



The Policies and Local Ground Rules for Highland Springs Little League will govern all league play, all-star, tournament team selection and participation. These rules cannot be modified unless the Board of Directors, by a two-thirds majority vote of those Directors present at a meeting of the Board of Directors approves an exception for the current season. This is the only procedure for approving an exception to the Policies and Local Ground Rules unless otherwise noted in this document.

The Policies may be altered, amended or changed only through a meeting of the Board of Directors. The Highland Springs Little League Executive Board will solicit input from all members. This condition will be met if the committee solicits input from all the members of the Board of Directors who are present at a regularly called meeting of this Board and such a request is recorded in the minutes of the meeting. The Executive Board shall consider all input from any source and propose to the Board of Directors of Highland Springs Little League any such changes as it, in its sole discretion deems to be appropriate at a November meeting of this Board. The amendments shall not be voted on at the time they are first presented, but instead, they will be discussed by the board. The committee shall use this discussion and any subsequent comments to refine its proposed amendments. At a subsequent meeting of the Highland Springs Little League Board of Directors, may move to alter, amend, or change the Policies and Local Ground Rules no later than its December meeting. If such a motion is dually seconded and approved by more than two-thirds majority of the members of the Highland Springs Little League Board of Directors present at the meeting, the Policies and Local Ground Rules for Highland Springs Little League shall be altered. Bylaws may be amended for the current season only if deemed improper by Little League governing bodies during their review process of the Highland Springs Little League Local Ground Rules and/or Code of Conduct, Complaint, and Grievance Policy. The board shall then have the right to add to, should information be missed, or need strengthened, in order to bring the rules and code of conduct in compliance with Little League Rules and Regulations designated by added addendum.



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1. GENERAL POLICIES

1.1. Before the regular season begins, teams are limited to three practices (includes practice games) per calendar week (Sunday through Saturday). Once the regular season begins, teams are limited to one practice per calendar week. Batting practice and warm up drills prior to games do not count as practices. Practices shall not exceed two hours.

1.2. No more than four practice games may be played between league teams before league play. No such practice games are allowed once league play has begun.

1.3. Players, managers, and coaches from each team will meet at home plate after each game to shake hands.

1.4. To help ensure proper behavior at all Highland Springs Little League activities, all managers, coaches, board members, parents, their guests and players will be expected to read and sign and adhere the 2021 Highland Springs Little League Code of Conduct, Complaint and Grievance Policy Manual.

1.5. Anyone ejected from a game is subject to the penalties set forth in the 2021 Highland Springs Little League Code of Conduct, Complaint, and Grievance Policy Manual.

1.6. Any additional general (non-policy) changes or additions to Highland Springs Little League will be voted on by the Executive Board. Changes can only be applied with a two-thirds vote either at board meetings or electronically (chat or email).

Executive Board = President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer & Coaching Coordinator.

1.7. New board responsibilities start on November 1st and the yearly meeting to discuss Bylaws changes will happen in the month of November.



2. PLAYER AGE REQUIREMENTS

2.1. Players are eligible to participate in baseball and softball divisions as indicated in table below:

DIVISION	LEAGUE AGE(S)	EXCEPTIONS
Senior League Baseball	15 and 16	- 14 years old may play up
Junior League Baseball	13 and 14	- 12 years old may play up
Intermediate Baseball	11 thru 13	- 10 year olds cannot play up - 14 year olds cannot play down
Little League Baseball	11 and 12	- 10 year olds may play up - 13 year olds cannot play down
Minors 9/10 Baseball	9 and 10	- 8 year olds may play up and 11 year olds may play down - Minors 9 Baseball will be a separate division from Minors 10 if each division reaches a minimum 5 teams
Minors 7/8	7 and 8	- 6 year olds may play up and 9 year olds may play down
Minors 6/7	6 and 7	- 6 year olds may play up and 8 year olds may play down
Senior League Softball	15 and 16	- 14 year olds may play up
Junior League Softball	13 and 14	- 12 year olds may play up
Little League Softball	11 and 12	- 10 year olds may play up
Minor 9/10 Softball	9 and 10	- 8 year olds may play up and 11 year olds may play down
Minor 7/8 Softball	7 and 8	- 6 year olds may play up provided that they have played one season of T-ball or coach pitch. 9 year olds may play down
Coach Pitch/T-Ball 2	5 and 6	- 5 year olds must have played one season of T-ball
Tee Ball 1	4 and 5	- 6 year olds may play down

Players requesting to play up, may only do so in such division in accordance with Table A. A player choosing to play up in a division is required to participate in tryouts for that division. A player may only be drafted in upper divisions if authorized by the parent or guardian. Parents and/or guardians are to acknowledge that playing up may require a child to participate in games/practices scheduled for the later time slots.

***Subject to change depending on enrollment numbers**

2.2. Players that are one (1) year above in league age may play down in accordance with the chart in section 2.1, if approved by the Highland Springs Little League Executive Committee. The Highland Springs Little League Board of Directors cannot grant approval for any players wishing to participate outside of the guidelines stated in chart 2.1. These waivers must be submitted in writing by the President of Highland Springs Little League to the Little League charter committee. If waiver is granted, only then can Highland Springs Little League allow a player to participate outside of the



guidelines. (Example: A league age 13 child wishing to participate in Little League Baseball (11/12), would need an approved waiver to do so).

2.3. No player will be exempt from division rules due to skill level. If safety concerns arise and if the age rules specified in section 2.1 allow it, a parent or guardian only, may make a request to the VP of Baseball or VP of Softball to have their child moved to a lower division of play. However, that child will not be eligible for post-season play



3. MANAGERS, PLAYERS AND UMPIRES

3.1. All divisions of baseball and softball shall have a maximum of three coaches and one team manager.

3.2. If an umpire has a problem with a manager, coach, player, parent, or spectator, he/she should notify the Highland Springs Little League President or Board Member in attendance.

3.3. Managers shall notify the respective Vice President of Baseball/Softball/Challenger of any problems related to players, umpires and/or parents. At which time, the Vice President will escalate to Disciplinary Committee as needed.

3.4. In the divisions of Baseball Minors 9,10, and Majors 11/12, all team managers will be required to enter their game score and pitch counts within 24 hours of the end of the game. The home team is the official score. Managers may also allow an assistant coach, team scorekeeper, and/or other responsible person to enter the score and pitch counts. However, the team manager is responsible for the accuracy and timely input of information. Managers who fail to comply with these rules will be subject to disciplinary action under the 2021 HIGHLAND SPRINGS LITTLE LEAGUE CODE OF CONDUCT, COMPLAINT, AND GRIEVANCE POLICY.

3.5. Umpires may only umpire games that are two or more divisions below the division that the umpire would play in (i.e., an umpire who is of Senior League playing age may not umpire in the Junior league or above but may umpire in Little League).



4. PARTICIPATION IN SCHOOL PROGRAMS

4.1. It is Highland Springs Little League's policy and intention to support all middle and high school teams and programs. Utmost consideration is to be given to the student athlete's safety and his/her commitment to the school program. Therefore, the following guidelines are to be followed by the managers and coaches of Highland Springs Little League.

4.2. No Highland Springs Little League manager or coach will request, require, or cause a player to miss or to be late to a school program, function, game or practice.

4.3. No player should be allowed to pitch in a Highland Springs Little League practice/game if he/she has pitched in a school/travel ball game on the same day.

Exceptions can be made for Major and Senior softball players if Manager, parent and child agree.

4.4. No player will be required to participate in a Highland Springs Little League practice before or after a school practice/game without the consent of the parent and/or guardian.



5. LOCAL GROUND RULES

5.1. Except as noted herein, Little League Official Regulations and Playing Rules will govern all play at Highland Springs Little League including Inter-league games.

5.2. Highland Springs Little League games will be subject to the time limits as set forth below:

A. Junior, Senior League Baseball/Softball and, Senior and Intermediate Baseball: No new inning will start after two hours of total playing time. In addition, games shall end after two hours and fifteen minutes of total playing time if a later game is scheduled on the same field (including make-up games). * All regular season games shall have a two hour and 15 minutes drop dead time limit.

B. Minor 9-10 Baseball, Little League Baseball, and Little League Softball: No new inning shall start after one hour and forty-five minutes of total playing time or six innings whichever comes first. All regular season games shall have a two-hour drop-dead time limit.

C. Minor 7/8 Baseball, Minor 9/10 Softball and Minor 7/8 Softball: No new inning will start after one hour and forty-five minutes of total playing time or six innings whichever comes first. All regular season games shall have a two-hour drop-dead time limit.

D. Coach Pitch/T-Ball 2: Games will end after one hour and fifteen minutes from the scheduled start time.

E. Tee Ball: Games will end forty-five minutes from the scheduled start time.

F. There shall be no drop-dead time limit in the playoffs. However, no new inning shall start after one hour and forty-five minutes of playing time. Game shall continue in the event of a tie score at the end of time expiration.

G. Divisions not utilizing Little League Rule 4.10(c), teams shall continue to play up to the allowable time limits set forth above in the 2021 Highland Springs Little League Local Ground Rules.

* EXCEPTION: No game shall be subject to a time limit until it is considered a complete game under Little League Rules.

5.3. Teams shall not conduct infield practice before the start of the game. Practice will be allowed in the outfield and in the infield, outside of the foul line.

5.4. Highland Springs Little League will use a continuous batting lineup in all divisions of play and all players must play in the field at least every other inning. All players in Minors Baseball and Softball 6/7 and 7/8 must play at least two innings in the infield. The catcher's position is not considered an infield position to meet infield requirements.



Exception 1: Intermediate Baseball will be subject to all regulations stated within the 2021 Little League Baseball Rules and Regulations.

Exception 2: All inter league play must abide by the 2021 Little League Baseball Rules and Regulations or the 2021 Little League Softball Rules and Regulations (orange book). There will be absolutely no house rules used in interleague play.

5.5. Minor League Baseball and Softball Divisions:

A. A half inning will be complete when the batting team has scored five runs or three outs are made, whichever occurs first. Any runs that score on the last play of an inning which exceed five for the inning will not count toward the game score. As allowed under the Little League Rule 4.10(e) Note (2), the 10- run slaughter rule will NOT be utilized.

B. In the event an umpire is not available, each team shall provide a coach or manager to call balls and strikes from behind the pitcher when that team is on the field. The coach or manager calling balls and strikes also calls plays at second base and home plate. The base coaches shall call plays at their respective base. The home team umpire will be considered the umpire-in- chief.

C. The infield fly rule will be in effect for Minors Baseball 9/10 and above.

5.6. Minor 9/10 Softball:

A. Prior to a date determined within each season by the division director, after the third batter receives a walk or hit by pitch, the manager or coach of the batting team will pitch for the duration of the half inning. The manager or coach shall deliver the pitch using an underhand motion with as little arc as possible. The strike count will be maintained. When the manager or coach is pitching, the batter may not advance to first base by walk or being hit by a pitch.

B. After the date determined within each season by the division director, if a batter receives four balls, he/she will walk. There will be no manager or coach pitching. Bunting and stealing will not be allowed when the manager or coach is pitching.

5.7. Machine Pitch Baseball Divisions and Minor 7/8 Softball Division:

A. These divisions shall be machine pitch divisions and the assigned pitching machine will be used. There will be no kid pitch in these divisions.

B. The pitching machine speed will be set at the following:

- Minor 7/8 Baseball- 38 mph (46 ft from front of machine to back of plate)

- Minor 6/7 Baseball- 34 mph (46 ft from front of machine to back of plate)

- Minor 7/8 Softball- 34 mph (35 ft from front of machine to back of plate)

C. The player pitcher will stand outside the pitcher's circle and even with the pitcher's rubber. A batted ball is dead if it strikes the pitching machine or a coach on the field, or if it comes to rest inside the pitcher's circle. In the event of a dead batted ball, the batter is awarded first base and all other base runners advance one base. If a thrown ball hits the pitching machine, runners shall advance to the next base or return to the previous base, based upon the runners proximity to 30 foot progression line (Minors 6/7: Closest base)



D. A coach from the hitting team will feed the pitching machine and call balls and strikes.

Batters will not walk and will not be awarded first base if hit by a pitch. The batter will

be out after three strikes. A batter will receive no more than seven (7) pitches in an "at bat". A strike is a pitch that is swung at by the batter and is missed, or is fouled by

the batter when there are fewer than two strikes; or touches the batter as the batter

strikes at it. If the 7th or subsequent pitch is fouled, the batter will continue until he gets a hit or makes an out. Softball will be a max of five (5) pitches.

E. If a pitching machine is not available for any game, such game shall be played using coach pitch. If coach pitch is employed, the coach pitcher may stand or kneel anywhere in the vicinity of the pitcher's mound.

F. Stealing will not be allowed in Machine Pitch baseball.

G. Base runners may, at their own risk, advance only one base on initial overthrow for a ball that remains in play. Runners may only advance one base for a ball ruled out of play.

H. Minors 6/7 Baseball and Minor 7/8 Softball Only: Teams play with ten (10) defensive players with the additional player positioned in the outfield. Two defensive coaches are allowed on the field positioned in front of the outfielders for Minors 6/7 Baseball and Minor 7/8 Softball. Minor 8 Baseball and above: No defensive coaches are allowed on the field. The following rules will apply to Minors 7/8 Baseball only:

a. A 14-foot circle (pitchers circle) will be drawn around the pitching machine. The circle will be divided with a line even with the anchor bar of the pitching machine. The player pitcher may not cross this line until the ball has been released by the machine. A play will be considered over when a player has control of the ball inside of the pitcher's circle. Runners may advance at their own risk until the ball is controlled or comes to a rest within the pitcher's circle.

b. A 30-foot progression line will be used at every base. Once the ball is controlled inside the pitcher's circle, a runner will be allowed to proceed to the next base if he/she has crossed the progression line. If the runner has not, he/she will be sent back to the base of which he/she last rounded.

c. A batter shall receive a max of five (5) pitches per at bat. If the 5th or subsequent pitch is batted foul, the batter shall remain at bat until he/she strikes out or puts ball in play. If the fifth pitch is deemed unhittable by both managers, the batter will be awarded one (or more) additional pitches until the batter receives a hittable pitch.

d. Teams shall play with nine (9) defensive players. There shall be no additional player positioned in the outfield.



5.8. Tee Ball

- A.** All outfielders must position themselves on the outfield grass approximately ten (10) feet from the infield before play starts. Once the ball is hit, they may come forward to the infield area. Up to two defensive coaches are allowed in the outfield and one coach on the infield near the pitcher.
- B.** An inning will be over when the last batter in the lineup has hit and the defensive team either earned an out or an infielder raises the ball in the infield in fair territory. Base runners shall not continue running the bases. If three outs are earned before the last batter has hit, the bases are cleared, and the number of outs is reset to zero.
- C.** Bunting is not allowed.
- D.** The infield fly rule will not be enforced.
- E.** The player will attempt to make the play after the ball is hit. Only one bag advance per player in the event of an overthrow no matter the number of overthrows.
- F.** There are no homeruns in Tee Ball
- G.** The adult base coaches will umpire.
- H.** All players must play in the infield during the game
- I.** Score will not be kept. Tee ball is about learning the fundamentals, not winning or losing.

5.9. T-Ball 2

- A.** Defensive Players: Ten (10) players may play defense at one time. No player shall sit the bench in consecutive innings. Infielders must play standard infield positions. All outfielders must play in the grass.
- B.** Offensive Players: All players will be in the batting lineup at all times. The lineup shall be rotated every game in such that no player bats in the same place of the lineup.
- C.** Batting Limit: Every player in the lineup bats in an inning. A double will be the furthest base that a batter can be awarded. A double can be awarded when the ball is hit past the outfielders and a play is not made on the ball. (Play: an outfielder while attempting to play a hit ball puts a glove on the ball) This rule will apply to the last player in the lineup.
- D.** After obtaining the third out, the offensive team must clear all the base runners but will continue through the end of the lineup.
- E.** There will be no bunting, base stealing, or running on overthrows.
- F.** No player should play the same position twice in one game. No player shall play the outfield in consecutive innings.
- G.** The adult base coaches will umpire.
- H.** Score will not be kept. Tee ball is about learning the fundamentals, not winning or losing.



6. PROTECTIVE EQUIPMENT

6.1. Players must wear batting helmets with face shields when batting, running the bases, or coaching 1st or 3rd base during regular season play. This includes batting practice in the batting cages.

Exception: Face shields are suggested but not required for the Majors Division (11/12) and above. Highland Springs Little League suggests face shields are worn while on the field. The team managers reserve the right and shall require a face shield to be worn by those players they deem to be at risk for their safety.

6.2. All male players must wear a protective cup.

6.3. A catcher's mask must be worn by any player warming up a pitcher in the bullpen area.

6.4. All players playing the pitcher's position in all divisions of softball will be required to wear an approved infielder's facemask.



7. LEAGUE PLAYOFFS

7.1. All Baseball divisions, from Minors 7/8 through Juniors and Softball divisions from Minors 9/10 through Juniors will have end of the season playoffs. Each team participating in these divisions will be entered the playoffs in its respective divisions. A minimum of three teams must have played in the division. The playoffs will consist of Highland Springs teams only. At the end of the regular season, each team will be seeded for the playoffs based on its finish in the standings. Inter-league games played will count toward the overall win-loss record. Softball 9/10 will use an unseeded playoff format. Standings will be sorted by won/loss percentage with tie games counting as a half of win and a half loss for percentage calculations. Ties in standings will be broken by the following:

- Head to Head
- Win percentage (wins, not including ties, divided by total games played)
- Win/loss percentage in games against other Highland Springs teams (Divisions that interleague)
- Coin flip by division director, with managers or manager designated representative available.

The division champion will be determined by the winner of the end of the season playoffs. All games played in the regular season and playoffs will count towards the minimum requirements for both league and player eligibility toward the post season.



8. TOURNAMENT TEAMS

Highland Springs Little League is committed to making the All-Star (District 5 and Invitational), selection process as transparent, accountable and inclusive as possible. In all circumstances, the League will attempt to field teams for all post season eligible divisions. If for some reason a team cannot be fielded, then this decision must be voted on and approved by majority vote of the ALL Board of Directors.

8.1. All-Star Executive Committee

The All-Star selection process will be managed for each division by its All- Star Executive Committee. The All-Star Executive Committee will consist of three voting members and a recordkeeper:

- The voting members will consist of the following individuals:
 - The VP of Baseball (or softball)
 - Player Agent
 - One other board member selected by the VP of Baseball (or softball), League President, and Player Agent
- The record-keeper will be the League Secretary. His/her role will be to keep accurate notes of all proceedings.
- For example – for Majors All-Star baseball teams, the All-Star Executive Committee would consist of the following individuals:
 - The VP of Baseball
 - The Majors Baseball Division Director
 - One other board member selected by the VP of Baseball (or softball), League President, and division director
 - The record keeper (non-voting)
- For example – for Majors All-Star softball team, the All-Star Executive Committee would consist of the following individuals:
 - The VP of Softball
 - The Majors Softball Division Director
 - One other board member selected by the VP of Baseball (or softball), League President, and division director
 - The record keeper (non-voting)
- In cases in which there is a conflict of interest, the member will recuse themselves: and, the Highland Springs Little League Board will select a replacement committee member. Reasons for recusal will include:
 - The committee members has a child playing in the division under consideration.

8.2. All league players of the appropriate age, who have met eligibility requirements per the Little League rulebook will be eligible, including those players who have played up into a higher age division. (Juniors are not eligible for selection to Majors 11/12)



8.3. All players in each post season eligible division will automatically be placed on the ballot for all divisions of which they are eligible for. There is no guarantee that said child will be chosen for their respective division post season team(s). Parents will have the option to decline the invitation if their child is selected to a post season team.

8.4. All-Star Manager Selection

The All-Star Executive Committee will have the deciding vote on the final list of managers and coaches.

A. Any regular season manager/coach interested in managing a tournament team in their respective age group, must declare his/her intention by May 6th and ending no later than May 15th of the current season. All declarations must be submitted on the Highland Springs Little League tournament team declaration form.

B. No manager or coach shall miss more than three (3) practices and no games for the duration of the tournament unless ill or injured. A form letter must be signed by all managers and coaches stating that they understand this requirement. All practice schedules will be drawn up by the team manager in conjunction with the ALL All-Star Executive Committee. All practices that are scheduled will be considered mandatory.

C. Manager selection:

- All managers in all divisions will be selected using the same process
- The All-Star Executive Committee will interview manager candidates starting no earlier than May 6th and ending no later than May 15th
- Any manager or coach from the Little League season will be able to nominate themselves for manager positions. The manager or coach must:
 - Be a Little League member in good standing financially.
 - Must have the ability to represent himself/herself, and the league well. Any season ejections will be considered a strong disqualifier for candidacy.
- Manager candidates will be evaluated based on the following criteria:
 - Highland Springs Little League history, including any feedback received from parents
 - Baseball/softball knowledge/credentials
 - Player knowledge
 - Input from non-All-Star coaches and managers (through a vote or direct communication)
 - Personal commitment to the task
- The All-Star Executive Committee will select managers by majority vote of the Committee.



- All-Star Executive Committee members will recuse themselves from voting on any manager candidate in one of the following circumstances, but will be asked for his/her opinions:
 - He/she participates with the manager candidate in a Little League capacity
 - He/she participates with the manager candidate in a travel ball capacity
- If a committee member must recuse themselves, the Highland Springs Little League Board of Directors shall select an alternate committee member.
- Minutes from All-Star Executive Committee deliberations will be recorded: and, will be distributed to other ALL Board members, if deemed appropriate by the ALL Executive Board.

8.5. All-Star Player Selection (District 5 and Invitational)

- Each regular season manager will be presented with a ballot with the names of every eligible player listed alphabetically by team.
- Each person voting will be instructed to vote for players that they feel will best represent Highland Springs Little League. The All-Star Executive Committee will have the deciding vote on the final list of approved players, managers, and coaches. Each person voting will be instructed to vote for no more than the number of players designated for such team. Although, all players from the age group will be on the ballot, managers may only vote for players that were discussed as the most deserving at the All-Star meeting amongst the managers. In addition, each manager voting will be required to put his/her name on their ballot in the event of any question from the ALL All-Star Executive Committee. No other instructions will be given. Ballots with more than said votes and/or no name will be discarded.

TOURNAMENT TEAMS

- The All-Star manager shall decide on a 12 or 13 player roster on his/her respective roster. Team manager shall solicit the opinions of the other team managers at their respective division all-star selection meeting.

8.6. All-Star Team Voting

Highland Springs Little League All-Star team players will be voted for by the managers in their respective divisions. Votes from each group will be counted separately by members of the ALL All-Star Executive Board. The said number of players receiving the most manager votes will receive one (1), "All-Star Team Vote." If there is a tie for the last place on the team then all tied players will receive one (1) "All-Star Team Vote." The said players receiving the most "All-Star Team Votes" (3 being the maximum possible) will be presented to the ALL All-Star Executive Committee for approval.



8.7. Tournament Team Voting

- A.** Highland Springs Little League All-Star tournament team players and manager shall follow the same guidelines set forth for the D-5 teams.
- B.** 8-year-old and 9-year-old tournament team players and manager shall follow the same guidelines set forth for the D-5 teams. If eligible players for these teams played up in higher age divisions, then input from impartial higher division managers or coaches should be passed on to the voting managers and coaches.

8.8. The All-Star manager will have the ability to select the final TWO participants on the All-Star team roster. The final two selections for that team will be selected by the manager from the players who finished in the 11th-14th place in voting for 12 player rosters and 12th-15th for a 13 player roster. Ties are included. For invitational teams, the same process will be followed. The thirteenth selection is optional at the discretion of the manager. In each case, the All-Star manager must advise the ALL All-Star Executive Committee stating the reasons for their selection(s).

8.9. For the Minor 8 and Minor 9 Baseball All-Star teams, the Highland Springs Little League Board of Directors may elect to roster one invitational team in the event there are fifty players or less for that specific age group.

8.10. Voting for All-Star teams is considered extremely confidential. Only those people designated to count the votes should see the results of the balloting. In reporting to the Highland Springs Little League Board of Directors, the ALL All-Star Executive Committee should not disclose the votes received by individual players or the ranking of the players by votes received. If any other person needs information about the All-Star voting, all participants should disclose as little information about the details of the voting as possible.

8.11. The approved manager of each tournament team will be allowed to select the number of coaches allowed by the applicable tournament from those approved managers and coaches who are eligible to manage such team.

8.12. The respective Division Director shall notify the players selected and approved to represent Highland Springs Little League as its All-Star team no earlier than June 1st, but no later than June 15th. (Subject to division and team meeting eligibility requirements. The Division Director should call the selected manager first, if possible, to setup the first practice time and place. The respective Division Director will ask a parent or guardian of the selected players to verbally commit to the practice and game requirements. If a player cannot commit to these requirements, the first alternate would be added to the team roster. No more than two alternate players including ties will be contacted unless the All-Star team would have less than nine players or the All-Star manager would like to consider additional alternates. Once the Division Director has notified all of the All-Star team players,



he/she may notify the All-Star team manager of the entire roster for his/her team. After notifying a manager/player of his/her selection to the team, the Division Director should:

- A.** Notify the player or parent who was selected as team manager, the player fee, the tournament dates and when the first practice will take place.
- B.** Ask for a commitment to the player fee. (This is for league expenses such as entry fees, equipment, utilities, player's jerseys, hats, and other expenses.)
- C.** Ask for commitment to practices and tournament dates.

8.13. Tournament team players must commit that they will miss no more than three (3) scheduled practices or a single game for the duration of the tournament, unless ill or injured. A form letter must be signed by the player and the parent/guardian stating that this requirement is understood. A player that is removed from or that leaves a team prior to the end of the District tournament or Invitational tournament may forfeit the right to participate on a Highland Springs Little League tournament team the next year he/she returns to league play. (Subject to the decision of the Highland Springs Little League Board of Directors).



9. FIELD USE POLICIES

9.1. Alcoholic beverages are strictly forbidden from the Highland Springs Little League Complex including the parking lots.

9.2. All vehicles must be parked in designated parking areas and may not be inside the interior gates.

9.3. All bikes, motorcycles, and mopeds must be parked in designated parking areas and may not be ridden throughout the Highland Springs Little League Complex.

9.4. All games will be immediately suspended when there is lightening or thunder in the vicinity and everyone shall be directed to their vehicles for at least thirty-five (35) minutes. Play will resume no sooner than twenty (20) minutes after lightening passes. Highland Springs Little League urges every adult to remember that the safety of our children is far more important than any ballgame. If players and parents do not go to their vehicles, the Board member on duty reserves the right to declare the game(s) over and will not be rescheduled for continuation.

9.5. The home team scorekeeper is the official scorekeeper

9.6. Scorer's boxes may be occupied only by the scorekeepers, one scoreboard operator (for fields with electric scoreboards), and league officials. These individuals may not direct any comments toward the players, managers, coaches or umpires other than as required as the official scorekeeper.

9.7. Each team will clean up the area around the field, stands, and dugout after each game

9.8. Batting cages are not to be climbed or swung on. Batting helmets must be used in the batting cages at all times. Only one manager or coach and one player shall be in the batting cages at a time.

9.9. Warm-up throwing shall be done in the outfield.

9.10. For fields with grass infields, managers/coaches shall stay off of the infield grass while hitting infield/outfield practice and pitching to batters.

9.11. Before each game, the home team is responsible for lining the field, setting out the bases and pitching machine (if applicable), and other preparation work necessary for the field to be in playable condition. All field preparation must be completed before the scheduled start of the game. The start of the games will not be delayed for lining of the fields. Teams must vacate the infield before the game to allow for field preparation.



9.12. For in-house game, after the last game of each day, the visiting team is responsible for raking the pitcher's mound and the home plate area, putting away the bases and pitching machine (if applicable).

9.13. A heat index guideline is in place to limit player's exposure to excessive heat conditions. The safety officer and Board member on-duty will monitor conditions and make the determination if practices and/or games will commence at the Highland Springs Little League Complex. Activities will be suspended when the heat index (temperature & humidity) is greater than or equal to 100 degrees.

9.14. It is the manager of the team's responsibility to check the field status through the Henrico County Hotline. If Henrico County officially closes the fields, it is at the discretion of the Executive Board to allow practice in the outfield.



10. BOARD MEMBER EXPENDITURE LIMITS

All non-routine purchases must be presented to the board via board meeting or through electronic chat and must be approved by at least a two-thirds majority.



11. CODE OF CONDUCT, COMPLAINT, AND GRIEVANCE POLICY MANUAL

11.1. Purpose

It is our hope that you and your child will have a fun and positive year with Highland Springs Little League. Occasionally, however, a conflict can arise among parents, managers and coaches. For example, a parent might not approve of the behavior and/or actions of a manager or coach. Occasional as they are, these situations can be quite distressing to all involved, particularly the children, taking the fun out of the game. It is the manager more than any other single individual who makes the program a success or failure. He/she controls the situation in which the player may be benefited or harmed. Actions of our managers and coaches must be held to the highest standards and be beyond reproach. Likewise, for the manager to be able to do his job successfully, parents must understand that their actions should not interfere with that process. The Highland Springs Little League Board is committed to making sure that all conflicts are resolved quickly, objectively, and equitably with the very first consideration being given to the welfare of the children. Highland Springs Little League after much discussion, has adopted a written standard that all persons within our league shall abide by. These standards will be expected to be followed by our board members, volunteers, parents, visitors, and our players. Please note all Managers/Coaches are directed by the Board to deal fairly and impartially with each issue and ANY retaliation will not be tolerated. Please see "retaliation" under section 11.4. Finally, problems with umpires, however, are to be handled outside of the policies described below. Concerns about umpires should be addressed by the manager to the League's Vice President of Baseball/Softball. The Vice President of Baseball/Softball will then investigate the matter. The Vice President of Baseball/Softball, if unable to resolve the situation, he/she will bring the matter to the Highland Springs Little League Board.

11.2. Chain of Command

The intention for the Chain of Command is to eliminate an issue that may arise that is not necessarily a breach of the Code of Conduct OR if a suggestion, question or concern is made. Individuals should go through the Chain of Command to come to a resolution or get the answers for the questions asked.

A. Other than what is outlined below in section 11.5. (Complaint/Grievance Policy) all volunteers and board members must follow the Chain of Command below:

- Parents/Spectators
- Team Moms
- Coaches
- Managers
- Division Managers
- VP of Baseball/Softball
- Coaching Coordinator
- Executive VP (or any Executive Board member available other than the President)
- President



Exceptions: Any individual can bring their questions, concerns, or suggestions to a scheduled board meeting.

If there is an emergency at any field (home or away) concerning an HSLL player or volunteer, the President should be contacted immediately.

11.3 Code of Conduct Policy

A. Terms

For the purposes of this document, “Highland Springs Little League participant” will be defined as follows:

- Board members
- Managers
- Coaches
- Players
- Concession stand workers/volunteers
- Tournament Directors

“Spectator” is defined to include anyone who is watching a game or is a guest at the complex.

B. Code of Conduct

No Highland Springs Little League participant or spectator shall, at any time:

- Lay a hand upon, push, shove, strike, or threaten to strike another Highland Springs Little League participant, spectator or umpire. Highland Springs Little League has “ZERO TOLERANCE” rule for bullying in any form including but not limited to collusion, verbal, and/or physical bullying.
- Heap personal verbal or physical abuse for any real or imaginary belief of a wrong decision/judgment on another Highland Springs Little League participant, spectator or umpire.
- Speak disrespectfully to any Highland Springs Little League participant, spectator or umpire – including taunting, shouting and screaming.
- Speak disrespectfully about any Highland Springs Little League participant, spectator or umpire.
- Question the umpire(s) in a derogatory or abusive manner.
- Use profane, obscene or vulgar language.
- Demonstrate dissent at a decision by an Highland Springs Little League participant or umpire by throwing gloves, helmets, hats, bats, balls or any equipment.
- Use unnecessarily rough physical tactics in the play of a game against an opposing player.
- Be at the Highland Springs Little League complex while intoxicated (alcohol or drugs). Intoxicated will be defined as an odor or behavior issue.
- Smoke outside of designated areas.
- Refuse to leave the scorer’s box if requested by a Board Member, umpire or Tournament Director.
- Skip the chain of command or deviate from/bypass the Complaint and Grievance policy outlined.



11.4. Violations of the Code of Conduct Policy

A. When a violation occurs, Highland Springs Little League board member have an obligation to uphold these standards. If two or more Board Member perceives a Highland Springs Little League participant or spectator has violated the code of conduct, they will have the right (if necessary and if circumstances dictate) to ask the violators to leave the complex immediately. If the violator does not leave willingly, the local authorities may be contacted without warning.

B. Exception(s):

- in cases in which a Highland Springs Board Member (the first Board Member) is participating in league activities in the role of manager, coach, player or concession volunteers; and
- a second Board Member perceives that the first Board Member has violated the code of conduct; and
- the second Board Member requests that the first Board Member leave the complex immediately.
- the first Board Member will be required to leave the complex immediately until the League President has given explicit instructions to both the first and second Board Members that the first Board Member can return.

C. After any Violation

The violation should be reported to the appropriate Division Director and the VP of Baseball/Softball. This group will conduct an initial investigation within the first 72 hours, to collect additional information about the incident. After the initial 72 hours, the Formal Grievance process will be followed. See Section 11.4.

11.5. Complaint/Grievance Policy

A. Complaints About Your Manager/Coach

One of the most common sources of conflict in Little League is between parents and manager/coaches. In this situation, complaints should be initially handled in one of two ways:

Option 1: The parent should discuss the issue directly with the manager – but not during games or practices. Instead, the conversation should take place; away from the field, away from any children, and away from other parents **after a 24 hour “cool down” period for all parties involved.**

- The Highland Springs Little League Board of Directors prefer that all complaints be handled in this manner if possible. The manager may or may not have been aware of the problem. The issue should be discussed quickly in a courteous and positive manner. When approached promptly and in a calm manner, many problems quickly become non-issues and a higher level of cooperation and understanding is achieved.



- If the issue cannot be resolved directly between the parent and the manager, then the complaint should be made by the parent to the Division Director. The Division Director shall then discuss the issue with the manager. If the issue still cannot be resolved, or if it continues, the parent may file a formal grievance.

Option 2: In the rare circumstance where the parent would prefer a Highland Springs Little League Board member present for the initial conversation with the manager, the parent may elect to write a letter to the Highland Springs Little League Board of Directors. The letter must outline the specific area(s) of concern, provide only facts, and not include any judgments or conclusions. Upon receipt of the letter the Board will forward the letter to the manager to make them aware of the concerns. The Division Director will then schedule a meeting providing an opportunity for the parent(s), manager, and Division Director to all sit down together and attempt to resolve the conflict. This provides both the parent and manager an independent third party to help facilitate the conversation. It is expected that the manager and parent will work together to facilitate a positive resolution. If the issue cannot be resolved directly through one of the two options outlined above, the issue may be elevated through the Grievance Policy outlined below.

A.2. Complaints about a Parent

In this situation, complaints should be initially handled in one of two ways:

Option 1: The team manager should discuss the issue directly with the parent – but not during games or practices. Instead, the conversation should take place; away from the field, away from any children, and away from other parents **after a 24 hour “cool down” period for all parties involved.**

- The Highland Springs Little League Board of Directors prefer that all complaints be handled in this manner if possible. The manager may or may not have been aware of the problem. The issue should be discussed quickly in a courteous and positive manner. When approached promptly and in a calm manner, many problems quickly become non-issues and a higher level of cooperation and understanding is achieved.

- If the issue cannot be resolved directly between the parent and the manager, then the complaint should be made by the manager to the Division Director. The Division Director shall then discuss the issue with the parent. If the issue still cannot be resolved, or if it continues, a formal grievance should be filed by the individual who presented it to the manager if not the manager themselves.

Option 2: In the rare circumstance where the complainant would prefer a Highland Springs Little League Board member present for the initial conversation with the team manager and parent, the complainant may elect to write a letter to the Highland Springs Little League Board of Directors. The letter must outline the specific area(s) of concern, provide only facts, and not include any judgments or conclusions. Upon receipt of the letter the Board will forward the letter to the manager to make them aware of the



concerns. The Division Director will then schedule a meeting providing an opportunity for the parent(s), manager, and Division Director to all sit down together and attempt to resolve the conflict. This provides both the parent and manager an independent third party to help facilitate the conversation. It is expected that the manager and parent will work together to facilitate a positive resolution. If the issue cannot be resolved directly through one of the two options outlined above, the issue may be elevated through the Grievance Policy outlined below.

A.3. Complaints about a Board Member or other Volunteer

In this situation, complaints should be initially handled in one of two ways:

Option 1: The complainant should discuss the issue with the VP of Baseball or VP of Softball – but not during games or practices. Instead, the conversation should take place; away from the field, away from any children, and away from other parents **after a 24 hour “cool down” period for all parties involved.**

***In the event the issue is against the VP of Baseball or VP of Softball the complainant should discuss the issue directly with a member of the Executive Board. (President, VP, Secretary, Treasurer, Player Agent, Coaching Coordinator or Safety Officer) ***

- The issue will then be discussed with the Board Member or volunteer.
- If the issue cannot be resolved after the above conversation, then the complaint will escalate to the formal grievance process.

Option 2: In the rare circumstance where the complainant would prefer a Highland Springs Little League Executive Board member present for the initial conversation, the complainant may elect to write a letter to the Highland Springs Little League Executive Board of Directors. The letter must outline the specific area(s) of concern, provide only facts, and not include any judgments or conclusions. Upon receipt of the letter the Vice President will then schedule a meeting providing an opportunity for the complainant, the volunteer/Board Member (defendant), and 1 other Executive Board member to all sit down together and attempt to resolve the conflict. This provides both the complainant and defendant an independent third party to help facilitate the conversation. It is expected that the complainant and defendant will work together to facilitate a positive resolution. If the issue cannot be resolved after the above conversation, then the complaint will escalate to the formal grievance process.



B. Formal Grievances

***All conversations, correspondence and decisions made during the formal grievance process, are considered highly confidential. If any individual discusses confidential information with another individual, the Executive Board will have the right to immediately impose any of the sanctions below. ***

Unfortunately, there are circumstances that cannot be resolved by a conversation between two parties. In those cases, a formal grievance should be filed.

- Filing a formal grievance - a formal grievance must be filed in writing with the Vice President of Baseball/Softball and the Executive Vice President.

The written grievance should contain the following:

- The name, telephone number and email address of the person filing the grievance;
 - The name of the person against whom the grievance is filed;
 - The nature of the complaint;
 - The relevant dates and locations; and
 - The desired resolution.
- The Grievance Review - The grievance will be reviewed within 48 hours of receipt to see if the grievance has merit and if it should be reviewed at a grievance hearing by:
 - Executive Vice President: Jeff Jackson
 - VP of Baseball or VP of Softball (Depending on which division the grievance is filed under)

○ If the grievance will be heard, the Vice President shall convene a meeting of a Grievance Committee - giving the committee members at least 48 hours' notice of the meeting. The Disciplinary Committee includes:

- Vice President (Chairman): Jeff Jackson
- Player Agent: Tyra Gallagher
- Coaching Coordinator: Brandon Hodge
- Safety Officer: Jamila Flowers
- Marketing PR: Genie Ruiz
- Any other board members as determined necessary by Disciplinary Committee

○ If the grievance will not be heard, the Vice President of Baseball/Softball will notify the parent in writing why the grievance was dismissed. The grievance dismissal action of the Vice President shall be final unless the person who filed the grievance decides to appeal the decision to the full HSLL Board of Directors. The appeal must be by written request to the League President within 48 hours of the dismissal by the Vice President (see "Right to Appeal" below). If any of the participants on the Grievance Committee are the subject of the complaint, the Executive Committee of the Highland Springs Little League board will find and select an alternative member to serve on the Grievance Committee.

- The Grievance Hearing

○ Both the person filing the complaint and the person against whom the grievance is filed, may produce witnesses to speak on their behalf (no minor witnesses). The witnesses must provide their written statements to the Chair (Vice President) no later than 24 hours prior to the hearing.



- The Committee shall hear testimony in the following order:
 - The Highland Springs Little League participant filing the complaint (10 min max);
 - Witnesses for the Highland Springs Little League participant (2 min each);
 - The person against whom the grievance is filed (10 min max);
 - Witnesses for the person against whom the grievance is filed (2 min each).

Statements should be recorded by the Secretary (or appointed member, if secretary is not available) and should only address the issue at hand and not reference any past accusations or violations, if any. Only facts may be presented, not assumptions or preconceived conclusions. No questions shall be allowed during testimony. After the statements are made, the Chair may allow questions from Committee members. The parties shall then be dismissed.

- After the parties are dismissed, the Grievance Committee shall proceed in the following manner:
 - The Grievance Committee shall discuss in private and reach a decision as to the imposition of any disciplinary action by majority vote that will be recommended to the Highland Springs Little League Board of Directors.
 - The Grievance Committee chairperson shall report all meeting minutes and recommendations to the league president.
 - League President shall convene a meeting of the Highland Springs Little League Board of Directors within 48 hours to present the Grievance Committees recommendations.
 - The Highland Springs Little League Board of Directors shall hear the case and then proceed to determine what action is to be taken by majority vote.
 - League President shall then notify the person of whom the grievance has been filed upon, the decision which was made by the Highland Springs Little League Board of Directors within 7 days of the initial complaint.



C. Disciplinary Action

***All conversations, correspondence and decisions made during the formal grievance process, are considered highly confidential. If any individual discusses confidential information with another individual, the Executive Board will have the right to immediately impose any of the sanctions below. ***

The Highland Springs Little League Board of Directors may impose any or all the following sanctions:

- Dismiss the action without sanction;
- Verbal Warning from the league;
- Written warning from the league;
- Suspension from one or more games or practices;
- Recommendation against post season positions;
- Removal from a league position;
- One-year suspension from league participation
- Multi-year suspension from league participant
- Or any other sanction deemed reasonable by the Executive Board

The action of the Highland Springs Little League Board of Directors shall be final unless the person against whom the grievance is filed decides to appeal the Committee decision to the full Highland Springs Little League Board of Directors. If so, the person must appeal by written request to the President of the Highland Springs Little League Board of Directors within 48 hours of receiving the decision of the Grievance Committee.

D. Conflict of Interest

Committee members will be asked to recuse themselves from all proceedings if any of the following conflict of interest exist:

- Family member of person filing grievance or of person grievance is filed against.
- Participates with member in any sort of coaching capacity, even if not within Highland Springs Little League.
- If parties are known to have any relationship with either party that may have a bearing on the discussions and/or outcome of the hearings.
- If the grievance filed is against the member personally.

E. Right to Appeal

The HSLL Board President shall schedule the appeal for the next regularly scheduled board meeting (a minimum of 72 hours' notice is required). The league president reserves the right to call for a special meeting of the HSLL Board of Directors to resolve the appeal in a timely manner. The President shall chair and conduct the appeal in the same manner as the Grievance Hearing (above). A final decision will be made by majority vote of all board members present at the meeting. The President shall issue letters to both the person against whom the grievance was filed and the person who filed the complaint, within 48 hours of the hearing informing that person of the outcome. This decision will be final with no further appeals.



F. Retaliation

Retaliation will not be tolerated. The purpose of this Grievance Policy is to foster open communication between the volunteers who manage/coach the teams and the league participants. Communication between managers/coaches and parents must be able to occur with no fear or concern of retaliation. Retaliation is defined as an observed change in playing time, position, batting order, or disposition. Bullying is a form of retaliation as well and it will **not** be tolerated. All concerns of retaliation will be fully investigated by the Grievance Committee. If the Committee determines the player or complainant has been subjected to retaliation, that individual will be suspended for a minimum of one calendar year from the date of the incident.

G. Records Retention

All complaints, resolutions and disciplinary letters must be retained by HSL and passed on to the President of the incoming Board. Records will be destroyed after 3 years of the final decision.



ACKNOWLEDGEMENT FORM

I have read and understood the Highland Springs Little League Code of Conduct, Complaint, and Grievance Policy.

I understand that this document applies to **ALL** of the following individuals:

- Board members
- Managers
- Coaches
- Players
- Concession stand workers/volunteers
- Tournament Directors
- Spectators
- Complex Guests

I understand that signing this document and agreeing to abide by it is required, as a condition of participating in any Highland Springs Little League sanctioned event. I also understand that if I bring a guest (or guests) to the complex, I will ensure that they also abide by the Highland Springs Little League Code of Conduct, Complaint, and Grievance Policy: and, that guest misconduct can result in a formal grievance and/or disciplinary action against me.

Participant name (Please Print): _____

Participant Signature: _____

Date: _____