAL LEAGUE TECHNOLOGY PARTNER OF LITTLE LEAGUE®

DICK'S TEAM SPORTS HQ powered by Blue Sombrero is the Official League Technology Partner of Little League[®]. This partnership provides chartered Little League programs with valuable benefits and administrative efficiencies.

THE FOLLOWING CHECKLIST WILL PROVIDE HELPFUL REMINDERS FOR THE UPCOMING SEASON

LOCAL LEAGUE WEBSITE:

- Utilize your free Little League website and registration service designed exclusively for chartered Little League programs
- Don't forget to use the exclusive Little League website template that provides news, information and updates direct from Little League International
- During the fall months, update your domain hosting and web content with important details for the upcoming season

ONLINE REGISTRATION:

- Set-up online registration questions and divisions
- Ensure all Little League data is securely collected online and synced to the Little League Data Center to meet reporting requirements
- Ensure all residency and other required documents are collected online

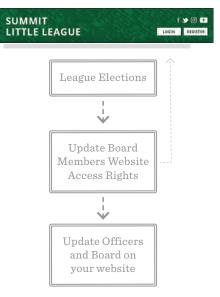
LOCAL LEAGUE ADMINISTRATION:

- After elections, add and update your website access rights for board members for the new season
- Run test registrations to ensure an easy experience
- Attended a live DICK'S Team Sports HQ training webinar to learn more about its capabilities
- Communicate your registration dates to your membership through easy email tools

To learn more or to contact a Support Representative to set up the free services offered by DICK'S Team Sports HQ, visit LittleLeague.org/TSHQ



Coming early spring: Player Registration and Volunteer Data will be synced automatically with the Little League data center directly from DICK'S Team Sports HQ.



Play LittleLeague.org

BOUNDARY MAP TOOL / LEAGUE FINDER

- Verify your league map is correct on PlayLittleLeague.org via your Regional Office
- Use PlayLittleLeague.org to promote your league to new families
- Use the boundary map tool and league finder to verify players during the registration process
- Follow up with emails that are generated from the League Finder website by providing information to new families
- Use the automated Tournament Affidavit Tool to plot players during Tournament Season



HIGHLIGHT: TOURNAMENT AFFIDAVIT TOOL

			District Administrate) En			1.	hone:	
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Map data @2017 Google

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YOUR LEAGUE'S GUIDE

TO THE LITTLE LEAGUE® DATA CENTER

For the 2018 season, the Little League[®] Data Center features new and improved functionality to assist your league's volunteers in carrying out the administrative functions associated with maintaining your Little League charter. New for this year, each league officer will now have an individual login to the Data Center with permissions tied to their role within the league.



CREATING A DATA CENTER ACCOUNT

Data Center accounts are only available to current league officers on file with Little League International. Current Data Center users may login to the Data Center using the current League ID based login and password. Once logged in, users will be prompted to select their name and email address from a list of current league officers on file with Little League. Users will receive an email that will allow them to set up an individual account that will be associated with their email address and current role within the league.

When your league updates its league officers in the Data Center, all new officers will receive an email prompting them to create an account. It is important to ensure that all officers have unique and valid email addresses listed. An account cannot be created without a valid email address.

ESSENTIAL LEAGUE FUNCTIONS AVAILABLE THROUGH THE DATA CENTER



OFFICER MANAGEMENT AND UPDATES

Leagues are required to submit a list of all league officers through the Data Center. This ensures that Little League International can provide important updates and information to the proper individuals within your

league. Leagues are encouraged to update officers as soon as elections are held and following any subsequent changes.

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First Name	Lest Name	Erest	Day Phone		Officer Tes
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IÓHN	005	Assettexample.com	305-305-355	Longe Transver	

CHARTERING/CHARTER CHANGES

For the 2018 season, all leagues are required to submit their charter application and insurance enrollment form online through the Data Center. Chartering will be available in early October for the upcoming season.

Once chartered, leagues will have the option to view their current charter status and to submit changes to the number of teams chartered in any division through the Data Center. Changes submitted will update to the league's charter within 24 hours of submission.



UPLOAD/MANAGE REGISTRATION DATA

All leagues are required to upload player and coach/manager data registration data through the Data Center. Registration Data should be uploaded immediately following the league's first registration date. Additional data can be uploaded following subsequent registration date. **Please note that submission of rosters is no longer required.** [See Regulation IV (g)]

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	NEW FOR 2018
DICK'S TEAM SPORTS HO Online registration	Little League Data Center
Note: Leagues that conduct onlin DICK'S Team Sports HQ are not registration data through th	required to upload

Prior to player

tryouts

Prior to the

start of practices

and games

CONDUCT BACKGROUND CHECKS/CONFIRM COMPLIANCE

Leagues can access First Advantage to conduct required background checks through a link available in the Data Center. Once checks are conducted, leagues can confirm compliance with the requirement to complete checks at any time.



VIEW/PAY OUTSTANDING BALANCES

All charter, insurance, and tournament enrollment fees may be paid through the Data Center via credit card of e-check (ACH transfer). Outstanding balances are available for review on demand. Balances will update within 24 hours of payment submission.

Insurance coverage will not be effective until payment for premiums is received in full. Please be aware that your league or district's 2017 insurance policies through the AIG group insurance program for Little League end as of 12:01 a.m. on

Financials

Outstanding Balance

Open Invoice Items

January 1, 2018, if your league or district enrolled in this option for 2017.

	League Resources	Outstanding Balance O
	Confirm Background Check Compliance	\$0.00
	Download Official Logos	
17	Manage Financials	Credit
	Manage/View Officers	Outstanding Balance
	Manage Registration Data	(\$318.35) Credit
	Review League Information	
	Submit Background Checks (2*	Balance Due
	View District/Région Contact Information	Outstanding Balance
	Vew Reports	\$395.10
\checkmark		

Total Relation

ASAP PLAN SUBMISSION

Leagues are strongly encouraged to submit their ASAP Plans through the Data Center.

The deadline to submit a plan to receive a league award is April 3, 2018; the deadline to submit a plan for the district to receive an award is March 9, 2018.

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TOURNAMENT ENROLLMENT

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All leagues enrolling in tournament must do so online through the Data Center. The option to enroll in tournament will be available in late-April.

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Prior to March 9, 2018





QUICK LINKS



LittleLeague.org

Seasonal videos and information on rules, regulations, training initiatives, a and more.



LittleLeagueU.org

The companion website and educational learning center. Download templates, view marketing guides, and more.



LittleLeague.org/Parents

The online destination for parents looking to learn about the Little League program and to register for *The Parent Connection Newsletter*.



LittleLeague.org/ASAP

The home to learn about Little League's A Safety Awareness Program (ASAP).



LittleLeague.org/Register

Register to receive *the Little League Notebook,* and other newsletter and information from Little League International



LittleLeague.org/Insurance

Information about league insurance requirements and programs offered by Little League.



LittleLeagueSoftball.org

Learn about Little League Softball[®] and the opportunity to expand programming to players in your community.

First Advantage

LittleLeague.org/Background

Link to the background check website by First Advantage, providing 125 free background checks per league each season.



LittleLeagueChallenger.org

Learn about the Challenger Divisions and the opportunity to provide a Little League experience for players with physical and intellectual challenges in your community.

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LittleLeague.org/DataCenter

New and improved this season access, allowing you to update your, officer lists, player data, tournament enrollment, accounts payable, and more.

DICK'S TEAM SPORTS HQ

LittleLeague.org/TSHQ

Set-up your league's free website and access other league management tools including free online registration, team and roster management, scheduling tools and more.



Like Us Facebook.com/LittleLeague

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Follow Us: Instagram/LittleLeague



Follow us
Twitter.com/LittleLeague

5 UNITED STATES REGIONAL OFFICES

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

WEST REGION

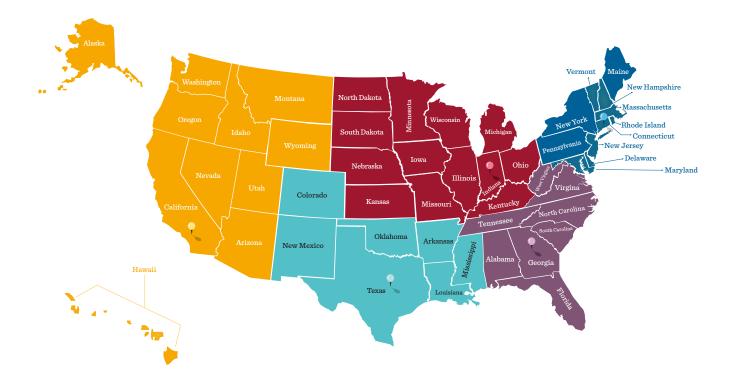
6707 Little League Drive San Bernardino, CA 92407 Phone: (909) 887-6444 Fax: (909) 887-6135 E-mail: Westregion@LittleLeague.org

CENTRAL REGION

9535 East 59th Street, Suite B2 Indianapolis, IN 46216 Phone: (317) 897-6127 Fax: (317) 897-6158 E-mail: Centralregion@LittleLeague.org

EAST REGION

P.O. Box 2926 Bristol, CT 06011-2926 Phone: (860) 585-4730 Fax: (860) 585-4734 E-mail: Eastregion@LittleLeague.org



SOUTHWEST REGION

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

SOUTHEAST REGION

P.O. Box 7557 Warner Robins, GA 31095 Phone: (478) 987-7227 Fax: (478) 987-7232 E-mail: Southeastregion@LittleLeague.org