

2022 Atlee Little League Local Ground Rules and Code of Conduct



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General Policies

The Policies and Local Ground Rules for Atlee Little League will govern all league play, all-star, tournament team selection and participation. These rules cannot be modified unless the Board of Directors, by a four-fifths majority vote of those Directors present at a meeting of the Board of Directors approves an exception for the current season. This is the only procedure for approving an exception to the Policies and Local Ground Rules unless otherwise noted in this document.

The Policies and Local Ground Rules may be altered, amended or changed only through the following process. The President of the Board of Directors of Atlee Little League may appoint a "Policies and Local Ground Rules Committee" (the Committee) any time between July and December of each year. If such committee is appointed it will solicit input from all members of the Atlee Little League Board of Directors. This condition will be met if the committee solicits input from all the members of the Board of Directors who are present at a regularly called meeting of this Board and such a request is recorded in the minutes of the meeting. The committee shall consider all input from any source and propose to the Board of Directors of Atlee Little League any such changes as it, in its sole discretion deems to be appropriate at a December meeting of this Board. The amendments shall not be voted on at the time they are first presented, but instead, they will be discussed by the board. The committee shall use this discussion and any subsequent comments to refine its proposed amendments. At a subsequent meeting of the Atlee Little League Board of Directors, neither fewer than two weeks nor more than eight weeks after initial discussion, the chair of the committee or his/her appointed representative may move to alter, amend, or change the Policies and Local Ground Rules. If such a motion is dually seconded and approved by more than four-fifths majority of the members of the Atlee Little League Board of Directors present at the meeting, the Policies and Local Ground Rules for Atlee Little League shall be altered.

Bylaws may be amended for the current season only if deemed improper by Little League governing bodies during their review process of the Atlee Little League Local Ground Rules and/or Code of Conduct, Complaint, and Grievance Policy. The board shall then have the right to add to, should information be missed, or need strengthened, in order to bring the rules and code of conduct in compliance with Little League Rules and Regulations.

General Policies

1. General Policies

- 1.1. Before the regular season begins, teams are limited to three practices (includes practice games) per calendar week (Sunday through Saturday). Once the regular season begins, teams are limited to one practice per calendar week. Batting practice and warm up drills prior to games do not count as practices. Practices shall not exceed two hours.
- 1.2. No more than four practice games may be played between league teams before league play. No such practice games are allowed once league play has begun.
- 1.3. Players, managers, and coaches from each team will meet at home plate after each game to shake hands.
- 1.4. To help ensure proper behavior at Atlee Little League activities, all managers, coaches, board members, parents, their guests and players will be expected to read and sign the Atlee Little League Code of Conduct, Complaint and Grievance Policy Manual.
- 1.5. Anyone ejected from a game is subject to the penalties set forth in the Atlee Little League Code of Conduct, Complaint, and Grievance Policy Manual

Player Age Requirements

2. Player Age Requirements

2.1. Players are eligible to participate in baseball and softball divisions as indicated in the table below:

DIVIS	LEAGUE AGE(s)	EXCEPTIONS
Senior League Baseball	15 - 16	--14 years old may play up
Junior League Baseball	13 - 14	--12 years old may play up
Intermediate Baseball	11 - 13	--No play-ups or play-downs
Little League Baseball	11 - 12	--10 year olds may play up --13 year olds may NOT play down
Minors 9/10 Baseball	9 - 10	--8 year olds may play up --11 year olds may play down --Minors 9 and Minors 10 will be separate divisions if both reach a minimum of 4 teams each
Minors 7/8	7 - 8	--6 year olds may play up --9 year olds may play down
Minors 6/7	6 - 7	--5 year olds may play up --8 year olds may play down
Baseball Coach Pitch	5 - 6	--5 year olds must have played Tee Ball
Senior League Softball	15 - 16	--14 year olds may play up
Junior League Softball	13 - 14	--12 year olds may play up
Little League Softball	11 - 12	--10 year olds may play up
Minor 9/10 Softball	9 - 10	--8 year olds may play up --11 year olds may play down
Minor 7/8 Softball	7 - 8	--6 year olds may play up --9 year olds may play down
Softball Coach Pitch	5 - 6	--5 year olds must have played Tee Ball
Tee Ball	4 - 5	--6 year olds may play down

Player Age Requirements

Players requesting to play up, may only do so in such division in accordance with Table A. A player choosing to play up in a division is required to participate in tryouts for that division. A player may only be drafted in upper divisions if authorized by the parent or guardian. Parents and/or guardians are to acknowledge that playing up may require a child to participate in games/practices scheduled later

- 2.2. Players that are one (1) year above in league age may play down in accordance with the chart in section 2.1, if approved by the Atlee Little League Executive Committee. The Atlee Little League Board of Directors cannot grant approval for any players wishing to participate outside of the guidelines stated in chart 2.1. These waivers must be submitted in writing by the President of Atlee Little League to the Little League charter committee. If waiver is granted, only then can Atlee Little League allow a player to participate outside of the guidelines. (Example: A league age 13 child wishing to participate in Little League Baseball (11/12), would need an approved waiver to do so).
- 2.3. No player will be exempt from division rules due to skill level. If safety concerns arise and if the age rules specified in section 2.1 allow it, a parent or guardian only, may make a request to the VP of Baseball or VP of Softball to have their child moved to a lower division of play.

Managers, Players and Umpires

3. Managers, Players and Umpires

- 3.1. Minors 9/10 and up shall have a maximum of two assistant coaches and one manager. Machine pitch divisions are allowed a 3rd assistant to assist with operating the machine. Coach pitch and tee ball divisions are allowed three assistants and a manager.
- 3.2. If an umpire has a problem with a manager, coach, player, parent, or spectator, he/she should notify the Atlee Little League President.
- 3.3. Managers shall notify the respective division director of any problems related to players, umpires and/or parents.
- 3.4. In the divisions of Baseball Minors 9,10, and Majors 11/12, all team managers will be required to enter their game score and pitch counts within 24 hours of the end of the game. The home team is the official score. Managers may also allow an assistant coach, team scorekeeper, and/or other responsible person to enter the score and pitch counts. However, the team manager is responsible for the accuracy and timely input of information. Managers who fail to comply with these rules will be given two written warnings. The third infraction will be a one-game suspension and subsequent infractions will be referred to the Atlee Little League Executive Committee for disciplinary action.
- 3.5. Umpires may only umpire games that are two or more divisions below the division that the umpire would play in (i.e., an umpire who is of Senior League playing age may not umpire in the Junior league or above, but may umpire in Little League)

Participation in School Programs

4. Participation in School Programs

- 4.1. It is Atlee Little League's policy and intention to support all middle and high school teams and programs. Utmost consideration is to be given to the student athlete's safety and his/ her commitment to the school program. Therefore, the following guidelines are to be followed by the managers and coaches of Atlee Little League.
- 4.2. No Atlee Little League manager or coach will request, require, or cause a player to miss or to be late to a school program, function, game or practice.
- 4.3. No player should be allowed to pitch in an Atlee Little League practice/game if he/she has pitched in a school/travel ball game on the same day.
- 4.4. No player will be required to participate in an Atlee Little League practice before or after a school practice/game without the consent of the parent and/or guardian.
- 4.5. No high school varsity team player will participate with an Atlee Little League team until the school season has ended or before the school coach has released the player to the President of Atlee Little League.

Local Ground Rules

5. *Local Ground Rules*

5.1. Except as noted herein, Little League Official Regulations and Playing Rules will govern all play at Atlee Little League including Inter-league games.

5.2. Atlee Little League games will be subject to the time limits as set forth below:

- A. Junior/Senior League Baseball/Softball and, Senior and Intermediate Baseball: No new inning will start after two hours of total playing time. In addition, games shall end after two hours and fifteen minutes of total playing time if a later game is scheduled on the same field (including make-up games).*
- B. Minor 9-10 Baseball, Little League Baseball, and Little League Softball: No new inning shall start after one hour and forty-five minutes of total playing time or six innings whichever comes first. All regular season games shall have a two hour drop dead time limit.
- C. Minor 7/8 Baseball, Minor 9/10 Softball and Minor 7/8 Softball: No new inning will start after one hour and forty-five minutes of total playing time or six innings whichever comes first. All regular season games shall have a two hour drop dead time limit. If the home team is winning in the last inning and time permits, the home team should still bat the last half of the inning. *
- D. Minor Baseball 6/7: No new inning should start after one hour and thirty minutes of playing time.
- E. Coach Pitch/T-Ball 2: Games will end after one hour and fifteen minutes from the scheduled start time.
- F. Tee Ball: Games will end forty-five minutes from the scheduled start time.
- G. There shall be no drop-dead time limit in the playoffs. However, no new inning shall start after one hour and forty-five minutes of playing time. Game shall continue in the event of a tie score at the end of time expiration.
- H. All divisions shall play up to the allowable time limits set forth above in the Atlee Little League Local Ground Rules. For the divisions of Majors, 50/70, Juniors and Seniors, Little League Rule 4.10€ will be utilized.

* EXCEPTION: If a game is called, it is considered regulation if the game has been played for one hour and forty-five minutes [two hours for Intermediate (50/70) Division/Junior/Senior League] regardless of the number of innings completed.

Local Ground Rules

5.3. Teams shall not conduct infield practice before the start of the game. Practice will be allowed in the outfield and in the infield, outside of the foul line.

5.4. Atlee Little League will use a continuous batting lineup in all divisions of play and all players must play in the field at least every other inning.

Exception 1: Intermediate Baseball will be subject to all regulations stated within the Little League Baseball Rules and Regulations.

Exception 2: All interleague play must abide by the Little League Baseball Rules and Regulations or the Little League Softball Rules and Regulations. There will be absolutely no house rules used in interleague play.

5.5. All players must sit out once before any player sits out twice in the following divisions: Minors Baseball 6/7, Minors Baseball 7/8, and Minors Baseball 9 & 10.

5.6. All players in Minors Baseball and Softball 6/7 and 7/8 must play at least two innings in the infield. The catcher's position is not considered an infield position to meet infield requirements.

5.7. All players in Minors Baseball 9 & 10 must play at least one inning of infield per game.

5.8. Players shall not play a single position more than two innings per game in the following divisions: Minors Baseball 6/7 and Minors Baseball 7/8.

5.9. Minor League Baseball and Softball Divisions:

A. A half inning will be complete when the batting team has scored five runs or three outs are made, whichever occurs first. Any runs that score on the last play of an inning which exceed five for the inning will not count toward the game score. As allowed under the Little League Rule 4.10(e) Note (2), the 15-run and 10-run slaughter rules will NOT be utilized.

B. In the event an umpire is not available, each team shall provide a coach or manager to call balls and strikes from behind the pitcher when that team is on the field. The coach or manager calling balls and strikes also calls plays at second base and home plate. The base coaches shall call plays at their respective base. The home team umpire will be considered the umpire-in-chief.

C. The infield fly rule will be in effect for Minors Baseball 9/10 and above.

Local Ground Rules

5.10. Minor 9/10 Softball

- A. Prior to a date determined within each season by the division director, after the third batter receives a walk or hit by pitch, the manager or coach of the batting team will pitch for the duration of the half inning. The manager or coach shall deliver the pitch using an underhand motion with as little arc as possible. The strike count will be maintained. When the manager or coach is pitching, the batter may not advance to first base by walk or being hit by a pitch.
- B. After the date determined within each season by the division director, if a batter receives four balls, he/she will walk. There will be no manager or coach pitching. Bunting and stealing will not be allowed when the manager or coach is pitching.

5.11. Machine Pitch Baseball Divisions and Minors 7/8 Softball Division:

- A. These divisions shall be machine pitch divisions and the assigned pitching machine will be used. There will be no “kid pitch” in these divisions.
- B. The pitching machine speed will be set at the following:
 - a. Minor 7/8 Baseball- 38 mph (46 ft from front of machine to back of plate)
 - b. Minor 7/8 Softball- 34 mph (35 ft from front of machine to back of plate)
 - c. Minor 6/7 Baseball – 1st half of season: 32 mph (46 ft)
 - d. Minor 6/7 Baseball – 2nd half of season: 34 mph (46 ft)
- C. The player pitcher will stand outside the pitcher’s circle and even with the pitcher’s rubber. A batted ball is dead if it strikes the pitching machine or a coach on the field, or if it comes to rest inside the pitcher’s circle. In the event of a dead batted ball, the batter is awarded first base and all other base runners advance one base. If a thrown ball hits the pitching machine, runners shall advance to the next base or return to the previous base, based upon the runner’s proximity to 30 foot progression line (Minors 6/7: Closest base)

Local Ground Rules

D. A coach from the hitting team will feed the pitching machine. Batters will not walk and will not be awarded first base if hit by a pitch. The batter will be out after three strikes. * A strike is a pitch that is swung at by the batter and is missed, or is fouled by the batter when there are fewer than two strikes; or touches the batter as the batter strikes at it. Each at bat will consist of a maximum number of pitches:

- a. Minor 7/8 Baseball- maximum 5 pitches in at bat
- b. Minor 7/8 Softball- maximum 5 pitches in at bat
- c. Minor 6/7 Baseball – 1st half of season: maximum 7 pitches in at bat
- d. Minor 6/7 Baseball – 2nd half of season: maximum 5 pitches in at bat

*EXCEPTION: A player will not be out after three strikes in Minors Baseball 6/7. A player will be out after the maximum number of pitches are delivered regardless of the number of swings.

If the 5th (7th) or subsequent pitch is batted foul, the batter shall remain at bat until he/she strikes out or puts the ball in play. If the fifth pitch is deemed unhittable by both managers, the batter will be awarded one (or more) additional pitches until the batter receives a hittable pitch.

E. If a pitching machine is not available for any game, such game shall be played using coach pitch. If coach pitch is employed, the coach pitcher may stand or kneel anywhere in the vicinity of the pitcher's mound.

F. Stealing will not be allowed in Machine Pitch baseball. Bunting will be allowed in Machine Pitch 2 baseball.

G. Base runners may, at their own risk, advance only one base on initial overthrow for a ball that remains in play. Runners may only advance one base for a ball ruled out of play.

H. Minors Baseball 6/7: The play will end when the ball is controlled in the infield.

I. Minors 6/7 Baseball and Minor 7/8 Softball Only: Teams play with ten (10) defensive players with the additional player positioned in the outfield. Two defensive coaches are allowed on the field positioned in front of the outfielders for Minors 6/7 Baseball and Minor 7/8 Softball.

J. Minor 7/8 Baseball and above: No defensive coaches are allowed on the field.

Local Ground Rules

- K. The following rules will apply to Minors 7/8 Baseball only:
- a. A 14-foot circle (pitchers circle) will be drawn around the pitching machine. The circle will be divided with a line even with the anchor bar of the pitching machine. The player pitcher may not cross this line until the ball has been released by the machine. A play will be considered over when a player has control of the ball inside of the pitcher's circle. Runners may advance at their own risk until the ball is controlled or comes to a rest within the pitcher's circle.
 - b. A 30-foot progression line will be used at every base. Once the ball is controlled inside the pitcher's circle, a runner will be allowed to proceed to the next base if he/she has crossed the progression line. If the runner has not, he/she will be sent back to the base of which he/she last rounded.
 - c. Teams shall play with nine (9) defensive players. There shall be no additional player positioned in the outfield.

5.12. Tee Ball

- A. All outfielders must position themselves on the outfield grass approximately ten (10) feet from the infield before play starts. Once the ball is hit they may come forward to the infield area. Up to two defensive coaches are allowed in the outfield and one coach on the infield near the pitcher.
- B. An inning will be over when the last batter in the lineup has hit and the defensive team either earned an out or an infielder raises the ball in the infield in fair territory. Base runners shall not continue running the bases. If three outs are earned before the last batter has hit, the bases are cleared and the number of outs is reset to zero.
- C. Bunting is not allowed.
- D. The infield fly rule will not be enforced.
- E. Play will stop when an infielder raises the ball on the infield in fair territory. Runners more than half the distance to the next base when play stops will be allowed to occupy the next base. All others will return to the previous base unless they are forced to the next base.
- F. The adult base coaches will umpire. No player base coaches will be allowed.

Local Ground Rules

- G. All players must play in the infield during the game

5.13. Coach Pitch

- A. Defensive Players: Ten (10) players may play defense at one time. No player shall sit the bench in consecutive innings. Infielders must play standard infield positions. All outfielders must play in the grass. Up to two defensive coaches are allowed in the outfield.
- B. Offensive Players: All players will be in the batting lineup at all times. The lineup shall be rotated every game in such that no player bats in the same place of the lineup.
- C. Batting: Offensive Coach will pitch 3 balls to the batter. If the last ball is fouled, the batter will continue to bat until they put the ball in play, misses, or doesn't swing. Upon striking out, the batter will hit off of a tee. The coach pitcher should stand or kneel twenty feet from home plate while pitching.
- D. Batting Limit: Every player in the lineup bats in an inning. A double will be the furthest base that a batter can be awarded. A double can be awarded when the ball is hit past the outfielders and a play is not made on the ball. (Play: an outfielder while attempting to play a hit ball puts a glove on the ball) This rule will apply to the last player in the lineup.
- E. After obtaining the third out, the offensive team must clear all the base runners but will continue through the end of the lineup.
- F. There will be no bunting, base stealing, or running on overthrows.
- G. No player should play the same position twice in one game. No player shall play the outfield in consecutive innings.

5.14. Competitive Leagues (Minor Baseball 7/8 and Minor Softball 7/8 and above): A game will not be started with less than eight (8) players on each team. Teams may skip over the 9th position in the batting line up each turn at bat without penalty if the spot remains vacated.

5.15. A courtesy runner may be used for the pitcher or catcher of record when there are two outs during the Regular Season for kid pitch divisions (Minor 9/10 Baseball/Softball and above).

Protective Equipment

6. *Protective Equipment*

6.1. Players must wear batting helmets with face shields when batting, running the bases, or coaching 1st or 3rd base during regular season play. This includes batting practice in the batting cages.

Exception: Face shields will be optional for Minors 10 and above. Team managers reserve the right and shall require a face shield to be worn by those players they deem to be at risk for their safety.

6.2. All male players must wear a protective cup.

6.3. A catcher's mask must be worn by any player warming up a pitcher in the bullpen area.

6.4. All players playing the pitcher's position in all divisions of softball will be required to wear an approved infielder's facemask. Atlee Little League will provide one facemask per team as standard issue equipment.

League Playoffs

7. *League Playoffs*

- 7.1. All Baseball divisions, from Minors 7/8 through Juniors and Softball divisions from Minors 7/8 through Juniors will have end of the season playoffs. Each team participating in these divisions will be entered into the playoffs in its respective division. A minimum of three teams must have played in the division. The playoffs will consist of Atlee teams only. At the end of the regular season, each team will be seeded for the playoffs based on its finish in the standings. Inter-league games played will count toward the overall win-loss record.

Standings will be sorted by won/loss percentage with tie games counting as a half win and a half loss for percentage calculations. Ties in standings will be broken by the following:

- Head to Head
- Win percentage (wins, not including ties, divided by total games played)
- Win/loss percentage in games against other Atlee teams (Divisions that interleague)
- Coin flip by division director, with managers or manager designated representative available.

The division champion will be determined by the winner of the end of the season playoffs. All games played in the regular season and playoffs will count towards the minimum requirements for both league and player eligibility toward the post season.

Tournament Teams

8. Tournament Teams

Atlee Little League is committed to making the All-Star (District 5 and Invitational), selection process as transparent, accountable and inclusive as possible. In all circumstances, the League will attempt to field teams for all post season eligible divisions. If for some reason a team cannot be fielded, then this decision must be voted on and approved by majority vote of the ALL Board of Directors.

8.1. All-Star Executive Committee

The All-Star selection process will be managed for each division by its All- Star Executive Committee.

The All-Star Executive Committee will consist of three voting members and a record- keeper:

- The voting members will consist of the following individuals:
 - The VP of Baseball (or softball)
 - Respective Division Director for said division (D5 and Invitational eligible divisions)
 - One other board member selected by the VP of Baseball (or softball), League President, and division director
- The record-keeper will be the League Secretary or their proxy. His/Her role will be to keep accurate notes of all proceedings.
- For example – for Majors All-Star baseball teams, the All-Star Executive Committee would consist of the following individuals:
 - The VP of Baseball
 - The Majors Baseball Division Director
 - One other board member selected by the VP of Baseball (or softball), League President, and division director
 - The record keeper (non-voting)
- For example – for Majors All-Star softball team, the All-Star Executive Committee would consist of the following individuals:
 - The VP of Softball
 - The Majors Softball Division Director

Tournament Teams

- One other board member selected by the VP of Baseball (or softball), League President, and division director
- The record keeper (non-voting)

- In cases in which there is a conflict of interest, the member will recuse themselves: and, the Atlee Little League Board will select a replacement committee member. Reasons for recusal will include:
 - The committee members has a child playing in the division under consideration.

8.2. All league players of the appropriate age, who have met eligibility requirements per the Little League rulebook will be eligible, including those players who have played up into a higher age division. (Juniors are not eligible for selection to Majors 11/12).

8.3. All players in each post season eligible division will automatically be placed on the ballot for all divisions of which they are eligible for. There is no guarantee that said child will be chosen for their respective division post season team(s). Parents will have the option to decline the invitation if their child is selected to a post season team.

8.4. All-Star Manager Selection

The All-Star Executive Committee will have the deciding vote on the final list of managers and coaches.

- A.** Any regular season manager/coach interested in managing a tournament team in their respective age group, must declare his/her intention by May 6th and ending no later than May 15th of the current season. All declarations must be submitted on the Atlee Little League tournament team declaration form.

- B.** No manager or coach shall miss more than three (3) practices and no games for the duration of the tournament unless ill or injured. A form letter must be signed by all managers and coaches stating that they understand this requirement. All practice schedules will be drawn up by the team manager in conjunction with the ALL All-Star Executive Committee. All practices that are scheduled will be considered mandatory.

Tournament Teams

C. Manager selection:

- All managers in all divisions will be selected using the same process
- The All-Star Executive Committee will interview manager candidates starting no earlier than May 6th and ending no later than May 15th.
- Any manager or coach from the Little League season will be able to nominate themselves for manager positions. The manager or coach must:
 - Be a Little League member in good standing financially
 - Must have the ability to represent himself/herself, and the league well.
 - Any season ejections will be considered a strong disqualifier for candidacy.
- Manager candidates will be evaluated based on the following criteria:
 - Atlee Little League history, including any feedback received from parents
 - Baseball/softball knowledge/credentials
 - Player knowledge
 - Input from non-All-Star coaches and managers (through a vote or direct communication)
 - Personal commitment to the task
- The All-Star Executive Committee will select managers by majority vote of the Committee.
- All-Star Executive Committee members will recuse themselves from voting on any manager candidate in one of the following circumstances, but will be asked for his/her opinions:
 - He/she participates with the manager candidate in a Little League capacity
 - He/she participates with the manager candidate in a travel ball capacity

Tournament Teams

- If a committee member must recuse themselves, the Atlee Little League Board of Directors shall select an alternate committee member.
- Minutes from All-Star Executive Committee deliberations will be recorded: and, will be distributed to other ALL Board members, if deemed appropriate by the ALL Executive Board.

All-Star Player Selection Procedure

This procedure is to be used for the following All-Star teams: District 5 teams, 9 YO Baseball, MP2 Invitationals, CP invitationals, and SB MP Invitationals:

1. All regular season managers will be presented with a ballot listing all age-eligible players alphabetically by team.
2. Managers will go around and talk about the players from their team that are most-deserving. If a manager does not talk about one of their players, another manager may bring that player up for discussion. Only players that are discussed are eligible to receive votes.
3. Managers will be instructed to vote for 12 players that, in their opinion, would best represent Atlee Little League on an all-star team.
4. After all ballots are finalized, the All-Star Executive Committee will announce the post-season manager. At this point, the selected manager must decide on a 12 or 13 player roster.
5. The All-Star Executive Committee will tally the votes. If the manager has chosen a 12-player roster, the top 10 vote getters will automatically be placed on the team. If the manager chooses a 13-player roster, the top 11 vote getters will automatically be placed on the team. If there is a tie for the top 10 or 11 spots, the managers will be asked to revote to break the ties for only those players involved in the tie.
 - a. An example with a 12-player roster:
 - i. 8 players with 5 votes, 5 players with 3 votes, 2 players with 2 votes and 1 players with 1 vote
 - ii. The 8 players with 5 votes are placed on the team.
 - iii. There is now a revote between the 5 players with 3 votes each (Managers will be asked to vote for 2 of the 5 players)
 - iv. The top 2 vote getters will automatically be placed on the team to get to 10 players (possible revote if more than 2 tied for 10th spot).

Tournament Teams

6. Once the 10 (or 11) automatic roster positions are determined, the regular season managers will be dismissed.
7. At this point, the postseason manager has the final 2 selections. For a 12-player roster, the coach must choose from the players that finished in positions 11th-14th in the vote totals (including ties). For a 13-player team, it would be positions 12th-15th (ties included).
 - a. In our example from above, we had 3 players left with 3 votes (11th,12th, and 13th). We also had 2 players with 2 votes each (tied for 14th).
 - b. Therefore, the manager would make their final 2 selections from the 5 players that had either 2 or 3 votes originally.
8. All discussions and the results of votes are confidential and should not be shared by anyone involved in the process.
9. The Division Director will be responsible for calling all the parents of players chosen for a team. The Division Director will communicate the following to the parents at the time of notification:
 - a. The postseason manager, the tournament dates, and the all-star player fee.
 - b. The Division Director should ask the parent to verbally commit to paying the fee and have a discussion surrounding the commitment to practices and tournaments
10. Tournament team players must commit that they will miss no more than three (3) scheduled practices or a single game for the duration of the tournament, unless ill or injured. A form letter must be signed by the player and the parent/guardian stating that this requirement is understood. A player that is removed from or that leaves a team prior to the end of the District tournament or Invitational tournament may forfeit the right to participate on an Atlee Little League tournament team the next year he/she returns to league play. Any player that may miss more than the minimum will need to have prior approval by the Atlee LL All-Star Executive Committee.
11. If a player turns down the opportunity to play, the postseason manager will have the opportunity to select an alternate from the list of players eligible for the original coaches' selection. If, after 2 alternates have been contacted, the team still needs players, the coach has the option to switch from a 13-player to a 12-player roster.
12. NOTE: For District tournaments, the team must have a minimum of 12 players for the District Administrator to certify.
13. If the list of eligible alternates has been exhausted, then the next group of vote getters will become eligible as coaches' choices. If there are no vote getters remaining, then the postseason manager can select any player of their choice to get to 12 players.

Tournament Teams

Invitational Selection Procedure

1. Atlee LL will try its best to field invitational teams for all tournaments that are offered.
2. If a tournament team is being selected from a division that has a District 5 All-Star team (i.e. Minors 10 Invitational, Majors Invitational, etc), the selection process will be as follows:
 - a. A postseason manager will be sought out from discussions with the regular season managers and the division director.
 - b. All players that received votes in the District voting but did not make the final team will automatically be offered a spot on the invitational team.
 - c. Coaches will be given a list of remaining possible players and will be asked to vote for an appropriate number of players depending on how many slots remain on the team (team roster size will vary based on tournament rules).
 - d. The postseason manager, in conjunction with the Division Director, will fill out the remainder of the roster based primarily on number of votes but will be given a bit more leeway to consider items such as: primary defensive positions, pitching ability, etc.
 - e. In some instances, it may be needed for some District 5 players to also play on the invitational team. This is a case-by-case basis due to tournament rules and team makeup. The District 5 players selected shall be those players who fill a need on the invitational team and were afforded the least amount of opportunity on their District 5 team. Under any circumstances, the selection of District 5 players onto an invitational team must be approved by the VP of Baseball or the VP of Softball.

Field Use Policies

9. *Field Use Policies*

- 9.1. Alcoholic beverages are strictly forbidden from the Atlee Little League Complex including the parking lots.
- 9.2. Pets are not allowed on the Atlee Little League Complex. Service animals are not considered pets.
- 9.3. All vehicles must be parked in designated parking areas and may not be inside the interior gates.
- 9.4. All bikes, motorcycles, and mopeds must be parked in designated parking areas and may not be ridden throughout the Atlee Little League Complex.
- 9.5. All games will be immediately suspended when there is lightening or thunder in the vicinity and everyone shall be directed to their vehicles for at least twenty (20) minutes. Play will resume no sooner than twenty (20) minutes after lightening passes. Atlee Little League urges every adult to remember that the safety of our children is far more important than any ballgame. If players and parents do not go to their vehicles, the Board member on duty reserves the right to declare the game(s) over and will not be rescheduled for continuation.
- 9.6. The home team scorekeeper is the official scorekeeper
- 9.7. Scorer's boxes may be occupied only by the scorekeepers, one scoreboard operator (for fields with electric scoreboards), and league officials. These individuals may not direct any comments toward the players, managers, coaches or umpires other than as required as the official scorekeeper.
- 9.8. Each team will clean up the area around the field, stands, and dugout after each game
- 9.9. Batting cages are not to be climbed or swung on. Batting helmets must be used in the batting cages at all times. Only one manager or coach and one player shall be in the batting cages at a time
- 9.10. Soft toss into fences is limited to wiffle balls
- 9.11. Warm-up throwing shall be done in the outfield.
- 9.12. For fields with grass infields, managers/coaches shall stay off of the infield grass while hitting infield/outfield practice and while pitching to batters.

Field Use Policies

- 9.13. Before each game, the home team is responsible for lining the field, setting out the bases and pitching machine (if applicable), and other preparation work necessary for the field to be in playable condition. All field preparation must be completed before the scheduled start of the game. The start of the games will not be delayed for lining of the fields. Teams must vacate the infield before the game to allow for field preparation.
- 9.14. After the last game of each day, the visiting team is responsible for raking the pitcher's mound and the home plate area, putting away the bases and pitching machine (if applicable).
- 9.15. A heat index guideline is in place to limit player's exposure to excessive heat conditions. The safety officer and board member on-duty will monitor conditions and make the determination if practices and/or games will commence at the Atlee Little League Complex. Activities will be suspended when the heat index (temperature & humidity) is greater than or equal to 105 degrees which is consistent with Virginia High School League Heat Guidelines; for more information regarding the VHSL Heat Guidelines, visit www.vhsl.org

Code of Conduct, Complaint, and Grievance Policy Manual

10. Code of Conduct, Complaint, and Grievance Policy Manual

10.1. Purpose

It is our hope that you and your child will have a fun and positive year with Atlee Little League. Occasionally, however, a conflict can arise among parents, managers and coaches. For example, a parent might not approve of the behavior and/or actions of a manager or coach.

Occasional as they are, these situations can be quite distressing to all involved, particularly the children, taking the fun out of the game. It is the manager more than any other single individual who makes the program a success or failure. He/she controls the situation in which the player may be benefited or harmed.

Actions of our managers and coaches must be held to the highest standards and be beyond reproach. Likewise, for the manager to be able to do his job successfully, parents must understand that their actions should not interfere with that process.

The Atlee Little League Board is committed to making sure that all conflicts are resolved quickly, objectively, and equitably with the very first consideration being given to the welfare of the children. Atlee Little League after much discussion, has adopted a written standard that all persons within our league shall abide by. These standards will be expected to be followed by our board members, volunteers, parents, visitors, and our players.

Please note all Managers/Coaches are directed by the Board to deal fairly and impartially with each issue and ANY retaliation will not be tolerated. Please see "retaliation" under section 10.4.

Finally, problems with umpires, however, are to be handled outside of the policies described below. Concerns about umpires should be addressed by the manager to the League's Vice President of Baseball/Softball. The Vice President of Baseball/Softball will then investigate the matter. The Vice President of Baseball/Softball, if unable to resolve the situation, he/she will bring the matter to the Atlee Little League Board.

Code of Conduct, Complaint, and Grievance Policy Manual

10.2. Code of Conduct Policy

A. Terms

For the purposes of this document, “Atlee Little League participant” will be defined as follows:

- Board members
- Managers
- Coaches
- Players
- Concession stand workers
- Volunteers
- Tournament Directors

“Spectator” is defined to include anyone who is watching a game or is a guest at the complex.

B. Code of Conduct

No Atlee Little League participant or spectator shall, at any time:

- Lay a hand upon, push, shove, strike, or threaten to strike another Atlee Little League participant, spectator or umpire.
- Heap personal verbal or physical abuse for any real or imaginary belief of a wrong decision/judgement on another Atlee Little League participant, spectator or umpire.
- Speak disrespectfully to any Atlee Little League participant, spectator or umpire – including taunting, shouting or screaming.
- Speak disrespectfully about any Atlee Little League participant, spectator or umpire.
- Question the umpire(s) in a derogatory or abusive manner.
- Use profane, obscene or vulgar language
- Demonstrate dissent at a decision by an Atlee Little League participant or umpire by throwing gloves, helmets, hats, bats, balls or any equipment.

- Use unnecessarily rough physical tactics in the play of a game against an opposing player.
- Be at the Atlee Little League complex while intoxicated (alcohol or drugs). Intoxicated will be defined as an odor or behavior issue.
- Smoke or vape at the Atlee Little League complex.
- Refuse to leave the scorer's box if requested by a Board Member, umpire, or Tournament Director

10.3. Violations of the Code of Conduct Policy

A. When a Violation Occurs

Atlee Little League board members have an obligation to uphold these standards. If any Board Member perceives an Atlee Little League participant or spectator has violated the code of conduct, they will have the right (if necessary and if circumstances dictate) to ask the violators to leave the complex immediately.

If the violator does not leave willingly, the local authorities may be contacted without warning.

B. Exception(s):

- In cases in which an Atlee Board Member (the first board member) is participating in league activities in the role of manager, coach, player or volunteer; and
- the second board member perceives that the first board member has violated the Code of Conduct; and
- the second board member requests that the first board member leave the complex immediately.
- The first board member will be required to leave the complex immediately until the respective VP Baseball/VP Softball has given explicit instructions to both the first and second board members that the first board member is allowed to return. If the first board member is the VP Baseball/VP Softball, the first board member will be required to leave the complex immediately until the League President has given explicit instructions to both the first and second board member that the first board member may return.

C. After a Violation

The violation should be reported to the appropriate Division Director and the VP of Baseball/Softball. This group will conduct an initial investigation within the first 72 hours, to collect additional information about the incident.

After the initial 72 hours, the Formal Grievance process will be followed. See Section 10.4

10.4. Complaint/Grievance Policy

A. Complaints About Your Manager/Coach

One of the most common sources of conflict in Little League is between parents and coaches. In this situation, complaints should be initially handled in one of two ways:

Option 1: The parent should discuss the issue directly with the manager – but not during games or practices. Instead, the conversation should take place; away from the field, away from any children, and away from other parents.

- The Atlee Little League Board of Directors prefer that all complaints be handled in this manner if possible. The manager may or may not have been aware of the problem. The issue should be discussed quickly in a courteous and positive manner. When approached promptly and in a calm manner, many problems quickly become non-issues and a higher level of cooperation and understanding is achieved.
- If the issue cannot be resolved directly between the parent and the manager, then the complaint should be made by the parent to the division director. The division director shall then discuss the issue with the manager. If the issue still cannot be resolved, or if it continues, the parent may file a formal grievance.

Option 2: In rare circumstances where the parent would prefer an Atlee Little League Board Member present for the initial conversation with the manager, the parent may elect to write a letter to the Atlee Little League Board of Directors. The letter must outline the specific area(s) of concern, provide only facts, and not include any judgements or conclusions. Upon receipt of the letter, the Board will forward the letter to the manager to make them aware of the concerns. The division director will then schedule a meeting providing the opportunity for the parent(s), manager, and division director to all sit down together and attempt to resolve the conflict. This provides both the parent and manager an independent third

party to help facilitate the conversation. It is expected that the manager and parent will work together to facilitate a positive resolution.

If the issue cannot be resolved directly through one of the two options outlined above, the issue may be elevated through the Grievance Policy outlined below.

B. Formal Grievances

Unfortunately, there are circumstance that cannot be resolved by a conversation between a manager and parent. In those cases, a formal grievance should be filed.

- Filing a formal grievance – a formal grievance must be filed in writing with the VP of Baseball/Softball and the appropriate division director. The written grievance should contain the following:
 - The name, telephone number and email address of the person filing the grievance;
 - The name of the person against whom the grievance is filed;
 - The nature of the complaint;
 - The relevant dates and locations; and
 - The desired resolution
- The Grievance Review – The grievance will be reviewed within 48 hours of receipt to see if the grievance has merit and if it should be reviewed at a grievance hearing by the following individuals:
 - VP of Baseball/Softball
 - The appropriate division director
 - A third board member – preferably the Player Agent, the League President, an at-large member, or the coaches coordinator
- If the grievance will not be heard, the VP of Baseball/Softball will notify the parent in writing why the grievance was dismissed. The grievance dismissal action of the VP shall be final unless the person who filed the grievance decides to appeal the decision to the full Atlee Little League Board of Directors. The appeal must be by written request to the League President with 48 hours of the dismissal by the Vice President.
- If any of the participants on the Grievance Committee are the subject of the complaint, the Executive Committee of the Atlee Little League Board will find and select an alternative member to serve on the Grievance Committee.
- The Grievance Hearing
 - Both the person filing the complaint and the person against whom the grievance is filed, may produce witnesses to speak on

their behalf (no minors). The witnesses must provide their written statements to the Chair (VP) no later than 24 hours prior to the hearing.

- The Committee shall hear testimony in the following order:
 - The Atlee Little League participant filing the complaint (10 min max);
 - Witnesses for the Atlee Little League participant (2 min each);
 - The person against whom the grievance is filed (10 min max);
 - Witnesses for the person against whom the grievance has been filed (2 min each)

Statements should be recorded by the Secretary (or appointed member) and should only address the issue at hand and not reference any past accusations or violations, if any. Only facts may be presented, not assumptions or preconceived conclusions. No questions shall be allowed during testimony. After the statements are made, the Chair may allow questions from Committee members. The parties shall then be dismissed.

- After the parties are dismissed, the Grievance Committee shall proceed in the following manner:
 - The Grievance Committee shall discuss in private and reach a decision as to the imposition of any disciplinary action by majority vote that will be recommended to the Atlee Little League Board of Directors.
 - The Grievance Committee chairperson shall report all meeting minutes and recommendations to the league president.
 - League President shall convene a meeting of the Atlee Little League Board of Directors in a timely manner to present the Grievance Committee's recommendations.
 - The Atlee Little League Board of Directors shall hear the case and then proceed to determine what action is to be taken by majority vote.
 - League President shall then notify the person of whom the grievance has been filed upon, the decision which was made by the Atlee Little League Board of Directors.

C. Disciplinary Action

The Atlee Little League Board of Directors may impose any or all the following sanctions:

- Dismiss the action without sanction;
- Written warning from the league;
- Suspension from one or more games or practices;
- Recommendation against post season positions;
- Removal from a league position;
- One-year suspension from league participation;
- Multi-year suspension from league participation

The action of the Atlee Little League Board of Directors shall be final unless the person against whom the grievance is filed decides to appeal the Committee decision to the full Atlee Little League Board of Directors. If so, the person must appeal by written request to the President of Atlee Little League with 48 hours of receiving the decision of the Grievance Committee.

D. Conflict of Interest

Committee members will be asked to recuse themselves from all proceedings if an of the following conflict of interest exist:

- Family member of person filing grievance or of person grievance is filed against.
- Participates with member in any sort of coaching capacity, even if not within Atlee Little League
- If parties are known to have any relationship with either party that may have a bearing on the discussions and/or outcome of the hearings.
- If the grievance filed is against the member personally.

E. Right to Appeal

The ALL Board President shall schedule the appeal for the next regularly scheduled board meeting (a minimum of 72 hours' notice is required). The league president reserves the right to call for a special meeting of the ALL Board of Directors to resolve the appeal in a timely manner. The President shall chair and conduct the appeal in the same manner as the grievance hearing (above). A final decision will be made by majority vote of all board members present at the meeting. The President shall issue letters to both the person against whom the grievance was filed and the person who filed the complaint, within 48 hours of the hearing informing that person of the outcome. This decision will be final with no further appeals.

F. Retaliation

Retaliation will not be tolerated. The purpose of this Grievance Policy is to

foster open communication between the volunteers who manage/coach the teams and the league participants. Communication between managers/coaches and parents must be able to occur with no fear or concern of retaliation. Retaliation is defined as an observed change in playing time, position, batting order, or disposition. All concerns of retaliation will be fully investigated by the Grievance Committee. If the Committee determines the player has been subjected to retaliation, the manager/coach will be suspended for a minimum of one calendar year from the date of incident.

G. Records Retention

All complaints, resolutions and disciplinary letters must be retained by ALL and passed on to the President of the Incoming Board. Records will be destroyed after 3 years of the final decision.

BOARD MEMBER EXPENDITURE LIMITS

BOARD MEMBER EXPENDITURE LIMITS

From time to time it may be necessary for certain board members to make non-routine purchases on behalf of the league in the course of their roles. These non-routine expenses are tied to projects, events or items that are not normally incurred through normal baseball and softball operations. These purchases also include items not previously purchased on behalf of baseball or softball. Given that it is not practical to seek approval for some small purchases, the league has granted the following purchase authority for the roles of President, Vice President of Baseball, Vice President of Softball, Treasurer and Equipment Director:

Purchase Range	Approval Required	Reporting Required
\$ 0 - \$ 499	NONE	Treasurer within 7 days
\$ 500 - \$ 1,499	Executive Board	Board of Directors at next meeting
\$ 1,500 and over	Board of Directors	

The above approval limits are considered to be in aggregate for any project, repair or vision and not to be bypassed by making several smaller purchases to bypass the above limits. Board member purchases requiring no approval are required to be reported to Treasurer within seven days of purchase.