



**CACTUS WREN LITTLE LEAGUE  
(CWLL)  
League #403-02-20**

**BY-LAWS AND FIELD OPERATION POLICIES AND PROCEDURES**

This manual has been approved by the CWLL Board of Directors and hereby becomes a permanent document in the operation of the league.

This manual must be reviewed annually, and may be altered, amended or repealed by a two-thirds majority vote of the League Officers in attendance or by proxy at any board meeting provided a quorum has been established and subsequent approval by District 2 Administration.

Any alterations, amendments or repeals of the bylaws shall become valid only after written approval of the League Officers and may be modified in part or in whole at any time in the season.

The intent of the contents of this manual is to define the responsibilities, conduct and procedures of the CWLL Board of Directors, Managers, Coaches, Players and Parents, in conducting the field operations of Cactus Wren Little League, (CWLL). It also defines or refers to the options provided to CWLL by Little League Baseball Inc. (LLB INC.) as outlined in the Operation Manual and the manual updates. The purpose of the manual is to augment the LLB Inc. rules and regulations, and not modify them. In all cases, it is the intention of CWLL to follow the rules and regulations of LLB. Therefore, should there be a conflict between the contents of this manual and the LLB Inc. regulations and/or rules, the LLB Inc. rules and or regulations will prevail.

This organization shall be known as the Cactus Wren Little League, hereinafter referred to as Local League or CWLL.

The Board of Directors hereinafter referred to as BOD.

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## Signature Approvals

This document has been reviewed and accepted by the undersigned League Officers of the CWLL Board of Directors on October 11, 2019.

**President: Matt Potter**

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**Vice President: Jessica Sohn**

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**Player Agent: Minor & Major: Jenni Abell**

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**Player Agent: Junior: Martha Juarez**

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**Player Agent: Tball/Farm: Teria Whalen**

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**Treasurer: Charlie Simington**

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**Secretary / Info Officer: Leticia Herrera**

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**Safety Officer/Eq. Manager: Kevin Simington**

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**Umpire in Chief: TBD**

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## **1. RESPONSIBILITIES AND APPOINTMENTS**

### **1.1. Elected League Officers/ Board of Directors (BOD)**

- 1.1.1. The maximum number of BOD shall be twenty five (25).
- 1.1.2. The elected officers shall perform his/her duties as outlined per LLB and the CWLL constitution.
- 1.1.3. Any board members that have unexcused absences from board meetings will be removed from the board by majority vote of a quorum (two unexcused absences within a six month period will constitute the necessity for a vote).
  - a. Excused absences can be obtained by requesting approval from the President prior to the meeting. This request can be via email, text, or phone call to the President.
- 1.1.4. The president shall recommend Managers and Coaches to the CWLL BOD for approval.

### **1.2. Vice President/Division Coordinator**

- 1.2.1. The V.P. is to welcome each manager and coach of their division.
- 1.2.2. The V.P. is to work with each manager within their division to ensure the manager and their coaches understand the local league rules and bylaws.
- 1.2.3. The V.P. is to work as a coordinator within their division, contacting managers on a weekly basis assist with issues as needed.
- 1.2.4. The V.P. of each division will be part of a committee in the spring to review the bylaws for the following year and present suggested changes to the BOD for approval.

### **1.3. Information Officer**

- 1.3.1. If the league is of such a size that an Information Officer is not appointed then the duties shall fall to the Secretary and the BOD of CWLL.
- 1.3.2. Manage the Bulletin Board at the CWLL field office.
- 1.3.3. Manage the league's official website: [CactusWrenLL.com](http://CactusWrenLL.com)
- 1.3.4. Manage the leagues facebook page <http://facebook.com/CactusWrenLittleLeague>.
- 1.3.5. Manage the leagues email accounts and domain.

### **1.4. Equipment Manager**

- 1.4.1. Inventory all player, umpire, and field equipment at the beginning and end of each season and maintain all equipment as needed.
- 1.4.2. Develop a list of necessary equipment that needs to be purchased and present list to BOD for approval.
- 1.4.3. Document and distribute player equipment to team managers.
- 1.4.4. Determine and document any equipment in need of repairs and/or replacement and submit a budget to the board each year.

## **1.5. Maintenance Coordinator**

- 1.5.1. Inventory all field equipment at Cactus Wren and Sunburst fields at the beginning and end of each season and maintain all equipment as needed.
- 1.5.2. Develop a list of necessary equipment that needs to be purchased and present budget to BOD for approval.
- 1.5.3. Maintain all tractors to be safely operated. (Keep batteries charged, fuel tanks full, tires inflated, etc....)
- 1.5.4. Determine and document any equipment or building maintenance items (as needed) in need of repairs and or replacement and submit to the BOD for approval.
- 1.5.5. Organize the placement and removal of all tarping on backstops and dugouts.
- 1.5.6. Organize the placement and removal of all outfield fencing.
- 1.5.7. Maintain bleachers and dugout benches.
- 1.5.8. Keep equipment cage and storage containers organized.
- 1.5.9. Maintain functionality of scoreboard PA systems, field lights and electrical system.
- 1.5.10. Submit quote for infield stabilizer soil each January, arrange procurement and placement of infield stabilizer soil in early March.
- 1.5.11. Inform and instruct all team managers of the proper daily maintenance of the fields.
- 1.5.12. Procure Athletic Striping paint for foul lines and batter boxes.
- 1.5.13. Maintain restrooms and snack bar area operations.

## **1.6. Chief Umpire**

- 1.6.1. Shall maintain a list of all umpires including phone numbers, contact information and submit any changes to the CWLL BOD.
- 1.6.2. Shall insure all umpires are properly trained and receive the necessary clinics, workshops and rule information as required by AZ District 2 and LLB Inc.
- 1.6.3. Shall present a training and equipment budget to the BOD for approval each year.
- 1.6.4. Shall prepare and maintain an umpire schedule for all games where umpires are required. Post the schedule at the field. Insure all games have proper coverage.
- 1.6.5. The Umpire in Chief of CWLL shall not be a manager or coach in any division of baseball that requires the use of umpires.
- 1.6.6. No volunteer, minor or adult including the UIC shall umpire a game at the plate within the same division that their child or sibling participates in or that they coach in unless that umpire has received board approval for that specific game.
  - a. Circumstances that the UIC is unable to find another umpire to cover a game in a division of play that his/her child plays in the UIC (or designated Umpire made by the UIC) may umpire the game provided it is NOT a game his/her child plays in.

## 1.7. Managers and Coaches

- 1.7.1. Manager and Coaching appointments for all divisions will be for a period of one (1) season. The one season period shall begin from the date of appointment by the League President
- 1.7.2. Any person desiring to manage a team shall submit an application, consent to undergo a limited background check and procure sponsorship donations totaling \$200 minimum.
- 1.7.3. All applicants for Manager and Coach volunteer positions shall be interviewed.
- 1.7.4. Interview committee will be comprised of President, VP, Player Agent, and one board member that is not a manager or coach. Whenever possible, at least one member of the interview committee will be a previous manager or coach.
- 1.7.5. The CWLL President will recommend managers, coaches, and umpires in all divisions to the CWLL BOD for approval. A majority vote will accept each position.
- 1.7.6. Each manager will be held responsible for the conduct and ethics of coaches, players, and parents of players on his team.
- 1.7.7. Each manager must conduct a parents meeting to discuss the purpose of Little League and hand out team rules, a practice schedule, and gameschedule.
- 1.7.8. Coaching appointments in the Major and Minor divisions shall not be made until after the draft unless the coaches meet the requirements as stated in the Operations Manual. A NEW coach shall not be appointed nor approved until after the draft to avoid "Red Shirting" of players through selective coaching appointments. A returning coach, through the manager, may exercise an option in writing to the Player Agent provided:
  - a. The coach has served as a manager or coach in the league (at any level) for the past two years AND,
  - b. The coach is returning to the same Major Division team as last year.

**IMPORTANT:** In order for a manager to exercise this option, the coach must qualify under BOTH conditions above.
- 1.7.9. Coaching appointments must be submitted to the President two (2) weeks prior to the first game. These individuals must have completed a volunteer form and approved by the BOD.
- 1.7.10. Each Manager must identify volunteers for team representative, scorekeeping, pitch count, umpiring and snack bar. Managers must submit the names of all volunteers identified to the player agent, UIC or Snack Bar Manager a minimum of (1) week prior to the first game. All of these individuals must have completed a volunteer form and approved by the BOD.
- 1.7.11. Managers must designate an Official Scorekeeper and Pitch Counter when they are the home team. The official scorekeeper will be responsible to keep the official score of the game. The official pitch counter must be a separate individual from the official scorekeeper. These individuals will be announced to the visiting team. They shall utilize the Official League Score Book and fill out the Pitching Logs.
  - a. The Official League Score book and Pitching logs will be obtained in the League Office. The completed Official League Score Book and Pitching Logs will be placed back into the appropriate

team slot in the League Office room upon completion of the game.

**b.** Note: if CWLL chooses to Interleague or Combo with another league during the spring season, each manger will be required to carry a Pitching Affidavit which will need to be filled out and signed after each game. The manger will be required to carry this with him at all times. This applies to Minor, Major, Junior, Senior, and Big League divisions.

- 1.7.12.** Managers and Coaches are responsible for field preparation. This includes but not limited to all the duties and responsibilities of the CWLL Board. Each Manager will receive a handout specifying their duties each night they are on the CWLL fields. This handout will be in their Managers Manual and will be reviewed prior to the beginning of the season. Play will not begin until the field has been properly prepared and has been approved by both Managers. See the Field Maintenance handout for more information. This is considered a Safety Issue.
- 1.7.13.** Managers are required to participate in all local league meetings and training required by CWLL, AZ District 2 and LLB Inc. All designated field days, fundraisers and other events as required by CWLL.
- a.** If the manager is unable to attend a league monthly meeting, another member of the coaching staff or team rep MUST attend in his/her place.
- 1.7.14.** Managers are responsible for the safekeeping, proper maintenance and care of all equipment, keys, and manuals issued to them.
- 1.7.15.** It is the responsibility of the Manager to request replacement or additional equipment from the Equipment Manager during the season.
- 1.7.16.** Managers must return all equipment, including balls and keys issued to their team after their respective last game or no later than closing ceremonies. Failure to return league property may result in suspension from the league and further action if necessary.
- 1.7.17.** Per Little League District 2: All Regular Season managers and coaches must attend a District 2 approved coach's clinic once (1) every three (3) years
- 1.7.18.** Per Little League District 2: Anyone desiring to manage or coach an All Star team must attend a District 2 approved coach's clinic every year.

## **1.8. Volunteers**

- 1.8.1.** All Volunteers interfacing will players on a continual basis will be required to submit the LL (Little League) Volunteer Application based on the following:
- a.** Managers/Coaches in all divisions must submit form prior to the draft.
- b.** Any other volunteers interfacing with children on a continual basis must submit the form prior to the first team practice of the season.
- c.** Snack bar volunteers must submit form prior to the first game of the season.
- 1.8.2.** Background checks will be performed by the League President or directed League Officer, using the following guidelines:
- a.** Anyone with a prior conviction of crime or violence, sexual in nature, or against children will be removed.
- b.** Anyone with a conviction of a non-violent felony will be referred to the BOD for approval.



- c. General background check will include felony convictions within 3 years of application.

## **2. Registration**

### **2.1. Registration dates and fees will be voted on by the CWLL BOD**

- 2.1.1. Registration fees are due at the time of registration.
- 2.1.2. A minimum of a \$25 fee will be assessed for all returned checks to cover all fees assessed by the financial institution, including any fees above and beyond the minimum fee of \$25.
- 2.1.3. Players that register after the first official league game will be placed on a waiting list and assigned to a team on an as needed basis.
- 2.1.4. Players registering after Player Evaluations have been completed will not have a league Player Evaluation. The player agent must obtain knowledge of the experience and skill level of any late registrant and forward this information to all managers before the draft can commence.

### **2.2. Refund Policy**

- 2.2.1. A request by the player's parent prior to the start of practice will receive a full refund of the registration fee paid; any moneys owed to the league will be deducted including any fundraising fee paid or the uniform fee if already ordered. A request by the player's parent after the start of league practice, but prior to the beginning of the season will receive a 75% refund of the registration fee paid.
- 2.2.2. There will be no refunds issued for requests made after the season has started.
- 2.2.3. All refund requests should be in writing and transmitted to the League President.
- 2.2.4. The Player Agent shall be notified by the League President of the refund and will direct the Secretary to pull the player's registration and give it to the Treasurer so that a check may be issued.

## **3. Division Eligibility / Player Evaluations**

### **3.1. Process: The Player Agent conducts the Player Evaluation process**

- 3.1.1. All players' ages 8 thru 16 must attend a player evaluation each spring season. Players/parents will be notified at time of registration when player evaluations will occur. Player evaluations will consist of fielding, throwing, hitting, pitching, and running skills. There is no exception to this rule. A player will be excused from tryouts only with prior approval by League Player Agent or President.
- 3.1.2. Player evaluations will be scheduled by the CWLL BOD and will be held for the following divisions: Minors, Majors, Juniors, and Seniors.
- 3.1.3. CWLL will hold no Player evaluations once the draft is complete.

### **3.2. T-Ball 4-6 year olds**

- 3.2.1. T-ball players are not required to take part of a player evaluation.

### **3.3. Minor Coach Pitch / Farm 6-8 year olds**

- 3.3.1. 6 year olds, on the basis of ability, will be considered for advancement to the Minor Coach Pitch Division if they have participated in T-Ball for one season. The Player Agent and Safety Officer will

### **3.4. Minor Kid Pitch 8-11 year olds**

**3.4.1.** 8 year old players that have attended player evaluations are eligible for consideration for the Minor Division Draft (though discouraged, see note below). Parents must approve the child to play in the Minor Division and the player must meet CWLL BOD approval based on tryout performance. If the player meets all the requirements, the player will be eligible for the Minor draft. CWLL BOD reserves the right to modify this rule prior to the official draft. 8,9,10 and 11 year old players are eligible to try out for the Minor Division and will be placed using a draft system. (section 4.1.8)

a. 8 year old players may be placed in the Minor Draft unless after Player Evaluations the Safety Officer and Player Agent finds sufficient cause to believe there is a safety concern. The player will then be moved to the Minor Coach Pitch division.

### **3.5. Major 10-12 year olds**

**3.5.1** 10 year old players are eligible for consideration for the Major Division draft (through discourages, see note below). Parents must approve the child to play in the Major Division and the player must meet CWLL BOD approval based on tryout performance. CWLL BOD reserves the right to modify this rule prior to the official draft.

a. 10 year old players may be placed in the Major Draft unless after Player Evaluations the Safety Officer and Player Agent finds sufficient cause to believe there is a safety concern. The player will then be moved to the Minor Coach Pitch division.

**3.5.2.** Only 10, 11, and 12 year old players are eligible for Player Evaluations for the Major Division and will be placed using a draft system. 10 and 11 year olds not drafted to the Major Division will be placed into the Minor draft. (section 4.1.6)

**3.5.3.** Exception: Returning Major players are “Property Players”, they must register, and complete the player evaluation process to be eligible for All Stars. Property players remain on the same team as last year unless released by the BOD and the manager of the team upon request. Exception: If 4.4.1. Option 1 is approved then all Property Players will be required to be re-drafted following the rules set by Little League International. The BOD reserves the right to alter this prior to the draft as need may arise.

**3.5.4.** 11 year old players are to be placed in the Major Draft unless after Player Evaluations, the Safety Officer and Player Agent find sufficient cause to believe there is a safety concern. The 11 year old player will then be moved to the minor division draft after approval of the BOD.

**3.5.5.** 12 year old players will be drafted to the Major Division only, unless there is a safety concern. Any 12 year old that is considered to be a safety concern must be evaluated by District 2 Administrator before being placed in the Minor Division.

**3.5.6.** Little League Rulebook: Page 34, Section V part (a): All candidates who are league age twelve (12) must be drafted to a Major Division team. Exceptions can only be made with written approval from the District Administrator, and only if approved at the local league level by the Board of Directors and the parent of the candidate.

### **3.6. Intermediate 11-13 year olds**

3.6.1. Intermediate ages 11, 12 and 13 will attend Player Evaluations and will be placed on an Intermediate team using a draft system.

3.6.2. If a player is selected for Intermediate and Junior or Major Divisions (playing two divisions) they can only be illegible for All Star Selection to one (1) division team.

### **3.7. Junior 13-14 year olds**

3.7.1. Juniors ages 13 and 14 will attend Player Evaluations and will be placed on a Junior team using a draft system.

3.7.2. League age 12 can be considered for the Junior Division draft only if sufficient cause is brought to the Player Agents attention prior to the Major Division draft. The CWLL BOD reserves the right to modify this rule prior to the official draft.

3.7.3. Any 12 year old that elects to play in the Junior Division is ineligible for selection to the Little League (12 year old) All Star Team.

### **3.8. Senior 15-16 year olds**

3.8.1. Seniors ages 15 and 16 must complete a player evaluation and will be placed on a senior team.

3.8.2. If the league is unable to sign up at least 10 players that are eligible for the senior division, then all 15 & 16 year old players will be placed on teams within District 2.

3.8.3. Any 14 year old that elects to play in the Senior Division is ineligible for selection to the Junior All Star team.

## **4. Division Draft for Junior, Intermediate, Major, Minor**

### **4.1. The CWLL BOD will schedule the player draft**

4.1.1. The draft will be held within fourteen days after the division Player Evaluations.

4.1.2. The draft only pertains to the regular Spring Season. There will not be a draft process for the "TAD" Fall Ball season.

a. Selection of teams for the "TAD" Fall Ball season will be done by the President and or Vice President(s) and Player Agent with coach and friend requests being honored.

4.1.3. Before draft can commence, Team Managers must inform the President what team name they have selected.

4.1.4. Players shall never be told their draft position.

4.1.5. Selection of players for the Minor, Major, Intermediate, Junior, and Senior divisions will follow the LLB rules and regulations and CWLL BOD Approval.

4.1.6. Intermediate Division players may be drafted into multiple divisions. An 11 or 12 year old can play on both Major Division (or 12 yo Junior Division) and Intermediate Division teams. A 13 year old can play on both Junior and Intermediate Divisions.

4.1.7. Major Division, per LLB rules will allow no more than eight 12 year old players on a team.

4.1.8. The only players eligible for the Major Division draft are those included in the Player Agent Major Division draft eligibility list.

4.1.9. Minor Division, The only players eligible for the Minor Division draft are those included in the Player Agent Minor Division draft eligibility list.

4.1.10. Draft attendance shall be limited to the following:

- a. Team manager
- b. President
- c. Player Agent(s)
- d. Vice President (s) – if requested by the President
- e. Secretary – if requested by the President
- f. Safety Officer – for player safety evaluation only

## 4.2. The Draft Process

4.2.1. The Player Agent will generate the final list of eligible players for the draft and forward to the President for approval.

4.2.2. The draft rotation will be determined by the managers drawing numbers.

a. The order of picking those numbers will be determined by highest playing card selection order. With an Ace being the highest, then, King, Queen, Jack, down to a 2 being the lowest.

4.2.3. Draft choices will be done in a serpentine method

a. Example of 4 teams: The manager that picked #1 makes the following player selections: 1<sup>st</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 25<sup>th</sup>, etc...; The manager that picked #2 makes the following player selections: 2<sup>nd</sup>, 7<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 18<sup>th</sup>, 23<sup>rd</sup> etc...; The manager that picked #3 makes the following player selections: 3<sup>rd</sup>, 6<sup>th</sup>, 11<sup>th</sup>, 14<sup>th</sup>, 19<sup>th</sup>, 22<sup>nd</sup>, etc...; The manager that picked #4 makes the following player selections: 4<sup>th</sup>, 5<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, etc...; until selections are completed.

b. The manger for each team will be allowed to select only one player in each round. The managers will repeat this process in the predetermined order until the list of available players is exhausted.

## 4.3. Draft Restrictions

4.3.1. The minimum quantity of players on a Major division team is 12 players.

4.3.2. Each Minor division team shall attempt to have a minimum of 10 and the maximum number of players shall attempt to be equal between all teams.

4.3.3. All 12 year old players will be selected and placed on a Major division team, unless the Player Agent and Safety Officer have determined a 12 year old as a safety issue. (per LLB Rule Book) and declared by the District 2 Administrator as an exceptional safety circumstance.

4.3.4. All registered players who miss the Player Evaluations and provided proper notification to the Player Agent or President will be entered into the draft after receiving recommendation from the Player Agent. For those players that did not receive prior approval for missing the tryout process, the player's name will be added to the draft in a random process to be done after the tryout players have been drafted. The random adds will continue in the same serpentine order as the tryout players.

4.3.5. Late registrants will be added to teams under the direction of the Player Agent and CWLL President approval.

#### 4.4. Draft Method for Major, Intermediate, Junior, and Senior Divisions

4.4.1. CWLL per Little League Operation Manual Section (Local League Maintenance of Rosters) Sub Section (Expansion) will use Option 1 or Option 4 as determined by a vote of the BOD. The Player Agent will use the LLB Official regulations to complete the approved draft method.

- a. Option 1 is to re-draft the entire division
- b. Option 4 is to Maintain Property Players

#### 4.5. Draft Protected Players

4.5.1. If option 1 is selected than there are no protected players other than those defined in this section.

4.5.2. Sons & Daughters of Managers are protected. A Manager may waive this option prior to the draft.

- a. The Managers child will automatically take up the third, fourth, or fifth round draft pick based on the child's age. (see chart below at section 4.5.4)

4.5.3. Sons & Daughters of returning coaches can be protected.

- a. The Manager has the option to protect a Coach's child, and one assistant coach's child as long as they meet the criteria as stated in the Little League Operating Manual.
- b. The coach or coach's children will occupy the third, fourth, fifth, or sixth round draft pick based on the child age. (see chart below at section 4.5.4)
- c. If the Coach's child falls in the same draft round pick as the managers child the coach's child will be selected in the next round. For instance, if both the manager's child and the coaches' child are 12, the manager's child will occupy the 3<sup>rd</sup> round draft pick and the coach's child will occupy the 4<sup>th</sup> round draft pick.

4.5.4. Draft round picks for son and/or daughter of a manager or coach, based on the Little League Operating Manual.

Player's Age	Draft Pick
12	3 <sup>rd</sup> Round
11	4 <sup>th</sup> Round
9-10	5 <sup>th</sup> Round

4.5.5. Siblings in the draft

- a. Per Little League Operations Manual, when there are two or more siblings in the draft, and the first brother or sister is drafted, that manager automatically has an option to draft the other brother or sister on the next turn. If the manager does not exercise the option, the second sibling is then available to be drafted by any team.
- b. CWLL strongly suggests that all sibling options are accommodated, to help the parents. When the first sibling is drafted, that manager will automatically draft the other sibling two rounds later. If 3 or more siblings, the next siblings will go consecutively, i.e. 3<sup>rd</sup> sibling is three rounds later, 4<sup>th</sup> sibling four rounds later, etc.

## **4.6. Number of teams**

- 4.6.1. The Player Agent shall recommend for approval to the President and CWLL BOD the number of teams per division and the quantity of players for each division.
- a. The Major Division must have a minimum of 12 players per team.
  - b. The recommendation must be made prior to the Minor & Major divisional team drafts.
- 4.6.2. If it is determined that either the Minor or Major Divisions will exceed 10 teams, CWLL will utilize a Divisional Format, Option 4, Common Pool Draft.
- 4.6.3. Minor Managers will be advised at the start of the draft as to the number of 11 year old players that must be evenly distributed among teams. Player Agent reserves the right to stop the draft at a reasonable point and instruct Minor Managers to select the remaining 11 year olds before proceeding with the selection of 9 & 10 year olds.

## **4.7. Trades after the draft**

- 4.7.1. Per Little League International, Trades can only be conducted AFTER the draft and before the 14<sup>th</sup> day of the regular season. If all of the following parties do not agree to the trade, then there cannot be a trade:
- a. The managers of both teams
  - b. The Player Agent
  - c. The BOD by majority vote
  - d. The board must decide if the trade is for justifiable reasons. Just exactly what is “justifiable” is totally up to the local LLBOD.
  - e. Trades are player for player only. There are no trades for draft picks or “Gentleman’s Agreements” for selection orders.
- 4.7.2. Those players that did not have an excused miss from the player evaluations, are not eligible for trade.

## **5. Players and Transfers**

### **5.1. General**

- 5.1.1. Player transfers will not take place from Minors to Majors, or Minor Coach Pitch to Minors, with less than two weeks remaining in the season.
- 5.1.2. No roster shall consist of more than the number of players approved annually by the CWLL Board and Little League International.
- 5.1.3. Little League Rulebook : The League shall, at least 10 days prior to the first regular game, establish the number of players on each team. No team may have more than 15 players (18 for Big League) nor less than 12. Minor and Tee Ball: There will be no minimum or maximum established at the Minor League and Tee Ball levels. Minor League, according to LLB includes Minor Coach Pitch Division.
- 5.1.4. Managers must replace a player who has moved, quit or becomes injured to a degree which would prohibit his or her return during the remainder of the season. Reasons for a player being lost to a team during the playing season: 1) Moves to another city or state too distant to commute for practice or play. 2) Injured and will not be able to return to play within a reasonable period of time.

3) Personal reasons decided to terminate his/her association with the team. 4) Any other justifiable reason reviewed and approved by the CWLL Board.

- 5.1.5. The Manager of the team losing a player shall advise the Player Agent within 48 hours. The Player Agent shall advise the President and the Board. If loss of player is approved, the President will send a letter of release to the player and the parents. This action creates an opening for replacement on the roster.
- 5.1.6. The Manager shall review the available player list with the Player Agent and shall select a replacement. The replacement becomes a permanent member of the team.
- 5.1.7. The Manager must select the replacement within seven days following the loss of the player. If a Manager does not replace a player within 7 calendar days the Player Agent or Divisional Representative will choose the player.
- 5.1.8. If a player misses two consecutive games or practices, without notification to the Manager, the Manager shall attempt to contact said player to determine the player's participation status. The Manager shall notify the Divisional Representative and/or the Player Agent within two days of the second consecutive game or practice missed if he is unable to contact the player.
- 5.1.9. The Player Agent will then investigate the status of the player. If the Player Agent determines the player has abandoned his/her participation status, the Manager will be notified that his/her team has an official vacancy and of the operating manual guidelines will apply.
- 5.1.10. Major teams must take an 11 or 12 year old from the Minors who have attended a tryout. Minor players who were requested "Minor Only" by their parents at registration will not be eligible to be moved up to Majors.
- 5.1.11. Replacement players of the Minor teams will be chosen from the Minor Coach Pitch Division players. Minor Coach Pitch players who were requested "Minor Coach Pitch Only" by their parents at registration will not be eligible to be moved up to Minors.
- 5.1.12. Only one player from a team can be selected for re-assignment. Each team must lose a player before a second player from the team can be chosen.
- 5.1.13. Managers can request the availability of specific players through the Player Agent. Managers, coaches or others affiliated with the team will not make contact with the parents of the player being considered. The Player Agent will coordinate all details of the transfer.
- 5.1.14. Should an eligible Minor Division player refuse to fill a vacant roster position, the requesting Manager may make an alternate selection from the remaining eligible players.
- 5.1.15. Should a Manager be found in violation of these selection rules, the request for a specific player will be denied and the Player Agent will assign a player to fill the vacant roster position.

## **6. General League Operations**

### **6.1. General**

- 6.1.1. There are to be no activities on CWLL fields on Sundays except for field maintenance.
- 6.1.2. No food or candy will be allowed in the dugout during games.
- 6.1.3. No vehicles are allowed on the playing fields without prior board approval.
- 6.1.4. There will be no transportation of players in the back of an open pickup truck.

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- 6.1.5. All male players are required to wear a protective plastic type cup at all CWLL practices and games.
- 6.1.6. In tee ball, the manager will teach the player on how to place the bat after he/she hits the ball.
- 6.1.7. A player shall not handle a bat without wearing a helmet.
- 6.1.8. Players are not to handle bats while in the dugout.
- 6.1.9. Players shall remain in their designated dugout during the entire game except for playing defensive positions or excused bathroom breaks.
- 6.1.10. There shall be no more than 3 adults (manager and 2 coaches) and the required roster players in the dugout at any one time.
- 6.1.11. Two adults may function as base coaches ensuring there is one adult in the dugout at all times. If this cannot be met then there will be a player coach with a helmet and an adult coach positioned at first and third bases.
- 6.1.12. Managers shall attempt to achieve equitable play for every player to the best of their abilities. At no time will a manager not meet the minimum play requirement of LLB or any modified rule approved by CWLL Board above the LLB requirements.
- 6.1.13. Any team that is unable (at any time before or during) to field a minimum of 9 players, MUST use substitute players from the player pool generated by the Player Agent. If there is insufficient players available from the player pool, the team must forfeit the game.
- 6.1.14. Players must be from the perspective division.
  - a. Example: Players in the Minor Coach Pitch division cannot be used as a substitute in the Minor Division
- 6.1.15. Pool players are not eligible to pitch and must play 9 consecutive outs and have at least 1 at bat. See Item #12 Forfeitures, for additional explanation.
- 6.1.16. Refer to Addendum 1 for Local League Regular Season and End of Season Tournament Playing Rules

## **7. T-Ball Division**

### **7.1. An Instructional Division**

- 7.1.1. League standings will not be kept in this division.
- 7.1.2. Games times will be noted on game schedules.
- 7.1.3. Local League Rules: See Addendum 1 for remaining description of Local League Rules

## **8. Minor Coach Pitch Division (AKA Farm)**

### **8.1. Coach Pitch – An Instructional Division**

- 8.1.1. League standings will not be kept in this division.
- 8.1.2. Games times will be noted on game schedules.
- 8.1.3. Local League Rules: See Addendum 1 for remaining description of Local League Rules.



## **9. Minor Division**

### **9.1. An Instructional Division**

9.1.1. League standings will be kept in this division. Standings will be determined by:

- a. Overall record; head to head competition, intra-divisional record, runs allowed and a coin flip if the other areas are equal.
- b. Points; 1 point for a Win, ½ point for a Tie, 0 points for a Loss

9.1.2. Local League Rules See Addendum 1 for remaining description of Local League Rules

## **10. Major Division**

### **10.1. A Competitive Division**

10.1.1. League standings will be kept in this division. Standings will be determined by the following method.

- a. Overall record; head to head competition, intra-divisional record, runs allowed and a coin flip if the other areas are equal.
- b. Points; 1 point for a Win, ½ point for a Tie, 0 points for a Loss

10.1.2. Local League Rules See Addendum 1 for remaining description of Local League Rules

## **11. Intermediate / Junior / Senior / Big League Division**

### **11.1. A Competitive division**

11.1.1. Playing rules will be per LL Inc. Rules and Regulations.

11.1.2. All CWLL teams shall comply with the rules set forth by the Intermediate/ Junior/Senior league combo program.

## **12. Forfeitures**

### **12.1. Rules**

12.1.1. Pursuant to Rule of the LLB, Inc. "Official Regulations and Playing Rules", if a game cannot be played because of the inability of either team to place at least 9 players on the field before the game begins, and the manager has notified the Player Agent at least 48 hours in advance of the game, then such games will be rescheduled.

12.1.2. If however, either team is unable to place NINE players on the field before the game begins for any reason and neither Manager has contacted the Player Agent; this shall not be grounds for automatic Forfeiture, but shall be referred to the CWLL Board for a decision. The Board members and Umpires will clear the field and notify the President of CWLL. The President will make no decision. Within 72 hours the BOD will make a determination and notify the managers of their decision. If any parent or manager becomes increasingly disruptive the Board member and Umpires will instruct all teams to leave the facility.

## **13. Division Winners**

### **13.1. Tee-Ball**

13.1.1. There will be no distinction of a First Place Team or Last Place Team. Divisional Standings are not recorded in this division

### **13.2. Minor Coach Pitch**

13.2.1. There will be no distinction of a First Place Team or Last Place Team. Divisional Standings are not recorded in this division.

### **13.3. Minor / Major / Intermediate / Junior / Senior**

13.3.1. Standings will be determined using the following methods:

a. Overall record; head to head competition, intra-divisional record, runs allowed ratio and a coin flip if the other areas are equal.

b. Overall record (divisional); head to head competition, runs allowed ratio and a coin flip if the other areas are equal.

13.3.2. Overall record refers to the method of standings, i.e. number of wins, points or other method approved by the BOD for the given season.

13.3.3. A Division Champion will be determined in these divisions. CWLL reserves the right to determine the method on how this is to be determined each season by a majority vote of the BOD. CWLL must choose any of these methods or combinations of these per division.

1. Option 1 – The overall Standings of the Regular season.

2. Option 2 – The regular season will be split in to two equal half's. The winner of each half will play a one game playoff to be set by the CWLLBOD.

3. Option 3 – The regular season total.

4. Option 4 – Tournaments for Minor, Major & Junior divisions will be held at the end of the regular season. The tournaments can be single or double elimination, seeding is determined by the regular season standings.

5. Option 5 – Major Only – A tournament will be held at the end of the regular season to determine TOC Team or Division winner, This tournament can be single or double elimination, seeding is determined by the regular season standings or blind draw.

13.3.4. The Major Division team that wins the Local League tournament will represent CWLL in the District 2 TOC Tournament.

## **14. Playing Field**

### **14.1. General**

14.1.1. Managers/coaches must be in attendance 1 hour prior to game time and have their team on the field a minimum of 30 minutes prior to the scheduled game time.

14.1.2. The Home Team prepares the field for play; rake and wet down the infield, line the field, batter boxes and placing bases.

14.1.3. Visiting Team: Cleans up the field upon completion of play. Includes raking or the Infield, mound and watering if needed, all equipment will be returned to the equipment room.

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14.1.4. Both Teams are responsible for cleaning up their “side” of the field, disposing of all trash and emptying trash cans in the dumpster, and ensuring that dugouts & seating areas are clean.

14.1.5. If above terms are not met, the disciplinary committee can take disciplinary actions.

## 15. Game Schedules

### 15.1. General

15.1.1. The CWLL President and Vice President(s) will create all division game schedules based on field availability. The schedules are generally not ready until the 1st week of March. Subsequent game changes due to rainouts, etc. will be coordinated through the CWLL President and will be based on field & team availability.

## 16. Code of Conduct

### 16.1. Document Code of Conduct is approved as part of these By-Laws

16.1.1. The Code of Conduct is intended to be an outline of the principles and rules that govern the conduct of all board members, managers, coaches, volunteers, players, parents, spectators and umpires during sponsored activities.

16.1.2. Any conduct violation is subject to disciplinary action by the board which may include, but not limited to, immediate removal from the premises, suspension from participation, or permanent suspension from league activities. The disciplinary committee or BOD must approve any parent, player or manager/coach suspensions. Any appeals regarding the decision(s) made by the disciplinary committee shall then be directed to the CWLL Board of Directors. Any appeals regarding the decision(s) made by the CWLL Board of Directors shall then be directed to District II officials where the decision is final and cannot be appealed.

### 16.2. Disciplinary Process

16.2.1. The president will appoint a 3 panel Disciplinary Committee to review submitted complaint forms and hear the complaint and determine discipline if any. The disciplinary committee will be comprised of people who are not in the same division of the complaint that is being reviewed.

## 17. Fall Ball (TAD) / Second Season

### 17.1. General

17.1.1. The CWLL BOD will vote to determine if there will be a Fall Ball (TAD) Season

17.1.2. CWLL Board of Directors will determine registration dates and fees annually

17.1.3. CWLL shall schedule no games or practices on any holiday. This is to include Halloween.

17.1.4. CWLL Fall Ball is strictly for instructional purposes in all divisions.

17.1.5. The TAD season League Age will be that of the following Spring Season (i.e. Fall 2019 follows the Spring 2020 League Age as posted by Little League, Int.)

17.1.6. Games will be played on any day of the week, except Sundays and holidays. The same time limit rule applies as stated in Section 7 or as decided by combination of leagues.

17.1.7. If CWLL does not have sufficient teams in which each team cannot play another CWLL team

more than twice in a 6 week schedule, then CWLL may combo with any other league that it chooses.

**17.1.8.** All visiting leagues will conform to the Washington Elementary School District Rules.

**17.1.9.** All visiting leagues will conform to the CWLL Code of Conduct.

**17.1.10.** All visiting leagues will conform to CWLL Campus & Field rules

**17.1.11.** There will not be a Draft process for the Fall Ball season. Selection of teams for the Fall Ball season will be done by the President, Vice President(s) and Player Agent with coach and friend requests being honored.

**17.1.12.** If combo league is formed, the Presidents of all leagues involved will set guidelines for rules and regulations for all sites.

## **18. General Statement for parents, coaches, and volunteers**

### **18.1. Statement**

**18.1.1.** Parents (who are not coaching or a designated volunteer), spectators, and any children, other than those playing in the game, are NOT permitted to be in the dugout or on the field at ANY time during a regulation game for player safety. CWLL follows strict safety standards from Little League International, Inc. which does not allow any persons that have not completed a “volunteer application” to assist at practices or in games. This is MANDATORY and there are no exceptions. The persons completing volunteer applications will be notified by the Board upon approval to participate. All volunteer applications are considered CONFIDENTIAL and any information obtained during a background check will not be shared with any persons. All volunteer applications are processed by one Board member, typically the League President, and kept private. Please refer to [www.littleleague.org](http://www.littleleague.org) for a complete definition of a volunteer.

## **19. Addendum 1**

### **19.1. Local League Regular Season and End of Season Playing rules**

## **20. Addendum 2**

### **20.1. All Star Manager/Coach and Player Selection Process and Policies**

## **21. Document update history**

### **21.1. Revised statement**

**21.1.1.** This document was revised and approved by the Cactus Wren Little League, League Officers of the CWLL Board of Directors on November 7, 2017.

### **21.2. Division Draft Method – section 4.4.1**

**21.2.1.** CWLL BOD has selected Option 1- redraft.

### **21.3. Division Winner Option – section 13.3.3**

**21.3.1.** CWLL BOD has selected option 4 - that we have a tournament.