

HAMILTON TOWNSHIP RECREATIONAL BASEBALL ASSOCIATION
LEAGUE HANDBOOK



*APPROVED BY THE BOARD OF DIRECTORS
for the 2019 Season on February 21, 2019*

Robert W. Allen, PRESIDENT



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LEAGUE OBJECTIVES

The primary objective of HTRBA is to provide the children of Hamilton Township with a safe, fun, and educational environment in which to enjoy the game of baseball. The safety and health of the players is the first concern of all league officers, managers, coaches, and staff. In addition to a sound foundation in baseball, players are encouraged to do well in all their activities. Good sportsmanship on the part of the players, managers, and coaches is expected.

All play will be governed by the Official Regulations and Playing Rules of Little League Baseball (Green Book) as published by Little League for the current season, or as modified and published below. Each manager will be provided with a current rule book.

DIVISION OBJECTIVES

Instructional

This division provides an introduction to baseball for ages 4 to 6. All players shall play all positions if his or her skill level will allow. Safety is a primary concern. If a player is unable to defend himself, he should play the outfield until his skill level improves to a point where he can play other positions safely. The primary objective of this division is to introduce young players to baseball, to provide a safe environment in which to have fun, and to develop skills. Competition between teams is not to be encouraged, as no team standings will be kept. In an effort to promote safety, a "Safety Ball" (RIF-5) will be used for this division. All players will use the tee during the season. Players will also be introduced to coach pitched balls.

Skills:

Good Sportsmanship	Basic baseball rules, positions, and terminology
Basic hitting, fielding and throwing	Baserunning

Single-A (A) - Coach Pitch

This division provides a sound foundation for players from ages 5 to 8. Proper instruction should ALWAYS take priority over winning at this level. Players should play all positions where possible but should be encouraged to concentrate on 2 or 3 positions by the end of the season. Player safety and enjoyment is of concern in this division. No player should be placed in a position where he/she is unable to play safely (defend him/herself). All pitching will be done by a coach. Competition between teams is not to be encouraged, as no team standings will be kept.

Skills:

Good Sportsmanship	Basic baseball rules, positions, and terminology
Team play ("Calling" for ball, cutoff man)	Fundamentals of hitting, fielding, and throwing
Baserunning and sliding	

Double-A (AA) - Combined Player and Coach Pitch

This division provides a sound foundation for players from ages 7 to 9. Proper instruction should ALWAYS take priority over winning at this level. Players should play all positions where possible but should be encouraged to concentrate on 2 or 3 positions by the end of the season. Player safety and enjoyment is of particular concern in this division. No player should be placed in a position where he/she is unable to play safely (defend him/herself). This division will utilize a combination of player and coach pitch. No standings will be kept the first half of the season to encourage an emphasis on instruction.

Skills:

Good Sportsmanship	Basic baseball rules, positions, and terminology
Team play ("Calling" for ball, cutoff man)	Fundamentals of hitting, fielding, throwing, and pitching
Baserunning and sliding	

Triple-A (AAA) - Player Pitch

This division provides an opportunity for players 8 to 11 years of age to play baseball. Each player should be encouraged to play up to his ability. Competition is a secondary concern. Players should be encouraged to play many positions. Player safety and enjoyment is of concern in this division. Players should be encouraged to improve their skills to advance to the Major Division.

Skills:

Good Sportsmanship	Team play (double play, cutoff man)
Hitting, fielding, and throwing	Pitching (Player)
Baserunning, stealing and sliding	Catching
Signs	Bunting

All skills taught at all levels should be re-emphasized

Majors Division

This division provides the more advanced player the opportunity to improve his skills. Through an increased level of competition and leadership, these players will be encouraged to continue their participation in organized baseball. Player safety and enjoyment are major concerns. Players age 10 to 12 are eligible for this division, however, not all players in the 10-12 age group play in this division. An increased commitment from players, parents, managers, and coaches is required to participate in this division.

Skills:

All skills but at a much more advanced level

Intermediate Division

This division uses a bigger field than the traditional Little League field and provides the player with the opportunity to transition from the Little League field to the standard baseball diamond. "Regular" baseball rules (leading, stealing at any time, holding a runner, pick offs) are also used to aid in the transition. Little League Junior Division rules are used. Players age 11 to 13 are eligible for this division.

Skills:

All skills but at a much more advanced level

Leading

Stealing

Holding a runner

Pick off moves

MANAGER SELECTION GUIDELINES

The following criteria are to be used in the selection of managers and coaches. By agreeing to become a manager or coach, you agree to follow all guidelines and perform all required duties. Failure to substantially follow all guidelines, and perform all duties, may result in your removal as manager and/or you not being re-appointed for the following season. All manager appointments are by the President of the League with the approval of the Board of Directors.

GENERAL

- Have a satisfactory background check completed.
- Ability to work with children ages 4-12
- Availability to devote 6 -10 hours per week during the season
- Availability to devote a minimum of 10 hours per month during the off-season. (Clinics and special projects)
- All Managers and Coaches shall complete a Little League Volunteer Application form annually and submit the completed form to the Safety Officer.
- Complete all safety courses set by the Board of Directors and outlined in HTRBA's A Safety Awareness Plan (ASAP)

RECOMMENDED EXPERIENCE

- **Instructional:** 1 year as a coach or manager, or a child in this division.
- **Minors:** 2 years as a coach or manager with a minimum of 1 year in the Instructional, Minors, or Major League Divisions.
- **Major League:** 3 years as a coach or manager with a minimum of 2 years in the Minors Divisions.

Note: Experience may be in this league or in other baseball organizations. At the discretion of the President, other types of experience may be substituted.

TRAINING

All managers and coaches must attend a Little League sponsored Safety Clinic at least once every two years. At least one member of the coaching staff of every team must have attended the safety clinic in the current year. All managers are strongly recommended to attend an in-house clinic each year. Clinics provided by other leagues are acceptable.

All Managers must attend the district Coaching Clinic held each pre-season. Managers may be excused from this only with prior approval from the League President.

MANAGER RESPONSIBILITIES

- Enforce and abide by all HTRBA and LITTLE LEAGUE playing rules.
- **Attend all Board of Directors meetings from January through June. If the manager is unable to attend, another representative from the team should be in attendance.**

- Any manager or coach ejected from the game shall leave Van Horn Park immediately. If the person ejected is responsible for a child that is currently playing, he/she may stay in the batting cage until the child's game is complete. Once the game is complete, the ejected coach must leave Van Horn Park immediately. The offending coach or manager shall automatically be suspended for the following **two games in the division in which the coach or manager was ejected**. Upon review by the Executive Board, additional action may be taken. There is no appeal process and the suspension will not be reduced. Additionally, any manager or coach that is observed by a Board member to be excessively or improperly questioning an umpire's decision, is subject to disciplinary action up to and including removal from the position for the remainder of the season, upon review by the Executive Board.
- All equipment must be maintained in a clean and safe condition. If equipment becomes unsafe or in need of repair, it is the responsibility of the Manager to inform a member of the Equipment or Safety Committee to have the equipment repaired or replaced.
- Return all equipment to the Equipment Committee at the end of the season. The equipment should be clean and in usable condition.
- Ensure, with the assistance of the team parent, that all fundraising activities are successfully completed. These fundraisers may include, but are not limited to:

WINTER FUNDRAISING SALE
TAG DAY

LOTTERY TICKETS
SPECIAL FUNDRAISERS

- Ensure that all responsibilities assigned to your team are completed. Those duties may include, but are not limited to:
 - Pre- and Post-Season Field Clean Up
 - In-Season Field duty
 - Snack Stand Duty
 - Batting Facility Clean Up
 - Other duties as assigned by the Board of Directors
- Be available to help with the training of postseason teams, as well as, help with any post-season tournaments being sponsored by HTRBA.
 - Participate in off-season training sessions (clinics)
 - Keeping all areas clean. The Manager is responsible for the condition of all facilities used by his or her team. All facilities are to be maintained in a neat and clean condition. Failure to do so may result in your team not being allowed to use some of the facilities for training.

PRACTICE EXPECTATIONS

Instructional: Typically, one practice per week (max 1 1/2 hours) during the pre-season including batting facility time (weather and field availability permitting).

Minors (Triple-A (AAA), Double-A (AA), Single-A (A)): Minimum of 2 hours of practice per week in the pre-season (weather and field availability permitting), and 1 hour per week during the season including batting facility time.

Major: Minimum of 3 hours per week during the pre-season (weather and field availability permitting). Three hours during the season and the use of the batting facility as assigned.

Intermediate: No minimum requirement.

1. GENERAL PLAYING RULES

The rules in this section apply to all divisions of HTRBA. Rules specific to each division are under the heading for that division:

- 1.1. All play will be governed by the Official Regulations and Playing Rules of Little League Baseball (Green Book) as published by Little League for the current season, or as modified and published below. Each manager will be provided with a current rule book.
- 1.2. Each team shall have one Manager, two Coaches, and one Scorekeeper. Only the persons in these positions, as submitted to the league, shall be allowed in the dugout area during the game. In an emergency, a substitute coach may be used for a game provided they have completed a Volunteer Application for the current season. Other parents and/or siblings are not allowed in the dugout at any time. Allowances can be made in the younger divisions (Minors – Machine Pitch and Instructional) for disciplinary reasons.
- 1.3. No team manager or coach will be permitted on the field during a game unless he or she has a league-issued volunteer badge and is wearing a league-issued HTRBA hat and shirt. In an emergency, a substitute coach not in uniform may take the field. (Officer of the Day must be notified)

PENALTY

First Offense - Warning

Second Offense – One game suspension

Third Offense – Remove from position

- 1.4. No player will be permitted to bat unless he or she is wearing all safety equipment provided and/or required by the league (Batting Helmet). All boys shall be required to wear a “Hard Cup” always.
- 1.5. No jewelry of any kind shall be worn by any player (watches, earrings, chains, etc.) may be worn exception: medical alerts. Taping over jewelry is not permitted.
- 1.6. Sunglasses may not be worn on the outside of the hat at any time.
- 1.7. No food (hotdogs, hamburgers, chips, etc.) is permitted in the dugout area. Sunflower seeds and gum are permitted at the discretion of the manager. Dugout area must be cleaned after each game.
- 1.8. Managers are responsible for the conduct of all team members, coaches, and fans. The HTRBA Code of Conduct will be distributed to all players and parents.
- 1.9. THERE WILL BE NO “ON DECK AREA” PERMITTED. The batter may take practice swings as he/she approaches the batter’s box. This is a Little League requirement.
- 1.10. Equipment bearing the logo and/or the name of another baseball organization is prohibited.
- 1.11. All players are required to wear a complete standard league issued uniform or equivalent. NO PIPING ON PANTS.
- 1.12. No painting of protective equipment is permitted. Decals shall not cover more than 60% of the exterior of any equipment. Equipment shall be factory finish only.
- 1.13. Soft toss batting practice is not permitted on the fields, against fences, or other unapproved areas. Soft toss batting practice is only permitted in the Indoor Training Facility, or outdoor batting cage
- 1.14. Upon completion of a game, each manager must ensure that their team cleans and vacates the dugout area within five minutes if there is another game scheduled on that field. Post-game on-field team meetings are prohibited when there is a game following on the same field.

2. INSTRUCTIONAL DIVISION (Ages 4-6)

- 2.1. Teams shall be comprised of a maximum of 9 players.
- 2.2. The Ball (RIF-5) provided by the league shall be used always.
- 2.3. For the first four games of the season (as designated in the schedule), all players MUST hit off a tee. For the second half of the season, at the coach's discretion, the ball may either be placed on a tee or the coach may pitch the ball to the batter. If the player is unable to put the ball into play after 3 coach pitches, the tee must be used.
- 2.4. The coach may position the player in the batter's box.
- 2.5. Bunting is not allowed. A 10-ft arc rule will be in effect. A ball will not be considered fair unless it has passed the 10-ft. arc.
- 2.6. Every player must play a minimum of three innings or at least half of the innings played per game. It is recommended that players be alternated each inning, if necessary.
- 2.7. All teams will adhere to the policy of a continuous batting order. This means every rostered player present will bat in the line-up.
 - 2.7.1. Players who arrive late to the game will be added to the bottom of the batting order.
 - 2.7.2. If a player must leave the game for any reason during the game, his or her batting position shall be skipped over and no out will be recorded. If they return they are inserted into their original spot in the batting order.
- 2.8. Each half inning shall consist of the entire line up batting. Play shall end on a defensive play.
- 2.9. Base runners may only advance 1 base per batter, with the exception of the last batter.
- 2.10. The game will consist of a maximum of six innings. The game will end 1 ½ hours after the scheduled starting time regardless of the actual start time, or by mutual agreement of both Managers.
- 2.11. No score or standings shall be kept for any game. All players shall receive a participation trophy at the end of the season.
- 2.12. Coaches are permitted on the defensive playing field.
- 2.13. The defensive player in the "Pitcher" position must stand behind the pitching rubber, and will wear a batting helmet equipped with a face shield always
- 2.14. Any coach may call a timeout whenever he or she feels it necessary to instruct a player.
- 2.15. There will be no catcher's position in this division.

3. SINGLE-A (A) - COACH PITCH DIVISION RULES (Ages 5-8)

General Rules – Single-A (A) – Coach Pitch

- 3.1. Games will be a maximum of 6 innings with a 1 hour and 45-minute time limit from ACTUAL start time (no inning shall start after time limit). An inning starts after the 3rd out is recorded in the previous inning.
- 3.2. The scoreboard will not be used except to record outs and to show the inning of the game.
- 3.3. The player in the pitcher's position must be standing behind the pitching rubber and within 5 feet of the rubber on either side. The player may not advance past the pitching rubber until the ball is hit.
- 3.4. The player in the pitcher's position shall wear a batting helmet while in the field.
- 3.5. If a player must leave the game for any reason during the game, his or her batting position shall be skipped over and no out will be recorded.
- 3.6. All teams will adhere to the policy of a continuous batting order. This means every rostered player present will bat in the line-up.
 - 3.6.1. Players who arrive late to the game will be added to the bottom of the batting order.
 - 3.6.2. If a player must leave the game for any reason during the game, his or her batting position shall be skipped over and no out will be recorded. If they return they are inserted into their original spot in the batting order.
- 3.7. All players are required to play at least 3 defensive innings or half of the innings played if the game is less than 6 innings, per game, if the player is physically able to play.
- 3.8. Bunting is not allowed.
- 3.9. All games will be considered non-competitive with an emphasis placed on instruction.
- 3.10. Coaches will be required to make Umpire calls such as fair/foul balls and safe/out calls on the bases.
- 3.11. No standings will be kept during the Regular Season
- 3.12. An inning ends when there are 3 outs, 5 runs are scored, or when all players present have batted.
- 3.13. The manager/coach of a team shall operate the pitching machine for their own team during gameplay.
- 3.14. No inning may start after 1 hour and 45 minutes from the actual start time has elapsed. An inning starts after the 3rd out is recorded in the previous inning.
- 3.15. Each half inning will begin with runners being placed on 1st and 2nd bases. The last two batters in the previous (the last two batters in the order for the 1st inning) will be the runners.
- 3.16. The batter is allowed 8 pitches or 3 strikes, whichever comes first – he/she can either hit the ball or strike out.
 - 3.16.1. If the 8th pitch is fouled off, the batter gets additional pitches until he/she either hits the ball fair or strikes out.
 - 3.16.2. If on the 8th pitch the batter does not swing, he/she is out.
- 3.17. There will be no walks.
- 3.18. Coaches will be responsible for keeping track of the number of pitches thrown to each batter.
- 3.19. Two defensive coaches will be allowed in the outfield.
- 3.20. One coach is permitted to back up the catcher.
- 3.21. Stealing is prohibited.
- 3.22. Free substitutions if the minimum play requirements are met.
- 3.23. No infield fly rule.
- 3.24. One base on an overthrow to first base and one overthrow per play. Runners cannot advance on a second overthrow. Runners advance at their own risk and can be put out in their attempt to advance.

- 3.25. On any ball hit to the outfield, the play is dead when the ball is controlled by an infielder. Runners can continue to a base if they are more than halfway, and are still liable to be put out.
- 3.26. If a batted ball hits the coach pitching, the ball is in play. It is the equivalent of hitting the pitching rubber.
- 3.27. Participation trophies will be given to all players.

4. DOUBLE-A (AA) - PLAYER AND COACH PITCH DIVISION RULES (Ages 7-9)

Regular Season Rules – Double-A (AA)

- 4.1. Each player must play a minimum of 3 defensive innings or 1/2 of the innings played whichever is greater. (2 innings in a 5-inning game). This requirement must be met for each game provided the player is physically able to play, and the player is not being disciplined.
- 4.2. All teams will adhere to the policy of a continuous batting order. This means every rostered player present will bat in the line-up.
 - 4.2.1. Players who arrive late to the game will be added to the bottom of the batting order.
 - 4.2.2. If a player must leave the game for any reason during the game, his or her batting position shall be skipped over and no out will be recorded. If they return they are inserted into their original spot in the batting order.
- 4.3. Games during the first half of the season will be considered non-competitive with an emphasis placed on instruction. The second half of the season will be considered the Regular Season, and standings will be kept. Regardless of standings being kept, proper instruction should be emphasized ahead of competition always.
- 4.4. Cadet umpires will be used for games. These umpires are young (teenagers) and in training. Arguing, disrespecting, questioning, manipulating, or abuse or any kind before, during, or after a game will not be tolerated and be subject to discipline by the HTRBA Board of Directors.
- 4.5. Two defensive coaches are allowed in the field during the first half of the season when play is noncompetitive and considered instructional. One in the outfield and one at the pitcher's mound. Once games count towards the standings defensive coaches are not allowed in the field.
- 4.6. One defensive coach can stand behind the batter to collect balls missed by the catcher on a pitch to speed up the game during the entire season. Coaching is allowed from behind the catcher.
- 4.7. Free substitution is permitted, with certain exceptions for the pitchers and catchers.
 - 4.7.1. Once the pitcher is removed from the game he or she may not re-enter the game as a pitcher.
 - 4.7.2. A pitcher who has thrown more than 40 pitches may not re-enter as a catcher on that calendar day.
 - 4.7.3. A catcher who has caught for four innings may not enter as a pitcher. NOTE: One live pitch caught (does not include warm-up pitches) constitutes one inning played for the catcher.
 - 4.7.4. A catcher who has caught for three innings or less, who moves to the Pitchers position at any point during the game and delivers 21 pitches or more, may not return to the catchers position.
- 4.8. No inning may start after 1 hour and 45 minutes from the actual start time has elapsed. An inning starts after the 3rd out is recorded in the previous inning. If a game is tied at the time limit, AND THERE IS NO GAME SCHEDULED ON THAT FIELD AFTER THE CURRENT GAME, the game may be completed to determine a winner. Any inning started after the time limit is considered an extra innings situation.
- 4.9. An inning ends when there are 3 outs or 5 runs are scored.
- 4.10. Once a team can no longer win based on the 5 run per inning rule and approaching time limit, the game is over. However, teams may play up to the time limit for the sole purpose of allowing the players to work on game situations.
- 4.11. No game will start with less than 8 players. If a team has less than 8 players available, the game will be postponed. The Executive Board will decide whether to complete the game at a later date. A pool of eligible substitute players may be utilized to ensure a team has at least 8 players.
- 4.12. If a team has only 8 players available at the start of a game, the opposing team will lend the short-sided team a defensive player that must play outfield. The player on loan should be the last out of the previous inning or the last batter in the lineup if it is the top of the first. If the player on loan becomes the "on-deck" batter for his or her team during an inning, the last out will be swapped in as the new player on loan.
- 4.13. If a team drops to 8 players during a game, the opposing team will lend the short-sided team a defensive player that must play outfield. The player on loan should be the last out of the previous

inning. If the player on loan becomes the “on-deck” batter for his or her team during an inning, the last out will be swapped in as the new player on loan.

- 4.14. Play may not continue if a team drops to under 8 players during a game. In this case, the game becomes suspended. The Executive Board will decide whether to complete the game at a later date, declare a winner (if an official game), or leave it as a suspended game.
- 4.15. Decisions involving rules of play resulting in protest must be rendered prior to the next pitch. The Officer of the Day, in consultation with the E-Board member on-call (if necessary), will be responsible for rendering the decision.
- 4.16. Pitch count is governed by the Official Regulations and Playing Rules of Little League Baseball. Confirm pitch counts with opposing coach between each ½ inning.
- 4.17. Player pitches until...
 - 4.17.1. The ball is put in play, or...
 - 4.17.2. The batter strikes out, or...
 - 4.17.3. The batter reaches four balls
- 4.18. When the batter reaches four balls the coach pitches until...
 - 4.18.1. The ball is put in play, or...
 - 4.18.2. The batter strikes out (strikes continue from the player pitcher), or...
 - 4.18.3. The coach throws four pitches
 - 4.18.3.1. On fourth pitch by coach, batter must attempt to hit the ball
 - 4.18.3.2. If batter does not swing, or swings and misses, the batter is out
 - 4.18.3.3. If the batter hits a foul ball, there will be one more pitch by the coach
- 4.19. If the Player Pitcher hits the batter, the batter is award first base.
- 4.20. The manager or coach of a team will pitch to their own team.
- 4.21. The manager or coach pitching to their team must release the ball no closer than 10 feet in front of the pitching plate to the batter.
- 4.22. There will be no Illegal Pitches called.
- 4.23. All stealing is prohibited, including stealing home on a passed ball.
- 4.24. Runners can advance one base on a defensive overthrow of first, second, or third base at their own peril. If a second overthrow occurs after an advancement by the runners on an overthrow, the runners can no longer advance.
- 4.25. On a hit by the batter that becomes a live ball, runners stop advancing once when the infielder has control of the ball in play in the infield. If a runner is in the process of advancing to a base when an infielder becomes in control of the ball in play in the infield, they may continue to that base at the risk of being put out.
- 4.26. No manager or coach will manage or coach any other team in the same division but his own without the permission of the League President.
- 4.27. If at the discretion of the Umpire, any player is performing in an unsafe manner or to the detriment of himself or other players, the umpire shall remove the offending player from that position, or the game.
- 4.28. No slash bunts. Any batter who attempts a slash bunt will be called out. (Slash bunt: batter shows bunt, then pulls the bat back after the pitch and takes a full swing).
- 4.29. All teams shall receive trophies for the regular season.

Playoff Tournament Rules – Double-A (AA)

- 4.30. Every team in the division will participate in the playoffs.
- 4.31. Teams will be seeded according to the final regular season standings.
- 4.32. Standings will be determined by points... 3 points for a win, 2 points for a tie, 1 point for a loss.
- 4.33. For seeding purposes, ties in the regular season standings will be decided according to the following rules:
 - 1st tiebreaker: Head to head
 - 2nd tiebreaker: Fewest regular season runs against in head to head play

- 3rd tiebreaker: Fewest regular season runs against overall
 - 4th tiebreaker: Coin flip
- 4.34. If more than two teams are tied, once one team is designated as the higher seed, remaining teams will start back at the 1st tiebreaker. This process will continue until all seeds are determined.
- 4.35. The playoff format will be as follows:
- In a six-team division, the 3 seed will play the 6 seed and the 4 seed will play the 5 seed. The top two teams will receive byes in the first round. In the second round, the 1 seed will play the lowest remaining seed, and the 2 seed will play the other remaining team.
 - In a five-team division, the 4 seed will play the 5 seed in a play in the game. The winner of that game will play the 1 seed. The 2 seed will play the 3 seed.
 - In a four-team division, the 4 seed will play the 1 seed. The 2 seed will play the 3 seed. The winners will play for the division championship. The losers will play a consolation game, weather permitting.
 - In a division with three-teams or less, the Executive Board will decide the best structure for playoffs given the time remaining in the regular season. Weather permitting.
- 4.36. All regular season rules apply, except for time limit and playing with less than 9 players.
- 4.37. No game will start with less than 9 players. If a team has less than 9 players, the Executive Board will decide whether the game can be rescheduled or becomes a forfeit.
- 4.38. If a player must leave the game for any reason during the game, his or her batting position shall be skipped over and no out will be recorded.
- 4.39. Play may not continue if there are less than 9 players on either team. The Executive Board will decide whether to complete the game at a later date or declare a winner (if an official game).
- 4.40. Playoff games will have a 2:00-time limit or when the 5-runs per inning limit does not allow for a team to come back from a deficit.
- 4.41. The championship game will have a 2:15-time limit or when the 5-runs per inning limit does not allow for a team to come back from a deficit.
- 4.42. Individual 1st place trophies will be presented to players on the playoff Championship team.

5. TRIPLE-A (AAA) - PLAYER PITCH DIVISION RULES (Ages 8-11)

Regular Season Rules – Triple-A (AAA)

- 5.1. Each player must play a minimum of 3 defensive innings or 1/2 of the innings played whichever is greater. (2 innings in a 5-inning game). This requirement must be met for each game provided the player is physically able to play, and the player is not being disciplined.
- 5.2. All teams will adhere to the policy of a continuous batting order. This means every rostered player present will bat in the line-up.
 - 5.2.1. Players who arrive late to the game will be added to the bottom of the batting order.
 - 5.2.2. If a player must leave the game for any reason during the game, his or her batting position shall be skipped over and no out will be recorded. If they return they are inserted into their original spot in the batting order.
- 5.3. Free substitution is permitted, with certain exceptions for the pitchers and catchers.
 - 5.3.1. Once the pitcher is removed from the game he or she may not re-enter the game as a pitcher.
 - 5.3.2. A pitcher who has thrown more than 40 pitches may not re-enter as a catcher on that calendar day.
 - 5.3.3. A catcher who has caught for four innings may not enter as a pitcher. NOTE: One live pitch caught (does not include warm-up pitches) constitutes one inning played for the catcher.
 - 5.3.4. A catcher who has caught for three innings or less, who moves to the pitchers position at any point during the game and delivers 21 pitches or more, may not return to the catchers position.
- 5.4. No inning may start after 10:00 pm. No inning may start after 1 hour and 45 minutes from the actual start time has elapsed. An inning starts after the 3rd out is recorded in the previous inning. If a game is tied at the time limit, AND THERE IS NO GAME SCHEDULED ON THAT FIELD AFTER THE CURRENT GAME, the game may be completed to determine a winner. Any inning started after the time limit is considered an extra innings situation.
- 5.5. An inning ends when there are 3 outs or 5 runs are scored.
- 5.6. Once a team can no longer win based on the 5 run per inning rule and approaching time limit, the game is over. However, teams may play up to the time limit for the sole purpose of allowing the players to work on game situations.
- 5.7. No game will start with less than 8 players. If a team has less than 8 players available, the game will be postponed. The Executive Board will decide whether to complete the game at a later date. A pool of eligible substitute players may be utilized to ensure a team has at least 8 players.
- 5.8. If a team has only 8 players available at the start of a game, the opposing team will lend the short-sided team a defensive player that must play outfield. The player on loan should be the last out of the previous inning or the last batter in the lineup if it is the top of the first. If the player on loan becomes the “on-deck” batter for his or her team during an inning, the last out will be swapped in as the new player on loan.
- 5.9. If a team drops to 8 players during a game, the opposing team will lend the short-sided team a defensive player that must play outfield. The player on loan should be the last out of the previous inning. If the player on loan becomes the “on-deck” batter for his or her team during an inning, the last out will be swapped in as the new player on loan.
- 5.10. Play may not continue if a team drops to under 8 players during a game. In this case, the game becomes suspended. The Executive Board will decide whether to complete the game at a later date, declare a winner (if an official game), or leave it as a suspended game.

- 5.11. Decisions involving rules of play resulting in protest must be rendered prior to the next pitch. The Officer of the Day, in consultation with the E-Board member on-call (if necessary), will be responsible for rendering the decision.
- 5.12. Pitch count is governed by the Official Regulations and Playing Rules of Little League Baseball. Confirm pitch counts with opposing coach between each ½ inning.
- 5.13. No manager or coach will manage or coach any other team in the same division but his own without the permission of the League President.
- 5.14. If at the discretion of the Umpire, any player is performing in an unsafe manner or to the detriment of himself or other players, the umpire shall remove the offending player from that position, or the game.
- 5.15. There shall be no Illegal Pitches called.
- 5.16. There shall be no Infield Fly Rule.
- 5.17. No slash bunts. Any batter who attempts a slash bunt will be called out. (Slash bunt: batter shows bunt, then pulls the bat back after the pitch and takes a full swing).
- 5.18. "Steals" of home are limited to three per inning. "Steals" should be defined as any time a player scores from third not because of a batted ball, walk, or hit by pitch. This will only apply to runners who are on third prior to the pitch. After three successful "steals" of home, a player must score on a batted ball, walk, or hit by pitch.
- 5.19. The first-place team shall receive trophies for the regular season.

Playoff Tournament Rules – Triple-A (AAA)

- 5.20. Every team in the division will participate in the playoffs.
- 5.21. Teams will be seeded according to the final regular season standings.
- 5.22. Standings will be determined by points... 3 points for a win, 2 points for a tie, 1 point for a loss.
- 5.23. For seeding purposes, ties in the regular season standings will be decided according to the following rules:
 - 1st tiebreaker: Head to head
 - 2nd tiebreaker: Fewest regular season runs against in head to head play
 - 3rd tiebreaker: Fewest regular season runs against overall
 - 4th tiebreaker: Coin flip
- 5.24. If more than two teams are tied, once one team is designated as the higher seed, remaining teams will start back at 1st tiebreaker. This process will continue until all seeds are determined.
- 5.25. The playoff format will be as follows:
 - In a six-team division, the 3 seed will play the 6 seed and the 4 seed will play the 5 seed. The top two teams will receive byes in the first round. In the second round, the 1 seed will play the lowest remaining seed, and the 2 seed will play the other remaining team.
 - In a five-team division, the 4 seed will play the 5 seed in a play in the game. The winner of that game will play the 1 seed. The 2 seed will play the 3 seed.
 - In a four-team division, the 4 seed will play the 1 seed. The 2 seed will play the 3 seed. The winners will play for the division championship. The losers will play a consolation game, weather permitting.
- 5.26. All regular season rules apply, except for time limit and playing with less than 9 players.
- 5.27. No game will start with less than 9 players. If a team has less than 9 players, the Executive Board will decide whether the game can be rescheduled or becomes a forfeit.
- 5.28. If a player must leave the game for any reason during the game, his or her batting position shall be skipped over and no out will be recorded.
- 5.29. Play may not continue if there are less than 9 players on either team. The Executive Board will decide whether to complete the game at a later date or declare a winner (if an official game).
- 5.30. Playoff games will have a 2:00-time limit or when the 5-runs per inning limit does not allow for a team to come back from a deficit.

- 5.31. Championship games will be full 6 innings with no limit unless the 5-runs per inning limit does not allow for a team to come back from a deficit.
- 5.32. Individual 1st place trophies will be presented to players on the playoff Championship team.

6. MAJOR LEAGUE DIVISION RULES (Ages 10-12)

Regular Season Rules – Major League

- 6.1. Each player must play a minimum of 3 defensive innings or 1/2 of the innings played whichever is greater. (2 innings in a 5-inning game). This requirement must be met for each game provided the player is physically able to play, and the player is not being disciplined.
- 6.2. All teams will adhere to the policy of a continuous batting order. This means every rostered player present will bat in the line-up.
 - 6.2.1. Players who arrive late to the game will be added to the bottom of the batting order.
 - 6.2.2. If a player must leave the game for any reason during the game, his or her batting position shall be skipped over and no out will be recorded. If they return they are inserted into their original spot in the batting order.
- 6.3. Free substitution is permitted, with certain exceptions for the pitchers and catchers.
 - 6.3.1. Once the pitcher is removed from the game he or she may not re-enter the game as a pitcher.
 - 6.3.2. A pitcher who has thrown more than 40 pitches may not re-enter as a catcher on that calendar day.
 - 6.3.3. A catcher who has caught for four innings may not enter as a pitcher. NOTE: One live pitch caught (does not include warm-up pitches) constitutes one inning played for the catcher.
 - 6.3.4. A catcher who has caught for three innings or less, who moves to the Pitchers position at any point during the game and delivers 21 pitches or more, may not return to the catchers position.
- 6.4. No inning may start after 10:00 PM. No inning may start after 2 hours of playing time. An inning starts after the 3rd out is recorded in the previous inning. If a game is tied at the time limit, AND THERE IS NO GAME SCHEDULED ON THAT FIELD AFTER THE CURRENT GAME, the game may be completed to determine a winner. Any inning started after the time limit is considered an extra innings situation.
- 6.5. No manager or coach will manage or coach any other team in the same division but his own without the permission of the League President.
- 6.6. Pitch count is governed by the Official Regulations and Playing Rules of Little League Baseball. Confirm pitch counts with opposing coach between each ½ inning.
- 6.7. Decisions involving rules of play resulting in protest must be rendered prior to the next pitch. The Officer of the Day, in consultation with the E-Board member on-call (if necessary), will be responsible for rendering the decision.
- 6.8. No game will start with less than 9 players. If a team has less than 9 players, the game will be postponed. The Executive Board will decide whether to complete the game at a later date.
- 6.9. If a player must leave the game for any reason during the game, his or her batting position shall be skipped over and no out will be recorded.
- 6.10. Play may not continue if there are less than 9 players on either team. In this case, the game becomes suspended. The Executive Board will decide whether to complete the game at a later date, declare a winner (if an official game), or leave it as a suspended game.
- 6.11. No slash bunts. Any batter who attempts a slash bunt will be called out. (Slash bunt: batter shows bunt, then pulls the bat back after the pitch and takes a full swing).
- 6.12. The uncaught third strike rule will be enforced.
- 6.13. The “stay in the box” rule will be enforced.
- 6.14. The first-place team shall receive trophies for the regular season.

Playoff Tournament Rules – Major League

- 6.15. All teams will qualify for postseason play.
- 6.16. Teams will be seeded according to the final regular season standings.
- 6.17. Standings will be determined by points... 3 points for a win, 2 points for a tie, 1 point for a loss.

- 6.18. For seeding purposes, ties in the regular season standings will be decided according to the following rules:
- 1st tiebreaker: Head to head
 - 2nd tiebreaker: Fewest regular season runs against in head to head play
 - 3rd tiebreaker: Fewest regular season runs against overall
 - 4th tiebreaker: Coin flip
- 6.19. If more than two teams are tied, once one team is designated as the higher seed, remaining teams will start back at 1st tiebreaker. This process will continue until all seeds are determined.
- 6.20. The playoff format will be as follows:
- In a six-team division, the 3 seed will play the 6 seed and the 4 seed will play the 5 seed. The top two teams will receive byes in the first round. In the second round, the 1 seed will play the lowest remaining seed, and the 2 seed will play the other remaining team.
 - In a five-team division, the 4 seed will play the 5 seed in a play in the game. The winner of that game will play the 1 seed. The 2 seed will play the 3 seed.
 - In a four-team division, the 4 seed will play the 1 seed. The 2 seed will play the 3 seed. The winners will play for the division championship. The losers will play a consolation game, weather permitting.
- 6.21. All regular season rules apply, except for time limit.
- 6.22. There will be a time limit of 2 hours when there is a second game to follow on the same field. No inning may start after the time limit has been reached. Early games will be scheduled to begin at 5:30. Playoff games will not start after 8:00 pm.
- 6.23. No game will start with less than 9 players. If a team has less than 9 players, the Executive Board will decide whether the game can be rescheduled or becomes a forfeit.
- 6.24. Championship games will be full 6 innings unless the “10-run rule” comes into play.
- 6.25. Individual 1st place trophies will be presented to players on the playoff Championship team.

7. ROSTER / DRAFT RULES

- 7.1. All players will be notified by mail of tryout dates. Information for Tryouts will also be posted on the league website (www.HTRBA.com).
- 7.2. All players eligible for Majors, Triple-A (AAA), Double-A (AA) or Single-A (A) must tryout. Instructional Division players do not tryout.
- 7.3. Players will be placed and selected according to age and skill level. Requests for division/league placement will be noted on the tryout form but are not binding.
- 7.4. All teams shall be selected new each year.
- 7.5. All 12-year-old players are required to play in the Major League unless specifically requested by the parents to play in the International Division and the request is approved by the Executive Board, the District Administrator, and Little League International.
- 7.6. All 10 and 11-year-olds are eligible to be selected in the Major League Division unless specifically requested by the parents to play in the International Division.
- 7.7. All 10 and 11-year-old players not selected for the Majors must be placed on a Triple-A (AAA) Division team.
- 7.8. All 8 and 9-year-old players are eligible to be placed on a Triple-A (AAA) Division team.
- 7.9. All 9-year-olds not selected for a Triple-A (AAA) Division team, must be placed on a Double-A (AA) team
- 7.10. All 7 and 8-year-olds are eligible to be assigned to a Double-A (AA) Division team.
- 7.11. All 7 and 8-year-olds not placed on a Double-A (AA) Division team, must be placed on a Single-A (A) team
- 7.12. All 5 and 6-year-old players, with at least 1 year of Instructional or Tee Ball experience, are eligible to be placed on a Single-A (A) Division team.
- 7.13. All 5 and 6-year-olds not placed on a Single-A (A) Division team will be placed on an Instructional Division team
- 7.14. All 4-year-olds will be placed on an Instructional Division team.
- 7.15. Instructional Division teams will be assembled by the League President and/or Player Agent.
- 7.16. Major Division managers will assemble teams using the alternate Redraft method of one draft that includes all returning major division players and major eligible players, until the number of returning players left in the draft equals the number of remaining picks in the draft.
- 7.17. Minor Divisions managers, the Player Agent, and the President will assemble competitively balanced teams.
 - 7.17.1. The following criteria should be taken into consideration when assembling teams:
 - 7.17.1.1. Potential pitchers
 - 7.17.1.2. Potential catchers
 - 7.17.1.3. Experience in division being drafted for
 - 7.17.1.4. Potential coaches
 - 7.17.1.5. Siblings
 - 7.17.1.6. Age balance
 - 7.17.1.7. Potential team parents
 - 7.17.1.8. Team requests
 - 7.17.2. Players will be ranked by round
 - 7.17.3. Once it is agreed that the teams are as competitively balanced as possible, managers' names are drawn and assigned to teams
 - 7.17.3.1. If necessary, the manager's child(ren) will be moved to the manager's team by swapping places with a player of a similar ranking
 - 7.17.3.2. Managers may then make trades with other teams if the players being traded have a similar ranking

- 7.17.3.3. The League President and Player Agent (or their designee if at least one is not present) may veto any trade
- 7.18. Only team managers, and those invited by the League President may be present at team selections.
- 7.19. A Major League team may have no more than 6 players of any age group. (Exception: there may be more than six 12-year-olds if dictated by the number of 12-year-olds in the draft.
- 7.20. Under special circumstances, the Player Agent, after discussion and approval by the entire Executive Board, can suggest to a parent that a player moves to a more appropriate division regardless of age.
- 7.21. Players registering after team selections are complete will be placed in a division according to their age and ability.
 - 7.21.1. The specific team will be determined by a draw from a hat. Only teams that have fewer rostered players than another team will be eligible.
 - 7.21.1.1. The Player Agent and President have the right to place a new player on a specific team, regardless of the number of rostered players, to maintain a competitive balance.

8. ALL-STAR TEAM SELECTION

- 8.1. HTRBA may sponsor ALL-STAR teams for each of the following age groups:
 - 7-year-old
 - 8-year-old
 - 9-year-old
 - 9 and 10-year-old (District Team)
 - 10 and 11-year-old (District Team)
 - 11 and 12-year-old (District Team)
 - 11 and 12-year-old (Tournament Team)
 - 13, 14, 15, 16-year-old if available
- 8.2. All-Star teams will be selected by the All-Star Team manager and League President
- 8.3. For District Teams, the following process will be applied:
 - All 11 and 12-year-olds are eligible for the 11/12 District Team.
 - All 10 and 11-year-olds are eligible for the 10/11 District Team.
 - All 9 and 10-year-olds are eligible for the 9/10 District Team.
 - The 11/12 District Team, if being assembled, will be selected and announced prior to the 10/11 District Team.
 - The 10/11 District Team if being assembled, will be selected and announced prior to the 9/10 District Team.
 - The 9/10 District Team if being assembled, will be selected and announced prior to the 9-year-old All-Star Team.
 - A player may play on only one District / All-Star team per season.
- 8.4. The League President, with the approval of the HTRBA Board of Directors, will appoint the District / All-Star Team Managers. The Team Manager, with the approval of the League President, will then select the coaching staff.
- 8.5. At the discretion of the Executive Board, a second All-Star team may be formed for any or all age groups
- 8.6. Each All-Star team shall consist of a minimum of 12 players and a maximum of 14. Each District Team shall carry a minimum of 12 players. In extraordinary circumstances, an All-Star Manager may request to carry less than 12 players. Such request must then be approved by the League President.
- 8.7. If a manager needs to take disciplinary action against a player, the manager has the right to suspend a player for one game without approval from the Executive Board. Any disciplinary action beyond that must have the approval of the Executive Board.

9. **INDOOR TRAINING FACILITY RULES**

- 9.1. No food, soda, liquid containers, gum, or sunflower seeds are permitted past the entry gate in the facility. Water is available at the facility.
- 9.2. Facilities are to be kept neat and clean always. Managers are responsible for ensuring that the facility is clean at the end of every practice.
- 9.3. There must be a minimum of 1 adult for every 5 players using the facility.
- 9.4. Parents should be strongly discouraged from bringing small children (under the age of 4) to the facility.
- 9.5. Equipment provided for use in the Indoor Training Facility is to remain in the facility. **EQUIPMENT MUST NOT BE REMOVED FROM THE BUILDING.**
- 9.6. During batting practice, no player will be permitted outside the waiting area without a batting helmet. The outside lanes should **NEVER** be used for batting practice. Hitting from a tee or soft toss into the net on the inside of the lane is permitted.
- 9.7. Only coaches and managers who have been instructed on the use of the Pitching Machines may use the machines. **AT NO TIME ARE PARENTS OR PLAYERS TO USE THE PITCHING MACHINES.**
- 9.8. Baseball cleats are not permitted in the facility. Players using the facility before or after games or during practice must bring sneakers. Players must have on shoes at all times.
- 9.9. Nets, safety screens, and pitching machines may not be moved by players.
- 9.10. Strict adherence to the schedule is expected. The training area should be cleaned up and all equipment returned to its proper place prior to the end of your time. Failure to do so may result in your loss of training facility time. This includes the nets, pitching machines, balls, and catching equipment.
- 9.11. Only HTRBA players and staff may use the facility. Other Little League teams using the facility while participating in a tournament hosted by HTRBA are covered under Little League insurance.
- 9.12. No person given an access code or key by HTRBA should open the facility up to someone outside of the league unless authorized to do so directly by the President.
- 9.13. Outside organizations requesting use of the facility must submit proof of insurance, a signed "Hold Harmless Agreement" and pay agreed upon fees approved by the Executive Board.
- 9.14. All spectators must remain behind the fence always. Only players, managers, coaches, and League Officials are permitted beyond the fence.
- 9.15. The rear door is for **EMERGENCY USE ONLY** and should not be opened for any other reason.
- 9.16. The pitching screen will be used always. No coach may pitch to a player or use the pitching machine without the screen in place. Players may not pitch batting practice.
- 9.17. Players must be supervised always. Care should be taken to ensure that balls and bats are not bounced on the tile floor as this could damage it.
- 9.18. Balls are not to be thrown at or bounced off of any wall, especially the bathroom walls.
- 9.19. If you are the last user of the facility for the day, please see that all lights are off and the building is secure. Set the alarm system prior to you leaving the building.
- 9.20. A member of the Board will be assigned the responsibility for the scheduling the facility. **IF ANY COACH OR MANAGER WISHES TO USE THE FACILITY AT OTHER THAN HIS SCHEDULED TIME, THE ASSIGNED EXECUTIVE BOARD MEMBER MUST BE NOTIFIED.** For this season, this will be Bill Scannon. Text messages are preferred, Bill can be reached at (609) 517-8215.
- 9.21. The facility is closed between the hours of 11:00 PM and 8:00 AM.
- 9.22. Failure to adhere to the above rules may result in the offending Manager, Coach, Player, or Visitor being asked to leave the facility and his or her privilege of using the facility suspended.

Please refer to the Indoor Training Facility Emergency Information page in this Handbook for the location of Utilities, Water, etc. In the event of an emergency, please contact an Executive Board member for information or instructions (see Board Directory at the back of the Handbook).

10. RESERVATION RULES FOR REGULAR SEASON AND SUMMER HTRBA TEAMS

General Rules

- 10.1. The team reserving the cage or fields is responsible for all clean up after their practice has concluded.
 - 10.1.1. Equipment put away in cage.
 - 10.1.2. Fields raked and all equipment (bases, L-screens, etc.) stored and locked.
 - 10.1.3. All garbage (water bottles, etc.) picked up and thrown away.
- 10.2. Practices should end promptly to allow any teams that have a reservation after your own to start on time.
- 10.3. Teams that hold a reservation on any day that they also have a schedule game may be bumped.
- 10.4. It is the manager's responsibility to check the Facility Reservation calendar and the League Game calendar to ensure that the slot they are requesting is open.
- 10.5. If a team has reserved the cage or a field and no longer needs that reservation, the individual responsible for scheduling the fields should be promptly notified so your reservation can be cancelled and opened for another team to use.

Preseason Policies

- 10.6. Each team will have one (1) standing reservation per week for one (1) hour.
- 10.7. Each team will be able to reserve one (1) addition one (1) hour slot during the week.
- 10.8. Once the addition reservation ends, the team manager may request an additional one (1) hour reservation slot for practice.
- 10.9. A team can never hold more than two (2) slots at a time.
- 10.10. Additional reservations will be reserved on a first-come, first-served basis.

Regular Season Policies

- 10.11. Each team will be able to reserve on (1) reservation slot for the cage or one (1) reservation for a field per week.
- 10.12. Fields
 - 10.12.1. It is the manager's responsibility to check the league calendar to make sure no game is being played on the field they wish to reserve. This includes rescheduled games.
- 10.13. Cage
 - 10.13.1. All teams scheduled to play a game have priority over the cage to use for pre-game batting practice. Games on B or C field have use of the indoor cage for practice. Games on A field use the outdoor cage.
 - 10.13.2. It is the manager's responsibility to check the league schedule and understand who will have a need of the cage for pre-game batting practice and at what time.

Summer Tournament Season

- 10.14. Each team will be able to reserve as many practices as they want based on the following priority.
 - 10.14.1. Teams playing in a tournament game hosted at HTRBA
 - 10.14.2. 11-12 y/o District Team
 - 10.14.3. 9-10 y/o District Team (while involved in their District Tournament)
 - 10.14.4. 10-11 y/o District team (takes priority over the 12 and/or 10 y/o old teams once either one of those teams is eliminated from their Little League ® International Tournament)
 - 10.14.5. 9 y/o All Star Team
 - 10.14.6. 8 y/o All Star Team
 - 10.14.7. 7 y/o All Star Team
 - 10.14.8. 6 y/o All Star Team

- 10.15. A team, higher on the priority list will be able to bump an already scheduled practice for a team. It is expected that the higher priority extend the courtesy of giving the other manager as much notice as possible and attempt to work out a solution that does not result in a team canceling practice if possible.
- 10.16. Teams may not be able to schedule field or cage time during a tournament hosted by HTRBA. Regular Season rules 10.12 and 10.13 apply during a tournament.

INDOOR TRAINING FACILITY EMERGENCY INFORMATION***ELECTRICAL***

The circuit breakers are located on the rear wall of the building. Each row of lights is controlled by a separate breaker. Should power fail, the building is equipped with a battery-operated Emergency Lighting and Exit Signs.

WATER

The shut-off valve for the building is located behind the access panel in the front wall of the building.

FIRE EXTINGUISHER

There are 2 extinguishers located in the facility. One extinguisher is located near the rear exit. The second is located on the side wall behind the bathroom.

**IN THE EVENT OF AN EMERGENCY
LEAVE THE BUILDING AND CALL THE FIRE DEPARTMENT FROM OUTSIDE THE
FACILITY.**

**FIRE EMERGENCY PHONE NUMBER
911**

**Provide the address:
10 FERNDALE AVE.**

HEAT

The thermostat is located on the front wall of the building. It is set and should not be changed. If the thermostat becomes damaged, please notify an Executive Board member. In the event of a malfunction, there are Emergency Shut Off Switches located below the heater.

GAS

The heater is fueled by natural gas. In the event of a gas smell, evacuate the building and notify an Executive Board member and PSE&G immediately.

ALARM SYSTEM

In the event, the alarm system will not arm when you are trying to leave, DO NOT LEAVE WITHOUT NOTIFYING A MEMBER OF THE EXECUTIVE BOARD (see Board Directory at the back of the handbook).

GENERAL INFORMATION

Each manager will be provided an information pack at the start of the season. The items mentioned below are for your information. The schedules, contact people, and other information will be distributed as soon as they become available. Managers should check their assigned Mail Box, located in the Indoor Training Facility.

TOBACCO

HTRBA IS A TOBACCO FREE FACILITY. THE USE OF WHICH IN ANY FORM IS NOT PERMITTED anywhere on HTRBA grounds, including the main parking area and wooded areas surrounding the fields.

INSURANCE

All players, managers, and coaches are covered by accident insurance while participating in all league activities. League insurance is supplied through LITTLE LEAGUE BASEBALL. It is SUPPLEMENTAL TO ANY PERSONAL MEDICAL INSURANCE POLICY THE PLAYER, MANAGER OR COACH MAY BE COVERED BY. ALL ACCIDENTS MUST BE REPORTED IMMEDIATELY TO YOUR LEAGUE AGENT AND THE SAFETY OFFICER. You must file an accident report form (sample located in information pack) with the Safety Officer. An additional copy of the form must be sent to the League President. The Safety Officer will inform Little League Baseball in Williamsport to establish a claim. Failure to do so may result in a claim being denied by the insurance carrier.

SAFETY

Basic Safety Equipment as required by Little League is provided. If parents wish to have their player use additional Safety Equipment, it is their responsibility to provide the additional equipment. The Team Manager should support this decision and encourage the child to use the equipment. All Safety Equipment, whether provided by the League or Parent must comply with all required specifications.

MEDICAL INFORMATION

Each player must provide their Manager with a completed "Little League Medical Approval and Release" form. The purpose of this form is to provide their Manager with emergency information regarding the player and any medical conditions that might affect the player. It is not necessary for the parent to have it filled out by their physician.

TEAM PARENT

Every team must have a Team Parent. (Managers may not serve as Team Parent). The Team Parent is responsible for scheduling of parents to work in the Snack Stand. The Team Parent may also be asked to make phone calls, collect fundraising money, call in game results to newspapers, and any other additional administrative duties. Each Team Parent is responsible for 8 hours of snack stand duty (when their child is not playing). They should arrive 30 minutes prior to their earliest scheduled game.

SNACK STAND

Every team is responsible to provide a parent for each game to work in the Snack Stand. Your Team Parent will be provided with a schedule at the start of the season. Failure to have your assigned parent in the Snack Stand will result in the game being stopped until the offending team complies. Parents are required to be in the Snack Stand 15 minutes prior to the start of the first game of the day. Parents are also required to stay until the Snack Stand is cleaned up after the last game of the day. Children are not permitted in the Snack Stand at any time. Open toe shoes are not permitted to be worn.

FIELD DUTY

Each manager will be provided with a schedule for "FIELD DUTY". The duties and responsibilities of field duty are in the Snack Stand and on the league website (www.HTRBA.com). You are responsible for the following:

1. Opening the facility at the start of the day.
2. Closing the facility after the last game of the day.
3. Making sure the games start on time and that the time limits are enforced.
4. Selling 50-50's
5. Picking up trash and emptying all trash containers.
6. Additional duties may be assigned.

THIS IS A TEAM RESPONSIBILITY. EACH TEAM MANAGER SHOULD STRONGLY ENCOURAGE EVERY PARENT AND COACH TO BE INVOLVED IN FIELD DUTY.

The Home team is responsible for preparing the field and raking the field at the conclusion of each game. To be discussed.

WINTER SALE FUNDRAISER

Each manager will be given a list of players on his team indicating their status with regard the winter sale fundraiser. The team manager will be responsible to collect "Buy Out" money that has not been paid and of all winter sale money. ALL PLAYERS ON THE TEAM ARE RESPONSIBLE TO FULFILL THE OBLIGATION. A PLAYER MAY ELECT TO BUY-OUT THIS OBLIGATION FOR A FEE OF \$50.00. ALL PLAYER OBLIGATIONS MUST BE FULFILLED BEFORE THE TEAM WILL BE ISSUED UNIFORMS.

LOTTERY TICKET SALES

Each player will be assigned the same number of "Lottery Tickets". ALL TEAMS MUST PARTICIPATE! Failure to fulfill this obligation will result in disciplinary action by the Executive Board.

TAG DAY

Each player will be assigned a time and location. Failure to fulfill this obligation will result in disciplinary action by the Executive Board. A player may elect to buy-out this obligation for a fee of \$40.00. Families with multiple players may request their children be assigned to the same location, but the assignment is not guaranteed.

LATE FEES

Late fees may apply for late notification of buyouts.

USE OF FIELDS

HTRBA fields may be made available for team practices as available. All field practices must be held at local school fields. It is the responsibility of the manager to secure a permit through the Hamilton Township, Recreation Department.

Permits to use Practice Fields are available from the HAMILTON TOWNSHIP RECREATION DEPARTMENT. The information, as well as the phone numbers necessary to reserve a field, will be distributed as soon as it becomes available.

PRE-GAME USE OF FACILITIES

Effective Opening Day, (first game) the pre-season schedule for the use of the Indoor Training Facility is suspended. Teams wishing to use the facility must call the designated League representative (Bill Scannon).

Teams wishing to take pre-game batting practice may use the Indoor Training Center or Outdoor Batting Cage as per diagram on the next page.

Players using the Indoor Training Facility are not permitted to wear cleats. All players must wear sneakers in the Indoor Training Facility for Safety and Insurance reasons.

SCHEDULES AND MAKE-UPS

Team Schedules can be found on the league website (www.HTRBA.com). This is the only official schedule.

All make-up games will be scheduled as soon as possible. If your game must be rescheduled, you will be notified via email by a league representative and the schedule on the website will be updated. Every effort will be made to reschedule your game in the same week as the original game.

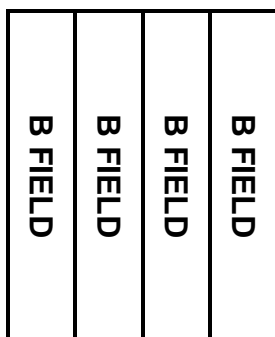
IT IS YOUR RESPONSIBILITY TO NOTIFY YOUR TEAM AND COACHES.

HTRBA BATTING FACILITY DIAGRAM

PREGAME PRACTICE

2 GAME LAYOUTS

INDOOR

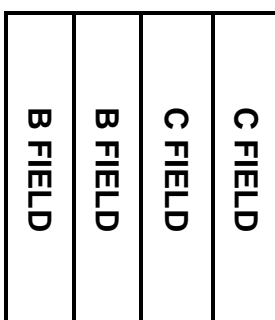


OUTDOOR



3 GAME LAYOUTS

INDOOR



OUTDOOR



**VISITING TEAMS 1 HOUR BEFORE GAME TIME
HOME TEAMS ½ HOUR BEFORE GAME TIME**

2018-2019 Board of Directors

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