



Campbell Little League

POLICIES AND PROCEDURES

2016

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Campbell Little League, Inc.

Policies and Procedures

The Policies and Procedures shall be the operating guide to the day to day operations of Campbell Little League. Where there are differences between these Policies and Procedures and the Constitution, the Policies and Procedures shall prevail. The enforcement of these rules is subject to appeal to the Board of Directors.

Where conflicts arise in the interpretation or application of these rules, the more stringent ruling between Official Little League Rules and Regulations or Campbell Little League rules will take precedence.

POLICY I

Sign-ups

- Procedure 1. The Board of Directors shall establish sign-up dates each year.
- Procedure 2. All children requesting to sign-up shall be required to fulfill the following requirements:
- a. Be eligible under Little League Baseball, Inc. rules.
 - b. Have permission of a parent or guardian.
 - c. Present Official Little League Rules and Regulations approved proof of birth.
 - d. Present three or more Official Little League Rules and Regulations proofs of residency or School Waiver signed by the School Administrator as per Greenbook Guidelines.
 - e. Have requested of them a monetary donation established by the Board of Directors each year.

POLICY II

Tryouts

Procedure 1. The Board of Directors shall establish tryout dates and the tryout format each year.

Procedure 2. All sign-ups will be assigned a tryout number as follows:

f.	4 yr. olds	401 through 499
g.	5 yr. olds	501 through 599
h.	6 yr. olds	601 through 699
i.	7 yr. olds	701 through 799
j.	8 yr. olds	801 through 899
k.	9 yr. olds	901 through 999
l.	10 yr. olds	1001 through 1099
m.	11 yr. olds	1101 through 1199
n.	12 yr. olds	1201 through 1299

Holdovers

A Holdover is any player who, during the previous season, was on the roster of a Campbell Little League Major division team, and is thereby entitled to a roster position on the same Major division team for the current season without having to participate in tryouts or the draft.

10 yr. olds	H1001 through H1099
11 yr. olds	H1101 through H1199
12 yr. olds	H1201 through H1299

Procedure 3. 4, 5, 6, 7, year olds and Holdovers are not required to tryout. However, if 7 year olds want to be considered for the Farm Division, they must try out.

Procedure 4. Any player eligible for tryouts and who does not shall forfeit eligibility to a major division team for the current year.

POLICY III

Team Assignments

- Procedure 1. The Board of Directors shall establish the final team assignment dates, number of teams and roster sizes for each division each year.
- Procedure 2. Team assignments shall be determined by age, ability and divided equally among the teams available.
- Procedure 3. 4 and 5 year olds will be assigned to the Tee Ball Division. 5 year olds can be assigned to the Rookie Division if they are a returning player from TBall.
- Procedure 4. 6 year olds will be assigned to the Rookie Division (Tee Ball Division only under special circumstances).
- Procedure 5. 7 year olds that are not selected to a Farm Division team through the draft method in Policy VI will be assigned to a Rookie Division team.
- Procedure 4. 8 year olds are eligible to try out for the Minor Division, and may play in the Minor Division if drafted. 8 year olds that are not drafted to a Minor Division team through the draft method in Policy VI will drafted to a Farm Division.
- Procedure 5. All 8, 9, 10, 11 and 12 year olds will be assigned through the draft method in POLICY VI.
- Procedure 6. 9-year-old players are not eligible for Major Division participation.
- Procedure 7. 11 and 12 year old players from the previous season assigned to Major Division team will not tryout unless released per Little League rules.
- Procedure 8. When assigning late signees, the following criteria will be used:
- (a) Be assigned to a team having a lesser number of players in the signees' age group following the draft order.
 - (b) Number of players on a team roster.
 - (c) Player Agent will determine the eligibility as to the initial division assignment.
 - (d) Late signees will be assigned to available openings ONLY.
- Procedure 9. No late signees will be accepted after 50% of the scheduled games have been played in the division being assigned to.

POLICY IV

Distribution of Players From Reduction of Major Team

- Procedure 1. When a reduction in Major Division teams is necessary:
- a. According to Little League rules, anyone who plays on a Major team in a League cannot be reassigned to a lower division team in that League.
 - b. When the CLL Board of Directors determines that the Major division must reduce the number of teams in that division, all the returning players on the team(s) being eliminated must be drafted and play on the remaining teams in the Major division.
 - c. A preliminary draft of these players will take place prior to the draft of the new players to the Major division.
 - d. The draft order for this preliminary draft will be in reverse order of the team standings from the previous year.
 - e. No team will have a chance to draft a second returning player from the eliminated team(s) until all teams have had a chance to draft a player from the eliminated team(s).
 - f. When a team drafts a player from an eliminated team, that player will become the team's first draft pick in the player's age group.
 - g. The first team to draft may select any returning player from an eliminated team regardless of their age and this player will become the team's first draft pick in that age group's draft. The team drafting first does not have to select a returning player from the eliminated team(s).
 - h. Likewise, the second team to draft may select any returning player from an eliminated team regardless of their age and this player becomes the team's first draft pick in that age group's draft. This will continue through the draft order until all the returning players are selected or all the returning teams have had a chance to draft a returning player, whichever comes first.
 - i. Remember, all returning players from an eliminated team must play in the Major division.

POLICY V

Loss of Players

Procedure 1. All teams must notify the Player Agent within 24 hours after the loss or injury of a team player during the current season.

Procedure 2. Major Division teams shall have seven (7) days to replace a player:

- (a) Replacements shall be picked from available Minor Division players provided they had attended at least one scheduled tryout.
- (b) Refusal of a Minor Division player to accept the move up shall result in their forfeiture of eligibility to the Major Division for the remainder of the current season.
- (c) The Board of Directors will determine the replacement if not made within the seven (7) day limit.
- (d) Extenuating circumstances may be brought to the Board of Directors for a request of more time to find a replacement player. The added length of time will be decided on by the Board of Directors.

Procedure 3. Minor Division teams will have seven (7) days to replace a player:

- (a) Replacements shall be picked from the Player Agents late signup list, or from a Farm Division team. The Player Agent will determine from which area the replacement will come.
- (b) Refusal of a Farm Division player to accept the move up shall result in their forfeiture of eligibility to the Minor Division for the remainder of the current season.
- (c) The Board of Directors will determine the replacement if not made within the seven (7) day limit.
- (d) Extenuating circumstances may be brought to the Board of Directors for a request of more time to find a replacement player. The added length of time will be decided on by the Board of Directors.

Procedure 4. No replacement will be made after any team has played seventy-five percent (75%) of their regular games.

Procedure 5. Any manager not complying with POLICY V will be subject to reprimand and/or dismissal by the Board of Directors. The Board of Directors may determine suspension for two (2) regular season games.

POLICY VI

Draft Selection

Procedure 1. The Board of Directors will establish the date and time of drafts each year. All proceedings in the draft shall remain confidential.

Procedure 2. The Player Agent and President with the participation of the Major, Minor and Farm team managers will hold the draft. The Board of Directors has the authority to allow the inclusion of other individuals.

Procedure 3. General Draft information:

- (a) The Major Division roster of returning players will determine the teams beginning roster for the draft.
- (b) If a player does not want to return to their previous Major Division team, the reason needs to be brought to the attention of the Player Agent and President no later than seven (7) days prior to the draft. The Player Agent and President will work with the previous Major Division manager to determine if there is any way to keep the player on the previous Major Division team. **If all options are exhausted, the previous Major Division manager must release the player back into the draft.**
- (c) All must pick 12's will be picked before the 11's and 10's can be drafted.
- (d) Each team will make only one draft selection when their turn is called.
- (e) The win/loss record of a Major Division team from the previous playing season will determine the teams' draft position. Teams that finished in the top half of the division standings will draft in reverse order of finish. Teams in the bottom half of the division standings will enter a lottery for the remaining draft order.
- (f) To determine the number of teams that enter the lottery, refer to the table below:

Teams in Division	Teams in Lottery
4	2
5	3
6	3
7	4

- (g) Lottery entries: the last place team will receive the number of entries equal to 2x the number of teams in the division. The second to last place team will receive 2 fewer entries than last place, and each remaining team will receive 2 fewer entries than the previous team until all teams have entries.
- (h) Draft order is then determined by the President pulling lottery entries from the submissions beginning with the 1st draft position, then 2nd draft position, etc. until all draft positions are known.

Procedure 4. Any teams tied for a draft position based upon the win/loss record will be broken by the following order of precedence:

- (a) The team having the best win/loss record in their series of scheduled games during the regular season.
- (b) Record vs. division leaders working down the standing order.

Procedure 5. The Farm Division seven (7) and Eight (8) or Minor Division nine (9) year old draft will be:

- I. A random draw will determine the drafting order.
- II. A sequential draft starting with 1 and continuing on a serpentine movement until all players are drafted.

Note! A serpentine movement means 1 thru 8, 8 thru 1, etc.

- Procedure 6. All must pick 9 year olds for Minor Division shall be picked before an 8 year old can be drafted to a Minor Division team.
- Procedure 7. Refusal of any player to make themselves available for Major team assignment (players aged 10, 11 and 12) or Minor team assignment (players aged 9) shall forfeit their eligibility to accept an invitation to advance to the higher division for the remainder of the current little league year.

POLICY VII

Clinics - Farm, Rookie, and Tee Ball Divisions

- Procedure 1. Clinics will be held each year for all 4, 5 and 6 year old players as determined by the Board of Directors.
- Procedure 2. Prior to the start of clinics, parent meetings will be held to acquaint parents with:
- a. Clinics and their purpose
 - b. Playing Divisions
 - c. Campbell Little League
 - d. Assistance in organizing clinics
 - e. Obtaining needed managers and coaches
 - f. Player and parent conduct
- Procedure 3. The format of the clinics should be to emphasize basic fundamentals and provide a program of progressive development.
- a. The team concept and rules will be the responsibility of the managers.
 - b. Suggested format of the clinics should be:
 1. Catching and Throwing
 2. Fielding ground balls
 3. Throwing from positions
 4. Base running
 5. Fly balls
 6. Exposing players to batting

POLICY VIII

Manager's Children

- Procedure 1. A player whose parent is a manager will be assigned to their parent's team in each division as follows:
- a. The Major Division manager shall draft their son/daughter in the first (1st) selection available to their team, or lose the option to their son/daughter and the son/daughter becomes a free agent to all teams for the draft.
 - b. The Minor Division manager may draft their nine (9) year old son/daughter as stated in 'a' above.
 - c. The Farm Division manager may draft their Seven (7) or Eight (8) year old son or daughter as stated in 'a' above.
- Procedure 2. If the manager feels their son/daughter is not a first round selection, they may challenge Procedure 1. The other managers in the Division will determine by a vote in which round the manager shall be required to select their son/daughter. If the manager does not select their son/daughter in the agreed round, the son/daughter becomes a free agent to all teams for the purpose of the draft.
- Procedure 3. A parent becoming a manager of a Major Division team and having a child that is a Holdover to another team, will be entitled to claim title to their child. They shall be required to obtain such option only through the draft. This option must be stated prior to the beginning of the first (1st) scheduled tryout to the Player Agent.
- a. When the option is claimed, the manager of the team currently having title to such player will release the player for drafts. Replacement shall be obtained in the draft in a fair manner as decided by the Board of Directors.
 - b. The manager claiming this option shall be required to draft his/her child by the first (1st) selection, no exceptions permitted.

POLICY IX

Team Practices

- Procedure 1. The Board of Directors will assign practice fields to all teams each year.
- Procedure 2. Prior to team drafts, no practice is allowed with any players other than Holdover players assigned to that team.
- Procedure 3. Any player not designated as a Holdover who participates in a pre-draft practice will not be eligible to be drafted by that manager or coach.
- Procedure 4. Managers may hold practice at their discretion. The morning hours can be designated for the maintenance of the Campbell Little League playing facilities as determined by the Board of Directors.

POLICY X

Manager and Coaches Selection

- Procedure 1. All managers and coaches must submit a written application to the Board of Directors for approval.
- Procedure 2. The President, with approval of the Board of Directors, will establish the date to submit applications for managers and coaches in each division.
- Procedure 3. The President will appoint all managers, umpires and coaches annually, in accordance with Little League rules and with approval of the Board of Directors. Managers shall be responsible for the selection of their team and for their actions on the field. (Regulation 1 (b)).
- Procedure 4. While holding such office, the President may manage or coach with Board approval and approval of the District Administrator. The President shall not umpire. (Regulation 1(b)).

POLICY XI

Manager and Coaches Responsibilities

- Procedure 1. (Majors & Minors) Only the manager or acting manager and two (2) coaches will be allowed onto the playing field during a Campbell Little League regular or post-season game.
- Procedure 2. (Farm) Only the manager or acting manager and three (2) coaches will be allowed onto the playing field during a Campbell Little League regular or post-season game.
- Procedure 3. The managers and coaches will be responsible for the following:
- a. Checkout, maintain and return all equipment and uniforms.
 - b. Be present and help at tryouts and drafts.
 - c. Be active in League facilities maintenance, which continues until the next league year.
 - d. Care of League maintenance equipment.
 - e. Preparing playing fields prior to games and performing required field maintenance or facilities clean up after games.
 - f. Enforce all League rules, Little League Baseball, Inc. regulations and safety rules. One Coach MUST remain in dugout at all times with players.
 - g. Conduct team meetings prior to the schedule of games, to acquaint parents with League procedures, expected parental participation and conduct during games.
 - h. Parents conduct during games, if unable to control, must be reported to a League official for immediate disposition.
 - i. Managers and coaches on the field during games must wear approved volunteer badges, shirts with sleeves, and appropriate pants or shorts as determined by the Board of Directors.
- Procedure 4. All coaches will be responsible in assisting the manager in enforcing the duties described in Procedure 2 above.
- Procedure 5. **The Use of Smoking or Tobacco Products** is prohibited at Campbell Little League and its practice fields.
- Procedure 6. Each team's duties will be decided by the Board of Directors and posted each year during the managers meeting.

POLICY XII

Players

Procedure 1. All players are required to wear the uniform jerseys issued by Campbell Little League during league games only. Campbell Little League uniform jerseys with the Little League patch shall not be worn at any other time without approval of the Board of Directors.

Baseball pants during league games shall be all white with no color variations or striping (NO EXCEPTIONS). Practice pants can be of any color or variation.

Procedure 2. Playing innings, for each division shall be as follows. An inning shall be termed playing three offensive and three defensive outs, consecutively. Anything less shall not be an inning. All players are required to play a minimum number of innings as per this procedure, which constitutes a deviation from Little League Rules and Regulations.

- a. Major Division - three (3) complete innings (9 defensive outs but only 2 consecutive) and one at-bat per game.
- b. Minor Division - three (3) complete innings (9 defensive outs but only 2 consecutive) and bat in the continuous batting order.
- c. Farm Division -four (4) innings and bat in continuous batting order.
- d. Rookie Division – three (3) innings and bat in the continuous batting order.
- d. Tee-Ball Division - players must play 50% of the game at a defensive position and bat in the continuous batting order

Note! The above procedure applies to all regular season and play-off games.

A player failing to meet these minimum requirements due to a shortened game (game called on darkness, home team leading after 5 and a half innings, etc.) shall start the next game.

Procedure 3. The only exceptions to playing a minimum number of innings shall be discipline, absence or illness.

Procedure 4. The manager shall have the authority to discipline players. As a result of discipline, the minimum innings prevailing shall be waived.

Procedure 5. The Board of Directors may require written notice of disciplinary action, but in any case, verbal notice must be given to the Division Director, or in their absence, a League official.

Procedure 6. Managers and coaches not complying with the minimum inning Procedure shall be brought before the Board of Directors to explain their actions, and have imposed upon them the following penalty at the Board of Directors direction:

- a. First Offense - receive a written warning
- b. Second Offense - receive a suspension for the next scheduled game
- c. Third Offense - receive a suspension for the remainder of the season.

Note! If the violation is determined to have been intentional, the Board of Directors may assess a more severe penalty. **However, forfeiture of a game may not be invoked.**

Procedure 7. **Pool Players** - A Pool of eligible players will be formed in the Major and Minor divisions. The Pool of Players must be first year Major and Minor players. The rules for selection and implementation of the Pool Players will be set forth by the Board of Directors.

POLICY XIII

Team Treats

- Procedure 1. Team treats are at the discretion of the manager and the team parents. At no time are treats to be used for the purpose of reward or punishment.
- Procedure 2. No food or drink is allowed on the playing field during a game with the exception of water or sports drinks. This applies to all players and umpires on the field during the game.

POLICY XIV

Games and Game Schedules

- Procedure 1. The Board of Directors shall establish the playing schedule for each division each year. All dates and times of the schedule may be changed with the approval of the Board of Directors only.
- Procedure 2. If a game is delayed due to the preceding game, the start time shall be a maximum of 35 minutes following the preceding game.
- Procedure 3. Each team may be allowed up to a maximum of 10 minutes for infield/outfield warm-up drill.
- Procedure 4. **Major division** shall have no time limit to play a game. *but are expected to keep the game moving with only required time outs and minimal warm ups between innings. This is at the discretion of the Board of Directors.*
- Procedure 5. **Minor division** shall have no time limit but are expected to keep the game moving with only required time outs and minimal warm ups between innings. This is at the discretion of the Board of Directors.
- Farm Division** shall play with a rule of no new innings after 1:45 minutes. If the time limit is approaching the umpire will declare that the next inning will be the open ended inning. Farm division rules for play will be approved by the Board of Directors each year. (Refer to Campbell Little League Farm Division Rules for further details)
- Procedure 6. If the home team is leading when the game time ends, and 3 ½ innings have been played, the game may be called at this point.
- Procedure 7. If a game ends in a tie, the game may be continued only with the approval of the Division Director or non-participating Board of Directors member, and shall continue per Little League rules for tie games, or until the supervising Director stops the game.

POLICY XV

Protests

- Procedure 1. All protests shall follow Little League Rules and Regulations (Green Book Rules)
- Procedure 2. All protests must be brought before the “Protest Committee” on the Wednesday following the week in which the protest occurred. The committee’s decision is final.

POLICY XVI

Ejection

- Procedure 1. Any manager, coach or player ejected from a game shall have disciplinary action imposed upon them by the Campbell Little League Board of Directors.
- Procedure 2. The initial penalty shall consist of an automatic suspension from the teams' next game. If the violator is a manager or coach, they cannot be present at the game in which the suspension is being levied. If the violator is a player, he/she must be present and in uniform at the next game he/she attends to serve the suspension. The player will be restricted to the bench, cannot participate in pre-game warm-ups and cannot be used as a base coach or bat boy/girl during the game. Any further violations shall carry the same penalty and require a hearing before the Board of Directors.

POLICY XVII

Nominations

- Procedure 1. Any regular member having an interest in an elected office may announce their intentions to the League membership by notifying a Board member or the Nominating Committee.
- Procedure 2. All candidate nominations for elected League offices shall be by nomination from the floor at the election meeting
- Note! Nominations do not require a second.
- Procedure 3. No office will be open to nominations until the previous office has been elected.
- Procedure 4. The duties of each office shall be read and nominations opened from the floor prior to the election of each office.

POLICY XVIII

Election Process

- Procedure 1. The Board shall set the date for elections each year.
- Procedure 2. The order of precedence for nominations and elections shall be:
- a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. Player Agent
 - f. Safety Director
 - g. Coaching Coordinator
 - h. Umpire-In-Chief
 - i. Auxiliary President
 - j. Three Year (3) Director
 - k. Tee Ball Director
 - l. League Information Officer
 - m. Facility Manager
 - n. Purchasing Agent/Equipment Manager
- Procedure 3. Members eligible to vote must attend at least one (1) General Meeting between October 1 and the election date set by the Board.
- Procedure 4. The vote for each office will be held at the close of nominations for each office.
- Procedure 5. A majority vote of all ballots will elect.
- Procedure 6. If there are more than two (2) candidates on the ballot, and one (1) candidate does not receive a majority vote on the first (1st) ballot, the second (2nd) ballot shall have only the two (2) candidates that have received the most votes cast for the runoff.
- Procedure 7. The term of office for President shall be two (2) years. With the exception of the 3-Year Directors, all other offices shall have a term of office of one (1) year.

POLICY XIX

Duties of Officers

1. **President.** The President shall:

- a. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- b. Present a report to the condition of the Local League at the Annual Meeting.
- c. Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- d. Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, as agreed to under the conditions of the charter issued to the Local League by that organization.
- e. Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board
- f. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee, as circumstances warrant.
- g. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- h. With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
- i. Appoint League umpires annually, with the approval of the Board of Directors, who shall be responsible for their assignments and for their actions on the field.

2. **Vice President.** The Vice President shall:

- a. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board to so act. When so acting, the Vice President shall have all the powers of that office.
- b. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

3. **Secretary.** The Secretary shall:
 - a. Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
 - b. Perform such duties as are herein specifically set forth, in addition to such other duties as customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
 - c. Maintain a list of all Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committee.
 - d. Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
 - e. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
 - f. Notify Members, Directors, Officers and committee members of their election or appointment.

4. **Treasurer.** The Treasurer shall:
 - a. Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
 - b. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
 - c. Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
 - d. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
 - e. Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League Headquarters.

5. **Player Agent.** The Player Agent shall:
 - a. Record all player transactions and maintain an accurate and up-to-date record thereof.
 - b. Receive and review applications for player candidates and assist the President in verifying residence and age eligibility. This includes gathering and verifying required documentation for II(d) and IV(h) waivers.
 - c. Conduct the tryouts, player draft and all other player transaction or selection meetings.
 - d. Prepare the Player Agent's list.
 - e. Prepare for the President's signature and submission to the Little League Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
 - f. Notify Little League Headquarters of any subsequent player replacements.

6. **Safety Officer.** The Safety Officer shall:
 - a. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
 - b. Be responsible for the screening of volunteer applications as required by Little League Baseball and issuing approved volunteer badges.
 - c. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

7. **League Information Officer.** The League Information Officer shall:
 - a. Manage the League's designated website.
 - b. Ensure that league news, information and procedures are posted and kept current.
 - c. Develop and manage the online registration process.
 - d. Assign administrative rights to league volunteers and teams.
 - e. Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, district, public, league members and media.

8. **Coaching Coordinator.** The Coaching Coordinator shall:
 - a. Represent coaches and managers in the league.
 - b. Present a coach-manager training budget to the board.
 - c. Gain the support and funds necessary to implement a league-wide training program.
 - d. Order and distribute training materials to players, coaches and managers.
 - e. Coordinate coach-manager clinics.
 - f. Serve as the contact person for Little League and its manager-coach education program for the league.

9. **Facilities Manager.** The Facilities Manager shall:
 - a. Be responsible in cooperation with the Division Directors for repair, improvement, and maintenance of the fields and facilities, and performance of approved projects.
 - b. Operate within the amount appropriated in the approved budget for that purpose.

10. **Purchasing Agent/Equipment Manager.** The Purchasing Agent/Equipment Manager shall:
 - a. Keep inventory in order in equipment room and keep a list of inventory.
 - b. Order supplies and equipment as needed.
 - c. Order uniforms and hats (including All Stars).
 - d. Pass out and collect equipment.
 - e. Operate within the amount appropriated in the approved budget for that purpose.
 - f. Other duties as designated by the President.

11. **Directors (3-Year and Tee Ball).** The Division Directors shall:
 - a. Be responsible to inform the members of their designated divisions as to the rules and procedures of that particular division.
 - b. To ensure that those members adhere to Little League Rules and Regulations and to the rules of Campbell Little League.

12. **Auxiliary President.** The Auxiliary Chairperson shall direct the duties of the Auxiliary members and be responsible for maintaining the operation of the Snack Shack. Other duties of the Auxiliary President shall be designated by the President.

13. **Umpire-in-Chief.** The Umpire-in-Chief shall:
 - a. Recruit, interview and recommend to the President, for appointment, a staff of umpires.
 - b. Coordinate local umpire participation in league, district and regional umpire clinics.
 - c. Observe, mentor and schedule the umpires.

POLICY XX

Trustees

Procedure 1. Number and Term of Office. CLL shall have an exact number of five (5) Trustees to serve a five (5) year term of office, with at least one (1) Trustee appointed each year.

Procedure 2. Qualification and Order of Selection. Any President who has served one (1) full term of office, or Board of Director member with two (2) years experience and having been elected by the membership and served a full term of office under CLL shall be eligible to become a Trustee. Any regular member with three (3) years of experience under CLL may be eligible to become a Trustee. The order of precedence in selection of a Trustee shall be:

1. The immediate past President
2. Any past President
3. Past Board Members
4. Any regular members

No President or Board of Directors member shall simultaneously serve as Trustee and hold an elected office. No President or Board of Director member, or regular member shall be eligible to serve as Trustee who has been inactive within the ten (10) year period prior to selection.

Procedure 3. Selection. All Trustees shall be nominated by the President at the November meeting each year and receive the approval of the majority of the total number of the elected Board of Directors.

Procedure 4. Duties. The Trustees shall be obligated to attend two (2) General Membership meetings each year, one (1) of which shall be the Annual Meeting, or first October meeting. The Trustees shall assist and support the President and Board of Directors in conducting all the affairs in CLL's best interest.

POLICY XXI

11 – 12 Year Old All-Star Selection Process

- Procedure 1. All eligible players in the Major Division will select three (3) members of the Major All-Star team by an election to be set up and run by the Player Agent. Date(s) of the election will be determined by the Board of Directors before the season begins.
- Procedure 2. The Player Agent will create a single ballot containing the names of all 12 year old Major players as defined in the Little League rule book, arranged alphabetically under their team name. This ballot will also contain the names of the eligible Majors managers to be selected to manage the 11-12 All-Star team.
- Procedure 3. All eligible Major players will vote for up to 6 all-stars. Ballots with more than 6 votes will be reviewed by the Player Agent and corrected by the voting player. Each Majors player will also select (1) manager from the list of eligible Majors managers to be used during the Majors All-Star manager selection process.
- Procedure 4. The Player Agent and President will tally the votes and keep the election results confidential. The three (3) players with the most votes will make the Major All-Star team. In case of ties, only those players who are not affected by a tie breaker will be elected to the team.
- Procedure 5. Prior to selecting the balance of the roster for the 11–12 year old team, a vote will be held by the selecting managers and coaches to determine how many players shall be placed on the team. The number of players shall be in accordance with Little League rules. The voting shall be done by one manager and two roster named coaches from each of the Major Division teams.
- Procedure 6. Prior to selecting the players, each Major Division team manager or his/her designated coach will be allowed to have the floor for a maximum of 5 minutes to speak on behalf of the players on his/her regular season team and the players from his/her minor affiliate team. He/she may also field questions from other managers and coaches. The manager’s total time allotted to speak shall be 5 minutes.
- Procedure 7. When the managers are done speaking, there shall be a vote by ballot. One manager and two roster-named coaches from each of the Major Division teams will be allowed to vote. All eligible players shall be listed on the ballot alphabetically under their team name. Any Minor Division players may be added by “write-in” at the bottom of the ballot. If there is a tie for the last eligible position or positions on the team, then the Major Division Director shall act as the tie-breaker. If the Directors’ child is involved in the tie, then another Board member chosen by the Board of Directors shall be available to act as the tie-breaker. The votes shall be counted by the Player Agent, President and Major Division Director and then placed in a signed, sealed, envelope to be opened when it is time to announce the team. The ballots shall be kept by the Player Agent until the end of tournament play in case a replacement player is needed.

- Procedure 8. If there is a need to replace a player already selected to the team, the 11-12 Year Old All-Star Team Manager shall select a player to fill the vacancy from the list of players who received the next five (5) highest number of votes from the managers and coaches.
- Procedure 9. The players selected for the All-Star team shall be informed by the 11-12 Year Old All-Star Team Manager who shall be selected immediately following the 11-12 year old All-Star balloting in accordance with Policy XXIV.
- Procedure 10. The 11–12 Year Old All-Star team is subject to approval by the Board of Directors.

POLICY XXII

11 – 12 Year Old All-Star Manager Selection Process

- Procedure 1. The manager selection shall take place immediately after the 11-12 year old All-Star balloting. Coaches shall then be chosen by the selected manager. The selected manager and coaches shall qualify under the Tournament Rules and Guidelines for Little League Baseball.
- Procedure 2. Regular season Major Division managers are eligible to be nominated to manage the All-Star team.
- Procedure 3. Major Division managers or their representative will have one vote each for the nominated managers. The top manager selected by the Majors players voting process will count as one vote for the eligible manager with the most votes. Players vote, the Major Manager's votes will be tabulated to select the 11-12 All-Star Manager. Those votes and the vote of the league president (representing the board) will decide the final selection.
- Procedure 4. Should no current Major Managers step up, the eligibility will be open to include any of the two named coaches on each of the Major teams. The Major Managers or their representative will vote for the nominees. An individual needs 51% of the vote to be selected as the All-Star manager.
- Procedure 5. There will not be a co-manager situation.
- Procedure 6. If there are more than 2 nominees, the one with the lowest total votes will be eliminated until there are only 2 nominees left and a winner will be declared with 51% of the votes.

POLICY XXIII

10-11 Year Old All-Star Selection Process

- Procedure 1. The 11 Year Old All-Star team is open to all eligible 11 year olds as defined in the Little League rule book.
- Procedure 2. The team shall be selected by one manager and the two roster-named coaches from each of the Major Division teams. All voting shall be done by ballot.
- Procedure 3. Prior to selecting the players, a vote will be held by the selecting managers and coaches to determine how many players shall be placed on the team. The number of players shall be in accordance with Little League rules.
- Procedure 4. Prior to selecting the players, each Minor and Major Division team manager or his/her designated coach will be allowed to have the floor for a maximum of 5 minutes to speak on behalf of the players on his/her regular season team and the players from his/her minor affiliate team. He/she may also field questions from other managers and coaches. The manager's total time allotted to speak shall be 5 minutes.
- Procedure 5. When the managers are done speaking there shall be a vote by ballot. Only the Major Division Managers and their two named coaches shall vote. All eligible players shall be listed on the ballot alphabetically under their team name. If there is a tie for the last eligible position or positions on the team, then the Major Division Director shall act as the tie-breaker. If the Directors' child is involved in the tie, then another Board member chosen by the Board of Directors shall be available to act as the tie-breaker. The votes shall be counted by the Player Agent, President and Major Division Director and then placed in a signed, sealed, envelope to be opened when it is time to announce the team. The ballots shall be kept by the Player Agent until the end of tournament play in case a replacement player is needed.
- Procedure 6. If there is a need to replace a player already selected to the team, the 10-11 Year Old All-Star Team Manager shall select a player to fill the vacancy from the list of players who received the next five (5) highest number of votes from the managers and coaches.
- Procedure 7. The players selected for the All-Star team shall be informed by the 10-11 Year Old All-Star Team Manager who shall be selected in accordance with Policy XXVII.
- Procedure 8. The 10-11 Year Old All-Star team is subject to approval by the Board of Directors.

POLICY XXIV

9 - 10 Year Old All-Star Selection Process

- Procedure 1. The 9-10 Year Old All-Star team is open to all eligible 9 and 10 year olds as defined in the Little League rule book.
- Procedure 2. The team shall be selected by one manager and the two roster-named coaches from each of the Major and Minor Division teams as described in Procedures 3 and 5.
- Procedure 3. Prior to selecting the players, a vote will be held by the Major and Minor managers and coaches to determine how many players shall be placed on the team. The number of players shall be in accordance with Little League rules. The roster will consist of the best available players from both Major and Minor teams based on voting amongst managers.
- Procedure 4. Prior to selecting the players, each Minor and Major Division team manager or his/her designated coach will be allowed to have the floor for a maximum of 5 minutes to speak on behalf of the players on his/her regular season team and the players from his/her minor affiliate team. He/she may also field questions from other managers and coaches. The manager's total time allotted to speak shall be 5 minutes.
- Procedure 5. When the managers are done speaking there shall be a vote by ballot by both Major and Minor Division managers and coaches. All eligible players shall be listed on the ballot alphabetically under their team name. The Major and Minor Division managers and coaches shall vote for the All-Star roster spots. The votes shall be counted by the Player Agent, President and Secretary and then placed in a signed, sealed envelope to be opened when it is time to announce the team. In the event of a tie for the last eligible position(s) on the team, the Minor Division Director shall act as the tie-breaker. If that Director's child is involved in the tie, the Board of Directors shall be available as a tie-breaker. The ballots shall be kept by the Player Agent until the end of tournament play in case a replacement player is needed.

- Procedure 6. If there is a need to replace a player already selected to the team, the 9-10 Year Old All-Star Team Manager shall select a player to fill the vacancy from the list of players who received the next five (5) highest number of votes from the managers and coaches.
- Procedure 7. The players selected for the All-Star team shall be informed by the 9-10 Year Old All-Star Team Manager who shall be selected in accordance with Policy XXVII.
- Procedure 8. The 9-10 Year Old All-Star team is subject to approval by the Board of Directors.

POLICY XXV

9-10 And 10-11 Year Old All-Star Manager Selection Process

- Procedure 1. The manager selection shall take place immediately after the All-Star balloting of the particular team. Coaches shall then be chosen by the selected manager. The selected manager and coaches shall qualify under the Tournament Rules and Guidelines for Little League Baseball.
- Procedure 2. Current Major Division managers are eligible to be nominated to manage the All-Star team.
- Procedure 3. Should no current Major Division managers step up, the eligibility will be opened to include any of the two named coaches on each of the Major teams.
- Procedure 4. Each Major Division manager will act as one (1) vote. An individual needs 51% to be selected as the All-Star manager.
- Procedure 5. Should no Major Division manager or coaches come forward then the option will go to the Minors Division Managers.
- Procedure 6. If there are more than 2 nominees, the one with the lowest total votes will be eliminated until there are only 2 nominees left and a winner will be declared with 51% of the votes.

POLICY XXVI

9 Year Old All-Star Selection Process

- Procedure 1. The 9 Year Old All-Star team is open to all eligible 9 year olds as defined in the Little League rule book.
- Procedure 2. The team shall be selected by one manager and the two roster-named coaches from each of the Minor Division teams. All voting shall be done by ballot.
- Procedure 3. Prior to selecting the players, a vote will be held by the selecting managers and coaches to determine how many players shall be placed on the team. The number of players shall be in accordance with Little League rules.
- Procedure 4. Prior to selecting the players, each Minor Division team manager or his/her designated coach will be allowed to have the floor for a maximum of 5 minutes to speak on behalf of the players on his/her regular season team. He/she may also field questions from other managers and coaches. The Minor manager's total time allotted to speak shall be 5 minutes.
- Procedure 5. When the managers are done speaking there shall be a vote by ballot. All eligible players shall be listed on the ballot alphabetically under their team name. If there is a tie for the last eligible position or positions on the team, then the Minor Division Director shall act as the tie-breaker. If the Directors' child is involved in the tie, then another Board member chosen by the Board of Directors shall be available to act as the tie-breaker. The votes shall be counted by the Player Agent and Minor Division Director and then placed in a signed, sealed, envelope to be opened when it is time to announce the team. The ballots shall be kept by the Player Agent until the end of tournament play in case a replacement player is needed.
- Procedure 6. If there is a need to replace a player already selected to the team, the 9 Year Old All-Star Team Manager shall select a player to fill the vacancy from the list of players who received the next five (5) highest number of votes from the managers and coaches.
- Procedure 7. The players selected for the All-Star team shall be informed by the 9 Year Old All-Star Team Manager who shall be selected in accordance with Policy XXIX.
- Procedure 8. The 9 Year Old All-Star team is subject to approval by the Board of Directors.

POLICY XXVII

9 Year Old All-Star Manager Selection Process

- Procedure 1. The manager selection shall take place immediately after the All-Star balloting of the particular team. Coaches shall then be chosen by the selected manager. The selected manager and coaches shall qualify under the Tournament Rules and Guidelines for Little League Baseball.
- Procedure 2. Current Minor Division managers are eligible to be nominated to manage the All-Star team.
- Procedure 3. Should no current Minor Division managers step up, the eligibility will be opened to include any of the two named coaches on each of the Minor teams.
- Procedure 4. Each Minor Division manager will act as one (1) vote. An individual needs 51% to be selected as the All-Star manager.
- Procedure 5. There will not be a co-manager situation. The President or his/her representative will accompany each vote to act as a tie breaker.
- Procedure 6. If there are more than 2 nominees, the one with the lowest total votes will be eliminated until there are only 2 nominees left and a winner will be declared with 51% of the votes.

POLICY XXVIII

8 Year Old All-Star Selection Process

- Procedure 1. The 8 Year Old All-Star team is open to all eligible 8 year olds as defined in the Little League rule book.
- Procedure 2. The team shall be selected by one manager and the two roster-named coaches from each of the Farm Division teams. All voting shall be done by ballot.
- Procedure 3. Prior to selecting the players, a vote will be held by the selecting managers and coaches to determine how many players shall be placed on the team. The number of players shall be in accordance with Little League rules.
- Procedure 4. Prior to selecting the players, each Farm Division manager or his/her designated coach will be allowed to have the floor for a maximum of 5 minutes to speak on behalf of the players on his/her regular season team. He/she may also field questions from other managers and coaches. The Farm manager's total time allotted to speak shall be 5 minutes.
- Procedure 5. When the managers are done speaking there shall be a vote by ballot. All eligible players shall be listed on the ballot alphabetically under their team name. If there is a tie for the last eligible position or positions on the team, then the Farm Division Director shall act as the tie-breaker. If the Directors' child is involved in the tie, then another Board member chosen by the Board of Directors shall be available to act as the tie-breaker. The votes shall be counted by the Player Agent and Farm Division Director and then placed in a signed, sealed, envelope to be opened when it is time to announce the team. The ballots shall be kept by the Player Agent until the end of tournament play in case a replacement player is needed.
- Procedure 6. If there is a need to replace a player already selected to the team, the 8 Year Old All-Star Team Manager shall select a player to fill the vacancy from the list of players who received the next five (5) highest number of votes from the managers and coaches.
- Procedure 7. The players selected for the All-Star team shall be informed by the 8 Year Old All-Star Team Manager who shall be selected in accordance with Policy XXIX.
- Procedure 8. The 8 Year Old All-Star team is subject to approval by the Board of Directors.

POLICY XXIX

8 Year Old All-Star Manager Selection Process

- Procedure 1. The manager selection shall take place immediately after the All-Star balloting of the particular team. Coaches shall then be chosen by the selected manager. The selected manager and coaches shall qualify under the Tournament Rules and Guidelines for Little League Baseball.
- Procedure 2. Current Farm Division managers are eligible to be nominated to manage the All-Star team.
- Procedure 3. Should no current Farm Division managers step up, the eligibility will be opened to include any of the two named coaches on each of the Farm teams.
- Procedure 4. Each Farm Division manager will act as one (1) vote. An individual needs 51% to be selected as the All-Star manager.
- Procedure 5. There will not be a co-manager situation. The President or his/her representative will accompany each vote to act as a tie breaker.
- Procedure 6. If there are more than 2 nominees, the one with the lowest total votes will be eliminated until there are only 2 nominees left and a winner will be declared with 51% of the votes.

POLICY XXX

Financial and Accounting

- Procedure 1. Insurance. CLL shall obtain insurance on its personal property, with the amount to be determined by the Board of Directors. CLL shall have player accident insurance, liability and volunteer worker insurance. A messenger policy shall be obtained to protect those who handle cash. Other insurance shall be purchased, as the Board of Directors deems necessary.
- Procedure 2. Trustee Account. The Trust account established by CLL shall be administered by the Board of Directors and shall be for the primary purpose of providing financial aid to projects or improvements where otherwise no funds are available. All withdrawals must be approved by a majority of the Board prior to committing or allocating expenditures of the Trust account. Withdrawals from the Trust account shall require two (2) signatures.

Campbell Little League Board of Directors



Doug Knapp, President

Don Oberg, Major Director

Mark Rodriguez, Vice President

Greg Raub, Minor Director

Dennis Belluomini, Treasurer

Norman Anderson, Farm Director

Borris Morales, Player
Agent

Tawny Knight, T-Ball Director

Tawny Knight, Secretary

Angie Warren, Auxiliary President

Manny Cortinas, Safety Director

Dee King Raub, Umpire-In-Chief

Jon D'Amico, Coaching Coordinator

Pete Cournoyer, Facilities Manager

Teresa Chagoa, League Information Officer

Blaise Warren, Equipment
Manager/Purchasing Agent

Denise Hays, Challenger Division
Director

Dee King Raub, Tournament Director

Robert Malone, Marketing Director

Shaunte Collins, Auxiliary Vice President

Will Smith, Graphic Designer