

CONCORD AMERICAN LITTLE LEAGUE

Policies and Bylaws Approved: Revision December 17, 2019

Policy, as defined for League purposes, shall mean a definite course or method of action, selected from among alternatives that are applicable to each league within the entire program of Concord American Little League, Inc. (the "Parent League") and/or to any Division contained within any of the leagues of the Parent League program of baseball and softball. Unless otherwise noted, all League Policy applies equally to all aspects of each and every league and division of baseball and softball in the Parent League, and in light of given conditions, shall be within the confines of the LITTLE LEAGUE OFFICIAL REGULATIONS AND PLAYING RULES as revised and published annually by Little League Baseball, Inc.

In the unlikely event that any Policy may presently or hereafter be in conflict with the OFFICIAL REGULATIONS AND PLAYING RULES OF LITTLE LEAGUE BASEBALL, that specific League Policy shall be null and void and the Official Regulation and/or Rule shall prevail.

The use of this League Policy is to guide and help to determine current decisions in the administration process of the Parent League by its duly elected Board of Directors. The Board of Directors is empowered to establish and adhere to the League Policy. This League Policy may be amended by a simple majority vote of the Board of Directors at any duly constituted meeting of the Board of Directors.

Hereafter all references to Concord American Little League shall be referred to as "Concord American Little League, "the League", or "CALL". Hereafter all references to a players age shall be considered their playing age for the upcoming season, pursuant to Little League International playing age determination chart (www.LittleLeague.org) or as posted to the League's website, subsequent to the approval date of these policies

ARTICLE I — INJURIES

1. In the case of an injured player(s), any manager or coach may leave the dugout without the express permission of an umpire, provided it does not interfere with the play in progress.
2. In the event of an injury, play will be governed in accordance with the current OFFICIAL REGULATIONS AND PLAYING RULES of the League and/or Division involved, including local league rules and rules for interleague play if any apply to the game in which the injury occurs.
3. In the event of an injury: Within 24 hours of the accident, the Safety Officer must be notified of any injury, whether during; evaluations, pre-season or regular season practice (including TAD), regular season game (including TAD), or post season tournament practice or game, by the team Safety Parent and/or Manager involved or the on-site Tournament Director (post season play). All insurance claim forms may be obtained from the League website (www.callbaseball.org → Resources → Forms). Note: The League Safety Manual (ASAP) is available online as well as printed and available in both snack shacks and score booths.

ARTICLE II — MANAGERS, COACHES, AND ASSISTANT COACHES

1. Managers and Coaches are appointed by the President and approved by the Board of Directors in a particular Division for a Little League Year (Regular Season: October 1 Through June 1, Post Season and

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Allstars: June 1 Through August 30). Managers and Coaches may be removed because of rule infractions or inability to meet other requirements, by majority vote of the Board of Directors.

2. **Each manager, or an appointed representative, will attend a monthly managers meeting, as scheduled, prior to general membership and board meetings.** Absence of team representation for two (2) consecutive meetings, from the date of the manager's approval through the end the regular season to which they were appointed, will be brought to the attention of the manager by the Vice President of their division, who is charged with the responsibility of reviewing the reasons for the lack of representation. The Board shall determine disciplinary action for non-compliance.
3. Managers and coaches are expected to read the OFFICIAL REGULATIONS AND PLAYING RULES (Green Book) of the League in which they are involved, furnished to them by this League, and to have a strong knowledge of its contents. Further, all managers and coaches will sign a letter of acknowledgement for having read said book as well as the League's policies.
4. **Managers are required to attend at least one (1) complete umpire rules and mechanics clinic and at least (1) Coaching Clinic,** as well as the Manager and Safety meetings. Failure to attend may result in disciplinary action by the Board of Directors. *Please note: T-Ball/Coach Pitch, Intermediate 50/70, Junior, and Challenger divisions are exempt from the umpire training.*
5. Managers and (2) official coaches must complete the CDC's online Concussion Training Course annually. Completed certificates must be kept in the Manager Binder.
http://www.cdc.gov/concussion/headsup/online_training.html
6. Managers will hold a team meeting in the pre-season, at which time the parents will be informed of their responsibilities in relation to the operation of the League. A Manager's checklist is prepared for this purpose. (See Appendix #2).
7. Manager is responsible for seeing that the duties assigned to the Team Parent, Scorekeeper, Team Umpires, and other volunteer roles are carried out, including team duties at games for Home or Visitor Teams, Snack Shack, Fundraisers, Field Maintenance and decorum in the stands or on the sidelines. This includes all pre-season, regular season, and post-season activity and tournaments sponsored or hosted by the League. (See Appendix #3, #4, and #5)
8. Managers or their appointed representatives must be present, on the playing field, from start to finish of all evaluations. Failure to notify the divisional Vice President of any absences may be considered as grounds for dismissal.
9. A Concord American Little League Manager or Coach shall not manage or coach in any other youth baseball program other than as a professional, college, high school, junior high school, or elementary school coach, except upon approval of the Board of Directors.
10. In the event the Manager and a Coach are both unable to attend a game, it is the responsibility of the Manager to notify the Vice President of their division, who shall appoint an emergency replacement for that occurrence only. The appointee must be familiar with the regulations, rules, by-laws, policies, and field decorum and has been cleared by the volunteer background check.

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11. Game outcomes shall be reported to Concord American Little League by emailing scores@callbaseball.org. Both managers are responsible for completing this task within 24 hours of game completion.
12. Upon evidence of misconduct, any Manager or Coach may be suspended or removed because of rule infractions or inability to meet other requirements by vote of the Board of Directors. Any Manager or Coach may also receive immediate suspension by the President upon evidence of gross misconduct or rule infractions. Said person shall have 14 days' notice, from the Board of Directors, the scheduled meeting at which to appear and present good cause as to why he or she should not be dismissed.

ARTICLE III — ROSTER

1. The Board of Directors as stated in the LITTLE LEAGUE REGULATIONS shall determine roster size per team, per division, annually.
2. After the Board of Directors has determined the number of teams within the entire league, and all teams from their respective divisions have achieved a full roster, a waiting list of available candidates shall then be established. Players will be assigned to the waiting list on a first come first served basis and the waiting list shall include both the date and time of day the player registered with the League. Players shall then be assigned to teams according to the date and time noted on the waiting list with the following exceptions:
 - a. 4, 5 and 6-year-old players will be assigned to T-Ball or Coach Pitch team immediately
 - b. 12-year-old players will remain on the waiting list until such time an opening occurs within the Major League ahead of any other age player.
3. Any player who signs up or joins the league late and who does not attend evaluations must be assigned to a team by a Player Agent and or the Board of Directors based upon the players age:
 - a. 4, 5 & 6-year-old players – T-Ball/Coach Pitch
 - b. 7 & 8-year-old players – Minor A (Farm) Division
 - c. 9, 10 & 11-year-old players – Minor Division players, who miss evaluations, whose age make them eligible for majors cannot be drafted up until they have played six (6) games in the Minor Division.
4. Children of approved team managers must be evaluated. If a team manager's child does not attend evaluations, they are not eligible to manage.
5. When Major managers select replacement players from a Minor Division team to maintain approved roster size, the following limitations shall apply:
 - a. The Manager will submit a list of three player's names to the Player Agent and the league President within 72 hours from the time the existing player has dropped, noted as selection #1, #2, and #3, and in writing. The **Player Agent will be the only contact to the players and their family. No contact is to be made by the Manager or Coaches.** Penalty shall be removal of the player(s) from the selection list and possible suspension of the offending Manager/Coach.

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- b. If a player declines to be moved up to the next Division, as requested, that player will be transferred to the team that eventually loses a player because of such request. Players in Minor League divisions who decline to be moved up to another Minor League division may request an exception to this rule. No exceptions will be given for players being moved up to the Little League (Majors) division.
6. Procedures for handling exceptions to Article III, Section 5b:
 - a. The parents/guardians must submit a written request to the Player Agent within 24 hours of being notified that the player has been selected for replacement in an upper division. This request should include an explanation of the circumstances surrounding the request.
 - b. The Player Agent must call a special meeting of the Player Committee which consists of the President, VP of the upper division and the Secretary. The meeting must be held within 48 hours of receipt of the request.
 - c. At the Player Committee meeting the Player Agent shall explain the nature of the request to the committee members. The parents/guardians will be given the opportunity to express their opinions and discuss anything relevant to the request. The committee members may grant the exception by a majority vote. If they do not grant an exception, the player will then be moved according to Article III 2b.
 - d. If the committee does not grant an exception, then the President shall ask the parents/guardians if they would like the matter reviewed by the full board. Upon this request being given, the President shall call a special board meeting within 72 hours.
 - e. The Secretary shall open the meeting by taking role and reviewing the minutes of the Player Committee meeting. The Player Agent shall make a motion to grant the exception. Once a second has been recorded the President shall open the matter up for discussion. Only board members may participate in the discussion. Any board member may ask questions of any one in attendance regarding the request. During this meeting, no arguments will be heard by non-board members. Once the discussion has been closed the Board of Directors may grant the exception by a majority vote of the board members present.
 - f. Managers are prohibited from replacing lost players during the last two (2) weeks of the regular scheduled season unless deemed necessary to maintain a legal lineup for the duration of the season. The Board of Directors must approve such moves.
 - g. Minor League teams may have a player assigned to them by the Player Agent from the waiting list when available.
 7. An injured, ill, or absent player whose injury, illness, or absence will prevent said player from participation for a period of six (6) games may be released, subject to Board of Director approval, and a replacement player shall be obtained from the Player Agent according to Section 2.

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8. Managers must notify the Player Agent if any player misses two (2) consecutive games. Should it be discovered that a manager has knowingly not contacted the Player Agent concerning such an injured, ill, or absent player, the manager may be suspended for a minimum of two (2) games.

ARTICLE IV — DIVISIONAL FORMATS

TEENAGE DIVISIONS; INTERMEDIATE 50/70, JUNIOR, AND SENIOR

1. The 50/70 Division shall consist of only league age thirteen (13) year old players.
2. The Junior Division shall consist of only league age fourteen (14) year old players.
 - a. Thirteen (13) year old players may play in the Junior division only with the recommendation of the Intermediate VP and approval of the League Board of Directors.
 - b. Fifteen (15) year old players are eligible for Juniors only by written request and subject to approval from the League's district governing body.
 - i. Fifteen (15) year old players approved for the Junior division may not pitch and are not eligible for post-season play.
3. Senior League shall consist of only league age fifteen (15) and and sixteen (16) year old players. Fourteen (14) year old players playing on a high school team are also eligible.

LITTLE LEAGUE MAJOR DIVISION

1. The Little League Major Division shall consist of only league age ten (10), eleven (11), and twelve (12) year old players.
 - a. All candidates who are league age 12 must be drafted to a Little League Major division team. Exceptions can be made only with written approval from the District Administrator, the local league Board of Directors, and the parent(s) of the candidate
2. Nine (9) year old players are not eligible to play in the regular Little League (Majors) division.
3. Players selected to a Major division will become property players and remain with the same team through their twelve (12) year old season
4. Only non-property players who have attended an evaluation are eligible for selection to a Little League (Major) team.
5. Roster size shall be 12 players

MINOR LEAGUE

1. The Minor AAA Division shall consist of only league age nine (9), ten (10), and eleven (11) year old players.
2. The Minor Single A/Farm Division shall consist only of league age seven (7) and eight (8) year old players.

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3. The T-Ball/Coach Pitch Division shall consist only of league age four (4), five (5), and six (6) year old players.
4. Player draft for the Minor League Divisions shall be held after the Little League (Major) team selections are completed and shall proceed as follows:
 - a. Minor AAA division draft follows the Little League (Major) draft.
 - b. Minor A (Farm) division draft follows the Minor AAA division draft and drafted by Board committee.
 - c. T-Ball/Coach Pitch teams are assembled by Board committee.
6. Subject to the rules defined in the LITTLE LEAGUE RULE BOOK, Concord American Constitution, this League Policy, and in accordance with the above age limitations, Minor division 10 and 11 year old players are eligible for draft after the season start by a Little League (Major) team, but cannot be drafted up until they have played a minimum of six (6) games in the Minor Division.

SOFTBALL

1. The Mini-Minor/Minor Division shall consist of only league age seven (7), eight (8), nine (9), ten (10), and eleven (11) year old players.

ARTICLE V — DIVISIONAL RULES

T- BALL/COACH PITCH DIVISION RULES

These rules are supplemental to the T-ball, Minor and Little League rules published annually by Little League Baseball, Inc.

GENERAL

1. Games will be played a minimum of 3 innings, and up to 6 full innings. However, no new inning shall start after 1-1/2 hours.
2. No score will be kept.
3. Each batter will receive up to a maximum of 3 pitches. If by the 3rd pitch the batter has not put the ball into play, he/she must put the ball into play from the tee.
4. There are no walks or free bases for being hit by a coach's pitch.
5. To ensure smooth flow of game play, the coach pitcher will begin with three (3) balls in his/her possession for pitching. The batting coach should retrieve the balls from the catcher, hold them, and return to coach pitcher before the next batter reaches the plate
6. Ten (**10**) players will be used on defense by use of a fourth outfielder.
7. Two (**2**) approved* volunteers may help in the field and will also serve as umpires for calls at 2nd base.
8. 1st and 3rd base coaches are the umpires for those bases. Remember **ALL** close plays are safe!

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- a. *Volunteers must have passed the required background check before taking the field
9. Free substitutions shall be allowed between innings.
10. No set infields are allowed. Players will be rotated into different position between the infield and outfield.
11. A maximum of six (6) defensive players are allowed on the infield at any time. Outfield players must play on the grass until the ball is put in play.
12. Each team's time at bat will conclude after all players have batted once. If three (3) outs are made on the offensive team, all base runners will be removed from the field and the offensive team shall continue to bat to the end of the order. If a runner is called out, they must return to the dugout.
13. Outfielders must throw the ball to the infield to record an out. An outfielder may NOT run to an infield base to make an out.

BATTERS

1. If a batted ball hits a coach or player while on the field, the ball will remain live.
2. The ball is foul if it travels less than 15 feet in fair territory from home plate.
 - a. An arc should be chalked between the 1st and 3rd baselines at approximately 15 feet from the back tip of the plate to facilitate this call.

RUNNERS

1. No stealing allowed.
2. Do not advance runners on overthrows.
3. When the ball is thrown from the outfield, runners must stop at the closest base as soon as it is returned to the infield

PITCHERS

1. A defensive player, designated as pitcher, will be stationed in the infield in the 15 foot pitching circle.
2. Coach pitchers should stand within the pitching circle, when possible. Nearer to the batter to aid in the batter's success is allowed provided the coach and players are safe from harm.

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MINOR A (FARM) DIVISION RULES

These rules are supplemental to the Major Division Little League rules published annually by Little League Baseball, Inc. All approved waivers apply only to the regular season.

GENERAL

1. Minor A (Farm) Division is an instructional division of Concord American Minor league. The intended purpose of this division is to teach young players the fundamentals of the game. Managers should make every effort to ensure that there is equal play for all players in both the infield and outfield.
2. Only the manager and two official coaches are allowed in the dugout or on the field during pre-game and game times.
3. The Manager shall submit four (4) copies of the TEAM LINEUP using the league provided lineup cards, ten (10) minutes prior to the game, to the Plate Umpire. Late arriving players can be written into the lineup after their arrival, with notification to the umpire and scorekeeper.
4. During the mandatory meeting with the plate umpire, the manager shall review all ground rules or names of ineligible, absent, ill, or injured players
5. A game may not be played with less than seven (7) players on each team **(Waiver Pending)**
6. If, after three (3) complete innings of play, the game is called for lack of light, or weather conditions, it will be considered a complete game and the score at the end of a complete inning is the final game score.
 - a. If the score is tied it will be reported as a tie.
 - b. If after three (3) complete innings of play only a half of an inning is completed, and the game is called, the score reverts to the score at the end of the last complete inning.
7. In the event of a rain out, games will not be rescheduled and the result will be recorded as a tie.
8. No inning shall start after two (2) hours have elapsed since the official starting time of the game.
9. Pursuant to rule 5.07; prior to the sixth inning all game innings shall be played as defined or light or field conditions mandate game stoppage.
10. After five complete innings of play, the five run rule is suspended and an inning ends after 3 outs or all players on the roster have batted once in the half-inning

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Defense

1. No set infields are allowed. Players must be rotated into different positions between the infield and outfield during each game.
2. Ten (10) players will be used on defense by use of a fourth outfielder.
3. Two defensive team coaches are allowed on the field for instructional purposes.
4. All players must play a minimum of three (3) innings on defense per six (6) inning game. Free substitution shall be allowed in between innings however player substitutions shall be reported to the official scorekeeper and innings played will be noted for each player in the official scorebook. Postgame each manager shall examine the official score book and sign the opposing teams score page if in agreement that the opposing team has achieved the minimum play requirements.
5. Players are permitted to play a maximum of (4) innings in the infield and no more than two (2) innings at any one position.
 - a. Qualifying positions in the infield are as follows:
 - i. Pitcher
 - ii. 1st base
 - iii. 2nd base
 - iv. 3rd base
 - v. Short Stop
6. Outfielders must start play behind the outfield line until the ball has been batted. The line will be drawn at 15' from behind the bases and from foul line to foul line.
7. After the ball has been hit into the outfield and has been thrown back to an infield player or hits the surface of the infield, the play is over and no runner may advance.
 - a. A runner who has advanced more than halfway to the next base may continue his attempt to advance to that base.
 - b. The distance is at the discretion of the umpires on the field.
 - c. The defensive player may attempt a play on the advancing runner. In this case, the ball remains live until returned/retained back to an infielder or pitcher within the infield area.
 - i. When the ball is in possession of a player in the infield and it appears, no further play is possible, the umpire will call 'TIME' and no further action will be possible on the playing field.
8. An OVERTHROW is defined as an attempt to put a runner out at a base and the ball gets away.
 - a. Advancing runners get one base on an overthrow.

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BATTERS

1. No walks will be awarded to batters.
2. No bunting is allowed.

RUNNERS

1. No Stealing is allowed
2. In case of injury to the runner, the last player who recorded the last out shall be the substitute runner.
3. Courtesy Runner (**Waiver Pending**)
 - a. To reduce transition time between innings and extend actual playing time a courtesy runner will be permitted providing the following conditions are met
 - i. Not less than 2 outs.
 - ii. Baserunner to be replaced can only be the incoming catcher for the next defensive inning.

PITCHING

1. The pitcher's plate will be level with home plate and the distance will be 40 feet from the front side of the pitcher's plate to the rear point of home plate. (**Waiver Pending**)
2. After the pitch count reaches three (3) balls, to any batter, a designated coach from the batter's team shall then pitch to the batter until the at bat is complete or a maximum 5 coach pitches have been thrown—not including foul balls.
 - a. If after the 5 pitches, the ball is not put into play or the batter strikes out, the batter is removed, an out is recorded and the next batter comes up to bat.
 - b. No walks will be awarded.
 - c. When a coach is pitching, no base will be awarded to a batter hit by the pitch.
3. The offensive manager or coach must keep one foot in contact with the pitching rubber when delivering the ball.
4. Players playing the position of pitcher, when the coach is pitching, must stand within 3 feet of the pitching rubber.
3. The pitching coach must be positioned as a base coach so they are readily available to pitch and to ensure an adult remains in the dugout at all times
4. Minor A (Farm) Division pitchers may only pitch up to three (3) innings per calendar week, Sunday through Saturday, and no more than two (2) innings per game.
 - a. Pitch count and mandatory day's rest must be observed

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STANDINGS

1. The following point system shall be used for determining division standings:
 - a. TWO (2) points will be awarded for a Win
 - b. ONE (1) point will be awarded for a Tie
 - a c. ZERO (0) Points are awarded for a Loss

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MINOR AAA DIVISION RULES

These rules are **supplemental** to the rules published, annually, by Little League Baseball, Inc.

GENERAL

1. Two (2 ½) hour- time limit - No inning shall start after two (2 ½) hours of time have elapsed since the official starting time of the game. Time limit is elapsed time from when the game officially began, as recorded in the official game scorebook by the first pitch having been thrown, regardless of what time the game was scheduled to begin
2. A game may not be played with less than seven (7) players on each team **(Waiver Pending)**
3. Pursuant to rule 5.07; prior to the sixth inning all game innings shall be played as defined or light or field conditions mandate game stoppage.
4. The Manager shall submit four (4) copies of the team lineup using the league provided lineup cards, (10) minutes prior to the game, to the Plate Umpire. Late arriving players can be written into the lineup after their arrival, with notification to the umpire and scorekeeper

PITCHERS

1. Players who are league-playing age twelve (12) are not allowed to pitch in the Minor Division.

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LITTLE LEAGUE MAJOR DIVISION RULES

These rules are supplemental to the Major Division Little League rules Published annually by Little League Baseball, Inc. All approved waivers apply only to the regular season

GENERAL

1. The Manager shall submit (4) copies of the TEAM LINEUP on the form provided by the league, (10) minutes prior to the game, to the Plate Umpire. He/she shall confer with the Plate Umpire on ground rules. Names of ineligible, absent, ill, or injured players must be included on the Team Lineup sheet.
2. Substitutions are not required to be “married” **(waiver pending)**
3. Games shall also end if
 - a After four (4) innings (3 ½ if home team) and a team maintains a 15 run lead. **(waiver pending)**
 - b After five (5) innings (4 ½ if home team) and a team maintains a 10 run lead. **(waiver pending)**
4. Post-game each manager shall examine the official scorebook and sign the opposing teams score page if in agreement that the opposing team has achieved the minimum play requirements.

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ARTICLE VI — GENERAL

1. Eligibility of players shall be established before their participation in any League game, and shall include birth certificates, medical release forms, school enrollment forms and/or proof of residence.
2. Concord American Little League, Inc. players who miss more than 50% of practices and/or games, except for authorized Senior High School, Junior High School, and Elementary School teams, and only while playing during regulation school terms, may be subject to dismissal for the current season. Any action will be determined by the Board of Directors.
3. Protests shall be resolved within seven (7) days from the time the protest is filed.
4. The Board of Directors shall, upon evidence of any conduct detrimental to the League by any youth or parent, on or off the field, notify the manager of the team of which the youth or parent is a member. Said manager shall appear in the capacity of advisor with the youth or parent before the Board of Directors which shall have full power to suspend, revoke, or modify such youth's or parent's right to future participation.
5. Little League Regulations and Rules prohibit the use of youths other than regular players on the team roster and in uniform such as bat boys or girls. Only regular players, Managers, Coaches, Umpires, and authorized photographers are covered by insurance.
6. Any volunteer with repetitive access to the players must submit and pass a background check through CALL. This includes but is not limited to board members, managers, coaches, team parents, umpires, safety parents, scorekeepers, announcers, and concessions supervisors. Background check will be performed by a league officer and the contents of said findings will be viewed by the league officer and league President only.
7. We have installed a red stop play light at the Olivera Baseball complex as well as one on the major division scoreboard at the Galindo Baseball Complex. It is visible from most fields. It is operated by a non-adjustable photocell to determine unsafe light levels. All Play must stop when it lights. If the light inadvertently activates, play can continue with the consent of the umpire on the field.
8. Pre and Post Game Duties:
 - a. Home Team is always first base dugout. This is important as we use this system in every division of play.
 - b. Home Team is responsible for preparing the fields before the games. This includes unlocking the booth and bathrooms, putting out the bases, chalking the field, and putting out garbage cans (with liners).
 - c. Visiting Team is responsible for clearing the fields after the games. This includes dragging the infield, putting the bases away, emptying the trash cans and putting them away, and locking the booth and bathrooms.
 - d. On weekends with three games, the middle teams still drag and re-chalk; both teams check and empty garbage (if needed).

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9. All complaints by Managers, Coaches, and League Members shall be referred to the Division VP. The Division VP shall then present the complaint to the President and Board of Directors at their next duly scheduled meeting.
10. The Board of Directors shall supply each Manager an original game schedule via email. Game schedules and league calendars are also available on the CALL website at www.callbaseball.org g. Updates will be made online and notification provided to the managers.
11. A maximum of 10 minutes shall be allotted for pre-game infield to be taken by each team prior to a s a.
Home: 30 minutes prior to game time
 - b. Visitors: 20 minutes prior to game time
 - c. Umpires have the last 10 minutes prior to game time.
 - d. Teams arriving to the field late will forfeit their pre-game infield time.
12. Practice on a field is not allowed one (1) hour prior to any scheduled game on any field to allow ample time to prepare the field for the game.
13. Little League Major and Minor League umpires must be at least 13 years old. Junior Umpires 13-15 years of age base umpires only unless approved to go behind the plate by the UIC. Farm League may use 12-year-old umpires but must be accompanied by an approved adult umpire.
14. Junior and Senior League Umpires must be at least 17 years of age.
15. No person under the age of 14 years shall be allowed to work in the snack shack. Workers under 18 must be accompanied by an adult and have the approval of the Concession Manager or supervisor on duty in advance of a shift.
16. All tied or rained out games in the Minor (AAA) and Major divisions shall be made up within two (2) weeks of the originally scheduled game, unless otherwise approved by the Divisional Vice President. The Divisional Vice President shall re-schedule all make-up games.
17. Any team not being able to field a team for a scheduled make-up game may forfeit that game, subject to Board approval. The Umpire shall forward all particulars to the UIC, who shall consult with the President and Divisional Vice President for a recommendation to the Board of Directors for action. Any team refusing to play a scheduled make-up game shall forfeit that game, subject to Board approval.
18. It is the obligation of every parent or guardian to perform his or her expected share of volunteer duties as set forth by the League and described and agreed in the Parent/Guardian Agreement Form. Any parent, guardian, or member found to have avoided such volunteer duties or refuses to perform such volunteer duties as agreed to may have their child's present and future participation suspended, revoked, or modified by the League, upon approval of the Board of Directors.
19. All returned checks will be subject to a \$50 processing fee, as well as any bank charges incurred by CALL. This fee along with the original amount of the check is due within ten days in the form of a cashier's check. If the amount is not paid, CALL retains the right to pursue the matter legally. In the

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event any member(s) checks are repeatedly returned due to insufficient funds, CALL reserves the right to require such member(s) to pay in cash.

ARTICLE VII — SAFETY

1. The Safety Officer of the League is charged with the safety of all members of the League. All safety problems shall be reported to the Board of Directors along with recommendations for correction of indicated problems.
2. The Team Safety Officer and Manager are responsible for completing and submitting the Injury Tracking Form for any injuries or hazards.
3. The CALL ASAP Safety Plan must be available online at all times.

ARTICLE VIII — MANAGER SELECTION RULES

1. The League President must first appoint all candidates.
2. Recommendation of approval of a manager requires a simple majority vote of the Board of Directors.
3. All appointments are to be ratified by the Board prior to notification to the applicant.
4. No interview will be conducted, or application voted on, unless two (2) designated Board members participate, one of which must be the corresponding Player Agent or Vice President of the League or Division for which the candidate is making application.
5. Criteria include, but are not limited to: Ability to work with children, baseball/softball knowledge, coming up through the system, past performance, and service to the League.
6. See APPENDIX #1 - TEAM MANAGER EVALUATION INTERVIEW.

ARTICLE IX — INTERNATIONAL TOURNAMENT TEAMS

1. The method of selection and the selection of the International Tournament Managers, Coaches, and Team Players shall be subject to the approval of the Board of Directors.
2. The method of selection shall be uniform within the League as follows:

*Persons wanting to manage an International Tournament team must first be a Manager (first priority) or Coach within the division from which the team's players will be selected. Such persons shall notify the Divisional Vice President of their candidacy as a Manager for the International Tournament team and specify which division they are wishing to manage. The candidate will complete the candidacy application process. No interview will be conducted or application voted on unless three (3) designated Board members participate on International Tournament Manager Selection committee, two of which must be the corresponding Player Agent and Vice President of the League or Division for which the candidate is making application. The International Tournament Manager selection committee will interview prospective manager candidates and make their recommendation to the Board for appointment. **This process will be followed for all levels and divisions that are sanctioned by Little League for International Tournament play.***

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MANAGER CRITERIA

- a. Ability to work with children.
- b. Baseball/Softball knowledge.
- c. Coming up through the system.
- d. Past performance.
- e. Service to the League.
- f. Approval by League President and Board of Directors.

ROSTER SIZE

- a. The roster shall be at least twelve (**12**) players and not more than fourteen (**14**) players.

PLAYER SELECTION

- a. Player Selections for the eleven (**11**) / twelve (**12**) year old Little League team: Players shall vote for ten (**10**) names of the eligible player candidates (**exclusive of players on their own team**).
 - b. The five (**5**) players receiving the most votes will be placed on the team. In case of a tie vote, all players with the same number of votes shall be on the team.
 - c. All managers of the division from which the tournament team will be selected shall meet and agree on the selection of five (**5**) players to be placed on the team. In case of a tie vote by the players for the first five (**5**) members of the team, the manager's number of selections shall be reduced accordingly.
 - d. All team managers are permitted to nominate any player eligible from any team, for that division's All Stars.
 - e. The Manager shall have the final two (**2**) to four (**4**) selections to complete the number of players on the International Tournament Team.
 - f. The manager shall also select two (**2**) coaches from among the Managers and Coaches within the league from which the players are selected to be the International Tournament Team Coaches with the approval of the League President
 - g. Alternates are not allowed and shall not be selected or listed.
3. For the nine (**9**)/ten (**10**) and eleven (**11**) year old Tournament Teams (**baseball and softball**), the appropriate Player Agent shall prepare a list of eligible players for the appointed tournament team manager(s) to select the players from for this team. There shall be between twelve (**12**) and up to fourteen (**14**) players on the team.
 4. For 50/70, Junior, and Senior divisions, the players will be selected by the league President and VP of the Divisions, and all managers who have eligible players on their regular season roster. The managers

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will agree up at least ten players. The manager of the tournament team will select the final two (2) to four (4) players, depending on roster size.

5. All Tournament Team players must meet the eligibility requirements established yearly by Little League Baseball. A player's election to the tournament is not complete until all required documentation has been supplied to the tournament team manager and approved by District 4. These eligibility requirements may include but are not limited to documentation of: proof of residence or school enrollment verification within League boundaries, a certified birth certificate, signed medical release and parent/guardian approval. Any player candidate that is deemed ineligible by the lack of proper documentation will be replaced. The tournament team manager will select a replacement player from a list of players within the division.

PARENT RESPONSIBILITIES

1. As a requirement for your child to play on an All Star team, each family will agree to work at least one (1) volunteer shift during the post-season.
2. Each family must complete an All Star availability form for their player to be eligible for the All Star selection. Families who falsify their availability will be removed from the All Star team and will not be eligible for selection the following year.

ARTICLE X — CODE OF CONDUCT

1. The action of players, managers, coaches, umpires, and League officials must be above reproach.
2. Only uniformed players, managers, coaches, and umpires shall be permitted within the confines of the playing field just prior to and during games. Except for the batter, base runners, and player "on deck" (in 50/70, Junior, Senior, and Big Leagues only) and coaches at 1st and 3rd bases, all players shall be on their benches, in their dugouts, or in the bullpen when the team is at bat. When the team is on defense, all reserve players shall be on their benches, or in the bullpen.
3. Managers shall not leave the bench or dugout except to confer with the players or with an Umpire or to act as a base coach, as permitted. The only conference with the Umpire will be to clarify a call, or an interpretation of rules, without argumentation, or for a substitution.
 - a. Coaches may not confer with umpires.
4. Managers/coaches must remain within the dugout during games. They may not coach from outside the dugout, in the bullpen, in foul ball territory, or sit with spectators in the stands.
5. **The use of tobacco in any form, as well as vaping, is prohibited within the confines of any of the CALL baseball complexes, parking lots and all properties belonging to Mt. Diablo School District. The use of tobacco in any form is prohibited on the playing field, benches, dugouts, or restrooms.**
6. **Dogs, regardless of size, or other pets, are prohibited within the confines of any CALL baseball complex, and all properties belonging to Mt. Diablo School District. This includes the vehicles parked on CALL property. With the exception with ADA Approved Service dogs.**
7. **The use of alcoholic beverages in or around the ballpark at any time is prohibited.**

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8. **Profanity in or around the ballpark at any time is prohibited**
9. In and about the baseball complex(s) shirts, shoes and appropriate family atmosphere dress is required at all times. Persons inappropriately dressed will be asked to correct the problem and/or leave the baseball complex until the inappropriate dress is corrected.

ARTICLE XII — REFUND OF FEES

Refunds of fees may be made upon the request of the player's parent or guardian to the Board of Directors in writing. Requests submitted by email to the Treasurer will be considered to be an acceptable method. Treasurer must contact the requester by phone or by responding with an email acknowledgement of the refund request within 48 hours of receiving the request.

Refunds will adhere to the following:

1. If you choose to cancel or your child is unable to play for any reason, **there is a \$35 administrative fee which will automatically be deducted from your refund**. The remainder of the money will be ___ determined by our Board of Directors based on the timing of your request.
Please note: Any drops after evaluation dates, or the formation of teams, will not receive a refund.
2. For returning Major Division property players a refund request must be made 48 hours before the Monday that draft week begins to receive a refund.
3. No refunds will be issued if a request is received after the players scheduled evaluation date or after the above notification period for Major Division property players.
4. No refunds will be issued for T-Ball if a request is received after teams are formed.
5. All refunds must be approved by the Board of Directors. Appeals may be brought to the Board of Directors for consideration at the next regularly scheduled Board meeting and within 30 days of the decision, by contacting the League Treasurer.

ARTICLE XII — DIVISION WINNERS

The Division winners will be determined by an end of year double elimination playoff system. The overall record of wins and losses, at the end of the season, will determine the playoff seeding. The winner of the playoff will be the division winners and will represent Concord American Little League in the District 4 Tournament of Champions for the Minor and Major Divisions. The Farm Division is not eligible for the District Tournament of Champions. The team that wins the Playoffs will be the Division winner. In the Major Division only, the overall record of wins and losses at the end of the season will determine the draft order for the following year.

In the event of a tie at the end of regular season play:

If tie is between two teams, the following process will be used to determine who gets the higher seeding in the Playoff.

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1. Head to head wins and losses between the two teams. The team with the most wins will get the higher seeding in the Playoffs.
2. If head to head competition results in a tie, a coin flip will determine the higher seeding.

If tie is between three or more teams, the following process will be used to determine who gets the higher seeding in the Playoffs.

1. Head to head wins and losses between the three or more teams. (i.e. 3 teams tie, the team with the most total wins in games between the three teams will be the higher seed in the Playoffs.
2. Should the tie continue to exist, a three-way coin toss will occur. Odd team in the first toss will receive the lower seeding. The other two teams will toss 1 coin only and the winner will receive the higher seeding.

APPENDIX #1

TEAM MANAGER EVALUATION INTERVIEW

The purpose of the pre-season team manager interview is twofold:

1. To afford designated Board members the opportunity to evaluate, through open discussion, individual team manager candidates. The evaluation process is designed to select, to the best degree possible, individuals for team manager positions who will maintain the standards and objectives of Little League in the best interest of the youths who participate.
2. To afford team manager candidates the opportunity to learn what standards and responsibilities are expected and to discuss any questions a candidate wishes to submit.

INTERVIEWEES

1. All Candidates applying for a Manager position, as directed by the League President.

INTERVIEWERS

1. The League President and/or Vice President.
2. The Divisional Vice President for the league or division applied for.
3. All Division Player Agents who are not candidates for a manager or coach position in the League or division applied for.
4. The League Coaching Coordinator.
5. Any Board Member so designated by the President to form Interview Committees.

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SCHEDULING AND NOTIFICATION

1. All candidates will be notified of their interview time and place.
2. Any candidate who fails to appear for two (2) scheduled interviews will be eliminated from the applicant list.
3. All interviews will be completed in a timely manner.
4. All applicants will be notified as to the findings of the Board by the recommending division VP.
5. All applicants will be subject to a background check through the national criminal background checks and the Department of Justice National Sex Offender Registry.

APPENDIX #2

MANAGER'S CHECKLIST FOR TEAM PARENT MEETING

1. Collect outstanding forms and signatures from parents/guardians:
 - a. Registration Form (verify contact information, initials only)
 - b. Parent Code of Conduct (signature only)
 - c. Little League Medical Release Form (completed and signed)).
 - i *Players are not allowed to practice or play without a completed and signed Medical Release Form on file*
 - d. Concussion Information Form
 - e. Certificate of Completion for CDC Concussion Training (manager and both coaches).
 - f. Any other information or items requested by the Player Agent (birth certificates, etc.).

Managers MUST keep all signed originals with them, in their manager binder, at ALL practices and games.

2. Inform the parents of the team's responsibility for field clean up days, opening day events, fundraisers, umpiring, scorekeeping, announcing, snack shack assignments, and other volunteer assignments. Parents wishing to umpire must attend the umpire clinic. *See back of Volunteer Cards for the point values allotted for each volunteer position.
3. All volunteers with regular service to the league or repetitive access to children will be subject to a background check through the national criminal background checks and the Department of Justice National Sex Offender Registry, for each volunteer. This includes, but is not limited to, manager, coach, team parent, team safety parent, umpire, scorekeepers, announcers, and board members.
 - a. Manager must email the VP of the Farm/T-Ball/Coach Pitch division the name and email address of all volunteers requiring a background check as listed above.

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4. Managers must appoint an adult volunteer for each of the positions below, if applicable. Volunteer roles not assigned will be the responsibility of the Manager until filled.
 - a. Appoint a Team Parent – See that the DUTIES OF THE Team Parent are available and understood. **(See appendix #3)**
 - b. Appoint at least two (2) Scorekeepers – See that the DUTIES OF THE SCOREKEEPER are available and understood. **(See appendix #4)**
 - c. Appoint Announcer(s) – See that the DUTIES OF THE ANNOUNCER are available and understood.
(See appendix #5)
 - d. Appoint a Team Safety Parent (TSP) – See that the DUTIES OF THE TEAM SAFETY PARENT are available and understood. **(See appendix #6)**
 - e. Appoint two (2) Official Coaches – Additional coaches are allowed to help at practices, provided they complete a volunteer background check through the league. However, only the *two official coaches* will be allowed on the field at game times.
5. Inform parents of Little League drafting procedures and that Minor League players are subject to be drafted up to the Major division before or during the season.
6. Encourage parents to attend Board Meetings and inform them of the time and location.
7. Send an email to the league's Information Officer with your team name/division and the complete contact information for your Team Parent, Safety Parent, and Two (2) Official Coaches (first and last name, email, and cell phone). **This information must be sent no later than February 15th**

APPENDIX #3

DUTIES OF THE TEAM PARENT

The Team Parent will assume responsibility for the following duties:

1. Create and distribute a team directory (name, phone, and email). Team pages are available on our webpage. Other sites, such as Shutterfly, etc. work as well. Work with the manager to keep any records he may need in addition to the above.
2. Assist the Manager in collecting the required team paperwork and signatures. This includes, but is not limited to, Medical Release Forms, Parent Code of Conduct, Concussion Info, and
3. Email practice and game day reminders.
4. Plan snack schedule, team awards, and end of season party. Please note that team parties and awards are at the discretion of the team and at the cost of the team's families. This is a team event and CALL does not take responsibility for payment or location arrangements.
5. Make sure all families are well informed and given every opportunity to participate in league based activities and dates.

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- a. Distribute promotional flyers or emails (Little League Days, Hit-A-Thon, Opening Day, and any additional Fundraising events, etc.).
6. Collect Opening Day orders/checks and turn into league at scheduled Opening Day Pre-sales events. a. Checks should always be payable to CALL.
 - b. The Team Parent shall never write personal checks for the monies collected from other families for any items.
7. Assign and maintain volunteer schedules. Ensure that ALL volunteer shifts are fulfilled. A reminder email or phone call prior to each volunteer's scheduled shift will help ensure compliance.
Please Note: If the assigned volunteers fail to show for their scheduled shifts, the Manager or Team Parent will be notified and will be expected to find a replacement immediately. If a replacement cannot be found, the Manager or Team Parent must fill the shift themselves.
8. Attend the "Team Parent Meeting" as well as any subsequent Team Parent meetings.
9. The League purchases trophies for the division winning teams in Major, Minor AAA, and Minor A (Farm) divisions as well as participation medals for the T-Ball/Coach Pitch, and Challenger divisions. Teams wishing to purchase other trophies must do so at their own expense.

APPENDIX #4

DUTIES OF THE SCOREKEEPER

1. A Team Scorekeeper shall be appointed by the Manager, or Team Parent, of the **Home Team** keep the official scorebook and pitch count
 - a. Scorekeepers must remain in the score booth at all times during their appointed game
2. The scorekeeper must pay particular attention to record pitch count, defensive innings played by each player in the minor and farm divisions (managers should notify the plate umpire of subs entering the game, and umpires shall inform scorekeeper) and note substitutions made in the minor, major, 50/70, and Junior divisions.
3. The Scorekeeper should arrive 15 minutes before game time so that all team lineups and pre-game information can be entered in the official scorebook.
4. The Scorekeeper will use the official scorebook stored inside the score booth.
 - a. Electronic scoring systems shall not be considered the official record
 - b. If additional books are needed, please contact the Board member of the day.
5. Any Scorekeeper unable to attend a game shall arrange for a substitute, preferably one from their own team, to replace them.
6. The practice of keeping "individual team scorebooks" in the scorer's booth is NOT PERMITTED. Team Managers are requested to have their team scorebooks kept by someone other than the appointed Scorekeeper.

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7. Upon completion of the game, the Scorekeeper shall complete the following information:
 - a. Time of game completion
 - b. Number of innings played.
 - c. Write the final score of the game and indicate winner.
 - d. Indicate all Pitchers who participated in the game in the scorebook. The number of pitches thrown by each pitcher (except warm-up pitches) must be listed next to each pitcher.
 - e. The Umpire-in-Chief, Scorekeeper and Managers from both teams must sign the official scorebook
 - f. Scorekeeper must update both teams' Pitching Affidavit form (in ink), including the number of pitches thrown by each pitcher, days of rest required, then sign and return the affidavit to each manager for their signature.
8. Scorekeeper and Announcer shall make certain the score booth is clean, swept out, and locked before leaving.

NOTES:

1. If a game is protested or suspended, the scorekeeper shall make note of the exact situation at the time of the protest or suspension, including the score, number of outs, position of runner or runners, and ball and strike count on the batter. If smartphone is available, send picture of each side of book to Division VP. It is important that any suspended game resume with exactly the same situation that existed at the time of suspension. The Umpire-in-Chief and Scorekeeper should sign and date the official scorebook to validate the protest or suspension.
2. The Scorekeeper shall not call attention of the Chief Umpire or any member of either team to the fact that a player is batting out of order.
3. The scorekeeper must notify the umpire immediately should a player pitch beyond their maximum number of pitches allowed for the day.
 - a. See reverse side of pitching affidavit for maximum pitches allowed, by age

APPENDIX #5

DUTIES OF THE ANNOUNCER

1. Announcers are supplied by the visiting team and announce the following
 - a. Player coming to the bat
 - b. Introduce starting or new pitchers and catchers
 - c. Between innings pitch counts should be announced the pitcher, and the score between innings over the P.A. system.
 - d. Family friendly music is permitted but must not interrupt live game play.

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- e. Play by play commentary is not permitted
 - f. Announcers are encouraged to have fun between innings but must observe the one (1) minute time limit
2. Announcers will also maintain runs, innings, and outs on any electronic scoreboards
 - a. As provided by the scorekeeper.

APPENDIX #6

DUTIES OF THE TEAM SAFETY PARENT (TSP)

Pre-Season

1. Ensure you've received an electronic copy of the Safety Manual (ASAP) from the League Safety Officer and know how to locate it on the CALL website, should you need it.
2. Attend the League Safety Meeting as well as any subsequent TSP meetings.
3. Attend the First Aid and AED/CPR training as provided by the league (if separate from above). If you already have a current, valid AED/CPR certificate, you will need to supply a copy to the League Safety Officer.
4. Complete the CDC's online Concussion Training Course and submit certificate to the League Safety Officer. http://www.cdc.gov/concussion/headsup/online_training.html
5. Review all Little League Medical Forms for complete emergency contact information and any special needs.

During the Season

1. Communicate any safety infractions to the League Safety Officer or another Board Member.
2. Help managers and designated coaches give First-Aid when requested.
3. Act as a conduit between parents, managers, the League Safety Officer and the kids.
4. Fill out accident reports if an injury occurs and report an injury to the League Safety Officer within 12 hours of the occurrence.
5. Track the First-Aid Kit inventory and ask the League Safety Officer for replacements when needed.

Pre-Game

1. Make sure that the, Medical Releases (in manager binder) and First-Aid Kit are present.
2. Greet the players as they arrive and make sure everyone is feeling well.
3. Watch the players when they stretch and do warm up exercises for signs of stress or injury.
4. Walk the field remove broken glass and other hazardous materials.
5. Ensure players are properly hydrated during hot weather

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During the Game

1. Watch players to see that they are alert at all times.
2. In case of injury, help the team manager treat the child if requested, until professional help arrives.
3. Act as the conduit between the League Safety Officer, the team manager, the child and his or her parents.

Post-Game

1. Fill out an Incident/Injury Tracking Report and send a copy to the League Safety Officer if there is an injury requiring medical attention.
2. Assist parents if child must go to a hospital or to see a doctor.
3. Provide insurance documentation (Medical Release) to the hospital if necessary
4. Follow-up with parents to make sure the child is all right.

If a Manager has not appointed a Team Parent, Team Safety Parent, or the Team Safety Parent is not present, then he or she must assume those responsibilities.



President's Signature:

Concord American Little League

PO Box 722

Concord, CA 94522

- Little League ID # 4050404
- Federal ID #23-7432195
- State ID #00319431

Incorporation Date: April 20, 1956