



ELGIN CLASSIC  
LITTLE LEAGUE  
HANDBOOK

# TABLE OF CONTENTS

---

<b>1. INTRODUCTION.....</b>	<b>1</b>
<b>2. GENERAL LEAGUE INFORMATION.....</b>	<b>2</b>
2.1 Divisions of Play .....	2
2.2 Board Meetings .....	2
2.3 Uniforms .....	2
2.4 Equipment .....	2
2.5 Player Evaluations .....	3
2.6 Drafts.....	3
2.7 Fields Day .....	3
2.8 Picture Day.....	4
2.9 Opening Day .....	4
2.10 Regular Season Play .....	4
2.11 Calendar.....	4
<b>3. LEAGUE MANAGEMENT .....</b>	<b>5</b>
3.1 Executive Board of Directors.....	5
3.2 Board of Directors .....	5
3.3 Managers & Coaches.....	6
3.4 Umpires .....	6
3.5 Team Parent.....	7
3.6 Parents of Players .....	7
<b>4. EMERGENCY &amp; SAFETY PROCEDURES.....</b>	<b>9</b>
4.1 Medical Release Forms .....	9
4.2 Insurance.....	9
4.3 League Safety Plan .....	9
4.4 Adult Supervision .....	10
4.5 Lightening Detector .....	10
4.6 Automated External Defibrillator (“AED”).....	10
4.7 Inclement Weather .....	10
4.8 First Aid Kits/Ice Packs .....	10
4.9 Local Safety Rules .....	10
4.10 Playing Safe .....	11
<b>5. CODE OF CONDUCT .....</b>	<b>12</b>
5.1 Suspension or Termination .....	12
5.2 Disciplinary Process.....	12
5.3 Specific Conduct Issues.....	13
5.3.1 Physical Abuse.....	13
5.3.2 Threat of Physical Abuse .....	13
5.3.3 Use of Profanity.....	13
5.3.4 Umpire Abuse .....	14
5.3.5 Equipment Abuse.....	14
5.3.6 Use of Alcohol or Tobacco.....	14
5.3.7 Violations of “No Dogs” Policy .....	15
5.3.8 Unsportsmanlike Conduct.....	15
5.3.9 Falsification of Residence Documents .....	15
5.3.10 Pitch Count Violation.....	15
5.3.11 Violation of Playing Rules .....	15
5.4 Other Conduct Issues .....	16

# TABLE OF CONTENTS

---

<b>6. LOCAL PLAYING RULES .....</b>	<b>17</b>
6.1 General.....	17
6.2 Rainout Procedures .....	17
6.3 Player Pull – Up Rule (Baseball).....	18
6.4 Player Evaluations & Draft (Baseball) .....	18
6.5 Division Specific Guidelines .....	20
6.5.1 Major Division Baseball.....	20
6.5.2 Minor Division Baseball.....	21
6.5.3 AA Division Baseball.....	23
6.5.4 Tee-Ball Division Baseball .....	25
6.5.5 Junior/Senior Division Baseball .....	26
<b>7. SOFTBALL RULES .....</b>	<b>27</b>
<b>8. ALL STAR AND TOURNAMENT PLAY .....</b>	<b>28</b>
8.1 All Star Divisions .....	28
8.2 All Star Managers & Coaches .....	28
8.3 All Star Tryouts.....	28
8.4 All Star Uniforms .....	28
8.5 All Star Fees.....	28
8.6 Special Games Tournaments (Hamms & Sperry).....	29
<b>9. MANAGER AND COACH RESPONSIBILITIES.....</b>	<b>30</b>
9.1 Pre-Season .....	30
9.2 Uniforms .....	30
9.3 Equipment .....	30
9.4 Sponsors .....	31
9.5 Field Maintenance .....	31
9.6 Parent Meeting.....	31
9.7 Concessions.....	31
<b>10. FORMS .....</b>	<b>32</b>
<b>11. OTHER INFORMATION.....</b>	<b>33</b>
11.1 Little League ID .....	33
11.2 Financial & Accounting.....	33
11.3 IRS Tax Status .....	33
11.4 League Boundaries .....	33
11.5 Amendments .....	34
11.6 Websites.....	34
<b>12. EMERGENCY CONTACTS .....</b>	<b>35</b>

## 2.GENERAL LEAGUE INFORMATION

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### Welcome to Elgin Classic Little League!

This handbook has been prepared to assist you in taking part in a big and rewarding role in the administration of our Elgin Classic Little League (“ECLL”). We ask that you take some time to read this handbook and familiarize yourself with the inner workings of our League.

ECLL started playing Little League on the northwest side of Elgin at Wing Park in 1954. For over 61 years, we have been providing the children of Elgin, and more recently Gilberts. In 2015, ECLL merged with Elgin Continental Little League which served the southwest side of Elgin since 1961. ECLL provides a safe and controlled place to learn about baseball, meet new friends and gain memories that will last a lifetime. Who would ever have known what was started with one field on a dusty dirt diamond would turn into the complexes that we have today.

The mission of ECLL is to provide a safe, fun and instructional baseball and softball environment to children ages 4-16. We will work to accomplish this mission with a sincere focus on the following key values:

Safety	We will work in a way that places an emphasis on safety in every aspect of the organization.
Quality of Instruction	We will work to equip our Coaches and Managers with effective, helpful and properly focused Coaching skills.
Sportsmanship	The behavior and attitude of all players, Coaches and spectators shall reflect teamwork, fair play, respect for others, and appreciation for officials.
Organizational Improvement	We will work to help the organization develop, be well focused, and communicate effectively.
Finances	We will operate the financial dealings of the organization in a responsible, compliant and well-communicated manner.

For more information or any forms mentioned in this handbook, please visit our website:

[www.eteamz.com/elginclassic](http://www.eteamz.com/elginclassic)

## 2.GENERAL LEAGUE INFORMATION

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### 2.1 DIVISIONS OF PLAY

The League is divided into ten divisions. Divisions are based upon the player's "League Age" as determined by Little League Baseball, Inc. League ages may differ from their chronological age. The Executive Board of Directors has the right to move players to different divisions based on skill level upon consultation with the parents.

<u>Division</u>	<u>Age</u>	<u>Type of Play</u>
Big League	17 - 18	Baseball & Softball
Senior	15 - 16	Baseball & Softball
Junior	13 - 14	Baseball & Softball
Intermediate	11 - 13	Baseball
Major Softball	10 - 12	Softball
Minor A and B Softball	6 - 11	Softball
AAA Minor	6 - 11	Baseball
AA	7 - 8	Instructional Baseball
Tee Ball	5 - 6	Recreational Baseball

### 2.2 BOARD MEETINGS

The general Board Meetings are open to the public and held monthly on the 2<sup>nd</sup> Monday of the month at 7:00pm. We are currently meeting at The Elgin Police Station or The Eagles Club in Gilberts depending on room availability. The Executive Board of Directors meets ½ hour prior to the General Board Meeting and is closed to the public.

### 2.3 UNIFORMS

Each player will receive a team shirt and hat. Parents are required to supply pants and socks. Baseball shoes "cleats" are not required, but many players wear them. Only rubber cleats may be used through Minor Baseball! Metal cleats are allowed beginning in the Intermediate Division.

### 2.4 EQUIPMENT

All players must have a baseball or softball glove. Sizes vary and should be fitted to the comfort of the player. It is recommended, but not required, that players have their own bat, as not all parents want to share expensive bats with others. Team batting helmets and catcher's equipment are supplied by ECLL. Male players who play the catchers position MUST wear a protective cup, but it is highly recommended that all male players wear one.

## 2.GENERAL LEAGUE INFORMATION

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### 2.5 PLAYER EVALUATIONS

Player evaluations are required for players in the Minor Division and above. The evaluations are used for assessing player's current abilities and to assist the Player Agent, League Officials and Coaches in drafting and ensuring the player is properly placed in the right division.

### 2.6 DRAFTS

There is no draft used for T-Ball or AA Baseball. Teams are equally divided using age and certain geographical, school affiliations and parental considerations. A Manager and two Coaches' player protections (protects child(ren) of Managers and Coaches) are implemented at the T-Ball and AA division.

Minor Baseball and Softball drafts use the player evaluations to implement a blind draft in an attempt to equally divide the player "talent pool" into the number of Minor League teams. The Minor League Manager and two Coaches' player protections are used.

Major Managers use the player evaluations to select their respective team from the most qualified 10, 11 and 12 year olds. All eligible 12 year olds must be selected to play in the Major League. The Major League Manager and one Coaches' player protection is used.

Junior and Senior League Managers use the player evaluations to select their respective team from the players available. Manager and one Coaches' player protection is used.

### 2.7 FIELD DAY

Fields Day is the time when all parents and players are expected to assist in the preparation of the fields and facilities for the upcoming season. It is expected that each team have at least three representatives at Fields Day to work. Without adequate assistance during this day, we will not be able to get the facilities ready for games.

Since not all the work is strenuous labor, all are welcome. We have projects such as: raking fields; painting; replacing fence caps; cleaning the concession stand and organizing sheds in addition to many other projects.

Typically Fields Day is scheduled on a Saturday in mid April. Mark your calendars early, as this is a key day for the League!

## 2.GENERAL LEAGUE INFORMATION

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### 2.8 PICTURE DAY

Picture day is a special date set aside for the purpose of taking team and individual player photographs by a professional photographer. Individual player photos are optional and all players receive a complimentary team photograph. A separate volunteer committee oversees and coordinates Picture Day. Please note there are NO retakes or makeups.

### 2.9 OPENING DAY

Opening Day Ceremonies is a special date to kick-off the season and acknowledge the Players, Managers, Coaches, team sponsors and numerous volunteers that make our League successful. Special guests are invited and a ceremonial color guard, singing of the National Anthem and the ceremonial FIRST pitch is thrown. All players are expected to attend.

### 2.10 REGULAR SEASON PLAY

It can be expected games will begin by the first week in May. The younger divisions will play approximately 15 games (two per week) and the older divisions will play approximately 25 games (three per week). Every consideration is made for night games (8:00 p.m. start) to not be scheduled until the last week of the school year. Senior, Junior and Intermediate League boy's baseball and girl's softball will be playing in the District 13 Interleague divisional play and will require travel to neighboring league's fields.

### 2.11 CALENDAR

Although dates change every year, the following is an estimated timeline of League events throughout the year.

Registration	Entire months of December through March
Player Evaluations	4 <sup>th</sup> weekend in February or 1 <sup>st</sup> in March
Drafts	2 <sup>nd</sup> and/or 3 <sup>rd</sup> week in March
Field Day	1 <sup>st</sup> or 2 <sup>nd</sup> Saturday in April
Picture Day	3 <sup>rd</sup> week in April
Opening Day	4 <sup>th</sup> Saturday in April or 1 <sup>st</sup> Saturday in May
All Star Tryouts	June 15 <sup>th</sup> or week after
Regular Season Ends	4 <sup>th</sup> week of June
All Star Play Begins	1 <sup>st</sup> week in July

### 3. LEAGUE MANAGEMENT

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ECLL is managed and operated 100% by volunteers. Volunteer Managers and Coaches teach and develop our kids. Parent volunteers operate our concession stand and assist with the organization of the teams. Besides the umpires that monitor the rules of every game, no one is paid for their service to the League. WE ARE 100% VOLUNTEER OPERATED.

ECLL is governed by the Rules and Regulations of Little League International (“Little League”). Within those guidelines, ECLL has adopted a written Constitution and Safety Plan that is filed with Little League. Copies of both these documents are available on the League’s website or by contacting a member of the Executive Board of Directors.

#### 3.1 EXECUTIVE BOARD OF DIRECTORS

The Executive Board of Directors (“Executive Board”) consists of the following positions:

- President
- Vice President of Baseball Operations
- Vice President of Softball Operations
- Treasurer
- Secretary
- Player Agent
- Safety Officer
- League Information Officer

For a complete listing of duties and responsibilities of the Executive Board, please refer to the ECLL Constitution, *Article VII*.

#### 3.2 BOARD OF DIRECTORS

The Board of Directors (“the Board”) consists of the following positions that report directly to the Executive Board:

- Building & Property – responsible for the overall care and appearance of the fields and common areas. Orders and maintains the field marking paint, chalk and field dry.
- Concessions – responsible for the overall functions of the concession stand. This includes, but not limited to: purchase of food, beverage and supplies; coordination of volunteer workers; cleanliness of the concession area and deposit of concession funds. This position works closely with the Treasurer.
- Equipment – responsible for the issuance, collection, inventory, storage, care and purchase of all baseball & softball equipment and uniforms used by ECLL.



### 3. LEAGUE MANAGEMENT

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- Facilities – responsible for the physical operations of the concession stand, storage buildings and associated equipment. Works closely with the Building & Property position.
- Fundraising – responsible for special fundraising activities of the League as directed by the Executive Board.
- Division Coordinators – responsible for the coordination and representation of the Managers within that division and the daily maintenance of the fields. Any requests of grievances by Managers should be represented by the Coordinator of that division to the Executive Board.

For a complete listing of duties and responsibilities of the Board, please refer to the ECLL Constitution, *Article VI*.

#### 3.3 MANAGERS & COACHES

The President, with the approval of the Executive Board, shall appoint team Managers and approve Coaches annually. Managers are responsible for the conduct of their Coaches, players, parents and spectators.

Managers will select their team's Coaches, subject to the Executive Board's approval. A selected Coach should be made aware that this position and their responsibilities are not less than those of the Manager. No individual may act in the capacity of a Coach without the prior approval of the Executive Board. Managers are encouraged to select several Coaches to assist them on the field and a Team Parent to assist with the administrative duties of their teams. All Managers, Coaches and Team Parents are required to complete a volunteer application and subject to a background check.

For complete duties and responsibilities of Managers & Coaches, see Section 9 of this document.

#### 3.4 UMPIRES

The Umpires have ultimate responsibility for the enforcement of the play and flow of the games. Those responsibilities include enforcement of all Little League and Local League rules.

ECLL employs paid individuals from an independent umpiring association to umpire Senior, Junior and Major baseball and softball games. Individuals trained by local League officials umpire Minor League baseball and softball games.

### 3. LEAGUE MANAGEMENT

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In the event an umpire ejects a Manager, Coach, player, parent or spectator from a game, the umpire will notify the President of the League within 24 hours of the incident.

#### 3.5 TEAM PARENT

The function of the Team Parent is to assist the Manager and Coach in matters relating to the team and the League as described below; all designated for betterment of the League in its effort to promote more involvement in a wholesome family activity. These duties are as follows:

- To communicate and coordinate team picture details with parents and players.
- Soliciting parent volunteers for Field Days and concession assignments. Each team should supply at least three volunteers (weekdays) and four volunteers (weekends) for each time shift at the concession stand.
- Collect money for treat tickets, which is used to purchase tickets for each player after each game. If decided upon, money could also be collected for season end team parties and players and Manager/Coaches trophies.
- Support and coordinate team parents to actively support Local League fundraising activities.
- Encourage team spirit through team picnics, or other similar family activities that will promote parent goodwill and support of the team and the League.
- Assist Manager and Coach in dealing with any parent problems and bring grievances to the attention of the Division Coordinator.

#### 3.6 PARENTS OF PLAYERS

We encourage participation by all family members, as our League is not just a place to drop off your children for a couple of hours while you do your own thing.

As a parent of a player in ECLL your responsibilities include, but are not limited to:

- Making sure your child attends all practices and games at the times designated by the Manager and are picked up promptly after practices and games. If you cannot make a practice or a game, you are required to notify the Manager or a Coach.

### 3. LEAGUE MANAGEMENT

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- Paying all fees to the League in a timely fashion. This includes registration fees, team fees (up to \$50, unless otherwise approved by the Executive Board) and any appropriate All Star fees. If a family is unable to pay any fee to the League it should be discussed directly with the President of the League to ensure confidentiality of the situation.
- We encourage you to attend all games yourself to cheer on your child and the entire team. Nothing disheartens a child more than looking up in the stands and not seeing anyone there rooting for him/her.
- Let Managers, Coaches and Umpires do their jobs. If you do not agree with an umpire's call or with how the Manager is running the team, refrain from comment or criticism. Remember they are volunteers that give their time and experience free of charge. If you feel very strongly about an issue please use discretion and talk to the person in private after a game has concluded or contact the Division Coordinator.
- If a Manager is not operating in accordance with the ECLL Handbook or Little League rulebook, a parent should take the action of talking with a member of the Executive Board.
- Most importantly, **VOLUNTEER!** This League cannot continue into the future without the help of everyone in the League. Don't take it for granted!

## 4. EMERGENCY & SAFETY PROCEDURES

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Accidents do and will happen. In the event of any emergency, follow these steps:

1. Provide immediate emergency care.
2. If the situation requires trained medical personnel, call 911 and ask for an ambulance to be dispatched.
3. Contact the parent of the child or emergency contact number on file, and alert a League Official.
4. Parents, Managers and Coaches should report any injuries to League officials. An injury report form should be filled out completely with as much information and details as possible.

A copy of an Injury Report is available on the League's website or contact a member of the Executive Board. Please note this form **MUST** be completed for insurance purposes within 24 hours of the injury.

Basic knowledge of first aid and CPR training is highly recommended for all Managers and Coaches. Please contact a member of the Executive Board for information on first aid and CPR classes in the Elgin area.

### 4.1 MEDICAL RELEASE FORMS

Medical Release Forms are required to be completed by all parents for each player in the League. Medical personnel will not be able to treat or transport an injured player without a medical release if the parent is not available, therefore, a copy of this form must be on file. Without this form, a player will not be allowed to play.

The completed form will be on file with the Player Agent and a copy will be given the Manager/Coach to have with them during all practices and games.

### 4.2 INSURANCE

As a chartered member of Little League, ECLL provides accident insurance for all participants in the League including players, Coaches, spectators and League Officials.

Each parent is required to have their own insurance for their child. If a child is injured, his/her family insurance is required to pay for each injury. ECLL insurance will pay any cost (after deductible) exceeding that which is not paid by the family's insurance.

### 4.3 LEAGUE SAFETY PLAN

The League is required to have a written safety plan on file with the Regional office. A copy of this plan is available on our website.

## 4. EMERGENCY & SAFETY PROCEDURES

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### 4.4 ADULT SUPERVISION

Players are never to be left unattended after practices and games. Managers / Coaches must ensure ALL your players have the appropriate adult supervision before leaving a field. A minimum of 2 adult Manager/Coaches must be present at practice and games.

### 4.5 LIGHTENING DETECTOR

The City of Elgin has installed a lightening detector in the Wing Park and Continental Fields. ECLL follows strict rules on the enforcement of proper procedures regarding the detection of lightening. In the event of lightening, everyone is required to proceed and wait in a vehicle. The rules are posted on the fences at each dugout.

### 4.6 AUTOMATED EXTERNAL DEFIBRILLATOR (“AED”)

ECLL has an AED on-site in the concession stand. Each year, we train several individuals on the proper use and care for this equipment. At any given time, there should be at least one individual trained to use this equipment at the fields.

In the event the use of the AED is necessary, please contact a League official or team Manager who can direct you to the appropriate person.

### 4.7 INCLEMENT WEATHER

In the event that a Manager or Coach believes a field is not safe and should be considered unplayable, he/she needs to get approval from a member of the Executive Board of Directors, the Division Coordinator or the Chief Umpire before cancelling a game.

### 4.8 FIRST AID KITS / ICE PACKS

Every Coach is provided with a first aid kit and ice packs that will be brought to every practice and game. In the event you lose it or need more supplies, please contact the Safety Officer.

### 4.9 LOCAL SAFETY RULES

The following rules have been established to enhance the safety standards of League. It is the requirement of all League members to enforce these rules.

## 4. EMERGENCY & SAFETY PROCEDURES

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- There is no “on deck” circle (does not apply to Jr/Sr Division Baseball). Players are not allowed to take practice swings until it is their turn to hit.
- Batters should NEVER stand in the batters box to hit without wearing Little League approved helmets. Face guard style helmets are not required, but highly recommended.
- When a pitcher is warming up, there must be at least one other team member standing near the pitcher and catcher to protect them from any hit balls. This team member must be wearing an approved helmet. **Catchers must wear protective equipment to warm up a pitcher.**
- No player should be playing catch outside the fences designating the field of play.
- All male players are required to wear protective cups.
- No player should throw or hit a ball at any fencing, dugouts or backstops.

### 4.10 PLAYING SAFE

Playing safe requires following a few safety rules and using common sense to minimize accidents and maximize fun for the players, Coaches and spectators. By following a few simple standards, we can enhance the experience for all those involved.

- Ask the parents of your team if any of them are certified or have basic first aid training. Appoint this person as your team safety representative.
- Perform a simple field inspection before each practice and game. Ensure there are no sharp or dangerous objects lying around. Remove any big rock or debris that could cause injury.
- First aid kits are given to each Manager. Bring them to your practices and games. In the event you forget it, there is one located in the concession stand.
- Bring ice packs to every practice and game. Be prepared for injuries.
- Have players properly warm-up and stretch before every practice and game.
- Ensure all players bring adequate amounts of fluids to remain hydrated during all types of weather conditions.

## 5. CODE OF CONDUCT

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This section highlights certain rules and regulations concerning member conduct and discipline. Members are considered to be any Director, Manager, Coach, Player, Parent or Spectator of the League.

Each parent is required to sign a code of conduct. This code is a pledge to assist in providing a supportive, caring and encouraging environment for our players.

ECLL strongly believes the best way to maintain this environment is to provide a guide for the disciplining members for violations of certain rules and regulations. The purpose is to maintain a fair, consistent and objective method of discipline.

These rules and regulations are to be adhered to by all Members.

### 5.1 SUSPENSION OR TERMINATION

As stated in the ECLL Constitution, *Article III, Section 4*, membership may be terminated by resignation or action of the Executive Board of Directors as follows:

- a The Executive Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline, suspend or terminate the membership of any Member of any class, including Managers and Coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges (quorum is required).
- b The Executive Board of Directors shall, in case of a Player Member, give notice to the Manager of the team for which the player is a Player Member. Said Manager shall appear, in the capacity of an adviser, with the player before the Executive Board of Directors or a duly appointed committee of the Executive Board of Directors. The player's parent(s) or legal guardian(s) will be encouraged to attend. The Executive Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

### 5.2 DISCIPLINARY PROCESS

All cases of misconduct shall be brought to the attention of the Executive Board for discussion.

## 5. CODE OF CONDUCT

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If the Executive Board confirms misconduct, penalties will be administered according to the violation. In the event that a written warning or suspension is administered, at least three members of the Executive Board will be present to issue the penalty to the member.

ECLL will immediately notify the parents of a player for any conduct issue prior to any hearing or action taken by the Executive Board.

### 5.3 SPECIFIC CONDUCT ISSUES

#### 5.3.1 Physical Abuse

Physical abuse by any League member toward another member will not be tolerated. The offender will be immediately removed from ECLL premises and if need be, the Elgin Police Department will be notified. Penalties for the offense:

Immediate grounds for disciplinary hearing under ECLL Constitution, *Article III, Section 4*

#### 5.3.2 Threat of Physical Abuse

Any threat or implied physical abuse by any League member toward another member will not be tolerated. The offender will be immediately removed from ECLL premises and if need be, the Elgin Police Department will be notified. Penalties for the offense:

First Offense	Suspension for the next scheduled game
Second Offense	Disciplinary Hearing under ECLL Constitution, <i>Article III, Section 4</i>

#### 5.3.3 Use of Profanity

Members shall not use profanity directed to or overheard by other members. Penalties for the offense:

First Offense	Verbal warning by the League
Second Offense	Written warning by the League
Third Offense	Suspension for the next scheduled game
Fourth Offense	Disciplinary Hearing under ECLL Constitution, <i>Article III, Section 4</i>



## 5. CODE OF CONDUCT

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### 5.3.4 Umpire Abuse

Umpire abuse is considered repeated or uncontrolled questioning of an umpire's ruling, or repeated heckling of the umpire during play. If the umpire ejects the offender from the game, the following are penalties for the offense:

First Offense	Suspension for the next scheduled game
Second Offense	Suspension for the next three scheduled games
Third Offense	Disciplinary Hearing under ECLL Constitution, <i>Article III, Section 4</i>

Any Manager, Coach or player ejected from a game shall leave the field and take no further part in that game. He/she may not sit in the stands or in any area adjacent to the field or stand and may not be recalled.

Umpire Abuse by spectators or other non-participants as defined by repeated or uncontrolled questioning of an umpire's ruling, or repeated heckling of the umpire during play shall be subject to removal from ECLL premises and other disciplinary action as deemed appropriate by the Executive Board.

### 5.3.5 Equipment Abuse

Any member that throws a helmet, bat, glove, baseball or other potentially dangerous item in an apparent act of frustration or protest, whether ejected from the game or not, will be brought up for disciplinary action by the Executive Board. If the umpire ejects the offender from the game or the matter is brought to the attention of the Executive Board, the following are penalties for the offense:

First Offense	Suspension for the next scheduled game
Second Offense	Suspension for the next three scheduled games
Third Offense	Disciplinary Hearing under ECLL Constitution, <i>Article III, Section 4</i>

### 5.3.6 Use of Alcohol or Tobacco

Members are not allowed to use alcohol, tobacco (any form) or drugs within the ECLL premises. Penalties for the offense:

First Offense	Verbal warning by the League
Second Offense	Written warning by the League
Third Offense	Suspension for the next scheduled game
Fourth Offense	Disciplinary Hearing under ECLL Constitution, <i>Article III, Section 4</i>

## 5. CODE OF CONDUCT

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### 5.3.7 Violation of "No Dogs" Policy

For the safety of its members, no dogs are allowed on the ECLL premises. Penalties for the offense:

First Offense	Verbal warning by the League
Second Offense	Written warning by the League
Third Offense	Suspension for the next scheduled game
Fourth Offense	Disciplinary Hearing under ECLL Constitution, <i>Article III, Section 4</i>

### 5.3.8 Unsportsmanlike Conduct

Any member that displays conduct unfitting of good sportsmanship and not in the best nature of the game and League will be penalized as follows:

First Offense	Verbal warning by the League
Second Offense	Written warning by the League
Third Offense	Suspension for the next scheduled game
Fourth Offense	Disciplinary Hearing under ECLL Constitution, <i>Article III, Section 4</i>

### 5.3.9 Falsification of Residence Documents

Any member knowingly trying to defraud the League with falsified residence documents or birth certificates will be banned from regular season play for one year and permanently banned from Tournament/All Star play.

### 5.3.10 Pitch Count Violation

For the safety of the players, Little League Baseball has implemented a pitch count rule. In the spirit of this important rule, Managers not adhering to this regulation will be reprimanded. Penalties for the offense:

First Offense	Suspension for the next scheduled game
Second Offense	Suspension for the next three scheduled games
Third Offense	Disciplinary Hearing under ECLL Constitution, <i>Article III, Section 4</i>

## 5. CODE OF CONDUCT

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### 5.3.11 Violation of Playing Rules

Any member that violates any regulation or rule of Little League Baseball or rule described in Sections 6 and 7, is subject to discipline as determined under Section 5.4 of this handbook.

### 5.4 OTHER CONDUCT ISSUES

Any other complaints of misconduct by members not listed in this document, which are brought to the attention of the Executive Board, will be interpreted for action based on the severity of the violation. Determination of penalties resides with the Executive Board of Directors upon a majority vote of a quorum of all Executive members.

If a Manager fails to abide by the ground rules of this handbook such misconduct will result in the following penalties:

First Offense	Verbal warning by the League
Second Offense	Written warning by the League
Third Offense	Suspension for the next scheduled game
Fourth Offense	Disciplinary Hearing under ECLL Constitution, <i>Article III, Section 4</i>

## 6. LOCAL PLAYING RULES

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ECLL has adopted specific playing rules for the administration of the League, it is noted no rule has the authority to supersede the Regulations and Rules set forth in the “Green Book” as determined by Little League Baseball, Inc.

In the event the League wants to change a rule, a written waiver must be filed and approved by Little League Baseball and is valid for only a one year period.

### 6.1 GENERAL

All Managers and Coaches are required to be familiar with the substitution, minimum play and pitching rules **applicable to their division**. Failure to comply with these rules may result in the Executive Board taking action against the Manager or Coach committing the infraction.

- Only team members in uniform, the Manager and two Coaches shall be permitted in the dugout. All Managers and Coaches in the dugout **MUST** have completed a Little League Volunteer Application. No parent is allowed to enter the dugout during a game.
- The home team is responsible for setting up and breaking down the field (rake, level and chalk field). The home team from the last game of the day is responsible to break down the field and walk concession workers to their vehicles. The visiting team is responsible for checking and cleaning the bathrooms (Minor cleans Girls/Major cleans Boys).
- On all fields, each team is responsible for cleaning its own dugout and bleacher area immediately after each game.
- The home team shall occupy the third base dugout.
- Base Coaches may include two adult Coaches or one player and one Coach for the Intermediate and Major divisions and above. Minor Baseball, Softball Minor A and B, AA and Tee Ball divisions must use all adults for Base Coaches.
- The home team shall supply two new baseballs prior to commencement of play for each game in all divisions except Junior/Senior, which is required to supply three baseballs.

### 6.2 RAINOUT PROCEDURES

Both team Managers shall decide whether the field is playable. If there is no agreement, any Executive Board Member who is not a Manager or Coach in that division will arbitrate the situation.

## 6. LOCAL PLAYING RULES

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- No game shall start after thirty minutes of the scheduled start time.
- If the game is cancelled, the Home Team Manager will be required to notify the Vice President – Baseball, the Chief Umpire and the Concession Director.
- In the Major Division, the Home Team Manager should contact the Umpire Association as soon as the decision is made. The Minor League home team Manager should contact the Minor League Coordinator to notify umpires.
- Both Managers will cancel with their players.
- The game will be re-scheduled at the 1<sup>st</sup> available rain date.

### 6.3 PLAYER PULL-UP RULE (BASEBALL)

During the course of the season if a team in the Intermediate Division permanently loses a player due to illness, injury, change of address, or other justifiable reasons, the Manager of the team must immediately notify the Player Agent.

The Player Agent will consult with the President, Intermediate and AAA Division Coordinators and Managers of the teams affected to determine which player should be moved up if the need arises.

If the approved player declines to be pulled up he must remain in his current division and on his current team for the remainder of the season

No player in AA or Tee Ball shall be allowed to move up a division without approval from the President and Player Agent for safety reasons.

### 6.4 PLAYER EVALUATIONS & DRAFTS (BASEBALL)

All players ages 9 through 16 are required to attend try-outs. Parents can elect that their child be excluded from the Intermediate division draft. This designation must be made in advance, either at the time of registration or at Player Evaluations. The player will not be able to move up to the Major division at a later date within the current season.

- All 11 and 12 year olds shall be drafted to the Intermediate division unless it is considered a safety issue or request from the parents, and is approved by the Board.
- No player shall be allowed to move down a division in subsequent years.

## 6. LOCAL PLAYING RULES

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- Player Evaluations shall be conducted by the Managers and Coaches of each division at a time determined by the board of directors.
- No candidate shall be given a private Player Evaluation by any team or practice with any team before the Player Evaluation period.
- Players shall never be told the position in which they were drafted.
- AAA, Minor A and B, AA and T-Ball Teams will be fielded in a manner to distribute talent and age among all teams in order to provide an equal balance. The President and Player Agent will determine each year how the players will be placed on teams to accomplish this mission.
- The only “option players” recognized by Little League Baseball are sibling/sibling options and Father – Mother / sons - daughters options.
- All teams may exercise an option to select the Manager’s child by submitting in writing to the Player Agent prior to the draft.
- All teams may exercise an option if available to select one (1) Coach’s child by submitting the request in writing to the Player Agent prior to the draft. The Coach must understand they must take an active role in Coaching, practices and games and be in the dugout for all games.
- All trades will be completed the night of the draft.
- The option players are drafted in the following rounds. If both option players are the same age, one player must be taken one round earlier than listed. Other Divisions follow the Little League Operating Manual

<u>Intermediate League Age</u>	<u>Round</u>
11	5
12	4
13	3

### 6.5 DIVISION SPECIFIC GUIDELINES

#### 6.5.1 Major Division Baseball

In 2013 ECLL suspended play in this division in favor of the newly created Intermediate Division.

## 6. LOCAL PLAYING RULES

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### 6.5.2 Minor Division Baseball

The Minor League Division (referred also as AAA) introduces the players to kid's pitch. As expected, a slightly higher level of instruction detail occurs at this level. Primary emphasis is placed on developing pitching skills and on hitting live pitching. Defensive skills, both in the infield and outfield, continue to be developed in the Minors.

- No inning should start after 1 hour and 45 minutes if there is a game following. All games will end at 2:00 hours even if the inning is not completed. The score is determined by the last full inning completed.
- A courtesy runner may be used when the catcher reaches base with two outs. The courtesy runner is the player who made the last out.
- Bunting is allowed.
- No player may sit more than two consecutive innings. All players should sit at least one inning prior to any player sitting a second inning.
- There is no base stealing if a team is leading by 5 or more runs.
- Pitchers are limited to the Pitch Count rules dictated by Little League Rules. Refer to the Little League Rule Book. – Section VI – Pitchers.
- A continuous batting order will be used with a maximum of 9 batters per each half inning. When the 9<sup>th</sup> batter puts the ball in play, runners can advance until the pitcher has the ball on the mound. In this situation, the fielding team must attempt a normal or typical play. After the normal or typical play is attempted, the ball then goes back to the pitcher and there is a dead ball in affect. Runners can no longer advance. The pitcher does not have to be on the pitching rubber just on the pitchers mound dirt area. The offense is retired when three outs have been made or when all 9 members of the offensive team have batted in the inning.
- There is a maximum 5 run limit per each half inning except for the final inning of the game. If restricted due to time, the Umpire will declare the final inning prior to the first pitch being thrown in the top half of the inning.
- If a team is winning/losing by 10 or more runs after 4 ½ innings, the game will be stopped and considered complete. Refer to the Little League Playing Rules – Rule 4.10 (e).

## 6. LOCAL PLAYING RULES

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- When a pitcher is warming up in the bullpen area, Catchers must be in full equipment. If the game is in progress, there must be a player or Coach protecting them from foul balls. Player must wear a helmet.
- There are NO intentional walks allowed at this level.
- At the end of the game, both teams will line up at home plate and players, Coaches and Managers will shake hands.
- There will be no forfeits or protests.
- Modified draft rules are used for this Division.
- All other Little League rules apply where not superseded above.

### 6.5.3 AA Division Baseball

The main objective of the AA Instructional League is to teach and develop fundamental baseball skills. Practices and games will stress instruction over competition and develop an increase of throwing, fielding, base running, sliding, defensive positioning and hitting skills. A modified Player/Coach pitch is used.

- All games shall have a time limit of 1½ hours.
- No player may throw more than 50 pitches. Pitchers are limited to the Pitch Count rules dictated by Little League Rules. Refer to the Little League Rule Book. – Section VI – Pitchers.
- Each team may have one manager and up to three coaches. One Manager or Coach must remain in the dugout at all times.
- A continuous batting order shall be used for all players present for a game. The Manager will establish a specific batting order and that order will be followed throughout the game.
- If a batted ball hits the Manager in the field, the ball will be considered in play.
- The batter and base runners may advance as many bases if a ball is hit to the outfield. Once the ball reaches the infield area, the batter and base runner will stop at the nearest base. Infield groundballs to infielders resulting in errors (regardless of going into the outfield) will be considered a single.



## 6. LOCAL PLAYING RULES

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- Strikeouts do not count as defensive outs.
- The offensive team's Manager or Coach will take position behind the pitcher's plate for 4 pitches and then assume the role of pitcher for the remainder of the at bat. Offensive base coaches may also be utilized.
- The offense is retired when three defensive outs have been made or when all members of the offensive team have batted in one inning.
- No player should sit two consecutive innings. All players should sit at least one inning prior to any player sitting a second inning.
- Every attempt should be made to rotate players to all positions during the season (keep safety in mind).
- A strong emphasis should be attempted to instruct catchers in proper positioning, stance and catcher fundamentals. Catchers should throw each pitch back to the pitcher or Coach. A defensive Manager or Coach should take position in the field safely near the batter.
- Overthrows will be considered as a dead ball. Player will be awarded the base that was being approached. If throw hits the pitching machine, it is considered a dead ball. Players can only advance on batted balls, not a catcher's pass ball or overthrows.
- Manager and Coaches will umpire the games.
- If a batter continually throws the bat, the Manager will advise of an unsafe situation and the batter may be excused from batting.
- No game score and/or division standings will be kept.
- NO bunting, NO walks, NO leadoffs and NO stealing is allowed.
- There will be no forfeits or protests.
- At the end of the game, both teams will line up at home plate and players, Coaches and Managers will shake hands.
- All other Little League rules apply where not superseded above.

### 6.5.4 Tee-Ball Division Baseball

## 6. LOCAL PLAYING RULES

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T-Ball introduces the player to the game of baseball. The fundamentals of throwing, catching and hitting are emphasized. The player is also introduced to the basic rules of the game.

- Managers and Coaches may stand near batters and defensive players to offer advice and instruction, but are not allowed to interfere with play. The Manager shall call a timeout before demonstrating a technique or explaining a situation while the game is in progress.
- Offensive Coaches are limited to three adult Coaches. One Coach will be at home plate to assist the batter, one at first base in the Coaching box, and one at third base in the Coaching box. The base Coaches will act as umpires.
- Defensive Coaches are limited to two adult Coaches and may be positioned behind the infield as necessary.
- Coaches may not physically assist a player in any manner except at home plate for batter positioning.
- No game score and/or division standings will be kept.
- There will be no forfeits or protests.
- All games will be limited to 1 hour.
- Unless a significant safety concern exists, all players will play both infield and outfield during the game.
- The entire team will bat each inning regardless of the number of outs made. A continuous batting order shall be used for all players present at the game.
- The last batter of the inning is allowed to run until the defensive team makes an out on any one of the runners.
- The maximum number of at bats per inning per player is one.
- There are no balls or strikes.
- The ball is dead if a base runner leaves early or as soon as a defensive player throws the ball to the infield.
- All other Little League rules apply where not superseded above.

## 6. LOCAL PLAYING RULES

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### 6.5.5 Intermediate/Junior/Senior Division Baseball

All Elgin Classic Little League teams will be re-drafted each year. Refer to the Little League Rule Book.

Due to the nature and participation in District 13 Metro League, this League is operated and monitored by the District and adheres to the District 13 Metro Rules. Those rules are voted on by the Leagues that participate and all Leagues agree to adhere to them. These rules are written under separate cover and are available upon request.

## 7. SOFTBALL RULES

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Due to the nature and participation in softball, ECLL plays as a member of District 13 Softball. This League is operated and monitored by the District and adheres to the District 13 Softball Rules. Those rules are voted on by the Leagues that participate and all Leagues agree to adhere to them. These rules are written under separate cover and are available upon request.

As in baseball, no rule has the authority to supersede the Regulations and Rules set forth in the "Blue Book" as determined by Little League Softball.

In the event the League wants to change a rule, a written waiver must be filed and approved by Little League Softball and is valid for only a one year period.

## 8. ALL STAR AND TOURNAMENT PLAY

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### 8.1 All Star Divisions

All Star baseball teams will be available for League Age 9, 10, 11 Minor, 11 Intermediate, 12, 11-13, 13 – 14 and 15 – 16 year olds. All Star softball teams will be available for League Age 9 – 10, 11 – 12 and 13 – 14 year olds. League Age 8 will be at the discretion of the Executive Board.

### 8.2 All Star Managers & Coaches

The Manager and Coach(es) shall be regular season team Managers and/or Coaches. The Managers are selected by a majority vote of the Executive Board of Directors. An interview process will be conducted similar to that done for the regular season Manager. Once selected, the Manager can select up to two official Coaches to assist the team depending on the number of players selected. Managers of All Star teams are expected to participate in as many available district tournaments as possible.

### 8.3 All Star Tryouts

All Star tryouts will be held no earlier than June 15<sup>th</sup> for each age group or 15 days prior to the start of the All Star tournament. Every player in good standing within the League is eligible to tryout for the All Star team. The All Star Manager will select the All Star roster from those players who tried out and determine the make up of the team. The President and Player Agent have final approval. All Star Managers should make every attempt to get input from divisional Managers of the available All Star players.

### 8.4 All Star Uniforms

Players selected to the All Star teams will be required to have a different uniform than regular season play. The uniform consists of a hat, shirt with name, socks and gray pants.

### 8.5 All Star Fees

Players will be responsible for a portion of the League's cost of the uniform. However, the player will be given the uniforms as a keepsake at the end of the All Star season. The cost of the tournaments and registration with Little League Baseball is paid by the League.

## 8. ALL STAR AND TOURNAMENT PLAY

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### 8.6 Special Games Tournaments

#### Hamms Tournament of Champions (Intermediate League)

This tournament is hosted by Elgin National Little League as a District wide championship for all the top teams of the Intermediate Division in each League. This tournament is typically held during the third week of July. The team selected to represent ECLL is the team with the best overall record during regular season play. In the event a team does not have enough players to represent the League, Executive Board of Directors has the right to vote to send the 2<sup>nd</sup> place team instead.

As space is available in the tournament, additional teams may enter at their own expense with priority to the higher placed finisher in the year end tournament, if any, or then the regular season standings against Elgin classic teams.

#### Sperry Tournament (AA/Minor League)

This tournament is hosted by Elgin National Little League as a District wide championship for all the top teams of the Major Division in each League. This tournament is typically held during the third week of July. The team selected to represent ECLL is the team with the best overall record during regular season play. In the event a team does not have enough players to represent the League, Executive Board of Directors has the right to vote to send the 2<sup>nd</sup> place team instead.

As space is available in the tournament, additional teams may enter at their own expense with priority to the higher placed finisher in the year end tournament, if any, or then the regular season standings against Elgin classic teams.

## 10. FORMS

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Managers & Coaches must possess the leadership ability and the know-how to work with young children. Training in the rudiments of teamwork, good sportsmanship, discipline and the basics of baseball and softball are the ultimate goals of the League.

The responsibilities of managing and coaching include, but are not limited to:

Managers & Coaches are to explain to all players and parents the Code of Conduct. More importantly, they are to enforce it. Managers are responsible for the conduct of their Coaches, players, parents and spectators. If an incident occurs, it is the Manager's responsibility to control the situation.

### 9.1 PRE-SEASON

All players on a team should be notified within one week of the draft or team assignments. Parents should be made aware of all practices via a written or emailed schedule prepared by the manager.

A list of Coaches and players on the team with contact phone numbers and email address should be given to all parents.

Game schedules should be given to parents as soon as available.

### 9.2 UNIFORMS

All Managers are required to provide the listing of correct spelling of names, sizes of uniforms to the Uniform Coordinator within two days of the draft. Number requests will try to be honored but are the discretion of the league and coordinator.

### 9.3 EQUIPMENT

Each team will be issued equipment meeting all regulations of the League.

All equipment should be returned in the same working order. If any equipment breaks during the course of the year, the Manager is responsible to get in touch with the Equipment Coordinator to get it replaced.

Any equipment not returned will be the financial responsibility of the Manager and/or Coaches of the team.

Managers must provide a \$25 check deposit for the general field access key.

## 10. FORMS

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### 9.4 SPONSORS

All Managers and Coaches will support League fund raising events and encourage team parents to participate in these activities.

Each Manager is responsible for securing a team sponsor(s) in the amount of \$250. There are three levels of Sponsorship. The form is located on our website.

### 9.5 FIELD MAINTANENCE

Managers, Coaches, parents and players will help maintain the fields. Every attempt should be made to drag, rake and line the base path and batters boxes prior to the start of each game. All bases should be installed in a flat, secured and proper manner. Immediately following the completion of the last game on the field, the infield must be raked to “level” out the depressed areas especially in front of each base, the batter boxes and the pitcher’s mound.

This is a perfect opportunity for parents to help the League and volunteer their time for the betterment of the League and playing fields.

### 9.6 PARENT MEETING

Managers at every level should conduct an introductory player/parent meeting during the first days of practice. A specific practice / game schedule along with pertinent phone numbers and emergency contact information should be exchanged. It is highly recommended that intermittent parent meetings be conducted to keep parents informed of game or practice schedule revisions, concession stand schedule/duties and any other information regarding the team.

### 9.7 CONCESSIONS

Our concession stand is a major source of revenue for ECLL. It serves as a fund raising vehicle, which in turn, helps reduce the participation fees and assist in funding our operational costs. The concession stand is operated by parent volunteers and each team is required to staff the dates and times they are assigned. Please refrain from bringing in your own foods, snacks and drinks to the ball park.



## 10. FORMS

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A Manager, Coach or Team Parent must show up at the concession stand when their team is scheduled to work. Once parents show up to work and there is enough coverage, the Manager, Coach and/or Team Parent may leave.

All League forms are available on the website or can be obtained by contacting a member of the Executive Board. The following is a list of forms that are available.

### League Forms

ECLL Registration Form

ECLL Code of Conduct

ECLL Sponsor Form

ECLL Refund Policy Form

Little League Medical Release Form

Little League Age Charts

Little League Volunteer Application

Little League Accident Claim Form (and instructions)

### League Documents

Constitution

Boundary Map

ELCC Handbook

Safety Plan

Sales Tax Exemption Certificate

Liability Insurance Form

### General

Pitch Count Log

## 10. FORMS

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## 11. OTHER INFORMATION

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### 11.1 LITTLE LEAGUE ID

Our League ID under Little League International is #1131308.

### 11.2 FINANCIAL & ACCOUNTING

ECLL is a non-for-profit organization. The League has a fiscal year the same as Little League Baseball, which begins on October 1<sup>st</sup> of each year and ends on September 30<sup>th</sup> of the following calendar year.

The League is operated primarily on revenues generated from registration fees, sponsorship and concession sales. In addition, ECLL annually submits a request to the City of Elgin's Parks and Recreation Department for additional funding to support capital improvements to the facilities in accordance with a long-term capital improvements plan.

Each year an operating budget is prepared and presented to the Executive Board for approval.

The Wing Park and Continental Fields and all facilities thereon are owned by the City of Elgin. Under written agreement, Elgin Classic Little League operates and maintains the fields and facilities in a series of 5 year agreements. Should the league cease to exist the fields and all supporting structures and improvements would become the property of the City of Elgin.

As part of this agreement, ECLL has the exclusive right to rentals for events with outside interests to help defray the cost of running the league.

### 11.3 IRS TAX STATUS

Our League maintains a tax-exempt status under section 501 (c)(3) of the IRS code because we are included in a group ruling issued to Little League International. We are required to file Form 990, Return of Organizations Exempt from Income Tax each year at the end of our fiscal year.

We are also exempt from paying sales and use taxes in the State of Illinois. Our tax exemption identification number is E9949-2474-02.

### 11.4 LEAGUE BOUNDARIES

A map of our League boundaries is filed with Little League Baseball and is strictly maintained. Any variations to our boundaries MUST be approved by President's of each League and approved by the District President.

## 11. OTHER INFORMATION

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Players qualify to play with ECLL if they reside OR attend a school within the boundaries of ECLL. In regards to the residence all players are required to play for the League in which primary residence is bound. However, players also qualify if their school is located within ECLL boundaries.

There are separate boundaries for girls softball and baseball (girls play baseball too!)

Baseball - West of the Fox River and South of I-90 to Coombs/McCormack Rd, East of Coombs/McCormack Rd to Plank Rd, South of Plank Rd to Route 47, East of Route 47 to McDonald Rd, North of McDonald Rd from Route 47 to Corron Rd, West of Corron Rd to Bowes Rd, North of Bowes Rd extending to the Fox River.

Girls Softball - West of the Fox River and South of I-90 to Coombs/McCormack Rd, East of Coombs/McCormack Rd to Route 20, North of Route 20 to Randall Rd, East of Randall Rd to Bowes Rd, North of Bowes Rd extending to the Fox River.

Players/Families moving outside the ECLL boundaries may continue to play with ECLL in successive years. Should the player not play a year they may not return in a following year (Rule II(d)). This waiver is subject to the approval of Little League Baseball.

### 11.5 AMENDMENTS

This document may be amended by a majority of vote of the Executive Board.

### 11.6 WEBSITES

The following is a list of little League websites:

ECLL Website	<a href="http://eteamz.active.com/elginclassic/">http://eteamz.active.com/elginclassic/</a>
District 13 - Baseball	<a href="http://eteamz.active.com/illinoisdistrict13/">http://eteamz.active.com/illinoisdistrict13/</a>
District 13 - Softball	<a href="http://eteamz.com/illinoisdistrict13">http://eteamz.com/illinoisdistrict13</a>
District 13 – Metro	<a href="http://eteamz.active.com/dist13metro/">http://eteamz.active.com/dist13metro/</a>
Illinois State Little League	<a href="http://eteamz.active.com/ilstatelittleLeagueorg/">http://eteamz.active.com/ilstatelittleLeagueorg/</a>
Little League International	<a href="http://littleLeague.org/">http://littleLeague.org/</a>

## 11. OTHER INFORMATION

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### Other helpful websites:

League Direct

<http://Leaguedirect.com/>

Dick's Sports

<http://www.dickssportinggoods.com/home/>

## 12. EMERGENCY CONTACTS

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### Executive Board of Directors

President	Scott Gabrys	(630) 335-6228
Vice President - Baseball	Mike Postawa	(847) 697-4339
Vice President - Softball	Douglas Edgar	(847) 695-2529
Treasurer	Matt Walsh	(847) 372-9667
Secretary	Natalie Escobar	(563) 271-3295
Player Agent	Ray Hurtado	(847) 910-7915
Safety Officer	Charlie Kolder	(847) 456-7356
Information Officer	Sebastian Escobar	(563) 271-3295

### Division Coordinators

Sr/Jr League	Tom Woodruff	(224) 489-6326
Intermediate League	?	
Minor League	Terry Brown	(630) 347-3870
AA League	Jason Engels	(847) 931-4432
Tee Ball League	Scott Groves	(847) 717-5373
Softball (all Divisions)	Douglas Edgar	(847) 695-2529

### Emergency Numbers – Dial 911

Elgin Police Department	(847) 289-2700
Sherman Hospital	(847) 742-9800
Provena St. Joseph Hospital	(847) 695-3200